

Memorandum of Understanding Supplemental Agreement for Implementation of the Workforce Innovation and Opportunity Act

The following Supplement to the Memorandum of Understanding (the Agreement) sets forth initial terms of agreement for cooperation and consultation regarding implementation of the Workforce Innovation and Opportunity Act of 2014 (WIOA) between Northwest Workforce Council (Council) and Cascades Job Corps College and Career Academy (Academy).

I. Purpose of Agreement

It is the purpose of this Agreement to establish a cooperative and mutually beneficial relationship between the organizations and to set forth the relative responsibilities of the organizations insofar as they relate to planning and implementation of individual and mutual duties, obligations, and responsibilities under the WIOA. The parties to this Agreement are encouraged to pursue and nurture working relationships which further the integration of services and enhanced outcomes for mutual customers.

This Agreement is understood as supplemental to the existing Memorandum of Understanding between the Council and workforce system partners, including Cascades Jobs Corps Center, executed July 2017 and which remains in effect. Attached herein for ease of reference.

II. Parties to Supplemental Agreement

Northwest Workforce Council is the Local Workforce Development Board responsible for governance and oversight of the workforce development system in Whatcom, Skagit, Island and San Juan counties. Authorized under the federal WIOA, the Council convenes private and public sectors to address workforce development issues. Led by a business majority, the Council includes representation from businesses, labor, education, economic development and government. The Council, in partnership with local elected officials, operates using a strategic plan whose regional strategies support the state's strategic workforce plan while addressing local issues and economic development priorities.

The Council is presently the authorized provider of WIOA I-B Career and Training services for Young Adults (Youth), and career services for Adults, and Dislocated Workers. Service delivery is housed within each full service, certified, WorkSource Career Center within Workforce Development Area III and at the Career Center in Friday Harbor, WA. The Council is presently the One-Stop Operator for the region's WorkSource Career Centers and is responsible for procurement and oversight of the One-Stop Operator.

Cascades Job Corps College and Career Academy is the local branch of the nationwide Job Corps program authorized by WIOA. The Academy's federal funded program trains 16-21 years old, low-income young adults in a residential setting at its site in Sedro Woolley, WA. The Academy is a national office of Job Corps pilot demonstration program operated through a contract between US Dept. of Labor, ETA and Adams and Associates, Inc. The Academy has two career pathways, Healthcare and Information Technology, and provides for student enrollment up to three years.

III. Strategic Vision for the System

The organizations party to this Agreement agree to support the *vision, mission, and strategic goals set forth by the Council* for the workforce development system, articulated in the Council's Regional Workforce Plan 2016-2020, through organizational policies and resources, where appropriate.

IV. Responsibilities of Organizations Under This Agreement

It is agreed by the parties to this Agreement to conduct the following, whenever feasible:

Persons served under the Agreement will be between the ages of 16-21, and affected by one of more risk factors and or barriers including: poverty, a single parent household, transient housing, involvement with the juvenile justice system, and/or high school dropout.

Each party to this agreement, and receiving federal funds, whether operating within WorkSource Centers or through other direct or indirect means, is compliant with equal opportunity and nondiscrimination requirements of WIOA Section 188 Nondiscrimination and Equal Opportunity, 29 CFR Part 38 and Title VI of the Civil Rights Act of 1964, as amended.

Section 1: Youth Services Enhancement

Northwest Workforce Council

1. With an Infrastructure Funding Agreement (IFA) and Center Operating Budget (COB) in place, an interval use workstation and scheduled access to a training room and common areas in the region's WorkSource Centers will be provided. Telephone, laptop compatible Wi-Fi internet access and access to copy/print/scan/fax devices will be provided. An interim use agreement until IFA and COB are in place may be arranged through mutual consent.
2. For those Academy applicants who fail to meet the Academy's literacy and or numeracy basic skill requirements, offer remediation services either as enrolled I-B program participants or referred to community based providers of adult basic education services so that they might successfully retake the Academy's STAR Assessment test.
3. Advise and assist appropriate Academy students to dually enroll in I-B program(s) where such enrollment furthers the student's success in achieving identified outcomes.
4. Assign Young Adult I-B program staff to work with Academy staff to design, modify and implement pre-enrollment introductory seminars for Job Corps participants, including accessing other available One-Stop system resources.
5. Assist the Academy in executing a data sharing agreement with Washington State Employment Security Department (ESD) to allow their use of Washington State's WorkSource Integrated Technology (WIT) and shared workforce case management system, Efforts to Outcomes (ETO). Assure designated Academy personnel are trained in WIT/ETO.

