

MEMORANDUM OF UNDERSTANDING
between
WORKFORCE INVESTMENT COUNCIL OF CLACKAMAS COUNTY
CLACKAMAS COUNTY BOARD OF COMMISSIONERS
and CLACKAMAS COUNTY ONE-STOP PARTNERS
Pursuant to the Workforce Investment Act of 1998

OVERVIEW AND PURPOSE

This Memorandum of Understanding which includes the resource sharing plan and agreement is entered into by the workforce development partner organizations and programs, the Workforce Investment Council of Clackamas County (WICCO), and the Clackamas County Board of Commissioners to provide a framework for the delivery of comprehensive workforce development services to the job-seeker and employer communities of Clackamas County. The One-Stop system has been designed to promote collaborative economic and workforce investment strategies reflecting the particular needs of Clackamas County's local and regional economies and builds upon a framework of service delivery through the comprehensive One-Stop Center and a collaborative network of partner organizations. Region 15 utilizes the Worksource Oregon logo and identity.

This Memorandum of Understanding contains the following sections:

- I. PARTIES TO THE AGREEMENT
- II. ONE-STOP WORKFORCE SYSTEM
- III. REFERRAL PROCESS
- IV. FUNDING
- V. GENERAL TERMS AND CONDITIONS
- VI. ASSURANCES AND CERTIFICATIONS
- VII. SIGNATURE(S)

I. PARTIES TO THE AGREEMENT

Organization	Representation
Clackamas County Board of Commissioners	Chief Local Elected Official
Workforce Investment Council of Clackamas County	Workforce Investment Board
Clackamas Community College	Representing programs authorized under WIA Title IB (Adult and Dislocated Worker) and Title II (Adult Literacy)

Region 15 MOU

January, 2013 thru December, 2017

Clackamas County Social Services	Representing programs authorized under Housing and Urban Development, Community Services Block Grant (CSBG), and the County Veterans Officer for services to veterans, also Developmental Disability services and services to seniors through the Older Americans Act.
Clackamas Education Service District	Representing programs authorized under the Carl Perkins Act and programs authorized under the WIA, Title IB (Youth).
Oregon Employment Department	Representing programs authorized under the Wagner Peyser Act, programs authorized under State Unemployment Compensation Laws, Trade Adjustment Assistance and NAFTA Transitional Assistance Activities authorized under Chapter 2 of Title II of the Trade Act; Local Veterans Employment Representatives and Disabled Veterans' Outreach Programs
Oregon Department of Human Services: Self Sufficiency	Representing programs authorized under Temporary Assistance to Needy Families, Supplemental Nutrition Assistance Program (SNAP), Medicaid and state funded programs including the Oregon Health Plan.
Oregon Department of Human Services, Office of Vocational Rehabilitation	Representing programs authorized under Title IV of WIA and Title I of the Rehabilitation Act
Job Corps Agent for recruitment and placement, DESI	Representing programs authorized under the WIA, Title IC

Community Solutions for Clackamas County	Representing referrals and delivery for workforce services from Department of Human Services, Clackamas County Mental Health & Office of Vocational Rehabilitation, WIA and Clackamas County Corrections.
Easter Seals Oregon	Representing Title V of the Older Americans Act, Job Search Assistance, Completing Applications and Resumes, Referrals to other appropriate partners or community services, information and referral to supportive services, Interview training, Provide work experience
Express Professionals	Interested party; For-profit staffing service
Housing Authority of Clackamas County	Interested party
Immigrant and Refugee Community Organization (IRCO)	Interested party
Clackamas County Community Corrections	Interested party

II. ONE-STOP WORKFORCE SYSTEM

Workforce development services are provided through a network of partner organizations and service providers. WorkSource Clackamas —the Clackamas County One-Stop Resource Center, a part of Worksource Oregon— is centrally located at 506 High Street, Oregon City, Oregon. The One-Stop partner programs, with leadership from the Workforce Investment Council, have planned and designed a collaborative approach to the provision of a wide-ranging array of services to customers, both within the comprehensive center and, through the use of value-added referrals, by each of the partner agencies and service providers.

The One-Stop Operator Team is comprised of the management or designated staff of the mandatory partner programs and interested parties. At the time of Region 15 MOU

this agreement, the Governance Team includes staff from the following partner programs: Clackamas Community College; Clackamas County Department of Social Services; Oregon Employment Department, Oregon Department of Human Services- Self Sufficiency; Oregon Department of Human Services- Vocational Rehabilitation; Clackamas Education Service District; Job Corps Center (Dynamic Educational Systems, Inc., DESI as their agent); Community Solutions for Clackamas County, Easter Seals Oregon, Clackamas County Community Corrections, Housing Authority of Clackamas County, Immigrant and Refugee Community Organization (IRCO), Express Employment Professionals, and the Workforce Investment Council. The One-Stop Operator Team maintains the MOU and RSA Each team member is its agency's liaison and will be responsible for ensuring the interpretation and implementation of agency policies and procedures are reflected and addressed in the One Stop Resource Center workflow and procedures. In the event that a policy or financial issue needs to be resolved, it will be forwarded in writing to the workforce Investment Council.

