

ATTACHMENT 1

Assurances

**WIA Local Plan Program Years 2013-17
Assurances**

- A. The Local Workforce Investment Board (local board) assures that it will comply with the uniform administrative requirements referred to in the Workforce Investment Act (WIA) Section 184(a)(3).
- B. The local board assures that no funds received under WIA will be used to assist, promote, or deter union organizing. [WIA Section 181(b)(7)]
- C. The local board assures that the board will comply with the nondiscrimination provisions of WIA Section 188.
- D. The local board assures that the board will collect and maintain data necessary to show compliance with the nondiscrimination provisions of WIA Section 188.
- E. The local board assures that there will be compliance with grant procedures of WIA Section 189(c).
- F. The local board assures that funds will be spent in accordance with the WIA, written U.S. Department of Labor guidance, and other applicable federal and State laws and regulations.
- G. The local board assures that veteran workforce investment programs funded under WIA Section 168 will be carried out in accordance with that Section.
- H. The local board assures it will comply with future State Workforce Investment Board policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIA or State legislation.
- I. The local board assures that when allocated adult funds for employment and training activities are limited, priority shall be given to veterans, recipients of public assistance and other low-income individuals for intensive and training services. [WIA Section 134(d)(4)(E), 118(b)(4), and California Unemployment Insurance Code (CUIC) Section 14230(a)(6)]
- J. The local board certifies that its One-Stop Career Centers (One-Stops) will recognize and comply with applicable labor agreements affecting represented employees located in the One-Stops. This shall include the right to access by State labor organization representatives pursuant to the Ralph C. Dills Act. [Chapter 10.3 (commencing with Section 3512) of Division 4 of Title 1 of the Government Code, and CUIC Section 14233]

- K. The local board assures that State employees who are located at the One-Stops shall remain under the supervision of their employing department for the purposes of performance evaluations and other matters concerning civil service rights and responsibilities. State employees performing services at One-Stops shall retain existing civil service and collective bargaining protections on matters relating to employment, including but not limited to hiring, promotion, discipline, and grievance procedures.
- L. The local board assures that when work-related issues arise at One-Stops between State employees and operators or supervisors of other partners, the operator or other supervisor shall refer such issues to the State employee's civil service supervisor. The One-Stop operators and partners shall cooperate in the investigation of the following matters: discrimination under the California Fair Employment and Housing Act [Part 2.8 (commencing with Section 12900) of Division 3, of Title 2 of the Government Code], threats and/or violence concerning State employees, and State employee misconduct.
- M. One-Stop Operator is responsible for administering One-Stop Center services in accordance with roles that have been defined by the local board. The local board assures that it will select the One-Stop Operator with the agreement of the Chief Local Elected Official through one of three means:
 1. Through a consortium of at least three or more required One-Stop partners; or
 2. Through competitive process such as a Request for Proposal; or
 3. It may serve as the One-Stop Operator directly but only with the consent of the Chief Local Elected Official and the Governor.

The only time these selection procedures are not required is in the following circumstances: the One-Stop delivery system, of which the operator is a part, existed before August 7, 1998; the existing One-Stop system includes all of the required One-Stop partners; and a Memorandum of Understanding has been executed which is consistent with the requirements of the Act. [WIA Section 121(d)(2)(A), and Title 20 CFR Part 662.410]

Jamil Dada
Local Board Chair

Signature

Date

6/27/13

ATTACHMENT 2

Title IB Participant Plan Summary

WIA Local Plan Program Year 2013-14 Title IB Participant Plan Summary

WIA 118; 20 CFR 661.350(a)(13); TEGL 17-05

Plan the number of individuals that are in each category.

Totals for PY 2013 (07/01/13 through 06/30/14)	ADULT	DW	YOUTH
1. Registered Participants Carried in from PY 2012	630	431	279
2. New Registered Participants for PY 2013	648	620	776
3. Total Registered Participants for PY 2013 (Line 1 plus 2)	1,278	1,051	1,055
4. Exiters for PY 2013	767	420	528
5. Registered Participants Carried Out to PY 2014 (Line 3 minus 4)	511	631	527

PROGRAM SERVICES			
6. Core Self Services	13,624	16,651	
7. Core Registered Services	1,278	1,051	
8. Intensive Services	1,227	1,016	
9. Training Services	179	146	

YOUTH MEASURES			
10. Attainment of a Literacy and/or Numeracy Gain			285
11. Attainment of a High School Diploma, GED, or Certificate			316

EXIT STATUS			
12. Entered Employment	391	197	206
12A. Training-related	46	27	57
13. Remained with Layoff Employer			
14. Entered Military Service			
15. Entered Advanced Training			26
16. Entered Postsecondary Education			121
17. Entered Apprenticeship Program			
18. Returned to Secondary School			
19. Exited for Other Reasons	376	420	118

Riverside County

Local Workforce Investment Area

Loren Sims, Operations Manager

951-955-3076

6/5/2013

Contact Person, Title

Telephone Number

Date Prepared

Comments: WIA Youth placement in employment or education rate calculated at proposed 39%.

ATTACHMENT 3

Title IB Budget Plan Summary (Adult and Dislocated Worker)

WIA Local Plan Program Year 2013-14
Title IB Budget Plan Summary¹
 (Adult)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2013-14, beginning 07/01/13 through 06/30/14

- Grant Code 201/202/203/204 WIA IB-Adult
 Grant Code 501/502/503/504 WIA IB-Dislocated Worker

FUNDING IDENTIFICATION	K386316 Subgrant	K4-XXX Subgrant
1. Year of Appropriation	2012-13	2013-14
2. Formula Allocation	6,296,897	6,438,041
3. Allocation Adjustment - Plus or Minus		
4. Transfers - Plus or Minus	988,000	
5. TOTAL FUNDS AVAILABLE (Lines 2 thru 4)	7,284,897	6,438,041
TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (sum of Lines 6.A thru 6.E)	6,556,407	5,794,238
A. Core Self Services		
B. Core Registered Services	223,343	205,197
C. Intensive Services	5,150,520	4,732,051
D. Training Services	1,100,010	804,755
E. Other	82,535	52,235
7. Administration (Line 5 minus 6)	728,490	643,803
8. TOTAL (Line 6 plus 7)	7,284,897	6,438,041
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from July 1, 2012 and July 1, 2013 respectively)		
9. September 2012	297,348	
10. December 2012	2,290,282	
11. March 2013	4,037,095	
12. June 2013	6,274,088	
13. September 2013	7,284,897	161,151
14. December 2013	7,284,897	2,024,041
15. March 2014	7,284,897	3,567,791
16. June 2014	7,284,897	5,544,738
17. September 2014		6,438,041
18. December 2014		6,438,041
19. March 2015		6,438,041
20. June 2015		6,438,041
COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 5)	10%	10%

RIVERSIDE

Local Workforce Investment Area

Jennifer Murillo, Accountant

951-955-7429

5/9/2013

Contact Person, Title

Telephone Number

Date Prepared

Comments:

¹ Refer to 20 CFR Part 667.160 and WIA Directive WIAD01-10 for guidance and information regarding local area obligation rates, and recapture and reallocation policies and procedures.

WIA Local Plan Program Year 2013-14
Title IB Budget Plan Summary¹
 Dislocated Worker

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2013-14, beginning 07/01/13 through 06/30/14

- Grant Code 201/202/203/204 WIA IB-Adult
 Grant Code 501/502/503/504 WIA IB-Dislocated Worker

FUNDING IDENTIFICATION	K386316 Subgrant	K4-XXX Subgrant
1. Year of Appropriation	2012-13	2013-14
2. Formula Allocation	7,156,716	7,009,846
3. Allocation Adjustment - Plus or Minus		
4. Transfers - Plus or Minus	(988,000)	
5. TOTAL FUNDS AVAILABLE (Lines 2 thru 4)	6,168,716	7,009,846
TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (sum of Lines 6.A thru 6.E)	5,551,844	6,308,861
A. Core Self Services		
B. Core Registered Services	121,433	180,576
C. Intensive Services	3,499,751	5,204,290
D. Training Services	1,721,557	876,231
E. Other	209,103	47,765
7. Administration (Line 5 minus 6)	616,872	700,985
8. TOTAL (Line 6 plus 7)	6,168,716	7,009,846
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from July 1, 2012 and July 1, 2013 respectively)		
9. September 2012	34,605	
10. December 2012	1,200,719	
11. March 2013	3,088,996	
12. June 2013	5,384,650	
13. September 2013	6,168,716	209,103
14. December 2013	6,168,716	1,364,442
15. March 2014	6,168,716	3,510,195
16. June 2014	6,168,716	6,118,870
17. September 2014		7,009,846
18. December 2014		7,009,846
19. March 2015		7,009,846
20. June 2015		7,009,846
COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 5)	10%	10%

RIVERSIDE

Local Workforce Investment Area

Jennifer Murillo, Accountant

951-955-7429

5/9/2013

Contact Person, Title

Telephone Number

Date Prepared

Comments:

¹ Refer to 20 CFR Part 667.160 and WIA Directive WIAD01-10 for guidance and information regarding local area obligation rates, and recapture and reallocation policies and procedures.

ATTACHMENT 4

Title IB Budget Plan Summary (Youth)

**WIA Local Plan Program Year 2013-14
Title IB Budget Plan Summary¹
(Youth)**

ATTACHMENT 6

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2013-14, beginning 04/01/13 through 06/30/14

Grant Code 301/302/303/304 WIA IB-Youth

FUNDING IDENTIFICATION	K386316 Subgrant	K4-XXX Subgrant
1. Year of Appropriation	2012-13	2013-14
2. Formula Allocation	6,416,984	6,650,355
3. Allocation Adjustment - Plus or Minus		
4. TOTAL FUNDS AVAILABLE (Line 2 plus 3)	6,416,984	6,650,355
TOTAL ALLOCATION COST CATEGORY PLAN		
5. Program Services (sum of Lines 5A and 5B)	5,775,286	5,985,320
A. In School	1,391,223	1,441,819
B. Out-of-School (30%)	4,384,062	4,543,500
6. Administration (Line 4 minus 5)	641,698	665,036
7. TOTAL (Line 5 plus 6)	6,416,984	6,650,355
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from April 1, 2012 and April 1, 2013 respectively)		
8. June 2012	-	
9. September 2012	153,460	
10. December 2012	1,243,993	
11. March 2013	2,420,386	
12. June 2013	4,218,187	
13. September 2013	5,861,395	159,041
14. December 2013	6,416,984	1,289,234
15. March 2014	6,416,984	2,508,410
16. June 2014	6,416,984	4,371,593
17. September 2014		6,074,560
18. December 2014		6,650,355
19. March 2015		6,650,355
20. June 2015		6,650,355
COST COMPLIANCE PLAN		
21. % for Administration Expenditures (Line 6/Line 4)	10%	10%

RIVERSIDE

Local Workforce Investment Area

Jennifer Murillo, Accountant

951-955-7429

5/9/2013

Contact Person, Title

Telephone Number

Date Prepared

Comments:

¹ Refer to 20 CFR Part 667.160 and WIA Directive WIAD01-10 for guidance and information regarding local area obligation rates, and recapture and reallocation policies and procedures.

ATTACHMENT 5
Negotiated Levels of Performance

WIA Local Plan Program Year 2013-14 Negotiated Levels of Performance

(Responses to State Plan Appendix H – Section 8)

Instructions: Enter your local area's levels of performance for PYs 2011-12 and 2012-13 and provide an estimate of your PY 2013-14 performance target. On the following page, provide a narrative rationale that supports each PY 2013-14 goal. For example, if the local projected goal is lower than the PY 2012-13 State goal, provide an explanation.

STATE NEGOTIATED LEVELS OF PERFORMANCE¹

WIA Requirement at Section 136(b) ²	PY 2011-12	PY 2012-13
Adults		
Entered Employment Rate	56.4%	59%
Employment Retention Rate	81.%	81%
Average Earnings	\$13,000	\$13,700
Dislocated Workers		
Entered Employment Rate	65%	64.5%
Employment Retention Rate	83%	84%
Average Earnings	\$15,900	\$18,543
Youth (ages 14-21)		
Placement in Employment or Education	65%	72%
Attainment of a Degree or Certificate	61%	60%
Literacy and Numeracy Gains	40%	54%

LOCAL LEVELS OF PERFORMANCE¹

WIA Requirement at Section 136(c) ²	PY 2011-12	PY 2012-13	Estimated PY 2013-14
Adults			
Entered Employment Rate	51%	51%	51%
Employment Retention Rate	72%	72%	72%
Average Earnings	\$11,000	\$11,000	\$11,000
Dislocated Workers			
Entered Employment Rate	47%	47%	47%
Employment Retention Rate	83%	83%	83%
Average Earnings	\$13,500	\$13,500	\$13,500
Youth (ages 14-21)			
Placement in Employment or Education	65%	72%	39%
Attainment of a Degree or Certificate	61%	60%	60%
Literacy and Numeracy Gains	40%	54%	54%

¹ Guidance on state and local performance can be found on the U.S. Department of Labor (DOL) [Employment and Training Administration](#) Web site. Specific Training and Employment Guidance Letters (TEGL) include, but are not limited to 8-99, 11-01, and 17-05.

² The DOL Employment and Training Administration approved California's waiver request to move from the statutory performance measures specified in WIA Section 136 to the common performance measures defined in TEGL 17-05. This waiver was initially approved for Program Year (PY) 2007-08 and has been extended through PY 2013-14.

RATIONALE SUPPORTING PY 2013-14 ESTIMATED LOCAL PERFORMANCE LEVELS

Riverside County is requesting that the state approve the Estimated PY 2013-14 Levels of Performance. We expect, however, that more detailed discussions will take place with the state during the formal negotiation and approval of the proposed levels. This request takes into consideration the following factors impacting the local workforce system:

- **Riverside County's Slow Economic Recovery:** Riverside County has suffered a long and deep recession from 2007 to the present, marked by a surge in the number of foreclosures, along with plummeting home values and historically high unemployment. The local economy began to recover in 2010 but is not expected to regain full economic health until the housing market completely recovers, which some economists estimate may not be until 2017.

The Inland Southern California region (Riverside and San Bernardino Counties) has also lagged behind its closest neighbors and the state overall during the recovery. Through October 2012, the Riverside-San Bernardino metropolitan area has added 30,800 new jobs to its employment base since hitting bottom at the end of 2009. Representing a 2.8% increase, this is slower than the growth observed in neighboring Los Angeles (3.1%), San Diego (4.0%), and Orange County (4.1%) over roughly the same period. In addition, this is slower than the employment recovery in the state as a whole, which grew by 4.2% due to a solid recovery in the Bay Area and Central Coast economies.

- **Impact of Budget Cuts to Community Colleges on the Local Workforce System:** According to the California Community College's Chancellor's Office, colleges have been forced to –
 - Reduce course offerings by roughly 15 percent resulting in hundreds of thousands of students being turned away.
 - Increase class sizes
 - Lay off adjunct faculty and other staff.
 - Institute furloughs.
 - Spend down reserves and borrow money to manage cash flow.

As a consequence of these budget cuts, there will be further crowding out of recent high school graduates and the unemployed who may be turning to the two-year system for job training skills. Job seekers served by our WIA program continue to be adversely affected by these staffing and course reductions. And local youth service providers in our area confirm that as they attempt to assist WIA youth participants with college enrollment, the participants are being placed on unrealistic waiting lists. The factors are outside of our control and directly affect the local area's ability to meet the State's Negotiated Levels of Performance.

ATTACHMENT 6

Comprehensive One-Stop Center Partner Listing

WIA Local Plan Program Years 2013-17 Comprehensive One-Stop Center Partner Listing

The Workforce Investment Act (WIA) Section 121(b) identifies all the required partner programs that must be part of the local One-Stop Career Center system. Those programs are listed below. The Chief Local Elected Official may also include additional partners to enhance the services provided locally. The Final Rule Section 662.250 requires these same partners to offer their program's core services in at least one comprehensive One-Stop Career Center in the local workforce area. Provide the name of each organization (required and additional) that provides services in your local One-Stop Career Center system. Include with your submittal, a copy of the executed Memorandum of Understanding (MOU) required under WIA Section 121(c). If an MOU has not been fully executed with a partner, notice instructions are included in Directive WIAD05-6, Notification Requirement Relating to Lack of One-Stop MOUs.

A separate form should be completed for each One-Stop Career Center in your local area that meets this requirement.

1. LWIB	Please enter all information requested
Today's Date:	July 1, 2013
Name of Local Workforce Investment Board:	County of Riverside
Counties covered:	Riverside
Center's complete physical address:	1325 Spruce Street, Ste. 110 Riverside, CA 92507
Mailing address (if different):	N/A
One-Stop Career Center hours of operation:	M-Th; 7:30am - 5:30pm
Public phone number:	(951) 955-3100
Public fax number:	(951) 955-3131
TTY number:	(951) 951-9050
Website URL:	www.rivcoworkforce.com
Office Manager/Administrator: (Name and Title)	Lenny Pimental Assistant Regional Manager
Phone number and email:	(951) 955-3233; lpimentel@rivcoeda.org
Public contact email address:	lpimentel@rivcoeda.org
Number of staff:	23

2. Required Partner Programs	Partner Providing the Core Services
Programs authorized under WIA Title I (Public Law 105-220);	State of California Employment Development Department (EDD)
Programs authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.);	State of California Employment Development Department (EDD)
Adult education and literacy activities authorized under WIA Title II (Public Law 105-220);	Riverside Unified School District Desert Sands Adult School

Programs authorized under Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.);	State of California Department of Rehabilitation
Programs authorized under Section 403(a)(5) of the Social Security Act (42 U.S.C. 603(a)(5), as added by Section 5001 of the Balanced Budget Act of 1997);	Riverside County Department of Public Social Services
Activities authorized under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.);	Riverside County Office on Aging
Postsecondary vocational education activities authorized under the Carl D. Perkins Vocational and Applied Technology Education Act (20 U.S.C. 2301 et seq.);	Riverside Community College Mt. San Jacinto Community College College of the Desert Community College
Activities authorized under Chapter 2 of Title II of the Trade Act of 1974 (19 U.S.C. 2271 et eq.);	State of California Employment Development Department (EDD)
Activities authorized under Chapter 41 of Title 38, U.S.C.;	State of California Employment Development Department (EDD)
Employment and training activities carried out under the Community Services Block Grant Act (42 U.S.C. 9901 et seq.);	Community Action Partnership of Riverside County
Employment and training activities carried out by the Department of Housing and Urban Development; and,	Riverside County Department of Public & Social Services (DPSS)
Programs authorized under State unemployment compensation laws (in accordance with applicable federal law).	State of California Employment Development Department (EDD)
Additional Partner Programs	Organization
Native American Program(s)	National Indian Council on Aging

WIA Local Plan Program Years 2013-17 Comprehensive One-Stop Center Partner Listing

The Workforce Investment Act (WIA) Section 121(b) identifies all the required partner programs that must be part of the local One-Stop Career Center system. Those programs are listed below. The Chief Local Elected Official may also include additional partners to enhance the services provided locally. The Final Rule Section 662.250 requires these same partners to offer their program's core services in at least one comprehensive One-Stop Career Center in the local workforce area. Provide the name of each organization (required and additional) that provides services in your local One-Stop Career Center system. Include with your submittal, a copy of the executed Memorandum of Understanding (MOU) required under WIA Section 121(c). If an MOU has not been fully executed with a partner, notice instructions are included in Directive WIAD05-6, Notification Requirement Relating to Lack of One-Stop MOUs.

A separate form should be completed for each One-Stop Career Center in your local area that meets this requirement.

