

**WORKFORCE INNOVATION AND OPPORTUNITY ACT**

**LOCAL PLAN 2-YEAR MODIFICATION**

**PROGRAM YEARS 2021-2024**

**Local Workforce Development Area:**



**San Benito County**

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## **Executive Summary**

The San Benito County Workforce Development Board (WDB) Local Plan for Program Years 2021-2024 is required to undergo a two-year modification process by the Workforce Innovation and Opportunity Act (WIOA). Accordingly, San Benito County is pleased to present a two-year modified version of our Local Workforce Development Plan for the purpose of being aligned with the State Plan's vision and objectives. This Local Plan 2-year modification process enabled our Workforce Development Programs to focus on updates and modifications based on the changes to our local and regional economic landscape. The California Workforce Development Board under the California Unified Strategic Workforce Development Plan (State Plan) is an overarching state policy document that provides a conceptual outline for Local Boards (San Benito WDB) and their local partners as they jointly develop Regional and Local Plans. The State Plan policy objectives were developed in true collaboration with our WIOA partners (Santa Cruz and Monterey County) under our North Central Coast Regional Partnership.

### **Local Workforce Development Board Mission Statement**

The San Benito County Workforce Development Board's mission is to provide a variety of trainings, services and resources to unemployed, under-employed and dislocated workers which will raise their education and skill levels to ensure their success in the workforce. The mission of San Benito WDB continues in working with local business, so workforce training is geared to support local business needs. Our collaboration activities were centered on the shared vision of creating a comprehensive organizational system that aims to impact poverty, promote income mobility and insert equity as a cornerstone of service delivery.

### **Local and Changing Economic Landscape**

San Benito County is one of the smallest counties in our state with a population of 66,891 (stats of 2021). A review of our local labor market data showed that our median household income is presently at \$95,606 which is relatively high due to an estimated 50% of our overall workforce are employed in technology related jobs in Silicon Valley. Our county unemployment rate is currently at 4.60%, compared to 4.80% in January 2023 and in 2022 the UI rate was 5.50. Our poverty rate is at 9.35%. In addition, there was data from [www.econovue.com](http://www.econovue.com) and [www.dnb.com](http://www.dnb.com) that locally there was an increase of 72 jobs in the past 12 months while showing that there were no job losses. Also, our County is in the process of updating its Comprehensive Economic Development Strategy (CEDS) and recently presented several strategies to promote our local economic landscape, including a future strategy to improve internet access for all businesses and residents. Moreover, many of our local businesses did struggle with the impacts from the COVID 19 pandemic but the majority have been emerging from these challenging conditions into an almost normal business climate. Accordingly, our San Benito County Local Plan is undergoing a 2-year modification based on a recovering economic landscape that is headed towards economic growth, attraction of new businesses while supporting those existing businesses to recover. Much of our local economic recovery is due to having a truly dedicated local business community that strives to better assess the job skills needed to employ unemployed and under-employed individuals with business so there is a successful match. The San Benito County Workforce Development Board's mission is to provide a variety of trainings, services and

resources to unemployed, under-employed and dislocated workers which will raise their education and skill levels to ensure their success in the workforce. The mission of San Benito WDB continues in working with local business, so workforce training is geared to support local business needs.

Due to San Benito County's limited resources, partners come together to serve those in need daily based on a continued commitment to further its organizational history of strong local collaboration with community partners to help and support one another.

The Local Plan provides an action plan for operationalizing the roadmap laid out in the Regional Plan (Regional Plan for San Benito, Santa Cruz, and Monterey County's) and from the input obtained through the community stakeholders' meetings held prior to finalizing the Plan.

## 1. Workforce Innovation and Opportunity Core and Required Partner Coordination

*This section of the Local Plan should address coordination with WIOA core and required program partners identified under WIOA Section 121.*

### A. **How the Local Board and AJCC partners coordinate the services and resources identified in the WIOA Memorandum of Understanding, as outlined in WSD18-12, WIOA Memorandums of Understanding.**

The mission of the San Benito County Workforce Development Board and AJCC partners is to provide a variety of training, services and resources to unemployed, under-employed, dislocated workers and youth, to raise their education and skill levels to ensure their success in the workforce.

The Local Board and AJCC partners coordinate these services through continuous partnership building, joint planning, local plan development, and modification of activities as services and changes are needed and/or required by state and federal partners, and economic influences.

All relevant parties to the WIOA MOU dated May 2016, including San Benito County Workforce Development Board and the America's Job Center of California (AJCC) partners established an agreement concerning the operations of the AJCC delivery system. This agreement established a cooperative working relationship between the parties to define their respective roles and responsibilities in achieving the policy objectives. The policy objectives include fostering demand-driven skills attainment; enabling upward mobility for all Californians; and aligning coordinating and integrating programs and services of the partners. The MOU also serves as the framework for providing services to employers, employees, job seekers and others needing workforce services.

San Benito County in this past two-year period maintained its Partner Membership in accordance with State Strategic Guidelines, however, a new member was added: The Central Coast Center for Individual Living (CCIL) and is formalizing the WDB membership of Gavilan Community College for on-site presence.

The WIOA MOU dated July 2019 (**Appendices Attachment D**), agreed to share in the operating costs of the AJCC system, either through cash or in-kind services. The cost of services, operating cost, and infrastructure costs of the system are funded by all AJCC partners through a separately negotiated cost sharing agreement based on an agreed upon formula or plan.

For purposes of this two-year modification process, San Benito County confirms that there were no amendments or modifications to our 2016 and 2019 WIOA MOUs.

AJCC partners will 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 separately negotiated Cost Sharing Agreement.

Services and resources are coordinated through the America's Job Center co-location of Partners to the MOU's. San Benito County job seekers benefit from the small community orientation by being able to access most services at one location, truly a One-Stop shop.

**B. How the Local Board and AJCC Partners work towards co-enrollment and/or common case management as a service delivery strategy, as outlined in WSD 19-09 Strategic Co-Enrollment- Unified Plan Partners.**

The Local Board and AJCC Partners meet monthly to give an opportunity for partners, both mandated and not, the opportunity to integrate services and ensure common policies and practices are adhered to. The meetings drive discussions of shared funding opportunities and have led to proposals that can enhance the resources of the local workforce system, such as the regional applications awarded for Accelerator Grants, Slingshot, Building & Construction Trades Pre-Apprenticeship, Regional Equity and Recovery Partnership (RERP), and Prison to Employment (P2E).

The San Benito WDB has developed Local Partnership Agreements and referral systems, so applicants are provided the most up-to-date and appropriate services possible. The Local Board has a Local Partnership working relationship with San Benito County Health and Human Services Agency (HHSA), Department of Rehabilitation (DOR), Gavilan College, San Benito County Office of Education, to develop a Blueprint that is designed to jointly identify ways to increase opportunities for individuals with intellectual and developmental disabilities or "ID/DD" to prepare for and engage in competitive integrated employment (CIE). This Agreement is designed to help collaborate and communicate with community partners to eliminate gaps in the transition and adult systems to increase placing students and individuals with ID/DD into CIE and allowing them a wealth of options for individualized (person-centered) employment.

The Local Board has had a long-term partnership with the San Benito Health and Human Services Agency (HHSA) in working towards co-enrollment and common case management to the low-income community including those receiving CalFresh services and those participating in the County's Employment & Training Program (E&T Program). The Local Board prioritizes these clients through a referral process. This has allowed for a seamless common case-management and co-enrollment of the WIOA eligible clients whether they are Adult, Dislocated Workers, or Youth participants.

With the newly formed North Central Coast Region the San Benito WDB is excited to continue working with the newly formed regional planning unit in the development of co-enrollment across the region, with their partners from Santa Cruz and Monterey counties. An important recent activity was to jointly submit regional applications to the State WDB to serve prisoners through a Prison-To-Employment awarded grant. The SB1 pre-apprenticeship construction careers program is an example of this and prioritizes partnerships that link local building and construction trades councils with our boards, local community colleges, and community-based organizations. In addition, the Regional Equity and Recovery Partnership grant received will strengthen our partnerships with the regional community colleges and the services provided to job seekers and employers. These new program offers structured pathways, with core curriculum and critical supportive services, which may lead to state-certified apprenticeships leading to living wage jobs and careers.

**C. How the Local Board and AJCC partners will facilitate access to services provided through the one-stop delivery system, including in remote areas, using technology and other means.**

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 San Benito County AJCC Partner agrees to:

- 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 records of the AJCC customers or partners (e.g., applications, 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 information needs, as appropriate.
- Understand that system security provisions shall be agreed upon by all partners.

- With the closure of the AJCC due to COVID-19, services are also offered via phone, video conferencing and online appointments, or by mail.
- The Local Board and AJCC partners work together to provide News and events through The WDB Facebook page, through Instagram and regular updated links to partner activities on The SBC WDB website.
- San Benito County is planning to use federal or state funding to install broadband internet for purposes of improving remote access. This is a specific strategy in our CEDS economic plan.

**D. How the Local Board and AJCC partners coordinate workforce and education activities with the provision of appropriate supportive services.**

San Benito WDB has established the Priority of Service Policy to ensure that low-income individuals are given priority to receive workforce services if funding is available. The policy gives priority to those receiving public assistance such as CalFresh participants for eligible Adults, Dislocated Workers, and Youth.

Eligible participants receive transportation assistance at the AJCC and through the local

Community Action Agency. All WIOA participants may receive supportive services including transportation, childcare, needs based payments and other services needed so they can be placed into a position of success at reaching their employment and training goals. For those participants needing additional supportive services, through the local Community Action Agency, they may be able to receive Rental Assistance, PG&E/Energy/Utility Assistance, Housing Assistance, free tax preparation services, hotel vouchers and other services the Agency may be able to provide.

**E. How the Local Board and AJCC partners will comply with WIOA Section 188 and applicable provisions of the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, as outlined in WSD17-01.**

Given that the San Benito County Workforce Development Board sees access to services for individuals with disabilities as a primary function of our work, we have ensured that physical structures are compliant for individuals with disabilities to have access to all services, as well as ensure that ADA requirements on accommodations for employees and customers alike are adhered to.

As part of the monthly meetings of the Local Board and AJCC partners, the discussion also focuses around accessibility on a regular basis.

We have an assigned Equal Opportunity compliance officer with the Agency to assist with any type of ADA issues. Each year, the Agency is required to complete the self-assessment Methods of Administration (MOA) consisting of the biennial Physical and Program Access (PPA) Self-Assessment and Checklist. Additionally, we are required to have the AJCC ADA compliant via completion of the biennial Compliance Monitoring Checklist. We have had no issues with the State regarding ADA compliance.

Partners from all agencies are invited to participate in the monthly meetings of the Local Board and AJCC partners to ensure “no one is left behind”. This includes our LGBTQ Resource Center in San Benito and the Trevor Project, where youth in crisis reach out in times of trouble and stress.

## **2. State Strategic Partner Coordination**

*This section of the Local Plan addresses coordination with the partnerships established in WSD18-01, Regional and Local Plans PY 17-21- Two Year Modifications.*

### **A. How the Local Board will coordinate with County Health and Human Services Agencies and other local partners who serve individuals who access Cal Fresh Employment and Training services.**

The Local Board has had a long-term partnership with the San Benito County Health and Human Services Agency (HHSA) for the integration and collaboration of services to the low-income community including those receiving CalFresh services. The Workforce Development Board falls under the County governance structure whereby appointments to the WDB Board are made by our County elected officials. Our WDB is a board of Community Services & Workforce Development, a division of HHSA which is why the WDB has a true partnership with HHSA. Over the years HHSA has had a seat on the Local Board and has been an active participant and contributes significantly to advocacy of its for welfare-to-work programs.