III. REFERRAL PROCESS

All customers receiving services either within the One-Stop Center or at any of the partner organizations will have access to the full array of workforce development services within the One-Stop delivery system. The parties have agreed to use "value-added" referrals between the parties and have agreed to follow the processes and procedures for such referrals as adopted by the Workforce Investment Council. Referrals within the Center are based on customer chosen or requested choices. Referrals may also be made to partner agencies for services not available within the Center.

In addition, staff may assist customers to set appointments and may conduct follow-up with either the customer or the partner agency to ensure customer satisfaction.

IV. FUNDING

The parties agree to provide funding for the shared costs of the partnership in accordance with the Resource Sharing Plan (RSP). The RSP is incorporated into this MOU by reference.

V. GENERAL TERMS AND CONDITIONS

The following terms and conditions are agreed to by the parties:

Duration: The MOU shall commence January 1, 2013 and shall remain in effect through December 31, 2017, the MOU may be renewed upon approval of the parties for a period of one additional year and may be amended in accordance with agreed upon procedures, subject to approval by the State.

Disputes: If disputes arise related to the terms of this MOU, the parties agree to abide by the Workforce Investment Council's Mediation/Conflict Resolution Process. Should such process fail to resolve the dispute, the parties agree to follow the process described in OWIB Policy—MOU Impasse Resolution.

Modification: The MOU constitutes the entire agreement between the parties and may be modified, revised, or amended by mutual written consent of all the signatory parties based on legislative and system design changes, the addition of parties to the agreement, governing board direction, or other reasons as agreed to by the parties. The modification will be effective upon the issuance of a written amendment, signed and dated by the parties.

Termination: Any party to this agreement may terminate their participation in this MOU upon 60 calendar days written notice to all other parties to the agreement. In such case, termination by one or more of the parties does not alter the terms or obligations of any other party to the agreement.

Responsibility for Employees

All employees providing services through the One-Stop delivery system remain under the supervision and direction of their respective employing entity. If work-related issues arise at the One-Stop Resource Center, the incident will be reported to the appropriate partner program supervisor for resolution.

Responsibility for Employment and Other Related Benefits and Deductions

Each party, with respect to its officers and employees, shall be exclusively responsible for providing for employment-related benefits and deductions that are required by law, including but not limited to federal and state income tax deductions, workers' compensation coverage, unemployment insurance coverage and contributions to the Public Employees Retirement System, if contributions are required.

No Third Party Beneficiaries

The parties signing this Agreement are the only parties to the Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

Confidentiality and Compliance with the law

Parties to this agreement warrant that it will comply with the provisions of the Workforce Investment Act and other applicable federal and Oregon laws, regulations and administrative rules including, but not limited, to those relating to confidentiality of customer records.

Assignments

If a party to this agreement assigns any or all duties and responsibilities under this MOU to another entity, the assignor shall require the assignee to abide by the terms of the agreement if they are applicable to that assignee's new duties and responsibilities under the assignment.

VI. ASSURANCES AND CERTIFICATIONS

Each signatory to the MOU which is a recipient of federal financial assistance as defined in 29 CFR Sec. 37.4, assures that it will comply with:

1. The state's Methods of Administration approved by the federal Department of Labor (located at www.workforce.state.or.us); and
2. The nondiscrimination and equal opportunity provisions of the following laws:
 - a. Section 188 of the Workforce Investment Act (WIA) and 29 CFR Part 37 which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief and against beneficiaries on the basis of either citizenship/status as lawfully admitted immigrants authorized to work in the United State or participation in any WIA Title I financially assisted program or activity;
 - b. Title VI of the Civil Rights Act of 1964 as amended (42 USC Sec. 2000d et seq.), which prohibits discrimination on the bases of race, color and national origin;
 - c. Section 504 of the Rehabilitation Act of 1973 as amended (29 USC 794), which prohibits discrimination against qualified individuals with disabilities;
 - d. Age Discrimination Act of 1975 as amended (42 USC Sec. 6101 et seq.), which prohibits discrimination on the basis of age; and
 - e. Title IX of the Education Amendments of 1972 as amended (20 USC Sec. 1681 et seq.), which prohibits discrimination on the basis of sex in educational programs.

Responsibility for Funds

Each party is liable for any misuse of funds caused by or resulting from its or its officers', employees' or agents' actions or omissions under or relating to this Agreement. Each party is liable for, and shall indemnify the other parties for, any misuse of funds caused by or resulting from its or its officers', employees' or agents' actions or omissions under or relating to this Agreement.