1. LWIB		Please enter all information requested
Today's Date:	July 1, 2013	
Name of Local Workforce Investment Board:	County of Riverside	
Counties covered:	Riverside	
Center's complete physical address:	44-199 Monroe Street, Suite B., Indio, CA 92201	
Mailing address (if different):	N/A	
One-Stop Career Center hours of operation:	M-Th; 7:30am - 5:30pm	
Public phone number:	(760)863-2500	
Public fax number:	(760)863-2551	
TTY number:	(760)863-2555	
Website URL:	www.rivcoworkforce.com	
Office Manager/Administrator: (Name and Title)	Wendy Frederick Regional Manager	
Phone number and email:	(760)863-2525; wfrederick@rivcoeda.org	
Public contact email address:	wfrederick@rivcoeda.org	
Number of staff:	24	

2. Required Partner Programs	Partner Providing the Core Services
Programs authorized under WIA Title I (Public Law 105-220);	State of California Employment Development Department (EDD)
Programs authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.);	State of California Employment Development Department (EDD)
Adult education and literacy activities authorized under WIA Title II (Public Law 105-220);	Riverside Unified School District Desert Sands Adult Schoo

Programs authorized under Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.);	State of California Department of Rehabilitation
Programs authorized under Section 403(a)(5) of the Social Security Act (42 U.S.C. 603(a)(5), as added by Section 5001 of the Balanced Budget Act of 1997);	Riverside County Department of Public Social Services
Activities authorized under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.);	Riverside County Office on Aging
Postsecondary vocational education activities authorized under the Carl D. Perkins Vocational and Applied Technology Education Act (20 U.S.C. 2301 et seq.);	Riverside Community College Mt. San Jacinto Community College College of the Desert Community College
Activities authorized under Chapter 2 of Title II of the Trade Act of 1974 (19 U.S.C. 2271 et eq.);	State of California Employment Development Department (EDD)
Activities authorized under Chapter 41 of Title 38, U.S.C.;	State of California Employment Development Department (EDD)
Employment and training activities carried out under the Community Services Block Grant Act (42 U.S.C. 9901 et seq.);	Community Action Partnership of Riverside County
Employment and training activities carried out by the Department of Housing and Urban Development; and,	Riverside County Department of Public & Social Services (DPSS)
Programs authorized under State unemployment compensation laws (in accordance with applicable federal law).	State of California Employment Development Department (EDD)
Additional Partner Programs	Organization
Native American Program(s)	National Indian Council on Aging

WIA Local Plan Program Years 2013-17 Comprehensive One-Stop Center Partner Listing

The Workforce Investment Act (WIA) Section 121(b) identifies all the required partner programs that must be part of the local One-Stop Career Center system. Those programs are listed below. The Chief Local Elected Official may also include additional partners to enhance the services provided locally. The Final Rule Section 662.250 requires these same partners to offer their program's core services in at least one comprehensive One-Stop Career Center in the local workforce area. Provide the name of each organization (required and additional) that provides services in your local One-Stop Career Center system. Include with your submittal, a copy of the executed Memorandum of Understanding (MOU) required under WIA Section 121(c). If an MOU has not been fully executed with a partner, notice instructions are included in Directive WIAD05-6, Notification Requirement Relating to Lack of One-Stop MOUs.

A separate form should be completed for each One-Stop Career Center in your local area that meets this requirement.

1. LWIB	Please enter all information requested
Today's Date:	July 1, 2013
Name of Local Workforce Investment Board:	County of Riverside
Counties covered:	Riverside
Center's complete physical address:	30135 Technology Drive, Murrieta, CA 92563
Mailing address (if different):	N/A
One-Stop Career Center hours of operation:	M-Th; 7:30am - 5:30pm
Public phone number:	(951)304-5900
Public fax number:	(951)791-3543
TTY number:	(951)304-5769
Website URL:	www.rivcoworkforce.com
Office Manager/Administrator: (Name and Title)	Pat Ramos Regional Manager
Phone number and email:	(951)304-5729; pramos@rivcoeda.org
Public contact email address:	pramos@rivcoeda.org
Number of staff:	15

2. Required Partner Programs	Partner Providing the Core Services
Programs authorized under WIA Title I (Public Law 105-220);	State of California Employment Development Department (EDD)
Programs authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.);	State of California Employment Development Department (EDD)
Adult education and literacy activities authorized under WIA Title II (Public Law 105-220);	Riverside Unified School District Desert Sands Adult School

Programs authorized under Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.);	State of California Department of Rehabilitation
Programs authorized under Section 403(a)(5) of the Social Security Act (42 U.S.C. 603(a)(5), as added by Section 5001 of the Balanced Budget Act of 1997);	Riverside County Department of Public Social Services
Activities authorized under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.);	Riverside County Office on Aging
Postsecondary vocational education activities authorized under the Carl D. Perkins Vocational and Applied Technology Education Act (20 U.S.C. 2301 et seq.);	Riverside Community College Mt. San Jacinto Community College College of the Desert Community College
Activities authorized under Chapter 2 of Title II of the Trade Act of 1974 (19 U.S.C. 2271 et eq.);	State of California Employment Development Department (EDD)
Activities authorized under Chapter 41 of Title 38, U.S.C.;	State of California Employment Development Department (EDD)
Employment and training activities carried out under the Community Services Block Grant Act (42 U.S.C. 9901 et seq.);	Community Action Partnership of Riverside County
Employment and training activities carried out by the Department of Housing and Urban Development; and,	Riverside County Department of Public & Social Services (DPSS)
Programs authorized under State unemployment compensation laws (in accordance with applicable federal law).	State of California Employment Development Department (EDD)
Additional Partner Programs	Organization
Native American Program(s)	National Indian Council on Aging

ATTACHMENT 7

Memorandums of Understanding

WIA Local Plan Program Years 2013 – 2017 Memorandums of Understanding

Local Workforce Investment Boards are required to establish a Memorandum of Understanding (MOU) with each partner that provides services through the local One-Stop System. Complete the information below and attach a copy of each MOU with your local plan under this cover sheet.

Local Partner Name:	MOU Expiration Date:
1. Riverside County Department of Social Services (DPSS)	Evergreen
2. College of the Desert	Evergreen
3. Mount San Jacinto Community College	Evergreen
4. Riverside Community College	Evergreen
5. Cornerstone Solutions, Inc.	Evergreen
6. Center for Employment Training	Evergreen
7. Riverside County Department of Rehabilitation	June 30, 2013
8. Employment Development Department (EDD)	Evergreen
9. Inland Empire Small Business Development Center	Evergreen
10. Riverside County Economic Development Agency/Library Services	Evergreen
11. Riverside County Office on Aging	Evergreen
12. National Indian Council on Aging	Evergreen
13. Riverside Unified School District	Evergreen
14. Goodwill Industries of Southern California	Evergreen
15. Riverside County Department of Mental Health	Evergreen
16. Desert Sands Adult School	Evergreen
17. Community Partnerships of Riverside County	Evergreen
18. City of Riverside Public Library	Evergreen

ATTACHMENT 8

State of California Local Area Grant Recipient Listing

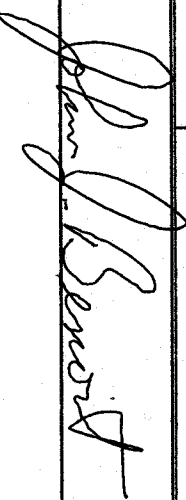
**WIA Local Plan Program Years 2013-14
Local Area Grant Recipient Listing**

Instructions: Enter the name of the Local Workforce Investment Area (local area), organization, contact person's name and title, mailing address, telephone and fax numbers, and e-mail address. Obtain the appropriate signature of the Chief Local Elected Official(s), or their officially designated alternates. (Note: Alternates must be designated by official action of their respective boards or by locally approved policy.) If you have more than one Chief Local Elected Official who must sign the local plan, add an additional signature page. Enter their respective names, titles, and the dates of signature. [WIA Sections 117(d)(3)(B)(i) and 118(b)(8)]

Name of local area: County of Riverside

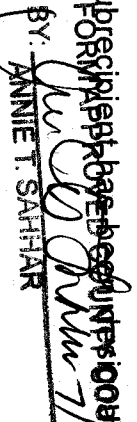
ENTITY	ORGANIZATION	CONTACT (NAME/TITLE)	MAILING ADDRESS (STREET, CITY, ZIP)	TELEPHONE, FAX, E-MAIL
Grant Recipient (or Subrecipient if applicable)	Riverside County EDA	Felicia Flournoy/Director, EDA Workforce Division	1325 Spruce Street, Ste. 110 Riverside, CA 92507	(951) 955-3100 (951) 955-9495 fflournoy@rivcoeda.org
Fiscal Agent	Riverside County EDA	Jennifer Murillo/Accountant	3133 Mission Inn Riverside, CA 92507	(951)955-7429 (951)955-9605 jbmurillo@rivcoeda.org
Local Area Administrator	Riverside County EDA	Felicia Flournoy/Director, EDA Workforce Division	1325 Spruce Street, Ste. 110 Riverside, CA 92507	(951)955-3100 (951)955-9495 fflournoy@rivcoeda.org
Local Area Administrator Alternate	Riverside County EDA	Mark Christiansen/Deputy Director, EDA Workforce Division	1325 Spruce Street, Ste. 110 Riverside, CA 92507	(951)955-3100 (951)955-9495 mchristiansen@rivcoeda.org

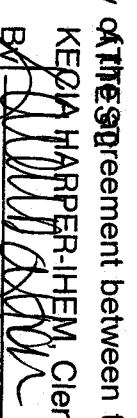
John J. Benoit
Chief Local Elected Official

Signature 

Date **AUG 20 2013**

If a Local Grant Subrecipient has been approved by the County Council, please submit a copy of the agreement between the Chief Local Elected Official and the subrecipient to the County Clerk's Office.

FOR INFORMATION OF THE COUNTY COUNCIL
By:  ANNIET.SAHHAR
DATE 7/23/13

Page 1 of 1
KECIA HARRPER-IHEM, Clerk
By:  DEPUTY

ATTACHMENT 9

Copy of Local Board Bylaws

WIA Local Plan Program Years 2013-17 Local Workforce Investment Board Bylaws

Local Workforce Investment Boards are required to submit a copy of their bylaws as an attachment to the local plan. Include the bylaws under this cover page. As a reminder, the local board's composition should include a minimum of 15 percent of its membership from labor organizations and should also include a Business Council. If an existing body of the local board already includes the required membership, that information should be included in the local plan narrative.

**AMENDED AND RESTATED BYLAWS OF THE COUNTY OF RIVERSIDE WORKFORCE
INVESTMENT BOARD**
(Revised June 4, 2013)

WHEREAS, the Workforce Investment Act (WIA) of 1998, Public Law 2011-172 (hereinafter the Act), authorizes the expenditure of federal funds for workforce development programs in designated Local Workforce Investment Areas (LWIAs);

WHEREAS, the State of California has designated the County of Riverside (County) as a Local Workforce Investment Area, hereinafter referred to as LWIA;

WHEREAS, the Act required the establishment of a Workforce Investment Board to provide policy guidance and oversight of the workforce development system for the LWIA;

WHEREAS, the Board of Supervisors of the County (Board of Supervisors) hereby established the Workforce Investment Board (WIB) to serve in accordance with the provisions of the Act and adopted bylaws for the WIB (Bylaws);

WHEREAS, the Board of Supervisors previously approved Resolutions amending the Bylaws of the WIB since their inception;

WHEREAS, it is the intent and desire of the board of Supervisors to update the Bylaws and adopt these Amended and Restated Bylaws;

NOW, THEREFORE, the Board of Supervisors hereby adopts these Amended and Restated Bylaws as follows herein. The Amended and Restated Bylaws stated herein are the complete and exclusive statement of the Workforce Investment Board Bylaws and supersede all previous versions of any existing bylaws. Any previous bylaws not contained in these Amended and Restated Bylaws set forth herein shall not be binding and of no effect:

I. RESPONSIBILITIES OF THE WIB

The WIB shall have the following responsibilities:

- A. Provide policy guidance in the development of the 5-year local workforce investment plan (Local Plan) and Provide oversight on the One-Stop system, youth activities, employment and training activities under Title I of WIA, in partnership with the chief elected official;
- B. Select One-Stop operators with the agreement of the chief elected official;
- C. Develop a budget for the purpose of carrying out the duties of the WIB, subject to the approval of the Board of Supervisors;
- D. In cooperation with the Board of Supervisors, appoint a Youth Council as a subgroup of the WIB and coordinate workforce and youth plans and activities with the Youth Council;

- E. Select eligible youth service providers based on the recommendations of the Youth Council, identify eligible providers of adult and dislocated worker intensive services and training services, and maintain a list of eligible providers with performance and cost information, as required in 20 CFR part 663, subpart E;
- F. Negotiate and reach agreement on local performance measures with the Board of Supervisors and the Governor;
- G. Assist the Governor in developing the statewide employment statistics system under the Wagner-Peysner Act;
- H. Coordinate workforce investment activities with economic development strategies and developing business linkages;
- I. Promote private sector involvement in the county-wide workforce investment system through effective connecting, brokering, and coaching activities through intermediaries such as the One-Stop operator in the local area or through other organizations to assist businesses in meeting hiring needs; and
- J. Serve in an advisory capacity to the Board of Supervisors on all matters relating to workforce development and training not covered by Title I of the WIA.

II. APPOINTMENT, REAPPOINTMENT AND DISQUALIFICATION OF MEMBERS

- A. The WIB shall consist of at least 37 members appointed by the Board of Supervisors in accordance with the provisions of Section 117 of the Act.
- B. The WIB shall be a business-led board with at least 51% members from the private sector with the Board of Supervisors appointing at least 20 representatives from their combined districts. At their discretion, each Board of Supervisor may appoint as many additional private sector members as such Board of Supervisor may consider appropriate.
- C. Public Sector, education, labor and community based organization member appointments shall be made by the Board of Supervisors, and such appointments shall represent mandated WIA Title I partners and other optional partners as follows:
 1. At least one representative from the community college system
 2. Two representatives from Community-Based Organizations, (i.e., private nonprofit organizations which are representative of communities or significant segments of communities)
 3. At least four representatives from Organized Labor;
 4. Two representatives from the public or non-profit economic development entities.

5. One representative from each of the following organizations:

- Office on Aging - Title V of the Older Americans Act;
- State Department of Rehabilitation;
- Riverside County Department of Public Social Services;
- State Employment Development Department representing WIA programs: Wagner-Peysner, North America Free Trade Act, Trade Adjustment Act, Migrant Seasonal Farm Workers, Unemployment Insurance and Veterans;
- Job Corps;
- Operator of Housing and Urban Development Training programs if such programs are available in the County;
- Native American Program;
- Small Business Development Center; and
- Riverside County Office on Education representing Adult Education and literacy

6. Optional partners may include but are not limited to: University of California, Riverside Department of Community Action; Chamber of Commerce and other organizations beneficial to the achievement of the WIB's vision, mission, goals and purpose.

D. Members shall be appointed for two-year terms and serve at the pleasure of the Board of Supervisors.

E. Each member of the WIB shall be entitled to one vote during a regular or called meeting in which said member is present and provided a quorum, as set forth in Section VI (C.), is present at the time the vote is taken, except that no matter which has direct bearing on services to be provided by that member or their parent organization; this agreement shall not provide for alternate membership.

F. Membership on the WIB shall cease in case of death, resignation, disqualification, failure to be reappointed, and may cease based on attendance. The right of a member to vote and all of his/her rights, title and interest in and to the WIB shall cease based on the above mentioned.

Removal or resignation may be a result of:

1. A member is not reappointed after completion of a term;
2. A members resigning. Members shall offer their resignation in writing to the WIB Chairperson, with a copy to the Chairman of the County Board of Supervisors;
3. A member does not attend meetings (WIB, Executive Committee and Regional Adhoc Committee meetings);
4. Members may be removed by action of the Board of Supervisors.

- G. All members must attend at least one-half of the meetings (50%). There are at least three meetings held each calendar year. Each board member is to join a Regional Adhoc Committee; each Regional Adhoc Committee meets up to six times annually.
- H. WIB public sections members are permitted to designate a non-voting representative to attend the Regional Adhoc Committee (West, East, Mid-County and Southwest) meeting in their place.
- I. Executive Committee members, who are also members of Regional Adhoc Committees, must attend 60% of the Adhoc Committee meetings.
- J. In the event of the occurrence of a vacancy in the membership of the WIB Staff, the following procedures shall be followed:
 - 1. The WIB shall immediately inform the County, through the WIB Staff, of the occurrence of such vacancy;
 - 2. The staff assigned to the WIB will assist the County to solicit nominations for membership as defined in the Act;
 - 3. Nominations to fill any such vacancy, together with appropriate disclosure statements and documentation, shall be submitted to the Board of Supervisors for consideration and appointment;
 - 4. The County shall proceed to fill such private sector representative vacancies within 60 days in accordance with the provisions of Section 102(d) of the Act, CUI Code Section 15031(e) and the California Government Code, Sections 54970 through 54975. In addition, a WIB member resigning from the board may nominate their organization's replacement.
- K. Notwithstanding any provisions of law to the contrary, WIB and Council for Youth Development (CYD) members, as public officials, shall be fully subject to any and all provisions of conflict of interest law, whether state, federal or local, including, but not by way of limitation, the provisions of Government Code Section 1090 et seq., Government Code Section 87100 et seq., and Riverside County Ordinance No. 440.

III. FUNCTIONS OF WIB OFFICERS

The presiding officers of the WIB shall be called Chairperson and Vice Chairperson and shall serve a one-year term. The Chairperson and a Vice Chairperson shall be elected by the WIB from the private sector membership. In no instance shall a Chairperson serve more than four consecutive terms or four consecutive years as Chairperson.

- A. Functions and responsibilities of the Chairperson shall be as follows:

1. Shall be the official representative and spokesperson of the WIB;
 2. Shall preside at all meetings of the WIB and the Executive Committee of the WIB (as established in Section 1);
 3. Shall coordinate with the Riverside County Economic Development Agency (EDA) Director of the Workforce Division (WD) and/or WIB assigned staff in preparing the agenda for WIB meetings;
 4. Shall call regular and special meetings of the WIB Executive Committee;
 5. Shall appoint Adhoc committee(s) of the WIB to include the Chairperson and Vice Chairperson;
 6. Shall sign on behalf of the WIB all necessary documents; and
 7. Perform other responsibilities as determined by the WIB.
- B. Functions and responsibilities of the Vice Chairperson shall be as follows:
1. Shall assume all responsibilities of the Chairperson in his/her absence;
 2. Shall serve as member-at-large on the Executive Committee; and
 3. Perform other responsibilities as directed by the Chairperson.

IV. COMMITTEE STRUCTURE

The Chairperson may create Adhoc Committees as deemed necessary and appropriate to conduct the process for nominating and electing officers to the WIB; review and make recommendations for amendments to the bylaws; and for other purposes. The Chairperson may also create Regional Adhoc Committees addressing specific programs, strategic initiatives, and issues of concern to the Board, unless specified otherwise, Regional Adhoc Committees shall serve in an advisory capacity only. The Chairperson shall appoint a private-sector member for Chairperson and a private-sector or public-sector member or non-member for Vice Chairperson of the Regional Adhoc Committees. The Chairperson may appoint individuals, including board members and non-members, to various Regional Adhoc Committees of the WIB, as appropriate. A staff member of the Administrative Entity/Staff will be assigned to work with the respective committees. Regional Adhoc Committees shall report on their activities to the WIB Executive Committee on a regular basis and may be dissolved at any time by the Chairperson of the WIB.

A. Executive Committee

The Executive Committee shall be composed of the Chairperson, and Vice Chairperson of the WIB, the Chairpersons of the Regional Adhoc

Committees, the Chairperson of the CYD, the past Chairperson and eight at-large WIB members with at least one representative from labor and one from education. Regional Adhoc Committee Chairpersons and at-large Executive Committee members shall be appointed by the WIB Chairperson on an annual basis. In the event that one individual is qualified to hold two seats on the Executive Committee, the WIB Chairperson may appoint a private sector replacement from the WIB.

The functions and responsibilities of the Executive Committee shall be as follows:

1. Shall act on behalf of the WIB on matters needing action during the time between WIB meetings;
2. Shall, in the absence of the Chairperson and Vice Chairperson, designate a member of the Executive Committee to preside over the WIB and Executive Committee meetings;
3. Shall receive standing and Adhoc committee reports and act on recommendations for the WIB;
4. Shall assist the Chairperson in setting agendas for regularly scheduled WIB meetings;
5. Shall coordinate WIB activities with the County through the WIB Coordinator;
6. Shall oversee the participation of WIB members and recommend to the WIB those members who should be removed for cause as outlined herein;
7. Fulfill legislative requirements of the Workforce Investment Act; and
8. Perform other responsibilities as may be designated by the WIB.

B. Council for Youth Development (CYD)

1. The WIA Section 117(g) of the Act requires the CYD (a Youth Council) to be established as a subgroup of the WIB. The Chairperson of the WIB, in consultant with the Executive Committee, shall appoint the members of the CYD.
2. The Chairperson and Vice Chairperson for the CYD shall be elected from the membership of the CYD. If the Chairperson of the CYD leaves their organization or otherwise resigns from his or her elected office, the Chairperson of the WIB, in consultation with the Executive Committee may appoint a replacement to fill out the remainder of the officer's term.
3. The CYD is comprised of members with special interest or expertise in youth policies and other representatives. CYD members who are not

members of the WIB shall be voting members of the CYD only. The CYD consists of at least 20 members; at least two members of the

WIB, one of which being the Job Corps representative, and at least 18 other members representing the following:

- Youth Participants
- Youth service agencies;
- Juvenile justice and law enforcement agencies;
- Public Housing Authority;
- Parents of eligible youth seeking service under Title I of WIA;
- Organizations having expertise relating to youth activities;
- Representative(s) from the Board of Supervisors Youth Commission and/or Legislative Intern Program;
- Current or former customers of youth programs, and
- Apprenticeship Labor Organization.