There are monthly Partner Meetings held (prior to COVID-19), now being held via Zoom where the Local Board and partners work together to support individuals accessing Cal Fresh Employment and Training services. San Benito County is, however, presently moving forward to a post COVID-19 period whereby in person meetings will resume.

The County Health and Human Services Agency partners with CalWORKS and CalFresh for referrals. There is an ESE Integrated case worker who provides assessments for eligibility, so CalWORKS participants are work ready and can be placed into jobs for up to one year. The County Health and Human Services Agency Partner also participates in the local farmers market to issue food tokens and provide outreach services to CalFresh participants. There is a Housing Support Program that the Agency partners as well to provide homeless families with rental assistance for a period of 12 months.

All the partners work collectively to support the needs of the individuals from the CalFresh caseload to effectively support individuals needs to develop tools toward self-sufficiency.



**B. How the Local Board coordinates with Local Child Support Agencies and other local partners who serve individuals who are non-custodial parents.**

Since the new State partnership between the California Workforce Development Board and the California Department of Child Support Services to serve non-custodial parents (NCP), San Benito County WDB and Child Support Services have worked together to improve connectivity of workforce services with CSS staff and clients. This partnership creates a unique opportunity to strategically help and support this population with workforce services which individuals may not be familiar or which they may have avoided due to misconceptions and the lack of knowledge. In 2022, the Department of Child Support Services moved their offices next to the America's Job Center which directly benefits our common clients, improves communication and improves our partnership.

The Local Board has partnered with the Community Action Board (CAB) to adopt agency policy with the Local Child Support Agency to discuss common clients and how best to support their needs. Ongoing meetings take place between the WDB and the Child Support office as both continue to provide meaningful services to this population. The referral process has been refined since the last local plan so participants can access WIOA more readily.

Non-custodial parents (NCP) with child support orders have a diverse array of needs that impede their likelihood of success including past arrears, lack of education, English Language Learners, unemployed, poverty, justice involved, etc. The WIOA partners at the AJCC continue to support and serve NCP with workforce services. When the updated referral form is received at the AJCC, staff schedule an appointment for an orientation (via online until the AJCC opened March 10, 2021- as this Plan was being developed), and for an assessment. The Local Board and AJCC work diligently to identify resources to meet the client needs. Referrals are made dependent on the need of the individual to the AJCC Partners or community partners.

A top priority for our Local WDB and its partners is to have participants transition to viable employment and career opportunities to facilitate successful labor market outcomes, so the participants progress to livable wage jobs and careers. There must be strategic efforts to break the cycle of poverty among non-custodial parents and among the general population. When participants enroll in training, staff assists them to explore labor market information to better assess their career goals. High demand career pathways in high wage jobs are always an equation to the service delivery strategy of all participants. Staff and Partners are available from the beginning to the end of the participants cycle and will provide case management and follow-up services to ensure success. The focus of industry occupations trainings will be in alignment with the local and regional sectors including Health Care, Construction, Information Technology, Manufacturing and Hospitality.

**C. How the Local Board coordinates with Local Partnership agreement partners established in alignment with the Competitive Integrated Employment Blueprint, and other local partners who serve individuals with developmental and intellectual disabilities.**

The Local Board has had a long-term partnership with the Department of Rehabilitation (DOR) for more than 20 years, where they recognize the value of DOR to provide workforce services to individuals with ID and DD. DOR is an on-site partner that provides services on a fixed schedule. The Partners have formed a Local Partnership Agreement between Local Education Agencies, Department of Rehabilitation, a Blueprint that is designed to identify ways to increase opportunities for individuals with intellectual and developmental disabilities or “ID/DD” to prepare for and engage in competitive integrated employment (CIE).

This partnership meets monthly, which has been formed as a business advisory committee where DOR, HOPE, Gavilan Community College, EDD staff, Community Action Agency staff, Local Board staff and other entities serving individuals with disabilities meet to collaborate on best practices in serving those individuals where a collaborative using the Competitive Integrated Employment Blueprint can grow and prosper.

**D. How the Local Board coordinates with community-based organizations and other local partners who serve individuals who are English language learners, foreign born, and/or refugees. (Insert update on Spanish Language Radio)**

The Local board has established an efficient system with community-based organizations and other local partners who serve all populations including individuals who are English language learners, foreign born, and/or refugees. During the last two years, the Local Board in collaboration with the Community Services Block Grant (CSBG) under the Community Action Agency have adopted an Agency Policy to provide services that enhance and/or differ from those offered by other providers, i.e., bundled services. Local agencies can refer their clients ELL, foreign born and/or refugees in need of workforce services by providing the WDB with the referral form, by contacting staff, by visiting the office or by email. In addition, all partners are invited and participate to the monthly partner meetings. This has been a valuable partnership and has facilitated the referral and communication process.

**E. How the Local Board coordinates with community-based organizations and other local partners who serve individuals who are English language learners, foreign born, and/or refugees. (Insert update on Spanish Language Radio)**

The Local board has established an efficient system with community-based organizations and other local partners who serve all populations including individuals who are English language learners, foreign born, and/or refugees. During the last two years, the Local Board in collaboration with the Community Services Block Grant (CSBG) under the Community Action Agency have adopted an Agency Policy to provide services that enhance and/or differ from those offered by other providers, i.e., bundled services. Local agencies can

refer their clients in need of workforce services by providing the WDB with the referral form, by contacting staff, by visiting the office or by email. In addition, all partners are invited and participate to the monthly partner meetings. This has been a valuable partnership and has facilitated the referral and communication process.

All services provided with the CSBG funding are delivered by San Benito County Community Services & Workforce Development (CSWD) staff via direct services. Clients either walk-in, phone or are referred by partner agencies for services. Clients are provided an application either on-site or via mailing. As individuals apply for services at the AJCC, or online via AJCC, they meet with the Vocational Assistant who provides an overview of the menu of services that are offered by partner programs. Once participants go through the eligibility process, they are enrolled in their program of choice including vocational training, work experience or on-the-job training to prepare them in high demand and high paying jobs and careers. With co-location of staffing, services are provided in a seamless manner based on client needs.

By partnering with the Community Action Agency, clients may receive assistance with their utility payments (LIHEAP), rental assistance, transportation tokens, Volunteer Income Tax Assistance (VITA), Recreational/Enrichment Scholarships for children and youth, Food Vouchers, Housing Assistance for the homeless, hotel vouchers, and In-Home Support Services through Provider care takers. This partnership has resulted in a more comprehensive services delivery to local customers at the America's Job Center.

The Local Board also offers outreach services to English Language Learners (ELL), foreign born, refugees, and the Migrant Center. With COVID-19, in-person contact has been scarce during the first two years of the Pandemic, however, the WDB has reopened its doors to the public as of March 2021. Staff continues to provide outreach through social media, directly to all our partners, public service announcements, newspaper, flyers, etc.

In addition to outreach activities, many of the activities in the AJCC are designed with the language needs of the San Benito County community in mind. Examples include, but are not limited to:

- Translation services are provided to limited English individuals,
- Most staff are bilingual in Spanish, and are given additional compensation when they are certified bilingual,
- All documents, including Flyers of Notices, are printed in both Spanish and English.

### **3. WIOA Title I Coordination**

*This section of the Local Plan describes strategies for staff preparation, training, and ongoing professional development to effectively respond to participant needs. This section of the Plan should also address the services, activities, and administration requirements established for Local Boards under WIOA Title I.*

#### **A. Training and/or professional development that will be provided to frontline staff to**

**gain and expand proficiency in digital fluency and distance learning.**

Through the Regional Planning Unit, it is proposed that frontline staff be offered Performance Training because the decisions made by everyone in the WIOA system affect performance measures—from managers to providers to frontline workers, MIS specialists, WDBs and WIOA partners. Building on an understanding of the common measures, participants of the training will learn more about the importance of collecting and using information to inform decisions in four key areas that affect performance during a customer's involvement in WIOA – intake and registration, participation and exits.

Staff will also have an opportunity to expand their Business Services and Employer Engagement Toolkit through review of existing business/employers' services. Staff may also receive training through a workforce project to assist with the placement of dislocated participants into employment using On-The-Job Training and customized Training funds, where they will refine their employer outreach skills.

**B. Training and/or professional development that will be provided to frontline staff to ensure cultural competencies and an understanding of the experiences of trauma-exposed populations.**

San Benito WDB has an on-line training program, Relias, which prompts all staff of their annual training requirements with deadlines to take courses, to ensure staff gain and expand proficiency in digital fluency and distance learning.

San Benito WDB works with AJCC partners to ensure all frontline staff receive professional development in cultural competencies annually as per guidelines of Community Services Development agency. In addition, the staff training will also include the important topics of cultural competency and racial equity AND reduction of racial disparities in service delivery.

Through the Regional Planning Unit, front line staff will receive an introductory course to the concepts of equity diversity and inclusion. How equity is defined and practiced in the workplace and daily life.

**C. How the Local Board will coordinate workforce investment activities carried out in the Local Area with statewide rapid response activities, as outlined in WSD16-04, Rapid Response and Layoff Aversion Activities.**

It is the policy of the San Benito County Workforce Development Board (WDB) to provide Rapid Response Services to all employers and impacted employees located within the jurisdiction. Whenever possible, these services are provided utilizing the full resources of the WDB, the AJCC and the local community, including cooperative efforts with adjacent WD Boards in and outside our region. The Rapid Response Team comprised of WDB staff member and EDD staff member take the lead in coordinating Rapid Response to local employers.

The San Benito County WDB maintains a Rapid Response Unit. This Unit provides services to all employers and impacted employees located within the jurisdiction. If a

business is closing, the WDB coordinates with the business owner and employees to provide Rapid Response and Dislocated Worker services. Unemployment insurance information benefits, Wagner-Peyser and Trade Adjustment Act services are all coordinated with EDD. We coordinate Rapid Response activities through strong partnerships with EDD Wagner-Peyser program and other agencies. Based on the employees impacted, the WDB coordinates all Rapid Response activities with organized Labor and Trade Adjustment Act, as appropriate.

The San Benito County WDB staff always make information and resources available to Client and their employees. During the pandemic, the WDB staff has met with clients through social distancing protocols. When any Layoff Notification is received, the in-house Business Services Team immediately reaches out to business that is impacted. The AJCC/EDD team share tools to Layoff Aversion and resources for both employer and employees through email and Zoom meetings. The jurisdictions reopened the AJCC on March 10, 2021 and can now meet with customers in-person.

Recently, our local Hazel Hawkins Hospital announced that due to cash flow limitations, it was considering several options, including closure of its main facility and related clinical service locations. In addition, layoffs were announced and W.A.R.N. notices were released to Hospital employees. Our Rapid Response Unit staffed by Lizz Turner, Business Special/Rapid Response Coordinator, has been monitoring these activities in terms of implementing rapid response services.

The San Benito County WDB Rapid Response Unit participates in the statewide rapid response meetings and activities to ensure updated information and materials are available to the employers and employees in the local jurisdiction.

- D. A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the Local Area, including how the Local Board will ensure that priority for adult career and training services will be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient, as outlined in WSD15-14, WIOA Adult Program priority.**

San Benito County WDB mission is to provide a variety of trainings, services and resources to unemployed, under-employed and dislocated workers which will raise their education and skill levels to ensure their success in the workforce. The reason we do this is to see our vision of getting individuals trained, skilled and become a relevant workforce that meets the needs of employers and that it increases the quality of life in our community.

The San Benito County One-Stop Career Center provides many services designed to help workers in any phase of their job search. Basic employment services are offered free of charge and include information about job openings and filing for unemployment benefits, job search workshops, resume information and assistance.

