



***Workforce Innovation and Opportunity Act  
America's Job Center of California<sup>SM</sup>  
Memorandum of Understanding***

**Preamble/Purpose of MOU:**

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

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

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

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

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

**Vision Statement:**

The Job Market provides quality services to Humboldt County businesses, employees, and job seekers so they may thrive.



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**Mission Statement and Goals:**

Bringing together workforce development, educational, economic development, and other employment services in a seamless customer-focused delivery network that enhances access to program services and improves long-term employment outcomes. As AJCC partners, we are committed to administering our independently funded programs as a set of integrated, streamlined services to job seekers and employers by:

- Helping businesses find skilled workers and access other supports services, including education and training, for their current workforce; and
- Providing an array of employment and business services and connecting customers to work-related training and education; and
- Continuing to align investments in workforce, education, and economic development to regional in-demand jobs; and
- Reinforcing partnerships and strategies to provide job seekers and workers with high-quality career services, education and training, and supportive services needed to get good jobs and stay employed.

**AJCC Partners to the MOU:**

HC-WDB and the AJCC Partners named below enter this MOU with the agreement of the Chief Local Elected Official, of the Humboldt County Board of Supervisors (CLEO).

Required Partners include local/regional representatives of the following programs:

- WIOA Title I Adult, Dislocated Worker, and Youth: Humboldt Workforce Coalition (HWC)
- WIOA Title II Adult Education and Literacy: College of the Redwoods (CR)
- WIOA Title III Wagner-Peyser: Employment Development Department (EDD)
- WIOA Title IV Vocational Rehabilitation: Department of Rehabilitation (DOR)
- Carl Perkins Career Technical Education: College of the Redwoods (CR)
- Title V, Older Americans Act: American Association of Retired Persons (SCE AARP)
- Native American Programs (Section 166): Northern California Indian Development Council (NCIDC)



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- Migrant Seasonal Farmworkers (Section 167): California Human Development (CHD)
- Veterans: Employment Development Department (EDD)
- Trade Adjustment Assistance Act, Employment Development Department (EDD)
- Unemployment Compensation: Employment Development Department (EDD)
- Second Chance: Department of Health and Human Services, Employment & Training Division (DHHS ETD)
- Temporary Assistance for Needy Families: Department of Health and Human Services, CalWORKs Division

Additional Partners approved by the HC-WDB and CLEO:

- Business Services: Humboldt State University Sponsored Program Foundation, North Coast Small Business Development Center (NCSBDC)
- Workforce & Community Education: College of the Redwoods (CR)
- North Coast Regional Department of Child Support Services (NCRDCSS)
- Department of Health and Human Services, CalFresh Division
- Humboldt County Probation Department

**Effective Dates and Term of MOU:**

This MOU shall begin on July 1, 2022 and shall remain in full force and effect until June 30, 2025, unless sooner terminated as provided herein. This MOU shall be reviewed, at a minimum, annually.

**AJCC System Services:**

Attachment A of this MOU, AJCC System Services, outlines the services provided by AJCC partners as required by WIOA.

**Responsibility of AJCC Partners:**

The AJCC Partners agree to the responsibilities outlined below.

1. Participate in joint planning, plan development, and modification of activities to



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accomplish the following:

- Continuous partnership building.
  - Adherence to state and federal requirements.
  - Responsiveness to local and economic conditions, with an emphasis on employer needs.
  - Adherence to common data collection and reporting needs.
2. Make the service(s) identified in Attachment A available to customers through the AJCC delivery system.
  3. Participate in the operation of the AJCC, consistent with the terms of the MOU and requirements of authorized laws.
  4. Participate in capacity building and staff development activities to ensure all AJCC partners and staff are adequately cross trained.

**Funding of Services and Operating Costs:**

All relevant AJCC Partners (excluding additionally approved partners referenced on page 3) to this MOU agree to share in the operating costs of the AJCC system, either in cash or through in-kind services. The cost of services, operating cost, and infrastructure costs of the system will be funded by the relevant AJCC partners through a separately negotiated cost-sharing agreement. See attachment B for the Infrastructure Funding Agreement and Other System Costs Budget.

AJCC partners ensure that the shared costs are supported by accurate data, the shared costs are consistently applied over time, and the methodology used in determining the shared costs are reflected in the cost-sharing cost sharing agreement.

AJCC Partners agree to reconcile the cost-sharing plan on an annual basis.

**Methods for Referring Customers:**

An inter-partner and inter-agency referral process as required by WIOA is to be used by all AJCC partners of this MOU as described in Attachment C, AJCC System Services Referral Agreement.

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

Humboldt County's AJCC, The Job Market, located at 409 K Street, Eureka, CA, is the primary physical location and access point for residents of Humboldt County. The Job Market is committed to providing priority of services to recipients of public assistance, other low-income individuals, individuals with a legal responsibility to support their children, or individuals deficient in basic skills when providing individualized career services and training services with WIOA adult funds.

The AJCC will ensure access for all individuals who have qualifying barriers to employment defined as an individual of one or more of the following populations:

- Displaced homemakers.
- Low-income individuals.
- American Indians, Alaska Natives, and Native Hawaiians as defined in WIOA Title I, Section 166.
- Individuals with disabilities, including youth.
- Older individuals.
- Ex-offenders.
- Homeless individuals, defined in section 41403(6) in the Violence Against Women Act of 1994, or homeless children and youths, defined in section 725(2) of the McKinney-Vento Homeless Assistance Act.
- Youth who are in or have aged out of foster care.
- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
- Eligible migrant and seasonal farmworkers.
- Individuals within two years of exhausting lifetime eligibility under Part A of title IV of the Social Security Act.
- Single parents, including pregnant women.
- Long-term unemployed individuals.
- Such other groups as the Governor involved determines to have barriers to employment.

Humboldt AJCC partners ensure their policies, procedures, programs, and services comply with the *Americans with Disabilities Act of 1990* and its amendments to provide equal access to all participants with disabilities.

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

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

- Comply with the applicable provisions of WIOA, Welfare and Institutions Code, California

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

**Confidentiality:**

The AJCC Partner agrees to comply with the provisions of WIOA as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and any other appropriate statute or requirement to assure the following:

- All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.
- No person will publish, disclose, use, or permit, cause to be published, disclosed, or used, any confidential information pertaining to AJCC applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
- The AJCC partners agree to abide by the current confidentiality provisions of the respective statutes to which AJCC operators and other AJCC Partners must adhere and shall share information necessary for the administration of the program as allowed under WIOA law and regulation. The AJCC partner, therefore, agrees to share client information necessary for the provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment or program support purposes upon the written permission from a participant outlined in Attachment D, AJCC Release of Information Form.
- Client information shall be shared solely for the purpose of enrollment, referral, or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other Partners.
- These provisions shall be interpreted consistent with the California Public Records Act.

**Non-Discrimination and Equal Opportunity:**

The AJCC partner shall not unlawfully discriminate, harass, or allow harassment against any employee, applicant for employment or AJCC applicant due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation or marital status. The AJCC partner agrees to comply with the provisions

of the Fair Employment and Housing Act (Government Code Section 12990) and related, applicable regulations.

The AJCC partners will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination based on disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

**Grievances and Complaints Procedure:**

The AJCC has established and will maintain a procedure for grievance and complaints as outlined in WIOA and described in Attachment E, Grievance and Complaint Procedure. The process for handling grievances and complaints is applicable to all customers utilizing WIOA funded programs or services. These procedures will allow the customer or entity filing the complaint to exhaust every administrative level in receiving a fair and complete hearing and resolution of their grievance. The AJCC further agrees to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

Partners to this MOU who have established their own grievance and complaint processes pertinent solely to their own programs and funds will continue to use those processes when a complaint filed only with a Partner agency. This excludes the AJCC at large or to WIOA funded programs. AJCC Partners to this MOU will share information about how, where, and to whom to file complaints targeted for non-WIOA funded Partners of the AJCC.

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

The AJCC partner agrees that the policies and procedures as well as the programs and services provided at the AJCC comply with the Americans with Disabilities Act and its amendments. Additionally, partners agree to fully comply with the provisions of WIOA, Title VII of the civil Rights act of 1964, the Age Decimation Act of 1975, Title IX of the Education Amendments of 1972, 29 CRF Part 37 and all other regulations implementing the aforementioned laws.

**Effective Dates and Term of MOU**

This MOU shall be binding upon each party hereto upon execution by such party. The term of this MOU shall be three years, commencing on the date of execution by all parties. The MOU will be reviewed not less than once every three years to identify any substantial changes that have occurred.

**Modifications and Revisions:**

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

### **Termination:**

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

### **EDD Premises:**

During the term of this MOU, and as long as the AJCC is located within the local EDD building, all parties to this MOU who are collocated at The Job Market shall be required to have a space sharing agreement in place with the local EDD office regarding use of designated and common space for the purpose of conducting acceptable AJCC services as outlined herein.