4. The functions and responsibilities: The functions and responsibilities of the CYD are as follows:

- a. Develop the portions of the local WIA Title I-B Plan relating to eligible youth, as determined by the CYD Chairperson. Ensure that parents, participants, and other interested community members are involved in the design and implementation of these programs.
- b. Subject to the approval of the WIB:
 - i. Recommend eligible providers of youth activities to be awarded grants or contracts on a competitive basis by the local WIB to carry out the youth activities.
 - ii. Conduct oversight with respect to the providers of youth activities in the local area, coordinating with the Quality Assurance Committee.
- c. Coordinate WIA Title I-B youth activities in the area.
- d. Other duties determined to be appropriate by the WIB Chairperson, such as establishing linkages with educational agencies and other youth entities.
- e. Provide a forum for initial discussion on emerging issues affecting youth and the workforce development system.
- f. Responsible for Customer Satisfaction analysis of youth programs/services including recommending goals for improvement and increased accountability.
- g. Coordinates with the WIB Executive Committee for future program development needs.

- h. Oversee strategic initiatives of the CYD that address broad issues related to youth workforce and education issues and that catalyze change within a community development context that may go beyond WIA.
- 5. Terms of Office: Terms of the CYD Chair and Vice-Chair shall be one year. In no instance shall a Chairperson serve more than four consecutive terms or four consecutive years as Chairperson.
- 6. Adhoc Committees: The Chairperson of the CYD may appoint Adhoc Committees, as deemed necessary, to implement and support activities of the CYD. Adhoc Committees will function as task forces to the CYD. The authority of Adhoc Committees shall be contained in the committee's charge. At no time may an Adhoc Committee act on the behalf of the CYD or WIB without the consent of the CYD or the WIB.

All Adhoc Committees shall be comprised of CYD members and may include non-CYD members. Non-CYD members may vote on the committees; however, nothing in their committee membership shall be construed as bestowing membership on the CYD. Every Committee shall be chaired by a voting member of the CYD.

V. STAFF, OFFICE AND BUDGET

- A. The following EDA WD positions will be designated as staff to the WIB:
 - 1. WIB Executive Director
 - 2. Community Partnerships Manager
 - 3. WIB Coordinator
 - 4. CYD Coordinator
 - 5. Secretary to the WIB
- B. County shall establish the staff positions for the WIB, designating such positions as County may deem appropriate. The County may solicit applications for employment and hire and employ persons to fill such positions in accordance with the established personnel procedures of the County.
- C. The Assistant Director of County's EDA also known as the WIB Executive Director shall direct said WIB staff and office support, in accordance with the personnel policies and procedures of County, shall select and hire said staff, the members of which shall be employees of County.
- D. The County shall annually adopt an operational budget that shall provide for the necessary staff, office and material support for grant administration and program support.
- E. Such operational budget shall provide the necessary staff, office and material support determined by the County and the WIB to be necessary for the

proper and effective discharge of the WIB functions and duties as contained herein.

VI. OPERATIONAL PROCEDURES

A. WIB as a Public Entity

The County is a public entity created and existing under California law, and the WIB shall, therefore, operate as a public body, consistent with the laws of the State of California which govern public meetings and State conflict of interest laws, and specifically including the provisions of the Ralph M. Brown Act (Government Code Sections 54950 et seq.);

B. Meeting Schedules of Actions

The WIB shall meet not less than two times a year at such place as the Chairperson may designate on the date set by resolution for the transaction of such business as may properly come before the meeting. All meetings of the WIB, the WIB Executive Committee and the CYD including and without limitations, regular, adjourned regular and special meetings shall be called, noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act, California Code 54960 et seq., as amended.

C. Quorum for the WIB

The Executive Committee and the CYD (Youth Council) shall be at least 51%, and action may be taken provided such a quorum is preserved.

D. The Administration of Grants and Funds

The administration of all grants or other funds awarded to the County shall be the responsibility of the County, whose responsibility shall include expressing grant interest and submission of grant applications, preparation and submittal of grant documents, receipt of funds or awards, dispersal of funds, auditing of funds, audit resolutions, reporting, monitoring, evaluating and the closing out of programs.

E. Reimbursement of Expenses

WIB members shall be entitled to mileage reimbursement to and from all WIB activities, and for all other reasonable expenses incurred while on WIB business. Said reimbursement shall be in the form and manner of reimbursement provided to County department heads.

ATTACHMENT 10

Local Workforce Investment Board Recertification Request

**WIA Local Plan Program Years 2013-15
Local Workforce Investment Board Recertification Request**

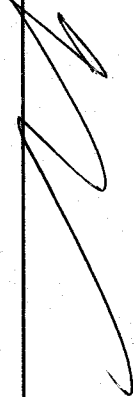
Local Board Name:	Riverside County Workforce Investment Board
Contact Person:	Felicia Flournoy
Telephone:	951-955-6615
Date:	5/15/13

Local Workforce Investment Board Membership Certification

The Workforce Investment Act (WIA) Section 117(a)(b) and (c) provides for the requirements for nominating and selecting members in each membership category. The WIA Section 117(b)(4) requires that business members constitute a majority of the Local Workforce Investment Board (local board). Per WIA Section 117(b)(5), the chairperson shall be a business representative. The required membership categories follow.

I certify that the below listed members of the Riverside County
Local Workforce Investment Board were appointed in the manner required by WIA Section 117.

Jamil Dada
Local Workforce Investment Board Chair

Signature 

Date 6/27/13

INSTRUCTIONS: If the Chief Local Elected Official has approved additional membership categories, enter the information under "ADDITIONAL PARTNERS and ADDITIONAL ONE-STOP PARTNERS." If the additional members are non-business, then a sufficient number of additional business members are required to maintain the business majority. If an individual represents multiple categories, after the first time s/he is identified (subsequent to the first notation), please asterisk his/her name at all subsequent entries. If a required membership category (program or activities) does not exist in your local area, simply indicate "does not exist" in the "Name" column for that category. Add extra lines as needed. Address any vacancies under "CORRECTIVE ACTION COMMENTS."

BUSINESS: WIA Section 117(b)(2)(A) – shall include (i) representatives of business in the local area, who (I) are owners of businesses, chief executives or operating officers of businesses, and other business executives or employers with optimum policy-making or hiring authority; (II) represent businesses with employment opportunities that reflect the employment opportunities of the local area; and (III) are appointed from among individuals nominated by local business organizations and business trade associations. Please identify the local board chairperson by typing CHAIR after his/her name.

Name	Title	Entity	Appointment Date	Term End Date
Barbara Howison	Library Administrator	Library System & Services LL	06/04/13	06/18/2015
Brian Unitt	Partner	Holstein, Taylor and Unitt Law Offices	10/18/2011	10/18/2013
Charles Martin	Business Member	Morongo Band of Mission Indians	11/22/2011	12/13/2013
Darryl Rawlings	President	East West System Solutions	10/18/2011	10/18/2013
Debra Martin	District Manager	Wells Fargo Bank	03/20/2012	03/20/2014
Diane Strand	Owner	JDS Video & Media Projections, Inc.	07/16/2013 (Anticipated)	07/16/2015
Diane Stuart	Owner	Skat Trak	07/25/2000	10/12/2014
Donna Rayford	Training & Development Spec	Sysco/Riverside	05/22/2013	07/9/2015

Francisca Hernandez	Vice President, Human Resources	Riverside Medical Clinic	06/18/2013	06/18/2015
Louise Oppenheim	Second Vice- President	Morgan Stanley Smith Barney	07/31/2012	07/31/2014
Guadalupe Delgado	Training and Developments Manager	Schneider Logistics	05/03/2011	05/03/2015
Guy Reams	President	Datalink	09/27/2011	09/26/2013
Iddo Benzevi	President & CEO	Highland Fairview	02/26/2008	02/26/2014
Imran Farooq	Manager	Omnibus Group	01/29/2008	10/12/2014
James King	Owner	Strategic Connections	09/10/2002	11/06/2014
Jamil Dada*	Vice President	Provident Bank	09/15/1998	10/12/2014
Juan Delara	/Investment Services Manager	Federated Insurance	07/31/2012	07/31/2014
Julie Adams	District Manager	Kenneth Cole	09/13/2011	07/24/2013
Kenneth Clark	Vice President/Manager	Citizens Business Bank	02/15/2002	03/01/2015
Layne Arthur	Vice President	Balfour Beatty Construction	07/31/2012	08/28/2014
Lea Petersen	Public Affairs Officer	Southern California Gas Company	01/24/2006	01/24/2014
Louis Davis	Regional Manager Local Public Affairs	Southern California Edison	02/15/2011	02/15/2015
Mark Katan	Financial Executive	Office Depot	01/10/2012	01/10/2014
Pat Pimentel	Regional Director Sales Manager	Manpower Group/Staffing	03/27/2012	03/20/2014
Paul Marchand	Owner	Law Offices of Paul S. Marchand	08/16/2011	08/16/2013
Peter Hubbard	Government Affairs Manager	American Medical Response	07/17/2012	08/28/2014

Scott Mann	President/CEO	Mann Consulting	11/22/2011	12/13/2013
**Tina Sewell	Area Manager	Manpower	07/16/2013 (Anticipated)	07/16/2015

LOCAL EDUCATION ENTITIES: WIA Section 117(b)(2)(A) – shall include (ii) representatives of local educational entities, including representatives of local educational agencies, local school boards, entities providing adult education and literacy activities, and postsecondary educational institutions (including representatives of community colleges, where such entities exist), selected from among individuals nominated by regional or local educational agencies, institutions, or organizations representing such local educational entities. A minimum of two appointments is required.

Name	Title	Entity	Appointment Date	Term End Date
1. Laurie McLaughlin*	Dean of External Programs	Mt. San Jacinto College	07/31/2007	02/15/2015
2. Sharon Duffy	Dean, UCR Extension Professor, Graduate School of Education	University of California, Riverside Extension	10/30/2007	02/15/2015
3. Shelagh Camak*	Vice President Workforce & Resource Development	Riverside City College	07/31/2007	02/15/2015
4. Suzanne Lingold	Associate Dean	California State University of San Marcos	03/12/2013	03/12/2015

LABOR ORGANIZATIONS: WIA Section 117(b)(2)(A) – shall include (iii) representatives of labor organizations (for a local area in which employees are represented by labor organizations), nominated by local labor federations, or (for a local area in which no employees are represented by such organizations), other representatives of employees. A minimum of two appointments is required. California Unemployment Insurance Code Section 14202(c) further requires representatives of labor organizations nominated by local labor federations, including a representative of an apprenticeship program and that at least 15 percent of local board members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members. If this occurs, then at least 10 percent of the local board members shall be representatives of labor organizations.

Name	Title	Entity	Appointment Date	Term End Date
1. Ed Garcia	Apprenticeship Coordinator	Painters and Allied Trades District Council #36	06/7/2011	06/7/2013
2. Chuck McDaniel	Labor Representative	International Brotherhood of Electric Workers Local #440	04/1/2008	09/14/2014
3. Duane Friel	Survey Rep/Survey Coordinator	International Union of Operating Engineers	06/7/2011	06/7/2015
4. Ken Orr	Coordinator	So CA Laborer's Apprenticeship	02/01/2011	02/15/2015
5. Kenny Calvin	Coordinator	Laborers' International Union	02/01/2011	02/15/2015

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6. Laurie Stalnaker	Executive Secretary/Treasurer	Central Labor Council AFL-CIO	04/26/2011	04/26/2015
7. Robert Frost	Business Mgr./Finance Section	International Brotherhood #440	06/08/1999	02/15/2015
8. Stan Stosel	Business Representative	International Brotherhood #47	07/01/2002	02/15/2015

COMMUNITY-BASED ORGANIZATIONS: WIA Section 117(b)(2)(A) – shall include (iv) representatives of community-based organizations (including organizations representing individuals with disabilities and veterans, for a local area in which such organizations are present). A minimum of two appointments is required.

Name	Title	Entity	Appointment Date	Term End Date
1. Greg Doonan	Regional Director	Center for Employment Training	10/15/2000	02/15/2015
2. Vincent McCoy*	Executive Director	Inland Empire Small Business Development Center	10/18/2011	10/18/2013

ECONOMIC DEVELOPMENT AGENCIES: WIA Section 117(b)(2)(A) – shall include (v) representatives of economic development agencies, including private sector economic development entities. A minimum of two appointments is required.

Name	Title	Entity	Appointment Date	Term End Date
1. Lisa Brandl	Managing Director of EDA	Economic Development Agency	12/18/2012	12/18/2014
2. Morris Myers	Executive Director	Economic Development Corporation of Southwest California	09/02/2008	02/15/2015

ONE-STOP PARTNERS: WIA Section 117(b)(2)(A) – shall include (vi) representatives of each of the One-Stop partners. The required One-Stop partners are identified in WIA 121(b)(1).

PROGRAMS AUTHORIZED UNDER THIS TITLE: WIA Section 121(b)(1)(B)(i) – Please check “yes” below if programs are operated anywhere within the local area; check “no” if not. The programs authorized under WIA Title I include:

Program	Yes	No
WIA Youth (Chapter 4)	X	
WIA Adult and Dislocated Workers (Chapter 5)	X	
Job Corps (Subtitle C)	X	
National Programs (Subtitle D), including:		
Native American Programs (Section 166)	X	
Migrant and Seasonal Farmworker Programs (Section 167)	X	
Veterans' Workforce Investment Programs (Section 168)	X	
Youth Opportunity Grants (Section 169)	X	
Demonstration, Pilot, Multiservice, Research, and Multistate Projects (Section 171)	X	
National Emergency Grants (Section 173)		X

Of the programs identified as “yes” above, please complete name, title, entity and program(s), appointment date, and term end date below. If one individual represents more than one program, please include all programs in the Entity and Program(s) box.

Name	Title	Entity and Program(s)	Appointment Date	Term End Date
Jamil Dada*	WIB Chair	WIA Youth (Chapter 4)	09/15/1998	10/12/2014
Jamil Dada*	WIB Chair	WIA Adult and Dislocated Workers (Chapter 5)	09/15/1998	10/12/2014
Claudia Lopez	Business/Community Liason	Inland Empire Job Corps/Job Corp (Subtitle C)	01/12/2010	03/20/2014
Brooks Lockhart	Workforce Development Program Director	California Indian Manpower/Native American Programs (Sec. 166)	07/21/09	03/20/2014

Cherilyn Greenlee*	Riv. Svcs Manager	Employment Dev. Dept. Veterans' Workforce Investment Programs (Section 167) and Veterans' Workforce Investment Programs (Section 168)	10/18/2011	10/18/2013
Vincent McCoy*	Executive Director	Inland Empire Small Business Development Center	10/18/2011	10/18/2013
Jamil Dada*	WIB Chair	Demonstration, Pilot, Multiservice, Research, and Multistate Projects (Section 171)	09/15/1998	10/12/2014

PROGRAMS AUTHORIZED UNDER THE WAGNER-PEYSER ACT: WIA Section 121(b)(1)(B)(ii)

Name	Title	Entity	Appointment Date	Term End Date
Cherilyn Greenlee*	Riv. Svcs Manager	Employment Dev. Department	10/18/2011	10/18/2013

ADULT EDUCATION AND LITERACY ACTIVITIES AUTHORIZED UNDER WIA TITLE II: WIA Section 121(b)(1)(B)(iii)

Name	Title	Entity	Appointment Date	Term End Date
Ron Vito	Executive Director	Riverside County Office of Ed.	10/2/2012	

PROGRAMS AUTHORIZED UNDER TITLE I OF THE REHABILITATION ACT OF 1973: WIA Section 121(b)(1)(B)(iv)

Name	Title	Entity	Appointment Date	Term End Date
Susan Senior	Director	Department of Rehabilitation	05/05/2009	03/20/2014



Susan Loew*	Executive Director	Department of Public Social Services	11/06/2007	02/15/2015
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ACTIVITIES AUTHORIZED UNDER TITLE V OF THE OLDER AMERICANS ACT OF 1965: WIA Section 121(b)(1)(B)(vi)

Name	Title	Entity	Appointment Date	Term End Date
Michele Wilham	Director	Office on Aging	03/12/2013	03/12/2015

POSTSECONDARY VOCATIONAL EDUCATION ACTIVITIES AUTHORIZED UNDER THE CARL D. PERKINS VOCATIONAL AND APPLIED TECHNOLOGY EDUCATION ACT: WIA Section 121(b)(1)(B)(vii)

Name	Title	Entity	Appointment Date	Term End Date
Laurie McLaughlin*	Dean of External Programs	Mount San Jacinto College	07/31/2007	02/15/2015
Shelagh Camak*	Executive Dean of Workforce Development	Riverside Community College	07/31/2007	02/15/2015

ACTIVITIES AUTHORIZED UNDER CHAPTER 2 OF TITLE II OF THE TRADE ACT OF 1974: 121(b)(1)(B)(viii)

Name	Title	Entity	Appointment Date	Term End Date
Cherilyn Greenlee*	Riverside Services Manager	Employment Development Department	10/18/2011	10/18/2013

ACTIVITIES AUTHORIZED UNDER CHAPTER 41 OF TITLE 38, UNITED STATES CODE: WIA Section 121(b)(1)(B)(ix)
 – Job Counseling, Training, and Placement Service for Veterans. The local Employment Development Department Disabled Veterans Outreach Program (DVOP) and Local Veterans Employment Representatives (LVER) provide these services.

Name	Title	Entity	Appointment Date	Term End Date
Cherilyn Greenlee*	Riverside Services Manager	Employment Development Department	10/18/2011	10/18/2013

EMPLOYMENT AND TRAINING ACTIVITIES CARRIED OUT UNDER THE COMMUNITY SERVICES BLOCK GRANT
 ACT: WIA Section 121(b)(1)(B)(x)

Name	Title	Entity	Appointment Date	Term End Date
Maria Juarez	Executive Director	Riverside County Community Action Partnership	10/18/2011	10/18/2013

EMPLOYMENT AND TRAINING ACTIVITIES CARRIED OUT BY THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT: WIA Section 121(b)(1)(B)(xi)

Name	Title	Entity	Appointment Date	Term End Date
N/A				

PROGRAMS AUTHORIZED UNDER STATE UNEMPLOYMENT COMPENSATION LAWS: WIA Section 121(b)(1)(B)(xii)

Name	Title	Entity	Appointment Date	Term End Date
Cherilyn Greenlee*	Riverside Service Manager	Employment Development Department	10/18/2011	10/18/2013

ADDITIONAL PARTNERS: WIA Section 117(b)(2)(B) – may include such other individuals or representatives of entities as the Chief Local Elected Official in the local area may determine to be appropriate. (These do not have to be One-Stop partners.)

Name	Title	Entity	Appointment Date	Term End Date
Barbara Olivier	Assistant Chief Executive Officer /Director of Human Resources	Riverside County	03/01/2011	02/15/2015
Deanna Lorson	Assistant City Manager	City of Riverside	03/26/2013	03/12/2015

ADDITIONAL ONE-STOP PARTNERS: WIA Section 121(b)(2)(A) IN GENERAL – In addition to the entities described in paragraph (1), other entities that carry out a human resource program described in subparagraph (B) may – (i) make available to participants, through the one-stop delivery system, the services described in WIA Section 134(d)(2) that are applicable to such program; and (ii) participate in the operation of such system consistent with the terms of the memorandum described in subsection (c), and with the requirements of the federal law in which the program is authorized; if the local board and Chief Local Elected Official involved approve such participation.

WIA Section 121(b)(2)(B) PROGRAMS – The programs referred to in subparagraph (A) may include – (i) programs authorized under Part A of title IV of the Social Security Act; (ii) programs authorized under section 6(d)(4) of the Food Stamp Act of 1977; (iii) work programs authorized under section 6(o) of the Food Stamp Act of 1977; (iv) programs authorized under the National and Community Service Act of 1990; and (v) other appropriate federal, State, or local programs, including programs in the private sector.

Name	Title	Entity	Appointment Date	Term End Date
Susan Loew	Executive Director	Department of Public Social Services	11/06/2007	02/15/2015

CORRECTIVE ACTION COMMENTS:

Explain any vacant appointment(s) regarding the required membership composition only. Include the length of time the appointment(s) has been vacant, efforts made to fill the vacant appointment(s), and dates by which the vacant appointment(s) should be filled.