Responsibility for Torts

Each party shall be responsible only for the tortious acts, omissions or negligence of its own officers, employees or agents. Subject to Article XI, section 7 or 10 of the Oregon Constitution, if the party is the State or a county, it is responsible only to the extent required by the Oregon Tort Claims Act, ORS 30.260 to 30.300. If the party is any other "public body," as defined in ORS

30.260, it is responsible only to the extent required by the Oregon Tort Claims Act.

Responsibility for Comprehensive Liability Insurance and Property Damage Insurance.

Each party to this Agreement shall obtain, and at all times keep in effect, comprehensive liability insurance and property damage insurance covering its and its officers', employees' or agents' tortious acts, omissions or negligence under this Agreement. Any "public body," as defined in ORS 30.260, may satisfy these requirements in any manner allowed by ORS 30.282. Such public body liability and property damage insurance, whatever the form, shall be in an amount not less than the limits of public body tort liability specified in ORS 30.270. For all other parties, the insurance shall have a combined single limit per occurrence of not less than \$1,000,000. Insurance coverage may not be cancelled, materially changed, reduced or not renewed without 30 days prior written notice from the party to the Workforce Investment Council. In the event of unilateral cancellation or restriction by the insurance company of the insurance policy, the public body or other party shall immediately notify the Workforce Investment Council verbally and in writing.

Attachment F
TABLE I

Preliminary Services—provided by all staff assigned to One-Stop activities (subsequent to initial cross-training and orientation)

Partner Agency	Services
Clackamas Community College (CCC)	<ol style="list-style-type: none"> 1) WIA Core services: <ol style="list-style-type: none"> a) Determination of eligibility and suitability to receive additional services (beyond WIA core); 2) Outreach, intake and orientation to the information and other services available through the WorkSource system; <ol style="list-style-type: none"> a) Referrals to other appropriate partner or community services b) Information on applying for Unemployment Insurance c) Information on Federal Application for Financial Aid and scholarships 3) Initial assessment of skill levels, aptitudes, abilities, and supportive service needs; <ol style="list-style-type: none"> a) information on the Initial Skills Review and access to WIN and CIS 4) Employment statistics information relating to local, regional, and national labor market areas, including job vacancy listings, information on job skills necessary for these positions, and information relating to local occupations in demand and the earnings and skill requirements for these occupations. 5) Follow-up services, including counseling regarding the workplace, for participants in WIA activities who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate. 6) Additional services may include; <ol style="list-style-type: none"> a) Career Counseling b) On line college catalog and schedules c) Rapid Response Information d) Employer Services e) Trade Act information
DHS—Vocational Rehabilitation Program (DHS-VR)	<ol style="list-style-type: none"> 1) Make information available to participants about VR eligibility requirements, potential services for eligible individuals, and explain that any potential services must be related to impediments.

Attachment F
TABLE I

Partner Agency	Services
	2) Make appropriate referrals to the VR office associated with the one-stop center. 3) Make VR materials available to participants including: informational brochures and flyer containing information on when and where orientation for services occurs, and directions and/or phone number to OVRS office.
OED	1) Assistance in beginning services listed in II below 2) Pilot for sharing job orders and referrals with partners 3) Rapid Response Lead 4) Referral to employer job openings 5) Intake and orientation to the information and other services available through the WorkSource system; a) Referrals to other appropriate partner or community services b) Information on applying for Unemployment Insurance 6) Employment statistics information relating to local, regional, and national labor market areas, including job vacancy listings, information on job skills necessary for these positions, and information relating to local occupations in demand and the earnings and skill requirements for these occupations. 7) Initial assessment of skill levels, aptitudes, abilities, and supportive service needs; a) information on the Initial Skills Review and access to WIN and CIS 8) Trade Act Information 9) Labor Market information
ESD (Title IB WIA Youth Services)	1) Provide information on services available to youth ages 14-21 through C-TEC Youth Services and its partners. 2) Ensure application and youth program information are readily available at One-stop 3) Provide a link to one-stop services for youth enrolled in WIA youth program 4) Promote the services available through the one-stop to WIA youth program participants 5) Communicate training and job opportunities available through the One-stop that are appropriate for youth
JC (Job Corps (DESI))	1) Educate youth about the Job Corps program, to include information about: eligibility requirements, education and job training opportunities, and follow-up and placement

Attachment F
TABLE I

Partner Agency	Services
	<p>services.</p> <ol style="list-style-type: none"> 2) Refer interested youth to appropriate Job Corps <i>Outreach and Admissions</i> staff. 3) Register Job Corps students and communicate training and job opportunities available through the One-stop. 4) Provide Job Corps students assistance with job search, employment applications and resumes.
Easter Seals Oregon	<ol style="list-style-type: none"> 1) Provide information on Title V Older Worker Program for job seekers and employers. 2) Provide Title V recruitment, orientation, eligibility determination and assessment.
IRCO	<ol style="list-style-type: none"> 1) IRCO staff assists customers with initial IMatchSkills process and provide one on one orientation delivering information about all available services offered through One Stop Center. 2) IRCO staff makes appropriate referrals to services within the Center upon completion of data collection form.

