

**Memorandum of Understanding for
Local Workforce Area 15
Ohio Valley Employment Resource -
Monroe, Morgan, Noble & Washington Counties
Workforce Development System**



Vision Statement

Our vision is:

“To successfully meet the needs of employers and job seekers by stimulating employment opportunities and economic growth in the area.”

Mission Statement

Our mission is:

“To plan, create and continuously improve a coordinated Area One-Stop Delivery System where business, government, education/training, and community providers collaborate to improve access to jobs and job services for individuals and employers in a manner that will stimulate economic growth and prosperity for the region.”

Integrated service delivery is the cornerstone of the local workforce development system, through which workforce development, educational, and other human resource services are made available to individuals and employers at the OhioMeansJobs centers. Management of the local workforce development system is to be shared among states, local workforce development boards, core Workforce Innovation and Opportunity Act (WIOA) programs, required partners, additional partners, and OhioMeansJobs center operators.

The Ohio Department of Job & Family Services (ODJFS), through the Office of Workforce Development (OWD) is recognized by the United States Department of Labor (DOL) as the State Workforce Agency responsible for administration and oversight of Ohio’s workforce development systems.

This MOU documents the roles, responsibilities, and funding commitments the parties negotiated and mutually agreed upon for the operation and funding of the local workforce development system and the OhioMeansJobs center(s) in the local workforce area (LWA). All parties understand that this MOU is not a legally enforceable agreement.

The **WIOA Area 15 Workforce Development Board** which is the local workforce development board (LWDB), **the Council of Governments representing Monroe, Morgan, Noble and Washington counties**, which are the local workforce area Chief Elected Officials (CEOs), **Ohio Valley Employment Resource**, which is the fiscal agent for purposes of this MOU, and the local required and additional partners (identified below and referred to collectively as “partners”) enter into this Memorandum of Understanding (MOU).

Required Partners – Per WIOA Section 121(b)(1)(B)

WIOA Title I Adult and Dislocated Worker (Section 131)

Monroe County Department of Job & Family Services

Morgan County Department of Job & Family Services

Noble County Department of Job & Family Services

Washington County Department of Job & Family Services

WIOA Title I Youth (*Section 126*)

Monroe County Department of Job & Family Services
Morgan County Department of Job & Family Services
Noble County Department of Job & Family Services
Washington County Department of Job & Family Services

WIOA Title III Wagner-Peyser Act (*29 USC 49*)

Ohio Department of Job & Family Services

Jobs for Veterans Act (*38 USC 41*)

Disabled Veterans' Outreach Program (DVOP) and Local Veterans' Employment Representatives (LVER)
Ohio Department of Job & Family Services

Trade Act Title II, Chapter 2

Trade Adjustment Assistance (TAA) (*19 USC 2317*) and North American Free Trade Agreement (NAFTA) (*19 USC 2271*)
Ohio Department of Job & Family Services

Unemployment Insurance (UI) (*5 USC 85*)

Ohio Department of Job & Family Services

WIOA Title II Adult Education and Literacy (*Section 206*)

Mid-East Career and Technology Centers – Monroe, Morgan, Noble Counties
Washington County Career Center – Washington County

Rehabilitation Act, Title I (*29 USC 720 et seq*)

Vocational Rehabilitation

Opportunities for Ohioans with Disabilities

Carl D. Perkins Vocational and Applied Technology Education Act (*20 USC 2301*)

Postsecondary Vocational Education

Belmont College
Washington County Career Center
Washington State Community College
Zane State College – Cambridge Campus

Older Americans Act Title V (*42 USC 3056*)

Senior Community Service Employment Program (SCSEP)

Goodwill Industries

Social Security Act Title IV-A (*42 USC 601. Subject to Subparagraph (C)*)

Temporary Assistance to Needy Families (TANF)

Monroe County Department of Job & Family Services
Morgan County Department of Job & Family Services
Noble County Department of Job & Family Services
Washington County Department of Job & Family Services

Community Services Block Grant Employment & Training Programs (*42 USC 9901 et seq*)

GMN Tri-County Community Action

WIOA Title I Migrant and Seasonal Farm Worker Programs (*Section 167*)

Ohio Department of Job & Family Services

Required Partners not in Area

WIOA Title I Native American Programs (*Section 166*)/ Department of Housing and Urban Development (HUD) – Employment and Training Programs/ Second Chance Act Programs (*42 USC 17532*)/ WIOA Title I Job Corps (*Section 141*)/ WIOA Title I Youthbuild (*Section 171*)

Additional Partners – WIOA Section 121(b)(2)

