



***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 (HCWDB) 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:

- Prepare for market and industry growth among a declining workforce.
- Describe current economic inequities as well as defining vulnerable populations.
- Define California's labor underutilization.

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 Humboldt Workforce Coalition 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:**

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

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: AARP Foundation (SCSEP 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 (DHHS ET)
- Temporary Assistance for Needy Families: Department of Health and Human Services, CalWORKs Division

Additional Partners approved by the HCWDB and CLEO:

- Business Services: Cal Poly Humboldt Sponsored Programs Foundation, North Coast Small Business Development Center (NCSBDC)
- Workforce & Community Education: College of the Redwoods (CR)
- Humboldt Trinity Child Support Agency (DCSS)
- 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, 2025 and shall remain in full force and effect until June 30, 2028, 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 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 Humboldt Workforce Coalition, located at 2420 6<sup>th</sup> Street, Eureka, CA, is the primary physical location and access point for residents of Humboldt County. The Humboldt Workforce Coalition 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 HCWDB 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 HCWDB, in writing, 30 days in advance of that intention. In the event that the HCWDB determines that it is necessary for one or more AJCC Partners to cease being a part of this MOU, the HCWDB shall notify the other AJCC Partners and said entity in writing, 30 days in advance of that intention.

**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 colocated 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 HCWDB Executive Committee. The HCWDB Executive Committee shall attempt to resolve the dispute in a mutually satisfactory manner. If the HCWDB Executive Committee is unsuccessful, it may engage the services of a local mediation service to assist. If mediation is unsuccessful, the HCWDB 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 Humboldt Workforce Coalition 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.

#### **Insurance Requirements:**

- A. General Insurance Requirements. Without limiting the parties' indemnification obligations set forth herein, each party shall maintain in full force and effect, at its own expense, any and all

appropriate comprehensive general liability, comprehensive automobile, workers' compensation and professional liability insurance policies.

B. Insurance Notices. Any and all insurance notices required to be given pursuant to the terms and conditions of this MOU shall be sent to the address set forth below in accordance with the notice requirements contained herein.

COUNTY: County of Humboldt  
Attention: Risk Management  
825 Fifth Street, Room 131  
Eureka, California 95501

**[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 this MOU, Attachment A, B, C, D and E.

Dated \_\_\_\_\_, 2025

By: \_\_\_\_\_  
Shelley Nilsen, Chair  
Humboldt County Workforce Development Board

Dated \_\_\_\_\_, 2025

By: \_\_\_\_\_  
Steve Madrone, Chief Local Elected Official  
Humboldt County Board of Supervisors

(SEAL)

ATTEST:

Clerk of the Humboldt County Board  
of Supervisors

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

Dated: November 24, 2025

By:   
Humboldt County Workforce Development Board  
Peggy Murphy, Executive Director

Dated: December 3rd, 2025

By:   
Keith Flamer (Dec 3, 2025 10:43:46 PST)

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

Dated: \_\_\_\_\_, 2025

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

Dated: 11/21/2025, 2025

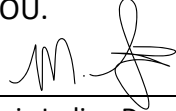
By: Sean Núñez

State of CA Department of Rehabilitation  
Sean Nunez, Regional Director

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).

Recipients of WIOA Sec. 166 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: 12/01/2025, 2025

By:   
Northern California Indian Development Council  
Maddison Flynn, Chief Executive Officer



# Humboldt ASCC MOU

Dated: November 24, 2025

By: Heather Henry  
California Human Development  
Heather Henry, Chief Executive Officer

Dated: \_\_\_\_\_, 2025

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

Dated: 1-28-26, 2025

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

Dated: \_\_\_\_\_, 2025  
5/15/2026

Signed by:  
*Monique Bates*  
By: \_\_\_\_\_  
AARP Foundation  
Monique Bates  
VP of Operations

Dated: December 15th, 2025

DocuSigned by:  
*Kacie Flynn*  
778F1AA3FF8A405...