Attachment F
TABLE II

Services provided by Partner Agency staff at the Clackamas County One-Stop Resource Center in support of each agency's mission and responsibilities:

Partner Agency	Services
Clackamas Community College CCC	<ol style="list-style-type: none"> 1) All listed in I, and 2) Intensive WIA Services <ol style="list-style-type: none"> a) Career Planning b) Individual Employability Plan development c) Individual Counseling d) Comprehensive Assessment : <ol style="list-style-type: none"> (1) (Career, language, literacy, college placement, etc.) 3) Workshops: <ol style="list-style-type: none"> a) Career Counseling and Planning b) Educational planning c) Networking 4) Job Search skills <ol style="list-style-type: none"> a) Resume b) Interviewing skills c) Other Employment Related Skills
DHS—Vocational Rehabilitation Program (DHS-VR)	<ol style="list-style-type: none"> 1) Services for program eligible individuals: <ol style="list-style-type: none"> a) Initial intake b) Vocational Counseling c) Explore disability related employment impediments. d) Career Exploration e) Job Search Assistance f) Employment Follow-Up 2) Assist with partner training on the vocational rehabilitation process. 3) VR staff out stationed at Oregon City One Stop at least twice per month
OED	<ol style="list-style-type: none"> 1) Intake 2) Orientation 3) Initial assessment of skills

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TABLE II

Partner Agency	Services
	4) Labor market info..(OLMIS) 5) Career Counseling 6) Job search assistance 7) Job listings/ job referrals 8) Info and referral to supportive services 9) Info on Partner Services 10)Info on financial aid 11)Info on filing UI 12)Resource room – Create resumes, research employers, view job boards, explore internet resources, print and fax
ESD (Title IB WIA Youth Services)	1) Completing youth eligibility screening 2) Referral to youth WIA providers to conduct eligibility and discuss program appropriateness 3) Informing consumer of documentation needed to verify eligibility 4) Educate the consumer about the structure of, activities offered, and services available through the youth program
Job Corps (DESI)	1) Outreach: Educate youth about the Job Corps program and refer interested youth to appropriate Job Corps <i>Outreach and Admissions</i> staff. 2) Register Job Corps students and communicate training and job opportunities available through the One-stop. 3) Provide Job Corps students assistance with job search, employment applications and resumes. 4) Provide all youth with the information needed to make appropriate independent living, training and employment choices, including: <ul style="list-style-type: none"> a) Assistance with use of all the services available at the One-Stop, b) Classes/workshops (coordinated with other service providers to meet the needs at the One-Stop) to include: <ul style="list-style-type: none"> i) Women In Non-Traditional Trades ii) Career Planning

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TABLE II

Partner Agency	Services
	<ul style="list-style-type: none"> iii) Job Search iv) Interviewing v) Completing employment applications and resumes vi) Money Management vii) Housing c) One-on-one assistance within all of the topics listed in <i>b.i-vii</i> above.
Easter Seals Oregon	1) Provide assistance with center resources; Job Search Assistance, Completing Applications and Resumes, Referrals to other appropriate partners or community services, information and referral to supportive services, Interview training, Provide work experience
Housing Authority of Clackamas County	1)Referrals for Section 8 and Public Housing Residents to One Stop Resource Center
IRCO	<p>1) IRCO / Clackamas Works! Program in partnership with the Workforce Investment Council representing program authorized under WIA Title 1B (Adult and Dislocated Worker). The program is designed to enhance career development, training and employment services to non- English speakers over 18 years of age residing in Clackamas county. Services:</p> <ul style="list-style-type: none"> a) Eligibility determination and program orientation b) Skill assessment c) Individual employment / career plan d) Supportive services e) Training services f) Individual counseling and career planning g) Employment services and h) Retention services <p>2) Program annual enrollment is 30 participants.</p> <p>3) Majority of program participants have limited English proficiency, program provides intensive case management, supporting and leading participants to economic self-sufficiency.</p>
Express Employment Professionals	<ul style="list-style-type: none"> 1) Advanced workshop series 2) Resume critique (in lab) 3) Support and instruction of social media

Attachment F
TABLE II

Partner Agency	Services
	4) Rural outreach of workshops

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TABLE III

Additional services provided through **referral** or at Partner Agency locations:

