



Strategic 5 -Year Workforce Investment Plan PY2013/17



Mendocino County, California

Local Workforce Investment Area

**WIA Administrative Offices
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July 1, 2013

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**Workforce Investment Act (WIA)
Strategic Five-Year Local Plan
2013-2017**

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WORKFORCE INVESTMENT ACT LOCAL STRATEGIC WORKFORCE PLAN PROGRAM YEARS 2013–17

Local Workforce Investment Area:

Name: Mendocino

Date of Submission: July 1, 2013

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☒ Check the box if you would like to be considered for High Performing Board Designation

Special requests for services, aids, and/or special formats may be made by contacting the California Workforce Investment Board at (916) 324-3425. The TTY line: (916) 324-6523.

SECTION 1 VISION

Business and Industry Goal:

The vision of the Mendocino Workforce Investment Board is to continue to convene and/or participate in meetings, strategic planning events, and cooperative grant applications with all appropriate stakeholders, with the objective of moving toward assisting job seekers, businesses, educators and trainers to meet the needs of the demand sectors in our regional economy.

The WIB oversees the workforce investment system comprised of 17 agencies that collaborate to provide comprehensive workforce preparation through the One-Stop system called Mendocino Works. The WIB currently participates in developing projects with neighboring LWIAs, economic development boards and Education providers in order to enhance regional Workforce Development, Economic Development and workforce education and training initiatives. The WIB partners both formally, through MOUs, and informally, as projects arise with different stakeholders to the north, south, and east – encompassing the Northern California region.

The Mendocino County Workforce Investment Board also functions as the Mendocino County Comprehensive Economic Development Strategy (CEDS) Committee and is comprised of members from the requisite stakeholders including business, organized labor, economic development specialists and both K-12 and Community College education experts. Mendocino County is involved in many different regions relative to the stakeholders. The WIB members bring their expertise to the WIB meetings for strategic planning purposes, and represent Mendocino County as active participants within the various regional organizations within their areas of expertise.

Economic Development:

The California Association for Local Economic Development (CALED) assigns Mendocino County to the Northern California Region 1. This area encompasses a horse shoe shape of eleven counties beginning with Mendocino and Lake, going north along the coast line to include Humboldt, Trinity, and Del Norte, moving across to include Sierra, Modoc and south to reach Lassen, Plumas, Sierra, and Nevada Counties. A five county portion of this region is identified as the Redwood Coast regional economy and includes Humboldt, Del Norte, Siskiyou, Trinity and Mendocino counties. The Humboldt County WIB has commissioned The Targets of Opportunity 2012 report for the latter region. This report (detailed in section 2), along with the

original Targets of Opportunity Report and subsequent Occupations of Opportunity report are the major data sources for the Mendocino County WIB's development of training priorities within both industry sector and occupational clusters that are projected as high-growth and high demand due to either replacements or growth. The sectors include:

- Diversified Healthcare
- Specialty Agriculture, Food and Beverages
- Building and Systems Construction and Maintenance
- Investment Support Services
- Management and Innovation Services
- Niche Manufacturing
- Forest Products
- Tourism

Demonstrating additional regional partnering, the Broadband Alliance of Mendocino County (BAMC) is sponsored by the Economic Development and Finance Corporation (EDFC) to increase internet access to the outlying areas of Mendocino County. This alliance is an all-volunteer organization represented by individuals from business, government, education, and public safety. Nearly every community in the county is represented, which spans all four "regions" within the county; the coast, inland areas, the north and the south (which takes over 4 hours to travel by car). The EDFC, Executive Director is a member of the WIB and is chair of an Ad Hoc committee to determine the feasibility of formalizing an Economic Development District with the Sonoma County Economic Development Board. It is planned to utilize a Joint Powers Agreement governance structure to formalize the district and move forward with competing for funds from the Economic Development Agency (EDA) to tackle common economic development goals.

Labor:

The International Brotherhood of Electrical Workers (IBEW) is represented on the WIB and through this member a plan is in place to determine the feasibility of joining with Sonoma, Marin, and Lake Counties to increase the number of apprenticeship programs in the two rural LWIAs.

A new partnership is being developed with the Northern California Laborers' Joint Apprenticeship Training Committee and the Laborers Training and Retraining Trust Fund for

Northern California. This partnership will ensure apprenticeship experiences within the construction sector.

Education:

The two Community Colleges serving Mendocino County are part of the North/Far North region within the state wide system. The region is primarily rural and includes 24 counties from Sacramento on the south, to the Oregon border on the north, the Nevada state line on the east and the Pacific Ocean on the west. The two colleges span three Local Workforce Investment Areas (LWIAs); Humboldt, Napa/Lake and Mendocino. Mendocino Community College serves both the Mendocino and the Napa/Lake LWIAs, with the main campus located in Ukiah and satellite campuses in Willits and in Lakeport (Lake County). Additionally, numerous on-line courses are offered for the students in the outlying areas. Mendocino College is actively represented on the WIB by the Dean of Career Technical Education.

The College of the Redwoods main campus, located in Humboldt County provides a satellite campus in Fort Bragg and though not represented on the WIB, is included in joint applications for special projects of the Humboldt and Mendocino WIBs, as appropriate.

The Mendocino County Office of Education (MCOE) provides students high quality Career Technical Education/Regional Occupation Programs (CTE/ROP) in partnership with private industries and local agencies within the LWIA. Current course offerings are predominantly within the Allied Health Care and Business Administration sectors. The MCOE is actively represented on the WIB by the Director of CTE/ROP.

Business:

The Mendocino College and the Mendocino county Office of Education recently co-sponsored a Business Symposium which attracted 145 attendees who represented educators, business owners, CTE/ROP and Mendocino College students, WIB members and agencies providing workforce training. A panel of employers shared their workforce development needs for the 21st century. This event, along with the requirement of the Mendocino College to gain input for class curricula from local business members ensures input from the business perspective. The following programs within the Targets of Opportunity available through Mendocino College include:

Management and Innovation Services

Degrees:

Business - Accounting, A.S.

Business – Management, A.S.

Business – Real Estate, A.S.

Computer Applications and Office Administration, A.S.

Certificates:

Business – Accounting
Business Entrepreneurship (In progress)
Business – Management
Business – Real Estate
Business Retail management (In progress)
Business Office Technology
Computer Applications and Office Administration
Networking and Security
Sustainable Technology – Entrepreneurship (In progress)
Web and Database Development

Niche Manufacturing

Other:

Welding Courses

Investment Support Services

Degrees:

Business - Accounting, A.S.

Forest Products

Natural Resources, A.S.

Diversified Health Care

Certificates:

Business Office Technology – Medical
Business Office Technology – Medical Billing/Coding
Alcohol & Other Drugs
Human Services Paraprofessional
Human Service Worker

Degrees:

Registered Nurse, A.S.
LVN to RN Career Ladder, A.S.
Health Sciences, A.S.
Human Services Paraprofessional, A.S.
Kinesiology, A.A.
Alcohol & Other Drugs Studies, A.S.

Other:

EMT Course

Building and Systems Construction

Certificates:

Sustainable Technology – Construction
Sustainable Technology – Renewable Energy
Sustainable Technology - Residential Performance and Efficiency

Specialty Food, Flowers and Beverages

Certificates:

Culinary Arts Management
Agriculture – Nursery Production
Agriculture – Landscape Practices
Viticulture Skills Certificate (in progress)
Degrees:
Agriculture – Horticulture, A.S.

Tourism

Certificates:

Culinary Arts Management

Certificate programs within the Targets sectors offered through Ukiah Adult School and Mendocino County Office of Education may be accessed at www.ukiahadulthoodschool.net and www.mcoe.us

Training Needs Referral List

Reference: Business owners and employers seeking workers with specific skills to meet their manufacturing and other training needs are encouraged to contact the following local entities that provide career and technical education, specialty, and contract training:

Mendocino Community College

Position: Dean of Career and Technical Education
(707) 468-3131

Mendocino County Office of Education

Position: Director, Career and Technical Education/ROP Programs
(707) 467-5127

Mendocino Private Industry Council, Inc. (WIA Program Service Provider)

Position: Executive Director
(707) 467-5911

Mendocino County Workforce Investment Board

Position: WIB Director/WIA Coordinator
(707) 467-5590

SECTION 2 ECONOMIC and WORKFORCE INFORMATION ANALYSIS

System Alignment and Accountability Goal:

Support system alignment, service integration and continuous improvement using data to support evidence-based policymaking.

Collaborative Economics, an economics consulting firm in San Mateo, California created the original Targets of Opportunity report in 2007 for the Redwood Coast Region which included data from Humboldt, Mendocino, Del Norte, Siskiyou, and Trinity counties. The economic analysis model developed by Collaborative Economics applied the following four criteria:

- Expanding opportunity (job and/or firm growth);
- Increasing wages;
- Improving competitiveness (strong or growing concentration of jobs compared to California as a whole);
- Expanding career opportunities (distribution of job opportunities across the occupational spectrum).

The Redwood Coast Targets of Opportunity industry clusters identified in the original report are comprised of 97 high-performing industry groups, selected from a few hundred across the five-county economy. They include the following in order of size by total number of jobs with the average wage for the industry:

• Diversified Health Care	\$38,402
• Specialty Agriculture, Food and Beverages	\$27,929
• Building and Systems Construction and Maintenance	\$38,393
• Investment Support Services	\$38,886
• Management and Innovation Services	\$43,940
• Niche Manufacturing	\$42,366

The Targets of Opportunity 2012 report was produced by Humboldt County economic development practitioners Dennis Mullins, Labor Market Information Consultant with the California Employment Development Department assigned to the Redwood Coast region, and Jacqueline R. Debets, the County Economic Development Coordinator and Executive Director of Humboldt County Workforce Investment Board. Much of the original economic analysis methodology devised by Collaborative Economics was applied.

The US Bureau of Labor Statistics (BLS) data was used to determine which industries offer the greatest opportunity for the region. The Targets of Opportunity 2012 update includes

the demand occupations and a strategic work plan for each industry, which was developed by the business leaders of that industry cluster. The Tourism and Forest products sectors were added to the original Targets due to the demand in the region. Mendocino WIB participated in the Humboldt County, Targets of Opportunity project, along with Del Norte, Siskiyou, Trinity counties, in 2007 by providing names of business owners for participation in the discussion of their needs from the Workforce Development partners. (Reports available at www.mendowib.org)

Wage ranges across the clusters projected through 2018, per the Targets 2012 Report are as follows:

Diversified Health Care

Higher Wage	21%
Mid-Range Wage	30%
Lower Wage	49%

Specialty food, Flowers & Beverages

Higher Wage	12%
Mid-Range Wage	30%
Lower Wage	58%

Building and Systems Construction

Higher Wage	19%
Mid-Range Wage	39%
Lower Wage	42%

Investment Support Services

Higher Wage	24%
Mid-Range Wage	45%
Lower Wage	31%

Management and Innovation Services

Higher Wage	26%
Mid-Range Wage	35%
Lower Wage	39%

Niche Manufacturing

Higher Wage	27%
Mid-Range Wage	40%
Lower Wage	33%

Tourism

Higher Wage	11%
Mid-Range Wage	28%
Lower Wage	61%

Forest Products

Higher Wage	20%
Mid-Range Wage	43%
Lower Wage	36%

Skill and education requirements

The skills and knowledge needed to enter employment in the demand sector occupations span the range from low, middle, to high skills with the following delineation from the Targets 2012 and the Redwood Coast Occupations of Opportunity reports:

Among occupations within the Target industries projected through 2018, 51% of the job openings require short term on-the-job training (OJT) of one month or less, 14% require moderate term OJT of one to twelve months, 13% require work experience in a related occupation or long term OJT, 8% require an Associate Degree or post-secondary vocational education and 14% require a Bachelor's Degree or higher.

The three tables below show the gateway abilities required for the region's occupations of opportunity by lower, mid, and higher wage levels.

Lower Wage Level Occupations of Opportunity Gateway Abilities by Occupation							
	Combined Food Prep. & Serving Workers, Including Fast Food	Farmworkers & Laborers, Crop, Nursery, & Greenhouse	Food Batchmakers	Food Preparation Workers	Home Health Aides	Janitors & Cleaners, Except Maids & Housekeeping Cleaners	Retail Salespersons
Information Ordering							
Oral Expression							
Problem Sensitivity							
Manual Dexterity							
Near Vision							
Oral Comprehension							
Speech Recognition							
Speech Clarity							
Trunk Strength							
Arm-Hand Steadiness							
Static Strength							
Control Precision							
Auditory Attention							
Category Flexibility							
Deductive Reasoning							
Extent Flexibility							
Inductive Reasoning							
Multilimb Coordination							
Rate Control							
Written Comprehension							

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Mid-Wage Level Occupations of Opportunity
Gateway Abilities by Occupation

	Computer Support Specialists	Construction Laborers	Driver/ Sales Workers	Executive Secretaries & Administrative Assistants	First-Line Supervisors/ Managers of Food Prep. & Serving Workers	First-Line Supervisors/ Managers of Landscaping Lawn Service, & Groundskeeping Workers	Interviewers, Except Eligibility & Loan	Landscaping & Groundskeepin g Workers	Maintenance & Repair Workers, General	Medical & Clinical Laboratory Technicians	Medical Assistants	Medical Secretaries	Payroll & Timekeeping Clerks	Pharmacy Technician
Acute Vision														
Oral Comprehension														
Oral Expression														
Problem Sensitivity														
Information Ordering														
Speech Clarity														
Speech Recognition														
Inductive Reasoning														
Written Comprehension														
Arm-Hand Steadiness														
Inductive Reasoning														
Manual Dexterity														
Trifunctional Coordination														
Written Expression														
Control Precision														
Category Flexibility														
Finger Dexterity														
Selective Attention														
Static Strength														
Depth Perception														
Joint Flexibility														
Mathematical Reasoning														
Number Facility														
Time Sharing														
Hand Strength														
Visual Color Discrimination														
Visualization														

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Higher Wage Level Occupations of Opportunity Gateway Abilities by Occupation							
	Carpenters	Heating, Air Conditioning, & Refrigeration Mechanics & Installers	Insurance Sales Agents	Medical & Clinical Laboratory Technologists	Operating Engineers & Other Construction Equipment Operators	* Business Operations Specialists, All Other	* Sales Representatives, Services, All Other
Problem Sensitivity							
Inductive Reasoning							
Information Ordering							
Manual Dexterity							
Far Vision							
Comprehension							
Hand Steadiness							
Category Flexibility							
Control Precision							
Inductive Reasoning							
Trilimb Coordination							
Expression							
Arm Strength							
Text Comprehension							
Joint Flexibility							
Hand Dexterity							
Ability of Closure							
Speech Clarity							
Speech Recognition							
Generalization							
Text Expression							

* Note: Information about skills and abilities is not available because this is a composite occupation (e.g., "All Other").

Local One-Stop Participant Data

The WIB analyzes the education level of customers utilizing the One-Stop services on a quarterly basis to predict training needs and to prioritize training funds. The results of the recent quarter ending March 31, 2013 indicates 43.3% of the new One-Stop customers had a high school diploma, 11.2% held a bachelor's Degree, 9.5% had attended 1 year at a college, a technical or vocational school with 5.6% having attended the latter for 2 years. These figures shown by the WIB VOS data indicate the need for post-secondary education and training efforts needed to enter the Targets Occupations.

Mendocino County Population

The 2010 Census data reveals a total population of 87,841 individuals, of which 22.2% are Hispanic or Latino with 77.8% Non Hispanic or Latino. Languages other than English spoken in homes ranks at 20.6%. The racial diversity is represented as follows:

• African American	.7%
• Asian	1.6%
• American Indian & Alaska Native	4.9%
• Native Hawaiian & Pacific Islander	.1%
• White	76.5%
• Other	11.6%
• Two or More	4.5%

The largest age cohort within the total population is the 50 to 64 age group representing 24% of the population with the second highest group, those under age 18 at 22%. The high number of older individuals can be a predictor of job replacement openings in the next decade. Veterans, who have the priority of service through the One-Stop system represent 20.6% of the total population. The County Veterans Services Program and the California Employment Development Department Veterans Program are closely linked with the WIA Program Service Delivery Provider via co-location and referral. The latter implements WIB Policy No. 23 which stipulates that all outreach efforts, written materials on available services, and Web sites related to all WIA funded programs express a priority of service to veterans and their eligible spouses. The common intake form provided at the two One-Stop centers allows Veterans and their spouses to identify themselves to ensure they are granted the priority of service

The Mendocino WIB will continue to be locally and regionally engaged in understanding economic factors and leveraging resources to overcome skill gaps by participating in the following partnership opportunities:

- Form an Economic Development District with the Sonoma County Economic Development Board. This goal is currently being pursued via the formation of a Joint Powers Agreement governance structure in order to compete for funds from the Economic Development Agency (EDA) to tackle common economic development goals;
- Participate in the Northern California Innovation Strategies Memorandum of Understanding with seven Northern California Workforce Investment Boards, SETA/Sacramento Works, Inc., Golden Sierra Job Training Agency, Yolo County Department of Employment and Social Services, Northern Rural Training Employment Consortium, and Humboldt County Workforce Investment Board. The objective of this MOU is to establish a regional collaboration to build better working relationships, create common policies/practices, share best practices, align/leverage and share strategic business plans and resources and to identify industry sectors to focus training funds;
- Work with Mendocino Community College in their development of career pathways and vocational programs;
- Partner with the local adult education programs and Regional Occupational Programs by referring individuals in need of basic skills and entry level training.
- Participate in the Humboldt County Prosperity Network.

SECTION 3 BUSINESS SERVICE PLAN

Business and Industry Goal:

Meet the workforce needs of high demand sectors of the state and regional economies.

The Mendocino WIB currently provides Business Services through the One-Stop system via contracted services that include:

- Rapid Response site visits by WIA Program, EDD Wagner Peyser and TAA staff
- Human Resources Information
- Job Fairs
- Referral to Small Business Development services
- Referral to small business finance services
- General labor market information
- Interview room space
- Referrals of job seekers appropriately assessed
- On the Job Training contracts
- Work Experience contracts

The business services provided by the Employment Development Department delivered at the centers include placing job orders, tax credit information, screening of qualified applicant's, and bonding services for eligible new hires.

Rapid Response Process

When a layoff or plant closure occurs, staff from the WIA program service provider and the Employment Development Department team to meet with employer representatives and effected workers, on-site as close to the layoff/closure event as possible.

Information provided during the visit includes distribution of written materials regarding services provided by multiple agencies within the One-Stop system. Staff meet with individual employees to determine their needs on-site or by appointment. All affected workers are assessed for needs and referrals are made to other agencies as appropriate. Education, training and employment goals are determined at assessment and if immediate reemployment is not achieved through core services, an Individual Employment Plan is developed that details the intensive service and training goals of each participant. In cases when closures occur without One-Stop staff being notified prior to the closure, outreach is provided to the effected workers and the rapid response meeting is held at the One-Stop centers.

The comprehensive partnership which includes the Economic Development Finance Corporation and West Company/Small Business Development Center has developed confidential referrals for companies who have realized a potential of closure or down sizing. This has allowed the ability for the effected business to seek assistance from the partners from various funding sources to reach the objective of averting the layoff or closure.

Continuous Improvement Strategy

The WIB is committed to increasing employer involvement and recently amended the by-laws to implement a business services sub-committee responsible for developing recommendations for the Business Service Plan to the full WIB. Membership is pending and will be comprised of business representatives on the Local Board.

Goals of this committee will include:

- Determine effective strategies to increase layoff aversion activities;
- Analyze the strategies developed by cluster specific business representatives within the Targets 2012 report and develop action plans;
- Continue the integrated business services partnership with EDD Wagner Peyser and TAA co-located staff at both One-Stop centers;
- Enhance the current practice of leveraging and braiding other resources with our MOU partners including: Mendocino College, Ukiah Adult School, Mendocino County Office of Education CTE/ROP, Transition Partnership and Workability Programs, Department of Rehabilitation, California Indian Manpower Consortium, Tribal TANF, California Human Development, Ukiah Valley Association for Habilitation, Sonoma County Economic Development Agency, Economic Development and Finance Corporation, West Company/Small Business Development Center, CalWORKS Job Services, and County Veterans Service office. This comprehensive partnership, with the historical practice of braiding funds is essential to successfully serving the WIA enrolled participants since the Mendocino Local Workforce Investment Area (LWIA) is the second lowest funded in the state and will receive under \$800,000 in Adult, Dislocated Worker and Youth formula funds for PY 2013-14.

SECTION 4 ADULT STRATEGIES

Adults Goal:

The Mendocino WIB shares the State goal to increase the number of participants who obtain a marketable and industry-recognized credential or degree, with a special emphasis on unemployed, underemployed, low-skilled, low-income, veterans, individuals with disabilities and other at risk populations.

Strategy

The Mendocino WIB has a Priority of Service Policy Number 1D, (attached) which requires the service provider to enroll 70% of the adult participants who are in the low income category. Dislocated workers who were forced to take employment at a decreased wage level, (stop gap employment) are considered under employed and are also a priority. Additionally, the WIB amended this policy in April 2013 to include enrollment of individuals interested in training in order to increase the number of at risk individuals who receive training. Between March 20, 2012 and March 20, 2013, twenty one (21) participants successfully completed their training in the fields that are currently indicated as "demand" occupations. This represents 18% of the total number of participants enrolled in the Adult and Dislocated worker programs as of March 31, 2013.

The WIB also recently developed Policy Number 36, Training Requirements, (attached) to ensure compliance with Senate Bill 734 objectives. Between March 20, 2012 and March 20, 2013, twenty one (21) participants successfully completed their training in the fields that are currently indicated as "demand" occupations. This represents 18% of the total number of participants enrolled in the Adult and Dislocated worker programs as of March 31, 2013.

The WIB is committed to increase numbers of under prepared adults who receive training by braiding funds, increase pathway opportunities and increase the number of On the Job Training experiences and other earn and learn opportunities in the demand industries and occupations. Additional actions will be developed through the collaborations noted in Sections 1 and 2.

SECTION 5 YOUTH STRATEGIES

Youth Goal:

Increase the number of high school students, with emphasis on at-risk youth and those from low-income communities, who graduate prepared for postsecondary vocational training, further education, and/or a career.

Local Youth Population, Challenges and Activities

Youth under the age of 18 make up 22% (19,461) of the residents of Mendocino County. Twenty-five percent of Mendocino County children live below the federal poverty level. With the advent of welfare reform, many children are growing up in households where no responsible adult is present during the day.

In a survey administered by the Mendocino County Workforce Investment Board Youth Council, youth reported their greatest challenges to be lack of money, inadequate transportation, shortage of local recreational facilities, and the need for anger management skills.

Mendocino County has a variety of youth activities that are generally available in centralized locations in towns and cities, but may not be accessible to all youth. All county schools provide opportunities for sports and extra-curricular activities. Youth-serving agencies and organization include the Mendocino County Youth Project, Police Athletic League, Boys and Girls Club, Boy and Girl Scouts, the Arbor on Main - Youth Resource Center, the California Conservation Corp, the Pinoleville Pomo Nation Youth Build project, Mendocino County Department of Social Services, faith-based youth groups, local city sports teams and recreation programs, School for Performing Arts and Cultural Education (SPACE), Mendocino College summer camps, arts and education programs, Nuestra Casa tutoring and Mexican cultural activities, after-school tutoring, and recreational programs on local Native American Rancherias. There is an art and recreation center in Ukiah, the county seat, and a skateboard park in Ukiah, Willits, and Fort Bragg. Fort Bragg also provides the aquatic recreation center, CV Starr.

WIA funded Youth Activities

The Mendocino County Workforce Investment Board, in cooperation with the chief elected official, has established a Youth Council whose membership seeks to include: members of the local Workforce Investment Board with special interest or expertise in youth policy; representatives of youth-serving agencies; representatives of local public housing authorities; representatives of parents of eligible youth seeking assistance under the Workforce Investment Act; youth; representatives of local school and/or community

colleges; and representatives of organizations that have experience relating to youth activities, employment and training, and juvenile justice and law enforcement.

The duties of the Youth Council include:

- Developing the portions of the local Plan relating to eligible youth, subject to the approval of the Workforce Investment Board;
- Recommending eligible providers of youth activities to be awarded grants or contracts on a competitive basis by the local Workforce Investment Board to carry out the youth activities;
- Conducting oversight with respect to the eligible providers of youth activities in the local area;
- Coordinating youth activities authorized under WIA, Section 129;
- Other duties determined to be appropriate by the Chairperson of the local Workforce Investment Board.

The youth activities available through the program service provider include: basic skills tutoring, GED preparation, work readiness training, career exploration, interest abilities and values assessments, paid work experience, vocational classroom training, on-the-job training, and leadership development. Youth employment counselors encourage participants to stay in or return to school, developing the academic background necessary to succeed in today's technology driven economy. Youth specialists work with all enrolled youth to develop a plan that leads to employment in a career selected by the youth after researching careers. Where necessary, supportive services are made available to youth to ensure successful completion of their plan.

Comprehensive Services for Youth

Assessment Tools

- Basic Skills Level
Adult Basic Education (TABE) test and school records
- Occupational Skills Level
Transferable Skills Analysis (TSA) which reviews previous work history and cross references other occupations.
- Prior Work Experience
Self-Report on pre-application and via interview, Resume Lab and/or Resume development.
- Employability
Work Readiness Training (WRT), pre-application, self disclosure, resume, work history, etc.
- Interests

- Self-Assessment Workshop using Career Cruising and or Career Scope software
- Aptitudes
Career Scope
- Supportive Service Needs
Service Needs Assessment and self disclosure meeting with customer

Plan Development and Referral to Training

Although many youth do not have a defined career goal, information is gathered from a variety of sources to assist them in the development of their Individual Service Strategy (ISS). The strategy is a continual process which drives the development of the employment and training services for the youth.

Tutoring, study skills training, instruction, drop-out prevention, GED Prep and preparation for High School Exit Exam.etc. are provided through referral to partner agencies including Mendocino County Office of Education, Ukiah Adult School and/or Mendocino College.

Alternative secondary school offerings include referral to Continuation High School, Community College, or Adult School, as appropriate.

Summer employment and year round work experience activities are developed at both public and private sites as an important earn and learn strategy.

Occupational skills training is provided through classroom training opportunities, as well as opportunities for on site work training, (i.e. CNA classroom training and Work Experience placement in a Skill Nursing Center).

Additional Partner Organizations Serving Youth

Workforce Investment Act funded services are augmented by appropriate referrals to local partner agencies that are supported by other funds. Representatives of all the agencies listed below are members of the Youth Council:

- Pregnant minor programs (Mendocino County Office of Education-MCOE)
- Young parent program (MCOE/CCS)
- Workability (provides services to in-school special education students)
(MCOE/Special Education Local Plan Area - SELPA)
- Transition Partnership Program (TPP) (a partnership between the State Department Of Rehabilitation and MCOE to serve students with disabilities).
- Arbor on Main, Transition Age Youth Resource Center (Redwood Children's Services)
- Mendocino County Foster Care System
- CalWORKs

Goals

The WIB recently increased the goal of youth participants to be served to 35 active enrollments for PY 2013-2014. This is an increase of 15 planned participants from the previous program year.

SECTION 6 ADMINISTRATION

System alignment and Accountability Goal:

Support system alignment, service integration and continuous improvement using data to support evidence-based policymaking.

- **Community leader on workforce issues** compared with other organizations;
- **Regional training and education pipeline process**

WIB Members representing the Mendocino Office of Education CTE/ROP programs and the Mendocino College Dean of Career and Technical Education co-sponsored a Business Symposium which was attended by educators, business owners, CTE/ROP and Mendocino College students, WIB members and agencies providing workforce training. A panel of employers shared their workforce development needs for the 21st century. This event, along with the ongoing requirement of the Mendocino College to gain input for class curricula from local business members ensures input from the business perspective.

- **Key stakeholders process**

See Sections 1 and 2

- **Public comment process**

The 30 public comment period is currently in progress, ending July 31. The Public notice was published in two newspapers advising the accessibility of reviewing the plan. It is accessible on the WIB website and also via hard copy at the comprehensive One-Stop center in Ukiah. All comments stating disagreement will be added in the final signed version of the plan.

- **Fiscal oversight entity**

The Local Elected Official Agreement (LEO) designates both program and fiscal administrative oversight of the service provider contracts to the Health and Human Services Agency/Social Services staff. The HHSA Administration Fiscal Analyst draws down the WIA funds on a reimbursement basis. The RFP process is used to award contracts. The current contractor is in the final year of the three year RFP. The WIB will be processing an RFP for the 2014-15 program year.

- **LWIA's and Certification of the One Stop/America's Job Center Operators Process**

The practice of using a single entity One-Stop Operator was changed effective July 1, 2011 to the One-Stop Operator Consortia model and was designated by the WIB with approval of the Mendocino County Board of Supervisors. The four entities making up the Consortia are the Employment Development Department, Mendocino College, West Company Small Business Development Center and CalWORKs Job Services. The WIA Program Service Delivery services are competitively awarded every three years via an RFP process. See the MOU for the several levels of authority within the day to day functions of the partnership.

- **Describe the LWIA One-Stop system and services/list of one-stops**

The Mendocino County LWIA has one comprehensive One-Stop center and one satellite center, both branded as Mendocino Works, Partners Supporting Employment. The comprehensive center is located at 631 South Orchard Ave., Ukiah CA 95482 and the satellite office is located at 310 East Redwood Ave., Fort Bragg, CA 95437

(See the MOU chart, item number 9 for system partners and services.)