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Definitions

- A. **Additional Partner:** An entity that carries out a workforce development program not identified as required under WIOA that is approved by the LWDB and the CEOs to be included as a partner in the local workforce development system. WIOA Section 121 (b)(2) outlines the entities that may serve as additional partners.
- B. **Affiliate Center:** A site that makes available one or more of the required or optional programs, services, and activities to job seekers and employers in a LWA.
- C. **Career Services:** Services that must be provided through the local workforce development system as authorized under each partner's program. Services are listed and defined in Attachment A to this MOU.
- D. **Chief Elected Officials:** When used in reference to a LWA, the chief elected executive officers of the units of general local government in a LWA. The CEOs are responsible for the selection of the LWDB members, the development of by-laws for LWDB structure and are identified as the recipients of WIOA Adult, Dislocated Worker, and Youth funds per WIOA Section 107(d)(12).
- E. **Common Costs:** Per WIOA Section 121(i), is the costs shared by partner programs that may include costs for basic career services, such as initial intake, assessment of needs, basic skills assessment, identification of appropriate services, referrals by one partner to another partner's program, and other similar services that may be chargeable to more than one program. Common costs and methodologies for cost sharing are included in the cost-sharing portion of this MOU.
- F. **Comprehensive Center:** A physical site where services and activities under all required programs are made available to local job seekers and employers.
- G. **Cost Allocation:** Measurement of actual costs in relation to the benefit received to determine each partner's proportionate share of local workforce development system operating costs.
- H. **Fiscal Agent:** An entity appointed by CEOs to be responsible for the administration and disbursement of WIOA and other funds allocated for workforce development programs activities in the LWA.
- I. **Individuals with Barriers to Employment:** Defined in WIOA Section 3(24) as member of one or more of the following populations:
- Displaced homemakers.
 - Low-income individuals.
 - Indians, Alaska Natives, Native Hawaiians.
 - Individuals with disabilities (including youth).
 - Older individuals.
 - Ex-offenders.
 - Homeless individuals.
 - Youth that are in, or have aged out of, the foster care system.
 - Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
 - Eligible migrant and seasonal farmworkers.
 - Individuals within two years of exhausting lifetime eligibility under Title IV of the Social Security Act.
 - Single parents—including single pregnant women.
 - Long-term unemployed individuals.
- J. **Infrastructure Costs:** Per WIOA Section 121(h)(4), the costs necessary for the general operation of OhioMeansJobs (aka "One-Stop") centers to be shared by a LWA and partners. Infrastructure

costs include facility rental costs, utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities), technology to facilitate access to the center, and may include planning and outreach activities.

- K. **Local Workforce Area:** A geographic area of a state designated by the Governor in accordance with WIOA Section 106 that serves as a jurisdiction for the administration of workforce development activities delivered through a local workforce development system.
- L. **Local Workforce Development Board (LWDB):** The board appointed by a LWA's CEO(s) to be certified by the Governor or designee per WIOA Section 107. The LWDB is responsible for administration and oversight of the local workforce development system in agreement with the CEO(s) and in collaboration with required and additional partners.
- M. **Local Workforce Development System:** The system established in accordance with WIOA Section 121 through which career services; employment and training programs and activities; partner programs and activities; related support; and specialized services are made available to workers and employers in a LWA.
- N. **OhioMeansJobs:** The common identifier or brand for the Ohio workforce development system. ORC Section 6301.08 requires all local workforce areas to use this common identifier. Per WIOA Section 121(e)(4), and Workforce Innovation and Opportunity Act Policy Letter (WIOAPL) 16-07, the OhioMeansJobs logo and brand must be used in conjunction with the Department of Labor's logo with the tagline "a proud partner of the American Job Center network".
- O. **OhioMeansJobs Center:** Referred to in WIOA as "One-Stop" centers, it is the term used collectively under the Ohio workforce system brand, "OhioMeansJobs" for the comprehensive, affiliate, and specialized centers that operate in a LWA and make WIOA programs, services, and activities available to job seekers and employers.
- P. **OhioMeansJobs Center Operator:** One or more entities competitively selected in accordance with WIOA Section 121(d) to operate an OhioMeansJobs center and to coordinate OhioMeansJobs service delivery in accordance with all applicable federal, state, and local rules and policies and the terms of this MOU.
- Q. **Proportionate Share:** The portion of local workforce development system operating costs to be contributed by each partner in proportion to the benefits the partner's program receives from participation in the local workforce development system.
- R. **Required Partner:** An entity that carries out one or more of the programs or activities identified in WIOA Section 121(b)(1) that must be made available through the local workforce development system.
- S. **Resource Sharing:** The cash and/or resources each partner will contribute to fund its proportionate share of costs for operation of the local workforce development system.
- T. **Shared Services:** For purposes of this MOU, it is a shared function or activity that benefits more than one partner program. Partners contribute staff time rather than cash or other resources to fund their proportionate share of these types of costs.
- U. **Specialized Center:** A site in a LWA that provides services to address specific needs, including those of dislocated workers, youth, or key industry sectors/clusters, and includes a process to make referrals to the comprehensive and affiliate OhioMeansJobs centers.
- V. **State Infrastructure Funding Mechanism:** The formula that will be implemented by the state to calculate required partners' proportionate shares of infrastructure costs when consensus

agreement cannot be reached among a LWDB and required partners in a LWA. The method is described in Article VI of this MOU.