Partner Agency	Services
CCC	<ol style="list-style-type: none"> 1) promotion and preparation and testing for The National Career Readiness Certification (NCRC) 2) WIA Intensive Services: <ol style="list-style-type: none"> a) Comprehensive and specialized assessments of a customer’s skill levels and service needs, which may include diagnostic testing and the use of other assessment tools b) In-depth evaluation to identify employment barriers and employment goals; c) Development of an individual employment plan to identify appropriate objectives and combination of services for the customer to achieve the employment goals; d) Individualized career planning; e) Service planning for participants seeking intensive and training services f) Short-term prevocational services including development of skills in learning, communications, interviewing punctually, personal maintenance, and professional conduct to prepare individuals for unsubsidized employment or training; g) Targeted programs for basic skills and GED testing, ESL and vocational training, (includes case management.), Life and Career Options Program (LCOP) 3) Supportive services such as childcare, transportation, and work- and training related expenses. 4) Group Networking and Job Search Boot Camp 5) WIA Training Services: <ol style="list-style-type: none"> a) Occupational skills training, including training for nontraditional employment; b) On the Job Training c) Programs that combine workplace training with related instruction, which may include cooperative education programs; d) Training programs operated by the private sector; e) Skills upgrading and retraining; f) Entrepreneurial training; g) Career Pathways; h) Adult education and literacy activities provided in combination with other training

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TABLE III

Partner Agency	Services
	services; and i) Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion or the training; j) Vocational Training Programs in demand occupations; k) Provider of Title II programs including required matching funds.
Clackamas Co. Social Services	1) Core Services: a) Eligibility Determination b) Referrals to other appropriate partner or community services c) Intake d) Initial assessment of skill levels, aptitudes, and support services needed e) Job listings/Job referrals f) Job search assistance g) Information on One Stop Partner services h) Information on supportive services i) Information on applying for Unemployment Insurance 2) Intensive services: a) Case Management b) Career Planning
DHS—Vocational Rehabilitation Program (DHS-VR)	1) Services provided to eligible individuals at the OVRS site services are individually developed based on disability related impediment to work and a full assessment of client interest, concerns, capacities, aptitudes, priorities, unique strengths and informed choice: a) Job club b) Assessments (aptitude & interest) c) Vocational evaluations d) Medical/Psychological evaluations e) Work experience f) Training g) Medical / psychological restoration h) Accommodation identification and implementation

Attachment F
TABLE III

Partner Agency	Services
	<ul style="list-style-type: none"> i) Specialized placement services j) Job coaching services k) Motivational interview
DHS-Self Sufficiency (DHS-SS)	<ul style="list-style-type: none"> 1) Self Sufficiency: <ul style="list-style-type: none"> a) Supplemental Nutrition Assistance Program (SNAP), b) Oregon Health Plan c) Employment Related Day Care d) TANF 2) Child Welfare: <ul style="list-style-type: none"> a) Family based services to support the safety of children in their home b) Child protective services to investigate and intervene in cases of abuse and neglect
OED	<ul style="list-style-type: none"> 1) Vocational guidance 2) Veteran services 3) Farmworker services 4) Rapid response activities 5) Trade Act and NAFTA 6) Worker profiling 7) Referrals to other appropriate partner or community services 8) Job listings/Job referrals 9) Job search assistance 10) Information on One Stop Partner services 11) Information on supportive services 12) Information on applying for Unemployment Insurance
ESD (Title IB WIA Youth Services)	<ul style="list-style-type: none"> 1) The program provides access to the 10 mandated elements of Workforce Investment Act Youth Programs <ul style="list-style-type: none"> a) Tutoring, study skills, and instruction leading to completion of secondary school b) Alternative Education Options c) Paid and Unpaid Work Experience d) Summer Employment

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TABLE III

Partner Agency	Services
	e) Occupational Skills Training f) Leadership opportunities g) Supportive Services h) Adult Mentoring i) Comprehensive Guidance and counseling j) Child care resource and referral 2) Follow-up for 12 months after completion of program activities
Job Corps (DESI)	1) Contract with WICS (Women in Community Service) to provide information and resources to current and previous Job Corps students on: a) Mentoring b) Career Counseling c) Housing d) Education e) Child Care f) Transportation g) Parenting h) Legal Services i) Budgeting j) Health Care k) Emergency Services 2) Placement Assistance. 3) All listed in Tables I & II
Easter Seals Oregon	1) Provide referral to other partner agencies
Housing Authority of Clackamas County	1) Resident services provided include referral to community resources and services, IDA and Escrow savings programs, youth development programs, senior community activities and mediation with housing issues.
Clackamas County Community Corrections	1) Provide supervision services to the client population that's placed on formal probation or post prison supervision. <ul style="list-style-type: none"> • Risk and Needs Assessment completed (supervise at the field level medium and high