COMPLIANCE WITH MAJORITY OF BUSINESS REPRESENTATIVES:

Total number of individuals currently sitting on local board = 51
Number of vacancies currently on local board = 0

Total local board membership = 51

Total number of business representatives currently sitting on local board = 26
Number of business representative vacancies currently on local board = 0

Total local board Business Members = 26

Divide total local board business members by total local board membership = 51% (must be greater than 50%)

COMPLIANCE WITH LABOR REPRESENTATIVES

Total number of labor representatives currently sitting on local board = 8

Number of labor representatives vacancies currently on local board = 0

Total local board Labor Representatives = 8

Divide total local board labor representatives by total local board membership = 16% (must be at least 15% unless not enough nominated by local labor federation, then at least 10%)

ATTACHMENT 11

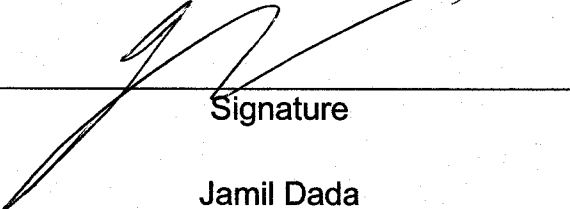
Program Administration Designee and Plan Signatures

**WIA Local Plan Program Years 2013-17
Program Administration Designee and Plan Signatures**

This local plan represents the County of Riverside Local Workforce Investment Board's efforts to maximize and coordinate resources available under Title I of the Workforce Investment Act (WIA) of 1998.

This local plan is submitted for the period of July 1, 2013 through June 30, 2017 in accordance with the provisions of the WIA.

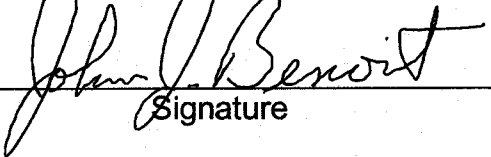
Local Workforce Investment Board Chair



Signature

Jamil Dada
Name

Chief Local Elected Official



Signature

John J. Benoit
Name

Chairman, Workforce Investment Board

Title
6/27/13


Date

Chairman, Board of Supervisors

Title
AUG 20 2013

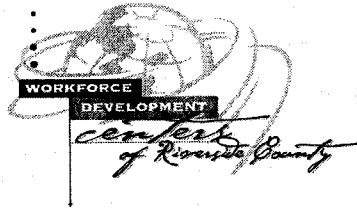
Date

FORM APPROVED COUNTY COUNSEL
BY: 
ANNIE T. SAHHAR
7/23/13
DATE

ATTEST:
KECIA HARPER-HEM, Clerk
By 
DEPUTY

ATTACHMENT 12

Public Comments Received



**COUNTY OF RIVERSIDE
WORKFORCE DEVELOPMENT BOARD**

**MEMORANDUM OF UNDERSTANDING WITH PARTNERS
PURSUANT TO THE
WORKFORCE INVESTMENT ACT OF 1998 (WIA)
And Senate Bill (SB) 293**

**MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INVESTMENT ACT OF 1998 (WIA)**

PREAMBLE

This Memorandum of Understanding (MOU), made on the 1st day of July, 2009 is an operational agreement entered into by the Riverside County Workforce Development Board (WDB) and Department of Public Social Services (DPSS) (Partner) to create a partnership to provide comprehensive, integrated workforce development services to businesses and jobseekers in the Local Workforce Investment Area (LWIA) in accordance with WIA, its implementing regulations and California Senate Bill 293.

WITNESSETH:

WHEREAS, the United States Congress has established the Workforce Investment Act of 1998 (WIA) (Public Law 105-220), which was signed into law July 7, 1998; and

WHEREAS, HR 1385 became law on August 7, 1998, establishing WIA as the national workforce investment system, and

WHEREAS, with the issuance of an Executive Order on October 10, 1999, the Governor enacted WIA in California, and

WHEREAS, California State Employment Development Department Directives, WIAD06-17 dated March 20, 2007, and WIAD06-21 dated June 29, 2007 provided guidance on implementation of the requirements of SB 293 whereby state and federally funded workforce programs will be fully integrated within the one-stop delivery system to achieve universal access to services;

NOW THEREFORE, it is mutually agreed as follows:

- I. **PARTNERSHIP PARTICIPATION:** To facilitate exchange of information and seamless operation, partners are expected to maintain a high level of communication. The following methods of participation will be required:
 - A. Attendance at monthly Partner Meetings. A designee with appropriate authority is to be present to act on behalf of the partner.
 - B. All partner staff will abide by the policies and procedures of the Workforce Development Center (WDC) related to general safety and behavior in the workplace.
 - C. Partners will use standardized WDC forms.
 - D. Partners will develop and use a collaborative marketing strategy informing job seekers, businesses, and the community at large about the services available through the Workforce Development Center. The following resources, as available, will be utilized to enhance coordinated marketing efforts:
 - Web Site Development
 - Public Information and Education
 - Speaker's Bureau
 - Brochures and Flyers
 - Commercial Air Time
 - Media Coverage
 - Public Television and Radio

- II. **SITE SUPERVISION.** WDB and Partners recognize that a number of practices and philosophies related to individual partners vary as a result of its unique organizational structure. These differences must be considered when unifying staff and services within the one-stop. Factors that must be considered are:
 - Differing pay scales for similar positions

- Functions for similar classifications among agencies, which may differ
- Off-site supervisors vs. site-based supervisors at the one-stop
- Union vs. Non-Union employees in similar classifications on site
- Hours of operation, including possible evening and weekend hours
- Varied legal holiday schedules
- Sharing of space, equipment, information, and materials

WDB and Partners agree to prior and specific agreements arrangements for supervision, addressing at a minimum the above issues, and modifying said practices over time in accordance with new or changing business or agency needs and requirements. Any such agreements will be attached and made part of this agreement by such attachment.

- III. **ONE-STOP PARTNERS:** The Workforce Investment Act (WIA) identifies mandatory One-Stop Partners as organizations that carry out programs or activities under programs authorized as defined under Section 121(b)(1)(A) of the Act and 20CFR Part 662.200, further in Section 121(b)(1)(B) of the Act, and 20CFR Part 662.210. Senate Bill (SB) 293 clarifies and adds small business development centers as required partners in those Local Workforce Investment Areas in which they exist. SB 293 further mandates that these state and federally funded workforce education, training, and employment programs be integrated in the one-stop delivery system to achieve universal access.
- IV. **ONE-STOP SYSTEM OVERSIGHT:** The Workforce Development Board, with the agreement of the chief elected official is authorized to designate or certify one-stop operators and to terminate for cause the eligibility of such operators. The Economic Development Agency is the One-Stop Operator in Riverside County. Multiple processes are in place to insure that the workforce system in Riverside County is providing quality services and fiscal accountability. Each year the State of California monitors program performance and fiscal processes. Each year the County Auditor controller performs an internal audit of fiscal processes. Every two years an independent audit firm performs the required OMB A-133 audit of the EDA financial records. The Workforce Development Agency monitors 8 Critical Measures on a monthly basis that include customer satisfaction, community involvement, and business engagement. In addition, an annual ADA compliance audit is completed and an annual self-assessment is completed using criteria based upon the Malcolm Baldrige standards.
- V. **TERM AND TERMINATION:** This MOU shall remain in effect until terminated by the repeal of the Workforce Investment Act of 1998 (WIA), by action of law, or in accordance with this section. Any party may withdraw from this MOU by giving written notice of intent to withdraw at least 180 calendar days in advance of the effective withdrawal date to the contact persons listed in section XXI. Partner Services and Signatures of this MOU.
- VI. **MODIFICATION:** This MOU may be modified, revised or amended at any time by mutual written agreement of the WDB and Partners.
- VII. **CROSS REFERRAL AGREEMENT:** For those Partners not co-located within the WDC, the WDB and Partners agree to receive referrals from and make referrals to the other Partners within the WDC system. A referral may be carried out with a written form, telephone call or email and will include the following elements:
- The customer will be given information about a Partner or other organization and its services, eligibility information, name, address, and hours of operation;
 - To the extent possible, and as requested, staff will assist the customer to make an appointment;
 - Staff will follow up with the customer or Partner organization to become aware of the results of the referral and utilize the services of the Partner in managing services with the customer.
 - To the extent possible, and as requested, staff will assist the customer by providing information and referral to supportive service assistance where available from Partner or other organization.
 - i. Cross-train their respective staff;
 - ii. Consider co-enrollment options and practices;
 - iii. Consider the effect of cross-referrals on mutual performance expectations;

- iv. Constantly improve the joint delivery of services to customers.
- v. If applicable, the (Resource Sharing Agreement Attachment A) shall describe the process for the immediate referral of individuals to training who have been unable to obtain or retain employment through provision of Core and Intensive Services.

VIII. ONE-STOP SYSTEM DESCRIPTION: The vision of the County of Riverside WDC One-Stop is built upon four guiding principles, which are the essence of the One-Stop delivery system. These principles should be the goals of all One-Stop delivery systems, and be reflected in the planning and implementation of operations. They are the guiding principles in the development of MOUs, and cannot be accomplished without partnerships based on trust, cooperation and collaboration. The four principles that guide the One-Stop delivery system are:

- **Integrated:** offers as many employment, training and education services as possible for employers and individuals seeking jobs or wishing to enhance their skills.
- **Comprehensive:** a large array of useful information with wide and easy access to needed services.
- **Customer Focused:** the ability to support informed choice by providing a means for customers to judge the quality of these services.
- **Performance Based:** where clear outcomes to be achieved and methods for measuring the agreed-upon outcomes, including customer satisfaction, are identified.

IX. FUNDING FOR OPERATION OF THE SYSTEM: The One-Stop Operator(s) is/are responsible for costs associated with operation of the One-Stop WDC. The Resource Sharing Agreement (RSA) is included as Attachment A and outlines the partner's services provision and the anticipated revenue share. Annual reconciliation shall take place upon each anniversary of the MOU execution. Resource Sharing: The partners agree to share resources in accordance with the attached Resource Sharing Agreement. It is expressly understood that this MOU does not constitute a financial commitment, but rather an intent to commit specific resources in the future as the partners' allocations and budgets are known and the one-stop system evolves. The one stop system is a work in progress, and its costs and the partners' resource contributions will not remain static from month to month or from year to year. These funds may be generated by methods such as, but not limited to:

- Management Fees
- Lease Fees
- Separate Financial Agreements
- Separate Funding Opportunities

X. DISPUTES: The partners shall first attempt to resolve all disputes informally. Any party may call a meeting of all partners to discuss and resolve disputes. Should informal resolution efforts fail, the dispute shall be referred to the Chair of the Riverside County Workforce Development Board who shall place the dispute upon the agenda of a regular or special meeting of the WIB's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute.

XI. ASSURANCES:

- A. WDB and Partners agree to comply with the Americans With Disabilities Act (ADA) of 1990 (42 U.S.C. Section 12101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794), and California Government Code Section 11135 et seq., as well as the regulations which implement these statutes, which prohibit discrimination on the basis of disability.
- B. WDB and Partners agree that all goods and services pursuant to this agreement shall be available to all persons regardless of age, sex, race, political affiliation, religion, ethnic background, marital status, or condition of physical or mental handicap.
- C. WDB and Partners agree that they will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.

- D. WDB and Partners agree to honor confidentiality. Exchanged information shall remain private and confidential in accordance with the most restrictive confidentiality requirements of any of the partners collecting, receiving or sharing information. As a condition of providing services at the Workforce Development Center, the partners shall adhere to the following:
- All client information will be treated with the strictest degree of confidentiality during and after involvement with the WDC.
 - Each partner shall keep all information that is exchanged between them in the strictest confidence and make such information available to their own employees on a "need-to-know" basis only.
 - Each partner shall (where it is appropriate) store and process information in electronic format, in such a way that unauthorized persons cannot reasonably retrieve the information.
 - This information will only be used in working with programs at WDC.
- E. The WDB and Partner assures that it has established, in accordance with section 184 of the WIA, fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds provided to the local board through the allotments made under sections 127 and 132. [WIA, Section 112(b)(11)]
- F. The WDB and Partner assures that it has implemented the uniform administrative requirements referred to in WIA, Section 184 (a) (3).
- G. The WDB and Partner assures that no funds received under WIA will be used to assist, promote, or deter union organizing [WIA, Section 181(b)(7)]
- H. The WDB and Partner assure that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of WIA, Section 188.
- I. The WDB and Partner will comply with future State Workforce Investment Board policies and guidelines, legislative mandates, or other provisions as may be required under federal law or policy, including the Workforce Investment Act of 1998 or state legislation.

XII. ATTACHMENTS: The following attachments are included in this MOU.

- A. Resource Sharing Agreement
- B. Mandatory One-Stop Program Partner Grid
- C. Additional Partner Assurances
- D. Memorandum of Operations (MOO) (The MOO only applies to fully integrated partners).

XIII. PARTNER SERVICES AND SIGNATURES: The individuals signing this MOU have the authority to commit the party they represent to the terms of this agreement, and do so by signing:

For the RIVERSIDE COUNTY WORKFORCE DEVELOPMENT BOARD:

1151 Spruce Street
Riverside, CA 92507

Ricardo Olalde, Workforce Development Board Chairman

Contact person and Title

Ricardo Olalde

Signature

6-29-09

Date

(951) 955-3100 / (951) 955-3131

Telephone number / Facsimile number

rolalde@rivcoeda.org

E-mail address

ONE-STOP PARTNER INFORMATION:

Department of Public Social Services

Partner Name

4060 County Circle Dr, Riverside, CA 92503

Address

Susan Loew, Director, Riverside County Department of Public Social Services

Contact person and Title

Susan Loew

Signature

6-4-09

Date

(951) 358-3005 / (951) 358-3560

Telephone number / Facsimile number

sloew@riversidedpss.org

E-mail address

Attachment A

**RIVERSIDE COUNTY WORKFORCE INVESTMENT AREA
RESOURCE SHARING AGREEMENT (RSA)**

The Riverside County Department of Public Social Services (DPSS) agrees to contribute to the delivery of the following core services in the local one-stop system:

The above named partner shall provide the following services as appropriate (please check):

- WIA Title I Eligibility Determination
- Outreach, Intake (worker profiling), and Orientation
- Initial Assessment
- Job Search
- Placement Assistance
- Career Counseling
- Job Listings
- Skills Needed
- Occupational Demand
- Marketing
- Recruitment
- Employer Services
- Job Development
- Employer Advisory Councils
- Employer Outreach Coordination
- Information on Eligible Training Providers
- Performance Outcomes
- Filing Claims for Unemployment Insurance
- Supportive Services
- Help in establishing eligibility for Welfare-to-Work (WtW) and Financial Aid
- Follow-up services for at least 12 months
- Occupational Skills Training;
- On-the-Job Training;
- Workplace Training combined with related instruction;
- Training programs operated by the private sector;
- Skill upgrading and retraining;
- Entrepreneurial training;
- Job Readiness training;
- Adult Education and literacy activities; and
- Customized training.

A. The above named partner shall provide the following services as appropriate (please check):

1. Access to intensive and training services (including serving as the point of access to individual training accounts).
 - Occupational Skills Training;
 - On-the-Job Training;
 - Workplace Training combined with related instruction;
 - Training programs operated by the private sector;
 - Skill upgrading and retraining;
 - Entrepreneurial training;
 - Job Readiness training;

- Adult Education and literacy activities; and
- Customized training.

2. Access to One-Stop partner programs and activities. Briefly describe.

DPSS will provide an Employment Services Counselor (ESC) for each One-Stop program site. Additional ESC's will be made available as needed.

3. Access to Wagner-Peyser services including:

- Job search
- Placement
- Recruitment
- Other labor exchange services

4. The Partner MAY also provide the following services:

- Access to customized screening and referral of qualified participants in training services to employment.
- Customized employment-related services to employers on a fee-for-service basis.
- Supportive services.
- Needs related payments.

5. Cost of above services funded by:

In-kind services provided by DPSS Employment Services.

B. The partner named above shall deliver the core services checked as appropriate, plus any intensive services, training, supportive services or other services listed and described below.

DPSS will provide child care, transportation and other ancillary services to CalWORKS-eligible individuals.

C. The partner named above expects to derive benefits from the one stop system as described below.

The partners agree that the contributions and benefits set out in this Resource Sharing Agreement are in proportion to each other. To the extent that the resources contributed or benefits derived become disproportionate, the partners agree to revisit and revise this Resource Sharing Agreement as necessary.

This Agreement does not create a partnership as defined and governed by the Uniform Partnership Act, Corporations Code Section 15000 et seq. The terms "partner" and "partnership" in this Agreement are used generically and are not intended to create or describe the legal relationship between the parties to this Agreement.

The partners agree that the contributions and benefits set out in this Resource Sharing Agreement are in proportion to each other. To the extent that the resources contributed or benefits derived become disproportionate, the partners agree to revisit and revise this Resource Sharing Agreement as necessary.

D. IDENTIFICATION OF SHARED COSTS

The costs identified as shared are reflected below. The costs consist of operational expenses of the Riverside County One Stop System that are incurred by partners in the provision of integrated customer services within the Workforce Development Centers. The following are considered pooled or shared costs attributable to the operations of the centers:

- **Salaries and Benefits:** Costs contributed toward staff salaries and benefits. All calculations are based on 1.5 Employment Services Counselor FTE.

Budgeted Costs	Expected Contribution
\$119,511	In-kind

- **Universal Access Services Space:** The space utilized by more than one partner in the delivery of integrated services to common customers. Costs are comprised of; reception, Career Resource Area, Skills Lab, Business Resources, staff meeting areas, break areas, customer service areas, storage areas, staff work areas, and restrooms. Rates paid for these areas also include utilities (gas and electric), security, janitorial and Day porter.

Budgeted Costs	Expected Contribution
\$51,845	In-kind

- **Telecommunication Services:** Telephone, data lines, Information Technology, and internet access services.

Budgeted Costs	Expected Contribution
\$14,328	In-kind

- **Universal Access Costs:** Costs of providing information in the Career Resource Areas of the WDCs, information on available employer services and on available training providers, marketing materials, subscriptions and labor market information.

Budgeted Costs	Expected Contribution
\$18,126	In-kind

- **Supplies and Equipment:** Costs of computers, fax machines, copiers, printers, and toner, equipment maintenance, and paper.

Budgeted Costs	Expected Contribution
\$27,494	In-kind

E. RESOURCE SHARING PLAN

Each Partner organization hereby agrees to provide the resources necessary to fund their proportionate share of the shared costs as contained in the Cost Allocation spreadsheet. In no event, except as may be provided in a subsequent agreement, shall any partner be obligated to reimburse any expenses incurred by another partner under this plan. The Partners agree to provide additional resources as required to fulfill their proportionate share of. Partners are not required to pay costs equal to amounts under each category so long as the total amount of proportionate share is satisfied. Costs will be reviewed annually to determine if modifications to the resource sharing plan are necessary.

F. MODIFICATION AND RECONCILIATION PROCESS

This RSA may be modified, revised or amended at any time by mutual written agreement of the Partners. DPSS staff will maintain information from each Partner related to the resources provided. This information will be submitted at least annually by each partner organization that provided resources during the previous year. Reconciliation of budget to actual expenditures will occur at least annually.

Attachment B

Mandatory One-Stop Programs and Partners

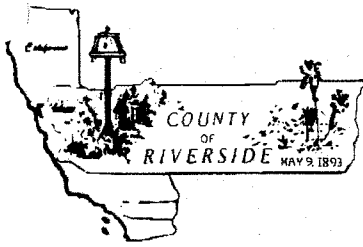
REQUIRED PROGRAM	PARTNER	On-site Full time	On-site Part time	Services By Referral
Formula Adult	Riverside County	X		
Formula DW	Riverside County	X		
Youth	Riverside County	Provided at Youth Opportunity Centers		
Job Corps	Cornerstone		X	
Native American	NICOA			X
Migrant & Seasonal Farm Workers	EDD	X		
Veterans Program	EDD	X		
Wagner Peyser	EDD	X		
Adult Education and Literacy	DUSD, RUSD	X (R)	X (I)	
Rehabilitation Act Parts A and B	Department of Rehabilitation		X	
WtW403(a)(5) SSA Title V Social Security	DPSS			X
Senior Community Service Employment	RC Office On Aging			X
Carl Perkins-Voc and Applied Tech Ed Act	RCC, MSJC, COD			X
Trade Adjustment Assistance Act NAFTA	EDD	X		
Transitional Adjustment Assistance Title II Trade Act 1974	EDD	X		
LVER/DVOP (Vets Services)	EDD	X		
Community Services Block Grant-Employment and Training Activities	No Funding in Riverside County			
HUD Employment and Training Activities	No Funding in Riverside County			
State Unemployment Programs	EDD	X		
Small Business (SB 293)				X

Attachment C
Additional Partner Assurances

Additional Partner Assurances shall only apply and be included for civil service partner agencies (i.e. state, federal, county).

None.