- **Full range of services for target populations**

The Mendocino program services provider offers the requisite services per the WIA through the One-Stop system to meet the needs of the special target groups including veterans and their spouses, dislocated workers, displaced homemaker, low-income individuals, migrant and seasonal farmworkers, women, minorities, and at risk youth. (see the partner agency chart, item number 8)

- **Training resources in priority sectors;**

The WIB recently developed Policy Number 36 to ensure compliance with Senate Bill 734 requirements. This policy delineates the 25% requirement and the process for the documentation of leverage which is collected by WIB staff quarterly and is carefully monitored to ensure accuracy in reporting to the State. (attached)

- **Leveraged and braided**

The comprehensive partnership of co-located partners in the comprehensive one-stop has been in place since the inception of WIA. The MOU requires a Resource Sharing Agreement which delineates cost sharing per square footage of each agencies space. (see MOU and attachments). The braiding of funds for participants across partner funding streams both co-located and by referral, has also been in place since the

inception of WIA through co-enrollment and shared case management to avoid duplication of services.

MOU partners include: Mendocino College, Ukiah Adult School, Mendocino County Office of Education CTE/ROP, Transition Partnership and Workability Programs, Department of Rehabilitation, California Indian Manpower Consortium, Tribal TANF, California Human Development, Ukiah Valley Association for Habilitation, Sonoma County Economic Development Agency, Economic Development and Finance Corporation, West Company/Small Business Development Center, CalWORKS Job Services, and County Veterans Service office. This comprehensive partnership, with the historical practice of braiding funds is key to successfully serving the WIA enrolled participants since the Mendocino Local Workforce Investment Area (LWIA) is the second lowest funded in the state and will receive under \$800,000 in Adult, Dislocated Worker and Youth formula funds for PY 2013-14.

- **Continuous improvement of ETPL providers**

Mendocino WIB staff manages an Eligible Training Provider List that identifies providers who have been approved for submission to the State. The providers are reviewed yearly to update documentation.

- **Services to UI claimants and TAA service recipients;**

The UI claimants and the TAA service recipients will continue to be served within the partnership with EDD, Wagner Peyser and TAA co-located staff at both One-Stop centers.

- **Green job opportunities**

The Mendocino WIB has responded to the California Green Collar Jobs Act of 2008 by enhancing partnerships among the private sector, and public education systems. Specifically, the WIB has actively supported the development of training opportunities in the clean and green technology sector through three projects. One example is the WIB endorsement of the grant application in response to the Governor Discretionary opportunity within California Green Jobs Corps SFP in May 2009. Though the particular project was not funded, the partnership remains strong and includes the following public, private and nongovernmental partners: Mendocino College, Solar Living Institute, Real Goods Store, California Conservation Corps, Gaia Energy Systems, Metal FX, Yokayo Biofuels, Renewable Energy Development Institute, North Coast Energy Services and others.

Second, the WIB approved WIA funds to be leveraged within a regional project funded by the Department of Energy which incorporates the following seven counties: Mendocino, Lake, Sonoma, Solano, Yolo, Napa and Marin. The lead partner on this project was the North Coast Energy Services and the objectives included training dislocated Workers, adults, and incumbent workers to install solar panels on 150 homes. Additionally, weatherization specialists have been trained in solar installation. Partners involved in the project included Mendocino College, Solar Living Institute non-profit, Real Goods Store, California Indian Manpower Consortium, Mendocino Private Industry Council, North Coast Opportunities and Gaia Energy Systems.

Third, the WIB hosted a presentation by the Sonoma County Green Business Program which facilitates the process for businesses to be certified as Green. The Green Certification involves:

- Compliance with all environmental regulations applicable to the business for pollution prevention
- Implementation of measures to save energy and water and reduce waste
- Implementation of measures to increase recycling
- Allow site visits to verify the business meets the steps above

The Economic Development Finance Corporation, a co-located partner in the One-Stop, and represented on the WIB has taken the lead on the project and has been working with the Savings Bank of Mendocino, Yokayo BioFuels, and Ukiah Brewery and Restaurant to become the first businesses in Mendocino County to meet the Green Certification

- **Integrate apprenticeship in the local One-Stop system;**

Apprenticeship opportunities are currently limited in Mendocino County. The International Brotherhood of Electrical Workers (IBEW) is represented on the WIB and through this member a plan is in place to determine the feasibility of joining with Sonoma, Marin, and Lake Counties to increase the number of apprenticeship programs in the two rural LWIAs.

A new partnership is being developed with the Northern California Laborers' Joint Apprenticeship Training Committee and the Laborers Training and Retraining Trust Fund for Northern California. This partnership will ensure increased apprenticeship experiences within the construction sector.

- **Board bylaws**

Attached

- **Local Plan update**

The plan will be updated when significant changes warrant an amendment

- **ISD Model**

The Mendocino WIB chose not to participate in the formal ISD model, mainly due to concern of how the increase in enrollments would likely negatively affect outcomes.

SECTION 7 MEMORANDUMS OF UNDERSTANDING

The MOU numbered 08-066A is an umbrella agreement for all partners with the exception the Department of Rehabilitation. The latter is numbered 08-116 as the State Department of Rehabilitation required certain language.

Both are attached and satisfy the requirements of the Workforce Investment Act.

WIA Local Plan Program Years 2013-17 Assurances

- A. The Local Workforce Investment Board (local board) assures that it will comply with the uniform administrative requirements referred to in the Workforce Investment Act (WIA) Section 184(a)(3).
- B. The local board assures that no funds received under WIA will be used to assist, promote, or deter union organizing. [WIA Section 181(b)(7)]
- C. The local board assures that the board will comply with the nondiscrimination provisions of WIA Section 188.
- D. The local board assures that the board will collect and maintain data necessary to show compliance with the nondiscrimination provisions of WIA Section 188.
- E. The local board assures that there will be compliance with grant procedures of WIA Section 189(c).
- F. The local board assures that funds will be spent in accordance with the WIA, written U.S. Department of Labor guidance, and other applicable federal and State laws and regulations.
- G. The local board assures that veteran workforce investment programs funded under WIA Section 168 will be carried out in accordance with that Section.
- H. The local board assures it will comply with future State Workforce Investment Board policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIA or State legislation.
- I. The local board assures that when allocated adult funds for employment and training activities are limited, priority shall be given to veterans, recipients of public assistance and other low-income individuals for intensive and training services. [WIA Section 134(d)(4)(E), 118(b)(4), and California Unemployment Insurance Code (CUIC) Section 14230(a)(6)]
- J. The local board certifies that its One-Stop Career Centers (One-Stops) will recognize and comply with applicable labor agreements affecting represented employees located in the One-Stops. This shall include the right to access by State labor organization representatives pursuant to the Ralph C. Dills Act. [Chapter 10.3 (commencing with Section 3512) of Division 4 of Title 1 of the Government Code, and CUIC Section 14233]

- K. The local board assures that State employees who are located at the One-Stops shall remain under the supervision of their employing department for the purposes of performance evaluations and other matters concerning civil service rights and responsibilities. State employees performing services at One-Stops shall retain existing civil service and collective bargaining protections on matters relating to employment, including but not limited to hiring, promotion, discipline, and grievance procedures.
- L. The local board assures that when work-related issues arise at One-Stops between State employees and operators or supervisors of other partners, the operator or other supervisor shall refer such issues to the State employee's civil service supervisor. The One-Stop operators and partners shall cooperate in the investigation of the following matters: discrimination under the California Fair Employment and Housing Act [Part 2.8 (commencing with Section 12900) of Division 3, of Title 2 of the Government Code], threats and/or violence concerning State employees, and State employee misconduct.
- M. One-Stop Operator is responsible for administering One-Stop Center services in accordance with roles that have been defined by the local board. The local board assures that it will select the One-Stop Operator with the agreement of the Chief Local Elected Official through one of three means:
1. Through a consortium of at least three or more required One-Stop partners; or
 2. Through competitive process such as a Request for Proposal; or
 3. It may serve as the One-Stop Operator directly but only with the consent of the Chief Local Elected Official and the Governor.

The only time these selection procedures are not required is in the following circumstances: the One-Stop delivery system, of which the operator is a part, existed before August 7, 1998; the existing One-Stop system includes all of the required One-Stop partners; and a Memorandum of Understanding has been executed which is consistent with the requirements of the Act. [WIA Section 121(d)(2)(A), and Title 20 CFR Part 662.410]

Dottie Deerwester
Local Board Chair


Signature

9/24/13
Date

WIA Local Plan Program Year 2013-14

Title IB Participant Plan Summary

WIA 118; 20 CFR 661.350(a)(13); TEGL 17-05
Plan the number of individuals that are in each category.

Totals for PY 2013 (07/01/13 through 06/30/14)		ADULT	DW	YOUTH
1. Registered Participants Carried in from PY 2012		24	32	12
2. New Registered Participants for PY 2013		19	45	23
3. Total Registered Participants for PY 2013 (Line 1 plus 2)		43	77	35
4. Exiters for PY 2013		12	41	12
5. Registered Participants Carried Out to PY 2014 (Line 3 minus 4)		31	36	23

PROGRAM SERVICES			
6. Core Self Services	4,334	1,199	
7. Core Registered Services	43	77	
8. Intensive Services	43	74	
9. Training Services	34	51	

YOUTH MEASURES			
10. Attainment of a Literacy and/or Numeracy Gain			21
11. Attainment of a High School Diploma, GED, or Certificate			20

EXIT STATUS			
12. Entered Employment	9	29	12
12A. Training-related	6	24	1
13. Remained with Layoff Employer			
14. Entered Military Service			
15. Entered Advanced Training			
16. Entered Postsecondary Education			13
17. Entered Apprenticeship Program			
18. Returned to Secondary School			
19. Exited for Other Reasons	2		

Mendocino

Local Workforce Investment Area

Debra Donelson, WIA Coordinator

(707) 467-5590

5/15/2013

Contact Person, Title

Telephone Number

Date Prepared

Comments:

WIA Local Plan Program Year 2013-14**Title IB Budget Plan Summary¹**

(Adult or Dislocated Worker)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2013-14, beginning 07/01/13 through 06/30/14

☒ Grant Code 201/202/203/204 WIA IB-Adult☐ Grant Code 501/502/503/504 WIA IB-Dislocated Worker

FUNDING IDENTIFICATION		K386305 Subgrant	K491026 Subgrant
1. Year of Appropriation		2012-13	2013-14
2. Formula Allocation		259,489	252,182
3. Allocation Adjustment - Plus or Minus			
4. Transfers - Plus or Minus			
5. TOTAL FUNDS AVAILABLE (Lines 2 thru 4)		259,489	252,182
TOTAL ALLOCATION COST CATEGORY PLAN			
6. Program Services (sum of Lines 6.A thru 6.E)		233,540	226,964
A. Core Self Services		1,171	1,138
B. Core Registered Services		101,592	98,732
C. Intensive Services		91,854	89,267
D. Training Services		38,923	37,827
E. Other			
7. Administration (Line 5 minus 6)		25,949	25,218
8. TOTAL (Line 6 plus 7)		259,489	252,182
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from July 1, 2012 and July 1, 2013 respectively)			
9. September 2012		5,066	
10. December 2012		85,355	
11. March 2013		139,109	
12. June 2013		231,224	
13. September 2013		239,290	6,381
14. December 2013		245,357	41,495
15. March 2014		259,489	76,610
16. June 2014			111,724
17. September 2014			146,839
18. December 2014			181,953
19. March 2015			217,068
20. June 2015			252,182
COST COMPLIANCE PLAN (maximum 10%)			
21. % for Administration Expenditures (Line 7/Line 5)		10%	10%

Mendocino

Local Workforce Investment Area

Debra Donelson, WIA Coordinator

(707) 467-5590

15-May-13

Contact Person, Title

Telephone Number

Date Prepared

Comments:

¹ Refer to 20 CFR Part 667.160 and WIA Directive WIAD01-10 for guidance and information regarding local area obligation rates, and recapture and reallocation policies and procedures.

WIA Local Plan Program Year 2013-14
Title IB Budget Plan Summary¹
 (Adult or Dislocated Worker)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2013-14, beginning 07/01/13 through 06/30/14

☐ Grant Code 201/202/203/204 WIA IB-Adult☒ Grant Code 501/502/503/504 WIA IB-Dislocated Worker

FUNDING IDENTIFICATION		K386305 Subgrant	K491026 Subgrant
1. Year of Appropriation		2012-13	2013-14
2. Formula Allocation		263,130	260,423
3. Allocation Adjustment - Plus or Minus			
4. Transfers - Plus or Minus			
5. TOTAL FUNDS AVAILABLE (Lines 2 thru 4)		263,130	260,423
TOTAL ALLOCATION COST CATEGORY PLAN			
6. Program Services (sum of Lines 6.A thru 6.E)		236,817	234,381
A. Core Self Services			
B. Core Registered Services		104,207	103,135
C. Intensive Services		93,140	92,182
D. Training Services		39,470	39,064
E. Other			
7. Administration (Line 5 minus 6)		26,313	26,042
8. TOTAL (Line 6 plus 7)		263,130	260,423
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from July 1, 2012 and July 1, 2013 respectively)			
9. September 2012		37,060	
10. December 2012		90,103	
11. March 2013		202,647	
12. June 2013		252,686	
13. September 2013		257,686	26,336
14. December 2013		260,700	59,777
15. March 2014		263,130	126,659
16. June 2014			160,100
17. September 2014			193,541
18. December 2014			226,982
19. March 2015			260,423
20. June 2015			
COST COMPLIANCE PLAN (maximum 10%)			
21. % for Administration Expenditures (Line 7/Line 5)		10%	10%

Mendocino

Local Workforce Investment Area

WIA Coordinator/WIB Director

707-467-5590

15-May-13

Contact Person, Title

Telephone Number

Date Prepared

Comments:

¹ Refer to 20 CFR Part 667.160 and WIA Directive WIAD01-10 for guidance and information regarding local area obligation rates, and recapture and reallocation policies and procedures.

WIA Local Plan Program Year 2013-14
Title IB Budget Plan Summary¹
 (Youth)

ATTACHMENT 6

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2013-14, beginning 04/01/13 through 06/30/14

☒ Grant Code 301/302/303/304 WIA IB-Youth

FUNDING IDENTIFICATION		K386305 Subgrant	K491026 Subgrant
1. Year of Appropriation		2012-13	2013-14
2. Formula Allocation		263,400	248,841
3. Allocation Adjustment - Plus or Minus			
4. TOTAL FUNDS AVAILABLE (Line 2 plus 3)		263,400	248,841
TOTAL ALLOCATION COST CATEGORY PLAN			
5. Program Services (sum of Lines 5A and 5B)		237,060	223,956
A. In School		85,342	80,624
B. Out-of-School (30%)		151,718	143,332
6. Administration (Line 4 minus 5)		26,340	24,885
7. TOTAL (Line 5 plus 6)		263,400	248,841
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from April 1, 2012 and April 1, 2013 respectively)			
8. June 2012		0	
9. September 2012		95871	
10. December 2012		155598	
11. March 2013		209262	
12. June 2013		260400	27649
13. September 2013		263400	55298
14. December 2013			82947
15. March 2014			110596
16. June 2014			138245
17. September 2014			165894
18. December 2014			193543
19. March 2015			221192
20. June 2015			248841
COST COMPLIANCE PLAN			
21. % for Administration Expenditures (Line 6/Line 4)		10%	10%

Mendocino

Local Workforce Investment Area

Debra Donelson, WIA Coordinator	(707) 467-5590	5/15/2013
Contact Person, Title	Telephone Number	Date Prepared

Comments:

¹ Refer to 20 CFR Part 667.160 and WIA Directive WIAD01-10 for guidance and information regarding local area obligation rates, and recapture and reallocation policies and procedures.

WIA Local Plan Program Year 2013-14 Negotiated Levels of Performance

(Responses to State Plan Appendix H – Section 8)

Instructions: Enter your local area's levels of performance for PYs 2011-12 and 2012-13 and provide an estimate of your PY 2013-14 performance target. On the following page, provide a narrative rationale that supports each PY 2013-14 goal. For example, if the local projected goal is lower than the PY 2012-13 State goal, provide an explanation.

STATE NEGOTIATED LEVELS OF PERFORMANCE¹

WIA Requirement at Section 136(b) ²	PY 2011-12	PY 2012-13
Adults		
Entered Employment Rate	56.4%	59%
Employment Retention Rate	81%	81%
Average Earnings	\$13,000	\$13,700
Dislocated Workers		
Entered Employment Rate	65%	64.5%
Employment Retention Rate	83%	84%
Average Earnings	\$15,900	\$18,543
Youth (ages 14-21)		
Placement in Employment or Education	65%	72%
Attainment of a Degree or Certificate	61%	60%
Literacy and Numeracy Gains	40%	54%

LOCAL LEVELS OF PERFORMANCE¹

WIA Requirement at Section 136(c) ²	PY 2011-12	PY 2012-13	Negotiated PY 2013-14
Adults			
Entered Employment Rate	71%	71%	80%
Employment Retention Rate	81%	81%	85%
Average Earnings	\$12,500	\$12,500	\$15,500
Dislocated Workers			
Entered Employment Rate	72%	72%	82.5%
Employment Retention Rate	82%	82%	85%
Average Earnings	\$14,800	\$14,800	\$16,000
Youth (ages 14-21)			
Placement in Employment or Education	65%	72%	67%
Attainment of a Degree or Certificate	61%	60%	61%
Literacy and Numeracy Gains	40%	54%	47%

¹ Guidance on state and local performance can be found on the U.S. Department of Labor (DOL) [Employment and Training Administration](#) Web site. Specific Training and Employment Guidance Letters (TEGL) include, but are not limited to 8-99, 11-01, and 17-05.

² The DOL Employment and Training Administration approved California's waiver request to move from the statutory performance measures specified in WIA Section 136 to the common performance measures defined in TEGL 17-05. This waiver was initially approved for Program Year (PY) 2007-08 and has been extended through PY 2013-14.

RATIONALE SUPPORTING PY 2013-14 ESTIMATED LOCAL PERFORMANCE LEVELS

The Mendocino WIB, having suffered the loss of roughly 50% of total funds in PY 2012-13 is forced to alter the historic service strategy. The reduction in funds is a result of the loss of 25% special projects discretionary monies due to the lack of large business closures in the county.

The Mendocino LWIA has recently implemented policy to increase the number of at risk populations in both the Adult and Youth programs. Since these policy changes were implemented in the PY 2012-13 program year, there are no substantiating statics to report. The expected decrease in performance rates for PY 2013-2014 are delineated below.

Adult Performance

The Mendocino WIB, Priority of Service Policy 1C was amended in January of 2012 to ensure 70% of the Adult enrollees qualify as low income. This adjustment is expected to decrease performance in both the entered employment rate as well as the average wage at placement. Relative to entered employment, the participants will likely require training, which will extend their enrollment time beyond the exit cohort period for PY 2013-14. With the additional requirement of Senate Bill 734 to spend 25% of the combined Adult and Dislocated Worker allocations on tuition, the length of time the participants will be enrolled is expected to increase, therefore decreasing the number of exiters in PY 2013-14.

WIA Local Plan Program Years 2013-17 Comprehensive One-Stop Center Partner Listing

The Workforce Investment Act (WIA) Section 121(b) identifies all the required partner programs that must be part of the local One-Stop Career Center system. Those programs are listed below. The Chief Local Elected Official may also include additional partners to enhance the services provided locally. The Final Rule Section 662.250 requires these same partners to offer their program's core services in at least one comprehensive One-Stop Career Center in the local workforce area. Provide the name of each organization (required and additional) that provides services in your local One-Stop Career Center system. Include with your submittal, a copy of the executed Memorandum of Understanding (MOU) required under WIA Section 121(c). If an MOU has not been fully executed with a partner, notice instructions are included in Directive WIAD05-6, Notification Requirement Relating to Lack of One-Stop MOUs.

A separate form should be completed for each One-Stop Career Center in your local area that meets this requirement.

1. LWIB	Please enter all information requested
(707) 467-5506	May 24, 2013
Name of Local Workforce Investment Board:	Mendocino WIB
Counties covered:	Mendocino County
Center's complete physical address:	631 South Orchard Ave., Ukiah CA, 95482
Mailing address (if different):	
One-Stop Career Center hours of operation:	8:00 a.m. - noon 1:00 p.m. - 5:00 p.m.
Public phone number:	(707) 467-5900
Public fax number:	(707) 467-5937
TTY number:	(800) 735-2929
Website URL:	www.mendowib.org
Office Manager/Administrator: (Name and Title)	Debra Donelson WIA Coordinator/Consortia Operator staff
Phone number and email:	707-467-5590
Public contact email address:	donelsond@co.mendocino.ca.us
Number of staff:	2.5

2. Required Partner Programs	Partner Providing the Core Services
Programs authorized under WIA Title I (Public Law 105-220);	Mendocino Private Industry Council, Inc. co-located
Programs authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.);	Employment Development Department co-located
Adult education and literacy activities authorized under WIA Title II (Public Law 105-220);	Ukiah Adult School off site/referral via MOU

Programs authorized under Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.);	California Department of Rehabilitation off site/referral via MOU and shared workshop facilitation, on site monthly
Programs authorized under Section 403(a)(5) of the Social Security Act (42 U.S.C. 603(a)(5), as added by Section 5001 of the Balanced Budget Act of 1997);	Deleted 04/19/2005, the Formula program was terminated by section 105 of Labor 2004 Appropriation (P.L. 108-199). In lieu of the latter, the State/County, TANF, CalWORKS program is co-located, via MOU.
Activities authorized under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.);	Experience Works off site/referral via MOU
Postsecondary vocational education activities authorized under the Carl D. Perkins Vocational and Applied Technology Education Act (20 U.S.C. 2301 et seq.);	Mendocino Community College off site/referral via MOU
Activities authorized under Chapter 2 of Title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.);	Employment Development Department co-located
Activities authorized under Chapter 41 of Title 38, U.S.C.;	Employment Development Department co-located/Employment and Training Programs for Veterans
Employment and training activities carried out under the Community Services Block Grant Act (42 U.S.C. 9901 et seq.);	West Company/Small Business Development Center co-located
Employment and training activities carried out by the Department of Housing and Urban Development; and,	No Presence
Programs authorized under State unemployment compensation laws (in accordance with applicable federal law).	Employment Development Department co-located
Additional Partner Programs	Organization
Title I Subtitle D, National WIA Programs, subpart section 166, Indian and Native American Programs	California Indian Manpower Consortium, Inc. co-located

WIA 167 Migrant and Seasonal Farmworker Programs (employment, training and education assistance for Farm Workers).	California Human Development co-located via MOU
Partnership between the County of Mendocino and four incorporated cities to coordinate and administer regional economic development.	Economic Development and Finance Corporation co-located via MOU
Providing shelter, housing, substance abuse treatment and employment services to the homeless, addicted and disabled in Mendocino County.	Ford Street Homeless center off site/referral via MOU
Assisting people with barriers reach their fullest potential and achieve greater self-sufficiency through employment assistance programs.	Goodwill Industries of the Redwood Empire co-located via MOU
Employment services to CalWORKs recipients (Welfare to Work Program).	Mendocino County Health and Human Services Agency CalWORKs Job Services co-located
Public educational agency providing services to school districts in Mendocino County. Includes a variety of adult education and vocational certification programs.	Mendocino County Office of Education off site/referral via MOU
Guidance, counseling and support for children, youth and young adults (up to age 21) and their families. Services include: Prevention and early intervention at schools and in the home; outpatient mental health services; and a transitional living program for homeless young adults, 18-21	Mendocino County Youth Project off site/referral via MOU
Public transit services for Mendocino County. Commute and local fixed routes, <i>Dial-A-Ride</i> (taxi) and flex routes. Fixed routes connect the Mendocino Coast, inland valleys and local towns and communities to the Ukiah area.	Mendocino Transit Authority off site/referral via MOU
Local community support services. These include (but are not limited to): <i>Community Action Partnership; Rural Communities Child Care; Senior Corps –Foster Grandparents; Head Start Child Development Program; and Hands on Volunteer Network.</i>	North Coast Opportunities off site/referral via MOU
Serves needy members of the Round Valley Indian Tribes residing in Mendocino County with cash assistance and supportive services. The RVTT Program provides parent(s) or caretaker participants with job preparation, work-related assistance and other supportive services.	Round Valley Tribal TANF co-located via MOU

Helping people with disabilities integrate into the community via educational and supportive services and through local community involvement.	Ukiah Valley Association for Habilitation co-located via MOU
--	---

WIA Local Plan Program Years 2013-17 Memorandums of Understanding

Local Workforce Investment Boards are required to establish a Memorandum of Understanding (MOU) with each partner that provides services through the local One-Stop System. Complete the information below and attach a copy of each MOU with your local plan under this cover sheet.

Local Partner Name	MOU Expiration Date
1. California Human Development	ongoing
2. California Indian Manpower Consortium, Inc.	ongoing
3. Department of Rehabilitation	ongoing
4. Employment Development Department	ongoing
5. Economic Development & Financing Corporation	ongoing
6. Experience Works	ongoing
7. Ford Street Project	ongoing
8. Goodwill Industries of the Redwood Empire	ongoing
9. Mendocino County Health and Human Services Agency	ongoing
10. Mendocino County Office of Education	ongoing
11. Mendocino County Youth Project	ongoing
12. Mendocino College	ongoing
13. Mendocino Private Industry Council, Inc.	ongoing
14. Mendocino Transit Authority	ongoing
15. North Coast Opportunities	ongoing
16. Round Valley Tribal TANF	ongoing

17. Ukiah Adult School	ongoing
18. Ukiah Valley Association for Habilitation	ongoing
19. West Company/Small Business Development Center	ongoing

WIA Local Plan Program Years 2013-14

Local Area Grant Recipient Listing

Instructions: Enter the name of the Local Workforce Investment Area (local area), organization, contact person's name and title, mailing address, telephone and fax numbers, and e-mail address. Obtain the appropriate signature of the Chief Local Elected Official(s), or their officially designated alternates. (Note: Alternates must be designated by official action of their respective boards or by locally approved policy.) If you have more than one Chief Local Elected Official who must sign the local plan, add an additional signature page. Enter their respective names, titles, and the dates of signature. [WIA Sections 117(d)(3)(B)(i) and 118(b)(8)]

Name of local area: Mendocino County

ENTITY	ORGANIZATION	CONTACT (NAME/TITLE)	MAILING ADDRESS (STREET, CITY, ZIP)	TELEPHONE, FAX, E-MAIL
Grant Recipient (or Subrecipient if applicable)	County of Mendocino	Stacey Cryer Director HHSA	747 S. State Street Ukiah, California 95482	707-463-7774 707-472-2335 cryers@co.mendocino.ca.us
Fiscal Agent	County of Mendocino	Doug Gherkin, Chief Fiscal Officer HHSA	737 S. State Street Ukiah, California 95482	707-463-7774 707-467-5559 stacy@co.mendocino.ca.us
Local Area Administrator	Mendocino County Health and Human Services Agency-HHSA	Debra Donelson Program Administrator/ WIA Coordinator HHSA	631 S. Orchard Ave. Ukiah, California 95482	707-463-7774 707-467-5559 debra@co.mendocino.ca.us
Local Area Administrator Alternate	Mendocino County Health and Human Services Agency-HHSA	Debra Holmes Program Specialist HHSA	631 S. Orchard Ave. Ukiah, California 95482	707-463-7774 707-467-5559 debra@co.mendocino.ca.us

Dan Hamburg, Chair, Board of Supervisors
Chief Local Elected Official


Signature

9/24/13
Date

If a Local Grant Subrecipient has been designated, please submit a copy of the agreement between the Chief Local Elected Official and the Subrecipient. The agreement should delineate roles and responsibilities of each, including signature authority.

Mendocino County Workforce Investment Board Bylaws

ARTICLE I AUTHORIZATION, PURPOSE AND FUNCTIONS

A. AUTHORIZATION:

The Mendocino County Workforce Investment Board, hereinafter referred to as the WIB, is established under Section 117 of the Workforce Investment Act of 1998, Public Law 105-220, hereinafter referred to as WIA.

The Mendocino County Board of Supervisors by Resolution 00-015 on January 4, 2000 designated the Mendocino County Workforce Investment Board as its agent to fulfill the mandates of WIA.

B. PURPOSE:

The purpose of the WIB is to set policy for the Mendocino County workforce investment system in coordination with statewide workforce investment efforts.

C. FUNCTIONS:

The WIB has the responsibility to set policy for the workforce investment system in Mendocino County. The Mendocino County Board of Supervisors appoints members to the WIB. The functions of the WIB are as follows:

1. The WIB, in partnership with the Mendocino County Board of Supervisors, shall develop and submit a local workforce investment plan for Mendocino County.
2. The WIB shall select the following operators and providers:
 - a. With agreement of the Mendocino County Board of Supervisors, the WIB shall designate the operator(s) of Mendocino County's One-Stop Centers.
 - b. The WIB shall identify eligible providers of youth services by awarding grants or contracts on a competitive basis, based on the recommendations of the Youth Council.
 - c. The WIB shall identify eligible providers of core and intensive services in Mendocino County.
 - d. To the extent that core and intensive services are not offered by the designated Mendocino County One-Stop Operator(s), the WIB shall identify other eligible providers by awarding contracts.
3. The WIB shall develop a budget to carry out its duties. Such budget is subject to approval by the Mendocino County Board of Supervisors.
4. The WIB, in partnership with the Mendocino County Board of Supervisors, will conduct oversight of local programs of youth activities authorized under the WIA, employment and training activities authorized under the WIA, and the Mendocino County One-Stop Career System.
5. The WIB, the Mendocino County Board of Supervisors and the Governor of the State of California shall negotiate and reach agreement on local performance measures under the WIA.
6. The WIB shall coordinate the workforce investment activities that are authorized under the WIA and carried out locally, and shall develop other employer linkages with such activities.
7. The WIB shall regularly convene the Partnership Council, a gathering of partners within Mendocino Works. The WIB acknowledges the Council's role as the primary operational entity within the One-Stop system, and accepts its capacity to review and recommend policies and operational procedures that minimize duplication of effort, encourage coordination, maximize available resources, guide development of service delivery systems, and develop improvements to the One-Stop system.