Attachment F
TABLE III

Partner Agency	Services
	<p>risk offenders). Refer these offenders out depending on their risk and needs assessment for:</p> <ul style="list-style-type: none"> ➤ job search ➤ alcohol and drug treatment (outpatient, detox, inpatient, support services) ➤ mental health services (including housing services) ➤ transitional housing services ➤ domestic violence services ➤ sex offender services ➤ cognitive programming (MRT, Thinking for a Change) • Victim's advocacy (for victim's of clients that we supervise) <ul style="list-style-type: none"> ➤ Women's Empowerment Program ➤ Victim Services Coordinator • Community Service Work Supervision (for formally supervised clients and bench probation clients) <p>*****NOTE: Services available only for active probation and PPS clients of Clackamas County Community Corrections.</p>
IRCO	<ol style="list-style-type: none"> 1) Clackamas Works! Program makes appropriate referrals to other partners and community services for additional services needed. 2) Clackamas Works! Program in collaboration with multiple IRCO programs and services provide full service and assistance to meet customers need.
Express Employment Professionals	<ol style="list-style-type: none"> 1) Employment Options 2) Advanced Job Search by Location 3) Professional Job Placement 4) Full-Service Job Testing & Training Programs

Attachment F
TABLE IV

Additional services provided by the Partner Agencies in support of the One-Stop delivery system:

Partner Agency	Services
CCC	<ol style="list-style-type: none"> 1) Employer advisory committees for all technical professional programs 2) Employer services, including Rapid Response activities 3) Customer outreach in conjunction with team partners when seen as appropriate by the One-Stop Operator Committee 4) Small Business Development Center 5) Customized training and development services 6) Technical Assistance 7) Staff Training 8) Regularly participate in WorkSource Partner meetings and contribute towards successful collaboration at the One-stop
Clackamas Co. Social Services	<ol style="list-style-type: none"> 1) Presentations/participation in modules or trainings at the one-stop 2) Program benefits counseling including social security programs 3) Outreach and education in regard to the programs in the community
OED	<ol style="list-style-type: none"> 1) Room for employer usage for interviewing 2) Oregon Employer Council (OEC) 3) Employer services, including Rapid Response activities 4) Outreach/orientation services when the partners develop the program 5) Regularly participate in WorkSource Partner meetings and contribute towards successful collaboration at the one-stop
ESD (Title IB WIA Youth Services)	<ol style="list-style-type: none"> 1) Provide training to one-stop staff on Youth programs, eligibility requirements, and screening for appropriateness for the program 2) Provide feedback to one-stop staff in ways to make one-stop user friendly and accessible to youth 3) Consult in the coordination and delivery of youth workforce development activities 4) Regularly participate in WorkSource Partner meetings and contribute towards successful collaboration at the one-stop
Job Corps (DESI)	<ol style="list-style-type: none"> 1) Outreach and admissions. 2) GED and high school diploma program.

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TABLE IV

Partner Agency	Services
	<ul style="list-style-type: none"> 3) BRIDGES eXcelerate Program for assessment of learning styles and identification and remediation of various physical barriers to learning. 4) Career assessment and exploration using the ASVAB program. 5) Employment training in the following trades: <ul style="list-style-type: none"> a) Automotive (To be added soon. Date will be provided.) b) Business Technologies c) Carpentry d) Culinary Arts e) Electrical f) Facilities Maintenance/Wastewater Treatment g) Medical Assisting h) Painting i) Welding 6) Drivers Education. 7) Residential living, with organized recreational activities. 8) Health Services, including: the services of an on-site RN and regular medical, dental and mental health services. 9) Substance/alcohol abuse counseling. 10) Case Management. 11) Personal and Career Counseling. 12) Mentoring. 13) Career preparation training that includes structured classes in the following subjects: <ul style="list-style-type: none"> a) Information Technology b) Career Planning c) Labor Market Information d) Job Search e) Interviewing f) Preparation of Employment applications, Cover Letters and Resumes g) Employability Skills

Attachment F
TABLE IV

Partner Agency	Services
	<ul style="list-style-type: none"> h) Use of One-Stop Career Centers, and i) Independent Living Skills. <ul style="list-style-type: none"> i) Formalized Social Skills training. ii) Clothing allowances. iii) Nominal weekly stipend; plus transition funds to program completers. 14) Placement assistance and up to 24-months follow-up and transition assistance.
IRCO	IRCO / Clackamas Works! Program staff makes sure that customers receive full support in accessing workforce development services within the One Stop delivery system. Referrals, appointments and follow ups with the customer are conducted to ensure customer satisfaction.