Department of Public Social Services



Susan Loew, Director

REFER REPLY TO:

- Administrative Office
4060 County Circle Drive
Riverside, CA. 92503
- Eligibility Administrative Svs.
3950 Reynolds Rd.
Riverside, CA. 92503
- Staff Development Training Ctr.
22690 Cactus Ave. Ste. 100
Moreno Valley, CA. 92553
- DPSS Medi-Cal Unit
RCMRC - Area D
26520 Cactus Avenue
Moreno Valley, CA. 92555
- 731 Palmyrta Ave.
Riverside, CA. 92507
- 3021 Franklin Avenue
Riverside, CA. 92507
- 10281 Kidd Street
Riverside, CA. 92503
- 10769 Hole Avenue
Riverside, CA. 92503
- 3610 Central Ave.
Riverside, CA. 92506
- 11060 Magnolia Ave.
Riverside, CA. 92505
- 1020 Iowa Avenue
Riverside, CA. 92507
- 4260 Tequesquite Ave.
Riverside, CA. 92501
- 5961 Mission Blvd.
Riverside, CA. 92509
- 505 S. Buena Vista
Corona, CA. 92882
- 1373 Old Temescal Rd.
Corona, CA. 92881
- 3178 Hamner Avenue
Norco, CA. 92860
- 14-201 Palm Dr. Ste. 110
Desert Hot Springs, CA. 92240
- 1151 North A Street
Perris, CA. 92571
- 2055 N. Perris Blvd. Ste. B
Perris, CA. 92571
- 351 Wilkerson Street Ste. D
Perris, CA. 92570
- 575 Chaney Street
Elsinore, CA. 92530
- 333 Limited Ave.
Elsinore, CA. 92530
- 541 N. San Jacinto St.
Hemet, CA. 92543
- 547 N. San Jacinto Ave.
Hemet, CA. 92543
- 1225 West Hobson Way
Blythe, CA. 92225
- 1267 West Hobson Way
Blythe, CA. 92225
- 23119 Cottonwood Ave. Bldg. C
Moreno Valley, CA. 92553
- 43264 Business Park Dr.
Building B, Ste. B-1
Temecula, CA. 92590
- 27464 Commerce Center Dr. #E
Temecula, CA. 92590
- 47940 Arabia Street
Indio, CA. 92201
- 44199 Monroe Street Ste. D
Indio, CA. 92201
- 68-615 Perez Rd. Unit 9A
Cathedral City, CA. 92234
- 68-625 Perez Rd. Ste. 2
Cathedral City, CA. 92234
- 63 S. Fourth Street
Banning, CA. 92220
- 161 West Ramsey
Banning, CA. 92220

June 8, 2009

Ricardo Olalde
Board Chairman
Riverside County Workforce Development Board
1151 Spruce Street
Riverside, CA 92507
(951) 955-3100

Subject: County of Riverside Workforce Development Board MOU (CW 7330-00)

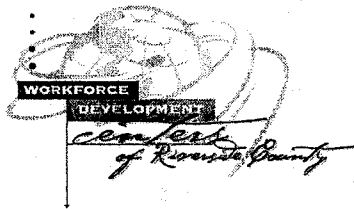
Dear Mr. Olalde:

Enclosed, please find two original copies of the Memorandum of Understanding pursuant to the Workforce Investment Act of 1998 (WIA) and Senate Bill (SB) 293. Both Agreement copies have been partially executed by the Riverside County Department of Public Social Services Director, Susan Loew.

Please return one (1) fully executed copy of the Agreement to the address found in the footer of this letter, after the County of Riverside Workforce Development Board has signed. If you have any questions, please call me at 951.358.3211.

Sincerely,

Marcus A. Ridley, MSLM
Administrative Services Analyst II



June 30, 2009

Marcus A. Ridley, MSLM
Riverside County Department of DPSS
10281 Kid Street, 1st Floor
Riverside, CA 92503

Subject: County of Riverside Workforce Investment Board MOU

Dear Mr. Ridley:

Enclosed, please find one original Memorandum of Understanding pursuant to the Workforce Investment Act of 1998 (WIA) and Senate Bill (SB) 293. The Agreement is fully executed by the Workforce Investment Board Chairman, Ricardo Olalde.

If you have any questions, please call me at (951) 955-3079, or e-mail at hreeves@rivcoeda.org.

Sincerely,

Holly Reeves
Planning Analyst

hr/ts
Enclosure

Providing business with their greatest resource...

WDC Partners: Culinary Academy·Economic Development Agency·Employment Development Department·Department of Veteran's Services
Department of Rehabilitation·Dynamic Educational Systems, Inc.·Hacienda La Puente Adult Education·DPSS/GAIN·Riverside Unified School
District·Riverside Community College District·Community Connection·Southern California Indian Center

1151 Spruce Street, Riverside, CA 92507 Telephone: 951.955.3100 Fax: 951.955.3131 www.rivcojobs.com

TRANSMITTAL

DATE:

June 18, 2009

TO:

Holly Reeves
Planning Unit
Workforce Development Center
1151 Spruce Street
Riverside, CA 92507

FROM:

Isabel Hildebrandt
Director, Workplace Learning Resource Center

RE:

Riverside Cty Workforce Development Board's MOU with Partners pursuant to WIA

● **Comments:**

Enclosed is one (1) fully-executed agreement as described above. If you have any questions, please call me at 760-862-1365. Thank you.



**COUNTY OF RIVERSIDE
WORKFORCE INVESTMENT BOARD**

**MEMORANDUM OF UNDERSTANDING WITH PARTNERS
PURSUANT TO THE
WORKFORCE INVESTMENT ACT OF 1998 (WIA)
And Senate Bill (SB) 293**

**MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INVESTMENT ACT OF 1998 (WIA)**

PREAMBLE

This Memorandum of Understanding (MOU), made on the 11th day of June, 2009, is an operational agreement entered into by the **Riverside County Workforce Development Board (WDB) and Desert Community College District** to create a partnership to provide comprehensive, integrated workforce development services to businesses and jobseekers in the Local Workforce Investment Area (LWIA) in accordance with WIA, its implementing regulations and California Senate Bill 293.

WITNESSETH:

WHEREAS, the United States Congress has established the Workforce Investment Act of 1998 (WIA) (Public Law 105-220), which was signed into law July 7, 1998; and

WHEREAS, HR 1385 became law on August 7, 1998, establishing WIA as the national workforce investment system, and

WHEREAS, with the issuance of an Executive Order on October 10, 1999, the Governor enacted WIA in California, and

WHEREAS, California State Employment Development Department Directives, WIAD06-17 dated March 20, 2007, and WIAD06-21 dated June 29, 2007 provided guidance on implementation of the requirements of SB 293 whereby state and federally funded workforce programs will be fully integrated within the one-stop delivery system to achieve universal access to services;

NOW THEREFORE, it is mutually agreed as follows:

- I. **PARTNERSHIP PARTICIPATION:** To facilitate exchange of information and seamless operation, partners are expected to maintain a high level of communication. The following methods of participation will be required:
 - A. Attendance at monthly Partner Meetings. A designee with appropriate authority is to be present to act on behalf of the partner.
 - B. All partner staff will abide by the policies and procedures of the Workforce Development Center (WDC) related to general safety and behavior in the workplace.
 - C. Partners will use standardized WDC forms.
 - D. Partners will develop and use a collaborative marketing strategy informing job seekers, businesses, and the community at large about the services available through the Workforce Development Center. The following resources, as available, will be utilized to enhance coordinated marketing efforts:
 - Web Site Development
 - Public Information and Education
 - Speaker's Bureau
 - Brochures and Flyers
 - Commercial Air Time
 - Media Coverage
 - Public Television and Radio

- II. **SITE SUPERVISION.** WDB and Partners recognize that a number of practices and philosophies related to individual partners vary as a result of its unique organizational structure. These differences must be considered when unifying staff and services within the one-stop. Factors that must be considered are:
 - Differing pay scales for similar positions

- Functions for similar classifications among agencies, which may differ
- Off-site supervisors vs. site-based supervisors at the one-stop
- Union vs. Non-Union employees in similar classifications on site
- Hours of operation, including possible evening and weekend hours
- Varied legal holiday schedules
- Sharing of space, equipment, information, and materials

WDB and Partners agree to prior and specific agreements arrangements for supervision, addressing at a minimum the above issues, and modifying said practices over time in accordance with new or changing business or agency needs and requirements. Any such agreements will be attached and made part of this agreement by such attachment.

- III. ONE-STOP PARTNERS:** The Workforce Investment Act (WIA) identifies mandatory One-Stop Partners as organizations that carry out programs or activities under programs authorized as defined under Section 121(b)(1)(A) of the Act and 20CFR Part 662.200, further in Section 121(b)(1)(B) of the Act, and 20CFR Part 662.210. Senate Bill (SB) 293 clarifies and adds small business development centers as required partners in those Local Workforce Investment Areas in which they exist. SB 293 further mandates that these state and federally funded workforce education, training, and employment programs be integrated in the one-stop delivery system to achieve universal access.
- IV. ONE-STOP SYSTEM OVERSIGHT:** The Workforce Development Board, with the agreement of the chief elected official is authorized to designate or certify one-stop operators and to terminate for cause the eligibility of such operators. The Economic Development Agency is the One-Stop Operator in Riverside County. Multiple processes are in place to insure that the workforce system in Riverside County is providing quality services and fiscal accountability. Each year the State of California monitors program performance and fiscal processes. Each year the County Auditor controller performs an internal audit of fiscal processes. Every two years an independent audit firm performs the required OMB A-133 audit of the EDA financial records. The Workforce Development Agency monitors 8 Critical Measures on a monthly basis that include customer satisfaction, community involvement, and business engagement. In addition, an annual ADA compliance audit is completed and an annual self-assessment is completed using criteria based upon the Malcolm Baldrige standards.
- V. TERM AND TERMINATION:** This MOU shall remain in effect until terminated by the repeal of the Workforce Investment Act of 1998 (WIA), by action of law, or in accordance with this section. Any party may withdraw from this MOU by giving written notice of intent to withdraw at least 180 calendar days in advance of the effective withdrawal date to the contact persons listed in section XXI. Partner Services and Signatures of this MOU.
- VI. MODIFICATION:** This MOU may be modified, revised or amended at any time by mutual written agreement of the WDB and Partners.
- VII. CROSS REFERRAL AGREEMENT:** For those Partners not co-located within the WDC, the WDB and Partners agree to receive referrals from and make referrals to the other Partners within the WDC system. A referral may be carried out with a written form, telephone call or email and will include the following elements:
- The customer will be given information about a Partner or other organization and its services, eligibility information, name, address, and hours of operation;
 - To the extent possible, and as requested, staff will assist the customer to make an appointment;
 - Staff will follow up with the customer or Partner organization to become aware of the results of the referral and utilize the services of the Partner in managing services with the customer.
 - To the extent possible, and as requested, staff will assist the customer by providing information and referral to supportive service assistance where available from Partner or other organization.
 - i. Cross-train their respective staff;
 - ii. Consider co-enrollment options and practices;
 - iii. Consider the effect of cross-referrals on mutual performance expectations;

- iv. Constantly improve the joint delivery of services to customers.
- v. If applicable, the (Resource Sharing Agreement Attachment A) shall describe the process for the immediate referral of individuals to training who have been unable to obtain or retain employment through provision of Core and Intensive Services.

VIII. ONE-STOP SYSTEM DESCRIPTION: The vision of the County of Riverside WDC One-Stop is built upon four guiding principles, which are the essence of the One-Stop delivery system. These principles should be the goals of all One-Stop delivery systems, and be reflected in the planning and implementation of operations. They are the guiding principles in the development of MOUs, and cannot be accomplished without partnerships based on trust, cooperation and collaboration. The four principles that guide the One-Stop delivery system are:

- **Integrated:** offers as many employment, training and education services as possible for employers and individuals seeking jobs or wishing to enhance their skills.
- **Comprehensive:** a large array of useful information with wide and easy access to needed services.
- **Customer Focused:** the ability to support informed choice by providing a means for customers to judge the quality of these services.
- **Performance Based:** where clear outcomes to be achieved and methods for measuring the agreed-upon outcomes, including customer satisfaction, are identified.

IX. FUNDING FOR OPERATION OF THE SYSTEM: The One-Stop Operator(s) is/are responsible for costs associated with operation of the One-Stop WDC. The Resource Sharing Agreement (RSA) is included as Attachment A and outlines the partner's services provision and the anticipated revenue share. Annual reconciliation shall take place upon each anniversary of the MOU execution. Resource Sharing: The partners agree to share resources in accordance with the attached Resource Sharing Agreement. It is expressly understood that this MOU does not constitute a financial commitment, but rather an intent to commit specific resources in the future as the partners' allocations and budgets are known and the one-stop system evolves. The one stop system is a work in progress, and its costs and the partners' resource contributions will not remain static from month to month or from year to year. These funds may be generated by methods such as, but not limited to:

- Management Fees
- Lease Fees
- Separate Financial Agreements
- Separate Funding Opportunities

X. DISPUTES: The partners shall first attempt to resolve all disputes informally. Any party may call a meeting of all partners to discuss and resolve disputes. Should informal resolution efforts fail, the dispute shall be referred to the Chair of the Riverside County Workforce Development Board who shall place the dispute upon the agenda of a regular or special meeting of the WIB's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute.

XI. ASSURANCES:

- A. WDB and Partners agree to comply with the Americans With Disabilities Act (ADA) of 1990 (42 U.S.C. Section 12101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794), and California Government Code Section 11135 et seq., as well as the regulations which implement these statutes, which prohibit discrimination on the basis of disability.
- B. WDB and Partners agree that all goods and services pursuant to this agreement shall be available to all persons regardless of age, sex, race, political affiliation, religion, ethnic background, marital status, or condition of physical or mental handicap.
- C. WDB and Partners agree that they will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.

- D. WDB and Partners agree to honor confidentiality. Exchanged information shall remain private and confidential in accordance with the most restrictive confidentiality requirements of any of the partners collecting, receiving or sharing information. As a condition of providing services at the Workforce Development Center, the partners shall adhere to the following:
- All client information will be treated with the strictest degree of confidentiality during and after involvement with the WDC.
 - Each partner shall keep all information that is exchanged between them in the strictest confidence and make such information available to their own employees on a "need-to-know" basis only.
 - Each partner shall (where it is appropriate) store and process information in electronic format, in such a way that unauthorized persons cannot reasonably retrieve the information.
 - This information will only be used in working with programs at WDC.
- E. The WDB and Partner assures that it has established, in accordance with section 184 of the WIA, fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds provided to the local board through the allotments made under sections 127 and 132. [WIA, Section 112(b)(11)]
- F. The WDB and Partner assures that it has implemented the uniform administrative requirements referred to in WIA, Section 184 (a) (3).
- G. The WDB and Partner assures that no funds received under WIA will be used to assist, promote, or deter union organizing [WIA, Section 181(b)(7)]
- H. The WDB and Partner assure that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of WIA, Section 188.
- I. The WDB and Partner will comply with future State Workforce Investment Board policies and guidelines, legislative mandates, or other provisions as may be required under federal law or policy, including the Workforce Investment Act of 1998 or state legislation.

XII. ATTACHMENTS: The following attachments are included in this MOU.

- A. Resource Sharing Agreement
- B. Mandatory One-Stop Program Partner Grid
- C. Additional Partner Assurances
- D. Memorandum of Operations (MOO) (The MOO only applies to fully integrated partners).

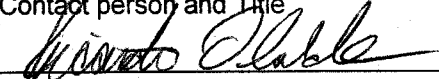
XIII. PARTNER SERVICES AND SIGNATURES: The individuals signing this MOU have the authority to commit the party they represent to the terms of this agreement, and do so by signing:

For the RIVERSIDE COUNTY WORKFORCE DEVELOPMENT BOARD:

1151 Spruce Street
Riverside, CA 92507

Ricardo Olalde, Workforce Development Board Chairman

Contact person and Title


Signature

07-20-2009
Date

(951) 955-3100 / (951) 955-3131

Telephone number / Facsimile number

rolalde@rivcoeda.org
E-mail address

ONE-STOP PARTNER INFORMATION:

Desert Community College District – College of the Desert

Partner Name

43500 Monterey Ave, Palm Desert, CA 92260

Address

Edwin Deas, Vice President Business Affairs

Contact person and Title


Signature

06/16/09
Date

760 773-2511

760 341-8678

Telephone number / Facsimile number

edeas@collegeofthedesert.edu
E-mail address

Attachment A

RIVERSIDE COUNTY WORKFORCE INVESTMENT AREA
RESOURCE SHARING AGREEMENT (RSA)

The College of the Desert agrees to contribute to the
(Insert WDC partner name and acronym)
delivery of the following core services in the local one-stop system:

The above named partner shall provide the following services as appropriate (please check):

WIA Title I Eligibility Determination
Outreach, Intake (worker profiling), and Orientation
Initial Assessment
Job Search

- Placement Assistance
- Career Counseling
- Job Listings
- Skills Needed
- Occupational Demand
- Marketing
- Recruitment
- Employer Services
- Job Development
- Employer Advisory Councils
- Employer Outreach Coordination
- Information on Eligible Training Providers
- Performance Outcomes
- Filing Claims for Unemployment Insurance
- Supportive Services
- Help in establishing eligibility for Welfare-to-Work (WtW) and Financial Aid
- Follow-up services for at least 12 months
- Occupational Skills Training;
 - On-the-Job Training;
- Workplace Training combined with related instruction;
- Training programs operated by the private sector;
- Skill upgrading and retraining;
 - Entrepreneurial training;
- Job Readiness training;
 - Adult Education and literacy activities; and
- Customized training.

A. The above named partner shall provide the following services as appropriate (please check):

1. Access to intensive and training services (including serving as the point of access to individual training accounts).
 - Occupational Skills Training;
 - On-the-Job Training;
 - Workplace Training combined with related instruction;
 - Training programs operated by the private sector;
 - Skill upgrading and retraining;
 - Entrepreneurial training;
 - Job Readiness training;
 - Adult Education and literacy activities; and
 - Customized training.

2. Access to One-Stop partner programs and activities. Briefly describe.

The College of the Desert supports the Institute for Sales and Service Excellence (ISSE), located at the Westfield Mall in Palm Desert, the ISSE through an MOU with the Riverside County EDA, allows Riverside County to provide Core "A" services at this facility at no cost to the County. The ISSE is a 6,000 sq ft training facility which provides approximately 1000 sq ft to Riverside County to operate a One-Stop at this location..

3. Access to Wagner-Peyser services including:

- Job search
- Placement
- Recruitment
- Other labor exchange services

4. The Partner MAY also provide the following services:

Access to customized screening and referral of qualified participants in training services to employment.

Customized employment-related services to employers on a fee-for-service basis.

Supportive services.

Needs related payments.

6. Cost of above services funded by:

Fee-for-services may be funded through grants, Individual Training Accounts, private funding, and/or other leveraged resources. College of the Desert funds supports four staff salaries to manage and operate all the ISSE.

B. The partner named above shall deliver the core services checked as appropriate, plus any intensive services, training, supportive services or other services listed and described below.

N/A

C. The partner named above expects to derive benefits from the one stop system as described below.

The partners agree that the contributions and benefits set out in this Resource Sharing Agreement are in proportion to each other. To the extent that the resources contributed or benefits derived become disproportionate, the partners agree to revisit and revise this Resource Sharing Agreement as necessary.

This Agreement does not create a partnership as defined and governed by the Uniform Partnership Act, Corporations Code Section 15000 et seq. The terms "partner" and "partnership" in this Agreement are used generically and are not intended to create or describe the legal relationship between the parties to this Agreement.

The partners agree that the contributions and benefits set out in this Resource Sharing Agreement are in proportion to each other. To the extent that the resources contributed or benefits derived become disproportionate, the partners agree to revisit and revise this Resource Sharing Agreement as necessary.

D. IDENTIFICATION OF SHARED COSTS

The costs identified as shared are reflected below. The costs consist of operational expenses of the Riverside County One Stop System that are incurred by partners in the provision of integrated customer services within the Workforce Development Centers. The following are considered pooled or shared costs attributable to the operations of the centers:

- **Salaries and Benefits:** Costs contributed toward staff salaries and benefits.

Budgeted Costs	Expected Contribution
COD: \$158,497	COD: \$158,497

- **Universal Access Services Space:** The space utilized by more than one partner in the delivery of integrated services to common customers. Costs are comprised of; reception, Career Resource Area, Skills Lab, Business Resources, staff meeting areas, break areas, customer service areas, storage areas, staff work areas, and restrooms. Rates paid for these areas also include utilities (gas and electric), security, janitorial and Day porter.

Budgeted Costs	Expected Contribution
COD: \$25,000	COD: \$25,000

- **Telecommunication Services:** Telephone, data lines, Information Technology, and internet access services.

Budgeted Costs	Expected Contribution
COD: \$30,000	COD: \$30,000

- **Universal Access Costs:** Costs of providing information in the Career Resource Areas of the WDCs, information on available employer services and on available training providers, marketing materials, subscriptions and labor market information.