- W. **Training Services:** Persons deemed unable to obtain or retain employment through career services are eligible to receive training services, which include, but are not limited to: occupational skills training, on-the-job training, programs that combine workplace training with related instructions, private-sector training programs, skills upgrades, entrepreneurial training, job-readiness training, adult education and literacy activities in combination with a training program, or customized training.
- X. **WIOA:** The Workforce Innovation and Opportunity Act of 2014, which supersedes the Workforce Investment Act of 1998 (WIA) and serves to align and continuously improve workforce, education, and economic development systems and more effectively address the employment and skill needs of workers, jobseekers, and employers.

Article I: Local Workforce Development System Description

- A. **Overview & General Description:** The local workforce development system includes **Monroe, Morgan, Noble and Washington counties**, **1** Comprehensive OhioMeansJobs center(s), **3** Affiliate centers and **no** Specialized center, as identified in the table below.

Local Workforce Area OhioMeansJobs Centers				
Center Code	OhioMeansJobs Center Name	Address	Counties Served	Hours of Operation
1	Comprehensive OMJ-Washington Co.	1115 Gilman Ave., Suite B Marietta, Ohio 45750	Washington	M-F 8:00 AM - 4:00 PM
2.	Affiliate-OMJ-Monroe Co.	100 Home Ave. Woodsfield, OH 43793	Monroe	M-Thursdays 7AM - 4:30 PM Closed Fridays
3.	Affiliate-OMJ-Morgan Co.	155 East Main Street Riecker Building - Lower Level McConnelsville, OH 43756	Morgan	M-F 8:00 AM - 4:00 PM
4.	Affiliate-OMJ-Noble Co.	46049 Marietta Road PO Box 250 Caldwell, OH 43724	Noble	M-Th 6AM-4PM Closed Fridays

B. Administrative Structure

- Chief Elected Officials (CEOs): **is the Council of Governments representing Monroe, Morgan, Noble and Washington counties COG Chair Adam Shriver, Morgan County Commissioner, COG Vice-Chair Ty Moore, Noble County Commissioner, PO Box 181; Marietta, OH 45750. The COG Chair or Vice Chair has been delegated authority to act on behalf of others for WIOA/One-Stop matters.** The CEOs are responsible for the selection of the LWDB members, the development of by-laws for LWDB structure and are identified as the recipients of WIOA Adult, Dislocated Worker, and Youth funds per WIOA Section 107(d)(12).
- Local Workforce Development LWDB (LWDB): **WIOA Area 15 Workforce Development Board, PO Box 181; Marietta, OH 45750**

3. Fiscal Agent: **Ohio Valley Employment Resource; PO Box 181; Marietta, OH 45750**
4. Comprehensive OhioMeansJobs Center Operator(s), center 1 on chart: **Washington County Department of Jobs and Family Services, who leads a consortium of the Monroe, Morgan, Noble and Washington County Department of Jobs and Family Services (which includes at least three local partner entities). See attached contract for role and responsibilities.**
5. Affiliate OhioMeansJobs Center Operators, centers 2-4 on chart: **The affiliate sites include Monroe, Morgan and Noble County Department of Job and Family Services.**
6. Specialized OhioMeansJobs Center Operator: **None at this time.**

Article II: Agreement Period

- A. This MOU will be in effect from **July 1, 2022, until June 30, 2023**, unless an extension is granted per Section B of this Article.
- B. This MOU will be renewed at the end of the MOU period identified in Section A of this Article, above. The parties agree to review the information in this MOU, note any necessary changes, and enter into good faith negotiations for the renewal MOU that will be effective July 1, 2023.

Article III: Partner Responsibilities

WIOA identifies the following minimum responsibilities for required partners in each local workforce development system. For consistency, each partner, including each additional partner, will assume the responsibilities identified below, unless otherwise specified in this Article.

- A. Provide access to partner programs and activities through the local workforce development system.
- B. Use a portion of funds made available for partner programs and activities to provide career services through the local workforce development system and to maintain the local workforce development system, including costs for infrastructure, in accordance with Article VI of this MOU.
- C. Continue as a party to this MOU and enter into renewal MOUs for as long as participating as a partner in the local workforce development system.
- D. Participate in the operation of the local workforce development system consistent with the terms of this MOU, the federal laws that authorize partners program or activities, and all applicable state and local laws.
- E. Collaborate with the LWDB to establish a local priority of service policy and will ensure priority of service to veterans and covered spouses for any qualified job training program pursuant to the Jobs for Veterans Act as prescribed in 38 USC 4215.
- F. Ensure the programmatic accessibility of facilities, programs, services, technology, and materials to individuals with disabilities per WIOA Section 188.
- G. Notify the LWDB and OWD of any changes to the rules governing partner's program that impact the partner's performance and/or proportionate share under this MOU. The LWDB will communicate the changes to the CEOs, Fiscal Agent, OhioMeansJobs center operators, and other partners and will initiate the process to amend this MOU if necessary.
- H. Ensure staff members assigned OhioMeansJobs centers comply with policies and procedures at those locations. Should a conflict exist between the OhioMeansJobs personnel policies and a partner's personnel policies, the more restrictive policy will prevail.