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

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

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

Disciplinary actions may result in removal of collocated staff from the AJCC and each party will take appropriate action.

Each party shall be solely liable and responsible for providing to, or on behalf of, its employee(s), and all legally required employee benefits. In addition, each party shall be solely responsive and save all other parties harmless from all matters relating to payment of each party's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

### **Dispute Resolution:**

The parties agree to communicate openly and directly to resolve policy, practice disputes or other problems at the lowest level, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the

respective staff employer and the operator, for discussion and resolution. Parties shall continue with the responsibilities under the MOU during any dispute. Disputes shall be resolved in a timely manner. If not able to resolve at these lower levels, disputed issues shall be submitted in writing to the AJCC Operators Consortium for a written decision. If this decision is not accepted by the disputing parties, then the parties may, within 30 days, appeal in writing to the HC-WDB Executive Committee. The HC-WDB Executive Committee shall attempt to resolve the dispute in a mutually satisfactory manner. If the HC-WDB Executive Committee is unsuccessful, it may engage the services of a local mediation service to assist. If mediation is unsuccessful, the HC-WDB Executive Committee shall select a local arbitrator acceptable to the parties involved. The arbitrator so elected may schedule and hold an arbitration hearing. The parties shall be bound by final decisions of the arbitrator.

**Press Releases and Communications:**

The pertinent AJCC partners shall have the option to be included in any communicating with the press, television, radio, or any other form of media when an AJCC partner's specific duties or performance under this MOU is addressed. Participation of each party in press/media presentations will be determined by each party's public relations policies. Unless otherwise directed by the other AJCC Partners, in all communications, each party shall refer to The Job Market or AJCC as a single system and only call out individual AJCC Partners as appropriate to the topic or issue being covered.

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

**Hold Harmless/Indemnification/Liability:**

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

**[SIGNATURE PAGE FOLLOWS]**

In WITNESS THEREOF, the parties to this MOU hereby agree to the terms and execute this agreement, and the Chief Local Elected Official of Humboldt County, represented by the Chair of the Humboldt County Board of Supervisors hereby agrees to the execution of the this MOU, Attachment A, B, C, D and E.

Dated June 10, 2022

By:   
Shelley Nilsen, Chair  
Humboldt County Workforce Development Board

Dated \_\_\_\_\_, 2022

By: \_\_\_\_\_  
Virginia Bass, Chair  
Humboldt County Board of Supervisors

(SEAL)

ATTEST:  
Clerk of the Humboldt County Board  
of Supervisors  
By: \_\_\_\_\_  
Deputy

Dated: \_\_\_\_\_, 2022

By: \_\_\_\_\_  
Humboldt Workforce Coalition  
Connie Stewart, Executive Director of Initiatives  
Humboldt State University

Dated: \_\_\_\_\_, 2022

By: \_\_\_\_\_

College of the Redwoods  
Dr. Keith Snow-Flamer,  
President/Superintendent

Dated: \_\_\_\_\_, 2021

By: \_\_\_\_\_  
State of CA Employment Development  
Department  
Emilia Bartolomeu, Deputy Division Chief  
Workforce Services Branch

Dated: \_\_\_\_\_, 2022

By: \_\_\_\_\_

State of CA Department of Rehabilitation  
David Wayte, Regional Direct

By signing below, all parties agree that when data are available to determine the AJCC benefit to non-located partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions subject to the WIOA (h)(2)(D)(iv). The Native American Program will have a separate negotiation process to discuss any voluntary in-kind or cash contributions that agreed upon would be beneficial and allowable outside of the scope of the formula funding mechanisms referenced in the MOU.

Dated: \_\_\_\_\_, 2022

By: \_\_\_\_\_  
Northern California Indian Development Council  
Greg Gehr, Executive Director

Dated: \_\_\_\_\_, 2022

By: \_\_\_\_\_  
California Human Development  
Thomas Stuebner, CEO

Dated: \_\_\_\_\_, 2022

By: \_\_\_\_\_  
Unemployment Insurance, State of CA  
Employment Development  
David Rangel, Employment Development  
Administrator

Dated: \_\_\_\_\_, 2022

By: \_\_\_\_\_  
Humboldt County Department of Health and  
Human Services  
Connie Beck, Director

Dated: \_\_\_\_\_, 2022

By: \_\_\_\_\_

AARP Foundation

Demetrios Antzoulatos

VP-Finance, Operations and Grants

Dated: \_\_\_\_\_, 2022

By: \_\_\_\_\_  
North Coast Small Business Development  
Center, a Program of Humboldt State University  
Sponsored Programs Foundation  
Kacie Flynn, Executive Director

Dated: \_\_\_\_\_, 2022

By: \_\_\_\_\_

North Coast Regional Department of  
Child Support  
Bennett Hoffman, Director

Dated: \_\_\_\_\_, 2021

By: \_\_\_\_\_

Humboldt County Probation Department  
Shaun Brenneman, Chief Probation Officer



**AMERICA’S JOB CENTER OF CALIFORNIA (AJCC)<sup>SM</sup>  
SYSTEM SERVICES**

| <b>JOB SEEKER</b>   |  |  |
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| <b><u>CAREER SERVICES</u></b>   | <b>DESCRIPTION</b>   | <b>PROVIDING OPERATOR OR PARTNER(S)</b>  |
| Intake, Identification of Service Need and Referrals                            | <ul style="list-style-type: none"> <li>• AJCC registration into CalJOBS and information and referrals to appropriate services based on indicated interest and service needs.</li> <li>• Client referral from partner agency sites as indicated from determining client interest, request or need.</li> </ul>                                       | <ul style="list-style-type: none"> <li>• AJCC intake: HWC; EDD – W-PA; and/or YPO</li> <li>• Partner program intake and referrals offsite: AARP; CalWORKs; CR; DOR; GR; HCCCC; NCIDC; NCSBDC; CHD; and/or YPO</li> </ul> |
| Eligibility Determination   | <ul style="list-style-type: none"> <li>• Collect data and verification documents to identify individuals who qualify for eligibility-based services – WIOA, CalWORKs, General Relief, CalFresh, and/or Affordable Care Act programs.</li> </ul>  | <ul style="list-style-type: none"> <li>• WIOA Programs: HWC; NCIDC; and/or YPO,</li> <li>• Other Programs: DHHS/SSB; EDD – TAA and Veterans; DOR; UI; and/or NCIDC</li> </ul>  |
| AJCC Orientation  | <ul style="list-style-type: none"> <li>• An orientation that introduces AJCC services and basic information on how to conduct an effective job search.</li> <li>• A required workshop for AJCC clients who want to use staff-supported services.</li> </ul>  | <ul style="list-style-type: none"> <li>• HWC</li> <li>• EDD – W-PA through mandated workshops – IAW, PJSA, and RESEA</li> </ul>  |
| Initial Assessment of skills, aptitudes, abilities, and support services needed | <ul style="list-style-type: none"> <li>• Provide WIOA clients with individual and/or group assessments.</li> <li>• Conduct evaluation to determine training and supportive service needs one-on-one.</li> </ul>  | <ul style="list-style-type: none"> <li>• HWC; NCIDC; and/or YPO</li> <li>• HWC; NCIDC; and/or YPO</li> </ul>   |
| Job Search and Placement Assistance   | <ul style="list-style-type: none"> <li>• AJCC self-serve computer-aided job search and job postings in lobby.</li> <li>• Staff-assisted job search; information regarding labor market and high-demand jobs; resume, cover letter and interview assistance; work-readiness workshops; career counseling; assistance with job placement.</li> </ul> | <ul style="list-style-type: none"> <li>• HWC; and/or EDD – W-PA</li> <li>• CR; HWC; EDD – W-PA, TAA; Veterans; DOR; CalWORKs; NCIDC; AARP; CHD; and/or YPO</li> </ul>  |
| Provision of Referrals and Coordination of Activities                           | <ul style="list-style-type: none"> <li>• Referrals are made to partner or other supportive service agencies to ensure for</li> </ul>   | <ul style="list-style-type: none"> <li>• All AJCC operators, partners and associated local services</li> </ul>   |

