



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 2/27/2018

Agenda Placement: 6H

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** JoAnn Melgar for Howard Himes - Director  
Health & Human Services Administration

**REPORT BY:** JoAnn Melgar, Staff Services Analyst II - 707-253-4722

**SUBJECT:** Revenue MOU Between Workforce Alliance of the NorthBay and Careerpoint Napa America's Job Center of California Partners (Phase II)

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### **RECOMMENDATION**

Director of Health and Human Services requests approval of and authorization:

1. For the Chair to sign a Phase II Memorandum of Understanding (MOU) between the Workforce Alliance of the North Bay and the CareerPoint Napa America's Job Center of California Partners, which includes revenue of \$27,325 for the term January 1, 2018 through June 30, 2019 for One-Stop system costs and an agreement for all partners to provide staffing to the One-Stop; and
2. To delegate authority to the Director of the Health and Human Services Agency, or designee, to approve and authorize any and all amendments and modifications to this MOU in cases where the total infrastructure costs to be shared by co-located partners does not change.

### **EXECUTIVE SUMMARY**

Under the Workforce Investment and Opportunity Act (WIOA), a Memorandum of Understanding (MOU) is required to act as a visionary plan and agreement for how the Workforce Alliance of the North Bay (WANB) and the AJCC partners will work together to create a unified service delivery system that best meets the needs of their shared customers.

The purpose of today's action is to request approval of the Phase II MOU between the Workforce Alliance of the North Bay and Career. Each partner is required to sign as either a Co-Located Partner or Non-Co-Located Partner. By signing, each entity agrees to the terms in the sharing of One-Stop system costs including infrastructure and/or providing staffing. Since the County's One Stop is embedded in the Napa County Health and Human Services Agency, there will be no additional costs. If the Board approves this revenue MOU, the County will receive \$27,325 as its proportionate share of infrastructure costs from the co-located partners who are

located onsite.

This MOU is coming late to the Board for approval because the October 2017 Napa Valley Fire Complex delayed negotiations.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Payment from co-located One-Stop system partners for shared infrastructure costs of the One-Stop system.
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	No
Future fiscal impact:	This agreement does not contain an automatic renewal provision. It will only continue into future fiscal years by mutual agreement from all parties.
Consequences if not approved:	If this agreement is not approved, we will be out of compliance with WIOA regulations

Additional Information:

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

The Workforce Investment and Opportunity Act (WIOA), which was signed into law on July 22, 2014, is designed to help job seekers access employment, education, training and support services to succeed in the labor market and to match employers with skilled workers. The creation of One-Stop centers, currently branded as America's Job Center of California (AJCC) provides universal access to the full range of employment services at a physical location where job seekers and employers have access to the programs, services, and activities of all the required AJCC partners including WIOA, the State of California Employment Development Department (EDD) Workforce Services, Napa County Health and Human Services CalWORKs, Napa County Health and Human Services, Training and Employment Services Branch, California Human Development Corporation, Napa Valley Adult Education, Napa Valley College, and Employment Development Department Unemployment Insurance.

Under WIOA, a Memorandum of Understanding (MOU) is required to act as a visionary plan and agreement for how the Workforce Alliance of the North Bay (WANB) and the AJCC partners will work together to create a unified service delivery system that best meets the needs of their shared customers. One-Stop Partners work together to provide a One-Stop delivery system for workforce development and education to improve long-term employment outcomes for individuals receiving assistance. The three major components of each MOU address:

- I shared customers,

- | shared services and
- | shared costs.

Joint infrastructure funding is a critical part of establishing the foundation needed to support integrated service delivery. Under WIOA, each of the required partners must contribute a portion of their funds toward maintain the AJCC system. Phase I MOU addressed service coordination, which required partners to develop an agreement regarding the operations of the local One-Stop system as it relates to shared services and customers. This MOU was completed in June 2016. Phase II MOU now builds upon the agreement established in Phase I and determines how to best support the established service delivery model through the sharing of resources and costs.

Other partners such as the California Department of Rehabilitation, Napa Valley College and Adult Education are considered Non-Co-Located partners and will provide staffing and services intermittently onsite.

This agreement is required under the Workforce Investment and Opportunity Act (WIOA) and as such, both WIOA and CalWORKs programs which are both administered by HHSA, are required partners to the One Stop Delivery System.

#### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Ben Guerrieri