- I. Cooperate with efforts to implement the use of an integrated, technology-based intake and case management information system as required under WIOA.
- J. Participate and cooperate in data collection and reporting and other activities to track and evaluate performance of the local workforce development system using state and local performance accountability measures.

Article IV: Coordination of Programs, Services, & Activities

All parties acknowledge that cooperation among the partners is key to successful service delivery through the local workforce development system, including cooperation among all partner staff assigned to work in the OhioMeansJobs center(s). The parties further acknowledge that although the OhioMeansJobs center operator will make best efforts to maintain cooperation among all partner staff, each party has the responsibility to communicate to their staff the expectation for each to be courteous and professional in their interactions with customers and with other partners' staff.

- A. **Shared Service Delivery**– Services are defined in the Career Services document, included as Attachment A to this MOU. Workflow diagram(s) are included as Attachment B to this MOU. Both Attachments A and B are hereby incorporated. All parties agree that services will be shared among the partners as described in Attachment A and will ensure staff functions or shared services will be covered in the event of staff leave or call off.
- B. **Accessibility** – The partners will implement the strategies described in Attachment A to ensure that access to services provided through the local workforce development system effectively meets the needs of workers, youth, and individuals with barriers to employment—including individuals with disabilities.

Article V: Methods of Referral

The parties agree that referral of individuals between the OhioMeansJobs center operator(s) and the partners for the services and activities described in Article IV, Attachment A, between the OhioMeansJobs center operator(s) and partner programs will be made as follows:

- A. Each center has a check-in kiosk operated by the State CFIS system. The customer activity is tracked through this system, which has a referral system. Referrals are initiated through the CFIS system and followed up according to WIOA 15 partner referral policy in the OMJ Center handbook.

Article VI: Cost Sharing/Infrastructure Funding

Each partner agrees to pay its allocable share of infrastructure and additional costs in proportion to use and the benefit received as negotiated and described herein. All parties agree to the allocation methods that will be used to determine each partner's proportionate share of costs. Partner costs are detailed and calculated in the County Finance Information System (CFIS). A copy of the Budget, (CFIS Report CT-611), is included as Attachment C to this MOU and hereby incorporated.

- A. **Identification of Shared Costs** – The parties agree that the costs listed below are beneficial to more than one partner program and therefore must be shared by the partners in proportion to the benefit received or used by each partner program.
 - 1. **Infrastructure** – Shared non-personnel costs necessary for the general operation of the OhioMeansJobs Centers.

Shared Cost Items - Infrastructure		
Cost	Description/Function	Benefit to Partners
Rent	Basic cost of space occupied by OMJ	Site availability
Utilities	Basic cost of utilities utilized by OMJ	Site usability
Maintenance	Basic cost of upkeep of space	Site usability/safety
Equipment	Basic cost of service delivery	Site accessibility
Supplies	Basic cost of service delivery	Site accessibility
Communication	Basic cost of service delivery	Site accessibility/safety
Assessment Software/System	Basic cost of service delivery	Site accessibility
Website Maintenance	Basic cost of service delivery	Site accessibility
Tools/Software to support accessibility	Basic cost of service delivery	Site accessibility
Assistive Technology for individuals with disabilities	Basic cost of service delivery	Site universal accessibility

2. **Additional Costs** – Shared costs beneficial to more than one partner program that relate to the operation of the local workforce development system, including costs for the provision of career services that are not funded with staffing resources per Article IV, and other common costs that are not considered “infrastructure” costs as defined in WIOA Section 121(h).

Shared Cost Items - Additional		
Cost	Description/Function	Benefit to Partners
<i>Staffing – administrative</i>	<i>Basic cost of site management</i>	Site availability
<i>Staffing – programmatic</i>	<i>Basic cost of service delivery</i>	Site accessibility
<i>Outreach / Job Fair</i>	<i>Basic cost of service delivery</i>	Outreach

B. Reconciliation

All parties agree that a quarterly reconciliation of budgeted to actual costs will be completed in accordance with the following process to ensure compliance with federal Uniform Guidance and Cost Principles.