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|  | optimal assistance and success of job seeker clients.   | * Attachment C for the local AJCC referral process  |
| <b>JOB SEEKER</b>  |   |   |
| <b><u>TRAINING SERVICES</u></b>  | <b>DESCRIPTION</b>  | <b>PROVIDING OPERATOR OR PARTNER(S)</b>   |
| Provision of Training Program Funds and Performance Information  | <ul style="list-style-type: none"> <li>• Inform WIOA clients about amount and purpose of training funds available to them, and program and education provider performance data.</li> <li>• Similar information provided by Partner agencies regarding their programs.</li> </ul>  | <ul style="list-style-type: none"> <li>• HWC; NCIDC; and/or YPO</li> <li>• CalWORKs; DOR; AJCC; NCIDC; CHD; and/or EDD – TAA</li> </ul>   |
| Provision of Information Regarding Supportive Services (SS) and Funds  | <ul style="list-style-type: none"> <li>• Inform WIOA clients about supportive services and funds that can be provided to assist with their training success.</li> <li>• Similar information provided by Partner agencies regarding their programs.</li> </ul>   | <ul style="list-style-type: none"> <li>• HWC; and/or YPO's</li> <li>• CalWORKs; DOR; AARP; NCIDC; CHD; and/or EDD-TAA</li> </ul>  |
| Provision of Information Regarding other SS and Partner Programs   | <ul style="list-style-type: none"> <li>• Inform WIOA clients about other program resources that they may qualify for to help them meet basic needs and assist in completing their training goals.</li> <li>• Similar information provided by AJCC partner agencies to their clients.</li> <li>• Make referrals to other agencies as appropriate.</li> </ul> | <ul style="list-style-type: none"> <li>• HWC; NCIDC; and/or YPO</li> <li>• CalWORKs; DOR; AARP; NCIDC; and/or EDD-TAA</li> <li>• HWC; CalWORKs; DOR; AARP; NCIDC; YPO; CHD; and/or EDD – TAA</li> </ul> |
| Comprehensive Assessments and In-Depth Interviewing and Career Counseling to Help Clients Determine Suitable Employment Goals and Career Pathway | <ul style="list-style-type: none"> <li>• Deliver/proctor assessments tool and counsel WIOA clients to help them select a high-demand job and career pathway; identify and work to alleviate any barriers to employment.</li> <li>• Assist clients of other training programs with the same.</li> </ul>  | <ul style="list-style-type: none"> <li>• HWC; and/or YPO</li> <li>• CalWORKs; DOR; NCIDC; and/or AARP</li> </ul>  |
| Development of an Individual Employment Plan and Establish a Training Account  | <ul style="list-style-type: none"> <li>• Assist WIOA clients, via individual counseling, to develop an employment plan that identifies a career goal, provides achievement objectives, and secures ancillary services to help meet their goal.</li> <li>• Assist clients of other training programs with the same.</li> </ul>                               | <ul style="list-style-type: none"> <li>• HWC; NCIDC; EDD – TAA; and/or YPO</li> <li>• CalWORKs; NCIDC; DOR; and/or AJCC</li> </ul>  |
| Short-Term Pre-Vocational Services   | <ul style="list-style-type: none"> <li>• Offer Basic skills training in literacy and numeracy as needed.</li> <li>• Provide skills to assist in English language acquisition.</li> <li>• Offer financial literacy workshops.</li> </ul>   | <ul style="list-style-type: none"> <li>• CR; and/or HWC</li> <li>• CR</li> <li>• CR; HWC; and/or DOR</li> <li>• CR; and/or HWC</li> </ul>   |

Attachment A

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|  | <ul style="list-style-type: none"> <li>• Assist in attaining High School Diploma, GED or another HSD equivalency preparation and testing.</li> <li>• Provide information on Applying for UI Benefits.</li> <li>• Offer Life Skills and Work/Life Balance assistance.</li> <li>• Provide Work Readiness and Retention Skills Development Workshops and/or Group Counseling when appropriate.</li> </ul> | <ul style="list-style-type: none"> <li>• EDD – W-PA; and/or HWC</li> <li>• CR; and/or HWC</li> <li>• CR; and/or HWC</li> </ul>                              |
| Internships and Work Experience Placement        | <ul style="list-style-type: none"> <li>• Develop job sites and place clients in a WEX training aligned with their employment goals.</li> <li>• Monitor and assist job site employer and client to ensure for successful outcomes.</li> </ul>   | <ul style="list-style-type: none"> <li>• HWC; CalWORKs; DOR; AARP; NCIDC; CHD; and/or YPO</li> <li>• HWC; CalWORKs; DOR; AARP; CHD; and/or NCIDC</li> </ul> |
| On-the-Job Training Placements                   | <ul style="list-style-type: none"> <li>• Develop job sites and place clients in an OJT aligned with their employment goals.</li> <li>• Monitor and assist job site employer and client to ensure for successful outcomes.</li> </ul>   | <ul style="list-style-type: none"> <li>• HWC; CalWORKs; DOR; AARP; CHD; and/or NCIDC</li> </ul>   |
| Out-of-Area Job Search and Relocation Assistance | <ul style="list-style-type: none"> <li>• Provide job placement assistance to WIOA clients who have trained for a high-demand job out-of-area.</li> <li>• Assist WIOA client with a relocation plan and funds to support the plan.</li> </ul>   | <ul style="list-style-type: none"> <li>• HWC; EDD – TAA; YPO; and DOR</li> <li>• HWC; EDD – TAA; YPO; and/or DOR</li> </ul>                                 |
| Follow-Up Services                               | <ul style="list-style-type: none"> <li>• Provide WIOA clients with continued career and retention counseling as needed for up to 12 months following employment.</li> </ul>  | <ul style="list-style-type: none"> <li>• HWC; NCIDC; and/or YPO</li> </ul>  |

**EMPLOYER, BUSINESS, AND INDUSTRY**

| <b><u>BUSINESS SERVICES</u></b>                       | <b>DESCRIPTION</b>  | <b>PROVIDING OPERATOR OR PARTNER(S)</b>   |
|---|---|---|
| Labor Exchange Services                               | <ul style="list-style-type: none"> <li>• Provide basic and in-depth labor market and employment information.</li> <li>• Job posting assistance into CalJOBS and AJCC website.</li> <li>• Recruitment assistance including job fairs, resume searches, job announcements across AJCC partners.</li> <li>• Candidate screening via aptitude, skills and readiness testing, and interviews.</li> </ul> | <ul style="list-style-type: none"> <li>• EDD – LMID, TAA, W-PA, and Veterans; HWC; and/or WDB</li> <li>• EDD – W-PA and Veterans; and/or HWC</li> <li>• EDD – W-PA and Veterans; and/or HWC</li> <li>• HWC; DOR; YPO and/or CR</li> </ul> |
| Business Assistance with Employment Related Questions | <ul style="list-style-type: none"> <li>• Provide basic and in-depth labor market information regarding wages, job</li> </ul>  | <ul style="list-style-type: none"> <li>• NCSBDC; EDD – LMID; HWC; and/or WDB</li> </ul>   |

Attachment A

|   |  |   |
|---|--|---|
|   | <p>classifications, employment rates and in-demand industry sectors.</p> <ul style="list-style-type: none"> <li>• Provide answers and materials to employers regarding managing employees and regulations.</li> <li>• Provide answers and materials related to small business and self-employment.</li> <li>• Information regarding wage subsidy programs.</li> <li>• Information regarding employment related tax credits.</li> <li>• Hiring and making accommodations for employees with disabilities.</li> </ul>  | <ul style="list-style-type: none"> <li>• EDD; and/or NCSBDC</li> <li>• NCSBDC; and/or HWC</li> <li>• HWC; CalWORKs; and/or YPO's</li> <li>• HWC; EDD – W-PA and Veterans; and/or CalWORKs</li> <li>• DOR</li> </ul> |
| <p>Business Assistance with HR Related Needs</p>                      | <ul style="list-style-type: none"> <li>• Employer workshops in hiring, interviewing and employee retention.</li> <li>• Assistance with job descriptions.</li> <li>• Workshops in recruitment, hiring and retention.</li> </ul>   | <ul style="list-style-type: none"> <li>• HWC; SPS; and/or NCSBDC</li> <li>• HWC; NCSDBC; and/or EDD – W-PA and Veterans.</li> <li>• HWC</li> </ul>  |
| <p>Business Assistance with Layoff Aversion or Events</p>             | <ul style="list-style-type: none"> <li>• Business analyses and assistance to avoid employee layoffs or closures.</li> <li>• Assistance with layoff and provision of information to dislocated workers.</li> </ul>  | <ul style="list-style-type: none"> <li>• NCSBDC; NCIDC; and/or WDB</li> <li>• EDD; EDD – W-PA; DHHS/SSB; NCIDC; and/or WDB staff</li> </ul>   |
| <p>Training Services for Business Owners and/or Incumbent Workers</p> | <ul style="list-style-type: none"> <li>• Customer Service Training.</li> <li>• Customized Training for a specific company or industry sector.</li> <li>• Management/Supervisory and/or HR training.</li> <li>• Bookkeeping, financial reporting and business computing training.</li> <li>• Business plan development and business loan procurement assistance.</li> <li>• Monthly luncheon training/presentations and periodic seminars on labor and employment law, business regulations and compliance, Human Resource (HR) and other business-related topics.</li> </ul> | <ul style="list-style-type: none"> <li>• CR and/or HWC</li> <li>• NCSDBC; CR and/or HWC</li> <li>• CR; NCSDBC; and/or HWC</li> <li>• CR and/or NCSBDC</li> <li>• NCSBDC</li> <li>• EDD – W-PA (via NEAC)</li> </ul> |