8. The WIB shall promote the participation of private sector employers in the statewide workforce investment system and ensure the effective provision of services to assist those employers in meeting hiring needs.
9. The WIB shall meet all other applicable laws and regulations when directed by the California Workforce Investment Board or its administrative agencies.

ARTICLE II MEMBERSHIP

A. NOMINATION OR APPLICATION FOR MEMBERSHIP:

Nomination or application for membership on the Workforce Investment Board shall be submitted to the Workforce Investment Board and upon approval, forwarded directly to the Board of Supervisors for consideration.

B. MEMBERSHIP CATEGORIES AND APPOINTMENT:

1. As authorized under the WIA and Resolution No. 00-015 of the Mendocino County Board of Supervisors, membership of the local WIB is established to be composed of a maximum of 33 members categorized as follows:

- a. Business members (business members shall comprise not less than 50 percent plus one of the membership of the WIB);
- b. Mandatory members representing the following categories:
 - Education agencies
 - Labor representatives must comprise 15 percent of total membership unless the local labor federation fails to nominate representatives; if no nominations are made then no less than 10 percent of total membership applies
 - Community-based organizations
 - Economic development agencies
 - One-stop partners not represented in other categories

2. CRITERIA FOR MEMBERSHIP:

- a. Representatives of the business sector should be in positions which include policy making and hiring authority and be nominated or recommended by local business entities or trade associations. Business member candidates will be sought among the 40 largest non-governmental employers in Mendocino County and from minority-owned, woman-owned, veteran-owned, home-based or small businesses and from geographically diverse areas of the county.
- b. Representatives of the education community should be nominated by Mendocino County educational agencies, particularly community colleges and secondary schools.
- c. Representatives from the labor community should be nominated by local labor federations, trade and service unions, and employee associations with preference of appointment given to representatives of labor federations and trade and service unions.
- d. One-Stop community-based organizations may each nominate a member to the Board and that member when appointed will be considered a community-based organization member. Additional community-based organization members may be appointed from other Mendocino County organizations which provide job development or retention services or fill identified voids in the local workforce investment system.
- e. Economic development agency One-Stop partners may each nominate a representative to the WIB and that representative will be considered to be an economic development category member.
- f. One-Stop partner members should be nominated by One-Stop partner organizations in accordance with ARTICLE II, B.1.b above.

C. TERMS OF APPOINTMENT:

1. A member's initial term of appointment shall be two years.
2. After each two-year term, each member shall reapply, and at the discretion of the Mendocino County Board of Supervisors, be reappointed for an additional two-year term.
3. A member appointed to fill the vacated position of a resigned member shall assume the term of the resigned member.

D. CONFLICT OF INTEREST:

1. Voting. No member of the WIB shall vote on a matter under consideration by the local board a) regarding the provision of services by such member (or by an entity that such member represents); or b) that would provide a direct financial benefit to such member or the immediate family of such member. No member of the WIB shall engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan. * However, if determined appropriate by the Office of the County Counsel, County of Mendocino, members of the WIB may vote on the overall Workforce Investment Plan even if that Plan could provide funds to an organization which a member represents.
 - a. For purposes of this ARTICLE, "any matter that has direct bearing" shall include policy and funding decisions that affect any organization in direct competition for funding with an organization such member represents.
 - b. For purposes of this ARTICLE, "represents" shall include the following types of affiliation: director, board member, advisor, paid consultant or employee. WIB members shall make every attempt to avoid personal conflict of interest in awarding financial assistance and in the conduct of procurement activities involving funds under the Act.
2. Disclosure. In order to avoid conflict of interest or the appearance of such conflict, each member shall comply with any conflict of interest code adopted by the WIB and the Board of Supervisors. **Reference: AB1234 Ethics Training for Local Officials** (see attachment to the bylaws). In addition, members shall submit to the Chair for reading into the minutes a list of his or her pertinent affiliations as described in ARTICLE II, D.1.b. above. Such a list shall be submitted at the member's first full WIB meeting following his or her appointment, and annually the Chair will call for submission of changes to affiliations to be read into the minutes of a full WIB meeting.
3. Record of Abstention. Minutes of meetings shall record the abstentions of members who are prohibited from voting due to conflict of interest.
4. Application. These prohibitions shall apply to regular, special, and committee meetings of the WIB.

**ARTICLE III
REMOVAL AND RESIGNATION OF MEMBERS**

A. REMOVAL OF MEMBERS:

Members may be removed for cause or because of absence with the following criteria:

1. Removal for Cause:

Cause shall be defined, as determined by the WIB, that the member is unable to effectively represent the categorical seat to which he/she is appointed due to change of employment or status that substantially alters the member's qualifications that were present and considered in making the initial appointment.
2. Removal for Absenteeism:

- a. Members may be removed from membership on the WIB if the member is absent from more than three (3) consecutive regular full meetings of the WIB.
- b. Committee members may be removed from membership on the Executive Committee if the member is absent from more than three (3) consecutive Executive Committee meetings.
- c. A member with a substantial pattern of absences, however varying from the absence pattern noted in this section, may be removed from membership.

The Chair or any other member of the WIB shall recommend to the WIB the removal of any member(s) based on cause or absence, other than the absence of three (3) consecutive meetings, which will be governed as outlined in ARTICLE III, B. 2 below. Removal of a member shall require a majority vote of the WIB where a quorum is present.

B. RESIGNATION OF MEMBERS:

1. Resignation of WIB members should be effected by a written letter of resignation submitted to the Chair of the WIB and to the Mendocino County Board of Supervisors.
2. If a member is absent from three (3) consecutive regular meetings of the WIB, without notification as specified in ARTICLE IV, and after a good faith effort by the Chair of the WIB to contact the member regarding the absences, the member shall be considered to have resigned. The Board of Supervisors shall be notified of the resignation and a request made to fill the vacant position.

C. FILLING OF VACANCIES:

Vacancies created by the removal or resignation of members shall be filled for the remainder of the member's term using the criteria described in ARTICLE II, Section B, Paragraph 2, (a through f) as appropriate.

ARTICLE IV DUTIES OF MEMBERS

A. ATTENDANCE:

Members shall attend meetings of the WIB and of committees to which they have been appointed. The Executive Committee shall routinely review member attendance at WIB and committee meetings.

B. NOTIFICATION OF ABSENCE:

Members shall notify the Chair of the WIB of any expected absence for a meeting by 5:00 p.m. of the day before the meeting, indicating good and sufficient reasons for the absence. Such notification may be made directly to the Chair of the WIB or through WIB staff.

C. SERVICE ON COMMITTEES:

Each member of the WIB shall be appointed to and serve on committees as necessary.

ARTICLE V MEETINGS AND ACTIONS

A. SCHEDULE OF REGULAR MEETINGS:

1. The WIB shall, at its first meeting of each fiscal year, adopt a schedule of regular meetings and transmit that schedule to members of the WIB, the Mendocino County Board of Supervisors and the public at large.

2. Regular meetings may be canceled either by the Chair of the WIB or by a majority vote at a duly constituted meeting.
3. Alternate dates for regular meetings may be set either by the Chair of the WIB, if ten (10) working days notice is provided to all members, or by a majority vote at a duly constituted meeting.

B. NOTICE OF MEETINGS:

Notice of regular meetings, specifying time, date, location and agenda, shall be provided, in writing or electronically, to WIB members 72 hours prior to scheduled meetings.

C. SPECIAL MEETINGS:

Special meetings of the WIB may be called either by the Chair of the WIB or at the request of a majority of WIB members. Notice of special meetings shall be delivered to members personally, by mail or electronically, and must be received twenty-four (24) hours in advance of the time of the meeting. Said notice must state the business to be considered. Special meetings shall be called and conducted in accordance with California Government Code Section 54956 (Ralph M. Brown Act).

D. QUORUM:

For purposes of conducting a meeting of the full WIB, a quorum of the WIB shall be the whole number more than fifty (50) percent of the total number of members who have been duly appointed to the WIB.

E. PUBLIC MEETINGS:

All meetings of the WIB shall be open to the public, and noticed in conformance with the Ralph M. Brown Act, California Government Code Section 54950, et seq., as amended.

F. MEETING MINUTES:

The recording secretary shall record in the minutes the time and place of the meeting, members who are present, official acts of the WIB and the number of votes of members, ayes, noes, and abstentions, except when action is unanimous. When requested by a member, his or her dissent or approval, and reasons therefore shall be recorded. When a member abstains due to conflict of interest, his or her abstention shall be recorded.

G. APPROVAL OF THE MINUTES:

The minutes shall be presented for approval at the succeeding regular meeting.

H. MAJORITY RULE:

Decisions and acts made by majority vote of the members at any duly constituted meeting shall be regarded as acts of the WIB except as otherwise provided by these Bylaws.

I. RULES OF ORDER:

Robert's Rules of Order Revised shall guide the WIB in all proceedings, except as otherwise provided for in these Bylaws.

ARTICLE VI OFFICERS

A. OFFICERS:

Officers of the WIB shall be Chair, Vice Chair, Second Vice Chair, two elected Members-at-Large and, at the discretion of the Chair, two appointed members-at-Large.

B. TERMS OF OFFICE:

Terms shall be for one year beginning July 1. In the event an officer of the WIB resigns or is removed from the WIB or from office, the position that officer held shall be declared vacant and the unexpired term shall be filled in the following manner:

1. Upon resignation or removal of the Chair, the Vice Chair shall become Chair and the Second Chair shall be Vice Chair. A new Second Vice Chair shall be elected at the next full WIB meeting with nominations coming from the floor.
2. Upon resignation or removal of the Vice Chair, the Second Vice Chair becomes Vice Chair and a new Second Vice Chair shall be elected at the next full WIB meeting with nominations coming from the floor.
3. Upon resignation or removal of the Second Vice Chair, a new Second Vice Chair shall be elected at the next full WIB meeting with nominations coming from the floor.
4. Upon resignation or removal of a Member-at-Large, a new Member-at-Large shall be elected at the next full WIB meeting with nominations coming from the floor.

C. ELECTION OF OFFICERS:

Each year a Nominating Committee will be appointed by the WIB Chair to propose a slate of officers to be elected. Once the Nominating Committee has proposed a slate of officers, other nominations may be made from the floor during the WIB meeting at which the slate is presented. The election will take place at the last WIB meeting of each year.

D. CHAIR:

The Chair of the WIB shall be a business representative. The duties of the Chair shall be to preside at WIB meetings which includes but is not limited to deciding points of order, announcing all business, entertaining motions, putting motions to vote, and announcing vote results. Additionally, the Chair shall:

1. Appoint and dissolve ad hoc committees;
2. Call special meetings of the WIB;
3. Represent the WIB or designate other members or staff to represent the WIB at public functions; and
4. Approve, sign and send letters of support when, at the Chair's discretion, lending of such support is in clear agreement with the principles or the goals of the WIA and/or the WIB. The signed letter of support shall be included in the consent calendar of the next WIB meeting for confirmation.
5. The Chair of the WIB is automatically Chair of the Executive Committee.

E. VICE CHAIR:

The Vice Chair shall perform the duties of the Chair in his/her absence. There is an expectation that the Vice Chair will train in all Chair activities and will become Chair provided the Vice Chair is a business representative.

F. SECOND VICE CHAIR:

The Second Vice Chair shall perform duties of the Chair in the absence of both the Chair and the Vice Chair. There is an expectation that the Second Vice Chair will train in all Vice Chair activities and will become Vice Chair.

G. ELECTED MEMBERS-AT-LARGE: Two Members-at-Large shall be elected from and by the general membership of the WIB and shall serve on the Executive Committee.

H. APPOINTED MEMBERS-AT-LARGE: The WIB Chair may, at the Chair's discretion, appoint up to two additional Members-at-Large to the Executive Committee that shall serve at the Chair's discretion.

ARTICLE VII

COMMITTEES

A. STANDING COMMITTEES:

The WIB shall have two standing committees, the Executive Committee and the Business Services Committee. The Youth Council is an advisory body to the WIB and is addressed below.

1. **EXECUTIVE COMMITTEE:** The Executive Committee of the WIB shall be composed of the WIB Chair, Vice Chair, Second Vice Chair, Members-at-Large, immediate past WIB Chair (who will serve on the Executive Committee until there is a succeeding past Chair). The WIA Coordinator shall attend meetings at the request of the Executive Committee, but shall not be a voting member.
 - a. The Executive Committee may, on the recommendation of the Chair or any other member of the WIB, remove committee Chairs and members.
 - b. The Executive Committee shall hold meetings at the request of the Chair of the WIB, who shall also serve as Chair of the Executive Committee. A majority of the voting members of the Executive Committee shall constitute a quorum.
 - c. A majority vote of a quorum of the Executive Committee membership shall be required in order for action to be taken.
 - d. The Executive Committee shall review the Bylaws as needed and may suggest amendments to the WIB. It may also review Bylaws amendments proposed by other members in order to make recommendations on such amendments to the WIB.
 - e. The Executive Committee shall routinely review member attendance at WIB and Committee meetings.
 - f. The Executive Committee shall recommend potential board members to the Board of Supervisors and shall see to it that orientation and training is provided for new board members.
 - g. The Executive Committee shall see to it that improvements are made to the Five-Year Plan.
 - h. The Executive Committee may take action on behalf of the full WIB when such action must be taken prior to the next full meeting of the WIB.
 - i. The Executive Committee shall ensure the Mendocino County workforce development system complies with established local goals and objectives and Federal, State and local requirements; provide evaluation of programs, including outcomes, goals, data analysis and continuous quality improvement and resulting adjustments; recommend, negotiate and evaluate local performance standards, including measurement of customer satisfaction; review and recommend eligible training providers; provide fiscal review and oversight; monitor and develop contracts and Requests for Proposals.
2. **BUSINESS SERVICES COMMITTEE:** The Business Services subcommittee members should be comprised of business representatives from the WIB. The subcommittee objective is to further develop and make recommendations, to the full WIB, for the business service plan in an effort to increase employer involvement in the activities of the local workforce investment board. [SB 698 and UI Code Section 14200(c)(9)(C)].

The Chair of the WIB or their designee shall Chair the Business Services Committee.

B. YOUTH COUNCIL:

The Youth Council shall develop the portions of the local plan relating to eligible youth activities; recommend eligible providers of youth activities to be awarded grants or contracts on a competitive basis by the WIB to carry out the youth activities; conduct oversight with respect to eligible providers of youth activities; coordinate authorized

youth activities in Mendocino County; and perform other duties as determined to be appropriate by the WIB Chair. The WIB Youth Council Staff shall report on Youth Council activities at WIB meetings.

The Chair of the Youth Council may appoint Youth Council ad hoc committees. Youth Council members who are not members of the local board shall be voting members of the Youth Council and nonvoting members of the WIB.

The Youth Council shall, prior to the end of each program year, appoint its Chair to serve the term of July through June of the following year.

C. AD HOC COMMITTEES:

Ad hoc committees may be appointed from time to time by the WIB Chair. Non-WIB members may be appointed to serve on ad hoc committees as voting committee members. Non-WIB members do not have voting rights at WIB meetings.

The WIB Chair shall appoint ad hoc Committee Chairs.

D. COMMITTEE SIZE:

Committee size may be established by the Executive Committee or by amendment to these Bylaws. A quorum of a committee shall be a majority of the members constituting the committee. No WIB member shall serve on more than two committees, including the Youth Council.

E. COMMITTEE REPORTS:

Committees shall report progress and recommend actions, when appropriate, at WIB meetings.

F. COMMITTEE AUTHORITY:

1. No *ad hoc committee*, or the Executive Committee shall have independent authority to commit the WIB to policy or action without approval of the full WIB, except as noted in ARTICLE VII, A.1.g.
2. A committee may adopt recommendations to the WIB by majority vote of a quorum.

G. APPOINTMENT AND TERMS OF APPOINTMENT:

Appointment to the standing committees shall be made by the newly elected Chair of the WIB following the June meeting of the WIB. Following that initial appointment, members may be added to the standing committees at the discretion of the WIB Chair. Terms of appointment to the standing committees shall be for one year beginning July 1; for ad hoc committees, terms of appointment shall be for the time required to fulfill the committee's purpose.

Youth Council members are appointed by a majority vote of the full WIB under the authority of the Board of Supervisors. The Chair of the WIB may appoint a WIB member to sit on the Youth Council.

H. CONSULTANTS TO COMMITTEES:

When appropriate, committees may call on other knowledgeable individuals to act as consultants on the committee level. Said individuals shall receive no remuneration and shall not have voting privileges.

I. REMOVAL OF COMMITTEE MEMBERS:

The WIB Chair may remove Business Services Committee members, ad hoc committee members and any members-at-large appointed by the WIB Chair to serve on the Executive Committee. Removal of all other committee members shall be by a vote of the WIB.

ARTICLE VIII BYLAWS

A. AMENDMENTS:

Any member of the WIB may propose amendments to the Bylaws.

1. Proposed amendments shall be submitted in writing and made available to each member of the WIB no less than five 72 hours prior to consideration before a vote can be taken.
2. An affirmative vote of two-thirds (2/3) of those voting, a quorum being present, shall be required to amend these Bylaws.

B. REVIEW:

As needed, the Executive Committee shall review the WIB's Bylaws for appropriateness of language, content, and possible amendments.

C. STANDING OF BYLAWS:

Nothing in these Bylaws may, nor shall they be construed to, take precedence over Federal, State, or local laws or regulations.

[illegible]

Mendocino County Workforce Investment Board
Bylaw Amendment History
(Beginning December 2007)

Revision #	Date Adopted by BOS:	Article(s) Amended:	Description of Amendment
1	12/4/2007	VII	Youth Council members appointed by WIB under authority of BOS.
2	2/12/2008	VI, VII	Merge Executive and Oversight Committees. Remove requirement that Chair of the Youth Council be a member of the WIB and Executive Committees.
3	11/3/2009	II	Membership maximum changed from 38 to 33
4	6/12/2013	II through VIII	Various updates; Added Business Services Sub Committee to comply with SB 698

WIA Local Plan Program Years 2013-15
Local Workforce Investment Board Recertification Request

Local Board Name:	Mendocino County Workforce Investment Board
Contact Person:	Debra Donelson, WIA Coordinator
Telephone:	707-467-5590
Date:	July 1, 2013

Local Workforce Investment Board Membership Certification

The Workforce Investment Act (WIA) Section 117(a)(b) and (c) provides for the requirements for nominating and selecting members in each membership category. The WIA Section 117(b)(4) requires that business members constitute a majority of the Local Workforce Investment Board (local board). Per WIA Section 117(b)(5), the chairperson shall be a business representative. The required membership categories follow.

I certify that the below listed members of the Mendocino County
 Local Workforce Investment Board were appointed in the manner required by WIA Section 117.

Dottie Deerwester 9-24-13
 Local Workforce Investment Board Chair Signature Date

INSTRUCTIONS: If the Chief Local Elected Official has approved additional membership categories, enter the information under "ADDITIONAL PARTNERS and ADDITIONAL ONE-STOP PARTNERS." If the additional members are non-business, then a sufficient number of additional business members are required to maintain the business majority. If an individual represents multiple categories, after the first time s/he is identified (subsequent to the first notation), please asterisk his/her name at all subsequent entries. If a required membership category (program or activities) does not exist in your local area, simply indicate "does not exist" in the "Name" column for that category. Add extra lines as needed. Address any vacancies under "CORRECTIVE ACTION COMMENTS."

BUSINESS: WIA Section 117(b)(2)(A) – shall include (i) representatives of business in the local area, who (I) are owners of businesses, chief executives or operating officers of businesses, and other business executives or employers with optimum policy-making or hiring authority; (II) represent businesses with employment opportunities that reflect the employment opportunities of the local area; and (III) are appointed from among individuals nominated by local business organizations and business trade associations. Please identify the local board chairperson by typing CHAIR after his/her name.

Patty Bruder	Vice President	Stong Mountain, Inc.	12-07-2010	12/2012
Joanne Chiles	Vice President, Banking Center Mgr.	Bank of America	12-06-2011	12/2013
Ann Everett Cotroneo	General Manager	Hampton Inn	08-20-2011	08/2013
Candy De Los Santos	Executive Director	Mendocino Private Industry Council, Inc.	11-01-2011	11/2013
Dottie Deenwester CHAIR	Owner	Ready, Set, Go	04-09-2013	04/2015
Sharon Govern	Administrative Director	Redwood Children's Services	10-06-2012	10/2014
Norm Hall	Production Manager	G-3 Enterprises	03-13-2012	03/2014
Pamela Jensen	Executive Director	Ukiah Valley Association for Habilitation	03-26-2013	03/2015
Leland Kraemer	Owner	Lee Kraemer Real Estate	11-01-2011	11/2013
John Kuhry	Executive Director	Economic Development and Financing Corporation	03-13-2012	03/2014
Stephen O'Mara	Owner	O'Mara Consulting	09-11-2012	09/2014
Pamela Patterson	Executive Director	West Company/Small	03-26-2013	03/2015

Wes Winter	Executive Director	Business Development Center North Coast Opportunities	05-15-2012	5/2014

LOCAL EDUCATION ENTITIES: WIA Section 117(b)(2)(A) – shall include (ii) representatives of local educational entities, including representatives of local educational agencies, local school boards, entities providing adult education and literacy activities, and postsecondary educational institutions (including representatives of community colleges, where such entities exist), selected from among individuals nominated by regional or local educational agencies, institutions, or organizations representing such local educational entities. A minimum of two appointments is required.

Name	Title	Entity	Appointment Date	Term End Date
1. Dennis Aselyne	Director, Career and Technical Education	Mendocino County Office of Education	11-1-2011	11/2013
2. Susan Goff	Dean of Career and Technical Education	Mendocino Community College	09-11-2012	09/2014

LABOR ORGANIZATIONS: WIA Section 117(b)(2)(A) – shall include (iii) representatives of labor organizations (for a local area in which employees are represented by labor organizations), nominated by local labor federations, or (for a local area in which no employees are represented by such organizations), other representatives of employees. A minimum of two appointments is required. California Unemployment Insurance Code Section 14202(c) further requires representatives of labor organizations nominated by local labor federations, including a representative of an apprenticeship program and that at least 15 percent of local board members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members. If this occurs, then at least 10 percent of the local board members shall be representatives of labor organizations.

Name	Title	Entity	Appointment Date	Term End Date
1. Jack Buckhorn	Business Manager	International Brotherhood of Electrical Workers, Local 551	09-13-2011	09/2013
2. Terry Poplawski	President	National Association of Letter Carriers, Branch 1563	12-05-2011	12/2013
3. Scott Taylor	District Union Representative	United Food and Commercial Workers (UFCW-8 Golden State)	12-6-2011	12/2013

COMMUNITY-BASED ORGANIZATIONS: WIA Section 117(b)(2)(A) – shall include (iv) representatives of community-based organizations (including organizations representing individuals with disabilities and veterans, for a local area in which such organizations are present). A minimum of two appointments is required.

Name	Title	Entity	Appointment Date	Term End Date
1. Sharon Govern	Administrative Director	Redwood Children's Services	10-06-2012	10/2014
2. Wes Winter	Executive Director	North Coast Opportunities	05-15-12	05/2014

ECONOMIC DEVELOPMENT AGENCIES: WIA Section 117(b)(2)(A) – shall include (v) representatives of economic development agencies, including private sector economic development entities. A minimum of two appointments is required.

Name	Title	Entity	Appointment Date	Term End Date
1. John Kuhry	Executive Director	Economic Development and Financing Corporation	03-13-2012	03/2014
2. Pamela Patterson	Executive Director	West Company/SBDC	03-26-2013	03/2015

ONE-STOP PARTNERS: WIA Section 117(b)(2)(A) – shall include (vi) representatives of each of the One-Stop partners. The required One-Stop partners are identified in WIA 121(b)(1).

PROGRAMS AUTHORIZED UNDER THIS TITLE: WIA Section 121(b)(1)(B)(i) – Please check “yes” below if programs are operated anywhere within the local area; check “no” if not. The programs authorized under WIA Title I include:

Program	Yes	No
WIA Youth (Chapter 4)	X	
WIA Adult and Dislocated Workers (Chapter 5)	X	
Job Corps (Subtitle C)		X
National Programs (Subtitle D), including:		
Native American Programs (Section 166)	X	
Migrant and Seasonal Farmworker Programs (Section 167)	X	
Veterans' Workforce Investment Programs (Section 168)	X	
Youth Opportunity Grants (Section 169)		X
Demonstration, Pilot, Multiservice, Research, and Multistate Projects (Section 171)		X
National Emergency Grants (Section 173)		X

Of the programs identified as “yes” above, please complete name, title, entity and program(s), appointment date, and term end date below. If one individual represents more than one program, please include all programs in the Entity and Program(s) box.

Name	Title	Entity and Program(s)	Appointment Date	Term End Date
Candy De Los Santos	Executive Director	Mendocino Private Industry Council-WIA Youth (Chapter 4)	1-01-2011	11/2013
Candy De Los Santos	Executive Director	Mendocino Private Industry Council-WIA Adult & Dislocated Workers (Chapter 5)	1-01-2011	11/2013
Brooks Lockhart	Field Office Supervisor	California Indian Manpower Consortium - Native American Programs (Section 166)	03-15-2011	03/2013

PROGRAMS AUTHORIZED UNDER THE WAGNER-PEYSEYER ACT: WIA Section 121(b)(1)(B)(ii)

Name	Title	Entity	Appointment Date	Term End Date
Lorraine Perry	Employment Program Manager II	Employment Development Department	03-26-2013	3/2015 Susan Goff

ADULT EDUCATION AND LITERACY ACTIVITIES AUTHORIZED UNDER WIA TITLE II: WIA Section 121(b)(1)(B)(iii)

Name	Title	Entity	Appointment Date	Term End Date
Susan Goff	Dean of Career and Technical Education	Mendocino Community College	09-11-2012	9/2014

PROGRAMS AUTHORIZED UNDER TITLE I OF THE REHABILITATION ACT OF 1973: WIA Section 121(b)(1)(B)(iv)

Name	Title	Entity	Appointment Date	Term End Date
Ernie Waugh	Rehabilitation Supervisor	Department of Rehabilitation	03-26-2013	03/2015

ACTIVITIES AUTHORIZED UNDER TITLE V OF THE OLDER AMERICANS ACT OF 1965: WIA Section 121(b)(1)(B)(vi)

Name	Title	Entity	Appointment Date	Term End Date
Ron Haugen	Employment & Training Coordinator	Experience Works	01-26-2011	1/2013 Susan Goff

POSTSECONDARY VOCATIONAL EDUCATION ACTIVITIES AUTHORIZED UNDER THE CARL D. PERKINS VOCATIONAL AND APPLIED TECHNOLOGY EDUCATION ACT: WIA Section 121(b)(1)(B)(vii)

Name	Title	Entity	Appointment Date	Term End Date
Susan Goff	Dean of Career & Technical Education	Mendocino Community College	9-11-2012	9/2014

ACTIVITIES AUTHORIZED UNDER CHAPTER 2 OF TITLE II OF THE TRADE ACT OF 1974: 121(b)(1)(B)(viii)

Name	Title	Entity	Appointment Date	Term End Date
Lorraine Perry	Employment Program Manager II	Employment Development Department	03-26-2013	03/2015

ACTIVITIES AUTHORIZED UNDER CHAPTER 41 OF TITLE 38, UNITED STATES CODE: WIA Section 121(b)(1)(B)(ix)
 – Job Counseling, Training, and Placement Service for Veterans. The local Employment Development Department Disabled Veterans Outreach Program (DVOP) and Local Veterans Employment Representatives (LVER) provide these services.

Name	Title	Entity	Appointment Date	Term End Date
Lorraine Perry	Employment Program Manager II	Employment Development Department	03-26-2013	03/2015

EMPLOYMENT AND TRAINING ACTIVITIES CARRIED OUT UNDER THE COMMUNITY SERVICES BLOCK GRANT ACT: WIA Section 121(b)(1)(B)(x)

Name	Title	Entity	Appointment Date	Term End Date
Wes Winter	Executive Director	North Coast Opportunities	05-15-2-12	05/2014

EMPLOYMENT AND TRAINING ACTIVITIES CARRIED OUT BY THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT: WIA Section 121(b)(1)(B)(xi)

Name	Title	Entity	Appointment Date	Term End Date
No presence in this area.				

PROGRAMS AUTHORIZED UNDER STATE UNEMPLOYMENT COMPENSATION LAWS: WIA Section 121(b)(1)(B)(xii)

Name	Title	Entity	Appointment Date	Term End Date
Lorraine Perry	Employment Program Manager II	Employment Development Department	03-26-2013	03-2015

ADDITIONAL PARTNERS: WIA Section 117(b)(2)(B) – may include such other individuals or representatives of entities as the Chief Local Elected Official in the local area may determine to be appropriate. (These do not have to be One-Stop partners.)