Specialized employment services offered to Adult and Dislocated Workers include:

--On the Job Training (OJT): OJT is a training by an employer that is provided to a paid participant while engaged in productive work. OJT provides knowledge or skills essential to the full and adequate performance of the job. Reimbursement to the employer of up to a maximum of 50% of the wage rate is provided to offset the extraordinary costs of the provision of the training and additional supervision required during the training. OJT agreements are limited of 600 hours in duration as appropriate to the occupation for which the participant is being trained, considering the content of the training, the prior work experience of the participant, and the individual service strategy of the participant.

-- Work Experience: Work Experience is a planned, structured learning experience that takes place in a workplace for a limited period. The Work Experience Program is an Individualized Service available to Youth, unemployed Adults, and Dislocated Workers. Anyone referred or recruited to the program will go through the eligibility process. Those enrolled will complete the Individual Employment Plan which identifies Work Experience as part of the sequential process to assist in reaching their employment goal. This program is time limited to 600 hours. The County maintains as the employer of record during the training period.

-- Individual Training Account (ITA): Scholarship may be awarded to eligible Adults, Dislocated Workers, and Out-of-School Youth for up to 1 year of training and \$5,000 for certified courses published in the Statewide Eligible Training Provider List (ETPL). This amount includes monies for tuition, books, fees, support services and required training supplies necessary to complete the program.

San Benito County WDB has a long history of working with the Health and Human Services Agency which oversees recipients of public assistance, and other low-income individuals who are basic skills deficient, as outlines in WIOA Adult Program Priority of Service. Given the WDB is housed with the HHSA and accepts referrals from the E&T Program on behalf of the HHSA, these participants always receive priority of service.

**E. A description and assessment of the type and availability of youth workforce investment activities in the Local Area, as outlined in WSD17-07, WIOA Youth Program Requirements, including any strategies the Local Board has about how to increase the digital literacy and fluency of youth participants, including youth with disabilities.**

The San Benito County Workforce Development Board is committed to shaping today's youth into a productive and skilled workforce of tomorrow. The County offers a variety of programs and services that are especially designed for youth or may be of interest to youth.

Our programs prepare youth for postsecondary educational opportunities or employment linking academic and occupational learning together. Programs include tutoring, study skills training, and instruction leading to completion of secondary school (including dropout prevention), alternative school services, mentoring by appropriate adults, paid and unpaid work experience (such as internships and job shadowing), occupational skills training, leadership development, and appropriate supportive services. Youth participants will also receive guidance and counseling and follow-up services.

At the last Workforce Development Board Retreat held in March 2020, one of the primary goals of the Board were as to establish training programs that create employable youth for the future workforce. The Board identified the following strategies to do this in alignment with the Youth Committee:

--On the Job Training (OJT): OJT is a training by an employer that is provided to a paid participant while engaged in productive work. OJT provides knowledge or skills essential to the full and adequate performance of the job. Reimbursement to the employer of up to a maximum of 50% of the wage rate is provided to offset the extraordinary costs of the provision of the training and additional supervision required during the training. OJT agreements are limited of 600 hours in duration as appropriate to the occupation for which the participant is being trained, considering the content of the training, the prior work experience of the participant, and the individual service strategy of the participant. The WDB recently applied to the State for the OJT waiver allowing the reimbursement of up to 90% for trainings costs.

-- Work Experience: Work Experience is a planned, structured learning experience that takes place in a workplace for a limited period. The Work Experience Program is an Individualized Service available to Youth, unemployed Adults, and Dislocated Workers. Anyone referred or recruited to the program will go through the eligibility process. Those enrolled will complete the Individual Employment Plan which identifies Work Experience as part of the sequential process to assist in reaching their employment goal. This program is time limited to 600 hours. The County maintains as the employer of record during the training period.

-- Individual Training Account (ITA): Vocational Trainings are offered in the form of Scholarships to eligible Adults, Dislocated Workers, and Out-of-School Youth for up to 1 year of training and \$5,000 for certified courses published in the Statewide Eligible Training Provider List (ETPL). This amount includes monies for tuition, books, fees, support services and required training supplies necessary to complete the program.

--Outreach to youth in colleges & high schools: The San Benito County WDB is in constant contact with the schools and colleges in our area. The Chamber and High Schools hold "Rock the Mock" Interviews to prepare youth for jobs of the future. The WDB has participated not only in outreach from schools to youth, but to youth directly through the utilization of Youth Customer Focus Groups, in cooperation with other workforce board partners in the region. These focus groups give feedback to the boards to determine the best strategies both for outreach and outcomes to ensure success for program participants in achieving their educational and employment goals. Additionally, the WDB has partnered with the local continuation School, San Andreas High School, to expose the students with

job readiness training. The WDB offers a Basic Skills training (2-week workshops) that includes interview, dress, work ethics, adulting (home economics), how to apply principles, how to 1) answer phones, 2) put people on hold, 3) check if they've been assisted, etc.

--San Benito County America's Job Center of California in partnership with the San Benito High School District Career Technical Education Department seeks funds from the Community Foundation for Youth and Education purposes to provide a temporary summer work employment training for five weeks for five youth that are referred by the San Benito High School District Community Technical Education. The youth enrolled in the summer work experience program build their job skills, receive career counseling, job search assistance, mentoring services, resume building assistance and much more. This program will be implemented once covid restrictions are removed.

The objective is to create employable youth enrolled in San Benito High School District Career Technical Education Department courses to gain real life work experience skills during the summer months. This will allow exposure for the young individuals to gain employment opportunities. The young individuals receive employment readiness skills, work ethics, customer service and real-life skills during the time of placement in a local community organization. This is a perfect opportunity to initiate a relationship with the San Benito High School District Career Technical Education Department and community businesses.

Through career technical education collaboration with the High School Academic Focus Times, and the San Andreas Continuation School, the Local Board and Community Action Agency have a vision of developing vocational training in culinary arts for those qualifying students.

The Local Board offers Customer Satisfaction Surveys to all youth, adult, dislocated workers to learn from the customer how services are being received, and how they may improve.

- F. The entity responsible for the disbursement of grant funds as determined by the Chief Elected Official (CEO) or the Governor, and the competitive process that will be used to award the sub-grants and contracts for WIOA Title I activities.**

The County of San Benito Community Services & Workforce Development (CSWD) is the recipient of all grant funds. If services are procured, the WDB will act on behalf of the CSWD and follow procurement guidelines of San Benito County. The County Board of Supervisors will then ratify the board's action from which the County will be authorized to disburse the funds and staff will monitor the progress.

- G. Describe how the Local Board fulfills the duties of the AJCC Operator and/or the Career Services Provider as outlined in WSD19-13, Selection of AJCC Operators and Career Services Providers. Include the name(s) and role(s) of all entities the Local Board contracts with.**

The San Benito County Workforce Development Board under the CSWD continues as the operator of services.



Our last Youth RFQ was a failed one. We anticipate releasing another RFP soon within the next 2-3 months. The San Benito County WDB AJCC Operator is:

- Racy Ming, Consultant  
1111 San Felipe Road, Suite 107, Hollister, CA 95023

#### 4. San Benito WDB Sector Strategies Align with Plan

Additionally, the San Benito Workforce Development Board Local Plan 2021-2024 aligns with the San Benito County Workforce Development Board Strategic Plan. The programs and trainings identified throughout the 2021-2024 Local Plan follow the sectors identified by the SB WDB in Health, Manufacturing, Construction, Agriculture, Retail, Hospitality and Information Technology (IT). Additionally, the goals of the WDB Strategic Plan follows the Local Plan to set a roadmap for success in the following areas:

**Strategic Goal #1: Creating a road map for success to integrate the goal of full body scan relating to workforce services in our community and creating a road map for success.**

**Strategic Goal #2: Integrate Better Business Services with local employers to offer services and training resources.**

**Strategic Goal #3: Establish Training Programs that create employable Youth for the future workforce.**

**Strategic Goal #4: Create Funding Opportunities to enhance and expand workforce services in our community.**

**Strategic Goal #5: Establish Ad-hoc Committees to achieve Goals 1-4**

#### 5. Attachments via Link

- [San Benito WD Power Point Agenda for 2-7-22 Stakeholder Session](#)
- [San Benito WD Notes for 2-7-22 Stakeholder Session](#)
- [MOU Phase I Updated 10-17-22 and MOU Phase II Updated 11-9-22.](#)
- Public Comments received that disagree with the Local Plan
- Signature Page

##### a. Stakeholder and Community Engagement

Stakeholder meetings held via ZOOM due to Covid-19 'gatherings' restrictions.

Local Plan Stakeholder meetings scheduled February 7, 2023 from 3pm to 4:30 pm via ZOOM.

Regional Plan Stakeholder meeting

### Stakeholder and Community Engagement Summary

Development of comprehensive plans entails building broad and inclusive partnerships with regional and local entities in a variety of sectors. This includes engaging with employers, labor organizations, and community-based organizations as well as WIOA core, required, and strategic program partners. This will ensure the inclusion of person-centered approaches to addressing multifaceted barriers to employment by utilizing input from the communities themselves.

Stakeholders participating in the planning processes should include, but are not limited to, employers, labor organizations, education partners, human services and housing partners as well as community-based organizations that provide services to target populations such as the following: justice-involved, English language learners, refugees, immigrants, youth, older adults, veterans, people with disabilities, and any other entities supporting historically unserved or underserved communities.

Using the template below, Regional Planning Units and Local Workforce Development Boards should provide a detailed description of how meaningful stakeholder involvement and community engagement was achieved when developing the Regional and Local Plans. This summary should be included as an attachment to both the Regional and Local Plans.

Public Comment Received from Stakeholder Meetings:

Mode of Outreach	Target of Outreach	Summary of Attendance	Comments
ZOOM Meetings:	Community Partners, Employers, Labor Organizations, Business Community and Job Seekers	See Notes Attached	Flyers distributed in English and Spanish to community partners
Email Blasts to Partners And local Organizations	Child Support Services Health & Human Services Community College School District		Fliers Distribution (English/Spanish)
			•
			•

**No Public Comments received that disagreed with the Local WD Plan 2-year Modification.**



COMMUNITY SERVICES & WORKFORCE DEVELOPMENT  
1111 SAN FELIPE ROAD, SUITE 107 • HOLLISTER, CA 95023  
(831) 637-9293 • FAX (831) 637-0996

San Benito County Workforce Development Board  
Full WDB Meeting  
1111 San Felipe Road, Suite 107 - Hollister, CA 95023  
January 10, 2023 @ 3:00 P.M.

AGENDA

NOTICE OF TEMPORARY PROCEDURES FOR THE WORKFORCE DEVELOPMENT BOARD

Pursuant to California Governor Gavin Newsom’s Executive Order N-29-20 issued on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic. Additionally, members of the WDB Board are allowed to attend the meeting via teleconference and to participate in the meeting to the same extent as if they were present. The meetings are open to the public, under the following conditions: All Attendees may attend the Board meeting in person and follow the State guidelines. If an attendee is not fully vaccinated it is highly recommended that an attendee wears a face covering or face shield. All attendees must comply with any other rules of procedures/instructions announced by the WDB Board and/or County Staff.