## **Acronym Key**

- **AJCC** – America’s Job Center of California<sup>sm</sup>
- **AARP** – American Association of Retired Persons Foundation
- **CalWORKs** – California’s Temporary Assistance to Needy Families Program
- **CHD** – California Human Development
- **CR** – College of the Redwoods, a CA Community College
- **DHHS/SSB** – Department of Health and Human Services, Social Service Branch
- **DOR** – California Department of Rehabilitation
- **EDD** – California State Employment Development Department
- **GR** – DHHS General Relief Program
- **HCCCC** – Humboldt County Community Correctional Center, a multi-agency center for adjudicated clients
- **HWC** – Humboldt Workforce Coalition
- **LMID**-Labor Market Information Division
- **NEAC**-North Coast Employer Advisory Council
- **NCIDC** – Northern California Indian Development Council
- **NCSBDC** – North Coast Small Business Development Center
- **PJSA** - Personalized Job Search Assistance
- **RESEA** – Reemployment Services and Eligibility Assessments
- **SPS** - Sequoia Personnel Services
- **TAA**-Trade Adjustment Assistance Act
- **TJM** – The Job Market, local name for Humboldt’s AJCC
- **UI**-Unemployment Insurance Benefits
- **Veterans** – EDD’s Job’s for Veterans State Grant (JVSG)
- **W-PA**-Wagner-Peyser Act
- **WDB** – Workforce Development Board
- **WIOA** – Workforce Innovation and Opportunity Act
- **YEOP**-Youth Employment Opportunity Program
- **YPO** – Youth Program Operator (WIOA Youth Program)



**Workforce Innovation and Opportunity Act  
America’s Job Center of California™ (AJCC)  
Memorandum of Understanding (MOU)**

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## Process and Development

Local Area: Humboldt County Workforce Development Board

Date Submitted:

Attachment: Signed Phase I Memorandum of Understanding

### **The term of this agreement**

The Memorandum of Understanding Phase II is effective from July 1, 2022, through June 30, 2025.

### **Identification of all AJCC partners, Chief Elected Officials, and Local Boards participating in this agreement**

#### Chief Elected Official

Humboldt County Board of Supervisors (BOS)

#### Local Workforce Development Board

Humboldt County Workforce Development Board (HC-WDB)

#### AJCC Partners Participating in the Infrastructure Funding Agreement

Humboldt Workforce Coalition

College of the Redwoods

State of California Employment Development Department

#### AJCC Partners Participating in the Career Services Agreement

Humboldt Workforce Coalition

State of California, Employment Development Department



College of the Redwoods  
State of California, Unemployment Insurance  
Northern California Indian Development Council  
California Human Development  
State of California Department of Rehabilitation

AJCC Partners Participating in the Shared Other System Costs Agreement

College of the Redwoods  
State of California Employment Development Department  
Humboldt County Department of Health and Human Services, Employment Training Division and CalWORKs Division

**Steps the HCWDB, BOS, and AJCC partners took to reach consensus and/or an assurance that the Local Area followed guidance for the state infrastructure funding mechanism.**

Multiple meetings were convened between the HCWDB and the AJCC partners; all AJCC partners; and co-located AJCC partners. In addition, multiple phone conversations and emails occurred between the HCWDB Executive Director and partners. Upon receipt of completed templates by all the partners, a draft document was written and circulated for review by partners and then presented to the Workforce Development Board for approval and recommendation to the BOS for signature and approval.

**A description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached.**

The parties agree to communicate openly and directly to resolve policy, practice disputes or other problems at the lowest level, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective staff employer and the operator, for discussion and resolution. Parties shall continue with the responsibilities under the MOU during any dispute. Disputes shall be resolved in a timely manner. If not able to resolve at these lower levels, disputed issues shall be submitted in writing to the AJCC Operators Consortium for a written decision. If this decision is not accepted by the disputing parties, then the parties may, within 30 days, appeal in writing to the HC-WDB Executive Committee. The HC-WDB Executive Committee shall attempt to resolve the dispute in a mutually satisfactory manner. If the HC-WDB Executive Committee is unsuccessful, it may engage the services of a local mediation service to assist. If mediation is unsuccessful, the HC-WDB Executive



Committee shall select a local arbitrator acceptable to the parties involved. The arbitrator so elected may schedule and hold an arbitration hearing. The parties shall be bound by final decisions of the arbitrator.

**A description of the periodic modification and review process that will be used to ensure all AJCC partners continue to contribute their fair and equitable share of infrastructure and other system costs, including the identification of who will fulfill this responsibility.**

The Workforce Development Board will be responsible for ensuring all AJCC infrastructure and other shared costs are fair and equitable. Workforce Development Board staff will be responsible for reviewing, reporting, revising, or making recommendations to the Workforce Development Board on a quarterly basis. A process will be developed for comparing expenses incurred to relative benefits received.

**A description of the reconciliation schedule that will be used to ensure all AJCC partners contribute their fair and equitable share of infrastructure and other system costs, including the identification of who will fulfill this responsibility.**

When

May 5, 2023  
May 3, 2024  
May 2, 2025

Who

Humboldt County Economic Development Coordinator  
Humboldt County Economic Development Coordinator  
Humboldt County Economic Development Coordinator

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

All non-collocated partners will provide a signature herein, stating they agree to pay their proportionate share of infrastructure costs once the methodology is established.



## Sharing Infrastructure Costs

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

Local Boards have two options:

Option 1: Develop a separate budget for each comprehensive AJCC.

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

All co-located partners are required to participate in infrastructure cost sharing. Infrastructure costs cannot include personnel.

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

Option 1: A separate budget for each comprehensive AJCC. Humboldt County has one comprehensive AJCC and will provide one budget.

Option 2: A consolidated system-wide budget for the network of comprehensive AJCCs – **NOT APPLICABLE TO HUMBOLDT**



## **Comprehensive America's Job Center of California (AJCC) and Collocated Partners**

Include all comprehensive AJCCs Identified in the Phase I MOU

Collocated Partner definition: All AJCC partners who have a physical presence within the center, either full time or part time.

### Comprehensive AJCC #1

The Job Market  
409 K Street  
Eureka, Ca 95501

### Partners Collocated at this AJCC

Humboldt Workforce Coalition  
College of the Redwoods  
State of California Employment Development Department



| <b>AMERICA'S JOB CENTER OF CALIFORNIA<br/>THE JOB MARKET<br/>INFRASTRUCTURE BUDGET</b>                     |                              |                 |
|--|------------------------------|-----------------|
| <b>Cost Category/Line Item</b>   | <b>Line Item Cost Detail</b> | <b>Cost</b>     |
| <b>COST SHARING CALCULATION FOR STATE OF CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) FACILITIES</b> |                              |                 |
| EDD Rental of Facility   | Capital Overlay Project      | \$27,740        |
| <b>Rental Costs Subtotal:</b>  |                              | <b>\$27,740</b> |
| <b>EDD Utilities, Maintenance and Equipment</b>  |                              |                 |
| Utilities  |                              | \$42,053        |
| Janitorial   |                              | \$114,160       |
| Alarm monitoring   |                              | \$1,320         |
| Grounds maintenance  |                              | \$4,788         |
| HVAC maintenance   |                              | \$26,640        |
| Pest control   |                              | \$900           |
| Elevator maintenance   |                              | \$6,000         |
| Parking lot power sweep  |                              | \$4,788         |
| Computer/Printer   |                              | \$10,832        |
| Telecom  |                              | \$1,202         |
| Copier/Fax   |                              | \$3,163         |



|   |  |   |
|---|--|---|
| <b>EDD Utilities, Maintenance and Equipment Subtotal:</b>                     |  | <b>\$216,446</b>                            |
| <b>Subtotal Rent Costs/EDD Facility</b>                                       |  |   |
|   |  | <b>\$27,740</b>                             |
| <b>Subtotal Utilities, Maintenance and Equipment/EDD Facility</b>             |  | <b>\$216,446</b>                            |
| <b>Total EDD Facility</b>   |  | <b>\$244,186</b>                            |
| <b>Collocated Partner</b>   | <b>Square Footage Rate Percentage</b>  | <b>Total Partner Share for EDD Facility</b> |
| <b>Employment Development Department</b>                                      | <b>48%</b>   | <b>\$72,670</b>                             |
| <b>Humboldt Workforce Coalition</b>   | <b>44%</b>   | <b>\$66,614</b>                             |
| <b>College of the Redwoods</b>  | <b>8%</b>  | <b>\$12,111</b>                             |
| <b>OFFSET INFRASTRUCTURE CONTRIBUTIONS BY EACH NON-EDD COLLOCATED PARTNER</b> |  |   |
|   |  |   |
| <b>DIRECT CONTRIBUTION/OFFSET BY Humboldt Workforce Coalition</b>             |  |   |
| <b>Equipment and Technology</b>   |  |   |
| Telecommunications  | Internet/WiFi for public   | \$2,500                                     |
| Assessment-related products   | Essential Education materials (Basic Skills), Virtual Job Shadow, Typing tests<br>Premiere Virtual...Office Suite, Adobe Suite | \$4,500                                     |
| Job Center Printer  | Printer maintenance and Supplies of Job Center Printer   | \$3,000                                     |