(Signature) (Date)

Kim Parker, Executive Director
Workforce Investment Council



(Signature) (Date)

Kim Freeman, Area Manager
Oregon Employment Department



(Signature) (Date)

Joanne Truesdell, President
Clackamas Community College



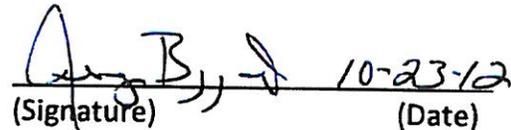
(Signature) (Date)

Patrick Foster, Branch Manager
Office of Vocational Rehabilitation Services



(Signature) (Date)

Fred Keene, Outreach & Admissions Mngr.
Job Corps (DESI)



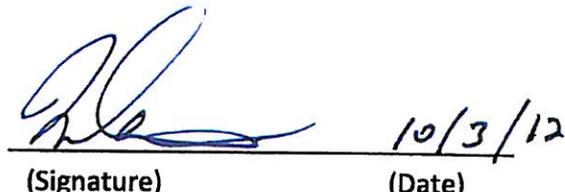
(Signature) (Date)

Jerry Buzzard, District Manager
Oregon Department of Human Services



(Signature) (Date)

David Cheveallier, CEO
Easter Seals



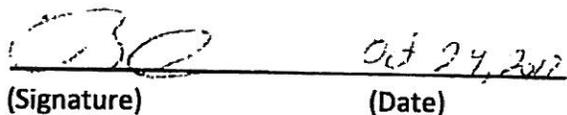
(Signature) (Date)

Milt Dennison, Superintendent
Clackamas ESD
C-TEC (Employment Made Possible)



(Signature) (Date)

Maureen Thompson, Director
Community Solutions for Clackamas County



(Signature) (Date)

Brenda Durbin, Director
Community Block Grant



10-25-12

(Signature) (Date)
Victoria Libov, Community Project Manager
IRCO



10/9/12

(Signature) (Date)
Bryan Baker, Managing Partner
Express Services, Inc.



10/23/12

(Signature) (Date)
Trell Anderson, Executive Director
Housing Authority of Clackamas County



10/03/12

(Signature) (Date)
Chris Hoy, Captain of Probation/Parole
Clackamas County Community Corrections

WorkSource Oregon One-Stop Center
Resource Sharing Agreement
July 1, 2012 – June 30, 2013
(Addendum to MOU)

I. STATEMENT OF PURPOSE

The purpose of this agreement is to establish the terms and conditions under which the WorkSource Oregon Partners will allocate costs and share resources at the WorkSource Oregon Center located at: 506 High Street, Oregon City, OR 97045.

II. PARTIES TO THE AGREEMENT

The following partner organizations have agreed to provide services through the Region # 15 (WorkSource Clackamas) WorkSource Oregon Center and to share such costs that are of mutual benefit:

ORGANIZATION	PRIMARY FUNDING STREAM	PARTNER CONTACT INFORMATION
Partner A Oregon Employment Department (OED)	Wagner-Peyser Act	Tom Previs 506 High Street Oregon City, OR 97045 971 673-6415 Tom.a.previs@state.or.us
Partner B Workforce Investment Council of Clackamas County (WICCO)	WIA Title 1	Kim Parker 365 Warner Milne Road, Suite 202 Oregon City, OR 97045 503 657-1729 Kim.parker@wicco.org

III. DEFINITIONS

Agreement Manager: The person named by the partnership and LWIB to be responsible for the oversight, monitoring, reconciliation and review of fiscal functions of the Resource Sharing Agreement in accordance with WIA 662.300 and 662.310.

System Shared Costs: Those costs that benefit all One-Stop partners even if they are not co-located.

Center Shared Costs: Those costs of the one stop center that benefit multiple partners co-located at the center and are incurred in support of the services delivered through a OneStop. (DOL One Stop Comprehensive Financial Management Technical Assistance Guide; July, 2002)

IV. SHARED COSTS AND BENEFIT

The One-Stop partners have identified one type of shared cost: Center costs that benefit the partners co-located at the Center.

CENTER COSTS	ANNUAL COST	BENEFITS
One-Stop greeter. Position greets and welcomes the public to the center directing clients to partners and services available at the Center. (.25fte) Worksource Liaison. Position facilitates the Clackamas Menu of Resources team and is the Equal Opportunity Coordinator for Region 15. (.25 fte)	\$38,652	The primary partners (OED and WICCO) agree that these are necessary costs that benefit both partners as well as supports the efforts of their shared customers.
TOTAL	\$38,652	

V. ALLOCATION METHODOLOGY

The partners agree that SharedCosts equally benefit all the partners; therefore each partner will share an equitable portion of the costs.