Join via Zoom

<https://us06web.zoom.us/j/84611179507?pwd=d3AyU0tHVEUzN1gwMkF3bnBLTmdUUT09>

Meeting ID: 846 1117 9507 - Passcode: 007833

By Mobile: +16699006833,,84611179507#,,,,\*007833# US (San Jose)  
+14086380968,,84611179507#,,,,\*007833# US (San Jose)

Join in Person: America’s Job Center: 1111 San Felipe Rd, Ste. 107, Hollister, CA 95023

I. **Welcome, Introductions & Roll Call:** Roll will be taken to determine excused absences for attendance requirements.

Quorum Met: Yes <input type="checkbox"/> No <input type="checkbox"/> U=Unexcused							
Representing the Private Sector (PR)			Representing the Public				
<input type="checkbox"/>	Bianchi, Richard, <i>Chair/</i>	<input type="checkbox"/>	Para, Karen, <i>Secretary</i> Lizz Turner (Alt)	<input type="checkbox"/>	Bobsin, Kendra, <i>Treasurer</i> Nancy Barocio (Alt)	<input type="checkbox"/>	Leonor, Nelson James Dion (Alt)
<input type="checkbox"/>	Frowein, Chuck, <i>Vice Chair/</i> Joanne Kim (Alt)	<input type="checkbox"/>	Sanchez-Turner, Lizz/Karen Para (Alt)	<input type="checkbox"/>	Sweeney, Susan Annette Gutierrez (Alt)	<input type="checkbox"/>	Reese, Scott Frank Austin (Alt)
<input type="checkbox"/>	Fernandez, Rosa Patricia Fernandez (Alt)	<input type="checkbox"/>	Giancola, Shelley Susan Slater (Alt)	<input type="checkbox"/>	Rosa, Omar JenniferDias (Alt)	<input type="checkbox"/>	Rubalcava, Lupe
<input type="checkbox"/>	Guevara, Irene Rencee Nations (Alt)	<input type="checkbox"/>	Winkler, Nick Gabe Ramirez (Alt)	<input type="checkbox"/>		<input type="checkbox"/>	

II. **GENERAL INFORMATION:**

A. **Public Comment Period:** Select the “Participants Tab” and click “Raise Hand” icon, the zoom facilitator will unmute you when your turn arrives. Guests may introduce themselves and request to comment on any non-agenda items. Time is limited to three (3) minutes per guest unless the



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board determines that more time is needed.

- B. **Guest Speaker:** Nelson Leonor, EDD Manager will give a presentation on Unemployment Insurance Work Sharing Program.

III. **CONSENT AGENDA:** Items as a whole may be voted on. For any item the board wishes to discuss further, the board may request it to be pulled and placed in the Discussion/Action Items.

- A. **Fiscal Report:** The WIOA expenditure report through November 2022 is enclosed for board information.
- B. **Layoff Aversion Services/Rapid Response Report/Business Services Report:** Receive the report for November & December 2022. (Enclosed)
- C. **Labor Market/Unemployment and Economic Summary:** Receive the California Unemployment Report for December 2022. (Enclosed)
- D. **Information Notices & Directives:** Receive most recent Workforce Services Directives [WSD22-06-WSD22-07](#), Information Notices [WSIN22-18-WSIN22-24](#), and WIOA Waivers (Enclosed).
- E. **Meeting Minutes:**
1. **Full WDB:** The October 11, 2022, full WDB meeting minutes are enclosed for board review and approval. *Action Required.*
  2. **Executive Committee:** Receive November 8, 2022, Ex Committee meeting minutes enclosed for board review information.

IV. **REGULAR AGENDA/ACTION ITEMS:**

- A. **Resolution for Remote Meetings:** The enclosed AB361 requires that a resolution be adopted every month to continue to allow teleconferenced meetings. Board members to discuss whether future meeting will continue via hybrid. *Action Required*
- B. **Policy & Procedure - Work Experience Policy (WEP):** Enclosed is the WEP policy for the board's consideration to increase the hourly rate to \$16.50 an hour. *Action Required.*
- C. **Board Membership:** Any applications received will be reviewed for appointment to the board. The current vacancies are: (1) Private Sector Representatives: (1) Small Business and Public Sector Representatives: (1) Labor Organizations; (1) Department of Rehabilitation.
1. **Hope Services:** Kristi Alarid recommended Sara Grignon to fill this vacancy for the Public Sector. Staff has followed up with Ms. Grignon and will provide an update.
- D. **WDB PY 21-24 Regional & Local Plan Update:** Receive an update on the Regional and Local Workforce Development Plan two-year modification that is due to the state on March 31, 2023. Enclosed is the State Directive.
- E. **Grant Updates:** Receive report from staff of the Prison to Employment (P2E) award in the amount of \$306,465.42 (enclosed) and the Regional Equity and Recovery Partnership (RERP) Grant received in the amount of \$1,150,000.
- F. **WIOA Waivers:** On the direction of the board, staff submitted the OJT [Waiver of WIOA Section 134\(c\)\(3\)\(H\)\(i\)](#) request to the State. Staff will provide an update.
- G. **Committee Updates:** Committee List for FY 22/23 is enclosed.
1. **Audit Committee:** Receive the Fiscal Monitoring Report with no findings. (enclosed)
  2. **Executive Committee:** Committee members will need to schedule a meeting to discuss next year's retreat and the strategic goals.

3. **Business Services Committee (BSC)**: Committee members will need to schedule a meeting to discuss strategic goals.
4. **Youth Committee**: The next WDB Youth Committee meeting is scheduled for February 14, 2023 at 4pm following the Executive Committee meeting.
5. **Membership Committee**: Committee members will provide an update on recent recruitment efforts.

V. **ADDITIONAL INFORMATION:**

- A. **2023 Workforce Development Board meetings**: Enclosed is the meeting calendar for 2023.
- B. **2023 CWA Conferences**: Enclosed is the Save the Dates calendar for future conferences.
- C. **CWA Youth Symposium 2023**: Board Members, Scott Reese and Irene Guevara and Staff, Juanita Leanos will attend the 2023 Youth Symposium Virtual Conference from Jan. 24-26, 2023.
- D. **Homeless Hiring Tax Credit (HHTC)**: Receive the Fact Sheet on the tax credit program for years beginning annuary 1, 2022 through December 31, 2026. (Enclosed)
- E. **Comprehensive Community Economic Resilience Fund (CERF)**: Staff many provide an update on UPLIFT Central Coast Coalition securing a \$5 million planning grant for six-county region of SBC, Santa Cruz, Monterey, San Luis Obispo, Santa Barbara and Ventura.
- F. **#California for All Youth Job Corps**: Receive the Fact Sheet on this program to help underserved youth find employment. (Enclosed)
- G. **Youth Apprenticeship Program**: Enclosed is the Fact Sheet on the Senate Bill that will help create the California Youth Apprenticeship Program to complement and expand the number of registered apprenticeships programs serving youth ages 16-24.
- H. **Board Roster**: The updated WDB roster is enclosed.

VI. **ADJOURNMENT:**

Executive Committee next meeting is scheduled for February 14, 2023, at 3 PM.



# SAN BENITO COUNTY WORKFORCE DEVELOPMENT BOARD

## Community Input SESSION

Via Zoom- [https://montereycty.zoom.us/j/96696213390?](https://montereycty.zoom.us/j/96696213390?pwd=cFpwN3lNQ0grb2RGN0E1NUFrOEtrUT09)  
pwd=cFpwN3lNQ0grb2RGN0E1NUFrOEtrUT09 Meeting ID: 966 9621 3390 Password: 591266

FEBRUARY 7, 2023

3:00 – 4:30 P.M.

FACILITATED BY: ENRIQUE ARREOLA AND RUBY SOTO





## AGENDA for San Benito County WDB Community Input Session

### Why am I here?

### Purpose of WDB Community Input Session

### Local Plan Biennial Modification Highlights

- Collaboration with Local Partners to the Workforce Innovation and Opportunity Act
- Braiding resources and coordinating service delivery with CalFresh
- Partnership with Child Support Services
- Partnership to increase Competitive Integrated Employment
- Provisions of services to English Language Learners, foreign born, Refugees, LGBT





# WHY AM I HERE?

Partnerships are the building blocks of the Workforce Innovation and Opportunity Act

Support within the community supports the job seekers and businesses striving to survive during this unprecedented time

Communication and collaboration are key to supporting our communities needs



# Regional and Local plans

**Regional Plans** provide the analysis of current employment and unemployment data of the region (San Benito, Santa Cruz, Monterey)

Provide analysis of current educational and skill levels of the workforce

Provide analysis of industries occupations with emerging demand

Analysis of impacts on the regional economy due to the events of 2020 (natural disasters – fires), amplified movement for racial justice, Covid-19 pandemic)

*(Regional Plan Zoom meeting this Wednesday, March 17, 2021 from 10:00-12:00 pm)*



# Regional and local plans cont'd

**Local Plans** demonstrate operational alignment with the strategic objectives of the Regional Plan

Drive coordination with local partners

Highlight key service delivery strategies

Partnerships established under the previous Local and Regional Planning and Modification processes

- How the local board is coordinating with Health and Human Services Agencies
- How the local board is coordinating with Child Support Agency
- How the local board is coordinating with Competitive Integrated Employment DOR
- How the local board is coordinating with Community Based Organizations



## How San Benito County WDB is Coordinating With Our Partners

Who are our partners?

- Adult Ed; Wagner-Peyser; Voc Rehab; Carl Perkins Career Tech; Older Americans Act; Job Corps; Native American Programs; Migrant Seasonal Farmworkers
- Veterans; Youth Build; Trade Adjustment Assistance; Community Services Block Grant; Housing and Urban Development; Unemployment; Second Chance; Tanf/CalWORKS



## How are we doing? Are we connecting?

Are we connecting with partners?

Is there a referral system, and is it working?

Are there co-enrollments from one partner to another so those accessing our services have a unified approach to their education/job readiness/job placement needs?

Are there the supportive services needed to ensure our customer is getting the best service all partners can provide?



# Coordination Continued (Open discussion)

How can San Benito Workforce Development Board improve partnerships and provide services to clients with:

Local Child Support

Competitive Integrated Employment Blueprint (DOR)

CBO's that serve English Language Learners, Foreign born, Refugees, Lesbian, Bi-sexual, Gay, Transgender Organizations

Any other populations?

Other recommendations to better serve the community with Workforce Services?

Connections – please submit via Chat room name, phone number, email address for those entities where outreach to partner would be effective and helpful to the customer



## Local Plan

The San Benito County WDB's Draft Modification of the Local Plan reflects the current and future strategies that the WDB will use to address the continuing innovation of the workforce system. The modification includes Child Support Services, CalFresh Employment & Training, Individuals with Disabilities, English Language Learners, Foreign Born Individuals and Refugee Services.

Local Plan Engagement Session was held on Tuesday, February 7, 2023, from 3:00 p.m. to 4:30 p.m.

There were breakout rooms for San Benito County, Monterey County & Santa Cruz County.

Present for the San Benito County Local Plan Engagement Session:

Enrique Arreola, Andi Anderson, Juanita Leanos, Velma Biddlecome, Lizz Turner, Ruby Soto, Tom Gonzales, Wendy Solario, Madison Chu, Sorath Hangse, Flor Galvan, Thomas.gonzales@edd.ca.gov - Local Veterans Employment Rep

Enrique gave an overview of the America's Job Center of California (ACJJ) and outlined the need for a Local Plan for WIOA and welcomed input, ideas, strategies, etc. in relation to the local plan.