Attachment B



|   |  |                     |
|---|--|---------------------|
| Software                                  | Assistive Technology built into Windows 10, Dedicated Assistive Technology Workstation in the lobby, Office Pro, Adobe Pro, Winway | \$3,500             |
| IS Maintenance IT Person/Trainer          | FTE 1.0 Annual IS Charge to maintain equipment and software  | \$75,636            |
| Updating Electronic Resources             | Annual Hardware and Software Updates   | \$1,500             |
| Remote Support Systems                    | Fortress/Goverlan to remotely support job center and classroom workstations. LinkedIn contracts.                                   | \$1,000             |
| Job Market Equipment Upgrade              | 32 computers, 40 monitors, 5 laser printers, 3 projectors, 17 computer chairs  | \$69,146.54         |
| <b>TOTAL Humboldt Workforce Coalition</b> |  | <b>\$160,782.54</b> |



| <b>DIRECT CONTRIBUTION/OFFSET BY COLLEGE OF THE REDWOODS</b>  |              |                 |
|---|--------------|-----------------|
| <b>Equipment and Technology</b>   |              |                 |
| Computers   | Computer lab | \$21,865        |
| Other tangible equipment used to serve all center customers (not specific to an individual program partner) | Printer      | \$400           |
| Specify Other Tangible Equipment  |              |                 |
| <b>TOTAL COLLEGE OF THE REDWOODS CONTRIBUTION</b>   |              | <b>\$22,265</b> |

| <b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED/OFFSET BY COLLOCATED PARTNERS</b> |  |   |                                   |                        |
|---|--|---|-----------------------------------|------------------------|
| <b>Partner</b>  | <b>Square Footage Rate Percentage for EDD Facility</b> | <b>Total Partner Share for EDD Facility</b> | <b>Direct Contribution/offset</b> | <b>Remaining Share</b> |
| Humboldt Workforce Coalition  | 44%  | \$66,614                                    | \$160,782.54                      | +\$94,168              |
| Employment Development Department   | 48%  | \$72,670                                    | \$73,747                          | +\$1,077               |
| College of the Redwoods   | 8%   | \$12,111                                    | \$22,265                          | +13,754                |



**Infrastructure Cost Allocation Methodology**

Identify the chosen and agreed upon cost allocation methodology:

✓ The proportion of a partner program's occupancy percentage of the AJCC (square footage) Methodology for EDD facilities including rent, maintenance, utilities, and equipment was based on square footage. The total cost was divided among the three co-located partners; EDD @ 48%, HWC @ 44%, CR @ 8%.



**Collocated Partners Sharing AJCC Infrastructure Costs Signature Page**

By signing below, all parties agree to the terms prescribed in the infrastructure cost sharing budget.

HUMBOLDT COUNTY BOARD OF SUPERVISOR CHAIR

\_\_\_\_\_  
Printed Name and Title

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

HUMBOLDT COUNTY WORKFORCE DEVELOPMENT BOARD CHAIR  
Type text here

Shelley Nilsen, Chair  
\_\_\_\_\_  
Printed Name and Title

 June 10, 2022  
\_\_\_\_\_  
Signature and Date



**Collocated Partners Sharing AJCC Infrastructure Costs Signature Page**

By signing below, all parties agree to the terms prescribed in the infrastructure cost sharing budget.

STATE OF CALIFORNIA, EMPLOYMENT DEVELOPMENT DEPARTMENT

---

Printed Name and Title

---

Signature and Date



**Collocated Partners Sharing AJCC Infrastructure Costs Signature Page**

By signing below, all parties agree to the terms prescribed in the infrastructure cost sharing budget.

HUMBOLDT WORKFORCE COALITION

---

Printed Name and Title

---

Signature and Date



**Collocated Partners Sharing AJCC Infrastructure Costs Signature Page**

By signing below, all parties agree to the terms prescribed in the infrastructure cost sharing budget.

COLLEGE OF THE REDWOODS

---

Printed Name and Title

---

Signature and Date



### **Non-Collocated Partners Sharing Infrastructure Costs When Methodology Determined Signature Page**

By signing below, all parties agree that when data are available to determine the AJCC benefit to non-co-located partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions subject to the WIOA (h)(2)(D)(iv). The Native American Program will have a separate negotiation process to discuss any voluntary in-kind or cash contributions that agreed upon would be beneficial and allowable outside of the scope of the formula funding mechanisms referenced in the MOU.

NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL

---

Printed Name and Title

---

Signature and Date

**Non-Collocated Partners Sharing Infrastructure Costs When Methodology Determined Signature Page**

The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-collocated partners who are receiving benefit from the AJCCs will also be required to contribute their proportionate share towards infrastructure costs. Consequently, the Phase II MOU must include an assurance from all non-collocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available.

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

STATE OF CALIFORNIA DEPARTMENT OF REHABILITATION

\_\_\_\_\_  
Printed Name and Title

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

## Non-Collocated Partners Sharing Infrastructure Costs When Methodology Determined Signature Page

The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-collocated partners who are receiving benefit from the AJCCs will also be required to contribute their proportionate share towards infrastructure costs. Consequently, the Phase II MOU must include an assurance from all non-collocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available.

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

AARP, FOUNDATION

---

Printed Name and Title

---

Signature and Date

**Non-Collocated Partners Sharing Infrastructure Costs When Methodology Determined Signature Page**

The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-collocated partners who are receiving benefit from the AJCCs will also be required to contribute their proportionate share towards infrastructure costs. Consequently, the Phase II MOU must include an assurance from all non-collocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available.

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

STATE OF CALIFORNIA, UNEMPLOYMENT INSURANCE

---

Printed Name and Title

---

Signature and Date

**Non-Collocated Partners Sharing Infrastructure Costs When Methodology Determined Signature Page**

The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-collocated partners who are receiving benefit from the AJCCs will also be required to contribute their proportionate share towards infrastructure costs. Consequently, the Phase II MOU must include an assurance from all non-co-located partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available.

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

CALIFORNIA HUMAN DEVELOPMENT

\_\_\_\_\_  
Printed Name and Title

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

**Non-Collocated Partners Sharing Infrastructure Costs When Methodology Determined Signature Page**

The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-collocated partners who are receiving benefit from the AJCCs will also be required to contribute their proportionate share towards infrastructure costs. Consequently, the Phase II MOU must include an assurance from all non-co-located partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available.

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

HUMBOLDT COUNTY DEPARMENT OF HEALTH AND HUMAN SERVICES, CALWORKS DIVISION

\_\_\_\_\_  
Printed Name and Title

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

## Sharing Other One-Stop System Costs

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

While only collocated partners share infrastructure costs, all One-Stop partners must share in career services and may share in other system costs. All partners that signed the Phase I MOU must also sign the Phase II MOU for the sharing of other system costs.

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

Title I – Adult, Dislocated Workers, and Youth - Humboldt Workforce Coalition (HWC)

Title II - Adult Education – College of the Redwoods (CR)

Title III - Wagner-Peyser – State of California, Employment Development Department (EDD)

Title IV - Department of Rehabilitation – State of California, Department of Rehabilitation (DOR)

Title V - Older American Act – AARP Foundation (AARP)

Trade Act - State of California, Employment Development Department (EDD)

Veterans - State of California, Employment Development Department (EDD)

Unemployment Insurance - State of California, Employment Development Department (EDD)

TANF/CalWORKs - Department of Health and Human Services, CalWORKs Division

Native American Programs – Northern California Indian Development Council (NCIDC)

Migrant Seasonal Farmworkers – California Human Development (CHD)

Community Services Block Grant – California Human Development (CHD)

*Note: Carl Perkins Career Technical Education, College of the Redwoods, is a training provider and does not provide career services with this funding stream.*