Budgeted Costs	Expected Contribution

- **Supplies and Equipment:** Costs of computers, fax machines, copiers, printers, and toner, equipment maintenance, and paper.

Budgeted Costs	Expected Contribution
COD: \$5,000	COD: \$5000

E. RESOURCE SHARING PLAN

Each Partner organization hereby agrees to provide the resources necessary to fund their proportionate share of the shared costs as contained in the Cost Allocation spreadsheet. In no event, except as may be provided in a subsequent agreement, shall any partner be obligated to reimburse any expenses incurred by another partner under this plan. The Partners agree to provide additional resources as required to fulfill their proportionate share of. Partners are not required to pay costs equal to amounts under each category so long as the total amount of proportionate share is satisfied. Costs will be reviewed annually to determine if modifications to the resource sharing plan are necessary.

F. MODIFICATION AND RECONCILIATION PROCESS

This RSA may be modified, revised or amended at any time by mutual written agreement of the Partners. College of the Desert staff will maintain information from each Partner related to the resources provided. This information will be submitted at least annually by each partner organization that provided resources during the previous year. Reconciliation of budget to actual expenditures will occur at least annually.

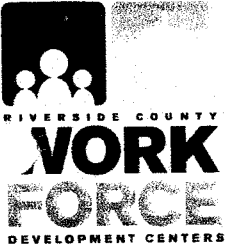
Attachment B

Mandatory One-Stop Programs and Partners

REQUIRED PROGRAM	PARTNER	On-site Full time	On-site Part time	Services By Referral
Formula Adult	Riverside County	X		
Formula DW	Riverside County	X		
Youth	Riverside County	Provided at Youth Opportunity Centers		
Job Corps	Cornerstone		X	
Native American	NICOA			X
Migrant & Seasonal Farm Workers	EDD	X		
Veterans Program	EDD	X		
Wagner Peyser	EDD	X		
Adult Education and Literacy	DUSD,RUSD	X (R)	X(I)	
Rehabilitation Act Parts A and B	Department of Rehabilitation		X	
WtW403(a)(5) SSA Title V Social Security	DPSS			X
Senior Community Service Employment	RC Office On Aging			X
Carl Perkins-Voc and Applied Tech Ed Act	RCC,MSJC,COD			X
Trade Adjustment Assistance Act NAFTA	EDD	X		
Transitional Adjustment Assistance Title II Trade Act 1974	EDD	X		
LVER/DVOP (Vets Services)	EDD	X		
Community Services Block Grant-Employment and Training Activities	No Funding in Riverside County			
HUD Employment and Training Activities	No Funding in Riverside County			
State Unemployment Programs	EDD	X		
Small Business (SB 293)				X

Attachment C
Additional Partner Assurances

Additional Partner Assurances shall only apply and be included for civil service partner agencies (i.e. state, federal, county).



Riverside County Workforce Development Centers
2000 Orange Street, Suite 400, Riverside, CA 92507

June 16, 2010

Becky Elam, Vice President of Business Services
Mt. San Jacinto Community College
1499 N. State Street
San Jacinto, CA 92583

Dear Ms. Elam:

Re: County of Riverside Workforce Investment Board MOU

Enclosed, please find one original Memorandum of Understanding pursuant to the Workforce Investment Act of 1998 (WIA) and Senate Bill (SB) 293. The Agreement is fully executed by the Workforce Investment Board Chairman, Ricardo Olalde.

If you have any questions, please call me at (951) 955-3079, or e-mail at hreeves@rivcoeda.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Holly Reeves".

Holly Reeves
Planning Analyst

hr:ts
Enclosure



**COUNTY OF RIVERSIDE
WORKFORCE INVESTMENT BOARD**

**MEMORANDUM OF UNDERSTANDING WITH PARTNERS
PURSUANT TO THE
WORKFORCE INVESTMENT ACT OF 1998 (WIA)
And Senate Bill (SB) 293**

**MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INVESTMENT ACT OF 1998 (WIA)**

PREAMBLE

This Memorandum of Understanding (MOU), made on the Twenty – Fifth day of March, 2010 is an operational agreement entered into by the **Riverside County Workforce Investment Board (WIB)** and **Mt. San Jacinto College (Partner)** to create a partnership to provide comprehensive, integrated workforce development services to businesses and jobseekers in the Local Workforce Investment Area (LWIA) in accordance with WIA, its implementing regulations and California Senate Bill 293.

WITNESSETH:

WHEREAS, the United States Congress has established the Workforce Investment Act of 1998 (WIA) (Public Law 105-220), which was signed into law July 7, 1998; and

WHEREAS, HR 1385 became law on August 7, 1998, establishing WIA as the national workforce investment system, and

WHEREAS, with the issuance of an Executive Order on October 10, 1999, the Governor enacted WIA in California, and

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- Union vs. Non-Union employees in similar classifications on site
- Hours of operation, including possible evening and weekend hours
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- v. If applicable, the (Resource Sharing Agreement Attachment A) shall describe the process for the immediate referral of individuals to training who have been unable to obtain or retain employment through provision of Core and Intensive Services.

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- **Integrated:** offers as many employment, training and education services as possible for employers and individuals seeking jobs or wishing to enhance their skills.
- **Comprehensive:** a large array of useful information with wide and easy access to needed services.
- **Customer Focused:** the ability to support informed choice by providing a means for customers to judge the quality of these services.
- **Performance Based:** where clear outcomes to be achieved and methods for measuring the agreed-upon outcomes, including customer satisfaction, are identified.

IX. FUNDING FOR OPERATION OF THE SYSTEM: The One-Stop Operator(s) is/are responsible for costs associated with operation of the One-Stop WDC. The Resource Sharing Agreement (RSA) is included as Attachment A and outlines the partner's services provision and the anticipated revenue share. Annual reconciliation shall take place upon each anniversary of the MOU execution. Resource Sharing: The partners agree to share resources in accordance with the attached Resource Sharing Agreement. It is expressly understood that this MOU does not constitute a financial commitment, but rather an intent to commit specific resources in the future as the partners' allocations and budgets are known and the one-stop system evolves. The one stop system is a work in progress, and its costs and the partners' resource contributions will not remain static from month to month or from year to year. These funds may be generated by methods such as, but not limited to:

- Management Fees
- Lease Fees
- Separate Financial Agreements
- Separate Funding Opportunities

X. DISPUTES: The partners shall first attempt to resolve all disputes informally. Any party may call a meeting of all partners to discuss and resolve disputes. Should informal resolution efforts fail, the dispute shall be referred to the Chair of the Riverside County Workforce Investment Board who shall place the dispute upon the agenda of a regular or special meeting of the WIB's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute.

XI. ASSURANCES:

- A. WIB and Partners agree to comply with the Americans With Disabilities Act (ADA) of 1990 (42 U.S.C. Section 12101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794), and California Government Code Section 11135 et seq., as well as the regulations which implement these statutes, which prohibit discrimination on the basis of disability.
- B. WIB and Partners agree that all goods and services pursuant to this agreement shall be available to all persons regardless of age, sex, race, political affiliation, religion, ethnic background, marital status, or condition of physical or mental handicap.
- C. WIB and Partners agree that they will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.
- D. WIB and Partners agree to honor confidentiality. Exchanged information shall remain private and confidential in accordance with the most restrictive confidentiality requirements of any of the partners

collecting, receiving or sharing information. As a condition of providing services at the Workforce Development Center, the partners shall adhere to the following:

- All client information will be treated with the strictest degree of confidentiality during and after involvement with the WDC.
 - Each partner shall keep all information that is exchanged between them in the strictest confidence and make such information available to their own employees on a "need-to-know" basis only.
 - Each partner shall (where it is appropriate) store and process information in electronic format, in such a way that unauthorized persons cannot reasonably retrieve the information.
 - This information will only be used in working with programs at WDC.
- E. The WIB and Partner assures that it has established, in accordance with section 184 of the WIA, fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds provided to the local board through the allotments made under sections 127 and 132. [WIA, Section 112(b)(11)]
- F. The WIB and Partner assures that it has implemented the uniform administrative requirements referred to in WIA, Section 184 (a) (3).
- G. The WIB and Partner assures that no funds received under WIA will be used to assist, promote, or deter union organizing [WIA, Section 181(b)(7)]
- H. The WIB and Partner assure that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of WIA, Section 188.
- I. The WIB and Partner will comply with future State Workforce Investment Board policies and guidelines, legislative mandates, or other provisions as may be required under federal law or policy, including the Workforce Investment Act of 1998 or state legislation.

XII. ATTACHMENTS: The following attachments are included in this MOU.

- A. Resource Sharing Agreement
- B. Mandatory One-Stop Program Partner Grid
- C. Additional Partner Assurances
- D. Memorandum of Operations (MOO) (The MOO only applies to fully integrated partners).

XIII. **PARTNER SERVICES AND SIGNATURES:** The individuals signing this MOU have the authority to commit the party they represent to the terms of this agreement, and do so by signing:

For the RIVERSIDE COUNTY WORKFORCE INVESTMENT BOARD:

1325 Spruce Street Suite 110
Riverside, CA 92507

Ricardo Olalde, Workforce Investment Board Chairman

Contact person and Title



Signature

June 14, 2010

Date

(951) 955-3100 / (951) 955-3131

Telephone number / Facsimile number

rolalde@rivcoeda.org

E-mail address

ONE-STOP PARTNER INFORMATION:

Mt. San Jacinto College

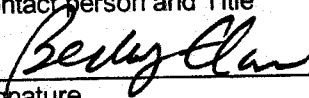
Partner Name

1499 N State Street

Address

Rhonda Dixon, Coordinator Continuing Education and Workplace Training

Contact person and Title



Signature

5/10/2010

Date

951-487-3710

Telephone number / Facsimile number

rdixon@msjc.edu

E-mail address

Becky Elam

Vice President of Business Services

Attachment A

RIVERSIDE COUNTY WORKFORCE INVESTMENT AREA
RESOURCE SHARING AGREEMENT (RSA)

The **Mt. San Jacinto College** agrees to contribute to the
(Insert WDC partner name and acronym) delivery of the following core services in the local one-stop system:

The above named partner shall provide the following services as appropriate (please check):

- WIA Title I Eligibility Determination
- Outreach, Intake (worker profiling), and Orientation
- Initial Assessment
- Job Search
- Placement Assistance
- Career Counseling
- Job Listings
- Skills Needed
- Occupational Demand
- Marketing
- Recruitment
- Employer Services
- Job Development
- Employer Advisory Councils
- Employer Outreach Coordination
- Information on Eligible Training Providers
- Performance Outcomes
- Filing Claims for Unemployment Insurance
- Supportive Services
- Help in establishing eligibility for Welfare-to-Work (WtW) and Financial Aid
- Follow-up services for at least 12 months
- Occupational Skills Training;
- On-the-Job Training;
- Workplace Training combined with related instruction;
- Training programs operated by the private sector;
- Skill upgrading and retraining;
- Entrepreneurial training;
- Job Readiness training;
- Adult Education and literacy activities; and
- Customized training.

A. The above named partner shall provide the following services as appropriate (please check):

1. Access to intensive and training services (including serving as the point of access to individual training accounts).
 - Occupational Skills Training;
 - On-the-Job Training;
 - Workplace Training combined with related instruction;
 - Training programs operated by the private sector;

- Skill upgrading and retraining;
- Entrepreneurial training;
- Job Readiness training;
- Adult Education and literacy activities; and
- Customized training.

2. Access to One-Stop partner programs and activities. Briefly describe.

Mt. San Jacinto College is committed to being an active participant in the one stop center programs and activities. We can provide staff development training to One Stop staff on information about college programs, services and systems. We can also provide outreach presentations to center participants on college programs and support services.

In addition, MSJC Continuing Education and Workplace Training can offer a series of modular trainings for One Stop staff and partners in Customer Service Academy. This 80 training series focuses on topics related to Customer Service, Communication, Time Management, Stress Management, Conflict Resolution and much more. This system will be offered to One Stop staff as an In-Kind training that can be offered at least once per year.

Non credit Adult Basic Skills classes in English as a Second Language, GED preparation and/or Citizenship. Classes can be scheduled as appropriate (and space available) and are offered at no charge to participants. Additionally the college has budget to support the cost of all text books, instructional supplies, media and web-based software supplemental materials needed to operate these classes.

3. Access to Wagner-Peyser services including:

- Job search
- Placement
- Recruitment
- Other labor exchange services

4. The Partner MAY also provide the following services:

- Access to customized screening and referral of qualified participants in training services to employment.
- Customized employment-related services to employers on a fee-for-service basis.
- Supportive services.
- Needs related payments.

5. Cost of above services funded by:

Noncredit Adult Basic Skills classes are paid through state apportionment funding based on student attendance. We use funding to support instructional materials, books and supplies as well as pay instructional staff and classroom Instructional Aides.

Customized training for businesses is offered as a fee for service to businesses at a negotiated rate.

Outreach activities are offered as an In-Kind activity supported by college funding.

Customer Service training for One Stop staff is offered as an In – Kind activity paid from departmental funds for materials, supplies and the cost of a professional trainer.

B. The partner named above shall deliver the core services checked as appropriate, plus any intensive services, training, supportive services or other services listed and described below.

C. The partner named above expects to derive benefits from the one stop system as described below. The partners agree that the contributions and benefits set out in this Resource Sharing Agreement are in proportion to each other. To the extent that the resources contributed or benefits derived become disproportionate, the partners agree to revisit and revise this Resource Sharing Agreement as necessary.

This Agreement does not create a partnership as defined and governed by the Uniform Partnership Act, Corporations Code Section 15000 et seq. The terms "partner" and "partnership" in this Agreement are used generically and are not intended to create or describe the legal relationship between the parties to this Agreement.

The partners agree that the contributions and benefits set out in this Resource Sharing Agreement are in proportion to each other. To the extent that the resources contributed or benefits derived become disproportionate, the partners agree to revisit and revise this Resource Sharing Agreement as necessary.

D. IDENTIFICATION OF SHARED COSTS

The costs identified as shared are reflected below. The costs consist of operational expenses of the Riverside County One Stop System that are incurred by partners in the provision of integrated customer services within the Workforce Development Centers. The following are considered pooled or shared costs attributable to the operations of the centers:

- **Salaries and Benefits:** Costs contributed toward staff salaries and benefits.

Budgeted Costs	Expected Contribution
	\$58,280

- **Universal Access Services Space:** The space utilized by more than one partner in the delivery of integrated services to common customers. Costs are comprised of; reception, Career Resource Area, Skills Lab, Business Resources, staff meeting areas, break areas, customer service areas, storage areas, staff work areas, and restrooms. Rates paid for these areas also include utilities (gas and electric), security, janitorial and Day porter.

Budgeted Costs	Expected Contribution

- **Telecommunication Services:** Telephone, data lines, Information Technology, and internet access services.

Budgeted Costs	Expected Contribution

- **Universal Access Costs:** Costs of providing information in the Career Resource Areas of the WDCs, information on available employer services and on available training providers, marketing materials, subscriptions and labor market information.

Budgeted Costs	Expected Contribution

- **Supplies and Equipment:** Costs of computers, fax machines, copiers, printers, and toner, equipment maintenance, and paper.

Budgeted Costs	Expected Contribution
	\$9,360

E. RESOURCE SHARING PLAN

Each Partner organization hereby agrees to provide the resources necessary to fund their proportionate share of the shared costs as contained in the Cost Allocation spreadsheet. In no event, except as may be provided in a subsequent agreement, shall any partner be obligated to reimburse any expenses incurred by another partner under this plan. The Partners agree to provide additional resources as required to fulfill their proportionate share of. Partners are not required to pay costs equal to amounts under each category so long as the total amount of proportionate share is satisfied. Costs will be reviewed annually to determine if modifications to the resource sharing plan are necessary.

F. MODIFICATION AND RECONCILIATION PROCESS

This RSA may be modified, revised or amended at any time by mutual written agreement of the Partners. Mt. San Jacinto College staff will maintain information from each Partner related to (insert partner name) the resources provided. This information will be submitted at least annually by each partner organization that provided resources during the previous year. Reconciliation of budget to actual expenditures will occur at least annually.

Attachment B

Mandatory One-Stop Programs and Partners

REQUIRED PROGRAM	PARTNER	On-site Full time	On-site Part time	Services By Referral
Formula Adult } Formula DW } Youth }	Riverside County Riverside County Riverside County	X X		
		Provided at Youth Opportunity Centers		
Job Corps ✓	Cornerstone		X	
Native American	NICOA			X
Migrant & Seasonal Farm Workers } Veterans Program } Wagner Peyser }	EDD EDD EDD	X X X		
Adult Education and Literacy	DUSD,RUSD,MSJC	X (R)	X(I)	
Rehabilitation Act Parts A and B ✓	Department of Rehabilitation		X	
WtW403(a)(5) SSA Title V Social Security	DPSS			X
Senior Community Service Employment	RC Office On Aging			X
Carl Perkins-Voc and Applied Tech Ed Act	RCC,MSJC,COD			X
Trade Adjustment Assistance Act NAFTA } Transitional Adjustment Assistance Title II Trade Act } 1974 }	EDD EDD	X X		
LVER/DVOP (Vets Services)	EDD	X		
Community Services Block Grant-Employment and Training Activities	No Funding in Riverside County			
HUD Employment and Training Activities	No Funding in Riverside County			
State Unemployment Programs ✓	EDD	X		
Small Business (SB 293)				X

Attachment C
Additional Partner Assurances

Additional Partner Assurances shall only apply and be included for civil service partner agencies (i.e. state, federal, county).

- A. The Local Workforce Investment Board assures that when work-related issues arise at One-Stop Centers between State employees and operators or supervisors of other partners, the operator or other supervisor shall refer such issues to the State employee's civil service supervisor. The One-Stop Career Center operators and partners shall cooperate in the investigation of the following matters: discrimination under the California Fair Employment and Housing Act [Part 2.8 (commencing with Section 12900) of Division 3, of Title 2 of the Government Code], threats and/or violence concerning State employees, and State employee misconduct.

- B. The WIB and Partner certifies that its one-stop centers will recognize and comply with applicable labor agreements affecting represented employees (if applicable) located at the centers. The WIB assures that civil service employees who are located at the one-stop centers shall remain under the supervision of their employing department for the purposes of performance evaluations and other matters concerning civil service rights and responsibilities. Civil service employees performing services at one-stop centers shall retain existing civil service and collective bargaining protections on matters relating to employment, including but not limited to hiring, promotion, discipline and grievance procedures



November 19, 2009

Dr. James L. Buysse
Riverside Community College
4800 Magnolia Avenue
Riverside, CA 92506

Subject: County of Riverside Workforce Investment Board MOU

Dear Dr. Buysse:

Enclosed, please find one original Memorandum of Understanding pursuant to the Workforce Investment Act of 1998 (WIA) and Senate Bill (SB) 293. The agreement is fully executed by the Workforce Investment Board Chairman, Ricardo Olalde.

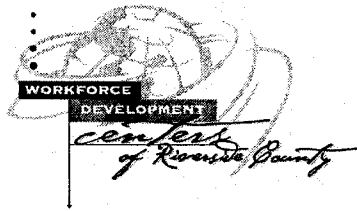
If you have any questions, please call me at (951) 955-3079, or e-mail at hreeves@rivcoeda.org

Sincerely,

Holly Reeves
Planning Analyst

hr/ts
Enclosure

Providing business with their greatest resource...



**COUNTY OF RIVERSIDE
WORKFORCE DEVELOPMENT BOARD**

**MEMORANDUM OF UNDERSTANDING WITH PARTNERS
PURSUANT TO THE
WORKFORCE INVESTMENT ACT OF 1998 (WIA)
And Senate Bill (SB) 293**

**MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INVESTMENT ACT OF 1998 (WIA)**

PREAMBLE

This Memorandum of Understanding (MOU), made on the First day of July, 2009 is an operational agreement entered into by the Riverside County Workforce Development Board (WDB) and RCCD (Partner) to create a partnership to provide comprehensive, integrated workforce development services to businesses and jobseekers in the Local Workforce Investment Area (LWIA) in accordance with WIA, its implementing regulations and California Senate Bill 293.