The following was discussed:

### **I. Why am I here?**

- A. Purpose of WDB Community Input Session
- B. Local Plan Modification Highlights
  - 1. Improving Job Seeker Support Services
  - 2. Strengthen Business Support Services
  - 3. Building Stronger Workforce Partnerships
  - 4. Job Quality and Equity
  - 5. Advancing Economic Prosperity of shared populations (CalFresh, Child Support Services, English Language Learners, foreign born, Refugees, LBGT)



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- II. **PARTNERSHIPS**: Explained the need and importance of nurturing and expanding partnerships.
- A. **Regional and Local plans**: provides the analysis of current employment data for the region, analysis of current educational & skill levels of the workforce, etc. gave explanation of coordination, delivery strategies, partnerships, etc.
- B. **Workforce Services at the AJCC**: Ruby Soto provided an overview on the local services being provided including Individual Training Account, Work Experience Training, On-the-Job Training, Supportive Services, Career Readiness, Resume & Interview workshops, Business Services and EDD services. Also provide Rapid Response and Layoff Aversion services for employers laying off employees. Shared information on Supportive Services to include: mileage reimbursement, Operator Training Certification, Child Care, clothing and job interview clothing,
- C. **How San Benito County WDB is Coordinating with Our Partners:**
1. **Adult Education, Wagner-Peyser**; Voc Rehab; Carl Perkins Career Tech, Older Americans Act; Job Corps; Native American Programs; Migrant Seasonal Farmworkers
  2. **Veterans -Youth Build**; Trade Adjustment Assistance; Community Services Block Grant; Housing and Urban Development; Unemployment; Second Chance; TANF/CalWORKS
- D. **How are we doing? Coordination**: How can San Benito Workforce Development Board improve partnerships and provide services to clients with:
1. **Local Child Support**: Wendy explained the coordination of services between AJCC/WDB and the Court System. However, with the COVID-19 Pandemic a lot of that fell off. Would be interested in scheduling a meeting on what we could do better. Assist unemployed and previously employed clients, how to better assist and prevent recidivism. Please add Child Support Services to the AJCC Monthly Partner Meetings. Maybe Child Support should be included in the AJCC MOU. Also explained our referral process we have between AJCC and Child Support Services.
  2. **Justice Involved individuals or organizations**: Do staff work with Probation and justice system since the Transitions Center closed down? Staff does receive invitations on occasion to attend the PACT meeting in Salinas last one was last month, where we can meet and discuss to recently release individuals about our services both workforce and community services. AJCC did receive a Prison 2 Employment (P2E) grant.
  3. **CBO's that serve English Language Learners, Foreign born,**



**Refugees, Lesbian, Bi-sexual, Gay, Transgender Organizations:**

4. **Any other populations?:** Need to strengthen Veterans Partnership. Discussed AJCC Outreach to High School Senior Students in Government Class. Also have Veteran's Services partner with Military Career Services/Recruitment. Job Train partnership discussed on Google Support for IT training for local students. Partnerships with Probation department, justice involved individuals.
5. **Other recommendations to better serve job seekers and improve business services?:**

Getting the word out-outreach. Presentations to Probation department, those who are in jail, presenting to Behavioral Health on services that the AJCC has to offer. Including Esperanza Center, California Conservation Corp, Housing/Homeless services Hygiene. Also getting services for example: Child Care for homeless so they can work. Transportation to and from work, also affordable housing there needs to be more out there for families. Strengthen business services outreach efforts, developing a survey to them to see what is needed for them to succeed.
6. **Connections:**

Building connections with Job Train- they offer trainings with Google Support for IT certifications. Collaboration with San Andreas Continuation High school, Wendy Solorio, from Child Support Services mentioned that they offer workshops and referrals to San Andreas schools teaching them about what is Child Support services and how it works. Ruby stated that San Andreas school has reached out to AJCC, to present to students workshops on Career Readiness, Resume and Interviewing. Giving them assistance needed to prepare them for college or a career.

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**Employment Development Department**  
**America's Job Center of California**  
**Workforce Development Board**

1. **Preamble/Purpose of MOU:** It is the purpose of this agreement to establish a cooperative and mutually beneficial relationship between the parties and to set forth the relative responsibilities of the parties

The Workforce Innovation and Opportunity Act (WIOA) requires that a MOU be developed and executed between the Local Board and the America's Job Center of California's (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 parties and to 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 which 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.

2. **Local/Regional Vision Statement, Mission Statement, and Goals**

Vision: San Benito County will have a trained, skilled and relevant workforce that meet the needs of employers and increases the quality of life in our community.

Mission: The mission of the San Benito County Workforce Investment Board is to provide a variety of trainings, services and resources to unemployed, under-employed and dislocated workers which will raise their education and skill levels to ensure their success in the workforce.

3. **Parties to the MOU:** Required partners include local/regional representatives of the following programs:

- WIOA Title I Adult, Dislocated Worker, and Youth: Department of Health and Human Services Agency (HHSA) and Community Services & Workforce Development (CSWD)
- WIOA Title 11 Adult Education and Literacy: Gavilan College
- WIOA Title III Wagner-Peyser: Employment Development Department (EDD)
- WIOA Title IV Vocational Rehabilitation: Department of Rehabilitation (DOR)
- Carl Perkins Career Technical Education: Gavilan College
- Title V Older Americans Act: Peninsula Family Services
- Job Corps: San Jose Job Corps
- Native American Programs (Section 166) - NIA
- Migrant Seasonal Farmworkers (Section 167)
- Veterans: Employment Development Department (EDD)
- Youth Build - NA
- Trade Adjustment Assistance Act: Employment Development Department (EDD)
- Community Services Block Grant: Community Services & Workforce Development (CSWD)
- Housing & Urban Development: Housing Authority of the County of Santa Cruz
- Unemployment Compensation: Employment Development Department (EDD)
- Second Chance - NA
- Temporary Assistance for Needy Families/CalWORKs: Department of Health and Human Services Agency (HHSA) CalWORKS Division

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

4. **AJCC System. Services: AJCC's** services as required by WIOA Law and to be provided by the AJCC Partners to this MOU are outlined in Attachment A, AJCC System Services.

5. **Responsibility of AJCC Partners:**

- The AJCC partner agrees to participate in joint planning, plan development, and modification of activities to accomplish the following:
  - o Continuous partnership building.
  - o Continuous planning in response to state and federal requirements.
  - o Responsiveness to local and economic conditions, including employer needs.
  - o Adherence to common data collection and reporting needs.
- Make the applicable service(s) applicable to the partner program available to

customers through the one-stop delivery system.

- Participate in the operation of the one-stop system, consistent with the terms of the MOU and requirements of authorized laws.
- Participate in capacity building and staff development activities in order to ensure that all partners and staff are adequately cross-trained.

**6. Funding of Services and Operating Costs:**

All relevant parties 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 all AJCC partners through a separately negotiated cost sharing agreement based on an agreed upon formula or plan.

AJCC partners will 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 separately negotiated Cost Sharing Agreement.

The purpose of this RSA will be to establish the terms and conditions under which the participating partners will share resources within the One-Stop Delivery System

**7. Methods for Referring Customers:** The referral process may include the following: Ensure that intake and referral processes are customer-centered and provided by staff trained in customer service.

- Ensure that general information regarding AJCC programs, services, activities and resources shall be made available to all customers as appropriate.
- Describe how customer referrals are made electronically, through traditional correspondence, verbally or through other means determined in cooperation with partners and operators.
- Describe how each AJCC partner will provide a direct link or access to other AJCC partner staff that can provide meaningful information or service, through the use of co-location, cross training of AJCC staff, or real-time technology (two-way communication and interaction with AJCC partners that results in services needed by the customer}

**8. Access for Individuals with Barriers to Employment:** AJCC will ensure that policies and procedures established by AJCC and programs and services provided by One-Stop Centers are in compliance with the Americans with Disabilities Act.

Recommended topics include the following:

- A definition of the term "individuals with barriers to employment."

**Barriers to Employment** - Characteristics that may hinder an individual's hiring promotion or participation in the labor force. Identification of these barriers will vary by location and labor market. Some examples of individuals who may face

barriers to employment include: single parents, women, displaced homemakers, youth, public assistance recipients, older workers, substance abusers, teenage parents, certain veterans, ethnic minorities, and those with limited English speaking ability or a criminal record or with a lack of education, work experience, credential, child care arrangements, transportation or alternative working parents.

- A commitment to offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient when providing individualized career services and training services with WIOA adult funds. Veterans and eligible spouses continue to receive priority of service among all eligible individuals; however, they must meet the WIOA adult program eligibility criteria and meet the criteria under WIOA Section 134 (c) (3) (E), As described in TEGL 10-09, when programs are statutorily required to provide priority, such as the WIOA adult program, then priority must be provided in the following order:
  - 1) Veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient.
  - 2) Individuals who are the recipient of public assistance, other low income individuals, or individuals who are basic skills deficient.
  - 3) Veterans and eligible spouses who are not included in WIOA's priority groups.
  - 4) Other individuals not included in WIOA's priority groups.
- An attached "system map" that identifies the location of every comprehensive and affiliate AJCC within the Local Area. See Attachment B.

This section should also include a commitment from each AJCC partner to ensure their policies, procedures, programs, and services are in compliance with the *Americans with Disabilities Act of 1990* and its amendments, in order to provide equal access to all customers with disabilities.

**9. 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 records of the AJCC customers or partners (e.g., applications, 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 information needs, as appropriate.
- Understand that system security provisions shall be agreed upon by all partners.

**10. 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 partner agrees 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 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.
- 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 parties.

**11. 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 partner will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

**12. Grievances and Complaints Procedure:** The AJCC partner agrees to establish and maintain a procedure for grievance and complaints as outlined in WIOA. The process for handling grievances and complaints is applicable to customers and partners. 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 partner 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.

**13. Americans with Disabilities Act and Amendments Compliance:** The AJCC partner

agrees to ensure that the policies and procedures as well as the programs and services provided at the AJCC are in compliance with the Americans with Disabilities Act and its amendments. Additionally, partners agree to fully comply with the provisions of WIDA, 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.

14. **Modifications and Revisions:** This MOU constitutes the entire agreement between the parties 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.
15. **Termination:** The parties 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 parties 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 parties to cease being a part of this this MOU, said entity shall notify the other parties, in writing, 30 days in advance of that intention.
16. **Administrative and Operations Management Sections: License for Use:** During the term of this MOU, all partners to this MOU shall have a license to use all of the space of the AJCCs for the sole purpose of conducting acceptable AJCC services as outlined herein.
  - b. **Supervision/Day to Day Operations:**
    1. The day-to-day supervision of staff assigned to the AJCCs will be the responsibility of the site supervisor(s). The original employer of staff assigned to the AJCCs 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.
    2. The office hours for the staff at the AJCCs 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.
    3. Disciplinary actions may result in removal of co-located staff from the AJCCs and each party will take appropriate action.
    4. Each party shall be solely liable and responsible for providing to, or on behalf of, its employee(s), 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.
  - c. **Dispute Resolution:** The parties agree to try to resolve policy or practice disputes 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.

**d. Press Releases and Communications**

1. All parties shall be included when communicating with the press, television, radio or any other form of media regarding its duties or performance under this MOU. Participation of each party in press/media presentations will be determined by each party's public relations policies. Unless otherwise directed by the other parties, in all communications, each party shall make specific reference to all other parties.
2. The parties 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.

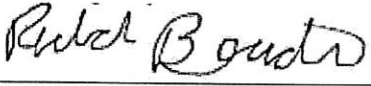
- e. Hold Harmless/Indemnification/Liability:** In accordance with provisions of Section 895.4 of the California Government Code, each party hereby agrees to indemnify, defend and hold harmless all other parties identified in this MOU from and against any and all claims, demands, damages and costs arising 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.

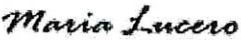


**SIGNATURES**

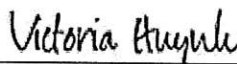
In WITNESS THEREOF, the parties to this MOU execute this agreement. The person(s) signing this Memorandum of Understanding on behalf of each partner and/or its organization represent that they are duly authorized by the partner and/or its organization to execute this Memorandum of Understanding on its behalf.