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

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

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

**Summary of Career Services Applicable to Each One-Stop Delivery System Partner**

| <b>Basic Career Services</b> | <b>Title I Adult</b>             | <b>Title I DW</b>              | <b>Title I Youth</b>   | <b>Title II Adult Ed</b>           | <b>Title III Wagner Peyser</b> | <b>Title IV Voc Rehab</b> | <b>CALWORKS TANF</b>          |
|------------------------------|----------------------------------|--------------------------------|------------------------|------------------------------------|--------------------------------|---------------------------|-------------------------------|
| Title I Program Eligibility  | ✓                                | ✓                              | ✓                      |                                    |                                |                           |                               |
| Outreach, Intake, Orient     | ✓                                | ✓                              | ✓                      | ✓                                  | ✓                              | ✓                         | ✓                             |
| Initial Assessment           | ✓                                | ✓                              | ✓                      | ✓                                  | ✓                              | ✓                         | ✓                             |
| Labor Exchange/Job Search    | ✓                                | ✓                              | ✓                      | ✓                                  | ✓                              | ✓                         | ✓                             |
| Referrals to Partners        | ✓                                | ✓                              | ✓                      | ✓                                  | ✓                              | ✓                         | ✓                             |
| LMI                          | ✓                                | ✓                              | ✓                      | ✓                                  | ✓                              | ✓                         | ✓                             |
| Performance/Cost Info        | ✓                                | ✓                              | ✓                      |                                    | ✓                              | ✓                         | ✓                             |
| Support Service Info         | ✓                                | ✓                              | ✓                      | ✓                                  | ✓                              | ✓                         | ✓                             |
| UI Info/Assistance           | ✓                                | ✓                              |                        |                                    | ✓                              | ✓                         | ✓                             |
| Financial Aid Info           | ✓                                | ✓                              |                        |                                    |                                | ✓                         | ✓                             |
| <b>Basic Career Services</b> | <b>Comm Services Block Grant</b> | <b>Title V Older Americans</b> | <b>Native American</b> | <b>Migrant Seasonal Farmworker</b> | <b>Veterans</b>                | <b>Trade Act</b>          | <b>Unemployment Insurance</b> |
| Title I Program Eligibility  |                                  |                                |                        |                                    |                                |                           | ✓                             |

|                                   |                      |                   |                      |                          |                                |                           |                      |
|-----------------------------------|----------------------|-------------------|----------------------|--------------------------|--------------------------------|---------------------------|----------------------|
| Outreach, Intake, Orient          | ✓                    | ✓                 | ✓                    | ✓                        | ✓                              | ✓                         | ✓                    |
| Initial Assessment                | ✓                    | ✓                 | ✓                    | ✓                        | ✓                              | ✓                         |                      |
| Labor Exchange/Job Search         | ✓                    | ✓                 | ✓                    | ✓                        | ✓                              | ✓                         |                      |
| Referrals to Partners             | ✓                    | ✓                 | ✓                    | ✓                        | ✓                              | ✓                         |                      |
| LMI                               | ✓                    | ✓                 | ✓                    | ✓                        | ✓                              | ✓                         |                      |
| Performance/Cost Info             |                      | ✓                 | ✓                    | ✓                        | ✓                              | ✓                         |                      |
| Support Service Info              | ✓                    | ✓                 | ✓                    | ✓                        | ✓                              | ✓                         |                      |
| UI Info/Assistance                | ✓                    |                   | ✓                    | ✓                        | ✓                              | ✓                         | ✓                    |
| Financial Aid Info                | ✓                    |                   | ✓                    |                          | ✓                              | ✓                         |                      |
| <b>Individual Career Services</b> | <b>Title I Adult</b> | <b>Title I DW</b> | <b>Title I Youth</b> | <b>Title II Adult Ed</b> | <b>Title III Wagner Peyser</b> | <b>Title IV Voc Rehab</b> | <b>CalWORKs TANF</b> |
| Comp Assessment                   | ✓                    | ✓                 | ✓                    |                          |                                | ✓                         | ✓                    |
| IEP                               | ✓                    | ✓                 | ✓                    |                          |                                | ✓                         | ✓                    |
| Career Plan/Counsel               | ✓                    | ✓                 | ✓                    |                          | ✓                              | ✓                         | ✓                    |
| Short-Term Prevocational          | ✓                    | ✓                 | ✓                    | ✓                        |                                | ✓                         | ✓                    |
| Internships/Work Experience       | ✓                    | ✓                 | ✓                    | ✓                        |                                | ✓                         | ✓                    |
| Out-of-Area Job Search            | ✓                    | ✓                 | ✓                    |                          |                                | ✓                         | ✓                    |
| Financial Literacy                | ✓                    | ✓                 | ✓                    | ✓                        |                                | ✓                         | ✓                    |
| IET/ELA                           |                      |                   |                      | ✓                        |                                |                           |                      |
| Workforce Preparation             | ✓                    | ✓                 | ✓                    | ✓                        | ✓                              | ✓                         | ✓                    |

| Individual Career Services  | Community Block Grant | Title V Older Americans | Native Americans | Migrant Seasonal Farmworkers | Veterans | Trade Act | Unemployment Insurance |
|-----------------------------|-----------------------|-------------------------|------------------|------------------------------|----------|-----------|------------------------|
| Comp Assessment             | ✓                     | ✓                       | ✓                | ✓                            | ✓        | ✓         |                        |
| IEP                         | ✓                     | ✓                       | ✓                | ✓                            | ✓        | ✓         |                        |
| Career Plan/Counsel         | ✓                     | ✓                       | ✓                | ✓                            | ✓        | ✓         |                        |
| Short-Term Prevocational    | ✓                     |                         | ✓                | ✓                            |          |           |                        |
| Internships/Work Experience | ✓                     | ✓                       | ✓                | ✓                            |          |           |                        |
| Out-of-Area Job Search      | ✓                     |                         | ✓                | ✓                            |          | ✓         |                        |
| Financial Literacy          | ✓                     |                         | ✓                | ✓                            | ✓        | ✓         |                        |
| IET/ELA                     | ✓                     |                         |                  |                              |          |           |                        |
| Workforce Preparation       | ✓                     | ✓                       | ✓                | ✓                            | ✓        | ✓         |                        |

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

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

| <b>Basic Career Services</b>   | <b>Title I Adult</b>         | <b>Title I DW</b>              | <b>Title I Youth</b>   | <b>Title II Adult Ed</b>           | <b>Title III Wagner Peyser</b> | <b>Title IV Voc Rehab</b> | <b>CalWORKs TANF</b>          |
|--|------------------------------|--------------------------------|------------------------|------------------------------------|--------------------------------|---------------------------|-------------------------------|
| T-I Eligibility/Initial Assess<br>Outreach, Intake, Orient<br>Labor Exchange/Job Search<br>Referrals/LMI<br>Support Service Info<br>UI Info/Fin Aid Info | \$173,860                    | \$47,875                       | \$94,937               | \$13,700                           | \$669,364                      | \$225,682                 | \$177,000                     |
| <b>Basic Career Services</b>   | <b>Community Block Grant</b> | <b>Title V Older Americans</b> | <b>Native American</b> | <b>Migrant Seasonal Farmworker</b> | <b>Veterans</b>                | <b>Trade Act</b>          | <b>Unemployment Insurance</b> |
| T-I Eligibility/Initial Assess<br>Outreach, Intake, Orient<br>Labor Exchange/Job Search<br>Referrals/LMI<br>Support Service Info<br>UI Info/Fin Aid Info | \$5,800                      | \$19,396                       | \$107,476              | \$31,220                           | \$65,261                       | \$42,685                  | \$5,329                       |

| <b>Individual Career Services</b>   | <b>Title I Adult</b>         | <b>Title I DW</b>              | <b>Title I Youth</b>   | <b>Title II Adult Ed</b>           | <b>Title III Wagner Peyser</b> | <b>Title IV Voc Rehab</b> | <b>CalWORKs TANF</b>          |
|---|------------------------------|--------------------------------|------------------------|------------------------------------|--------------------------------|---------------------------|-------------------------------|
| Comp Assessment/IEP<br>Career Plan/Counsel<br>Short-Term Pre-vocational<br>Internship/Work<br>Experience<br>Financial Literacy<br>IET/ELA/WF Prep | \$ 260,790                   | \$ 71,815                      | \$ 94,937              | \$ 0.00                            | \$ 107,115                     | \$ 902,730                | \$ 265,000                    |
| <b>Individual Career Services</b>   | <b>Community Block Grant</b> | <b>Title V Older Americans</b> | <b>Native American</b> | <b>Migrant Seasonal Farmworker</b> | <b>Veterans</b>                | <b>Trade Act</b>          | <b>Unemployment Insurance</b> |
| Comp Assessment/IEP<br>Career Plan/Counsel<br>Short-Term Pre-vocational<br>Internship/Work<br>Experience<br>Financial Literacy<br>IET/ELA/WF Prep | \$5,800                      | \$19,396                       | \$82,888               | \$38,472                           | \$11,516                       | \$7,532                   | \$0.00                        |
| <b>Consolidated budget total of career services delivered through the One-Stop system: \$ 3,484,969</b>   |                              |                                |                        |                                    |                                |                           |                               |

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

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

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

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

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

- **Initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, and referrals to other AJCC partners.** This may include costs such as technology and tools that increase integrated service delivery through the sharing of information and service delivery processes.
- **Business services.** This may include costs related to a local or regional system business services team that has one or more partners on the team or has delegated a specific partner to provide business services on behalf of the system.
- **AJCC partner staff cross training.** This may include any staff cross training on partner programs and eligibility identified in Phase I.
- **One-Stop operator.** This may include the system role of the One-Stop operator (e.g., coordinating service providers across the One-Stop delivery system) when the role is not specific to the operation of the AJCC and/or specific partner programs, so long as the role was defined by the Local Board in the procurement process and agreed to by all AJCC partners in the MOU.
- **Shared personnel costs for AJCC co-located partners.** This may include center receptionists and/or center managers.