Name	Title	Entity	Appointment Date	Term End Date
Dan Hamburg	Fifth District Supervisor	Mendocino County Board of Supervisors	01-06-2013	1/2015

ADDITIONAL ONE-STOP PARTNERS: WIA Section 121(b)(2)(A) IN GENERAL – In addition to the entities described in paragraph (1), other entities that carry out a human resource program described in subparagraph (B) may – (i) make available to participants, through the one-stop delivery system, the services described in WIA Section 134(d)(2) that are applicable to such program; and (ii) participate in the operation of such system consistent with the terms of the memorandum described in subsection (c), and with the requirements of the federal law in which the program is authorized; if the local board and Chief Local Elected Official involved approve such participation.

WIA Section 121(b)(2)(B) PROGRAMS – The programs referred to in subparagraph (A) may include – (i) programs authorized under Part A of title IV of the Social Security Act; (ii) programs authorized under section 6(d)(4) of the Food Stamp Act of 1977; (iii) work programs authorized under section 6(o) of the Food Stamp Act of 1977; (iv) programs authorized under the National and Community Service Act of 1990; and (v) other appropriate federal, State, or local programs, including programs in the private sector.

Name	Title	Entity	Appointment Date	Term End Date
Glenna Blake	Marketing and Planning Manager	Mendocino Transit Authority	01-04-2011	1/2013

CORRECTIVE ACTION COMMENTS:

Explain any vacant appointment(s) regarding the required membership composition only. Include the length of time the appointment(s) has been vacant, efforts made to fill the vacant appointment(s), and dates by which the vacant appointment(s) should be filled.

WIA 167 Migrant and Seasonal Farmworkers: We have been seeking to replace this vacancy on the WIB since the previous representative, Bob Jordan, retired from his position and resigned from the WIB a year ago. During the past year, we have sent correspondence via email through our contact at the local California Human Development (CHD) office requesting a nomination to replace Mr. Jordan. CHD is the local entity that provides WIA 167 services in our County. All of our requests have been forwarded by our contact to the head offices of California Human Development in Sacramento (as is protocol). To date, no nominations have been provided. We will continue to provide follow-up with an expectation for filling this vacancy prior to the end of December, 2013.

COMPLIANCE WITH MAJORITY OF BUSINESS REPRESENTATIVES:

Total number of individuals currently sitting on local board = 24

Number of vacancies currently on local board = 5
Total local board membership = 33

Total number of business representatives currently sitting on local board = 13
Number of business representative vacancies currently on local board = 4
Total local board Business Members = 17

Divide total local board business members by total local board membership = 51% (must be greater than 50%)

COMPLIANCE WITH LABOR REPRESENTATIVES

Total number of labor representatives currently sitting on local board = 3
Number of labor representatives vacancies currently on local board = 3
Total local board Labor Representatives = 3

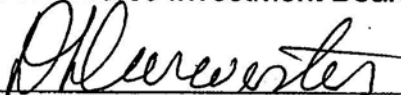
Divide total local board labor representatives by total local board membership = 10% (must be at least 15% unless not enough nominated by local labor federation, then at least 10%)

WIA Local Plan Program Years 2013-17
Program Administration Designee and Plan Signatures

This local plan represents the Mendocino Local Workforce Investment Board's efforts to maximize and coordinate resources available under Title I of the Workforce Investment Act (WIA) of 1998.

This local plan is submitted for the period of July 1, 2013 through June 30, 2017 in accordance with the provisions of the WIA.

Local Workforce Investment Board Chair



Signature

Dottie Deerwester

Name

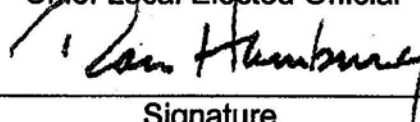
WIB Chair

Title

9/24/13

Date

Chief Local Elected Official



Signature

Dan Hamburg

Name

Board of Supervisor's Chair

Title

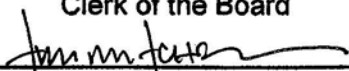
9/24/13

Date

I hereby certify that according to the provisions of Government Code sections 25103, delivery of this document has been made.

CARMEL J ANGELO
Clerk of the Board

By:


Deputy

WIA Local Plan Program Years 2013-17

Public Comments Received that Disagree with the Local Plan

Section 118(c) of the Workforce Investment Act requires Local Workforce Investment Boards (local boards) to publish their local plans for public comment. Local boards should include with their local plan submittal:

- All comments that have been received that disagree with the local plan.
- How the local board considered that input and its impact on the local plan.

Please provide these comments in the following format:

Public Comment (include section of plan commented on)
1. No Public Comments were received
Local Board Response: N/A
2. WIB Staff additions: <ul style="list-style-type: none"> a. Priority of Service, Policy 1D inserted in attachments b. Training Requirements, Policy 36 inserted in attachments c. Resource Sharing Agreement signature page inserted to replace blank signature page d. By laws without markups replaces markup version <ul style="list-style-type: none"> a. Insertion of contact information for local training entities on page 5 e. Insertion of final negotiated local levels of performance on page 33

Memorandum of Understanding
Between The Chief Local Elected Official of Mendocino County,
The Mendocino County Workforce Investment Board, and
One-Stop System Partners

I. Purpose

The Mendocino County Workforce Investment Board considers the following to be key to our vision:

- The needs of employers and workers will drive the workforce development system;
- Universal and easy access to the workforce development will be assured;
- Programs and services will be integrated into a seamless and flexible delivery system;
- There will be strong recognition and support for life-long learning and continuous improvement;
- There will be public accountability for system results and outcomes and;
- All members of the community will receive an opportunity to participate to the greatest extent they can in the workforce and become economically self-sufficient and contributing members of our community.

In entering into this agreement, the parties make the commitment to follow not only the basic provisions of WIA, but also to enact the basic guiding principles for California's One-Stop delivery system.

Services offered will be:

Integrated: offering as many employment, training, and education services as possible for employers and individuals seeking jobs or wishing to enhance their skills and affording universal access to the system overall;

Comprehensive: offering a large array of useful information with wide and easy access to needed services;

Customer-Focused: insuring that there will be no "wrong door" for either employer or job seeker customers as well as providing the means for customers to judge the quality of services and make informed choices;

Seamless: integrating services and cross-training staff so that customers receive the most appropriate services without thought to which agency is providing them.

Performance-Based: developing mutually negotiated outcomes and methods for measurements; and the means toward measuring and attaining customer satisfaction.

II. Parties to the Memorandum of Understanding (MOU)

Parties to the MOU include the Chief Local Elected Official (CLEO) of Mendocino County (i. e. the Board of Supervisors), the Workforce Investment Board (WIB) and the parties listed on the attached Addendum which includes all Workforce Investment Act (WIA) One-Stop required partners. These parties enter into this Memorandum of Understanding for the purpose of

creating a One-Stop partnership to operate as a "single service delivery system" under the Workforce Investment Act (WIA) of 1998.

III. General Provisions

Jointly, the parties to the MOU agree to establish and maintain a One-Stop service-delivery system to increase their capacity to further their mission and serve their customers. This partnership is dedicated to developing a customer-driven collaborative that links employers and job seekers to services. These services include, but are not limited to, employment, training, education, human resource assistance to employers, and career and business development to further the economic growth and vitality of Mendocino County's businesses and workforce. Primary customers for this partnership are employers and job seekers in Mendocino County.

A. Parties agree to work together according to the following general principles:

- Parties are committed to having a clear mission, vision, and goals adopted by the WIB.
- Parties agree to a collaborative decision making process.
- Parties are committed to being flexible, adopting an entrepreneurial mindset, and being adaptive to changing conditions and resources.
- Parties are committed to measuring progress and fostering continuous improvement towards customer satisfaction, quality service, and outcomes.
- Parties will commit at the highest levels of their organizations. The senior person will sign the MOU document and will attend or designate a representative to attend stakeholders' meetings to vote on recommendations.
- Parties will draw on the strengths and contributions of all partners and have the responsibility to contribute resources, expertise and talents.
- Parties agree that Labor Market Information (LMI) and customer-driven data such as performance outcomes will be shared to the extent allowed by law.
- Parties commit to a unified, collaborative marketing strategy that will effectively inform job seekers, training and education seekers, employers, and the community at large about the services available through the One-Stop system of Mendocino County.
- Parties will formally demonstrate commitment to the One-Stop system by entering into the MOU agreement.

B. Parties agree to work in partnership with employers according to the following principles:

- Parties are committed to providing services that will build a knowledgeable, skills-based workforce and enhance business value, potential, and competitiveness.
- Parties shall seek and act upon employer input in matters relating to One-Stop planning and operations through a variety of activities. These may include training programs, job development activities, job fairs, networking, human resource services, and open employer forums.

- Parties shall increase employer awareness of the benefits of mutual participation in a local workforce development system dedicated to the principles of customer service, continuous improvement, and community enhancement.
- Parties are committed to providing timely, flexible and results-oriented services to employers.
- Parties agree to use CalJOBS, the State Labor Exchange, as their primary electronic job matching system.
- Employer services provided through the One-Stop system may include: rapid response and plant closure assistance; employer services directory; tax credit information and processing; research in businesses, industries and technologies; local labor market information; staff recruitment and job matching; interviewing facilities; business and technical assistance; and customized training and workshops.

IV. Levels of Service

Levels of service include, but are not limited to, the following:

Core Services:

- Eligibility determination
- Outreach, intake and orientation to services available
- Initial assessment of skills, aptitudes, abilities and supportive services
- Group job search and placement assistance including career counseling
- Provision of employment data and labor market information
- Provision of performance information including cost data related to all services provided
- Provision of information regarding how the local area is performing on local performance measures
- Provision of information regarding supportive services
- Employment referral
- Follow-up services for customers attaining employment, for not less than 12 months of date of employment

Intensive Services:

- Comprehensive and specialized assessments of skill levels
- Individual employment plans
- Individual and group counseling
- Case management
- Short-term pre-vocational services

Training Services:

- Occupational skills training
- On-the-Job training
- Entrepreneurial training
- Skill upgrading
- Employment/job readiness training
- Adult education and literacy activities

V. Referral Process for Career Center Customers

After an interview, evaluation, or assessment of the customers skills, qualifications or experience, staff of the One-Stop will determine with the customer the possible referrals to one or more partner agencies. The customer may be referred directly to training services if their skills or experience so warrant. The referral recommendation will be discussed with the customer to ensure they are in agreement as to the referral.

Parties to the MOU agree to develop jointly and mutually implement processes acceptable to all for common intake and referral. Parties agree to cross-train staff on the services of each participating One-Stop partner and the spectrum of related services available through respective agencies.

VI. Governance Structure

Chief Local Elected Official (CLEO)

The Chief Local Elected Official (CLEO) is the Mendocino County Board of Supervisors.

The Workforce Investment Board (WIB)

The Workforce Investment Board (WIB) is appointed by the Board of Supervisors and is comprised of representatives of business (majority and chair), education providers, labor organizations, community-based organizations, economic development agencies, One-Stop partners, and additional members.

The WIB is responsible for oversight authority and accountability of the One-Stop system including (but not limited to) policy development, distribution of funding, formation of a strategic 5 year plan, approval of One-Stop Operators and performance appraisal.

Administrative Entity/Fiscal Agent for the Mendocino County Workforce Investment Area

The County of Mendocino is the administrative entity/fiscal agent for Mendocino County Workforce investment Area.

One-Stop Operator

The One-Stop Operator will be designated by the WIB. The Operator will be responsible for the day to day operations of the centers and for assisting in the coordination of the system generally. The One-Stop Operator will work closely with One-Stop partners in coordinating the services in the various centers as well as within the system as a whole.

One-Stop System Council

The One-Stop System Council shall be comprised of the partners that sign this Memorandum of Understanding. The Council will meet monthly to address system-wide issues, review operations, implement changes, and plan for continuous improvement. Each agency will have one vote. If The One-Stop System Council cannot resolve an issue, it will be elevated to the full WIB for resolution.

Governance resolutions at every level will be consistent with all federal, state, and local law. Also, where partners have mandated policy restrictions, those restrictions shall be honored.

One-Stop Center Council

One-Stop Centers represent the primary delivery points of core and intensive services to both employers and to the seekers of employment, training, and education. As such, parties to this memorandum understand that such centers are an essential foundation of the larger One-Stop system. Accordingly, beyond the mandates required by the WIB and partner agencies, centers will be allowed maximum flexibility to implement and improve services according to their unique situations. Equally, with regard to issues that arise in a center, the partners within that center will act as the primary point of resolution.

Therefore, each Mendocino Works Employment Resource Center will have a council that includes the partner agencies providing services. Center Councils will meet at least quarterly to review operations, make suggestions for improvements, and resolve problems. Councils will also convene on an ad hoc basis when a significant issue arises and needs to be resolved quickly. If a Center Council cannot reach consensus on a given issue, then the issue will be elevated to the One-Stop System Council.

VII. Universal Access

Parties to this MOU shall not unlawfully discriminate, harass, or allow harassment against any client/participant due to gender, race, color, ancestry, religion, national origin, physical disability, mental disability, medical conditions, age, marital status, or sexual orientation. Parties assure compliance with the Americans with Disabilities Act of 1990 and agree to provide for the promotion of equal, effective and meaningful participation by individuals with disabilities through program accessibility, reasonable accommodations, auxiliary aids and services, and rehabilitation technology.

Parties also commit to developing integrated services that can be delivered either through self-help, in-person, or electronically.

VIII. Confidentiality

Client information shall be shared solely for the purpose of enrollment, referral, or provision of services. Records shall not be open to examination for any purpose not directly related to the delivery of such services or the administration of programs. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

IX. Site Supervision

Parties to this agreement recognize that a number of supervision practices, philosophies, and requirements exist within the various partner agencies. Diverse factors include:

- Different pay scales for similar positions
- Off-site versus on-site supervision
- Union versus non-union staff
- Hours of operation that might include weekends and nights
- Varied holiday schedules

-- Sharing of space, equipment, information, and materials

Parties to this agreement will work out in advance—and specify in relevant agreements—arrangements for supervision, addressing at a minimum the above issues, and modifying said practices over time in accordance with new or changing business needs. In any instance where staff is supervised by a supervisor from a different agency, the roles and responsibilities of supervision will be clearly defined both as to functional and administrative authority.

Additionally, while functional guidance may be provided by others, civil service employees who are located at One-Stop Centers shall remain under the supervision of their employing departments for the purposes of performance evaluation, and other matters concerning civil service rights and responsibilities.

The Local Workforce Investment Board certifies that its One-Stop Centers will recognize and comply with applicable labor agreements affecting represented employees located in the Centers.

If work-related issues arise at One-Stop Centers between civil service employees and operators or supervisors of other partners, the operator or other supervisor shall refer such issues to the civil service supervisor. One-Stop Center operators and partners shall cooperate in the investigation of the following matters: discrimination under the California Fair Employment and Housing Act (Part 2.8 [commencing with Section 12900] of Division 3 of Title 2 of the Government Code), threats and/or violence concerning civil employees, and civil service employee misconduct.

X. Identity

Mendocino Works Employment Resource Centers will be identified by a sign indicating, "Mendocino Works Employment Resource Center." Partner agencies will also be identified by smaller, uniformly sized signs.

XI. Performance Accountability

WIA reflects a strong commitment to fundamentally refocus the entire system on customer service and performance accountability. To this end, parties to this MOU agree to: 1) measure and track performance, 2) measure and evaluate customer satisfaction for job seekers and employers; 3) inform partners and the public as to the results of their performance measurement and customer service satisfaction measurement, and 4) observe the principle of continuous improvement.

XII. Cost Allocation

Parties to the MOU recognize that this is a non-financial agreement but agree to adhere to the expectations described in this document and addenda attached. A cost allocation plan will be developed as a separate document wherein financial agreements will be made and shared resources identified.

XIII. Indemnification

Parties to this MOU indemnify, defend and save harmless all other parties to this MOU, Workforce Investment Board members, local governments, and their employees from any and

all claims and losses arising out of or resulting from any acts or omissions which arise from the performance of the obligations pursuant to this MOU.

XIV. Term of Memorandum of Understanding

The MOU commences on the day it is signed by all parties and is ongoing. It shall be reviewed thereafter at the request of any of the parties. It shall continue to be in force unless any party gives a thirty (30) day notice of cancellation.

XV. Amendments and Modifications

This MOU constitutes the agreement among parties listed in the attached Addendum section. The MOU may be modified, altered or revised as necessary by mutual consent of the partner, the WIB, and the Chief Elected Official. Requests to amend or modify this document must be submitted in writing at least 30 days prior to the effective date of change.

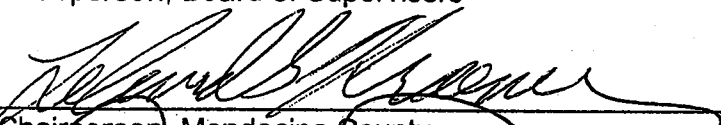
XVI. Signatures

Parties to this MOU agree to all terms and conditions contained herein by signature on the attached addendum pages designated for their respective organizations.



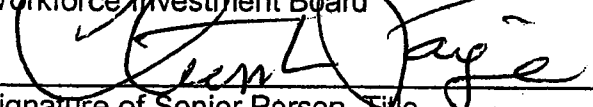
Chairperson, Board of Supervisors

Date: 6/10/08



Chairperson, Mendocino County
Workforce Investment Board

Date: 2/13/08

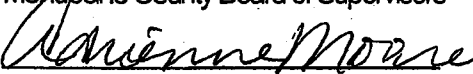


Signature of Senior Person, Title
One-Stop Partner
Deputy CEO CHDC

Date: 2/26/08

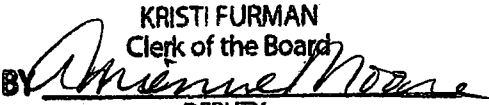
ATTEST:

Kristi Furman, Clerk of the Board
Mendocino County Board of Supervisors



Deputy

I hereby certify that according to the
provisions of Government Code
Sections 25103, delivery of this
document as been made.

KRISTI FURMAN
Clerk of the Board

BY _____
DEPUTY

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY / PARTNER: California Human Development (Farmworker Services)

Geographic Area: ☒ Ukiah/South Inland ☐ Fort Bragg/North Coast ☐ South Coast
☐ Willits/North County ☐ Long Valley ☐ Round Valley

Services	Population Served	Average # Clients Per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of Referral	Service Delivery Targets for 2009-2010
Outreach Activities	Migrant & Seasonal Farmworkers	12	2 FTE	Ukiah	Dislocated Worker, WIA	Various, Personal, Etc.	120
Orientation to Services	Seasonal migrant & Seasonal migrant &	12	2 FTE	Ukiah	167 Temp HSG & ARRA	Various, Personal, Etc.	120
Eligibility Determination	Seasonal migrant & Seasonal migrant &	6	2 FTE	Ukiah	Dislocated	Personal, Etc.	105
Intake	Seasonal migrant & Seasonal migrant &	6	2 FTE	Ukiah	Dislocated	Personal, Etc.	105
Assessment-initial	Seasonal migrant & Seasonal migrant &	6	2 FTE	Ukiah	Dislocated	Personal, Etc.	105
Assessment-comprehensive	Seasonal migrant & Seasonal migrant &	6	2 FTE	Ukiah	Dislocated	Personal, Etc.	79
Assessment-specialized	Seasonal migrant & Seasonal migrant &	2	2 FTE	Ukiah	Dislocated	Personal, Etc.	0
Job Search-group	Seasonal migrant & Seasonal migrant &	2	2 FTE	Ukiah	Dislocated	Personal, Etc.	15
Job Club	Seasonal migrant & Seasonal migrant &	2	2 FTE	Ukiah	Dislocated	Personal, Etc.	15
Employment Plan	Seasonal migrant & Seasonal migrant &	6	2 FTE	Ukiah	Dislocated	Personal, Etc.	79
Career Counseling	Seasonal migrant & Seasonal migrant &	6	2 FTE	Ukiah	Dislocated	Personal, Etc.	79
Counseling-individual	Seasonal migrant & Seasonal migrant &	6	2 FTE	Ukiah	Dislocated	Personal, Etc.	79
Counseling-group	Seasonal migrant & Seasonal migrant &	0	2 FTE	Ukiah	Dislocated	Personal, Etc.	0
Case Management	Seasonal migrant & Seasonal migrant &	6	2 FTE	Ukiah	Dislocated	Personal, Etc.	79
Pre-vocational Services	Seasonal migrant & Seasonal migrant &	3	2 FTE	Ukiah	Dislocated	Personal, Etc.	33
Occupational Skills Training	Seasonal migrant & Seasonal migrant &	4	2 FTE	Ukiah	Dislocated	Personal, Etc.	32
On-the-Job Training	Seasonal migrant & Seasonal migrant &	4	2 FTE	Ukiah	Dislocated	Personal, Etc.	6
Skill Upgrading	Seasonal migrant & Seasonal migrant &	3	2 FTE	Ukiah	Dislocated	Personal, Etc.	17
Job Readiness Training	Seasonal migrant & Seasonal migrant &	7	2 FTE	Ukiah	Dislocated	Personal, Etc.	17

Adult Education	Migrant & Seasonal	3 2 FTE	Uk.	WIA 107 Adult, Dislocated	Various, Personal, Etc.	79
Literacy Activities	Migrant & Seasonal	1 2 FTE	Ukiah	WIA 107 Adult, Dislocated	Various, Personal, Etc.	60
Child Care	Migrant & Seasonal	2 2 FTE	Ukiah	WIA 107 Adult, Dislocated	Various, Personal, Etc.	25
Transportation	Migrant & Seasonal	3 2 FTE	Ukiah	WIA 107 Adult, Dislocated	Various, Personal, Etc.	25
Ancillary Costs (e.g. books)	Migrant & Seasonal	1 2 FTE	Ukiah	WIA 107 Adult, Dislocated	Various, Personal, Etc.	60
Provision of Job Data/LMI	Migrant & Seasonal	6 2 FTE	Ukiah	WIA 107 Adult, Dislocated	Various, Personal, Etc.	79
Supportive Services	Migrant & Seasonal	6 2 FTE	Ukiah	WIA 107 Adult, Dislocated	Various, Personal, Etc.	115
Employment Referral	Migrant & Seasonal	10 2 FTE	Ukiah	WIA 107 Adult, Dislocated	Various, Personal, Etc.	79
Follow-up Services	Migrant & Seasonal	7 2 FTE	Ukiah	WIA 107 Adult, Dislocated	Various, Personal, Etc.	79
Job Retention Services	Migrant & Seasonal	4 2 FTE	Ukiah	WIA 107 Adult, Dislocated	Various, Personal, Etc.	79
Subsidized Employment	Migrant & Seasonal	0 2 FTE	Ukiah	WIA 107 Adult, Dislocated	Various, Personal, Etc.	79
Job Development	Migrant & Seasonal	6 2 FTE	Ukiah	WIA 107 Adult, Dislocated	Various, Personal, Etc.	79
Job Openings Listings	Migrant & Seasonal	10 2 FTE	Ukiah	WIA 107 Adult, Dislocated	Various, Personal, Etc.	10
Immigration Services	Migrant & Seasonal	2 2 FTE	Ukiah	WIA 107 Adult, Dislocated	Various, Personal, Etc.	10
Employer Workshops	Migrant & Seasonal	2 FTE	Ukiah	WIA 107 Adult, Dislocated	Various, Personal, Etc.	
Unpaid Work Experience	Migrant & Seasonal	2 FTE	Ukiah	WIA 107 Adult, Dislocated	Various, Personal, Etc.	
Business Consulting	Migrant & Seasonal	2 FTE	Ukiah	WIA 107 Adult, Dislocated	Various, Personal, Etc.	
Access to Capital	Migrant & Seasonal	2 FTE	Ukiah	WIA 107 Adult, Dislocated	Various, Personal, Etc.	
Business Networking	Migrant & Seasonal	2 FTE	Ukiah	WIA 107 Adult, Dislocated	Various, Personal, Etc.	
Asset Building	Migrant & Seasonal	2 FTE	Ukiah	WIA 107 Adult, Dislocated	Various, Personal, Etc.	
Business Recruitment	Migrant & Seasonal	2 FTE	Ukiah	WIA 107 Adult, Dislocated	Various, Personal, Etc.	
Assistance with Hiring	Migrant & Seasonal	2 FTE	Ukiah	WIA 107 Adult, Dislocated	Various, Personal, Etc.	
Information on Tax Credits	Migrant & Seasonal	2 FTE	Ukiah	WIA 107 Adult, Dislocated	Various, Personal, Etc.	
Other:	Migrant & Seasonal	2 FTE	Ukiah	WIA 107 Adult, Dislocated	Various, Personal, Etc.	
Other:	Migrant & Seasonal	2 FTE	Ukiah	WIA 107 Adult, Dislocated	Various, Personal, Etc.	
Other:	Migrant & Seasonal	2 FTE	Ukiah	WIA 107 Adult, Dislocated	Various, Personal, Etc.	
Other:	Migrant & Seasonal	2 FTE	Ukiah	WIA 107 Adult, Dislocated	Various, Personal, Etc.	
Other:	Migrant & Seasonal	2 FTE	Ukiah	WIA 107 Adult, Dislocated	Various, Personal, Etc.	

all claims and losses arising out of or resulting from any acts or omissions which arise from the performance of the obligations pursuant to this MOU.

XIV. Term of Memorandum of Understanding

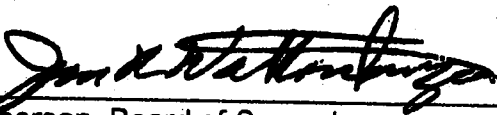
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XVI. Signatures

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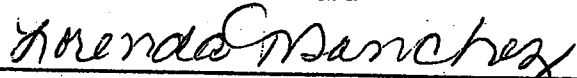
Chairperson, Board of Supervisors

Date: 6/10/08



Chairperson, Mendocino County
Workforce Investment Board

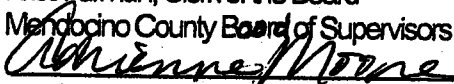
Date: 2/13/08



Signature of Senior Person, Title EXECUTIVE DIRECTOR
One-Stop Partner California Indian Manpower Consortium, Inc. (CIMC)

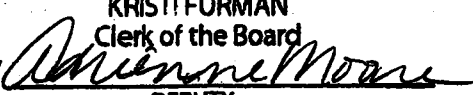
Date: 04-28-08

ATTEST:

Kristi Furman, Clerk of the Board
Mendocino County Board of Supervisors


Deputy

I hereby certify that according to the provisions of Government Code Sections 25103, delivery of this document as been made.

KRISTI FURMAN
Clerk of the Board
BY 

DEPUTY

COUNTY OF MENDOCINO - WORKFORCE INVESTMENT BOARD - ONE-STOP SYSTEM PARTNER

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY / PARTNER: California Indian Manpower Consortium, Inc.

Geographic Area: ☒ Ukiah/South Inland ☒ Fort Bragg/North Coast ☒ South Coast
☒ Willits/North County ☒ Long Valley ☒ Round Valley

Services	Population Served	Average # Clients Per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of Referral	Service Delivery Targets for 2009-2010
Outreach Activities	Native American	40	2	County-wide	WIA-Title I-166	Through Field Office	480
Orientation to Services	Native American	40	2	County-wide	WIA-Title I-166	Through Field Office	480
Eligibility Determination	Native American	25	2	County-wide	WIA-Title I-166	Through Field Office	300
Intake	Native American	25	2	County-wide	WIA-Title I-166	Through Field Office	300
Assessment-initial	Native American	40	2	County-wide	WIA-Title I-166	Through Field Office	480
Assessment-comprehensive	Native American	25	1	County-wide	WIA-Title I-166	Through Field Office	300
Assessment-specialized	Native American	5	1	County-wide	WIA-Title I-166	Through Field Office	60
Job Search-group	Native American		2	Varies	WIA-Title I-166	Through Field Office	10
Job Club							
Employment Plan	Native American	20	2	County-wide	WIA-Title I-166	Through Field Office	240
Career Counseling	Native American	10	1	County-wide	WIA-Title I-166	Through Field Office	120
Counseling-individual	Native American	3	1	County-wide	WIA-Title I-166	Through Field Office	36
Counseling-group							
Case Management	Native American	60	2	County-wide	WIA-Title I-166	Through Field Office	720
Pre-vocational Services							
Occupational Skills Training	Native American		1	County-wide	WIA-Title I-166	Through Field Office	5
On-the-Job Training	Native American		1	County-wide	WIA-Title I-166	Through Field Office	5
Skill Upgrading	Native American		1	County-wide	WIA-Title I-166	Through Field Office	1
Job Readiness Training	Native American	12	1	County-wide	WIA-Title I-166	Through Field Office	12

Services	Population Served	Average # Clients Per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of Referral	Service Delivery Targets for 2009-2010
Adult Education ABE/GED	Native American		1	County-wide	WIA-Title I-166	Through Field Office	6
Literacy Activities							
Child Care	Native American		2	County-wide	WIA-Title I-166	Through Field Office	8
Transportation	Native American	2	2	County-wide	WIA-Title I-166	Through Field Office	24
Ancillary Costs (e.g. books)							
Provision of Job Data/LMI							
Supportive Services	Native American	6	2	County-wide	WIA-Title I-166	Through Field Office	36
Employment Referral	Native American	4	2	County-wide	WIA-Title I-166	Through Field Office	48
Follow-up Services	Native American	10	2	County-wide	WIA-Title I-166	Through Field Office	120
Job Retention Services	Native American	10	2	County-wide	WIA-Title I-166	Through Field Office	120
Subsidized Employment	Native American	1	1	County-wide	WIA-Title I-166	Through Field Office	12
Job Development	Native American	3	2	County-wide	WIA-Title I-166	Through Field Office	36
Job Openings Listings	Native American	5	2	County-wide	WIA-Title I-166	Through Field Office	60
Immigration Services							
Employer Workshops							
Unpaid Work Experience							
Business Consulting							
Access to Capital							
Business Networking	Native American	1	1	County-wide	WIA-Title I-166	Through Field Office	12
Asset Building							
Business Recruitment							
Assistance with Hiring							
Information on Tax Credits	Native American	1	1	County-wide	WIA-Title I-166	Through Field Office	12
Other:							
Other:							

For the purposes of "Means of Referral" - "Through Field Office" means the CIMC Ukiah Field Office personal contact, job fairs, and distribution of CIMC information and brochures.