**APPROVED AS TO CONTENT.**


Dated: 8/25/22 By:   
Richard Bianchi, Chair  
San Benito County  
Workforce Development Board  
1111 San Felipe Road, Ste 107  
Hollister, CA 95023

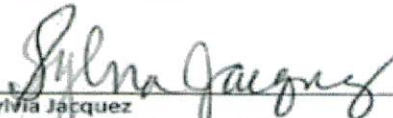
Dated: 10/25/22 By:   
Maria Lucero, EDD Region Deputy Division Chief  
Northern Division #9110  
State of California  
Employment Development Department  
606 Healdsburg Ave  
Santa Rosa, CA 95401

Dated: 6/6/2022 By:   
Graciano Mendoza, Vice President of Admin  
Services Gavilan College  
5055 Santa Teresa Blvd  
Gilroy, CA 95020

Dated: 11/4/2022 By:   
Victoria Huynh, Employment Development  
Administrator  
State of California  
Employment Development Department  
Unemployment Branch  
PO BOX 826880 UIPCD, MIC 40, Sacramento,  
CA 94280-0001

Dated: 11/9/22 By:   
Tracey Belton, Director  
Health & Human Services Agency  
1111 San Felipe Road, Suite 208  
Hollister, CA 95023

Dated: 10/28/22 By:   
Enrique Arreola, Deputy Director  
Community Services & Workforce Development  
1111 San Felipe Road, Suite 107  
Hollister, CA 95023

Dated: 10/28/2022 By:   
Sylvia Jacquez  
America's Job Center California  
1111 San Felipe Road, Suite 107  
Hollister, CA 95023

Dated: 6/3/22 By:   
Heather Cleary, CEO  
Peninsula Family Services  
24 2<sup>nd</sup> Avenue  
San Mateo, CA 94401

Dated: 9/7/22 By:   
Judy Cabrera, Executive Director  
Central Coast Center for Independent Living (CCCILL)  
318 Cayuga St, Suite 208  
Salinas, CA 93901

Dated: 10/4/2022 By:   
Sorath Hangse, Regional Director  
San Jose District Office  
Department of Rehabilitation  
100 Paseo de San Antonio, Rm 324  
San Jose, CA

Dated: June 7, 2022 By:   
Wanda Michaelis, Executive Director  
Southern California American Indian Resource Center  
877 South Victoria Ave, Suite #110  
Ventura, CA 93003

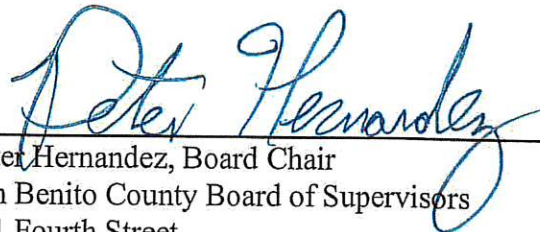
Dated: 11/1/2022 By:   
Davina Hernandez, Director  
San Jose Job Corps Center  
3302 N. Blackstone Ave., Ste. 221  
Fresno, Ca 93726

**SIGNATURES**

In WITNESS THEREOF, the parties to this MOU execute this agreement. The person(s) signing this Memorandum of Understanding on behalf of each partner and/or its organization represent that they are duly authorized by the partner and/or its organization to execute this Memorandum of Understanding on its behalf.

**APPROVED AS TO CONTENT.**

Dated: June 28, 2022 By:

  
\_\_\_\_\_  
Peter Hernandez, Board Chair  
San Benito County Board of Supervisors  
481 Fourth Street  
Hollister, CA 95023

APPROVED AS TO LEGAL FORM  
SAN BENITO COUNTY COUNSEL

 11-8-22  
\_\_\_\_\_  
DEPUTY COUNTY COUNSEL DATE

# ATTACHMENT A

**Employment Services:** San Benito County AJCC Employment Services provide classroom, on-the-job training and work experience services to participants, while offering significant subsidies to businesses.

**Description- of Services:**

- **On-the-Job Training (OJT):** OJT is a program in which individuals are training at the job site under the guidance and supervision of participating employers. In turn, those employers qualify for reimbursement of up to 50% of eligible employee wages while the employees are in training for up to 600 hours. Employers may contract for more than one position, depending on the labor needs of the company. This allows for simultaneous training sessions and faster staff development. The OJT program makes it easier for employer and employee alike to take the time to thoroughly training for the real-world business skills that are required to fully reach their potential and become vital assets to their employers.
- **Work Experience Training:** The Work Experience program is designed to assist eligible participants by teaching and encouraging the development of self-reliant life skills and professional work ethic. All participants will receive employment readiness training, and are then placed with an employer of their preference for 600 hours of training.
- **Scholarships:** Individual Training Account (ITA) Scholarships provide funding up to \$5,000 to cover tuition, books, and supplies for individual classroom training of a wide range of professional job skills. The ITA scholarships provide job training with experts in prestigious and highly demanded professions such as health care, solar engineering, laboratory techs and many more, all in a comfortable learning environment. Trainees who successfully complete the program receive valuable certificates of completion and job placement assistance.
- **Youth Employment Services:** Provides youth with building their marketable job skills and creating solid work opportunities in San Benito County. AJCC is a tremendous resource and information center for any young person looking for career help. We offer a wide range of services tailored to provide vital help to young people in the workforce, including career counseling, college guidance, job search assistance, vocational training, tutoring and mentorship services, resume building assistance and much more.

**Employer Services:** AJCC offers a myriad of critical services and programs designed to assist employers in every aspect of labor needs. From helping local employers find quality workers through our regularly updated job applicant database, to providing business development, retention and expansion assistance, or delivering immediate help to workers and businesses affected by layoffs and plant closures.

**Rapid Response Services:** In times of economic difficulty, large scale industrial plants and factories may be forced to lay-off large numbers of employees all at once. To help everyone affected, employees and employers alike, a Rapid Response team has been created, including representatives of the AJCC, the local Employment Development Department and the Workforce Development Board staff. Together, these partnering organizations provide streamlined access to their combined resources and services, providing vital information,

advice and training before, during and after the layoff.

- **Layoff Aversion:** Activities to assist workers facing layoffs due to potential plan or company closures.
  - o Examples of lay aversion activities
    - Consultation with at-risk business to explore refocus of company to serve new and changing markets.
    - Retraining employee to adapt to new markets and/or emerging high-growth industries.
    - Establish contracts with agencies with known expertise in business assessment to implement intervention strategies, including skills upgrade training for at risk employees.
    - Training for managers and supervisors to assume new functions and responsibilities within at-risk business.
    - Meeting with employers and employees of at-risk companies for closure or layoff.

#### • **Community Services & Workforce Development – Community Action Board (CAB)**

- Offers services under the Community Services Block Grant (CSBG), Community Development Block Grant (CDBG), HOME Grant, Continuum of Care (CoC) Grant, and others targeting low-income in San Benito County. All services are dependent upon availability of funding.
- The CAB will assist our vulnerable populations with resources to obtain skills, knowledge and opportunities toward self-sufficiency.
- **Low-Income Home Energy Assistance Program (LIHEAP):**
  - o Provides financial assistance to offset the costs Pacific Gas & Electric (PG&E), Propane or Wood.
  - o Weatherization services are provided via referral to Central Coast Energy Services.
- **Housing & Homeless Services:**
  - o **Helping Hands** provides assistance to Homeless individuals/families with a permanent disability.
  - o **Winter Shelter for Families:** Provides San Benito County homeless families, with children 17 years or younger, shelter from December through March.
  - o **Warming Shelter:** Provides San Benito County homeless individuals, age 18+ shelter from December through March.
  - o **Hotel Vouchers:** Since funds are limited, vouchers are provided only when funds are available and for extreme cases to homeless individuals/homeless families.
    - **Homeless Partners:** Provide referrals to partner agencies.

- **My Father's House:** Day center located at 910 Monterey St, Hollister, CA (831) 801-2922.
- **Emmaus House:** Domestic Violence Shelter for Woman and Children (877) 778-7978
- **Housing Opportunities for Persons with Aids (HOPWA):** Provides housing assistance and supportive services for low-income persons with HIV/AIDS and their families.
- **Housing Support Services**
  - **CalWORKs Housing Support Program (HSP):** Rapid Re-housing services to homeless families enrolled in the CalWORKs program. The program provides rental assistance of up to 6 months, security deposit, utility assistance, emergency assistance, case management and support services.
- **Transportation Tokens:** Bus tokens are provided to individuals when needed for appointments at 1111 San Felipe Road.
- **Volunteer Income Tax Assistance:** FREE tax preparation assistance to low-income residents from January to April.
- **Food & Clothing Referrals:** Provides referrals to local food bank, and thrift stores for food and clothing for low-income families.
- **Youth Enrichment:** Provide scholarships to low-income children and youth to participate in enrichment activities through referrals from probation, school personnel, City of Hollister Recreation, YMCA, Youth Alliance as well as direct application by parents.

#### **WIOA TITLE IV VOCATIONAL REHABILITATION: CA Department of Rehabilitation (DOR)**

- **Description of Services:**
- Services offered include: employment, training and education services for eligible individuals seeking jobs or wishing to enhance their skills and technical assistance for employers.
- Vocational Rehabilitation (VR) services determined by eligibility, economic need, and individual need as authorized by the Rehabilitation Act of 1973 to include:
  - Medical and psychological exams and trial work experiences as necessary for determination of eligibility;
  - Vocational evaluations as necessary for program services planning;
  - Physical/mental restoration services (not covered by other comparable benefits);
  - Physical aids (orthotic/prosthetic devices, wheelchairs, hearing aids, low vision aids);
  - Academic, vocational, and work adjustment training;
  - Special services for the deaf and hard of hearing and the blind and visually impaired;

- o Counseling and guidance;
  - o Job development and job placement services;
  - o Rehabilitation technology (adaptive equipment and workplace accommodations not provided by the employer);
  - o Supported employment, independent living, and post-employment services;
  - o Temporary assistance with transportation and living expenses (if appropriate) while participating in the VR program; and
  - o Evaluation, training, and placement.
- Provision of training and technical assistance to AJCC partners on topics that may include auxiliary aides and services, and rehabilitation technology for individuals with disabilities.

**Referral Process:**

- Contact the VR counselor in person, by phone, by email, or through AJCC standard referral process. Provide the individual's name, address, phone number, and known or suspected disabling condition. If the VR counselor is not available for immediate assistance or is out of the office, provide the customer with VR informational sheet (provided in regular print, large print, or Braille) and a VR application. All referrals of all disability groups will be provided information about DOR services at the AJCC orientation. The VR counselor will make arrangements for a specialty counselor if necessary.
- Provide training and technical assistance to AJCC partners on eligibility for and scope of VR services.
- Provide technical assistance to employers on disability etiquette, recruitment and selection, reasonable accommodations, accessibility to programs and services, physical access surveys, publications, referrals, and resources. DOR agrees to refer customers to other AJCC partners as appropriate.

**Peninsula Family Service (PFS)**

**Description of Services:**

- Services to older workers most in need, ages 55 or older, who meet the federal guidelines for low-income (defined as an income at or below 125% of the Federal Poverty Level) and are legal residents;
- Classroom training and on-the-job training/work experience in nonprofit and public agencies for up to 20 hours per week of paid wages;
- Provision of eligibility determination for work experience, medical exams, etc.;
- Employability skills training and placement assistance;
- Resource to other AJCC partner agencies serving older workers that may include: benefits for older workers, recruitment of qualified older workers, creating a user friendly work environment for older workers, and establishing guidelines for designing flexible work hours and realistic expectations of outcome.



**Referral Process:**

- PFS will provide the contact information for making referrals. AJCC partners may refer customers directly to PFS that potentially meet eligibility requirements.
- PFS will refer customers to other AFCC partners as appropriate.

**Workforce Innovation and Opportunity Act  
Phase II Memorandum of Understanding**

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**Required Phase II MOU Component: Process and Development**

Local Workforce Development Area (Local Area): San Benito County

Date Submitted: \_\_\_\_\_

**Signed Phase II MOU**

1. The period of time this agreement is effective: 07/01/22 – 6/30/25. *This MOU is of no force or effect until signed by authorized representatives of the participating agencies, and until approved by the Chief Local Elected Official. The MOU, once signed, becomes a part of the local WIOA Plan*
2. Identification of all AJCC partners, Chief Elected Officials (CEO), and Local Boards participating in the infrastructure and other system costs funding agreements.