WITNESSETH:

WHEREAS, the United States Congress has established the Workforce Investment Act of 1998 (WIA) (Public Law 105-220), which was signed into law July 7, 1998; and

WHEREAS, HR 1385 became law on August 7, 1998, establishing WIA as the national workforce investment system, and

WHEREAS, with the issuance of an Executive Order on October 10, 1999, the Governor enacted WIA in California, and

WHEREAS, California State Employment Development Department Directives, WIAD06-17 dated March 20, 2007, and WIAD06-21 dated June 29, 2007 provided guidance on implementation of the requirements of SB 293 whereby state and federally funded workforce programs will be fully integrated within the one-stop delivery system to achieve universal access to services;

NOW THEREFORE, it is mutually agreed as follows:

- I. **PARTNERSHIP PARTICIPATION:** To facilitate exchange of information and seamless operation, partners are expected to maintain a high level of communication. The following methods of participation will be required:
 - A. Attendance at monthly Partner Meetings. A designee with appropriate authority is to be present to act on behalf of the partner.
 - B. All partner staff will abide by the policies and procedures of the Workforce Development Center (WDC) related to general safety and behavior in the workplace.
 - C. Partners will use standardized WDC forms.
 - D. Partners will develop and use a collaborative marketing strategy informing job seekers, businesses, and the community at large about the services available through the Workforce Development Center. The following resources, as available, will be utilized to enhance coordinated marketing efforts:
 - Web Site Development
 - Public Information and Education
 - Speaker's Bureau
 - Brochures and Flyers
 - Commercial Air Time
 - Media Coverage
 - Public Television and Radio

- II. **SITE SUPERVISION.** WDB and Partners recognize that a number of practices and philosophies related to individual partners vary as a result of its unique organizational structure. These differences must be considered when unifying staff and services within the one-stop. Factors that must be considered are:
 - Differing pay scales for similar positions

- Functions for similar classifications among agencies, which may differ
- Off-site supervisors vs. site-based supervisors at the one-stop
- Union vs. Non-Union employees in similar classifications on site
- Hours of operation, including possible evening and weekend hours
- Varied legal holiday schedules
- Sharing of space, equipment, information, and materials

WDB and Partners agree to prior and specific agreements arrangements for supervision, addressing at a minimum the above issues, and modifying said practices over time in accordance with new or changing business or agency needs and requirements. Any such agreements will be attached and made part of this agreement by such attachment.

- III. **ONE-STOP PARTNERS:** The Workforce Investment Act (WIA) identifies mandatory One-Stop Partners as organizations that carry out programs or activities under programs authorized as defined under Section 121(b)(1)(A) of the Act and 20CFR Part 662.200, further in Section 121(b)(1)(B) of the Act, and 20CFR Part 662.210. Senate Bill (SB) 293 clarifies and adds small business development centers as required partners in those Local Workforce Investment Areas in which they exist. SB 293 further mandates that these state and federally funded workforce education, training, and employment programs be integrated in the one-stop delivery system to achieve universal access.
- IV. **ONE-STOP SYSTEM OVERSIGHT:** The Workforce Development Board, with the agreement of the chief elected official is authorized to designate or certify one-stop operators and to terminate for cause the eligibility of such operators. The Economic Development Agency is the One-Stop Operator in Riverside County. Multiple processes are in place to insure that the workforce system in Riverside County is providing quality services and fiscal accountability. Each year the State of California monitors program performance and fiscal processes. Each year the County Auditor controller performs an internal audit of fiscal processes. Every two years an independent audit firm performs the required OMB A-133 audit of the EDA financial records. The Workforce Development Agency monitors 8 Critical Measures on a monthly basis that include customer satisfaction, community involvement, and business engagement. In addition, an annual ADA compliance audit is completed and an annual self-assessment is completed using criteria based upon the Malcolm Baldrige standards.
- V. **TERM AND TERMINATION:** This MOU shall remain in effect until terminated by the repeal of the Workforce Investment Act of 1998 (WIA), by action of law, or in accordance with this section. Any party may withdraw from this MOU by giving written notice of intent to withdraw at least 180 calendar days in advance of the effective withdrawal date to the contact persons listed in section XXI. Partner Services and Signatures of this MOU.
- VI. **MODIFICATION:** This MOU may be modified, revised or amended at any time by mutual written agreement of the WDB and Partners.
- VII. **CROSS REFERRAL AGREEMENT:** For those Partners not co-located within the WDC, the WDB and Partners agree to receive referrals from and make referrals to the other Partners within the WDC system. A referral may be carried out with a written form, telephone call or email and will include the following elements:
- The customer will be given information about a Partner or other organization and its services, eligibility information, name, address, and hours of operation;
 - To the extent possible, and as requested, staff will assist the customer to make an appointment;
 - Staff will follow up with the customer or Partner organization to become aware of the results of the referral and utilize the services of the Partner in managing services with the customer.
 - To the extent possible, and as requested, staff will assist the customer by providing information and referral to supportive service assistance where available from Partner or other organization.
 - i. Cross-train their respective staff;
 - ii. Consider co-enrollment options and practices;
 - iii. Consider the effect of cross-referrals on mutual performance expectations;

- iv. Constantly improve the joint delivery of services to customers.
- v. If applicable, the (Resource Sharing Agreement Attachment A) shall describe the process for the immediate referral of individuals to training who have been unable to obtain or retain employment through provision of Core and Intensive Services.

VIII. ONE-STOP SYSTEM DESCRIPTION: The vision of the County of Riverside WDC One-Stop is built upon four guiding principles, which are the essence of the One-Stop delivery system. These principles should be the goals of all One-Stop delivery systems, and be reflected in the planning and implementation of operations. They are the guiding principles in the development of MOUs, and cannot be accomplished without partnerships based on trust, cooperation and collaboration. The four principles that guide the One-Stop delivery system are:

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- Management Fees
- Lease Fees
- Separate Financial Agreements
- Separate Funding Opportunities

X. DISPUTES: The partners shall first attempt to resolve all disputes informally. Any party may call a meeting of all partners to discuss and resolve disputes. Should informal resolution efforts fail, the dispute shall be referred to the Chair of the Riverside County Workforce Development Board who shall place the dispute upon the agenda of a regular or special meeting of the WIB's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute.

XI. ASSURANCES:

- A. WDB and Partners agree to comply with the Americans With Disabilities Act (ADA) of 1990 (42 U.S.C. Section 12101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794), and California Government Code Section 11135 et seq., as well as the regulations which implement these statutes, which prohibit discrimination on the basis of disability.
- B. WDB and Partners agree that all goods and services pursuant to this agreement shall be available to all persons regardless of age, sex, race, political affiliation, religion, ethnic background, marital status, or condition of physical or mental handicap.
- C. WDB and Partners agree that they will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.

- D. WDB and Partners agree to honor confidentiality. Exchanged information shall remain private and confidential in accordance with the most restrictive confidentiality requirements of any of the partners collecting, receiving or sharing information. As a condition of providing services at the Workforce Development Center, the partners shall adhere to the following:
- All client information will be treated with the strictest degree of confidentiality during and after involvement with the WDC.
 - Each partner shall keep all information that is exchanged between them in the strictest confidence and make such information available to their own employees on a "need-to-know" basis only.
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 - This information will only be used in working with programs at WDC.
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- F. The WDB and Partner assures that it has implemented the uniform administrative requirements referred to in WIA, Section 184 (a) (3).
- G. The WDB and Partner assures that no funds received under WIA will be used to assist, promote, or deter union organizing [WIA, Section 181(b)(7)]
- H. The WDB and Partner assure that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of WIA, Section 188.
- I. The WDB and Partner will comply with future State Workforce Investment Board policies and guidelines, legislative mandates, or other provisions as may be required under federal law or policy, including the Workforce Investment Act of 1998 or state legislation.
- J. The WDB and Partner mutually agree to defend, indemnify and hold harmless each other, their Trustees, officers, agents, and employees, individually and collectively, from and against all claims, liabilities, obligations and causes of action, of whatever kind, arising in any manner whatsoever, out of, or in connection with, this Agreement for the negligent and willful acts or omissions of their Trustees, officers, agents and employees.

XII. ATTACHMENTS: The following attachments are included in this MOU.

- A. Resource Sharing Agreement
- B. Mandatory One-Stop Program Partner Grid
- C. Additional Partner Assurances
- D. Memorandum of Operations (MOO) (The MOO only applies to fully integrated partners).

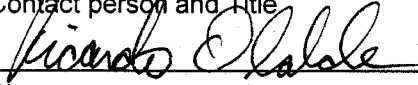
XIII. PARTNER SERVICES AND SIGNATURES: The individuals signing this MOU have the authority to commit the party they represent to the terms of this agreement, and do so by signing:

For the RIVERSIDE COUNTY WORKFORCE DEVELOPMENT BOARD:

1151 Spruce Street
Riverside, CA 92507

Ricardo Olalde, Workforce Development Board Chairman

Contact person and Title


Signature

11-18-2009
Date

(951) 955-3100 / (951) 955-3131

Telephone number / Facsimile number

rolalde@rivcoeda.org

E-mail address

ONE-STOP PARTNER INFORMATION:

Riverside Community College District

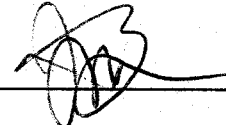
Partner Name

4800 Magnolia Avenue Riverside, CA 92506

Address

Dr. James L. Buysse, Vice Chancellor Administration and Finance

Contact person and Title


Signature

10/19/09
Date

951-222-8047 / 951-222-8893

Telephone number / Facsimile number

james.buysse@rcc.edu

E-mail address

Attachment A

RIVERSIDE COUNTY WORKFORCE INVESTMENT AREA RESOURCE SHARING AGREEMENT (RSA)

The Riverside Community College District / RCCD agrees to contribute to the delivery of the following core services in the local one-stop system:

The above named partner shall provide the following services as appropriate (please check):

- WIA Title I Eligibility Determination
- Outreach, Intake (worker profiling), and Orientation
- Initial Assessment
- Job Search
- Placement Assistance
- Career Counseling
- Job Listings
- Skills Needed
- Occupational Demand
- Marketing
- Recruitment
- Employer Services
- Job Development
- Employer Advisory Councils
- Employer Outreach Coordination
- Information on Eligible Training Providers
- Performance Outcomes
- Filing Claims for Unemployment Insurance
- Supportive Services
- Help in establishing eligibility for Welfare-to-Work (WtW) and Financial Aid
- Follow-up services for at least 12 months
- Occupational Skills Training;
- On-the-Job Training;
- Workplace Training combined with related instruction;
- Training programs operated by the private sector;
- Skill upgrading and retraining;
- Entrepreneurial training;
- Job Readiness training;
- Adult Education and literacy activities; and
- Customized training.

A. The above named partner shall provide the following services as appropriate (please check):

1. Access to intensive and training services (including serving as the point of access to individual training accounts).
 - Occupational Skills Training;
 - On-the-Job Training;
 - Workplace Training combined with related instruction;
 - Training programs operated by the private sector;
 - Skill upgrading and retraining;

- Entrepreneurial training;
- Job Readiness training;
- Adult Education and literacy activities; and
- Customized training.

2. Access to One-Stop partner programs and activities. Briefly describe.
 Riverside Community College is a publicly funded community college and is open to all adults who can benefit from an educational experience.

3. Access to Wagner-Peyser services including:

- Job search
- Placement
- Recruitment
- Other labor exchange services

4. The Partner MAY also provide the following services:

- Access to customized screening and referral of qualified participants in training services to employment.
- Customized employment-related services to employers on a fee-for-service basis.
- Supportive services.
- Needs related payments.

6. Cost of above services funded by:

Riverside Community College is a publicly funded community college

B. The partner named above shall deliver the core services checked as appropriate, plus any intensive services, training, supportive services or other services listed and described below.

No other services other than those listed.

C. The partner named above expects to derive benefits from the one stop system as described below.

The partners agree that the contributions and benefits set out in this Resource Sharing Agreement are in proportion to each other. To the extent that the resources contributed or benefits derived become disproportionate, the partners agree to revisit and revise this Resource Sharing Agreement as necessary.

This Agreement does not create a partnership as defined and governed by the Uniform Partnership Act, Corporations Code Section 15000 et seq. The terms "partner" and "partnership" in this Agreement are used generically and are not intended to create or describe the legal relationship between the parties to this Agreement.

The partners agree that the contributions and benefits set out in this Resource Sharing Agreement are in proportion to each other. To the extent that the resources contributed or benefits derived become disproportionate, the partners agree to revisit and revise this Resource Sharing Agreement as necessary.

D. IDENTIFICATION OF SHARED COSTS

The costs identified as shared are reflected below. The costs consist of operational expenses of the Riverside County One Stop System that are incurred by partners in the provision of integrated customer services within the Workforce Development Centers. The following are considered pooled or shared costs attributable to the operations of the centers:

- **Salaries and Benefits:** Costs contributed toward staff salaries and benefits.

Budgeted Costs	Expected Contribution
0.00	\$165,000.00 in Kind

- **Universal Access Services Space:** The space utilized by more than one partner in the delivery of integrated services to common customers. Costs are comprised of; reception, Career Resource Area, Skills Lab, Business Resources, staff meeting areas, break areas, customer service areas, storage areas, staff work areas, and restrooms. Rates paid for these areas also include utilities (gas and electric), security, janitorial and Day porter.

Budgeted Costs	Expected Contribution
0.00	0.00

- **Telecommunication Services:** Telephone, data lines, Information Technology, and internet access services.

Budgeted Costs	Expected Contribution
0.00	0.00

- **Universal Access Costs:** Costs of providing information in the Career Resource Areas of the WDCs, information on available employer services and on available training providers, marketing materials, subscriptions and labor market information.

Budgeted Costs	Expected Contribution
0.00	0.00

- **Supplies and Equipment:** Costs of computers, fax machines, copiers, printers, and toner, equipment maintenance, and paper.

Budgeted Costs	Expected Contribution
0.00	\$1,500.00 in Kind

E. RESOURCE SHARING PLAN

Each Partner organization hereby agrees to provide the resources necessary to fund their proportionate share of the shared costs as contained in the Cost Allocation spreadsheet. In no event, except as may be provided in a subsequent agreement, shall any partner be obligated to reimburse any expenses incurred by another partner under this plan. The Partners agree to provide additional resources as required to fulfill their proportionate share of. Partners are not required to pay costs equal to amounts under each category so long as the total amount of proportionate share is satisfied. Costs will be reviewed annually to determine if modifications to the resource sharing plan are necessary.

F. MODIFICATION AND RECONCILIATION PROCESS

This RSA may be modified, revised or amended at any time by mutual written agreement of the Partners. RCCD staff will maintain information from each Partner related to the resources provided. This information will be submitted at least annually by each partner organization that provided resources during the previous year. Reconciliation of budget to actual expenditures will occur at least annually.

Attachment B

Mandatory One-Stop Programs and Partners

REQUIRED PROGRAM	PARTNER	On-site Full time	On-site Part time	Services By Referral
Formula Adult	Riverside County	X		
Formula DW	Riverside County	X		
Youth	Riverside County	Provided at Youth Opportunity Centers		
Job Corps	Cornerstone		X	
Native American	NICOA			X
Migrant & Seasonal Farm Workers	EDD	X		
Veterans Program	EDD	X		
Wagner Peyser	EDD	X		
Adult Education and Literacy	DUSD,RUSD	X (R)	X(I)	
Rehabilitation Act Parts A and B	Department of Rehabilitation		X	
WtW403(a)(5) SSA Title V Social Security	DPSS			X
Senior Community Service Employment	RC Office On Aging			X
Carl Perkins-Voc and Applied Tech Ed Act	RCC,MSJC,COD			X
Trade Adjustment Assistance Act NAFTA	EDD	X		
Transitional Adjustment Assistance Title II Trade Act 1974	EDD	X		
LVER/DVOP (Vets Services)	EDD	X		
Community Services Block Grant-Employment and Training Activities	No Funding in Riverside County			
HUD Employment and Training Activities	No Funding in Riverside County			
State Unemployment Programs	EDD	X		
Small Business (SB 293)				X

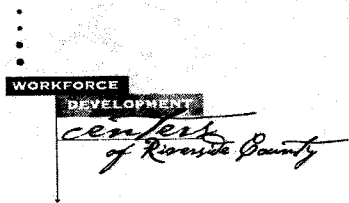
Attachment C
Additional Partner Assurances

Additional Partner Assurances shall only apply and be included for civil service partner agencies (i.e. state, federal, county).

- A. The Local Workforce Investment Board assures that when work-related issues arise at One-Stop Centers between State employees and operators or supervisors of other partners, the operator or other supervisor shall refer such issues to the State employee's civil service supervisor. The One-Stop Career Center operators and partners shall cooperate in the investigation of the following matters: discrimination under the California Fair Employment and Housing Act [Part 2.8 (commencing with Section 12900) of Division 3, of Title 2 of the Government Code], threats and/or violence concerning State employees, and State employee misconduct.

- B. The WDB and Partner certifies that its one-stop centers will recognize and comply with applicable labor agreements affecting represented employees (if applicable) located at the centers. The WDB assures that civil service employees who are located at the one-stop centers shall remain under the supervision of their employing department for the purposes of performance evaluations and other matters concerning civil service rights and responsibilities. Civil service employees performing services at one-stop centers shall retain existing civil service and collective bargaining protections on matters relating to employment, including but not limited to hiring, promotion, discipline and grievance procedures

mailed
8/6/09



**COUNTY OF RIVERSIDE
WORKFORCE DEVELOPMENT BOARD**

**MEMORANDUM OF UNDERSTANDING WITH PARTNERS
PURSUANT TO THE
WORKFORCE INVESTMENT ACT OF 1998 (WIA)
And Senate Bill (SB) 293**

**MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INVESTMENT ACT OF 1998 (WIA)**

PREAMBLE

This Memorandum of Understanding (MOU), made on the 01st day of July, 2009 is an operational agreement entered into by the Riverside County Workforce Development Board (WDB) and Cornerstone Solutions Inc. – Job Corps Services (**Partner**) to create a partnership to provide comprehensive, integrated workforce development services to businesses and jobseekers in the Local Workforce Investment Area (LWIA) in accordance with WIA, its implementing regulations and California Senate Bill 293.

WITNESSETH:

WHEREAS, the United States Congress has established the Workforce Investment Act of 1998 (WIA) (Public Law 105-220), which was signed into law July 7, 1998; and

WHEREAS, HR 1385 became law on August 7, 1998, establishing WIA as the national workforce investment system, and

WHEREAS, with the issuance of an Executive Order on October 10, 1999, the Governor enacted WIA in California, and

WHEREAS, California State Employment Development Department Directives, WIAD06-17 dated March 20, 2007, and WIAD06-21 dated June 29, 2007 provided guidance on implementation of the requirements of SB 293 whereby state and federally funded workforce programs will be fully integrated within the one-stop delivery system to achieve universal access to services;

NOW THEREFORE, it is mutually agreed as follows:

- I. **PARTNERSHIP PARTICIPATION:** To facilitate exchange of information and seamless operation, partners are expected to maintain a high level of communication. The following methods of participation will be required:
 - A. Attendance at monthly Partner Meetings. A designee with appropriate authority is to be present to act on behalf of the partner.
 - B. All partner staff will abide by the policies and procedures of the Workforce Development Center (WDC) related to general safety and behavior in the workplace.
 - C. Partners will use standardized WDC forms.
 - D. Partners will develop and use a collaborative marketing strategy informing job seekers, businesses, and the community at large about the services available through the Workforce Development Center. The following resources, as available, will be utilized to enhance coordinated marketing efforts:
 - Web Site Development
 - Public Information and Education
 - Speaker's Bureau
 - Brochures and Flyers
 - Commercial Air Time
 - Media Coverage
 - Public Television and Radio

- II. **SITE SUPERVISION.** WDB and Partners recognize that a number of practices and philosophies related to individual partners vary as a result of its unique organizational structure. These differences must be considered when unifying staff and services within the one-stop. Factors that must be considered are:
 - Differing pay scales for similar positions

- Functions for similar classifications among agencies, which may differ
- Off-site supervisors vs. site-based supervisors at the one-stop
- Union vs. Non-Union employees in similar classifications on site
- Hours of operation, including possible evening and weekend hours
- Varied legal holiday schedules
- Sharing of space, equipment, information, and materials

WDB and Partners agree to prior and specific agreements arrangements for supervision, addressing at a minimum the above issues, and modifying said practices over time in accordance with new or changing business or agency needs and requirements. Any such agreements will be attached and made part of this agreement by such attachment.