Cascades Job Corps College and Career Academy

1. The Academy shall provide the Council with appropriate crosswalk equivalency information between Washington State's required CASAS assessment and Job Corps' STAR assessment.
2. Provide admission counselors to assist with Job Corps enrollment at designated days and times as agreed upon with the One-Stop Operator.
3. Provide staff coverage to ensure groups of Job Corps eligible youth are routinely scheduled and supervised for orientation sessions at WorkSource.
4. Maintain contemporary program eligibility, referral process, and key contacts on the region's shared knowledge management system, DAWN.

5. Refer youth ineligible due to basic skills deficiency or those in the pilot control group to the Council for I-B program eligibility determination and/or connection with other WorkSource services.
6. Ensure designated WIOA I-B personnel are trained and provided remote access tokens to Job Corps' case management system, CIS-3G. Execute a data sharing agreement to facilitate use of CIS-3G.
7. For WIOA I-B co-enrolled students, enter a qualifying service into ETO no less than every 45 days to ensure student is not inadvertently exited from enrollment.
8. As available, offer the use of campus facilities to workforce partner organizations for onsite job placement, business interactions, etc.

Section 2: Planning

Each party agrees to:

1. Over time, work together to create a model for a sustainable, high-performing workforce system partnership suitable for regional and national replication.
2. Facilitate working relationships and information exchanges with other workforce system partners through the Council's partnership framework, to help ensure young adults are aware of scholarships and other forms of financial assistance.
3. Send a representative to existing workforce partnership strategy and operations working groups to ensure alignment, integration and leveraged opportunities to grow the partnership. Create and participate in task teams as mutually needed and agreed.
4. Examine and discuss federal and other grant opportunities of strategic value to both organizations, with intent to apply together or as a part of a broader workforce system consortium.
5. Engage in cross-referral process, ensuring each organization's staff, case managers, partners and vendor networks are aware of the other and the general requirements for enrollment.
6. As circumstances warrant, develop and distribute joint press releases to promote new collaborations of public interest.

V. System Support

The participating organizations commit to align, in accordance with each organization's rules and regulations, available organization resources toward the integration of the workforce development system over time. Each organization is responsible for the costs associated with carrying out that organization's individual roles and responsibilities. One-Stop (WorkSource) Infrastructure Funding Agreements (IFA) and Center Operating Budgets (COB) are negotiated under the Council's master MOU with workforce development system partner organizations.

VI. Duration of Agreement

The Agreement will commence on the first day of August 2017, and shall remain in full force and effect until the 30th day of June 2018 or until the Agreement is canceled by either party in accordance with the terms set forth herein.

VII. Amendment or Cancellation of Agreement

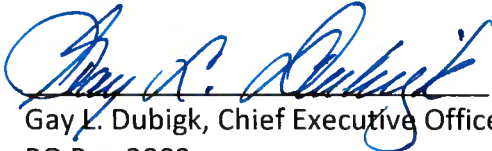
This Supplemental Agreement may be amended at any time in writing and by mutual consent of Northwest Workforce Council and Cascades Job Corps College and Career Academy. Each organization may cancel its participation in the Supplemental Agreement upon thirty (30) days written notice.

APPROVED:

The undersigned organizations bind themselves to the faithful performance of this Agreement. It is mutually understood this Agreement shall not become effective until executed by the parties involved.

Northwest Workforce Council

Cascades Job Corps College & Career Academy



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July 28, 2017
Date

July 28, 2017
Date