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

Dated: November 24, 2025

By: *Bennett Hoffmann*

Humboldt-Trinity Child Support Agency  
Bennett Hoffman, Director

Dated: Dec. 9, 2025, 2025

*Coral Sanders*

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

Humboldt County Probation Department  
Coral Sanders, Chief Probation Officer

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

| <b>JOB SEEKER</b>                                                               |                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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 optimal assistance and success of job seeker clients.</li> </ul>                                                                                                                                                       | <ul style="list-style-type: none"> <li>All AJCC operators, partners and associated local services<br/>* Attachment C for the local AJCC referral process</li> </ul>                                                  |
| <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> <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> </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> <li>• EDD – W-PA; and/or HWC</li> <li>• CR; and/or HWC</li> </ul>   |

Attachment A

|                                                  |                                                                                                                                                                                                                                              |                                                                                                                                                             |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                  | <ul style="list-style-type: none"> <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>• 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>                                                                                  |

| <b>EMPLOYER, BUSINESS, AND INDUSTRY</b>               |                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                           |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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 classifications, employment rates and in-demand industry sectors.</li> <li>• Provide answers and materials to employers regarding managing employees and regulations.</li> </ul>                                                                                                  | <ul style="list-style-type: none"> <li>• NCSBDC; EDD – LMID; HWC; and/or WDB</li> <li>• EDD; and/or NCSBDC</li> <li>• NCSBDC; and/or HWC</li> </ul>                                                                                       |

Attachment A

|                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                     |
|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                | <ul style="list-style-type: none"> <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>• HWC; CalWORKs; and/or YPO's</li> <li>• HWC; EDD – W-PA and Veterans; and/or CalWORKs</li> <li>• DOR</li> </ul>                                                             |
| Business Assistance with HR Related Needs                      | <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; NCSBDC; and/or EDD – W-PA and Veterans.</li> <li>• HWC</li> </ul>                                                                  |
| Business Assistance with Layoff Aversion or Events             | <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>                                                                         |
| Training Services for Business Owners and/or Incumbent Workers | <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>• NCSBDC; CR and/or HWC</li> <li>• CR; NCSBDC; 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)  
Cost Share Agreement**

**Process and Development**

Local Area: Humboldt County Workforce Development Board

Date Submitted:

**The term of this agreement**

The Memorandum of Understanding is effective from July 1, 2025, through June 30, 2028.

**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

Humboldt-Trinity Child Support Agency



AJCC Partners Participating in the Career Services Agreement

Humboldt Workforce Coalition

State of California, Employment Development Department

College of the Redwoods

AARP Senior Community Service Employment

Northern California Indian Development Council

California Human Development

County of Humboldt Department of Health and Human Service Employment Training

Humboldt County Probation Department

Humboldt-Trinity Child Support Agency

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 HCWDB Executive Committee. The HCWDB Executive Committee shall attempt to resolve the dispute in a mutually satisfactory manner. If the HCWDB Executive Committee is unsuccessful, it may engage the services of a local mediation service to assist. If mediation is unsuccessful, the HCWDB 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 1, 2026  
May 7, 2027  
May 5, 2028

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, which may be \$0.