- III. **ONE-STOP PARTNERS:** The Workforce Investment Act (WIA) identifies mandatory One-Stop Partners as organizations that carry out programs or activities under programs authorized as defined under Section 121(b)(1)(A) of the Act and 20CFR Part 662.200, further in Section 121(b)(1)(B) of the Act, and 20CFR Part 662.210. Senate Bill (SB) 293 clarifies and adds small business development centers as required partners in those Local Workforce Investment Areas in which they exist. SB 293 further mandates that these state and federally funded workforce education, training, and employment programs be integrated in the one-stop delivery system to achieve universal access.
- IV. **ONE-STOP SYSTEM OVERSIGHT:** The Workforce Development Board, with the agreement of the chief elected official is authorized to designate or certify one-stop operators and to terminate for cause the eligibility of such operators. The Economic Development Agency is the One-Stop Operator in Riverside County. Multiple processes are in place to insure that the workforce system in Riverside County is providing quality services and fiscal accountability. Each year the State of California monitors program performance and fiscal processes. Each year the County Auditor controller performs an internal audit of fiscal processes. Every two years an independent audit firm performs the required OMB A-133 audit of the EDA financial records. The Workforce Development Agency monitors 8 Critical Measures on a monthly basis that include customer satisfaction, community involvement, and business engagement. In addition, an annual ADA compliance audit is completed and an annual self-assessment is completed using criteria based upon the Malcolm Baldrige standards.
- V. **TERM AND TERMINATION:** This MOU shall remain in effect until terminated by the repeal of the Workforce Investment Act of 1998 (WIA), by action of law, or in accordance with this section. Any party may withdraw from this MOU by giving written notice of intent to withdraw at least 180 calendar days in advance of the effective withdrawal date to the contact persons listed in section XXI. Partner Services and Signatures of this MOU.
- VI. **MODIFICATION:** This MOU may be modified, revised or amended at any time by mutual written agreement of the WDB and Partners.
- VII. **CROSS REFERRAL AGREEMENT:** For those Partners not co-located within the WDC, the WDB and Partners agree to receive referrals from and make referrals to the other Partners within the WDC system. A referral may be carried out with a written form, telephone call or email and will include the following elements:
- The customer will be given information about a Partner or other organization and its services, eligibility information, name, address, and hours of operation;
 - To the extent possible, and as requested, staff will assist the customer to make an appointment;
 - Staff will follow up with the customer or Partner organization to become aware of the results of the referral and utilize the services of the Partner in managing services with the customer.
 - To the extent possible, and as requested, staff will assist the customer by providing information and referral to supportive service assistance where available from Partner or other organization.
 - i. Cross-train their respective staff;
 - ii. Consider co-enrollment options and practices;
 - iii. Consider the effect of cross-referrals on mutual performance expectations;

- iv. Constantly improve the joint delivery of services to customers.
- v. If applicable, the (Resource Sharing Agreement Attachment A) shall describe the process for the immediate referral of individuals to training who have been unable to obtain or retain employment through provision of Core and Intensive Services.

VIII. ONE-STOP SYSTEM DESCRIPTION: The vision of the County of Riverside WDC One-Stop is built upon four guiding principles, which are the essence of the One-Stop delivery system. These principles should be the goals of all One-Stop delivery systems, and be reflected in the planning and implementation of operations. They are the guiding principles in the development of MOUs, and cannot be accomplished without partnerships based on trust, cooperation and collaboration. The four principles that guide the One-Stop delivery system are:

- **Integrated:** offers as many employment, training and education services as possible for employers and individuals seeking jobs or wishing to enhance their skills.
- **Comprehensive:** a large array of useful information with wide and easy access to needed services.
- **Customer Focused:** the ability to support informed choice by providing a means for customers to judge the quality of these services.
- **Performance Based:** where clear outcomes to be achieved and methods for measuring the agreed-upon outcomes, including customer satisfaction, are identified.

IX. FUNDING FOR OPERATION OF THE SYSTEM: The One-Stop Operator(s) is/are responsible for costs associated with operation of the One-Stop WDC. The Resource Sharing Agreement (RSA) is included as Attachment A and outlines the partner's services provision and the anticipated revenue share. Annual reconciliation shall take place upon each anniversary of the MOU execution. Resource Sharing: The partners agree to share resources in accordance with the attached Resource Sharing Agreement. It is expressly understood that this MOU does not constitute a financial commitment, but rather an intent to commit specific resources in the future as the partners' allocations and budgets are known and the one-stop system evolves. The one stop system is a work in progress, and its costs and the partners' resource contributions will not remain static from month to month or from year to year. These funds may be generated by methods such as, but not limited to:

- Management Fees
- Lease Fees
- Separate Financial Agreements
- Separate Funding Opportunities

X. DISPUTES: The partners shall first attempt to resolve all disputes informally. Any party may call a meeting of all partners to discuss and resolve disputes. Should informal resolution efforts fail, the dispute shall be referred to the Chair of the Riverside County Workforce Development Board who shall place the dispute upon the agenda of a regular or special meeting of the WIB's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute.

XI. ASSURANCES:

- A. WDB and Partners agree to comply with the Americans With Disabilities Act (ADA) of 1990 (42 U.S.C. Section 12101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794), and California Government Code Section 11135 et seq., as well as the regulations which implement these statutes, which prohibit discrimination on the basis of disability.
- B. WDB and Partners agree that all goods and services pursuant to this agreement shall be available to all persons regardless of age, sex, race, political affiliation, religion, ethnic background, marital status, or condition of physical or mental handicap.
- C. WDB and Partners agree that they will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.

- D. WDB and Partners agree to honor confidentiality. Exchanged information shall remain private and confidential in accordance with the most restrictive confidentiality requirements of any of the partners collecting, receiving or sharing information. As a condition of providing services at the Workforce Development Center, the partners shall adhere to the following:
- All client information will be treated with the strictest degree of confidentiality during and after involvement with the WDC.
 - Each partner shall keep all information that is exchanged between them in the strictest confidence and make such information available to their own employees on a "need-to-know" basis only.
 - Each partner shall (where it is appropriate) store and process information in electronic format, in such a way that unauthorized persons cannot reasonably retrieve the information.
 - This information will only be used in working with programs at WDC.
- E. The WDB and Partner assures that it has established, in accordance with section 184 of the WIA, fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds provided to the local board through the allotments made under sections 127 and 132. [WIA, Section 112(b)(11)]
- F. The WDB and Partner assures that it has implemented the uniform administrative requirements referred to in WIA, Section 184 (a) (3).
- G. The WDB and Partner assures that no funds received under WIA will be used to assist, promote, or deter union organizing [WIA, Section 181(b)(7)]
- H. The WDB and Partner assure that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of WIA, Section 188.
- I. The WDB and Partner will comply with future State Workforce Investment Board policies and guidelines, legislative mandates, or other provisions as may be required under federal law or policy, including the Workforce Investment Act of 1998 or state legislation.

XII. ATTACHMENTS: The following attachments are included in this MOU.

- A. Resource Sharing Agreement
- B. Mandatory One-Stop Program Partner Grid
- C. Additional Partner Assurances
- D. Memorandum of Operations (MOO) (The MOO only applies to fully integrated partners).

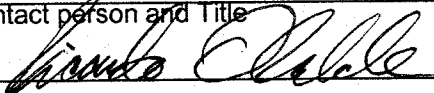
XIII. PARTNER SERVICES AND SIGNATURES: The individuals signing this MOU have the authority to commit the party they represent to the terms of this agreement, and do so by signing:

For the RIVERSIDE COUNTY WORKFORCE DEVELOPMENT BOARD:

1151 Spruce Street
Riverside, CA 92507

Ricardo Olalde, Workforce Development Board Chairman

Contact person and Title



Signature

8-3-09

Date

(951) 955-3100 / (951) 955-3131

Telephone number / Facsimile number

rolalde@rivcoeda.org

E-mail address

ONE-STOP PARTNER INFORMATION:

Cornerstone Solutions, Inc- Job Corps Services

Partner Name
1325 Iris Ave., Building #22
Imperial Beach, CA 91932

Address

Doug Kremer, Director of Corporate Programs
Contact person and Title



Signature

7/31/09

Date

404.723.8056/404-601-7477 eFax

Telephone number / Facsimile number

dkremer@csiteamonline.com

E-mail address

Attachment A

**RIVERSIDE COUNTY WORKFORCE INVESTMENT AREA
RESOURCE SHARING AGREEMENT (RSA)**

The Cornerstone Solutions, Inc. – Job Corps Services agrees to contribute to the
(Insert WDC partner name and acronym)
delivery of the following core services in the local one-stop system:

The above named partner shall provide the following services as appropriate (please check):

- WIA Title I Eligibility Determination
- Outreach, Intake (worker profiling), and Orientation
- Initial Assessment
- Job Search
- Placement Assistance
- Career Counseling
- Job Listings
- Skills Needed
- Occupational Demand
- Marketing
- Recruitment
- Employer Services
- Job Development
- Employer Advisory Councils
- Employer Outreach Coordination
- Information on Eligible Training Providers
- Performance Outcomes
- Filing Claims for Unemployment Insurance
- Supportive Services
- Help in establishing eligibility for Welfare-to-Work (WtW) and Financial Aid
- Follow-up services for at least 12 months
- Occupational Skills Training;
- On-the-Job Training;
- Workplace Training combined with related instruction;
- Training programs operated by the private sector;
- Skill upgrading and retraining;
- Entrepreneurial training;
- Job Readiness training;
- Adult Education and literacy activities; and
- Customized training.

A. The above named partner shall provide the following services as appropriate (please check):

1. Access to intensive and training services (including serving as the point of access to individual training accounts).
 - Occupational Skills Training;
 - On-the-Job Training;
 - Workplace Training combined with related instruction;

- Training programs operated by the private sector;
- Skill upgrading and retraining;
- Entrepreneurial training;
- Job Readiness training;
- Adult Education and literacy activities; and
- Customized training.

2. Access to One-Stop partner programs and activities. Briefly describe.

Referral Process:

An Admissions Counselor from Cornerstone Solutions, Inc. – Job Corps Services will set appointments for interested clients at the Riverside Workforce Development Center to process and accept applications. Outreach and general information presentation to new customers will be conducted by the Admissions Counselor. Where a need cannot be met, a referral to an appropriate resource will be made.

3. Access to Wagner-Peyser services including:

- Job search
- Placement
- Recruitment
- Other labor exchange services

4. The Partner MAY also provide the following services:

- Access to customized screening and referral of qualified participants in training services to employment.
- Customized employment-related services to employers on a fee-for-service basis.
- Supportive services.
- Needs related payments.

6. Cost of above services funded by:

In-kind contribution through staffing of two Admissions Counselor available for clients of the Riverside Workforce Development Board.

B. The partner named above shall deliver the core services checked as appropriate, plus any intensive services, training, supportive services or other services listed and described below.

Job Corps is a federally-funded career technical training program that provides students career readiness; career training; employability skills training; counseling; case management; academics; room and board while in training; and transportation related to fulfilling education goals. Cornerstone Solutions Inc. – Job Corps Services is a contracted-provider of specific services for the US Department of Labor, Office of Job Corps, which includes:

- Provides Job Corps information to interested individuals;
- Providing prospective applicants/students with intake processing into the Job Corps program;
- Provides general career guidance through career assessment;
- Conducts Job Corps information sessions/orientations;
- Determines eligibility for Job Corps.

C. The partner named above expects to derive benefits from the one stop system as described below.

The partners agree that the contributions and benefits set out in this Resource Sharing Agreement are in proportion to each other. To the extent that the resources contributed or benefits derived become disproportionate, the partners agree to revisit and revise this Resource Sharing Agreement as necessary.

This Agreement does not create a partnership as defined and governed by the Uniform Partnership Act, Corporations Code Section 15000 et seq. The terms "partner" and "partnership" in this Agreement are used generically and are not intended to create or describe the legal relationship between the parties to this Agreement.

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D. IDENTIFICATION OF SHARED COSTS

The costs identified as shared are reflected below. The costs consist of operational expenses of the Riverside County One Stop System that are incurred by partners in the provision of integrated customer services within the Workforce Development Centers. The following are considered pooled or shared costs attributable to the operations of the centers:

- **Salaries and Benefits:** Costs contributed toward staff salaries and benefits.

Budgeted Costs	Expected Contribution
\$8,750	Job Corps information, intake, career assessment of youth ages between 16 and 24 provided by one .25 full-time Admissions Counselor.

- **Universal Access Services Space:** The space utilized by more than one partner in the delivery of integrated services to common customers. Costs are comprised of; reception, Career Resource Area, Skills Lab, Business Resources, staff meeting areas, break areas, customer service areas, storage areas, staff work areas, and restrooms. Rates paid for these areas also include utilities (gas and electric), security, janitorial and Day porter.

Budgeted Costs	Expected Contribution

- **Telecommunication Services:** Telephone, data lines, Information Technology, and internet access services.

Budgeted Costs	Expected Contribution

- **Universal Access Costs:** Costs of providing information in the Career Resource Areas of the WDCs, information on available employer services and on available training providers, marketing materials, subscriptions and labor market information.

Budgeted Costs	Expected Contribution

- **Supplies and Equipment:** Costs of computers, fax machines, copiers, printers, and toner, equipment maintenance, and paper.

Budgeted Costs	Expected Contribution

E. RESOURCE SHARING PLAN

Each Partner organization hereby agrees to provide the resources necessary to fund their proportionate share of the shared costs as contained in the Cost Allocation spreadsheet. In no event, except as may be provided in a subsequent agreement, shall any partner be obligated to reimburse any expenses incurred by another partner under this plan. The Partners agree to provide additional resources as required to fulfill their proportionate share of. Partners are not required to pay costs equal to amounts under each category so long as the total amount of proportionate share is satisfied. Costs will be reviewed annually to determine if modifications to the resource sharing plan are necessary.

F. MODIFICATION AND RECONCILIATION PROCESS

This RSA may be modified, revised or amended at any time by mutual written agreement of the Partners.

_____ staff will maintain information from each Partner related to
(insert partner name)

Attachment B

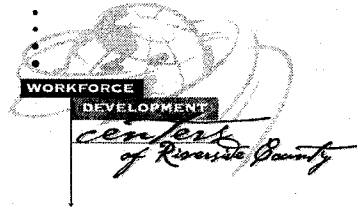
Mandatory One-Stop Programs and Partners

REQUIRED PROGRAM	PARTNER	On-site Full time	On-site Part time	Services By Referral
Formula Adult	Riverside County	X		
Formula DW	Riverside County	X		
Youth	Riverside County	Provided at Youth Opportunity Centers		
Job Corps	Cornerstone		X	
Native American	NICOA			X
Migrant & Seasonal Farm Workers	EDD	X		
Veterans Program	EDD	X		
Wagner Peyser	EDD	X		
Adult Education and Literacy	DUSD,RUSD	X (R)	X(I)	
Rehabilitation Act Parts A and B	Department of Rehabilitation		X	
WtW403(a)(5) SSA Title V Social Security	DPSS			X
Senior Community Service Employment	RC Office On Aging			X
Carl Perkins-Voc and Applied Tech Ed Act	RCC,MSJC,COD			X
Trade Adjustment Assistance Act NAFTA	EDD	X		
Transitional Adjustment Assistance Title II Trade Act 1974	EDD	X		
LVER/DVOP (Vets Services)	EDD	X		
Community Services Block Grant-Employment and Training Activities	No Funding in Riverside County			
HUD Employment and Training Activities	No Funding in Riverside County			
State Unemployment Programs	EDD	X		
Small Business (SB 293)				X

Attachment C
Additional Partner Assurances

Additional Partner Assurances shall only apply and be included for civil service partner agencies (i.e. state, federal, county).

- A. The Local Workforce Investment Board assures that when work-related issues arise at One-Stop Centers between State employees and operators or supervisors of other partners, the operator or other supervisor shall refer such issues to the State employee's civil service supervisor. The One-Stop Career Center operators and partners shall cooperate in the investigation of the following matters: discrimination under the California Fair Employment and Housing Act [Part 2.8 (commencing with Section 12900) of Division 3, of Title 2 of the Government Code], threats and/or violence concerning State employees, and State employee misconduct.
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**COUNTY OF RIVERSIDE
WORKFORCE DEVELOPMENT BOARD**

**MEMORANDUM OF UNDERSTANDING WITH PARTNERS
PURSUANT TO THE
WORKFORCE INVESTMENT ACT OF 1998 (WIA)
And Senate Bill (SB) 293**

**MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INVESTMENT ACT OF 1998 (WIA)**

PREAMBLE

This Memorandum of Understanding (MOU), made on the 8th day of May, 2009 is an operational agreement entered into by the **Riverside County Workforce Development Board (WDB) and Center for Employment Training** to create a partnership to provide comprehensive, integrated workforce development services to businesses and jobseekers in the Local Workforce Investment Area (LWIA) in accordance with WIA, its implementing regulations and California Senate Bill 293.

WITNESSETH:

WHEREAS, the United States Congress has established the Workforce Investment Act of 1998 (WIA) (Public Law 105-220), which was signed into law July 7, 1998; and

WHEREAS, HR 1385 became law on August 7, 1998, establishing WIA as the national workforce investment system, and

WHEREAS, with the issuance of an Executive Order on October 10, 1999, the Governor enacted WIA in California, and

WHEREAS, California State Employment Development Department Directives, WIAD06-17 dated March 20, 2007, and WIAD06-21 dated June 29, 2007 provided guidance on implementation of the requirements of SB 293 whereby state and federally funded workforce programs will be fully integrated within the one-stop delivery system to achieve universal access to services;

NOW THEREFORE, it is mutually agreed as follows:

- I. **PARTNERSHIP PARTICIPATION:** To facilitate exchange of information and seamless operation, partners are expected to maintain a high level of communication. The following methods of participation will be required:
 - A. Attendance at monthly Partner Meetings. A designee with appropriate authority is to be present to act on behalf of the partner.
 - B. All partner staff will abide by the policies and procedures of the Workforce Development Center (WDC) related to general safety and behavior in the workplace.
 - C. Partners will use standardized WDC forms.
 - D. Partners will develop and use a collaborative marketing strategy informing job seekers, businesses, and the community at large about the services available through the Workforce Development Center. The following resources, as available, will be utilized to enhance coordinated marketing efforts:
 - Web Site Development
 - Public Information and Education
 - Speaker's Bureau
 - Brochures and Flyers
 - Commercial Air Time
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 - Differing pay scales for similar positions

- Functions for similar classifications among agencies, which may differ
- Off-site supervisors vs. site-based supervisors at the one-stop
- Union vs. Non-Union employees in similar classifications on site
- Hours of operation, including possible evening and weekend hours
- Varied legal holiday schedules
- Sharing of space, equipment, information, and materials

WDB and Partners agree to prior and specific agreements arrangements for supervision, addressing at a minimum the above issues, and modifying said practices over time in accordance with new or changing business or agency needs and requirements. Any such agreements will be attached and made part of this agreement by such attachment.

- III. ONE-STOP PARTNERS:** The Workforce Investment Act (WIA) identifies mandatory One-Stop Partners as organizations that carry out programs or activities under programs authorized as defined under Section 121(b)(1)(A) of the Act and 20CFR Part 662.200, further in Section 121(b)(1)(B) of the Act, and 20CFR Part 662.210. Senate Bill (SB) 293 clarifies and adds small business development centers as required partners in those Local Workforce Investment Areas in which they exist. SB 293 further mandates that these state and federally funded workforce education, training, and employment programs be integrated in the one-stop delivery system to achieve universal access.
- IV. ONE-STOP SYSTEM OVERSIGHT:** The Workforce Development Board, with the agreement of the chief elected official is authorized to designate or certify one-stop operators and to terminate for cause the eligibility of such operators. The Economic Development Agency is the One-Stop Operator in Riverside County. Multiple processes are in place to insure that the workforce system in Riverside County is providing quality services and fiscal accountability. Each year the State of California monitors program performance and fiscal processes. Each year the County Auditor controller performs an internal audit of fiscal processes. Every two years an independent audit firm performs the required OMB A-133 audit of the EDA financial records. The Workforce Development Agency monitors 8 Critical Measures on a monthly basis that include customer satisfaction, community involvement, and business engagement. In addition, an annual ADA compliance audit is completed and an annual self-assessment is completed using criteria based upon the Malcolm Baldrige standards.
- V. TERM AND TERMINATION:** This MOU shall remain in effect until terminated by the repeal of the Workforce Investment Act of 1998 (WIA), by action of law, or in accordance with this section. Any party may withdraw from this MOU by giving written notice of intent to withdraw at least 180 calendar days in advance of the effective withdrawal date to the contact persons listed in section XXI. Partner Services and Signatures of this MOU.
- VI. MODIFICATION:** This MOU may be modified, revised or amended at any time by mutual written agreement of the WDB and Partners.
- VII. CROSS REFERRAL AGREEMENT:** For those Partners not co-located within the WDC, the WDB and Partners agree to receive referrals from and make referrals to the other Partners within the WDC system. A referral may be carried out with a written form, telephone call or email and will include the following elements:
- The customer will be given information about a Partner or other organization and its services, eligibility information, name, address, and hours of operation;
 - To the extent possible, and as requested, staff will assist the customer to make an appointment;
 - Staff will follow up with the customer or Partner organization to become aware of the results of the referral and utilize the services of the Partner in managing services with the customer.
 - To the extent possible, and as requested, staff will assist the customer by providing information and referral to supportive service assistance where available from Partner or other organization.
 - i. Cross-train their respective staff;
 - ii. Consider co-enrollment options and practices;
 - iii. Consider the effect of cross-referrals on mutual performance expectations;