XVII. Signatures

In WITNESS THEREOF, the parties to this MOU execute this agreement.

COUNTY OF MENDOCINO

I, Jim R. Wattenburger, Chair and/or John Pinches, Vice Chair hereby agree to the foregoing Memorandum of Understanding between the Mendocino County Workforce Investment Board and the Department of Rehabilitation, Santa Rosa District.

By: 

Jim R. Wattenburger, Chair
And/or John Pinches, Vice Chair
Board of Supervisors

7/22/08

ATTEST

KRISTI FURMAN, Clerk of said Board

By: 

Deputy

MENDOCINO COUNTY WORKFORCE INVESTMENT BOARD

631 S. Orchard Avenue
Ukiah, CA 95482

By: 

Leland S. Kraemer, Chair

Date: _____

HEALTH AND HUMAN SERVICES AGENCY Social Services Branch

By: 

Susana Wilson
Assistant HHSA Director

Date: 6/25/08

APPROVED AS TO FORM:

JEANINE B. NADEL, County Counsel

By: 

Date: 6-30-08

ONE-STOP SYSTEM PARTNER

By: 

Signature

Title: Peter Harsch, District Administrator

Date: 6/19/08

NAME AND ADDRESS OF ONE-STOP SYSTEM PARTNER:

Department of Rehabilitation

Santa Rosa District

50 D Street, #425

Santa Rosa, CA 95404

INSURANCE REQUIREMENTS:

KRISTIN McMENOMEY, Director
General Services Agency

By: 

RISK MANAGER

Date: 7-1-08

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

I hereby certify that according to the provisions of Government Code Sections 25103, delivery of this document has been made.

KRISTI FURMAN
Clerk of the Board

By: 

DEPUTY

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY/PARTNER:

Dept of Rehabilitation

Geographic Area:

☒ Ukiah/South Inland
☒ Willits/North County

☒ Fort Bragg/North Coast
☐ Long Valley
☐ South Coast
☐ Round Valley

* Dept only purchases many of the services below.

Services	Population Served	Average # Clients per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of referral	Service Delivery Targets for 2000-2001 2009-2010
Outreach activities	All disabled	30	6	3	Dept Rehab	Self or Agency	AR SAME 10-130
Orientation to services	"	20	"				"
Eligibility determination	"	10	"				"
Intake	"	25	"				"
Assessment-initial	"	25	"				"
Assessment-comprehensive	"	15	"				"
Assessment-specialized	"	10	"				"
Job Search-group	"	3	"				"
Job Club	"	4	"				"
Employment Plan	"	8	"				"
Career counseling	"	29	"				"
Counseling-individual	"	29-120	"				"
Counseling-group	"	0	"				"
Case management	"	420	"				"
Pre-vocational services	"	30	"				"
Occupational skills training	"	250	"				"
On-the-job training	"	10	"				"
Entrepreneurial training	"	3	"				"
Skill upgrading	"	50	"				"
Job readiness training	"	15	"				"
Adult Education	"	5	"				"

all claims and losses arising out of or resulting from any acts or omissions which arise from the performance of the obligations pursuant to this MOU.

XIV. Term of Memorandum of Understanding

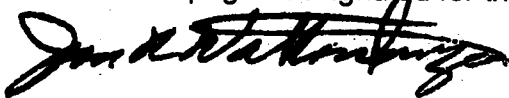
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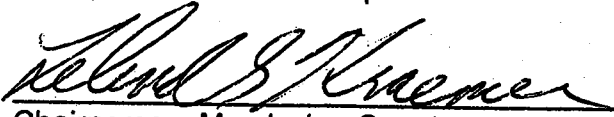
XVI. Signatures

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Date: 6/10/08

Chairperson, Board of Supervisors



Date: 2/20/08

Chairperson, Mendocino County
Workforce Investment Board

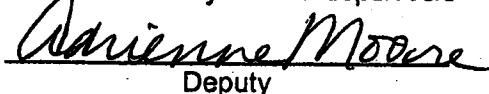


Date: 02/21/08

Signature of Senior Person, Title
One-Stop Partner

ATTEST:

Kristi Furman, Clerk of the Board
Mendocino County Board of Supervisors


Deputy

I hereby certify that according to the
provisions of Government Code
Sections 25103, delivery of this
document as been made.

KRISTI FURMAN
Clerk of the Board

BY 
DEPUTY

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY/PARTNER:

Employment Development Department

Geographic Area:

- ☒ Ukiah/South Inland ☒ Fort Bragg/North Coast ☐ South Coast
☐ Willits/North County ☐ Long Valley ☐ Round Valley

Services	Population Served	Average # Clients per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of referral	Service Delivery Targets for 2000-2001
Outreach activities							2009-2010 RM
Orientation to services							
Eligibility determination							
Intake	Universal	200-425	25-2	To be determined via Ukiah	Wagner Peyser	WALK-IN	To be determined Unemployed Job Seekers
Assessment-initial							
Assessment-comprehensive							
Assessment-specialized	Clients with Barriers (Intensive Services Program)	50	1	To be determined	Wagner Peyser 10 %		144 placements/obtained employment
Job Search-group							
Job Club	Unemployment Insurance Claimants & Universal	30	2	To be determined via Willits	Unemployment Insurance or Wagner-Peyser	stimulus	NA
Employment Plan							
Career counseling							
Counseling-individual							
Counseling-group							
Case management	Clients with Barriers (Intensive Services Program)	35	1.5	To be determined via Willits	Wagner-Peyser 10% Contract With Dept of Corrections		Varied Job Seekers receiving public assistance

Contract with County of Mendocino

	Programs-Ex Felons <u>CalWorks</u> clients, veterans				Welfare to Work Contract, Wagner-Peyser	Veterans
Pre-vocational services						
Occupational skills training						
On-the-job training						
Entrepreneurial training						
Skill upgrading						
Job readiness training						
Adult Education						
Literacy activities						
Child care						
Transportation						
Ancillary costs (e.g. books)						
Provision of job data/LMI	Job Seekers & Employers	Dozens of job seekers and employers	Part of basic Employment Service job duties.	To-be determined UKRach Fort Briggs	Wagner-Peyser	NA
Supportive services	Intensive Service Program	Negligible	Negligible	To Be determined	Wagner-Peyser 10%	NA
Employment referral	Universal	175	Part of basic Employment Service job duties.	To Be determined	Wagner-Peyser	NA
Follow-up services						
Job retention services						
Subsidized employment						
Job development	Universal/case managed groups	45	Part of basic Employment Service job duties.	To Be determined	Wagner-Peyser	NA
Job openings listings	Employers, Job Seekers	300 150 employers, 200 job seekers 400	3 Personnel Equivalent	To Be determined UKRach Fort Briggs W. Hillis	Wagner-Peyser	To be determined

Immigration services									
Employer workshops	Employers	Occasional	Varies	To Be determined	Wagner-Peyser			To Be Determined	
Unpaid work experience									
Business consulting									
Access to capital									
Business networking									
Asset building									
Business recruitment	Employers	occasional	varies	UKIAH	wagner peyser			to be determined	
Assistance with hiring	Employers Job Seekers	5000	6	UKIAH UKIAH 3/15/99	Wagner-Peyser				
Information on tax credits	Employer, Job Seeker	10	Minimal	To be determined					
Other:									
Other:									
Other:									
Other:									
Other:									

all claims and losses arising out of or resulting from any acts or omissions which arise from the performance of the obligations pursuant to this MOU.

XIV. Term of Memorandum of Understanding

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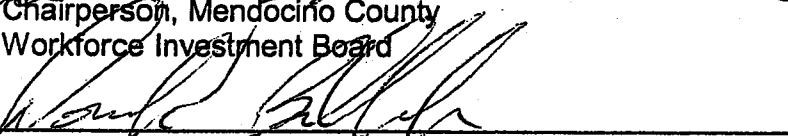
Chairperson, Board of Supervisors

Date: 6/10/08



Chairperson, Mendocino County
Workforce Investment Board

Date: 2/13/08



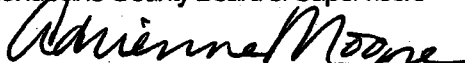
Signature of Senior Person, Title
One-Stop Partner

Date: 3/4/08

Don Ballek
EDFC


ATTEST:

Kristi Furman, Clerk of the Board
Mendocino County Board of Supervisors



Deputy

I hereby certify that according to the
provisions of Government Code
Sections 25103, delivery of this
document as been made.

KRISTI FURMAN
Clerk of the Board
BY 

DEPUTY

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY/PARTNER:

Economic Development & Financing Corp. (EDFC)

Geographic Area:

☒ Ukiah/South Inland
☒ Willits/North County

☒ Fort Bragg/North Coast
☒ Long Valley
☒ South Coast
☒ Round Valley

Services	Population Served	Average # Clients per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of referral	Service Delivery Targets for 2000-2001 2009-2010
Outreach activities							
Orientation to services							
Eligibility determination							
Intake							
Assessment-initial							
Assessment-comprehensive	employers		1.5	County-wide			NA
Assessment-specialized							
Job Search-group							
Job Club							
Employment Plan							
Career counseling							
Counseling-individual	employers		1.5	County-wide			NA
Counseling-group	employers		1.5	County-wide			NA
Case management							
Pre-vocational services							
Occupational skills training							
On-the-job training							
Entrepreneurial training	employers		1.5	County-wide			NA
Skill upgrading	employers		1.5	County-wide			NA
Job readiness training							
Adult Education							

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Chairperson, Board of Supervisors

Date: 6/10/08



Chairperson, Mendocino County
Workforce Investment Board

Date: 2/13/08




Signature of Senior Person, Title
One-Stop Partner

Date: 02.13.2008

Experience Works

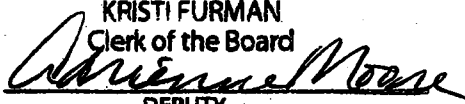
ATTEST:

Kristi Furman, Clerk of the Board
Mendocino County Board of Supervisors



Deputy

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provisions of Government Code
Sections 25103, delivery of this
document as been made.

KRISTI FURMAN
Clerk of the Board
BY 

DEPUTY

COUNTY OF MENDOCINO - WORKFORCE INVESTMENT BOARD - ONE-STOP SYSTEM PARTNER

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY / PARTNER:

EXPERIENCE WORKSGeographic Area: ☐ Ukiah/South Inland☐ Fort Bragg/North Coast☐ South Coast☐ Willits/North County☐ Long Valley☒ Round Valley

Services	Population Served	Average # Clients Per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of Referral	Service Delivery Targets for 2009-2010
Outreach Activities							
Orientation to Services							
Eligibility Determination							
Intake							
Assessment-Initial							
Assessment-comprehensive							
Assessment-specialized							
Job Search-group							
Job Club							
Employment Plan							
Career Counseling							
Counseling-Individual							
Counseling-group							
Case Management							
Pre-vocational Services							
Occupational Skills Training							
On-the-Job Training							
Skill Upgrading							
Job Readiness Training							

COUNTY OF MENDOCINO - WORKFORCE INVESTMENT BOARD - ONE-STOP SYSTEM PARTNER

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY / PARTNER:

EXPERIENCE WORKSGeographic Area: ☐ Ukiah/South Inland☐ Fort Bragg/North Coast☐ South Coast☐ Willits/North County☒ Long Valley☐ Round Valley

Services	Population Served	Average # Clients Per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of Referral	Service Delivery Targets for 2009-2010
Outreach Activities							
Orientation to Services							
Eligibility Determination							
Intake							
Assessment/Initial							
Assessment - Comprehensive							
Assessments - specialized							
Job Search - group							
Job Club							
Employment Plan							
Career Counseling							
Counseling - individual							
Counseling - group							
Case Management							
Pre-vocational Services							
Occupational Skills Training							
On-the-Job Training							
Skill Upgrading							
Job Readiness Training							

MEMORANDUM OF UNDERSTANDING - Attachment A

EXPERIENCE WORKS

AGENCY PARTNER:

Geographic Area: ☐ Ukiah/South Inland

☒ Fort Bragg/North Coast

☐ South Coast

☐ Willits/North County

☐ Long Valley

☐ Round Valley

Services	Population Served	Average # Clients Per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of Referral	Service Delivery Targets for 2009-2010
Outreach Activities	Seniors	5	1	FL PRAC	DOL		
Orientation to Services							
Eligibility Determination							
Intake							
Assessment-Initial							
Assessment-comprehensive							
Assessment-specialized							
Job Search Group							
Job Club							
Employment Plans							
Career Counseling							
Counseling-Individual							
Counseling-group							
Case Management							
Pre-vocational Services							
Occupational Skills Training							
On-the-Job Training							
Skill Upgrading							
Job Readiness Training							

COUNTY OF MENDOCINO - WORKFORCE INVESTMENT BOARD - ONE-STOP SYSTEM PARTNER

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY/PARTNER:

EXPERIENCE WORKS

Geographic Area: ☒ Ukiah/South Inland

☐ Fort Bragg/North Coast

☐ South Coast

☒ Willits/North County

☐ Long Valley

☐ Round Valley

Services	Population Served	Average # Clients Per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of Referral	Service Delivery Targets for 2009-2010
Outreach Activities	SENIORS	5	1	Willits Senior Center	201		
Orientation to Services							
Eligibility Determination							
Intake							
Assessment-Initial							
Assessment-comprehensive							
Assessment-specialized							
Job Search group							
Job Club							
Employment Plan							
Career Counseling							
Counseling-Individual							
Counseling-group							
Case Management							
Pre-vocational Services							
Occupational Skills Training							
On-the-Job Training							
Skill Upgrading							
Job Readiness Training							

COUNTY OF MENDOCINO - WORKFORCE INVESTMENT BOARD - ONE-STOP SYSTEM PARTNER

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY / PARTNER

EXPERIENCE WORKSGeographic Area: ☒ Ukiah/South Inland☐ Fort Bragg/North Coast☐ South Coast☐ Willits/North County☐ Long Valley☐ Round Valley

Services	Population Served	Average # Clients Per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of Referral	Service Delivery Targets for 2009-2010
Outreach Activities	Seniors	30	1	MPC	DA		
Orientation to Services							
Eligibility Determination							
Intake							
Assessment-Initial							
Assessment-comprehensive							
Assessment-specialized							
Job Search-group							
Job Club							
Employment Plan							
Career Counseling							
Counseling-individual							
Counseling-group							
Case Management							
Pre-vocational Services							
Occupational Skills Training							
On-the-Job Training							
Skill Upgrading							
Job Readiness Training							

Page 2 of 2

COUNTY OF MENDOCINO - WORKFORCE INVESTMENT BOARD - ONE-STOP SYSTEM PARTNER

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY / PARTNER:

EXPERIENCE WORKSGeographic Area: ☐ Ukiah/South Inland☐ Fort Bragg/North Coast☒ South Coast☐ Willits/North County☐ Long Valley☐ Round Valley

Services	Population Served	Average # Clients Per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of Referral	Service Delivery Targets for 2009-2010
Outreach Activities							
Orientation to Services							
Eligibility Determination							
Intake							
Assessment-Initial							
Assessment-comprehensive							
Assessment-specialized							
Job Search-group							
Job Club							
Employment Plan							
Career Counseling							
Counseling-individual							
Counseling-group							
Case Management							
Pre-vocational Services							
Occupational Skills Training							
On-the-Job Training							
Skill Upgrading							
Job Readiness Training							

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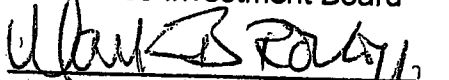
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Chairperson, Board of Supervisors

Date: 6/10/08


Chairperson, Mendocino County
Workforce Investment Board

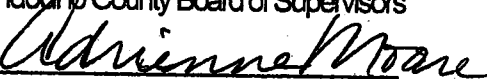
Date: 2/26/08

 - Executive Director
Signature of Senior Person, Title
One-Stop Partner
Ford Street

Date: 3-5-08

ATTEST:

Kristi Furman, Clerk of the Board
Mendocino County Board of Supervisors


Deputy

I hereby certify that according to the
provisions of Government Code
Sections 25103, delivery of this
document as been made.

KRISTI FURMAN
Clerk of the Board
BY 
DEPUTY

COUNTY OF MENDOCINO - WORKFORCE INVESTMENT BOARD - ONE-STOP SYSTEM PARTNER
MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY / PARTNER:
 Ford Street Project

Wendy R. Kelly

Geographic Area: ☒ Ukiah/South Inland
☒ Willits/North County

☐ Fort Bragg/North Coast
☐ Long Valley
☐ South Coast
☐ Round Valley

2009/2010

Outreach Activities	Homeless and Alcohol abuse, Mental Health concerns, Indigent	60	6 Ukiah, Willits	Local, State, Fed	Self, AODP, Parole, UCC, DSS	450
Orientation to Services	195	21	same as above	same as above	same as above	865
Eligibility Determination	195	21	same as above	same as above	same as above	865
Intake	85	21	same as above	same as above	same as above	865
Assessment-Initial	85	21	same as above	same as above	same as above	865
Assessment-comprehensive	80	15	same as above	same as above	same as above	360
Assessment-specialized	45	11	same as above	same as above	same as above	185
Job Search-group	35	4	same as above	same as above	same as above	290
Job Club						
Employment Plan						
Career Counseling						
Counseling-individual	70	13	same as above	same as above	same as above	340
Counseling-group	106	13	same as above	same as above	same as above	865
Case Management	88	6	same as above	same as above	same as above	490
Pre-vocational Services						
Occupational Skills Training						
On-the-Job Training	8	2	same as above	same as above	same as above	25
Skill Upgrading						
Job Readiness Training	20	2	same as above	same as above	same as above	240

all claims and losses arising out of or resulting from any acts or omissions which arise from the performance of the obligations pursuant to this MOU.

XIV. Term of Memorandum of Understanding

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XV. Amendments and Modifications

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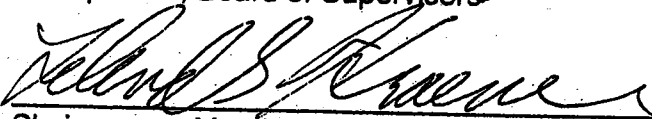
XVI. Signatures

Parties to this MOU agree to all terms and conditions contained herein by signature on the attached addendum pages designated for their respective organizations.



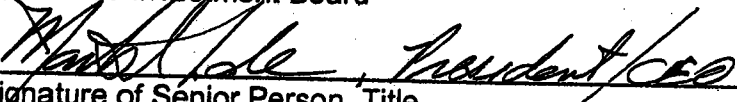
Chairperson, Board of Supervisors

Date: 6/10/08



Chairperson, Mendocino County
Workforce Investment Board

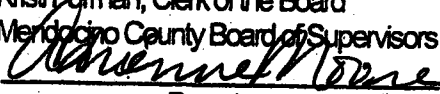
Date: 2/13/08



Signature of Senior Person, Title
One-Stop Partner
Goodwill Industries

Date: 2/21/08

ATTEST:

Kristi Furman, Clerk of the Board
Mendocino County Board of Supervisors


Deputy

I hereby certify that according to the
provisions of Government Code
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KRISTI FURMAN
Clerk of the Board
BY 

DEPUTY

WIB Adopted 10/16/2007

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY / PARTNER:

Goodwill Industries of the Redwood Empire

Geographic Area:

☐ Ukiah/South Inland
☐ Willits/North County

☐ Fort Bragg/North Coast
☐ Long Valley

☐ South Coast
☐ Round Valley

Services	Population Served	Average # Clients Per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of Referral	Service Delivery Targets for 2009-2010
Outreach Activities	persons w/ disabilities	20	2 or 3	Ft. Bragg-Willits-Ukiah	RCRC/DOR MCHSA	written	
Orientation to Services	persons w/ disabilities	20	2 or 3	Ft. Bragg-Willits-Ukiah	RCRC/DOR MCHSA	written	
Eligibility Determination	n/a	n/a	n/a	n/a	n/a	n/a	
Intake	persons w/ disabilities	20	2 or 3	Ft. Bragg-Willits-Ukiah	RCRC/DOR MCHSA	written	
Assessment-initial	persons w/ disabilities	20	2 or 3	Ft. Bragg-Willits-Ukiah	RCRC/DOR MCHSA	written	
Assessment-comprehensive	persons w/ disabilities	20	2 or 3	Ft. Bragg-Willits-Ukiah	RCRC/DOR MCHSA	written	
Assessment-specialized	persons w/ disabilities	20	2 or 3	Ft. Bragg-Willits-Ukiah	RCRC/DOR MCHSA	written	
Job Search-group	persons w/ disabilities	20	2 or 3	Ft. Bragg-Willits-Ukiah	RCRC/DOR MCHSA	written	
Job Club	n/a	n/a	n/a	n/a	n/a	n/a	
Employment Plan	n/a	n/a	n/a	n/a	n/a	n/a	
Career Counseling	persons w/ disabilities	20	2 or 3	Ft. Bragg-Willits-Ukiah	RCRC/DOR MCHSA	written	
Counseling-individual	n/a	n/a	n/a	n/a	n/a	n/a	
Counseling-group	n/a	n/a	n/a	n/a	n/a	n/a	
Case Management	persons w/ disabilities	20	2 or 3	Ft. Bragg-Willits-Ukiah	RCRC/DOR MCHSA	written	
Pre-vocational Services	persons w/ disabilities	20	2 or 3	Ft. Bragg-Willits-Ukiah	RCRC/DOR MCHSA	written	
Occupational Skills Training	n/a	n/a	n/a	n/a	n/a	n/a	

On-the-Job Training	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Skill Upgrading	persons w/ disabilities	20	2 or 3	Ft. Bragg-Willits- Ukiah	n/a	RCRC/DOR MCHSA	n/a
Job Readiness Training	persons w/ disabilities	20	2 or 3	Ft. Bragg-Willits- Ukiah	RCRC/DOR MCHSA	written	written

101

all claims and losses arising out of or resulting from any acts or omissions which arise from the performance of the obligations pursuant to this MOU.

XIV. Term of Memorandum of Understanding

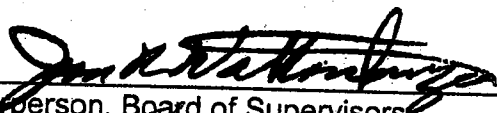
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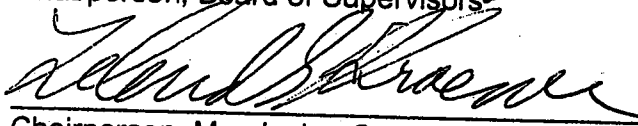
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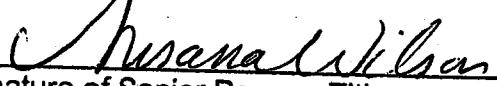
Chairperson, Board of Supervisors

Date: 6/10/08



Chairperson, Mendocino County
Workforce Investment Board

Date: 2/13/08

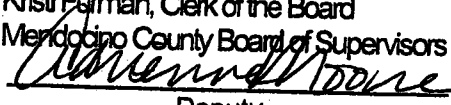


Signature of Senior Person, Title
One-Stop Partner

Date: 2/19/08

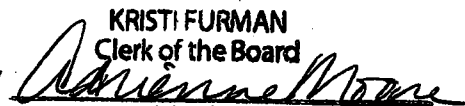
HHSA Social Services Branch Director

ATTEST:

Kristi Furman, Clerk of the Board
Mendocino County Board of Supervisors


Deputy

I hereby certify that according to the provisions of Government Code Sections 25103, delivery of this document as been made.

KRISTI FURMAN
Clerk of the Board
BY 

DEPUTY

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY / PARTNER: CalWORKs Job Services

Geographic Area: X Ukiah/South Inland X Fort Bragg/North Coast X South Coast
X Willits/North County X Long Valley X Round Valley

Services	Population Served	Average # Clients Per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of Referral	Service Delivery Targets for 2009-2010
	<i>CalWORKs, Food Stamps</i>						
Outreach Activities	X	700		Ukiah, Willits, Fort Bragg and Covelo	TANF, CalWORKS Single Allocation	HHSA/CHS, SB, financial asst., Mendocino Works Partners and Community Based	Same
Orientation to Services	X						
Eligibility Determination	X						
Intake	X						
Assessment-initial	X						
Assessment-comprehensive	X						
Assessment-specialized	X						
Job Search-group	X						
Job Club	X						
Employment Plan	X						
Career Counseling	X						
Counseling-individual	X						
Counseling-group	X						
Case Management	X						
Pre-vocational Services	X						
Occupational Skills Training	X						
On-the-Job Training	X						

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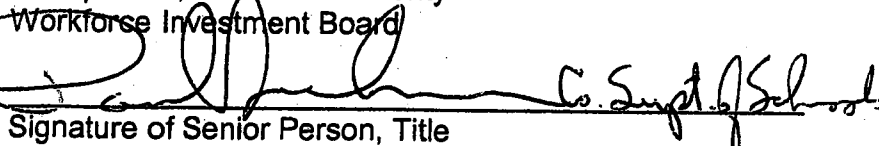
Chairperson, Board of Supervisors

Date: 6/10/08



Chairperson, Mendocino County
Workforce Investment Board

Date: 2/13/08



Signature of Senior Person, Title
One-Stop Partner

Date: 2/19/08

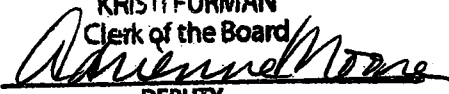
ATTEST:

Kristi Furman, Clerk of the Board
Mendocino County Board of Supervisors



Deputy

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KRISTI FURMAN
Clerk of the Board
BY 

DEPUTY

COUNTY OF MENDOCINO - WORKFORCE INVESTMENT BOARD - ONE-STOP SYSTEM PARTNER

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY/PARTNER:

Mendocino County Office of Education

Geographic Area:

- ☒ Ukiah/South Island
☒ Willits/North County
☒ Fort Bragg/North Coast
☒ Long Valley
☐ South Coast
☐ Round Valley

Services	Population Served	Average # Clients per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of referral	Service Delivery Targets for 2000-2001-2009-2010
Outreach activities							
Orientation to services							
Eligibility determination							
Intake							
Assessment-Initial							
Assessment-comprehensive	High School		4	ALL High Schools + more	Pop Funds		
Assessment-specialized							
Job Search-group							
Job Club							
Employment Plan							
Career counseling							
Counseling-individual	High School - Mult		4	ALL High Schools + more	Pop Funds + School + more	High School teachers	
Counseling-group							
Case management							
Pre-vocational services	With High School						
Occupational skills training	Students/High School Youth	2		Countywide	With High School Youth Services	Counselors, Teachers	
On-the-job training	High School - Mult	4000	80	Countywide	Pop Funds	Counselors, Teachers, Parents	
Entrepreneurial training							
Skill upgrading	Adult	15	6	Countywide	Pop Funds		
Job readiness training							
Adult Education							

WIB Adopted 5/10/00

* Pop classes are held on Tuesdays on the 1st, 4th, 8th, 11th, 14th, 17th, 20th, 23rd, 26th, 29th, 31st

all claims and losses arising out of or resulting from any acts or omissions which arise from the performance of the obligations pursuant to this MOU.