1. Upon receipt of cost information and documentation of the actual costs for the quarter, the Fiscal Agent or designee will compare budgeted costs to actuals and will apply agreed upon allocation methods to determine the actual costs allocable to each partner.
2. The Fiscal Agent or designee will update the budget in CFIS to reflect cost adjustments and will prepare an invoice for each partner with the actual costs allocable to each partner for the quarter.
3. Fiscal Agent, or designee, will submit the invoices to the partners and/or send a copy of the updated CFIS CT-611 budget to all parties no later than 45 days after the end of each quarter. The partners understand that the timeliness of preparation and submission of invoices and adjusted budgets is contingent upon the timeliness of each partner in

providing Fiscal Agent or designee the necessary cost information. For partners that advance funds to the LWA, the Fiscal Agent need only send a copy of the updated budget.

4. Upon receipt of the invoice and adjusted budget, each partner will review both documents and will submit payment to the Fiscal Agent or designee no later than 30 days following receipt. Payment of the invoice signifies agreement with the costs in the adjusted budget. For partners that advance funds to the LWA, funds for quarterly payments may be drawn down upon approval via email of the reconciled budget.
5. Partners will communicate any disputes with costs in the invoice or the adjusted budget to the Fiscal Agent, or designee, and LWDB in writing. The Fiscal Agent will review the disputed cost items and respond accordingly to the partner and LWDB within [#] days of receipt of notice of the disputed costs. When necessary, the Fiscal Agent or designee will revise the invoice and the adjusted budget upon resolution of the dispute.
6. In the event of a situation where construction, emergency repairs, outages (water, power, telephone, internet), or other unexpected situation requires the relocation of partner staff for more than 10 working days from an OhioMeansJobs Center to another site, reconciliation will include calculations of any additional costs incurred and/or reduced costs as appropriate for the circumstances (e.g., increases due to leasing alternative space or increased insurance; reduced costs due to reduction in utilities or reduced income). Costs to partners will be adjusted in accordance with the allocation base negotiated in this MOU. Such calculations will be documented in a spreadsheet and shared with all partners.

C. **State Infrastructure Funding Mechanism**

1. All parties acknowledge that consensus agreement on shared infrastructure costs must be achieved by May 31 of the last year of the MOU period listed in Article II.
2. All parties further acknowledge that WIOA Section 121(h)(2) requires the State to implement a state infrastructure funding mechanism to calculate each required partner's proportionate share of infrastructure costs when consensus agreement cannot be achieved by the stated deadline.
3. When necessary, ODJFS, on behalf of the Ohio Governor, will implement the state infrastructure funding mechanism, incorporated here by reference as WIOAPL 16-06. If implemented, the state-calculated infrastructure budget with the partners' proportionate share of costs will be included in this MOU as Attachment D. The state infrastructure funding mechanism will be implemented for a period consistent with the MOU period in Article II, Section A, unless the parties reach a consensus agreement on infrastructure funding prior to the end of the MOU period.

- D. **Budget** – as state, CFIS Report CT-611, included as Attachment C, captures the costs negotiated for this MOU and includes the cost pools, expense types, and allocated costs for each partner. Cost allocation and reconciliation will be calculated and documented in the Budget. Quarterly adjustments to the budget as a result of reconciliation will not require an amendment to this MOU.

Article VII: Termination/Separation

- A. **MOU Termination:** This MOU will remain in effect until the end date specified in Article II, Section A, unless:

1. All parties mutually agree to terminate this MOU.

2. WIOA and the corresponding regulations are repealed; or
3. LWA designations are changed.

B. **Partner Separation** – Any non-required partner may terminate its participation as a party to this MOU upon 60 days written notice to the LWDB. In such an event:

1. LWDB will provide written notice to all remaining partners and to OWD Grants Management.
2. The LWDB and Fiscal Agent will review the budget to determine where adjustments can be made that will prevent an increase in the remaining partners' shared cost amounts.
3. The LWDB will amend this MOU per Article VIII and the Fiscal Agent will prepare a revised budget document.
4. All parties must agree to the revised budget or reconvene to negotiate a new budget within 60 days of the date notice was received from the separating partner.

C. **Effect of Termination**

1. Required Partners – Each required partner understands that participation as a party to this MOU is required under WIOA Section 121(b)(1)(A)(III) and any required partner that opts to terminate its participation as a party to this MOU:
 - a. Is still obligated as a required partner to provide access to program activities and services through a direct linkage with a comprehensive OhioMeansJobs Center.
 - b. Will be subject to and will cause all other required local partners to be subject to the state infrastructure funding mechanism.
 - c. Will be required to pay its proportionate share of infrastructure costs as determined under the state infrastructure funding mechanism.
 - d. Must be reported to OWD Grants Management and to the state agency that administers the partner program, as applicable. For required partners that get program funds directly from the DOL, the DOL will be notified.
 - e. May be subject to sanctions by the state and/or federal agency that administers the partner program.
 - f. Must make best efforts to find another entity that will fulfill the required partner role and/or will make recommendations to the LWDB and Fiscal Agent on budget adjustments or other means to defray a cost increase to the remaining partners.
 - g. Will send written notice of the intent to separate to OWD Grants Management and to the state agency that administers the partner program, as applicable, prior to submitting written notice of the separation to the LWDB. Required partners that receive funds directly from the DOL must send written notice to the DOL Grant Officer assigned to the partner in addition to OWD Grants Management.
2. Any non-required partner that terminates its role as a party to this MOU is no longer eligible to participate as a partner in the local workforce development system. However, referrals may be made between the terminating partner and the remaining parties as necessary to ensure customers receive all available services needed.