Center Shared Costs

PARTNER	%	\$
OED	53%	\$ 20,613
WICCO	47%	\$ 18,039
TOTAL	100%	\$38,652

VI. RESOURCE SHARING PLAN

Each Region 15 One-Stop partner agrees to provide the resources necessary to fund their proportionate share of the agreed upon shared costs by providing goods and services as follows:

Center Resources Sharing Plan

Cost Category	OED	WICCO	Total
.25 Salary and Fringe Benefits Program Manager Position		\$18,039	
.25 Salary and Fringe Benefits Business & Employ Specialist	\$20,613		
Totals	\$20,613	\$18,039	\$38,652

AGREEMENT MANAGEMENT

The Agreement Manager responsible for oversight and review of shared costs for the Region 15 WorkSource Oregon Center, billing and reconciliation of shared costs, as well as monitoring of the allocation methodology and funding information is:

Name: Deb Zang
Address: 365 Warner Milne Road, Suite 202, Oregon City, OR 97045
Phone: 503 657-1728
Fax: 503 657-6770
E-Mail: deb.zang@wicco.org

VII. MODIFICATIONS, RECONCILIATION AND ADJUSTMENTS

The partners recognize that modifications may be necessary during the period that the Resource Sharing Agreement is in effect. Any modification to the Resource Sharing Agreement will be undertaken collaboratively. Any modifications to this agreement must be in writing and signed by all the parties as identified in Section II. Oral modifications shall have no effect. If any provision of the agreement is held invalid, the remainder of the agreement shall not be affected.

All payments shall be made to the Fiscal Agent (Workforce Investment Council of Clackamas County). No costs will be incurred until the agreement is signed by all parties. Non-payments will be referred to the Local Workforce Investment Board for collection. All invoices for costs incurred will be provided to the Workforce Investment Board for approval, if requested. All payments including non-cash, goods and services (De-brief assistance to the Welcome Team) will be documented and retained by the Fiscal Agent for audits or other reconciliations. Goods and Services will be tracked by WorkSource Clackamas Center Leadership and reconciled by the Agreement Manager on a quarterly basis.

In the event program income is earned or reduced at the WorkSource Oregon Center as a result of shared costs or activities, that income must be distributed to all partner organizations that participated in the activity and must be allocated using the same basis as described in Section V of this document. Program income will be used to reduce each party's share of costs or resources needed to fund the shared costs identified in this agreement so long as it is allowable under the partner organization's authorizing statutes and regulations.

Reconciliation to actual costs and resource sharing will occur quarterly. Final reconciliation may be realized through the payment of cash or goods and services. A request for payment to either party shall be made within 60 days of the end of this agreement.

LWIB will maintain the information pertinent to this agreement.

VIII. DISPUTE RESOLUTION PROCESS

The parties shall first attempt to resolve all disputes informally. Any party may call a meeting of the WorkSource Oregon Center partners to discuss and resolve disputes. Should informal resolution efforts fail, the dispute shall be referred to the Chair of the Local Workforce Investment Board within 15 days, who shall place the dispute upon the agenda of a special meeting of the Board's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved in accordance with LWIB by-laws unless such a decision is in contradiction of applicable State and Federal laws or regulations governing the WorkSource Oregon Center partner agencies.

IX. TERMINATION

Withdrawal from the agreement requires ninety calendar days written notice to the other parties or thirty calendar days in the event of a major financial shortfall or non-appropriation of funds. Furthermore, upon the withdrawal of any party, the future costs associated with this agreement shall be reallocated among the remaining partners, and this agreement shall be modified in writing, accordingly.

X. TAX CERTIFICATION

By Workforce Investment Council of Clackamas County's signature(s) below they affirm they are authorized to act on behalf of their Agency and that, to the best of the undersigned's knowledge, not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403-200 to 403.250, ORS Chapters 118 (Inheritance Tax), 314 (Income Tax), 316 (Personal Income Tax), 317 (Corporation Excise Tax), 318 (Corporation Income Tax), 320 (Amusement Device and Transient Lodging Taxes), 321 (Timber and Forestland Tax), 323 (Cigarettes and Tobacco Products Tax), and the elderly rental assistance program under ORS 310.630 to 310.706; and any local taxes administered by the Department of Revenue under ORS 305.620.

XI. TERMS OF AGREEMENT

This agreement shall be in effect July 1, 2012 through June 30, 2013. This agreement will be reviewed quarterly, and updated as necessary to ensure accuracy.

WORKSOURCE OREGON
RESOURCE SHARING AGREEMENT
AUTHORIZING SIGNATURES

The parties below attest to the following:

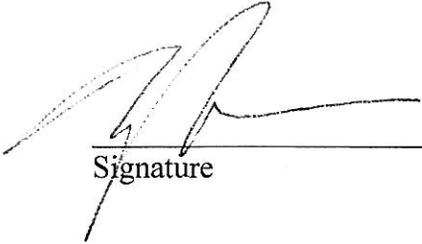
- Prior year RSA reconciliation has occurred and costs have been allocated.
- All parties have reviewed the reconciliation.
- Final billings have occurred.
- All parties to the RSA shall sign this document for it to be considered complete.

Partner A
Oregon Employment Department

Partner B
Workforce Investment Council

Kim Freeman Area Manager

Kim Parker Executive Director



Signature

10-26-12

Date



Signature

10-25-12

Date