NAPA COUNTY BOARD OF SUPERVISORS
Board Agenda Letter

TO: Board of Supervisors
FROM: Shelli Brobst for Jennifer Yasumoto - Director Health & Human Services Administration
REPORT BY: JoAnn Melgar, Staff Services Analyst II - 707-253-4722
SUBJECT: Memorandum of Understanding between the Workforce Alliance of the North Bay Regional Workforce Development Board and the American Job and Career Center of California Partners (Napa)

RECOMMENDATION
Director of Health and Human Services requests approval of and authorization for the Chair to sign a Memorandum of Understanding between the Workforce Alliance of the North Bay Regional Workforce Development Board and the American Job and Career Center of California Partners (Napa) commencing on the date of execution by all parties for a term of three years to establish an agreement concerning the operations of the America's Job Center of California delivery system and the framework for providing services to employers, employees, job seekers and others needing workforce services.

EXECUTIVE SUMMARY
This Memorandum of Understanding is required under the Workforce Investment and Opportunity Act (WIOA) and as such, both the WIOA and CalWORKs programs administered by the Health and Human Services Agency are required partners to the America's Job Center of California (AJCC), which is Napa County's One Stop Delivery System. Napa's AJCC develops partnerships and provides employment and training programs and services.

FISCAL IMPACT
Is there a Fiscal Impact? Yes
Is it currently budgeted? Yes
Where is it budgeted? Health & Human Services Self Sufficiency Services
Is it Mandatory or Discretionary?  Mandatory
Is the general fund affected?  No
Future fiscal impact:  This agreement will provide reimbursement for the fair share of expenditures for the one-stop America's Job Center of California from co-located partners. It contains an automatic renewal provision and the revenue from this agreement will be included in requested budgets.
Consequences if not approved:  If this agreement is not approved, the County will be out of compliance with WIOA regulations.

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 i.e. "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, EDD, CalWORKs, Adult Education, Department of Rehabilitation and Community Colleges.

The WIOA, requires this Memorandum of Understanding (MOU), which will act as a visionary plan and agreement for how the Local Board (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 three major components of the MOU addresses:

1. Shared customers,
2. Shared services, and
3. 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 share system costs of maintaining the AJCC system.

The MOU before the Board today addresses service coordination, which requires partners to develop an agreement regarding the operations of the local one-stop system as it relates to shared services and customers, as well as sharing of resources and costs. This MOU is necessary to ensure the continuation of services. 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 One Stop is embedded in Health and Human Services Agency, there will be no additional costs to the Self Sufficiency Services Division (SSSD). SSSD will, however, receive a proportionate share of infrastructure costs for partners who are co-located onsite. Currently, these partners include Employment Development Department
(EDD) and California Human Development Corporation (CHDC). Other partners such as Department of Rehabilitation, Napa Valley College and Adult Education are considered Non-Co-Located partners and will provide staffing and services intermittently onsite. This MOU also adds one new Non-Co-Located partner, SER-Jobs for Progress which focuses on the training and employment needs of the mature worker.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve
Reviewed By: Ben Guerrieri