Article VIII: Amendment

- A. This MOU and budget may be amended upon mutual agreement of the parties as allowable under applicable federal, state and local laws. This MOU must be amended when one or more of the following occurs:
1. The addition or removal of a partner from this MOU.
 2. A change of OhioMeansJobs center operator, the administrative structure, or the physical location of an OhioMeansJobs center.
 3. A change that significantly alters negotiated terms to this MOU—including, but not limited to—changes in shared services, service delivery, referral methods, costs or cost sharing.
 4. Any other change that will impact shared costs, which does not include updates to the budget as a result of quarterly reconciliation.
- B. All parties agree that amendments involving changes with no impact on shared services, cost-sharing, or other negotiated terms need only be signed by authorized representatives of the LWDB, the CEOs, and the affected partner(s). All other amendments will require the signatures of all parties. All amendments will involve the following process:
1. The party seeking an amendment will submit a written request to the LWDB that includes:
 - a. The requesting party's name.
 - b. The reason(s) for the amendment request.
 - c. Each Article and Section of this MOU that will require revision.
 - d. The desired date for the amendment to be effective.
 - e. The signature of the requesting party's authorized representative.
 2. If the request is approved, the LWDB will notify the remaining partners of the intent to amend and will allow 30 days from the date of the notice (unless another time frame is specified in the notice) for the remaining partners to review the requested changes and to submit a response to the LWDB. No response by a partner will be considered approval of the requested changes.
 3. Any partner with questions and/or concerns regarding the requested changes must be submitted to the LWDB in writing within the specified timeframe.
 4. The LWDB will provide a written response to the partner within 15 days of receipt of the partner's questions. The LWDB will have the discretion to share questions/concerns with other partners and/or to schedule a meeting to achieve consensus on a final amendment draft.
 5. The final, approved amendment draft will be signed by authorized representatives of the affected partners then submitted to the LWDB for the final signature unless it is an amendment that requires the signatures of all parties, in which case, LWDB must secure all local signatures and submit to ODJFS for final signature.
 6. The LWDB will distribute copies of the fully executed amendment to all parties and to OWD.
- C. This writing is the entire agreement among the parties with respect to each party's role and responsibilities in the local workforce development system. All parties agree that any amendments

to applicable laws or regulations cited herein will result in the correlative modification of this MOU without a formal, written amendment.

- D. All parties agree to communicate details of any amendments to their respective staff members whose responsibilities may be impacted by the changes and further agree to ensure that their staff members are referencing or utilizing the most current version of the MOU in the performance of their responsibilities.
- E. Amendments that will require the signatures of all parties must be executed no later than 90 days prior to the end of the MOU period. Amendments that require only the signatures of the LWDB, the chief elected officials, and the affected partner(s) must be executed no later than 45 days from the end of the current State Fiscal Year to allow time for Purchase Order modifications.

Article IX: Confidentiality

All parties acknowledge that program participant information and certain other types of information are confidential under federal and state law and that service delivery and other activities conducted by the parties' staff members under this MOU will involve the use of confidential information for more than one partner program. All parties further understand and expressly agree that this MOU does not authorize the use and/or disclosure of confidential data among partner programs.

- A. Each partner agency has the sole authority to grant access to its data and will follow the laws and regulations applicable to its data when granting such access. In most cases, a separate data-sharing agreement must be executed between partner programs before staff members of one partner program may access the confidential data of another partner program.
- B. Each party will ensure that its staff members who will deliver services through the local workforce development system and in the OhioMeansJobs Centers are informed of the requirements, restrictions, and penalties pertinent to confidential partner program data. All parties will further ensure their staff members are properly trained on the use, protection, disclosure, and disposal of any and all confidential data they will be authorized to access as well as on the procedures, outlined in Section C, below.
- C. All parties will implement the following safeguards, which are common across federal and state confidentiality laws:
 - 1. Identifying the staff members who will be authorized to access confidential data in the performance of their work under this MOU.
 - 2. Authorizing access to such staff members in a written statement to be signed by the staff member and his/her immediate supervisor that at a minimum:
 - a. Identifies each source of confidential partner program data, the partner program that owns the data, and the partner staff member who will serve as the custodian of the data;
 - b. Describes the system that contains the data, the allowable uses of the data, the procedures for safeguarding the data; and
 - c. Lists the requirements, restrictions, and the civil and criminal penalties for misuse under applicable federal and state confidentiality laws.
 - 3. Storing confidential data in an area that is physically safe from access via computer, remote terminal or any other means during duty hours, non-duty hours, or when not in use.
 - 4. Segregating each partner program's confidential data from other data.