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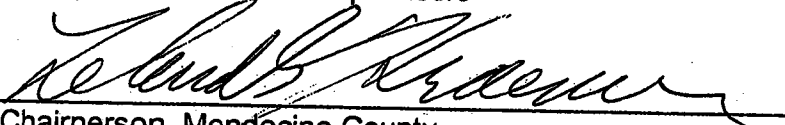
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Chairperson, Board of Supervisors

Date: 6/10/08



Chairperson, Mendocino County
Workforce Investment Board

Date: 2/13/08



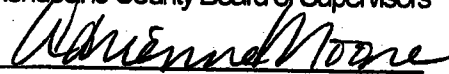
Signature of Senior Person, Title
One-Stop Partner

Date: 2-25-08

Mendocino County Youth Project

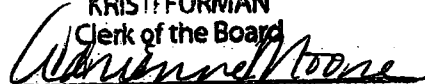
ATTEST:

Kristi Furman, Clerk of the Board
Mendocino County Board of Supervisors



Deputy

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KRISTI FURMAN
Clerk of the Board
BY 

DEPUTY

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY / PARTNER: Mendocino County Youth Project

Geographic Area: ☒ Ukiah/South Inland ☒ Fort Bragg/North Coast ☒ South Coast
☒ Willits/North County ☐ Long Valley ☐ Round Valley

Services	Population Served	Average # Clients per Month	Estimated Staff Providing	Locations of Services	Funding Sources	Means of Referral	Service Delivery Targets for 2009-2010
Outreach Activities	youth	200	10	all	variety	everyone	3000
Orientation to Services	youth	50	10	all	variety	everyone	1000
Eligibility Determination	youth	50	10	all	variety	everyone	1000
Intake	youth	50	10	all	variety	everyone	1000
Assessment-initial	youth	50	10	all	variety	everyone	1000
Assessment-comprehensive	youth	10	5	Ukiah	M/C, grants	everyone	250
Assessment-specialized	youth	2	5	Ukiah	M/C, grants	everyone	20
Job Search-group							
Job Club							
Employment Plan	youth	7	4	Ukiah	federal	everyone	30
Career Counseling	youth	7	4	Ukiah	federal	everyone	30
Counseling-individual	youth	100	10	all	variety	everyone	1500
Counseling-group							
Case Management	youth	100	10	all	variety	everyone	1500
Pre-vocational Services							
Occupational Skills Training							
On-the-Job Training							
Skill Upgrading							
Job Readiness Training							

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XIV. Term of Memorandum of Understanding

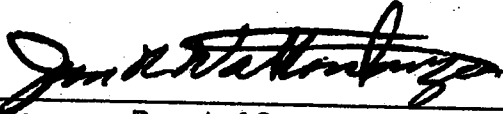
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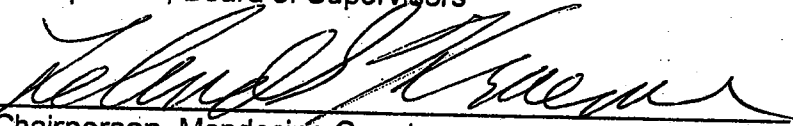
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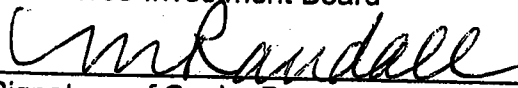
Chairperson, Board of Supervisors

Date: 6/10/08



Chairperson, Mendocino County
Workforce Investment Board

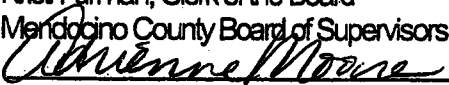
Date: 2/13/08



Signature of Senior Person, Title
One-Stop Partner
Mendocino College


Date: 9/23/08

ATTEST:

Kristi Furman, Clerk of the Board
Mendocino County Board of Supervisors


Deputy

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KRISTI FURMAN
Clerk of the Board
BY 

DEPUTY

COUNTY OF MENDOCINO - WORKFORCE INVESTMENT BOARD - ONE-STOP SYSTEM PARTNER

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY/PARTNER: Mendocino College

Geographic Area:

☒ Ukiah/South Inland ☐ Fort Bragg/North Coast ☐ South Coast
☒ Willits/North County ☐ Long Valley ☒ Round Valley

SDJ 5/12/10

Services	Population Served	Average # Clients per Semester	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of referral	Service Delivery Targets for 2000-2001 2009/2010
Outreach activities	Mend City residents	N/C	30+	Main Campus and Centers	Dist/Cat	Self/Agency	
Orientation to services	"	35	4	"	"	"	
Eligibility determination	"	3,000	11	"	"	"	
Intake	"	3,970	8	"	"	"	
Assessment-initial	"	2,000	2	"	"	"	
Assessment-comprehensive							
Assessment-specialized	"	240	2	"	"	"	
Job Search-group							
Job Club							
Employment Plan							
Career counseling	"	600	3	"	"	"	
Counseling-individual	"	4,800	11	"	"	"	
Counseling-group	"	N/C	N/C	"	"	"	
Case management	"	4800	15	"	"	"	
Pre-vocational services	"	N/C	N/C	"	"	"	
Occupational skills training	"	2,778	N/C	"	"	"	
On-the-job training	"	5	1	"	"	"	
Entrepreneurial training	"	13	1	"	"	"	
Skill upgrading							
Job readiness training	"	N/C	N/C	"	"	"	
Adult Education							
Literacy activities	"	75	5	"	"	"	

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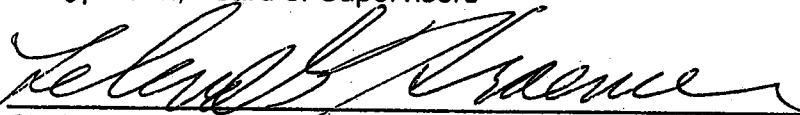
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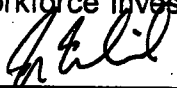
Chairperson, Board of Supervisors

Date: 6/10/08



Chairperson, Mendocino County
Workforce Investment Board

Date: 2/13/08

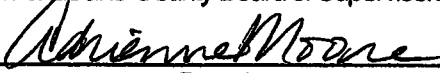


Executive Director, MPIC, Inc.
Signature of Senior Person, Title
One-Stop Partner

Date: 2-19-08

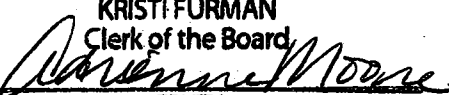
ATTEST:

Kristi Furman, Clerk of the Board
Mendocino County Board of Supervisors



Deputy

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KRISTI FURMAN
Clerk of the Board
BY 

DEPUTY

COUNTY OF MENDOCINO - WORKFORCE INVESTMENT BOARD - ONE-STOP SYSTEM PARTNER

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY / PARTNER: Mendocino Private Industry Council, Inc.

Geographic Area: ☒ Ukiah/South Inland ☐ Fort Bragg/North Coast ☐ South Coast
☐ Willits/North County ☐ Long Valley ☐ Round Valley

Services	Population Served	Average # Clients Per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of Referral	Service Delivery Targets for 2009-2010
Outreach Activities	5,294	441	4	Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	5,294
Orientation to Services	5,294	441	7	Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	5,294
Eligibility Determination	1,118	93	6	Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	1,118
Intake (Certified)	191	16	1	Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	191
Assessment-initial	5,294	441	6	Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	5,294
Assessment-comprehensive	94	8	1	Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	94
Assessment-specialized	94	8	1	Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	94
Group Workshops	951	79	4	Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	950
Job Club	Included in Workshops			Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	Included in Workshops
Employment Plan	137	11	7	Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	137
Career Counseling	196	16	6	Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	196

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY / PARTNER: Mendocino Private Industry Council, Inc.

Geographic Area: ☒ Ukiah/South Inland ☐ Fort Bragg/North Coast ☐ South Coast
☐ Willits/North County ☐ Long Valley ☐ Round Valley

Services	Population Served	Average # Clients Per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of Referral	Service Delivery Targets for 2009-2010
Counseling-individual	196	16	6	Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	196
Counseling-group	n/a	n/a	n/a	Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	n/a
Case Management	196	16	6	Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	196
Pre-vocational Services	36	3	7	Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	36
Occupational Skills Training	103	9	7	Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	103
On-the-Job Training	10	1	3	Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	10
Skill Upgrading	Included in Pre-vocational			Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	Included in Pre-vocational
Job Readiness Training	Included in Workshops			Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	Included in Workshops

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY / PARTNER: Mendocino Private Industry Council, Inc.

Geographic Area: ☒ Ukiah/South Inland ☐ Fort Bragg/North Coast ☐ South Coast
☐ Willits/North County ☐ Long Valley ☐ Round Valley

Services	Population Served	Average # Clients Per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of Referral	Service Delivery Targets for 2009-2010
Adult Education	Included in Pre-vocational			Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	Included in Pre-vocational
Literacy Activities	17	2	1	Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	17
Child Care	Included in Support Service			Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	Included in Support Service
Transportation	Included in Support Service			Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	Included in Support Service
Ancillary Costs (e.g. books)	Included in Support Service			Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	Included in Support Service
Provision of Job Data/LMI	5,294	441	3	Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	5,294
Supportive Services	137	12	7	Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	137
Employment Referral	5,294	441	7	Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	5,294
Follow-up Services	88	7	6	Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	88
Job Retention Services	88	7	6	Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	88
Subsidized Employment	87	7	6	Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	87

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY / PARTNER: Mendocino Private Industry Council, Inc.

Geographic Area: ☒ Ukiah/South Inland ☐ Fort Bragg/North Coast ☐ South Coast
☐ Willits/North County ☐ Long Valley ☐ Round Valley

Services	Population Served	Average # Clients Per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of Referral	Service Delivery Targets for 2009-2010
Job Development	123	10	3	Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	123
Job Openings Listings	5,294	441	3	Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	5,294
Immigration Services	134	11	2	Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	134
Employer Workshops	132	11	4	Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	132
Unpaid Work Experience	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Business Consulting	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Access to Capital	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Business Networking	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Asset Building	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Business Recruitment	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Assistance with Hiring	144	15	3	Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	144
Information on Tax Credits	144	15	3	Greater Ukiah Area	WIA Title IB	Outreach, Agencies, Marketing	144
Other:							
Other:							
Other:							

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY / PARTNER: Mendocino Private Industry Council, Inc.

Geographic Area: ☒ Ukiah/South Inland ☐ Fort Bragg/North Coast ☐ South Coast
☐ Willits/North County ☐ Long Valley ☐ Round Valley

Services	Population Served	Average # Clients Per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of Referral	Service Delivery Targets for 2009-2010
Other:							
Other:							

COUNTY OF MENDOCINO - WORKFORCE INVESTMENT BOARD - ONE-STOP SYSTEM PARTNER

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY / PARTNER: Mendocino Private Industry Council, Inc.

Geographic Area: ☐ Ukiah/South Inland ☒ X - Fort Bragg/North Coast ☐ X - South Coast
☐ Willits/North County ☐ Long Valley ☐ Round Valley

Services	Population Served	Average # Clients Per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of Referral	Service Delivery Targets for 2009-2010
Outreach Activities	1,287	107		Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	1,287
Orientation to Services	1,287	107		Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	1,287
Eligibility Determination	419	35		Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	419
Intake (Certified)	49	4		Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	49
Assessment-Initial	1,287	107		Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	1,287
Assessment-comprehensive	32	3		Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	32
Assessment-specialized	32	3		Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	32
Group Workshops	148	12		Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	148
Job Club	Included Above			Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	Included in Workshops
Employment Plan	62	5		Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	62
Career Counseling	63	5		Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	63

COUNTY OF MENDOCINO - WORKFORCE INVESTMENT BOARD - ONE-STOP SYSTEM PARTNER

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY / PARTNER: Mendocino Private Industry Council, Inc.

Geographic Area: ☐ Ukiah/South Inland
☐ Willits/North County

☒ X - Fort Bragg/North Coast
☐ Long Valley
☐ X - South Coast
☐ Round Valley

Services	Population Served	Average # Clients Per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of Referral	Service Delivery Targets for 2009-2010
Counseling-individual	63	5	4	Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	63
Counseling-group	n/a	n/a	n/a	Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	n/a
Case Management	63	5	4	Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	63
Pre-vocational Services	32	3	4	Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	32
Occupational Skills Training	17	1	4	Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	17
On-the-Job Training	6		1	Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	6
Skill Upgrading	Included in Pre-Vocational			Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	Included in Pre-Vocational
Job Readiness Training	Included in Workshops			Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	Included in Workshops

COUNTY OF MENDOCINO - WORKFORCE INVESTMENT BOARD - ONE-STOP SYSTEM PARTNER

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY / PARTNER: Mendocino Private Industry Council, Inc.

Geographic Area: ☐ Ukiah/South Inland ☒ X - Fort Bragg/North Coast ☐ Long Valley ☐ Willits/North County ☐ Round Valley

Services	Population Served	Average # Clients Per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of Referral	Service Delivery Targets for 2009-2010
Adult Education	Included in Pre-Vocational			Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	Included in Pre-Vocational
Literacy Activities	11	1	1	Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	11
Child Care	Included in Support Service			Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	Included in Support Service
Transportation	Included in Support Service			Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	Included in Support Service
Ancillary Costs (e.g. books)	Included in Support Service			Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	Included in Support Service
Provision of Job Data/LMI	1,287	107	2	Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	1,287
Supportive Services	66	6	4	Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	66
Employment Referral	1,287	107	4	Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	1,287
Follow-up Services	24	2	3	Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	24
Job Retention Services	24	2	3	Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	24
Subsidized Employment	23	2	3	Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	23

COUNTY OF MENDOCINO - WORKFORCE INVESTMENT BOARD - ONE-STOP SYSTEM PARTNER

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY / PARTNER: Mendocino Private Industry Council, Inc.

Geographic Area: ☐ Ukiah/South Inland ☒ X - Fort Bragg/North Coast ☒ X - South Coast
☐ Willits/North County ☐ Long Valley ☐ Round Valley

Services	Population Served	Average # Clients Per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of Referral	Service Delivery Targets for 2009-2010
Job Development	26	2	1	Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	26
Job Openings Listings	1,287	107	2	Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	1,287
Immigration Services	Included in Ukiah Report			Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	Included in Ukiah Report
Employer Workshops	37	3	1	Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	37
Unpaid Work Experience	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Business Consulting	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Access to Capital	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Business Networking	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Asset Building	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Business Recruitment	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Assistance with Hiring	48	3	1	Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	48
Information on Tax Credits	48	3	1	Fort Bragg Coastal	WIA Title IB	Outreach, Agencies, Marketing	48
Other:							
Other:							

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY / PARTNER: Mendocino Private Industry Council, Inc.

Geographic Area: ☐ Ukiah/South Inland ☒ X - Fort Bragg/North Coast ☐ X - South Coast
☐ Willits/North County ☐ Long Valley ☐ Round Valley

Services	Population Served	Average # Clients Per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of Referral	Service Delivery Targets for 2009-2010
Other:							
Other:							
Other:							

all claims and losses arising out of or resulting from any acts or omissions which arise from the performance of the obligations pursuant to this MOU.

XIV. Term of Memorandum of Understanding

The MOU commences on the day it is signed by all parties and is ongoing. It shall be reviewed thereafter at the request of any of the parties. It shall continue to be in force unless any party gives a thirty (30) day notice of cancellation.

XV. Amendments and Modifications

This MOU constitutes the agreement among parties listed in the attached Addendum section. The MOU may be modified, altered or revised as necessary by mutual consent of the partner, the WIB, and the Chief Elected Official. Requests to amend or modify this document must be submitted in writing at least 30 days prior to the effective date of change.

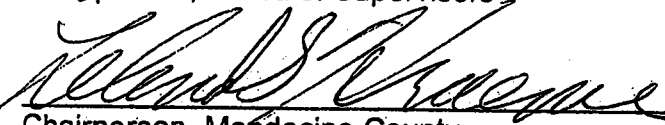
XVI. Signatures

Parties to this MOU agree to all terms and conditions contained herein by signature on the attached addendum pages designated for their respective organizations.



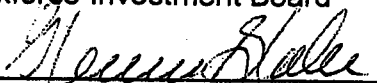
Chairperson, Board of Supervisors

Date: 6/10/08



Chairperson, Mendocino County
Workforce Investment Board

Date: 2/13/08



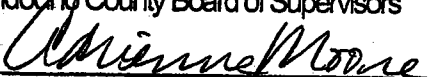
Signature of Senior Person, Title
One-Stop Partner

Date: 3-10-08

Mendocino Transit Authority

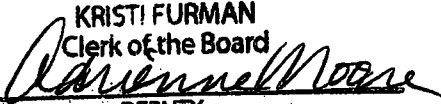
ATTEST:

Kristi Furman, Clerk of the Board
Mendocino County Board of Supervisors



Deputy

I hereby certify that according to the
provisions of Government Code
Sections 25103, delivery of this
document as been made.

BY 

KRISTI FURMAN
Clerk of the Board
DEPUTY

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY/PARTNER:

Mendocino Transit Authority

Geographic Area:

☒ Ukiah/South Inland
☒ Willits/North County☒ Fort Bragg/North Coast
☒ Long Valley
☒ South Coast
☐ Round Valley

Services	Population Served	Average # Clients per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of referral	Service Delivery Targets for 2000-2001
Outreach activities	see other	pg. 2					2009-210
Orientation to services							
Eligibility determination							
Intake							
Assessment-initial							
Assessment-comprehensive							
Assessment-specialized							
Job Search-group							
Job Club							
Employment Plan							
Career counseling							
Counseling-individual							
Counseling-group							
Case management							
Pre-vocational services							
Occupational skills training							
On-the-job training							
Entrepreneurial training							
Skill upgrading							
Job readiness training							
Adult Education							

127WIB Adopted 5/10/00

* access to these services

all claims and losses arising out of or resulting from any acts or omissions which arise from the performance of the obligations pursuant to this MOU.

XIV. Term of Memorandum of Understanding

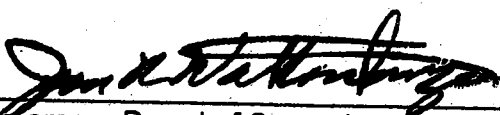
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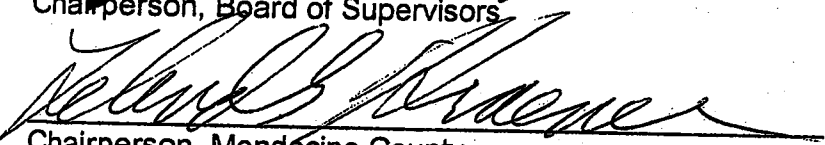
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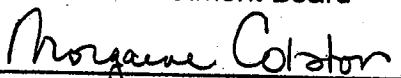
Chairperson, Board of Supervisors

Date: 6/10/08



Chairperson, Mendocino County
Workforce Investment Board

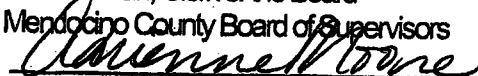
Date: 2/13/08


_____, Executive Director
Signature of Senior Person, Title
One-Stop Partner North Coast opportunities, Inc.

Date: 2-19-08


ATTEST:

Kristi Furman, Clerk of the Board
Mendocino County Board of Supervisors



Deputy

I hereby certify that according to the
provisions of Government Code
Sections 25103, delivery of this
document as been made.

KRISTI FURMAN
Clerk of the Board
BY 

DEPUTY

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY/PARTNER: North Coast Opportunities, Inc.

Geographic Area:

- ☒ Ukiah/South Inland
☒ Willits/North County
☒ Fort Bragg/North Coast
☒ Long Valley
☒ South Coast
☒ Round Valley

NC 9/29/99

Services	Population Served	Average # Clients per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of referral	Service Delivery Targets for 2000-2001
Outreach activities							
Orientation to services							
Eligibility determination							
Intake	Job Alliance	49	2	County-wide by phone	DOL thru DSS	DSS/hotline *	
Assessment-initial					CSBG thru NCO		2001-2002
Assessment-comprehensive							
Assessment-specialized							
Job Search-group							
Job Club							
Employment Plan							
Career counseling							
Counseling-individual							
Counseling-group	Job Alliance	49	2	county-wide	DOL	DSS/hotline *	
Case management							
Pre-vocational services							
Occupational skills training							
On-the-job training							
Entrepreneurial training							
Skill upgrading							
Job readiness training							
Adult Education							
Literacy activities							

Career counseling	20		2	1 Part-time Staff	Laytonville	WIA Title IB	Marketing	20	
Counseling-individual	20		2	1 Part-time Staff	Laytonville	WIA Title IB	Outreach, Agencies, Marketing	20	
Counseling-group	20		2	1 Part-time Staff	Laytonville	WIA Title IB	Outreach, Agencies, Marketing	20	
Case management	20		2	1 Part-time Staff	Laytonville	WIA Title IB	Outreach, Agencies, Marketing	20	
Pre-vocational services	20		2	1 Part-time Staff	Laytonville	WIA Title IB	Outreach, Agencies, Marketing	20	
Occupational skills training	5		.5	1 Part-time Staff	Laytonville	WIA Title IB	Outreach, Agencies, Marketing	5	
On-the-job training	5		.5	1 Part-time Staff	Laytonville	WIA Title IB	Outreach, Agencies, Marketing	5	
Entrepreneurial training Referral and Payment	2		.1	1 Part-time Staff	Laytonville	WIA Title IB	Outreach, Agencies, Marketing	2	
Skill upgrading	5		.5	1 Part-time Staff	Laytonville	WIA Title IB	Outreach, Agencies, Marketing	5	
Job readiness training	20		2	1 Part-time Staff	Laytonville	WIA Title IB	Outreach, Agencies, Marketing	20	
Adult Education – Referral and Payment	10		1	1 Part-time Staff	Laytonville	WIA Title IB	Outreach, Agencies, Marketing	10	
Literacy activities	10		1	1 Part-time Staff	Laytonville	WIA Title IB	Outreach, Agencies, Marketing	10	
Child care	10		1	1 Part-time Staff	Laytonville	WIA Title IB	Outreach, Agencies, Marketing	10	
Transportation	10		1	1 Part-time Staff	Laytonville	WIA Title IB	Outreach, Agencies, Marketing	10	

Assistance	hiring	50	4	1 Part-time Staff	conville	WIA Title IB	Outreach, Agencies, Marketing	50
Information on tax credits		50	4	1 Part-time Staff	Laytonville	WIA Title IB	Outreach, Agencies, Marketing	50
Other:								
Other:								
Other:								
Other:								
Other:								

all claims and losses arising out of or resulting from any acts or omissions which arise from the performance of the obligations pursuant to this MOU.

XIV. Term of Memorandum of Understanding

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Chairperson, Board of Supervisors

Date: 6/10/08



Chairperson, Mendocino County
Workforce Investment Board

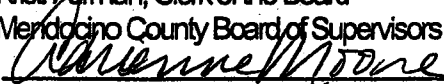
Date: 2/26/08



Signature of Senior Person, Title
One-Stop Partner
NATHAN ADRAIN
CONSULTANTS

Date: 2/29/08

ATTEST:

Kristi Furman, Clerk of the Board
Mendocino County Board of Supervisors


Deputy

I hereby certify that according to the
provisions of Government Code
Sections 25103, delivery of this
document as been made.

KRISTI FURMAN
Clerk of the Board
BY 

DEPUTY

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY / PARTNER:

National Training Consultants

Geographic Area:

- ☒ Ukiah/South Inland
☐ Willits/North County

- ☐ Fort Bragg/North Coast
☐ Long Valley

- ☐ South Coast
☐ Round Valley

Services	Population Served	Average # Clients Per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of Referral	Service Delivery Targets for 2009-2010
Outreach Activities	<i>Welfare (99%)</i>	<i>100</i>	<i>1</i>	<i>Ukiah</i>	<i>Calworks Job Services</i>	<i>Calworks Job Services</i>	<i>Welfare to Work</i>
Orientation to Services		<i>25</i>	<i>1</i>				
Eligibility Determination		<i>25</i>					
Intake		<i>N/A</i>					
Assessment-initial		<i>N/A</i>					
Assessment-comprehensive		<i>N/A</i>					
Assessment-specialized		<i>2-10</i>					
Job Search-group		<i>5-15</i>					
Job Club		<i>2-10</i>					
Employment Plan		<i>5-15</i>					
Career Counseling		<i>5-10</i>					
Counseling-individual		<i>5-10</i>					
Counseling-group		<i>5-10</i>					
Case Management		<i>5-10</i>					
Pre-vocational Services		<i>5-10</i>					
Occupational Skills Training		<i>2-10</i>					
On-the-Job Training		<i>2-10</i>					
Skill Upgrading	<i>✓</i>	<i>2-10</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>
Job Readiness Training		<i>2-10</i>					

Adult Education						2-10
Literacy Activities						2-10
Child Care						1-5
Transportation						1-5
Ancillary Costs (e.g. books)						N/A
Provision of Job Data/LMI						25
Supportive Services						575
Employment Referral						575
Follow-up Services						N/A
Job Retention Services						575
Subsidized Employment						N/A
Job Development						575
Job Openings Listings						N/A
Immigration Services						575
Employer Workshops						2-10
Unpaid Work Experience						2-5
Business Consulting						N/A
Access to Capital						N/A
Business Networking						N/A
Asset Building						N/A
Business Recruitment						N/A
Assistance with Hiring						N/A
Information on Tax Credits						N/A
Other:						
Other:						
Other:						
Other:						
Other:						

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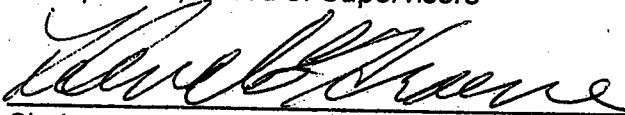
XVI. Signatures

Parties to this MOU agree to all terms and conditions contained herein by signature on the attached addendum pages designated for their respective organizations.



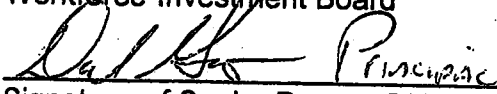
Chairperson, Board of Supervisors

Date: 6/10/08



Chairperson, Mendocino County
Workforce Investment Board

Date: 2/13/08



Signature of Senior Person, Title
One-Stop Partner

Date: 2/25/08

UKIATH ADULT SCHOOL

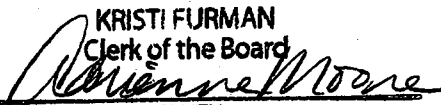
ATTEST:

Kristi Furman, Clerk of the Board
Mendocino County Board of Supervisors



Deputy

I hereby certify that according to the
provisions of Government Code
Sections 25103, delivery of this
document as been made.

KRISTI FURMAN
Clerk of the Board
BY 

DEPUTY

AGENCY / PARTNER: Ukiah Adult School

Geographic Area: ☒ Ukiah/South Inland ☐ Fort Bragg/North Coast ☐ South Coast
☐ Willits/North County ☐ Long Valley ☐ Round Valley

Services	Population Served	Average # Clients Per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of Referral	Service Delivery Targets for 2009-2010
Outreach Activities							
Orientation to Services							
Eligibility Determination							
Intake							
Assessment-initial							
Assessment-comprehensive							
Assessment-specialized							
Job Search-group							
Job Club							
Employment Plan							
Career Counseling							
Counseling-individual							
Counseling-group							
Case Management							
Pre-vocational Services							
Occupational Skills Training							
On-the-Job Training							
Skill Upgrading							
Job Readiness Training							

Adult Education	Adults	6	7	10,000 N. Bush	State ADA/MPIC	MPIC	GED Prep/Exam
Literacy Activities	ESL	25	7				
Child Care							
Transportation							
Ancillary Costs (e.g. books)							
Provision of Job Data/LMI							
Supportive Services							
Employment Referral							
Follow-up Services							
Job Retention Services							
Subsidized Employment							
Job Development							
Job Openings Listings							
Immigration Services							
Employer Workshops							
Unpaid Work Experience							
Business Consulting							
Access to Capital							
Business Networking							
Asset Building							
Business Recruitment							
Assistance with Hiring							
Information on Tax Credits							
Other:	LVN	27	7				
Other:	Beauty College	30	7				
Other:							
Other:							
Other:							

TC

all claims and losses arising out of or resulting from any acts or omissions which arise from the performance of the obligations pursuant to this MOU.

XIV. Term of Memorandum of Understanding

The MOU commences on the day it is signed by all parties and is ongoing. It shall be reviewed thereafter at the request of any of the parties. It shall continue to be in force unless any party gives a thirty (30) day notice of cancellation.

XV. Amendments and Modifications

This MOU constitutes the agreement among parties listed in the attached Addendum section. The MOU may be modified, altered or revised as necessary by mutual consent of the partner, the WIB, and the Chief Elected Official. Requests to amend or modify this document must be submitted in writing at least 30 days prior to the effective date of change.

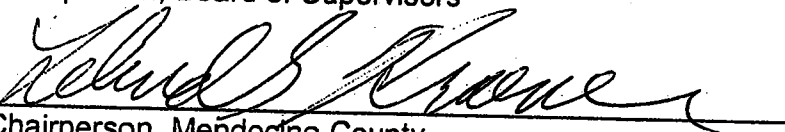
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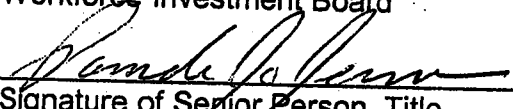
Chairperson, Board of Supervisors

Date: 6/10/08



Chairperson, Mendocino County
Workforce Investment Board

Date: 2/13/08

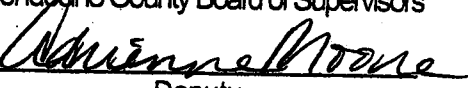


Signature of Senior Person, Title
One-Stop Partner
UKiah Valley Association
for Habilitation

Date: 2/26/06

ATTEST:

Kristi Furman, Clerk of the Board
Mendocino County Board of Supervisors



Deputy

I hereby certify that according to the
provisions of Government Code
Sections 25103, delivery of this
document as been made.

BY 

KRISTI FURMAN
Clerk of the Board
DEPUTY

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Chairperson, Board of Supervisors

Date: 12/12/00



Chairperson, Mendocino County
Workforce Investment Board

Date: 12/6/00



Signature of Senior Person, Title
One-Stop Partner

Date: 10/30/00

UVAH/Mayacama Industries

COUNTY OF MENDOCINO - WORKFORCE INVESTMENT BOARD - ONE-STOP SYSTEM PARTNER

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY / PARTNER: Mayacama Industries / U.V.A.H.

