



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: July 9, 2019

Subject: Memorandum of Understanding between the Workforce Development Board of Contra Costa County and One Stop/America's Job Center CA Partners

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Memorandum of Understanding between the Workforce Development Board of Contra Costa County and One Stop/America's Job Center of California (AJCC) Partners to establish a cooperative working relationship between parties and define roles and responsibilities for the period July 1, 2019 through June 30, 2022 and AUTHORIZE the Board of Supervisors Chair to sign the Memorandum of Understanding.

**FISCAL IMPACT:**

Infrastructure Costs for the AJCC in Concord are established in the Memorandum of Understanding (MOU). The total monthly estimated amount for Partner Cost Sharing for the Concord AJCC is \$31,282.28. The Employment and Human Services Department (EHSD) is projected to fund \$15,516.01 of these cost each month. EHSD will fund costs through Title 1 Adult Dislocated Youth, Senior Community Service Employment Program, and CalWORKs. The remaining estimated \$15,766.27 of costs will be funded by another partner, the State of California Economic Development Department (EDD). The memo provides a formula for adjusting costs if other partners co-locate the space. These estimates are included on pages 11 and 12 of the MOU.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/09/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: Candace Andersen, District II  
Supervisor  
Diane Burgis, District III  
Supervisor  
Karen Mitchoff, District IV  
Supervisor  
Federal D. Glover, District V  
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: July 9, 2019

David Twa, County Administrator and Clerk of the Board of Supervisors

ABSENT: John Gioia, District I  
Supervisor

By: June McHuen, Deputy

Contact: Elaine Burres 608-4960

cc:

## BACKGROUND:

The Workforce innovation and Opportunity Act (WIOA) requires a Memorandum of Understanding (MOU) be developed and executed between the Local Board and the AJCC partners to establish an agreement concerning the operations of the AJCC delivery system. The purpose is to establish cooperative working relationships and define roles and responsibilities. The MOU also develops a framework to provide services to employers, employees, and job seekers.

California's one-stop delivery system, the AJCC, is a locally driven system which develops partnerships and provides programs and services to achieve the policy objectives within the California Workforce Development Strategic Plan. Those objectives are designed to ensure access to high quality full range of services available in the community for all customers seeking employment, basic educational and occupational skills, earning a postsecondary certificate or degree, guidance for career choices, and/or seeking to identify and hire skilled workers.

The County's AJCC partners in the attached MOU include: Mt. Diablo Unified School District - K12 and Adult Education, West Contra Costa Unified School District - Adult Education, Liberty Union High School District - Adult Education, Martinez Unified School District - Adult Education/Literacy, California Department of Vocational Rehabilitation, Job Corps, and several more. For a fuller list of partners see pages two and three of the MOU and the signatory pages of partners signing.

## CONSEQUENCE OF NEGATIVE ACTION:

Without the Memorandum of Understanding between Workforce Development Board and One Stop/America's Job Center of California partners, partner responsibilities, roles, and a framework for providing services to employers, employees, job seekers would not be clearly defined. Further, the County will be out of compliance with WIOA.

## ATTACHMENTS

WDBCCC.AJCC Partner MOU