5. Applying federal encryption standards to any data that is kept in a portable format or emailed.
 6. Restricting access of confidential data to only authorized employees and officials of the parties to this MOU who must access the data in the performance activities under this MOU.
 7. Processing confidential data and records created from the information under the immediate supervision and control of authorized personnel to ensure that the data will be processed and utilized in a manner that will protect the confidentiality of the information.
 8. Prohibiting disclosure of any confidential data to a third party without prior written permission from the authorized representative of the partner program responsible for the data.
 9. Limiting collection and use of any information, systems, or records that contain personal identifying data to purposes that support programs and activities under this MOU, and, when possible, de-identifying data and presenting it in aggregate form for purposes such as evaluation or reconciliation.
- C. The LWDB will allow partner representatives to make onsite inspections to ensure compliance with federal and state data-protection laws, regulations, and standards.
- D. In the event of any suspected or actual breach or violation of confidentiality laws or regulations for a particular program, the staff member who first discovers the suspected/actual breach or violation must immediately notify the LWDB, which will ensure that the custodians of the partners that own the data involved are immediately notified of the incident. The partner's data custodian will provide instruction on the actions to take under the federal and/or state laws applicable to their data.
- E. Federal and State laws and regulations regarding the use and disclosure of confidential information under WIOA and the partner programs include:
1. 29 USC 2935(a)(4) WIOA Reports, Recordkeeping, Investigation.
 2. The Privacy Act (5 USC 552a).
 3. The Family Educational and Privacy Rights Act (20 USC 1232g), also referenced in WIOA Section 136(f)(3).
 4. 42 USC 602(a)(1)(A)(iv) and 42 USC 608(a)(9)(B) regarding information on TANF recipients.
 5. 7 USC 2020(e)(8) and 7 CFR 272.1(c) regarding information on recipients of Supplemental Nutrition Assistance Program (SNAP) benefits.
 6. 34 CFR 361.38 Protection, use and release of personal information of Vocational Rehabilitation Services participants.
 7. ORC 149.431 Records of governmental or nonprofit organizations receiving governmental funds.
 8. ORC 5101.27 Restricting Disclosure of Information Regarding Public Assistance Recipients.
 9. ORC 4141.21 and 4141.22 regarding use and disclosure of Unemployment Compensation records.

10. ORC 3304.21 regarding use of information relative to participants of programs administered by Opportunities for Ohioans with Disabilities.
11. ORC 1347.12 regarding disclosure of security breach of computerized personal information data.
12. Sections 5101: 9-22-15 and 5101: 9-22-16 of the Ohio Administrative Code (OAC) regarding release of and access to confidential personal information.
13. OAC 5101:1-1-03 regarding disclosure of information on recipients of: disability financial assistance; Ohio Works First; or Prevention, Retention, and Contingency programs under ORC Chapters 5115, 5107 and 5108, respectively.
14. OAC 4141-43-01 and 4141-43-02 regarding disclosure of Unemployment Compensation information.
15. OAC 3304-2-63 regarding use of information relative to applicants or participants of programs administered by Opportunities for Ohioans with Disabilities.
16. Department of Labor, Training and Employment Guidance Letter (TEGL) 39-11 regarding handling and protection of personally identifiable information.

- F. The LWDB or its designee will maintain a current list of staff members who are authorized to access personal confidential information for each partner program under this MOU and will identify the types of data and data systems that the authorized staff members are permitted to access.

Article X: Dispute Resolution

- A. For purposes of this MOU and for other issues relevant to participation in the local workforce development system, each party expressly agrees to participate in good faith negotiations to reach a consensus on the terms and conditions in this MOU. However, should a dispute arise among any or all of the parties, all parties agree to take the steps listed below and make a good-faith effort to resolve the dispute.
1. A written document detailing the impasse should be submitted to BOTH the Area 15 Workforce Development Board and the Comprehensive One-Stop Operator within fifteen (15) days from the day of the dispute. The Area 15 Comprehensive One-Stop Operator shall bring all the parties involved together to attempt to resolve the impasse collectively. Documentation of this negotiation and efforts that have taken place to resolve the issue should be done and forward to the next level if unresolved.
 2. If the impasse is not resolved the Area 15 Workforce Development Board will review and attempt resolution of the impasse by giving a recommendation within thirty (30) working days of receiving the dispute. Documentation of negotiation and efforts that have taken place to resolve the issue should be done and forward to the next level if unresolved.
 3. In the event an agreement cannot be reached, the Area 15 COG, the Chief Elected Officials, overseeing the One-Stop Center or One-Stop Delivery System will meet with all of the parties involved to make a final recommendation within thirty (30) working days of receiving the dispute.

All disputes will try to be resolved at the lowest possible level. Any dispute unable to be resolved within (90) days by the above, may require the involvement of state or federal representation to provide technical assistance for a fair and final resolution to take place.