CEO/s: Bea Gonzales, Chair, San Benito County Board of Supervisors

Local Board/s: Richard Bianchi, Chair, San Benito County Workforce Development Board

AJCC Partners Participating in the Infrastructure Funding Agreement (IFA):

- a. Employment Development Department (EDD)
- b. Department of Rehabilitation (DOR)
- c. Workforce Innovation & Opportunity Act (WIOA)
- d. Peninsula Family Services
- e. TANF Employment Services
- f. Community Action Agency

AJCC Partners Participating in the Shared Other System Costs Agreement:

3. Steps the Local Board, CEO, and AJCC partners took to reach consensus and/or an assurance that the Local Area followed guidance for the state infrastructure funding mechanism.  
All on-site partners were asked to provide their shared costs for the operations of the America's Job Center of CA. These costs, were then included on the MOU budgets and reviewed and agreed by all partners. The MOU was then reviewed and approved by the WDB.
4. A description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached. N/A
5. 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.

*Who will fulfill this responsibility:* Enrique Arreola, Deputy Director

*What:* Mr. Arreola will have on-going interaction with each partner to ensure that they continue to pay their fair share.

*When:* It is expected that each on-site partner pay their share on a monthly basis

*How:* Each partner will submit their monthly share directly to the fiscal unit.

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

Signatures of authorized representative(s) of the Local Board, the CEO, and all AJCC partners who signed the Phase I MOU.

## Sharing Infrastructure Costs

Budget, Cost Allocation Methodology, Initial Proportionate Share

### Phase II MOU Content Requirements:

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.

When establishing the infrastructure cost budget, 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

Option 3: A mixture of separate and consolidated budgets.

If the Local Board chooses to negotiate infrastructure costs based on their network of comprehensive AJCCs, rather than center by center, then the budgets for all the comprehensive AJCCs can be consolidated into one system budget. However, this consolidation may not distort the distribution of costs as they must be attributable to each partner equally and in accordance with the agreed upon cost allocation methodology). Consolidations might allow the "financing" of infrastructure cost between partners more easily. It is not required that each partner contribute to each comprehensive AJCC, as long as their consolidated share of contributions equals their responsibility to pay as determined by the agreed upon cost sharing methodology.

If using Option 3, multiple budgets will need to be included with clear identification of which AJCCs belong to which budget.

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.

X Option 2: A consolidated system-wide budget for the network of comprehensive AJCCs

\_\_\_\_\_ Option 3: A mixture of separate and consolidated budgets for the Local Area's AJCCs

**Comprehensive AJCC(s) and Colocated Partners**

- Include all comprehensive AJCCs identified in the Phase I MOU
- Colocated Partner definition: All AJCC partners who have a physical presence within the center, either full time or part time.

Comprehensive AJCC #1

Name/Address of the Comprehensive AJCC:  
**America's Job Center of California**  
1111 San Felipe Road, Suite #107  
Hollister, CA 95023

Partners Colocated at This AJCC:

- a. Employment Development Department (EDD)
- b. Department of Rehabilitation (DOR)
- c. Workforce Innovation & Opportunity Act (WIOA)
- d. Peninsula Family Services
- e. TANF Employment Services
- f. Community Action Agency

Comprehensive AJCC #2

Name/Address of the Comprehensive AJCC: None

Partners Colocated at This AJCC: N/A

Comprehensive AJCC #3

Name/Address of the Comprehensive AJCC:

Partners Colocated at This AJCC:

Comprehensive AJCC #4

Name/Address of the Comprehensive AJCC:

Partners Colocated at This AJCC:

AJCC Infrastructure Budget Each Comprehensive AJCC (Name of AJCC- San Benito County AJCC)		Line Item Cost Detail	Cost
Cost Category/Line Item			
Rent			
Rental of Facilities	\$1.68 ave cost of sq ft X 6,637 sq ft		\$133,802
		<b>Rental Costs Subtotal:</b>	<b>\$129,226 (Annual)</b>
Utilities and Maintenance			
Electric	Included in lease rental of facility		
Gas	Included in lease rental of facility		
Water	Included in lease rental of facility		
Sewer Connections	Included in lease rental of facility		
High-Speed Internet	\$342.06 per month x 12 months		\$4,104.72
Telephones (Landlines)	\$600 per month x 12 months (37 lines)		\$7,200
Facility Maintenance Contract	Included in lease rental of facility		
		<b>Utilities and Maintenance Costs Subtotal:</b>	<b>\$11,304.72 (Annual)</b>
Equipment			
Assessment-related products	Use of Assessment tools to assess clients		2,250
Assistive technology for individuals with disabilities (Access and Accommodation)			600
Copiers	Lease of copiers		2,443
Fax Machines	Cost of phone line		600



Computers	Cost to replace computers	9,741
Other tangible equipment used to serve all center customers (not specific to an individual program partner)		
Specify Other Tangible Equipment		
<b>Equipment Costs Subtotal:</b>		<b>\$15,634</b>
<b>Technology to Facilitate Access to the AJCC</b>		
Technology used for the center's planning and outreach activities		
Specify the Technology		
Cost of maintenance the center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services	Maintenance of the Website	\$1,708
Website Address: <a href="http://www.sbcijobs.org">www.sbcijobs.org</a> (Does not include data systems or case management systems specific to individual program partners.)		
<b>Technology to Facilitate Access Costs Subtotal:</b>		<b>\$1,708</b>

Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)	
Creating New AJCC Signage	
Updating Templates and Materials	1,000
Updating Electronic Resources	500
Common Identifier Subtotal: 1,500	

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
Cost Category	Total Cost
Subtotal: Rental Costs	133,802
Subtotal: Utilities and Maintenance Costs-Included with Rent	
Subtotal: Equipment Costs	15,634
Subtotal: Technology to Facilitate Access Costs	1,708
Subtotal: Common Identifier Costs	1,500
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network: 152,644	

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
Cost Category	Total Cost
Subtotal: Rental Costs	133,802
WIOA	\$88,930
EDD	\$39,224
Community Action Agency	\$8,689
TANF	
Department of Rehab	139
Peninsula Family Services	630

<b>Subtotal: Utilities and Maintenance Costs-Included with Rent</b>		<b>11,305</b>
WIOA		
EDD		
Community Action Agency		
TANF		
Department of Rehab		
Peninsula Family Services		
<b>Subtotal: Equipment Costs</b>		<b>15,634</b>
WIOA		
EDD		13,289
Community Action Agency		
TANF		2,345
Department of Rehab		
Peninsula Family Services		
<b>Subtotal: Technology to Facilitate Access Costs</b>		<b>1,708</b>
WIOA		
EDD		1,708
Community Action Agency		
TANF		
Department of Rehab		
Peninsula Family Services		
<b>Subtotal: Common Identifier Costs</b>		<b>1,500</b>
WIOA		
EDD		1,500
Community Action Agency		
TANF		
Department of Rehab		
Peninsula Family Services		
<b>TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:</b>		<b>159,373</b>

**Cost Allocation Methodology to Share Agreed Upon Infrastructure Costs**

The Local Board and colocated partners must agree to a cost allocation methodology to identify the proportionate share of infrastructure costs each partner will be expected to contribute. Any cost allocation methodology selected must adhere to the following:

- Be consistent with federal laws authorizing each partner's program
- Comply with federal cost principles in the Uniform Guidance.
- Include only costs that are allowable, reasonable, necessary, and allocable to each program partner.
- Be based on an agreed upon measure that mathematically determines the proportionate use and benefit received by each partner.

**Infrastructure Cost Allocation Methodology**

Identify the chosen and agreed upon cost allocation methodology: The proportion of a partner's program' occupancy percentage cost is based on square footage.

The proportion of a partner program's occupancy percentage of the AJCC (square footage)  
(This might differentiate between dedicated space to partners and common space, where more than one cost center is established so the distribution reflects a fair and equitable distribution of cost.)

The proportion of partner program's staff among all staff at the AJCC

Other—Please Describe the Methodology and the Rationale for its Selection  
(This could reflect the traffic patterns and usage of the center by distinct and common customers and mathematically distribute cost in a fair and equitable means.)

**Initial Proportionate Share of Infrastructure Costs Allocated to Each Collocated Partner**

The initial proportionate share of infrastructure costs allocated to each partner based on the agreed upon cost allocation methodology, each partner's estimated total contribution amount, and whether it will be provided through cash, non-cash (in-kind), and/or third-party in-kind contributions. This initial determination must be periodically reconciled against actual costs incurred and adjusted accordingly.

AJCC partners (or their respective state entity) may provide cash, non-cash, and third-party in-kind contributions to cover their proportionate share of infrastructure costs. If non-cash or in-kind contributions are used, they cannot include non-infrastructure costs (such as personnel), and they must be valued consistent with Uniform Guidance Section 200.306 to ensure they are fairly evaluated and meet the partner's proportionate share.

If third-party in-kind contributions are made that support the AJCC(s) as a whole (such as space), that contribution will not count toward a specific partner's proportionate share of the IFA. Rather, the value of the contribution will be applied to the overall infrastructure budget prior to determining proportionate amounts and thereby reduce the contribution required for all partners.

**Third-Party In-Kind Infrastructure Contributions to Support the AJCC As Whole**

Cost Categories	Total Cost	Contributor/s	Value	Balance to Allocate
Rent		None		
Utilities/Maintenance				
Equipment				
Access Technology				
Common Identifier				
<b>Total Infrastructure Balance to Be Allocated to Collocated Partners:</b>				

Initial Allocation of Proportionate Share of Infrastructure Costs for Colocated Partners						
Colocated Partner/s	Shared Infrastructure Costs	Application of Methodology	Allocated Initial Share	Amount: Cash	Amount: In-Kind	
Partner 1: WIOA	\$7,410.82 Month	Square ft. usage	\$7,410.82 Month	100%		
Partner 2: EDD	\$3,268.63 Month	Square ft. usage	\$3,268.63 Month	100%		
Partner 3: Community Action Agency/CSWD	\$724.11 Month	Square ft. usage	\$724.11 Month	100%		
Partner 4: TANF	\$0	Square ft. usage	\$0			
Partner 5: DOR	\$11.56 Month	Square ft. usage & usage time	\$11.56 Month	100%		
Partner 6: Peninsula Family Services	\$52.54 Month	Square ft. usage & usage time	\$52.54 Month	100%		

**Signature Page: Colocated Partners Sharing AJCC Infrastructure Costs**

The CEO, the Local Board Chairperson, and all colocated AJCC partners included in the sharing of infrastructure costs must sign.

By signing below, all parties agree to the terms prescribed in the IFA.  
(CEO)

Employment Development Department, Workforce Services  
Branch

Peter Hernandez, Chair, Board of Supervisors

Printed Name and Title

*Peter Hernandez*

Signature and Date

Maria Lucero, Region Deputy Division

Printed Name and Title

*Maria Lucero*

10/13/22

Signature and Date

(Local Board Chairperson)-Workforce Development Board

Workforce Innovation & Opportunity Act

Richard Bianchi, Board Chair

Printed Name and Title

*Richard Bianchi*

Signature and Date

Enrique Arreola, WDB Director

Printed Name and Title

*Enrique Arreola*

Signature and Date

Department of Rehabilitation

Peninsula Family Services

Sorath Hangse, Regional Director

Printed Name and Title

*Sorath Hangse*

10/13/22

Signature and Date

Heather Cleary, CEO

Printed Name and Title

*Heather Cleary*

6/3/22

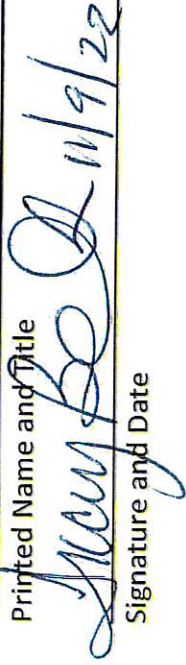
Signature and Date

(Colocated AJCC Partner Entity)- TANF

Central Coast Center for Independent Living (CCCILL)

Tracey Belton, HHSA Director

Printed Name and Title

 11/9/22

Signature and Date

Judy Cabrera, Executive Director

Printed Name and Title

 10/17/22

Signature and Date

Community Action Agency

Sylvia Jacquez, Program Manager

Printed Name and Title

 10/28/22

Signature and Date

Printed Name and Title

Signature and Date



**Signature Page: Partners Sharing Infrastructure Costs When Proportionate Share Data Are Available**

**Content Requirement:**

The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-colocated 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-colocated 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-colocated partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

(Non-Colocated AJCC Partner Entity): Gavilan College, Adult Ed.