**Optional partner agreement to share other One-Stop system costs: initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, and referrals to other AJCC partners.**

This may include costs such as technology and tools that increase integrated service delivery through the sharing of information and service delivery processes.

**One-Stop System Budget: Initial Intake, Assessment, Basic Skills Identification, Services, Referrals**

| Line Item              | Budget Detail                        | Cost              |
|------------------------|--------------------------------------|-------------------|
| Staff salaries Onsite  | 5 staff at 1.0 FTE                   | \$ 352,284        |
| Staff salaries Offsite | 3 staff at 0.5 FTE (Leveraged funds) | \$ 19,000         |
| Misc. supplies         | Telecommunication                    | \$ 3,000          |
| Promotional Materials  | Advertising and Printing             | \$ 6,000          |
| <b>Total Budget:</b>   |                                      | <b>\$ 380,284</b> |

**Proportionate Share: Initial Intake, Assessment, Basic Skills Identification, Services, Referrals**

| Partner                      | Compute Methodology | Partner Share    | Share in Cash | Share in In-Kind |
|------------------------------|---------------------|------------------|---------------|------------------|
| Title I Adult                | Contribution/Actual | \$100,737        |               | \$100,737        |
| Title I Dislocated Worker    | Contribution/Actual | \$67,051         |               | \$67,051         |
| Title I Youth                | Contribution/Actual | \$114,820        |               | \$114,820        |
| Title II Adult Ed (off-site) | Contribution/Actual | \$20,000         |               | \$20,000         |
| Title III Wagner-Peyser      | Contribution/Actual | \$16,944         |               | \$16,944         |
| Veterans                     | Contribution/Actual | \$1,794          |               | \$1,794          |
| Trade Act                    | Contribution/Actual | \$1,196          |               | \$1,196          |
| TANF/CalWORKs                | Contribution/Actual | \$57,742         |               | \$57,742         |
| <b>Total Budget:</b>         |                     | <b>\$380,284</b> |               | <b>\$380,284</b> |

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

This may include costs related to a local or regional system business services team that has one or more partners on the team or has delegated a specific partner to provide business services on behalf of the system.

**One-Stop System Budget: Business Services**

| Line Item            | Budget Detail | Cost              |
|----------------------|---------------|-------------------|
| Staff salaries (HWC) | 1 FTE staff   | \$74,669          |
| Other costs          | Travel        | \$1,995           |
| Staff salaries (EDD) | 1.0 EPR (FTE) | \$128,907         |
| <b>Total Budget:</b> |               | <b>\$ 204,735</b> |

**Proportionate Share: Business Services**

| Partner                   | Compute Methodology | Partner Share     | Share in Cash | Share in In-Kind  |
|---------------------------|---------------------|-------------------|---------------|-------------------|
| Title I Adult             | Contribution/Actual | \$10,889          |               | \$10,889          |
| Title I Dislocated Worker | Contribution/Actual | \$7,100           |               | \$7,100           |
| Title III Wagner-Peyser   | Contribution/Actual | \$108,860         |               | \$108,860         |
| Veterans                  | Contribution/Actual | \$11,526          |               | \$11,526          |
| Trade Act                 | Contribution/Actual | \$7,684           |               | \$7,684           |
| TANF/CALWORKS             | Contribution/Actual | \$58,676          |               | \$58,676          |
| <b>Total Budget:</b>      |                     | <b>\$ 204,735</b> | <b>\$</b>     | <b>\$ 204,735</b> |

**Optional Partner Agreement to Share Other One-Stop System Costs: AJCC Partner Staff Cross Training**  
 This may include any staff cross training on partner programs and eligibility identified in the Phase I MOU.

**One-Stop System Budget: AJCC Partner Staff Cross Training**

| Line Item            | Budget Detail  | Cost              |
|----------------------|--|-------------------|
| Cross training       | 12 staff at 30 hours per staff member - \$1,351 per staff                      | \$16,212          |
| Cross training       | 21 staff at 30 hours per staff member - \$1,285                                | \$26,985          |
| Cross training       | 1.0 EPR (FTE)  | \$128,071         |
| Cross training       | Presentation quarterly x \$150 = \$600<br>Attendance quarterly x \$100 = \$400 | \$1,000           |
| <b>Total Budget:</b> |  | <b>\$ 172,268</b> |

**Proportionate Share: AJCC Partner Staff Cross Training**

| Partner                   | Compute Methodology | Partner Share     | Share in Cash | Share in In-Kind  |
|---------------------------|---------------------|-------------------|---------------|-------------------|
| Title I Adult             | Contribution/Actual | \$21,159          |               | \$21,159          |
| Title I Dislocated Worker | Contribution/Actual | \$5,826           |               | \$5,826           |
| Title I Youth             | Contribution/Actual | \$1,500           |               | \$1,500           |
| Title III Wagner-Peyser   | Contribution/Actual | \$108,860         |               | \$108,860         |
| Veterans                  | Contribution/Actual | \$11,526          |               | \$11,526          |
| Trade Act                 | Contribution/Actual | \$7,684           |               | \$7,684           |
| TANF/CalWORKs             | Contribution/Actual | \$16,212          |               | \$16,212          |
| <b>Total Budget:</b>      |                     | <b>\$ 172,767</b> | <b>\$</b>     | <b>\$ 172,767</b> |

| <b>Optional Partner Agreement to Share Other One-Stop System Costs: Shared Personnel Costs for AJCC Co-located Partners</b><br>This may include center receptionists and/or center managers. |                            |                      |                      |                         |
|--|----------------------------|----------------------|----------------------|-------------------------|
| <b>One-Stop System Budget: AJCC Personnel</b>  |                            |                      |                      |                         |
| <b>AJCC Personnel</b>  |                            | <b>Budget Detail</b> |                      | <b>Cost</b>             |
| Reception staff  |                            | 1.0 FTE staff        |                      | \$44,998                |
| Training Support   |                            | .5 FTE staff         |                      | \$13,179                |
| <b>Total Budget:</b>   |                            |                      |                      | <b>\$ 58,177</b>        |
| <b>Proportionate Share: AJCC Personnel</b>   |                            |                      |                      |                         |
| <b>Co-located Partner</b>  | <b>Compute Methodology</b> | <b>Partner Share</b> | <b>Share in Cash</b> | <b>Share in In-Kind</b> |
| EDD  | Contribution/Actual        | \$900,114            | \$                   | \$900,114               |
| HWC  | Contribution/Actual        | \$231,094            |                      | \$231,094               |
| <b>Total Budget AJCC:</b>  |                            | <b>\$ 1,131,208</b>  | <b>\$</b>            | <b>\$ 1,131,208</b>     |

| <b>Methodology used to determine other shared costs</b>  |
|--|
| Amounts listed include actual total costs applied to provision of listed processes or services for the AJCC system. Each agency provided amounts that reflect a direct contribution to the AJCC. |

**Signature Page: AJCC Partners Sharing Other One-Stop System Costs**

All partners who signed the Phase I MOU must sign the Phase II MOU.

By signing below, all parties agree to the terms prescribed in the sharing of career services and other One-Stop system costs.

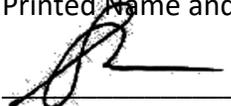
HUMBOLDT COUNTY BOARD OF SUPERVISORS CHAIR

\_\_\_\_\_  
Printed Name and Title

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

HUMBOLDT COUNTY WORKFORCE DEVELOPMENT BOARD CHAIR

Shelley Nilsen, Chair  
\_\_\_\_\_  
Printed Name and Title

 June 10, 2022  
\_\_\_\_\_  
Signature and Date

**Signature Page: AJCC Partners Sharing Other One-Stop System Costs**

All partners who signed the Phase I MOU must sign the Phase II MOU.

By signing below, all parties agree to the terms prescribed in the sharing of career services and other One-Stop system costs.

HUMBOLDT COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES, EMPLOYMENT TRAINING DIVISION AND CALWORKS DIVISION

---

Printed Name and Title

---

Signature and Date

**Signature Page: AJCC Partners Sharing Other One-Stop System Costs**

All partners who signed the Phase I MOU must sign the Phase II MOU.

By signing below, all parties agree that when data are available to determine the AJCC benefit to non-located partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions subject to the WIOA (h)(2)(D)(iv). The Native American Program will have a separate negotiation process to discuss any voluntary in-kind or cash contributions that agreed upon would be beneficial and allowable outside of the scope of the formula funding mechanisms referenced in the MOU.

NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL

---

Printed Name and Title

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Signature and Date

**Signature Page: AJCC Partners Sharing Other One-Stop System Costs**

All partners who signed the Phase I MOU must sign the Phase II MOU.