Geographic Area: ☐ Ukiah/South Inland ☐ Fort Bragg/North Coast ☐ South Coast
☐ Willits/North County ☐ Long Valley ☐ Round Valley

Services	Population Served	Average # Clients Per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of Referral	Service Delivery Targets for 2009-2010
Outreach Activities	People with disabilities	10	1	Ukiah/Willits	MPIC/Dept. Rehab	Partners Men. Works	120
Orientation to Services	People with disabilities	10	1	Ukiah/Willits	MPIC/Dept. Rehab	Partners Men. Works	60
Eligibility Determination	People with disabilities	8	1	Ukiah/Willits	MPIC/Dept. Rehab	Partners Men. Works	60
Intake	People with disabilities	7	1	Ukiah/Willits	MPIC/Dept. Rehab	Partners Men. Works	100
Assessment-initial	People with disabilities	7	1	Ukiah/Willits	MPIC/Dept. Rehab	Partners Men. Works	60
Assessment-comprehensive	People with disabilities	7	1	Ukiah/Willits	MPIC/Dept. Rehab	Partners Men. Works	50
Assessment-specialized	People with disabilities	0	0	Ukiah/Willits	MPIC/Dept. Rehab	Partners Men. Works	
Job Search-group							
Job Club							
Employment Plan	People with disabilities	2	1	Ukiah/Willits	MPIC/Dept. Rehab	Partners Men. Works	30
Career Counseling	People with disabilities	20	2	Ukiah/Willits	MPIC/Dept. Rehab	Partners Men. Works	50
Counseling-individual	People with disabilities	15	2	Ukiah/Willits	MPIC/Dept. Rehab	Partners Men. Works	50
Counseling-group							
Case Management	People with disabilities	30	1	Ukiah/Willits	MPIC/Dept. Rehab	Partners Men. Works	40
Pre-vocational Services	People with disabilities	7	1	Ukiah/Willits	MPIC/Dept. Rehab	Partners Men. Works	15
Occupational Skills Training							
On-the-Job Training	People with disabilities	2	2	Ukiah/Willits	MPIC/Dept. Rehab	Partners Men. Works	10
Entrepreneurial Training							
Skill Upgrading							
Job Readiness Training	People with disabilities	7	1	Ukiah/Willits	MPIC/Dept. Rehab	Partners Men. Works	40
Adult Education							

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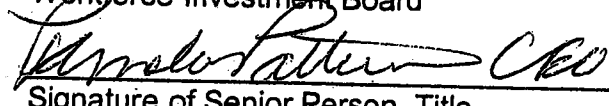
Chairperson, Board of Supervisors

Date: 6/10/08



Chairperson, Mendocino County
Workforce Investment Board

Date: 2/13/08



Signature of Senior Person, Title
One-Stop Partner

Date: 2/28/08


West Company

ATTEST:

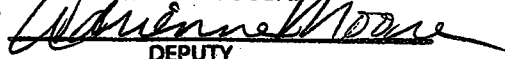
Kristi Furman, Clerk of the Board
Mendocino County Board of Supervisors



Deputy

I hereby certify that according to the provisions of Government Code Sections 25103, delivery of this document as been made.

KRISTI FURMAN
Clerk of the Board

BY 

DEPUTY

WIB Adopted 10/16/2007

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY / PARTNER: West Company

Geographic Area: ☒ Ukiah/South Inland - P
☒ Willits/North County S

☒ Fort Bragg/North Coast P
☒ Long Valley T
☒ South Coast T
☒ Round Valley T

Services	Population Served low inc self-employed, business owners, startup businesses	ge # Client's Per Month	ated # Staff Provi	Locations of Services primary P and Ukiah secondarily Willits thirdly- other	Funding Sources federal contracts/ local contracts	Mean s of Refer ral	Service Delivery Targets for 2009-2010
Outreach Activities	yes	25-30	1				300
Orientation to Services	yes	30-40	2				270
Eligibility Determination	yes	20-30	2				200
Intake	yes						200
Assessment-initial	yes						
Assessment-comprehensive							
Assessment-specialized	yes		2				120
Job Search-group							
Job Club							
SELF Employment Plan	Scope of work for target clients	30	2				
Case Management	yes	30	3				70
Pre-vocational Services							100
Business Consulting	yes	30	2				
Access to Capital	yes	2	2				250
Business Networking	yes	20	2				20
Asset Building	yes	10	2				25
Entrepreneurial training	yes	40	3				20
							120

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY/PARTNER: West Company

Geographic Area:

- ☒ Ukiah/South Inland
☒ Willits/North County

- ☒ Fort Bragg/North Coast
☒ Long Valley
☒ South Coast
☒ Round Valley

Services	Population Served	Average # Clients per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of referral	Service Delivery Targets for 2000-2001
Outreach activities	low-income W-F-L	30-50	1	HW ENPL RES CTRS CORPORATE OFFICE	PRIVATE / PUBLIC / CORP		400
Orientation to services	"	30	multi				250
Eligibility determination	"	15-20	"				200
Intake	"	15-20	"				200
Assessment-initial	"	15-20	"				200
Assessment-comprehensive							
Assessment-specialized							
Job Search-group							
Job Club							
Employment Plan SELF-EMPLOY.	"	5	3				60
Career counseling							
Counseling-individual							
Counseling-group							
Case management	"	30	3				45
Pre-vocational services							
Occupational skills training							
On-the-job training							
Entrepreneurial training	"	40	3				160
Skill upgrading							
Job readiness training							
Adult Education							

MEMORANDUM OF UNDERSTANDING - Attachment A

AGENCY/PARTNER:

Dept of Rehabilitation

*

Geographic Area:

☒ Ukiah/South Inland
☒ Willits/North County

☒ Fort Bragg/North Coast
☐ Long Valley

☐ South Coast
☐ Round Valley

* Dept only purchases many of the services below.

Services	Population Served	Average # Clients per Month	Estimated # Staff Providing	Locations of Services	Funding Sources	Means of referral	Service Delivery Targets for 2000-2001
Outreach activities	All disabled	30	6	3	Dept Rehab	Self or agency	AR SAME 10-13c
Orientation to services	"	20	"	"	"	"	"
Eligibility determination	"	10	"	"	"	"	"
Intake	"	25	"	"	"	"	"
Assessment-initial	"	25	"	"	"	"	"
Assessment-comprehensive	"	15	"	"	"	"	"
Assessment-specialized	"	10	"	"	"	"	"
Job Search-group	"	3	"	"	"	"	"
Job Club	"	4	"	"	"	"	"
Employment Plan	"	8	"	"	"	"	"
Career counseling	"	29	"	"	"	"	"
Counseling-individual	"	29-120	"	"	"	"	"
Counseling-group	"	0	"	"	"	"	"
Case management	"	420	"	"	"	"	"
Pre-vocational services	"	30	"	"	"	"	"
Occupational skills training	"	250	"	"	"	"	"
On-the-job training	"	10	"	"	"	"	"
Entrepreneurial training	"	3	"	"	"	"	"
Skill upgrading	"	50	"	"	"	"	"
Job readiness training	"	15	"	"	"	"	"
Adult Education	"	5	"	"	"	"	"

Department of Rehabilitation

MOU

BOS AGREEMENT # 08-116

Memorandum of Understanding
Between The Mendocino County Workforce Investment Board, and
One-Stop System Partner – Department of Rehabilitation (DOR)
As approved by The Chief Local Elected Official of Mendocino County

I. Purpose

The Mendocino County Workforce Investment Board considers the following to be key to our vision:

- The needs of employers and workers will drive the workforce development system;
- Universal and easy access to the workforce development will be assured;
- Programs and services will be integrated into a seamless and flexible delivery system;
- There will be strong recognition and support for life-long learning and continuous improvement;
- There will be public accountability for system results and outcomes and;
- All members of the community will receive an opportunity to participate to the greatest extent they can in the workforce and become economically self-sufficient and contributing members of our community.

In entering into this agreement, the parties make the commitment to follow not only the basic provisions of WIA, but also to enact the basic guiding principles for California's One-Stop delivery system.

Services offered will be:

Integrated: offering as many employment, training, and education services as possible for employers and individuals seeking jobs or wishing to enhance their skills and affording universal access to the system overall;

Comprehensive: offering a large array of useful information with wide and easy access to needed services;

Customer-Focused: insuring that there will be no "wrong door" for either employer or job seeker customers as well as providing the means for customers to judge the quality of services and make informed choices;

Seamless: integrating services and cross-training staff so that customers receive the most appropriate services.

Performance-Based: developing mutually negotiated outcomes and methods for measurements; and the means toward measuring and attaining customer satisfaction.

II. Parties to the Memorandum of Understanding (MOU)

Parties to the MOU include the Workforce Investment Board (WIB), as approved by the Chief Local Elected Official (CLEO) of Mendocino County (i.e. the Chairman of the Board of Supervisors), and DOR. These parties enter into this Memorandum of Understanding for the purpose of creating a One-Stop partnership to define the manner in which DOR will participate in a "single service delivery system" under the Workforce Investment Act (WIA) of 1998.

III. General Provisions

Jointly, the parties to the MOU agree to define the manner in which they will participate in a One-Stop service-delivery system to increase their capacity to further their mission and serve their customers. This partnership is dedicated to developing a customer-driven collaborative that links employers and job seekers to services. These services may include, but are not limited to, employment, training, education, human resource assistance to employers, and career and business development to further the economic growth and vitality of Mendocino County's businesses and workforce. Primary customers for this partnership are employers and job seekers in Mendocino County.

A. Parties agree to work together according to the following general principles:

Parties to this Memorandum of Understanding agree jointly to coordinate and perform the activities and services described herein within the scope of laws and regulations governing the party's respective programs, services, and agencies.

- Parties are committed to having a clear mission, vision, and goals.
- Parties are committed to being flexible, adopting an entrepreneurial mindset, and being adaptive to changing conditions and resources.
- Parties are committed to measuring progress and fostering continuous improvement towards customer satisfaction, quality service, and outcomes.
- Parties will commit at the highest levels of their organizations within the local workforce investment area. The senior person will sign the MOU document and will attend or designate a representative to attend stakeholders' meetings to vote on recommendations.
- Parties will draw on the strengths and contributions of all partners and have the responsibility to contribute resources, expertise and talents.
- Parties agree that Labor Market Information (LMI) and customer-driven data such as performance outcomes will be shared to the extent allowed by law.
- Parties commit to a unified, collaborative marketing strategy that will effectively inform job seekers, training and education seekers, employers, and the community at large about the services available through the One-Stop system of Mendocino County.
- Parties will formally demonstrate commitment to the One-Stop system by entering into the MOU agreement.

B. Parties agree to work in partnership with employers according to the following principles:

- Parties are committed to providing services that will build a knowledgeable, skills-based workforce and enhance business value, potential, and competitiveness.
- Parties shall seek and act upon employer input in matters relating to One-Stop planning and operations through a variety of activities. These may include training programs, job development activities, job fairs, networking, human resource services, and open employer forums.

- Parties shall increase employer awareness of the benefits of mutual participation in a local workforce development system dedicated to the principles of customer service, continuous improvement, and community enhancement.
- Parties are committed to providing timely, flexible and results-oriented services to employers.
- Parties agree to use CalJOBS, the State Labor Exchange, as their primary electronic job matching system.

IV. Levels of Service

Department of Rehabilitation acknowledges that core, intensive, and training services will be provided through the One-Stop service delivery system. Levels of service include, but are not limited to, the following:

Core Services:

- Eligibility determination
- Outreach, intake and orientation to services available
- Initial assessment of skills, aptitudes, abilities and supportive services
- Group job search and placement assistance including career counseling
- Provision of employment data and labor market information
- Provision of performance information including cost data related to all services provided
- Provision of information regarding how the local area is performing on local performance measures
- Provision of information regarding supportive services
- Employment referral
- Follow-up services for customers attaining employment, for not less than 12 months of date of employment

Intensive Services:

- Comprehensive and specialized assessments of skill levels
- Individual employment plans
- Individual and group counseling
- Case management
- Short-term pre-vocational services

Training Services:

- Occupational skills training
- On-the-Job training
- Entrepreneurial training
- Skill upgrading
- Employment/job readiness training
- Adult education and literacy activities

DOR agrees that it will provide the following vocational rehabilitation services to individuals whom DOR determines to be eligible for such services, and for whom such services are necessary and appropriate, consistent with federal and state law.

As a general rule, DOR may not participate in the provision of core services, as defined in WIA Section 134(d)(2), 29 U.S.C. Section 2864(d)(2), to customers of the One-Stop Center, because such core services generally are not authorized and provided under DOR's vocational rehabilitation program. Federal law authorizes DOR to provide vocational rehabilitation services only to persons who are determined to be eligible for such services, and DOR's funding accordingly cannot be utilized to pay for core services that are available to every customer of the One-Stop Center.

Providing access to individuals with disabilities to core services, as required by the ADA and Rehabilitation Act, Section 504, is the responsibility of the One-Stop Operator. DOR is not authorized to provide funding necessary to assure access to core services.

DOR agrees to provide intensive services, as defined in WIA Section 134(d)(3), 29 U.S.C. Section 2864(d)(3), to an eligible individual who is:

- (1) Determined by the One-Stop Operator to be eligible for such services under WIA Section 134(d)(3)(A), 29 U.S.C. Section 2864(d)(3)(A), because the individual is:
 - (a) Unemployed and unable to obtain employment through core services;
 - (b) In need of intensive services to obtain employment; or
 - (c) Employed but in need of intensive services to obtain or retain employment that allows for self-sufficiency; and
- (2) Determined by DOR to be eligible for vocational rehabilitation services under the Rehab Act, and applicable federal and state regulations.

Intensive services that DOR may provide to individuals eligible for VR services include but are not limited to:

- Assessment for determining priority for services under Order of Selection
- Vocational rehabilitation counseling, guidance and referral services
- Comprehensive and specialized disability related assessments
- Development of Individual Plan for Employment (IPE)
- Group rehabilitation counseling
- Individual disability related counseling and career planning
- Case management
- Short-term prevocational services
- Job search and placement assistance
- Physical and mental restoration services necessary for participation in intensive services (medical or medically related rehabilitation services, e.g., hearing aides, eyeglasses, and visual services)
- Transportation services necessary to participate in intensive services, including mobility evaluation, vehicle purchase, vehicle modification, vehicle maintenance, and vehicle insurance
- Services to family members
- Supported employment services
- Rehabilitation technology, including assistive technology/devices
- Job coaching
- Maintenance services
- Post employment services
- Personal assistance services (e.g., personal care services and the more traditional reader, note taker, tutor, interpreter, driver, and other personal services)
- Homemaker services

- Self-employment services
- Other vocational rehabilitation services determined necessary for the individual with a disability to achieve an employment outcome.

DOR agrees to provide training services, as defined in WIA Section 134(d)(4), 29 U.S.C. Section 2864(d)(4), to an eligible individual who:

- (1)
 - (a) has been determined to be eligible for intensive services under WIA Section 134(d)(4)(A), 29 U.S.C. Section 2864(d)(4)(A), but who has been unable to obtain employment;
 - (b) has been determined by the One-Stop Operator or a One-Stop Partner to be in need of training services and who has the skills and qualifications to successfully participate in a training program;
 - (c) selects a training program that is directly linked to employment opportunities in the local area or in an area to which the individual is willing to relocate;
 - (d) is not qualified for federal grant assistance or who needs assistance beyond that available through such grant assistance programs;
 - (e) meets applicable priority criteria for training services established under WIA Section 134(d)(4)(E), 29 U.S.C. Section 2864(d)(4)(E); and
- (2) is determined by DOR to be eligible for training, as a vocational rehabilitation service, under the Rehab Act, and applicable federal and state regulations.

Training services that DOR may provide to persons eligible for VR services include but are not limited to:

- Vocational rehabilitation counseling, guidance and referral services related to training
- Assessment for determining training needs
- Vocational and other training services, such as funding for personal and vocational adjustment training, on-the-job training, books (including alternate format books accessible by computer and taped books), tools, occupational licenses, and other training materials
- Physical and mental restoration services necessary for participation in training (medical or medically related rehabilitation services, e.g., hearing aids, eyeglasses, and visual services)
- Transportation services necessary to participate in training, including mobility evaluation, vehicle purchase, vehicle modification, vehicle maintenance, and vehicle insurance
- Rehabilitation technology, including assistive technology/devices needed to complete training
- Maintenance services for expenditures resulting from participation in a training program that exceeds normal living expenses
- Personal assistance services needed to complete training (e.g., personal care services and the more traditional reader, note taker, tutor, interpreter, driver, and other personal services)
- Other vocational rehabilitation services related to training and determined to be necessary for the individual with a disability to achieve an employment outcome

Nothing in this MOU will alter the responsibility imposed upon DOR, pursuant to 34 CFR Section 361.13(c), for all decisions regarding vocational rehabilitation services, in cooperation with the individual receiving such services, including but not limited to decisions concerning eligibility for vocational rehabilitation services, the nature and scope of such services, the provision of such services, and the allocation and expenditures of DOR funding. If an individual would not be eligible for intensive or training services under eligibility criteria established by WIA, but would be eligible to receive such services through DOR's vocational rehabilitation program, such individual may be provided such services through DOR's vocational rehabilitation program.

V. Referral Process for Career Center Customers

After an interview, evaluation, or assessment of the customers skills, qualifications or experience, staff of the One-Stop will determine with the customer the possible referrals to one or more partner agencies. The customer may be referred directly to training services if their skills or experience so warrant. The referral recommendation will be discussed with the customer to ensure they are in agreement as to the referral.

Mendocino County Workforce Investment Board and DOR agree to jointly develop and implement processes and forms for common intake and referral among the One-Stop Partners, and to modify such processes and forms, as necessary.

DOR agrees to train and provide technical assistance to the staff of each participating One-Stop Partner, on topics that include but are not limited to eligibility for and scope of VR services; auxiliary aids and services; and rehabilitation technology for individuals with disabilities.

Mendocino County Workforce Investment Board will require the other One-Stop Partners to provide training to DOR staff regarding the partners' programs and eligibility criteria.

DOR agrees to refer its applicants and clients to other One-Stop Partners, when such individuals may be eligible for the partner's services. Mendocino County Workforce Investment Board will require the other One-Stop Partners to refer applicants for and clients of their services to DOR, when such individuals may be eligible for DOR services.

VI. Governance Structure

Chief Local Elected Official (CLEO)

The Chief Local Elected Official (CLEO) is the Chairman of the Mendocino County Board of Supervisors.

The Workforce Investment Board (WIB)

The Workforce Investment Board (WIB) is appointed by the Board of Supervisors and is comprised of representatives of business (majority and chair), education providers, labor organizations, community-based organizations, economic development agencies, One-Stop partners, and additional members.

The WIB is responsible for oversight authority and accountability of the One-Stop system including (but not limited to) policy development, distribution of funding, formation of a strategic 5 year plan, approval of One-Stop Operators and performance appraisal.

Administrative Entity/Fiscal Agent for the Mendocino County Workforce Investment Area

The County of Mendocino is the administrative entity/fiscal agent for Mendocino County Workforce investment Area.

One-Stop Operator

The One-Stop Operator will be designated by the WIB. The Operator will be responsible for the day to day operations of the centers and for assisting in the coordination of the system

generally. The One-Stop Operator will work closely with One-Stop partners in coordinating the services in the various centers as well as within the system as a whole.

One-Stop System Council

The One-Stop System Council shall be comprised of Department of Rehabilitation and other partners that enter into separate Memoranda of Understanding with the Local Workforce Investment Board. The Council will meet periodically to address system-wide issues, review operations, implement changes, and plan for continuous improvement. Each agency will have one vote. If The One-Stop System Council cannot resolve an issue, it will be elevated to the full WIB for resolution.

Resolutions to define WIB procedures, passed by the Governance Committee and approved by the WIB, will be consistent with all federal, state, local law, and regulations. Also, where partners have mandated policy restrictions, those restrictions shall be honored.

One-Stop Center Council

One-Stop Centers represent the primary delivery points of core and intensive services to both employers and to the seekers of employment, training, and education. As such, parties to this memorandum understand that such centers are an essential foundation of the larger One-Stop system. Accordingly, beyond the mandates required by the WIB and partner agencies, centers will be allowed maximum flexibility to implement and improve services according to their unique situations, consistent with partners' applicable laws and regulations. Equally, with regard to issues that arise in a center, the partners within that center will act as the primary point of resolution.

Therefore, each Mendocino Works Employment Resource Center will have a council that includes the partner agencies providing services. Center Councils will meet to review operations, make suggestions for improvements, and resolve problems. Councils will also convene on an ad hoc basis when a significant issue arises and needs to be resolved quickly. If a Center Council cannot reach consensus on a given issue, then the issue will be elevated to the One-Stop System Council.

VII. Universal Access

Parties to this MOU shall not unlawfully discriminate, harass, or allow harassment against any client/participant due to gender, race, color, ancestry, religion, national origin, physical disability, mental disability, medical conditions, age, marital status, or sexual orientation. Parties assure their compliance with the Americans with Disabilities Act of 1990 and agree to provide for the promotion of equal, effective and meaningful participation by individuals with disabilities through program accessibility, reasonable accommodations, auxiliary aids and services, and rehabilitation technology.

Parties also commit to developing integrated services that can be delivered either through self-help, in-person, or electronically.

VIII. Confidentiality

Client information shall be shared solely for the purpose of enrollment, referral, or provision of services. Records shall not be open to examination for any purpose not directly related to the delivery of such services or the administration of programs. In carrying out their respective

responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

Mendocino County Workforce Investment Board agrees that when any individual applies for or receives vocational rehabilitation services from DOR through the One-Stop Center, all information regarding such application for or receipt of DOR services shall be confidential information subject to the provisions of 34 CFR Section 361.38 and Title 9 California Code of Regulation Sections 7140 – 7143.5.

IX. Dispute Resolution

The Mendocino County Workforce Investment Board and Department of Rehabilitation agree to communicate openly and directly resolve any problems or disputes related to provision of services in a cooperative manner and at the lowest level of intervention possible. Partner shall continue with the responsibilities under this MOU during any dispute, provided such responsibilities are not inconsistent with the law. Any dispute shall be resolved in a timely manner, directly involving the parties to the dispute. Any disputes pursuant to this MOU shall, to the extent possible, be resolved in a meeting called expressly to resolve the specific dispute. It is the intent of the Parties to resolve disputes in an informal and constructive manner to the mutual satisfaction of all parties to the MOU. If informal resolution is unsuccessful, the Board Chair or Executive Committee of the Board shall attempt to resolve disputes in a mutually satisfactory manner.

X. Site Supervision

Parties to this agreement recognize that a number of supervision practices, philosophies, and requirements exist within the various partner agencies. Diverse factors include:

- Different pay scales for similar positions
- Off-site versus on-site supervision
- Union versus non-union staff
- Hours of operation that might include weekends and nights
- Varied holiday schedules
- Sharing of space, equipment, information, and materials

Parties to this agreement will work out in advance—and specify in relevant agreements—arrangements for supervision, addressing at a minimum the above issues, and modifying said practices over time in accordance with new or changing business needs.

Additionally, civil service employees who are located at One-Stop Centers shall remain under the supervision of their employing departments for the purposes of performance evaluation and other matters concerning civil service rights and responsibilities.

The Local Workforce Investment Board certifies that its One-Stop Centers will recognize and comply with applicable labor agreements affecting represented employees located in the Centers.

If work-related issues arise at One-Stop Centers between civil service employees and operators or supervisors of other partners, the operator or other supervisor shall refer such issues to the civil service supervisor.

XI. Identity

Mendocino Works Employment Resource Centers will be identified by a sign indicating, "Mendocino Works Employment Resource Center." Partner agencies will also be identified by smaller, uniformly sized signs.

Mendocino County Workforce Investment Board will establish a minimum of one physical location within the service delivery area in which all One-Stop Partners will provide access to the services provided under WIA. The parties agree that such One-Stop Center shall be located at 630 King's Court and 631 South Orchard Ave. (adjacent buildings) in Ukiah. DOR agrees that it will provide access to the services described in this MOU at such location. This location may be changed by Mendocino County Workforce Investment Board during the term of this MOU, upon reasonable advance notice of such change to DOR. If Mendocino County establishes additional One-Stop Centers within its local service delivery area, DOR will determine the extent and manner in which it will participate in such additional centers.

XII. Performance Accountability

WIA reflects a strong commitment to fundamentally refocus the entire system on customer service and performance accountability. To this end, parties to this MOU agree, as authorized by applicable law, to: 1) measure and track performance, 2) measure and evaluate customer satisfaction for job seekers and employers; 3) inform partners and the public as to the results of their performance measurement and customer service satisfaction measurement, and 4) observe the principle of continuous improvement.

XIII. Cost Allocation/Terms and Conditions

Parties to the MOU recognize that this is a non-financial agreement but agree to adhere to the expectations described in this document. A cost allocation plan will be developed as a separate document that will become the basis for a separate financial agreements.

DOR will financially participate in the operating costs of those One-Stop Centers in which DOR staff is co-located. Allocation and payment of the operating costs of the One-Stop Center that are attributable to DOR, if any, will be addressed in separate financial participation contracts between DOR and the One-Stop Operators. Such financial participation contracts shall conform to the State's standard contractual forms and comply with all applicable state statutes and regulations regarding such contracts. This MOU shall be referenced in such financial participation contracts.

XIV. Indemnification

DOR shall defend, indemnify and hold Mendocino County Workforce Investment Board its officers, employees and agents, including the One-Stop Operator, harmless from and against any and all liability, loss, expense or arising out of the performance of this MOU, but only in proportion to and to the extent such liability, loss, expense, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of DOR, its officers, agents or employees.

Mendocino County Workforce Investment Board shall defend, indemnify and hold DOR, its officers, employees and agents, harmless from and against any and all liability, loss, expense, or claims arising out of the performance of this agreement, but only in proportion to and to the extent such liability, loss, expense, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Mendocino County Workforce Investment Board, its officers, agents or employees.

XV. Term of Memorandum of Understanding

The MOU commences on the day it is signed by all parties through 6/30/2009. It will continue in effect until such time as it is revised, extended or terminated, as provided below.

Extension Policy:

This MOU may be extended by written agreement between Mendocino County Workforce Investment Board and DOR, provided such agreement is signed by both entities prior to the termination date of this agreement, and contains the following:

- a statement of intent to continue all provisions of the MOU,
- revised effective and termination dates, and
- dated signatures of the District Administrator on behalf of DOR and of a person authorized to sign on behalf of Mendocino County Workforce Investment Board

Termination Policy:

Either party to this MOU may elect to terminate its participation in the MOU without cause by delivering a thirty (30) day written notice of intent to terminate to the other party.

XVI. Amendments and Modifications

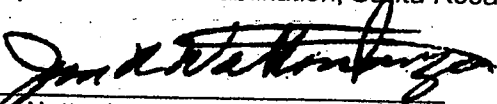
This MOU constitutes the agreement among the parties. The MOU may be modified, altered or revised as necessary by mutual written consent of DOR, the WIB, and the Chief Elected Official. Requests to amend or modify this document must be submitted in writing at least 30 days prior to the effective date of change.

XVII. Signatures

In WITNESS THEREOF, the parties to this MOU execute this agreement.

COUNTY OF MENDOCINO

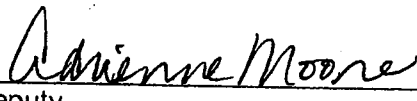
I, Jim R. Wattenburger, Chair and/or John Pinches, Vice Chair hereby agree to the foregoing Memorandum of Understanding between the Mendocino County Workforce Investment Board and the Department of Rehabilitation, Santa Rosa District.

By: 
Jim R. Wattenburger, Chair
And/or John Pinches, Vice Chair
Board of Supervisors

7/22/08

ATTEST

KRISTI FURMAN, Clerk of said Board

By: 
Deputy

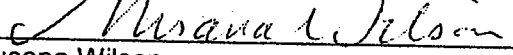
MENDOCINO COUNTY WORKFORCE INVESTMENT BOARD

631 S. Orchard Avenue
Ukiah, CA 95482

By: 
Leland S. Kraemer, Chair

Date: _____

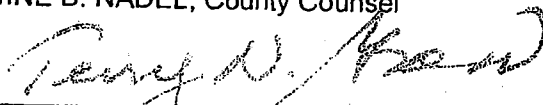
HEALTH AND HUMAN SERVICES AGENCY Social Services Branch

By: 
Susana Wilson
Assistant HHSA Director

Date: 6/25/08

APPROVED AS TO FORM:

JEANINE B. NADEL, County Counsel

By: 

Date: 6-30-08

ONE-STOP SYSTEM PARTNER

By: 
Signature

Title: Peter Harsch, District Administrator

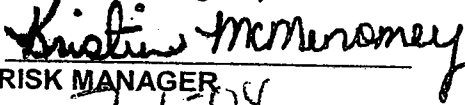
Date: 6/19/08

NAME AND ADDRESS OF ONE-STOP SYSTEM PARTNER:

Department of Rehabilitation
Santa Rosa District
50 D Street, #425
Santa Rosa, CA 95404

INSURANCE REQUIREMENTS:

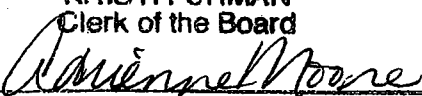
KRISTIN McMENOMEY, Director
General Services Agency

By: 
RISK MANAGER
Date: 7-1-08

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

I hereby certify that according to the provisions of Government Code Sections 25103, delivery of this document has been made.