(Non-Colocated AJCC Partner Entity): EDD

Jaime Mata, Vice President of Admin. Services

Printed Name and Title

*Jaime Mata-Repelina*

10/17/22

Signature and Date

Victoria Huynh, Employment Development Administrator

Printed Name and Title

*Victoria Huynh*

11/3/2022

Signature and Date

(Non-Colocated AJCC Partner Entity)

Printed Name and Title

Signature and Date

Sharing Other One-Stop System Costs

MOU Content Requirement:

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 other system costs, including applicable career services. 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

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Title I Adult, Dislocated Worker, and Youth | <input checked="" type="checkbox"/> Title V Older Americans Act  | <input checked="" type="checkbox"/> Trade Adjustment Assistance Act  |
| <input checked="" type="checkbox"/> Title II Adult Education and Literacy       | <input type="checkbox"/> Job Corps                               | <input checked="" type="checkbox"/> Community Services Block Grant   |
| <input checked="" type="checkbox"/> Title III Wagner-Peyser                     | <input type="checkbox"/> Native American Programs                | <input type="checkbox"/> Housing and Urban Development               |
| <input checked="" type="checkbox"/> Title IV Vocational Rehabilitation          | <input checked="" type="checkbox"/> Migrant Seasonal Farmworkers | <input checked="" type="checkbox"/> Unemployment Compensation        |
| <input type="checkbox"/> Carl Perkins Career Technical Education                | <input checked="" type="checkbox"/> Veterans                     | <input type="checkbox"/> Second Chance                               |
| <input checked="" type="checkbox"/> TANF/CalWORKS                               | <input type="checkbox"/> YouthBuild                              | <input checked="" type="checkbox"/> Other: Public Authority for IHSS |

**Required Consolidated System Budget for "Applicable Career Services"**

The agreed upon budget for other system costs must align with the outlined shared customers and services.

The other system costs budget must be a consolidated budget that includes a line item for applicable career services. The MOU requires identification of the applicable career services for 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.

Applicable Career Services are services authorized to be provide under each partner's program.

**Summary of Career Services Applicable to Each One-Stop-Delivery System Partner (Phase I MOU)**

Basic Career Services	T-1 Adult, DW, Youth	TANF	Community Action	EDD	Public Authority	DOR	Peninsula Fam Srvs Other Amer Act
T-1 Program Eligibility	X	X	X	X			
Outreach, Intake, Orient	X	X	X	X		X	X
Initial Assessment	X	X	X	X		X	X
Labor Exch/Job Search	X	X	X	X		X	X
Referrals to Partners	X	X	X	X		X	X
LMI	X	X	X	X		X	X
Performance/Cost Info	X	X	X	X		X	
Support Service Info	X	X	X	X		X	X
UI Info/Assistance	X	X	X	X			
Financial Aid Info	X	X	X			X	
Basic Career Services	T-1 Adult, DW, Youth	TANF	Community Action	EDD	Public Authority	DOR	Peninsula Fam Srvs Other Amer Act

T-1 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									
Basic Career Services	T-1 Adult, DW, Youth	JANF	Community Action	EDD	Public Authority	DOR	Peninsula Farm Svcs Older Amer Act		
T-1 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									

Individual Career Services	T-1 Adult, DW, Youth	TANF	Community Action	EDD	DOR	Peninsula Fam Svcs Older Amer Act
Comp Assessment	X	X			X	X
IEP	X	X			X	X
Career Plan/Counsel	X	X			X	X
Short-Term Prevoc.	X	X			X	
Internships/Work Experience	X	X			X	
Out-of-Area Job Search	X	X			X	
Financial Literacy	X	X	X			
IET/ELA	X					
Workforce Preparation	X	X			X	X
Individual Career Services	T-1 Adult, DW, Youth	TANF	Community Action	EDD	DOR	Peninsula Fam Svcs Older Amer Act
Comp Assessment						
IEP						
Career Plan/Counsel						
Short-Term Prevoc.						
Internships/Work Experience						
Out-of-Area Job Search						
Financial Literacy						
IET/ELA						
Workforce Preparation						

Individual Career Services	TJ Adult, DW, Youth	TANF	Community Action	EDD	Public Authority	DOR	Peninsula Farm Svcs Older Amer Act
Comp Assessment							
IEP							
Career Plan/Counsel							
Short-Term Prevoc							
Internships/Work Experience							
Out-of-Area Job Search							
Financial Literacy							
IET/ELA							
Workforce Preparation							

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

The other system costs budget must be a consolidated budget for applicable career services. 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. Unlike the IFA, other system costs should include all costs, including personnel, related to the administration and delivery of those services.

Applicable Career Services	T-1 Adult, DW, Youth	TANF	Community Action	EDD	DOR	Peninsula Fam Svcs Older Amer Act
<b>Basic Career Services:</b> T-1 Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$328,460	\$50,924		\$445,399	\$138,608	\$16,380
<b>Applicable Career Services</b>	T-1 Adult, DW, Youth	TANF	Community Action	EDD	DOR	Peninsula Fam Svcs Older Amer Act
<b>Basic Career Services:</b> T-1 Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$	\$		\$	\$	\$
<b>Applicable Career Services</b>	T-1 Adult, DW, Youth	TANF	Community Action	EDD	DOR	Peninsula Fam Svcs Older Amer Act
<b>Basic Career Services:</b> T-1 Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search						

Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$	\$	\$	\$	\$	\$	\$	\$			
<b>Applicable Career Services:</b> Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	T-1-Adult, DW, Youth	TANF	Community Action	EDD	DOR	Peninsula Fam Svcs Older Amer Act	\$451,459	\$151,684	\$421,938	\$554,430	\$18,200
<b>Applicable Career Services:</b> Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	T-1-Adult, DW, Youth	TANF	Community Action	EDD	DOR	Peninsula Fam Svcs Older Amer Act	\$	\$	\$	\$	\$
<b>Applicable Career Services:</b> Comp Assessment/IEP Career Plan/Counsel	T-1-Adult, DW, Youth	TANF	Community Action	EDD	DOR	Peninsula Fam Svcs Older Amer Act	\$	\$	\$	\$	\$



Short-Term Pre-vocational Internship/Work Experience													
Financial Literacy IET/ELA/WF Prep													
<b>Other</b>													
Migrant Seasonal Farm Worker, H-2A Temp Agriculture Program, LMID, Supportive Services, Housing Assistance, Eligibility for CSBG, mentoring, Readjustment Training, Counseling-guidance, vocational rehab	\$250,000	\$258,410	\$250,000	\$202,608	\$1,125,747	\$779,919	\$250,000	\$202,608	\$1,125,747	\$779,919	\$250,000	\$202,608	\$1,125,747
<b>TOTALS</b>													
<b>Consolidated budget total of career services delivered through the One-Stop system: \$ 3,085,892</b>													
													\$34,580

#### 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. Shared operating costs may also include shared costs related to the Local Board's functions.

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 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 colocated 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
N/A		
<b>Total Budget:</b>		<b>\$</b>

**Agreed Upon Cost Allocation Methodology to Share These Costs**

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

Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind
T-I Adult		\$	\$	\$
T-I Dislocated Worker				
T-I Youth				
T-II Adult Ed/Literacy				
T-III Wagner-Peyser				
Veterans				
Migrant Seasonal				
Trade Act				
Unemployment Comp				
Career Tech/Ed				
T-IV Voc Rehab				
TANF/CalWorks				
T-V OAA				
Job Corps				
Native American				
Youth Build				
Community Action				
Housing Authority				
Second Chance				
<b>Total Budget:</b>		\$	\$	\$

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**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
N/A	
<b>Total Budget: \$</b>	

**Agreed Upon Cost Allocation Methodology to Share These Costs**

Proportionate Share: Business Services			
Partner	Compute Methodology	Partner Share	Share in In-Kind
T-I Adult		\$	\$
T-I Dislocated Worker			
T-I Youth			
T-II Adult Ed/Literacy			
T-III Wagner-Peyser			
Veterans			
Migrant Seasonal			

Trade Act							
Unemployment Comp							
Career Tech/Ed							
T-IV Voc Rehab							
TANF/CalWorks							
T-V OAA							
Job Corps							
Native American							
Youth Build							
Community Action							
Housing Authority							
Second Chance							
Total Budget:						\$	\$

**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
	N/A	

		Total Budget: \$	
Agreed Upon Cost Allocation Methodology to Share These Costs:			
Proportionate Share: AICC Partner Staff Cross Training			
Partner	Compute Methodology	Partner Share	Share in In-Kind
T-I Adult		\$	\$
T-I Dislocated Worker			
T-I Youth			
T-II Adult Ed/Literacy			
T-III Wagner-Peyser			
Veterans			
Migrant Seasonal			

Trade Act						
Unemployment Comp						
Career Tech/Ed						
T-IV Voc Rehab						
TANF/CalWorks						
T-V OAA						
Job Corps						
Native American						
Youth Build						
Community Action						
Housing Authority						
Second Chance						
Total Budget:				\$	\$	\$

**Optional Partner Agreement to Share Other One-Stop System Costs: 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 Phase II MOU.

**Description of the One-Stop Operator's System Role: Not Specific to Operation of AJCC/s**



One-Stop System Budget: One-Stop System Operator	
Line Item	Budget Detail
N/A	Cost

Total Budget: \$

Agreed Upon Cost Allocation Methodology to Share These Costs

Proportionate Share: One-Stop Operator				
Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind
T-I Adult	\$		\$	\$
T-I Dislocated Worker				
T-I Youth				
T-II Adult Ed/Literacy				
T-III Wagner-Peyser				
Veterans				
Migrant Seasonal				

Trade Act									
Unemployment Comp									
Career Tech/Ed									
T-IV Voc Rehab									
TANF/CalWorks									
T-V OAA									
Job Corps									
Native American									
Youth Build									
Community Action									
Housing Authority									
Second Chance									
<b>Total Budget:</b>								\$	\$

<b>Optional Partner Agreement to Share Other One-Stop System Costs: Shared Personnel Costs for AJCC Colocated Partners</b>		
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>
N/A		

								Total Budget: \$	
Agreed Upon Cost Allocation Methodology to Share These Costs									
Proportionate Share: AJCC Personnel									
AJCC #1									
Colocated Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind					
Partner # 1:		\$	\$	\$					
Partner # 2:		\$	\$	\$					
Partner # 3:		\$	\$	\$					
Partner # 4:		\$	\$	\$					
Total Budget AJCC		\$	\$	\$					

Proportionate Share: AJCC Personnel					
AJCC #2					
Colocated Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind	
Partner # 1:		\$	\$	\$	
Partner # 2:		\$	\$	\$	
Partner # 3:		\$	\$	\$	
Partner # 4:		\$	\$	\$	
Total Budget AJCC:		\$	\$	\$	\$