By signing below, all parties agree to the terms prescribed in the sharing of career services and other One-Stop system costs.

STATE OF CALIFORNIA DEPARTMENT OF REHABILITATION

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Printed Name and Title

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Signature and Date

**Signature Page: AJCC Partners Sharing Other One-Stop System Costs**

All partners who signed the Phase I MOU must sign the Phase II MOU.

By signing below, all parties agree to the terms prescribed in the sharing of career services and other One-Stop system costs.

CALIFORNIA HUMAN DEVELOPMENT

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Printed Name and Title

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Signature and Date

**Signature Page: AJCC Partners Sharing Other One-Stop System Costs**

All partners who signed the Phase I MOU must sign the Phase II MOU.

By signing below, all parties agree to the terms prescribed in the sharing of career services and other One-Stop system costs.

STATE OF CALIFORNIA, UNEMPLOYMENT INSURANCE

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Printed Name and Title

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Signature and Date

**Signature Page: AJCC Partners Sharing Other One-Stop System Costs**

All partners who signed the Phase I MOU must sign the Phase II MOU.

By signing below, all parties agree to the terms prescribed in the sharing of career services and other One-Stop system costs.

AARP FOUNDATION

---

Printed Name and Title

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Signature and Date

**Signature Page: AJCC Partners Sharing Other One-Stop System Costs**

All partners who signed the Phase I MOU must sign the Phase II MOU.

By signing below, all parties agree to the terms prescribed in the sharing of career services and other One-Stop system costs.

COLLEGE OF THE REDWOODS

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Printed Name and Title

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Signature and Date

**Signature Page: AJCC Partners Sharing Other One-Stop System Costs**

All partners who signed the Phase I MOU must sign the Phase II MOU.

By signing below, all parties agree to the terms prescribed in the sharing of career services and other One-Stop system costs.

STATE OF CALIFORNIA, EMPLOYMENT DEVELOPMENT  
DEPARTMENT

---

Printed Name and Title

---

Signature and Date



## AMERICA'S JOB CENTER OF CALIFORNIA (AJCC)<sup>sm</sup> SYSTEM SERVICES REFERRAL UNDERSTANDING

The required partners, hereafter, Parties, acknowledge the requirement for referrals and possible co-enrollment of clients between partnering agencies. The Parties recognize that the need for referrals may be identified at any point during a client's use of AJCC services and by signing this Memorandum of Understanding (MOU) have therefore agreed to follow the processes that ensure referrals are made promptly and clearly between agencies. The Parties agree to maintain and modify these processes and any related forms as necessary.

### **Agency and Program Informational Reference**

The Parties will provide a summary of AJCC services to be provided by their agency as it pertains to the AJCC within thirty (30) days of executing this MOU. This will be provided in a summary outline, in a format agreed to by Parties, bullet-pointing each service followed by a brief description of the service. Any eligibility requirements to a specific program or service shall also be provided to be included in the desk reference to assist the Parties in making correct referrals based on need and service eligibility. These program descriptions will be compiled into a desk reference for the staff of each Party.

### **Staff Cross-Training between Partner Agencies**

Staff from each Party involved in direct client services will be provided a copy of the desk reference (defined under Agency and Program Informational Reference) and cross-trained in the programs and services as outlined therein. Staff will also be trained in the referral process and how to determine when a referral is necessary.

### **Notice of New Program Opportunities, Services or Events**

The Parties agree to share information about new services, workshops, activities, or events between one another in a timely manner as they may relate to the AJCC mission and/or benefit of AJCC clients. Such announcements shall be forwarded to the Humboldt Workforce Coalition (HWC) email box at HWC@humboldt.edu. HWC will post flyers and handouts as appropriate, forward the information via mass email to appropriate Parties and/or place on the AJCC website as requested.

### **Service Request Referral Process**

Because the Parties use several unique databases or other systems of client tracking, no common database platform is currently available in which the staff can interact. For this reason, the Parties have agreed to use only secured data sharing formats to comply with state mandated confidentiality agreements and protect Personally Identifiable Information such as direct phone calls, contact emails, drop box, secure fax and drop-in referrals by appointment only. For further information on PII, refer to the Humboldt County Workforce Development Board's *Personally Identifiable Information* policy.



## AMERICA'S JOB CENTER OF CALIFORNIA (AJCC)<sup>sm</sup> RELEASE OF INFORMATION

I, \_\_\_\_\_, have been informed that the Job Market is a consortium of partners including Humboldt Workforce Coalition, the California Departments of Rehabilitation and Employment Development, College of the Redwoods, Humboldt County Department of Health and Human Services, North Coast Small Business Development Center, AARP Foundation, Northern California Indian Development Council and California Human Development. I give permission to these service providers to share oral or written information regarding my employment history, my job readiness, search and placement activities, educational enrollment information related to training funded by one of these agencies, or as necessary to meet other workforce supports I request through The Job Market.

I understand my personal identifying information shall not be subject to public disclosure beyond these partners. This release does not allow sharing any personal health information covered by the Health Insurance Portability and Accountability Act (HIPAA), nor any information not authorized above as covered by the Family Educational Rights and Privacy Act (FERPA) (except as provided by law in California Education Code Sections 76243 and 76244), California Welfare and Institutions Code Sections 5328 and 10850, Title 45 of the Code of Federal Regulations (CFR) Section 205.50(a), California Unemployment Insurance Code (UIC) Sections 1094 and 2111, the Information Practices Act (IPA), California Civil Code Sections 1798 through 1798.78 and the Wagner-Peyser Laws of 20 CFR Part 652 through Part 654.

I further agree to hereby release and hold harmless the Job Market consortium from any and all actions that may be taken by prospective employers regarding information I have shared regarding my work history, previous training, or other employment related information.

I understand that the dates of requested information are: \_\_\_\_\_ to \_\_\_\_\_ and is effective for no more than one year from the date signed. I may cancel this release of information by written notification to Job Market staff at any time, except to the extent that action prior to my cancellation has been taken in reliance upon it.

X

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(Participant Signature)

(Date)



## Grievance and Complaint Procedure

What to do if you believe the Humboldt County Workforce Development Board (HC-WDB), one of its providers of services or any staff person has violated any provision of the Workforce Innovation and Opportunity Act (WIOA), Employment Development Department Directives, or HC-WDB policies.

Individuals wishing to file a complaint regarding an action, policy or treatment that impacts their participation in a HC-WDB program are encouraged to contact either their WIOA Program Operator or case worker to attempt to resolve the complaint informally through the recipient’s own grievance process. HC-WDB shall be given immediate notice of any such complaint filed with the recipient that is being addressed. However, if the informal process does not resolve the complaint, individuals will have the right to file a formal complaint and be heard by the Humboldt Equal Employment Opportunity (EEO) Officer.

Your written complaint must include the following:

- Full name, mailing address, and telephone number of the complainant;
- Full name, mailing address, and telephone number of the respondent;
- A clear and concise statement of the facts and dates describing the alleged violation;
- The provisions of the WIOA, the WIOA regulations, grant or other agreements under the WIOA, believed to have been violated;
- Grievances or complaints against individuals, including staff or participants, shall indicate how those individuals did not comply with the WIOA law, regulation, or contract; and
- The remedy sought by the complainant.

To file a written complainant locally, email to: [jclark@co.humboldt.ca.us](mailto:jclark@co.humboldt.ca.us); fax to 707-445-7285 or mail to:

Humboldt County Human Resources  
Attn: Equal Employment Opportunity Officer  
525 Fifth Street, Room 100  
Eureka, CA 95501

The HC-WDB and its providers of services staff are required to help you with your complaint, if you request assistance. You are entitled to receive a copy of the HC-WDB Grievance and Complaint policy.

The Humboldt EEO Officer will assist with an informal resolution. If an informal resolution cannot be reached, a hearing will be scheduled. Hearings on any grievance or complaint shall be conducted within 30 days of filing of a grievance or complaint. The complainant and the respondent must be notified in writing of the hearing 10 days prior to the date of the hearing.

Not later than 60 days after the filing of the grievance or complaint, the hearing officer shall mail a written decision to both parties by first class mail.

If a complainant does not receive a decision at the Humboldt EEO Officer level within 60 days of the filing of the grievance or complaint, or receives an adverse or unsatisfactory decision, the complainant then has the right to file an appeal with the State.

The complainant may request a State hearing by submitting a written notice of appeal to:

Chief, Compliance Review Division, MIC 22-M  
Employment Development Department  
PO Box 826880  
Sacramento, CA 94280-0001

Any person filing a complaint shall not be subject to restraint, coercion, reprisal, or discrimination by any HC-WDB or recipient staff. Complainants have the right to withdraw their complaints (in writing) at any time prior to the hearing. A complaint can be amended to correct technical deficiencies, but not to add issues.

I hereby certify that I have received and read this information on the HC-WDB Grievance and Complaint policy.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian (if applicant is under 18): \_\_\_\_\_

*WIOA Title I is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*