## Sharing Infrastructure Costs

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

**X** 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

### Comprehensive AJCC #1

The Humboldt Workforce Coalition  
2420 6<sup>th</sup> St.  
Eureka, CA 95501

### Partners Collocated at this AJCC

Humboldt Workforce Coalition  
Humboldt-Trinity Child Support Agency





### **Infrastructure Cost Allocation Methodology**

Approximately 20,090 square feet of real property shall be of use between co-location partners for the 2420 6<sup>th</sup> St. location. 3,085 square feet shall be of exclusive use for the Humboldt Workforce Coalition while 11,181 square feet is for exclusive use by Humboldt-Trinity Child Support Agency. An additional 3,449 square feet is available for shared use for co-locators which includes restrooms, a conference room, lobby, service counter, interview rooms, public restrooms, and kitchen. Square feet unaccounted in this estimation is for land outside of the building. Rent will be approximated at \$2.06 per square feet with a pro-rated cost of half (\$1.03 per square feet) for shared spaces. The cost of gas, electric, water, and sewage shall not be included in costs as the lessor of the building is responsible for such fees. However, \$50 will be split evenly between both parties for fees associated with waste disposal. The Humboldt Workforce Coalition is responsible for a total cost of \$9,932.57 (\$6,355.10 for exclusive space, \$3,552.47 for shared space, and \$25 for waste disposal). Humboldt-Trinity Child Support Agency is responsible for a total cost of \$31,477.83 (\$27,900.36 for exclusive space, \$3,552.47 for shared space, and \$25 for waste disposal).



## **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 includes “applicable career services” as well as any other shared costs agreed upon by the AJCC partners and Local Board.

While only colocated partners share infrastructure costs, all One-Stop partners must share in career services and may share in 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

WIOA Sec. 166 – 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 is a consolidated budget that includes a line item for applicable career services. Accordingly, 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.

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>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>Section 166</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             | ✓                            | ✓                              | ✓                  | ✓                                   | ✓               | ✓                | ✓                             |
| <b>Individual Career Services</b> | <b>Community Block Grant</b> | <b>Title V Older Americans</b> | <b>Section 166</b> | <b>Migrant Seasonal Farmworkers</b> | <b>Veterans</b> | <b>Trade Act</b> | <b>Unemployment Insurance</b> |
| Comp Assessment                   | ✓                            | ✓                              | ✓                  | ✓                                   | ✓               | ✓                |                               |
| IEP                               | ✓                            | ✓                              | ✓                  | ✓                                   | ✓               | ✓                |                               |
| Career Plan/Counsel               | ✓                            | ✓                              | ✓                  | ✓                                   | ✓               | ✓                |                               |
| Short-Term Prevocational          | ✓                            |                                | ✓                  | ✓                                   |                 |                  |                               |
| Internships/Work Experience       | ✓                            | ✓                              | ✓                  | ✓                                   |                 |                  |                               |
| Out-of-Area Job Search            | ✓                            |                                | ✓                  | ✓                                   |                 | ✓                |                               |
| Financial Literacy                | ✓                            |                                | ✓                  | ✓                                   | ✓               | ✓                |                               |
| IET/ELA                           | ✓                            |                                |                    |                                     |                 |                  |                               |
| Workforce Preparation             | ✓                            | ✓                              | ✓                  | ✓                                   | ✓               | ✓                |                               |



| <b>Required Consolidated Budget for the Delivery of Applicable Career Services</b>                                                                                                                    |                              |                                |                      |                                    |                                |                           |                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------------|----------------------|------------------------------------|--------------------------------|---------------------------|-------------------------------|
| 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. |                              |                                |                      |                                    |                                |                           |                               |
| <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>Section 166</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                       |



| Individual Career Services                                                                                                                         | Title I Adult         | Title I DW              | Title I Youth   | Title II Adult Ed           | Title III Wagner Peyser | Title IV Voc Rehab | CalWORKs TANF          |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------|-----------------|-----------------------------|-------------------------|--------------------|------------------------|
| 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             |
| Individual Career Services                                                                                                                         | Community Block Grant | Title V Older Americans | Native American | Migrant Seasonal Farmworker | Veterans                | Trade Act          | Unemployment Insurance |
| 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                 |

**Methodology used to determine other shared costs**

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.



## 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@co.humboldt.ca.us](mailto:HWC@co.humboldt.ca.us). 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 Humboldt Workforce Coalition 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 Humboldt Workforce Coalition.

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 Humboldt Workforce Coalition 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 Humboldt Workforce Coalition staff at any time, except to the extent that action prior to my cancellation has been taken in reliance upon it.

X

(Participant Signature)

(Date)