KRISTI FURMAN
Clerk of the Board

By: 
DEPUTY

Resource Sharing Agreement



Memorandum

To: Mendocino Works Co-located Partners

Date: October 30, 2012

From: Debra Donelson, WIA Coordinator

Re: Mendocino Works Resource Sharing Agreement (RSA) Amendment #2

The attached RSA represents the changes discussed over a period of 10 months at the Partnership Council meetings and includes a change in the Fiscal Management of the RSA, a quarterly update to ensure correct rents, and the removal of the costs of the workshop trainer from the cost sharing. The following amendments were made to the RSA agreement originally executed on November 29, 2004, and amended on June 1, 2007:

- a) Section I. Statement of Purpose, insert: **This agreement is intended to satisfy the *Cost Allocation* section of the Memorandum of Understanding adopted by the Mendocino County Workforce Investment Board on May 10, 2000, amended October 16, 2007,**
- b) Section I. Statement of Purpose, insert after the word *Attachment A*: **and A1.**
- c) Section III. Definitions - Square Footage Percentage: insert as the final sentence: **Vacant space is not included in the shared cost calculation.**
- d) Section IV. Timeframe of Agreement, insert after the word *effective*: **July 1, 2011.**
- e) Section VI. Negotiated Adjustments, insert after the words *following the*: **quarterly**
- f) Section VII. Resource Sharing Agreement Management, strike the entire section and replace with: **Mendocino County Health and Human Services Agency, Social Services Branch, (HHSA/SSB) as the administrative entity of the Workforce Investment Act, per the Local Elected Official (LEO) agreement, will be the Agreement Manager/Fiscal Lead under this agreement. As such, HHSA/SSB is responsible for updating fiscal information, preparing facilities cost allocation plans, oversight and review of shared costs for the partnership, as well as monitoring of the partnership allocation methodology and funding information to maintain an equitable distribution of costs. All notices regarding this agreement shall be sent to the Agreement Manager/Fiscal Lead as follows: Senior Accounts Specialist, HHSA/SSB Fiscal, butlerl@co.mendocino.ca.us. The Resource Sharing Agreement, Cost Allocation Plan will be updated quarterly and shall stand as invoice. Checks are payable to Mendocino County, at P.O. Box 1060, Ukiah, CA 95482.**

Although HHS/SSB shall serve as the Agreement Manager/Fiscal Agent, the oversight of the Resource Sharing Agreement shall be by the Mendocino Works Partnership Council as a whole (also see Sections VIII. Agreement Modification and XIV. Disputes). Contact the WIA Coordinator, Mendocino County WIB, 631 S. Orchard Ave., Ukiah, California 95482 (707) 467-5590, fax (707) 467-5592, donelsond@co.mendocino.ca.us to agendaize items for the Partnership Council meetings.

g) Strike the entire Modification #1-2007, dated June 1, 2007. The partnership was polled electronically and the vote was announced at the September 8, 2011, Partnership Council meeting to move the shared cost of the workshop trainer to Section V., Negotiated Adjustments, in order for the partners who utilize the workshop to share costs contractually, outside this agreement, thereby releasing partners who do not utilize the service from contributing to the cost. This section is to become effective November 1, 2011 to coincide with the current term date of the contract with the workshop trainer.

Additionally, under Section V of this agreement, the shared costs of the Virtual One-Stop System (VOS), (previously SMARTware) will remain cost - shared among the partners via individual partner contracts with MPIC, the WIA Programs Service provider.

MENDOCINO WORKS

Employment Resource Centers

RESOURCE SHARING AGREEMENT

Amendment #2, March 8, 2012

I. Statement Purpose

The purpose of this Agreement of the Mendocino Works Employment Resource Centers partnership is to establish the terms and conditions under which the partnership will share resources in performance of the operational plans at each of the Mendocino Works Employment Resource Center(s). This agreement is intended to satisfy the *Cost Allocation* section of the Memorandum of Understanding adopted by the Mendocino County Workforce Investment Board on May 10, 2000, amended October 16, 2007, and signed by the co-located partners. Non-Workforce Investment Act partners will share facility costs but not resource sharing costs. Each of the One-Stop Centers will attach its facilities cost allocation plan to the Resource Sharing Agreement as Attachment A and A1 and those are incorporated herein by reference.

Attachments A, and A1 are considered to be flexible and changing documents (see Section VIII following).

II. Location of Partners

Partners are co-located in the Mendocino Works Resource Centers as outlined in Attachment B. Advisory notices regarding this Agreement shall be given to the co-located partners as indicated in Attachment B.

III. Definitions

Agreement Manager/Fiscal Lead: The entity in the partnership responsible for the oversight, monitoring and review of fiscal functions of the Resource Sharing Agreement. The entity of the partnership designated by the WIB to be responsible for all fiscal activities related to the operation of this Resource Sharing Agreement.

Cost Allocation Plan: The written documentation of cost allocation methodologies agreed to by the partnership. The specific costs for each center will vary. For the purposes of this agreement, each Center will outline in its cost allocation plan specific costs which are pertinent to the Center's operations and include that Center's plan herein as Attachment A.

Cost Allocation Plan Methodology: A methodology of distributing cost among the partnership that determines each partner's share of costs and expenses of the partnership.

Square Footage Percentage: Partners are charged costs based on the percentage of the site square footage used and occupied by each partner relative to the total space used and occupied by the partnership. This figure also includes the partner's use of common space. Vacant space is not included in the shared cost calculation.

IV. Timeframe of Agreement

This Agreement becomes effective July 1, 2011 and continues until terminated as provided in Section XIII.

V. Sharing of Partnership Costs

Costs of the partnership shall be shared on a direct square footage percentage basis. A summary of total estimate costs per fiscal year of this agreement and each partner's estimated share is provided in Attachment A. The sharing of the partnership costs as indicated in Attachment A may be adjusted by agreement of the partnership council.

VI. Negotiated Adjustments

In order to equitably adjust the shares partners contribute, the partners may enter into negotiated cost sharing agreement(s) based on information provided in Attachment A, A1 and B. Such agreements shall be between partners, shall be considered separate contractual agreements, and shall not affect this Agreement. Such agreements should be made as necessary immediately following the quarterly reports by the Agreement Manager/Fiscal Lead updating any of the Attachments hereto.

VII. Resource Sharing Agreement Management

Mendocino County Health and Human Services Agency, Social Services Branch, (HHS/SSB) as the administrative entity of the Workforce Investment Act, per the Local Elected Official (LEO) agreement, will be the Agreement Manager/Fiscal Lead under this agreement. As such, HHS/SSB is responsible for updating fiscal information, preparing facilities cost allocation plans, oversight and review of shared costs for the partnership, as well as monitoring of the partnership allocation methodology and funding information to maintain an equitable distribution of costs. All notices regarding this Agreement shall be sent to the Agreement Manager/Fiscal Lead as follows: Senior Accounts Specialist, HHS/SSB Fiscal, butlerl@co.mendocino.ca.us. The Resource Sharing Agreement, Cost Allocation Plan will be updated quarterly and shall stand as invoice. Checks are payable to Mendocino County, at P.O. Box 1060, Ukiah, CA, 95482.

Although HHS/SSB shall serve as the Agreement Manager/Fiscal Agent, the oversight of the Resource Sharing Agreement shall be by the Mendocino Works Partnership Council as a whole (also see Sections VIII. Agreement Modification and XIV. Disputes). Contact the WIA Coordinator, Mendocino County WIB, 631 S. Orchard Ave., Ukiah, California 95482 (707) 467-5590, fax (707) 467-5592, donelsond@co.mendocino.ca.us to agendaize items for the Partnership Council meetings.

VIII. Agreement Modification

The partners recognize that modification may, and likely will be, necessary under this Resource Sharing Agreement. Modification(s) may be made at any time and are expected when significant changes take place within partnering agencies. The partners in the Resource Sharing Agreement will undertake modification of the agreement collaboratively. Any modification to this agreement, to be valid, must be in writing, signed by all partners co-located at the effected Mendocino Works Employment Resource Center(s) and appended hereto. Oral modification shall have no effect. If any provision of the Agreement is held invalid, the remainder of the Agreement shall not be affected. Adjustments to the data in Attachments A, A1, and B will not be considered a modification to the Agreement. The data in the Attachments may be updated at least quarterly to reflect changes in circumstances at the Centers. However, the addition of additional resources to share would be considered a modification to the Agreement and require Partnership Council approval as indicated in this Section VIII.

IX. Monitoring

The partners agree that performance and operations, as well as the cost allocations methodology, of this Agreement will be reviewed by the Agreement Manager/Fiscal Lead quarterly. The Agreement Manager/Fiscal Lead will provide the partners the results of this review so the partners may determine if they wish to modify the Agreement in accordance with Section VIII.

X. Assurances

- This Agreement will be interpreted under State Law or Federal Law as appropriate.
- Each partner warrants that it will comply with all Federal, State and/or local laws and regulations that apply to this Agreement.
- It is understood and agreed by the partners that employees receiving compensation for work performed under this Agreement are employees of the partner agency that compensates, supervises, trains, and provides benefits and other support to that employee.
- Areas designated as common areas within the partnership facility may be used by all partners. Each partner will share in the cost of common space as set forth in Section V and Attachment C. These areas will be maintained by the building owner or leaseholder in good condition and in compliance with

the applicable provisions of Americans with Disabilities Act, and the regulations issued thereunder.

XI. Indemnification

The partners recognize that the partnership consists of various levels of government, not for profit, and for profit entities. Each State agency party to this Agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No state agency partner assumes any responsibility to any other party, state or non-state, for consequences of any act or omission of any third party. Each non-state agency partner will hold harmless and defend all other partners to this Agreement from any and all claims for damage, including costs and attorneys fees resulting in whole or in part from the partner or its agents' activities under the Agreement.

XII. Use and Disclosure of Information

Each party to this Agreement shall use any private and confidential information solely for the purpose for which the information was provided. No party shall disclose or misuse any private or confidential information under this Agreement unless the disclosure is authorized by law. The misuse or unauthorized release of private and confidential information shall subject the party, its employees or agents to a civil penalty of five thousand dollars and other applicable sanctions under state and federal law.

In the event private and confidential information must be shared with any of the partners to this Agreement, the parties will enter a separate contractual agreement.

XIII. Termination

Reference to funds identified in support of this Resource Sharing Agreement is contingent on receipt of those funds by the partners. Any partner may withdraw from this Agreement in the event that funding is either eliminated or reduced such that the partner can no longer continue its participation in this Agreement. Such withdrawal shall be effective upon 30 days written notification to the Agreement Manager/Fiscal Lead. Any partner may withdraw from this Agreement at any time by giving written notice of their withdrawal to the Agreement Manager/Fiscal Lead. Such written notice shall be given at the same time that partner notifies its leaseholder or not less than 30 calendar days prior to the effective date of withdrawal, whichever duration is greater. Partners should give verbal notice of any pending withdrawal to the Agreement Manager/Fiscal Agent as soon as they know that withdrawal is imminent or possible. Upon the withdrawal of any partner, the costs associated with this agreement shall be reallocated by the Agreement Manager/Fiscal Lead among the remaining partners and this Agreement shall be modified in writing accordingly. This Agreement may be terminated at any time upon written agreement of all parties thereto.

XIV. Disputes

In the event that disputes should arise regarding the terms and conditions, the performance, or administration of this Agreement that cannot be resolved informally, the following procedure will be conducted: Each party to this Agreement shall select an individual to participate in a dispute resolution panel; these individuals shall select, by simple majority vote, a person not a party to this Agreement who will chair the dispute resolution panel; the panel shall hear the facts of the dispute and render a decision by simple majority vote. This process shall be invoked before proceeding to any lawsuit or civil action.

XV. Facility Alterations or Modifications

Should any of the partners wish to make physical alterations or modifications to the facility, request for such shall be made to the facility owner, through the leaseholder if appropriate, detailing the requested alteration and/or modification. The request shall be subject to the approval of the facility owner and/or leaseholder. If approved, the cost of such alterations and/or modifications shall be the sole responsibility of the requesting partner, unless otherwise agreed. Upon termination, expiration of this Agreement, or a partner's withdrawal from the Agreement, the premises shall be returned to its normal condition, solely at the expense of the partner who made the original alteration/modification, unless other arrangements are agreed to between the partner and the building owner/leaseholder.

920813 effective 070117

Partner Agency	Supplies	Ukiah Equipment	Staff	Other	Total
CJS	\$776	\$	\$	\$	\$776
EDD	\$776	\$8,205	\$146,061	\$16,824	\$171,866
WIA	\$	\$	\$	\$	\$0
MPIC	\$776	\$	\$	\$	\$776
CHDC	\$	\$	\$	\$	\$0
EDFC	\$	\$	\$	\$	\$0
Goodwill	\$	\$	\$	\$	\$0
West Company	\$	\$	\$	\$	\$0
CIMC	\$0	\$0	\$0	\$0	\$0
UVAH	\$	\$	\$	\$	\$0
					\$0
		Fort Bragg			\$0
DOR	\$	\$	\$	\$	\$0
EDD	\$	\$	\$	\$	\$0
MPIC	\$	\$	\$	\$	\$0
NCO	\$	\$	\$	\$	\$0
Total					\$173,418

Mendocino Works Employment Resource Centers

Co-located Partners

Ukiah One-Stop: 631 S. Orchard Avenue, Ukiah, CA 95482

- Mendocino County Workforce Investment Board (Debra Donelson, WIA Coordinator, 707-467-5590)
- Mendocino Private Industry Council, Inc. (Candy De Los Santos, Executive Director, 707-467-5911)
- Employment Development Department (Lorraine Perry, Field Office Manager, 707-467-4706)
- Goodwill Industries (Nigel Gent-Wolf, 707-467-5925)
- Ukiah Valley Assn. for Habilitation/Mayacama (Pamela Jensen, Executive Director, 707-468-8824)
- Economic Development & Financing Corporation (John Kuhry, Executive Director, 707-467-5917)
- Mendocino County Department of Social Services – Job Services (Jan Kurtyka, Deputy Director, 707-463-7788 / 707-962-1077)
 - Mendocino County Mental Health Program
 - Mendocino County Alcohol and Other Drug Program
- West Company/SBDC (Pamela Patterson, Executive Director, 707-964-7571)
- California Human Development Corporation (Cora Gonzalez, 707-467-5959)
- California Indian Manpower Consortium, Inc. (Lorenda T. Sanchez, 916-920-0285)
- Round Valley Tribal TANF (Cindy Hoaglen 707-983-6100, ext. 108)

Fort Bragg One-Stop: 310 E. Redwood Ave., Fort Bragg, CA 95437

- Mendocino Private Industry Council, Inc. (Candy De Los Santos, Executive Director, 707-467-5911)
- Department of Rehabilitation (Ernie Waugh, Rehabilitation Supervisor, 707-463-4960)
- Employment Development Department (Lorraine Perry, Field Office Manager, 707-467-4706)
- North Coast Opportunities Head Start Program (Janice Stubbs, Manager, Early Head Start Program 707-462-3403 x.116; Lorraine Lindgrin, Director, 707-462-3403 x 117; Marie Judson, Family Resource Specialist 707-964-5461)

revised 10-30-12

The members of the partnership agree to all terms of this Agreement by signing below:

MENDOCINO COUNTY
WORKFORCE INVESTMENT BOARD

Dottie Deerwester 11-28-12
Dottie Deerwester, Chair Date

MENDOCINO PRIVATE
INDUSTRY COUNCIL, INC.

Candy De Los Santos 11-28-12
Candy De Los Santos, Date
Executive Director

EMPLOYMENT DEVELOPMENT DEPT.

Lorraine Perry 1/2/13
Lorraine Perry, Date
Manager – Redwood Empire Workforce
Services

MENDOCINO COUNTY HEALTH
AND HUMAN SERVICES AGENCY

Stacey Cayer 3/11/13
Stacey Cayer, Date
Director

CALIFORNIA HUMAN DEVELOPMENT

See sixth page
Christopher Paige, Date
CEO - Programs

UKIAH VALLEY ASSOCIATION
FOR HABILITATION / MAYACAMA

Pamela Jo Jensen 11/13/13
Pamela Jo Jensen, Date
Executive Director

ECONOMIC DEVELOPMENT &
FINANCING CORPORATION

John Kuhry
John Kuhry, Date
Executive Director

GOODWILL INDUSTRIES OF THE
REDWOOD EMPIRE

See third page
Mark Ihde Date
CEO Goodwill Industries

WEST COMPANY

See Fifth Page
Pamela Patterson, Date
Chief Executive Officer

CALIFORNIA INDIAN MANPOWER
CONSORTIUM, INC.

See fourth page
Lorenda T. Sanchez Date
Executive Director

ROUND VALLEY TRIBAL TANF

See Second Page
Cindy Hoaglen Date
Executive Director

The members of the partnership agree to all terms of this Agreement by signing below:

**MENDOCINO COUNTY
WORKFORCE INVESTMENT BOARD**

See First Page
Dottie Deerwester, Chair Date

**MENDOCINO PRIVATE
INDUSTRY COUNCIL, INC.**

See First Page
Candy De Los Santos, Date
Executive Director

EMPLOYMENT DEVELOPMENT DEPT.

See First Page
Lorraine Perry, Date
Manager – Redwood Empire Workforce
Services

**MENDOCINO COUNTY HEALTH
AND HUMAN SERVICES AGENCY**

See First Page
Stacey Cryer, Date
Director

CALIFORNIA HUMAN DEVELOPMENT

See Sixth Page
Christopher Paige, Date
CEO - Programs

**UKIAH VALLEY ASSOCIATION
FOR HABILITATION / MAYACAMA**

See First Page
Pamela Jo Jenson, Date
Executive Director

**ECONOMIC DEVELOPMENT &
FINANCING CORPORATION**

See First Page
John Kuhry, Date
Executive Director

**GOODWILL INDUSTRIES OF THE
REDWOOD EMPIRE**

See Third Page
Mark Ihde Date
CEO Goodwill Industries

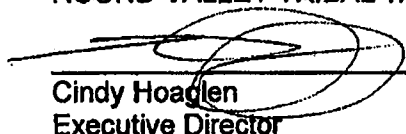
WEST COMPANY

See Fifth Page
Pamela Patterson, Date
Chief Executive Officer

**CALIFORNIA INDIAN MANPOWER
CONSORTIUM, INC.**

See Fourth Page
Lorenda T. Sanchez Date
Executive Director

ROUND VALLEY TRIBAL TANF


Cindy Hoaglen Date
Executive Director 1-7-13

w: resource sharing agreement per amend #2 FINAL_3-12

The members of the partnership agree to all terms of this Agreement by signing below:

MENDOCINO COUNTY
WORKFORCE INVESTMENT BOARD

See first page
Dottie Deerwester, Chair Date

MENDOCINO PRIVATE
INDUSTRY COUNCIL, INC.

See First Page
Candy De Los Santos, Date
Executive Director

EMPLOYMENT DEVELOPMENT DEPT.

See First Page
Lorraine Perry, Date
Manager – Redwood Empire Workforce
Services

MENDOCINO COUNTY HEALTH
AND HUMAN SERVICES AGENCY

See First Page
Stacey Cryer, Date
Director

CALIFORNIA HUMAN DEVELOPMENT

See Sixth Page
Christopher Paige, Date
CEO - Programs

UKIAH VALLEY ASSOCIATION
FOR HABILITATION / MAYACAMA

See First Page
Pamela Jo Jenson, Date
Executive Director

ECONOMIC DEVELOPMENT &
FINANCING CORPORATION

See First Page
John Kuhry, Date
Executive Director

GOODWILL INDUSTRIES OF THE
REDWOOD EMPIRE

 11/30/12
Mark Ihde Date
CEO Goodwill Industries

WEST COMPANY

See Fifth Page
Pamela Patterson, Date
Chief Executive Officer

CALIFORNIA INDIAN MANPOWER
CONSORTIUM

See Fourth page
Brooks Lockhart, Date
Workforce Development Program Coordinator

ROUND VALLEY TRIBAL TANF

See Second page
Cindy Hoaglen Date
Executive Director

The members of the partnership agree to all terms of this Agreement by signing below:

MENDOCINO COUNTY
WORKFORCE INVESTMENT BOARD

SEE FIRST PAGE
Dottie Deerwester, Chair Date

MENDOCINO PRIVATE
INDUSTRY COUNCIL, INC.

SEE FIRST PAGE
Candy De Los Santos, Date
Executive Director

EMPLOYMENT DEVELOPMENT DEPT.

SEE FIRST PAGE
Lorraine Perry, Date
Manager – Redwood Empire Workforce
Services

MENDOCINO COUNTY HEALTH
AND HUMAN SERVICES AGENCY

SEE FIRST PAGE
Stacey Cryer, Date
Director

CALIFORNIA HUMAN DEVELOPMENT

SEE SIXTH PAGE
Christopher Paige, Date
CEO - Programs

UKIAH VALLEY ASSOCIATION
FOR HABILITATION / MAYACAMA

SEE FIRST PAGE
Pamela Jo Jenson, Date
Executive Director

ECONOMIC DEVELOPMENT &
FINANCING CORPORATION

SEE FIRST PAGE
John Kuhry, Date
Executive Director

GOODWILL INDUSTRIES OF THE
REDWOOD EMPIRE

See third Page
Mark Ihde, Date
CEO Goodwill Industries

WEST COMPANY

SEE FIFTH PAGE
Pamela Patterson, Date
Chief Executive Officer

CALIFORNIA INDIAN MANPOWER
CONSORTIUM, INC.

Lorenda Sanchez 11/13/2012
Lorenda T. Sanchez, Date
Executive Director

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CEO Goodwill Industries

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w: resource sharing agreement per amend #2 FINAL_3-12

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SEE SECOND PAGE

Cindy Hoaglen Date
Executive Director

w: resource sharing agreement per amend #2 FINAL_3-12

Resource Sharing Agreement

Cost Allocation Plan

177

PRIORITY OF SERVICE SYSTEM FOR ADULTS

Policy No. 1D

Purpose:

To establish a policy for determining priority of services for adults receiving direct, monetary, services such as support services or Individual Training Accounts under WIA when the WIB declares that funds in the local area are limited.

Background:

WIA section 134(d)(4)(E) and Federal Regulations section 663.600 establish the need for the WIB to have a system of priority for services to adults when a determination has been made that funds are limited in a local area. When funds to a local area are deemed limited, priority for services to adults must be given to recipients of public assistance and other low-income individuals. Funds available may include other sources that provide employment and training-related services such as the Temporary Assistance to Needy Families (TANF) and Welfare-to-Work (WTW) dollars. When the WIB deems that funds are not limited, any adults may be eligible for intensive and/or training services under WIA.

WIB Policy 23, as required by the "Jobs for Veterans Act", grants a priority of service for veterans and eligible spouses, who otherwise meet the eligibility requirements for participation.

Policy:

The Mendocino County Workforce Investment Board recognizes that funds for services to adults are limited in the local workforce investment area. All adult participants will be eligible to receive core registered services and minimal intensive, non-monetary, direct services. At such time that it is determined that a participant is in need of monetary direct service, the Priority of Service system will be utilized that mandates a minimum of 70% of the adults enrolled in intensive or training services be recipients of public assistance or low-income individuals whose income in relation to family size does not exceed the higher of the poverty line or 70% of the lower living standard income level. A maximum

of 30% of the enrolled adults in intensive or training services could include any individual, regardless of barriers or income status.

Veterans and eligible spouses, including widows and widowers each as defined in WIB Policy 23, are eligible for priority of service over non-veterans if he/she meets the program eligibility requirements. This population shall be given the highest level of priority for program or service.

In addition to the federal requirements delineated above, the following local priorities also apply:

The Mendocino County Workforce Investment Board recognizes that while funds for services to adults may be used for out-of-county residents, an equal priority shall be given to:

- Residents of Mendocino County.
- Out of county residents who have suffered dislocation from a Mendocino County business.

In order to meet the minimum training expenditure requirements of SB 734 set forth in Workforce Services Directive WSD11-9, those applicants meeting the above stated priorities who are interested in training services, as defined in the same directive, shall be served as a priority.

All participants, regardless of target group, will be selected based on his/her appropriateness for service and ability to successfully complete the intensive and/or training services to be provided.

Title	Priority of Service System for Adults		
Policy Number	1	Revision Number	D
Effective Date	07/01/2012	Revision Date	
References	WIA section 134(d)(4)(E), The Jobs for Veterans Act (JVA) of 2002, Public Law (P.L.) 107-288, Workforce Services Directive WSD11-9, Workforce Services Directive WSD12-3		
Key Words			
Author	Debra Holmes		
Adopted Comm.	Executive Committee	Date:	4/10/2013
Adopted WIB	4/10/2013	Attest:	D Donelson

POLICY 36

MINIMUM TRAINING REQUIREMENTS

PURPOSE

The purpose of this policy is to provide guidance on implementation and tracking of the training expenditure requirements imposed by SB 734.

BACKGROUND

SB 734 imposes new training expenditure requirements on local boards carrying out WIA funded programs. The State directive WSD11-9 delineating these requirements provides the definition of a training program as identical to that found in the State's Eligible Training Providers Policy and Procedure. This directive further states when training is provided with WIA funds the training provider must be on the State's Eligible Training Provider List, with the standard exceptions of customized training, on-the-job training (OJT), incumbent worker and WIB contracts with institutions of higher education or other eligible training providers.

REFERENCES

EDD WIA Directives: (WSD11-9), (WSD12-3), (WSD06-15), (WSD11-11)
Senate Bill 734
WIA Sections 134(d)(4)(D)
Title 20 Code of Federal Regulations: Sections 663.300 and 663.508

DEFINITIONS

Training program: A program of training services is one or more courses or classes, or a structured regimen that upon successful completion, leads to:

- (a) A certificate, an associate degree, baccalaureate degree, or
- (b) The skills or competencies needed for a specific job or jobs, an occupation, occupational group, or generally, for many types of jobs or occupations, as recognized by employers and determined prior to training.

Job Readiness Training- Job readiness training includes services that teach skills needed to be successful in the workplace, rather than skills needed to get into the workplace i.e. job search, interview, resume writing.

POLICY AND PROCEDURES

As of 07/01/2012 Mendocino County Workforce Investment Board is required to spend at least 25% of the combined total of its adult and dislocated worker WIA formula fund allocations on workforce training services. This requirement will be determined at the end of each 2 year term of the respective funding/allocation period. The minimum training expenditure will increase to 30%, beginning 07/01/2016. A maximum of 10% of the training requirement may be met by applying designated leveraged resources used for training services.

A. TRAINING SERVICES

In order to apply toward the minimum training expenditure requirement, formula funds and leveraged resources must be expended on WIA adult or dislocated worker (formula fund) participants enrolled in a training activity in the JTA/ CWSN system and receiving a training service as described in the State's ETPL Policy and Procedure. Funds spent on core, intensive services, and supportive services may not be applied toward the minimum training expenditure requirement.

The following three-pronged test is used to determine if expenditures count toward the minimum training expenditure:

1. Is the service defined as a core or intensive service under WIA? If so, the service cannot be counted toward the training minimum.
2. Is the service defined as training under WIA section 134(d)(4)(D)? If so, the service can be counted toward the training minimum.
3. If the service is not listed as training under WIA section 134(d)(4)(D) but does meet the definition of training in Section 663.508 of Title 20 of the Code of Federal Regulations, it may also be counted toward the training minimum. The determining factors are whether the services are provided through a structured learning process and whether this learning process leads to the attainment of skills or competencies needed to perform work duties during the course of the workday. In summary, the service should lead to greater labor productivity on the job.

Training expenses shall be reported monthly to the WIA Admin Unit.

B. LEVERAGED RESOURCES

Leveraged Resources are allowable from the following:

- Federal Pell Grants established under Title IV of the Higher Education Act of 1965
- Provided that (1) the individuals are co-enrolled in either the WIA adult or dislocated worker program, and (2) the training meets all requirements set forth in this directive the following sources may be used: Public programs authorized by the Workforce Investment Act of 1998 (e.g., Job Corps, Migrant Seasonal Farm Worker, Rapid Response, WIA Title II Adult Education and Literacy, national and state WIA discretionary grants, WIA youth program, etc.)
- Department of Labor National Emergency Grants
- Match funds from employers, industry, and industry associations (including the employer paid portion of on-the-job training and customized training)

- Match funds from joint labor-management trusts
- Employment Training Panel grants

Any leveraged resources applied as part of the 10% credit must be reported at least quarterly as scheduled by WIA Administrative Unit. Copies of all attachments and documents must be submitted with the leverage report. Sufficient records of the leveraged resources must be kept in the case file.

Documentation that qualifies as sufficient records is listed below:

- A commitment letter or written agreement from an employer or training provider
- A training agreement with an employer detailing the employer's contribution
- A copy of the Pell Grant award letter, relevant correspondence from the school or print out of schools financial aid records.
- An executed worksite agreement and participant time record
- A participant progress report and/or evidence of completion

Attachments:

1. Leveraged Resources for Training Services (Case Managers Form)
2. Leveraged Resources for 25/30 Percent Training Requirement (Fiscal Staff Reporting Form)

Title	Minimum Training Requirement		
Policy Number	36	Revision Number	
Effective Date	09/12/2012	Revision Date	
References			
Key Words	Minimum Training Expenditures		
Author	Debra Holmes & Debra Donelson		
Section(s) Amended			
Adopted Comm.	Executive Committee	Date:	09/12/2012
Adopted WIB	Workforce Investment Board	Attest:	02/13/2013