- B. The LWDB and/or partners may ask ODJFS and the other state agencies responsible for oversight of partner programs to participate in the dispute resolution process.
- C. Should all reasonable attempts to resolve the dispute at the local level be unsuccessful, the LWDB will report the dispute to OWD, which will intervene with the parties to resolve the disputes.
- D. If the parties cannot reach a consensus agreement on infrastructure costs by May 31 of the current state fiscal year, OWD is required to initiate the state infrastructure funding mechanism outlined in WIOAPL 16-06 to ensure that infrastructure costs are paid.
- E. For all other disputed terms and costs, if OWD intervention does not help resolve the dispute, OWD is required to notify the DOL and the federal agencies responsible for oversight of the partner programs that LWDB and partners have failed to execute an MOU.

Article XI: Safety and Security

- A. All parties acknowledge that the staff members who will deliver services or conduct activities in OhioMeansJobs Centers must be provided with a safe and healthy working environment that is compliant with the Occupational Safety and Health Administration (OSHA) standards and the Ohio Public Employment Risk Reduction Program (PERRP), as applicable.
- B. At a minimum, LWDBs will ensure that local OhioMeansJobs center operators maintain facilities in a manner that will ensure the safety of all staff members working in those locations, which includes, but is not limited to;
 - Implementation of Responsible Protocols for Getting Ohio Back to Work posted by the Ohio Department of Health to minimize staff and customer risk of exposure to COVID-19, which includes: Requiring face coverings for staff and recommending them for customers; conducting daily self-assessments for symptoms; encouraging good hygiene and hand-washing; cleaning and sanitizing workspaces; and limiting capacity.
 - Maintenance of insurance against loss or damage by fire or other casualties normally covered by standard fire and extended coverage policies for not less than eighty percent of actual replacement value through responsible insurance carriers licensed to do business in Ohio.
 - Maintenance of a good state of repair at each OhioMeansJobs center, including, but not limited to: exterior walls; roof; structural portions of the building; windows and sashes; entrance doors; fire escapes; restrooms; sprinkler systems and controls; heating, ventilation, and air conditioning systems; inside staircase and elevators; electrical and plumbing facilities; desks/cubicles and chairs; and custodial services.
 - Posted diagrams of fire exits and tornado safe rooms as well as emergency action plans.
 - Routine fire and tornado drills.
 - Installation of locks on the doors of offices assigned to staff members, who will each be provided a key for each lock. LWDBs and/or OhioMeansJobs center operator(s) will further ensure that no additional copies of the keys will be kept by local staff members to ensure the protection of any confidential data that may be maintained by partner staff members.
 - Maintenance of heating and air conditioning.
 - Maintenance of hot and cold running water and providing safe drinking water.
 - Maintenance of proper lighting at all workstations and in all offices.
 - Completion of preventive maintenance for the OhioMeansJobs center mechanical systems.

- Timely removal of snow and ice from sidewalks and parking areas on or adjacent to OhioMeansJobs centers.
- C. All parties will ensure that their staff members are effectively trained on policies and procedures relevant to workplace safety and workplace conduct.
- D. Each party with staff assigned to work in the local OhioMeansJobs Centers will identify a contact person at each party's administrative office who will be notified of any safety or personnel concerns.
- E. Each party will ensure staff assigned to work in local OhioMeansJobs centers will follow and adhere to the weather emergency or related policies for each site.

Article XII: Limitation of Liability

To the extent permitted by law, each party agrees to be responsible for any liability that directly relates to any and all of its own acts or omissions or the acts or omissions of its employees. In no event will any party be liable for any indirect or consequential damages caused by actions or omissions of another party or by the employees of another party.

Article XIII: General Provisions

All parties agree to follow all federal, state and local laws and regulations as applicable under this MOU, including those listed below, which are generally applicable to WIOA, most federally funded partner programs, and to parties that provide programs and services on behalf of the State of Ohio.

- A. **Jobs for Veterans Act** – As stated in Article III B 1, each party agrees to provide priority of service to veterans and covered spouses for any qualified job training program pursuant to 38 USC 2813.
- B. **Americans with Disabilities** – Each party, its officers, employees, members, and subcontractors hereby affirm current and ongoing compliance with all statutes and regulations pertaining to The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.
- C. **Pro-Children Act** – If any activities under this MOU call for services to minors, each party agrees to comply with the Pro-Children Act of 1994 (45 CFR 98.13) that requires smoking to be banned in any portion of any indoor facility owned, leased, or contracted by an entity that will routinely or regularly use the facility for the provision of health care services, day care, library services, or education to children under the age of 18.
- D. **Drug-Free Workplace.** Each party, its officers, employees, members, subrecipient(s) and/or any independent contractors (including all field staff) associated with this MOU agree to comply with 29 CFR 94 and all other applicable state and federal laws regarding a drug-free workplace and to make a good faith effort to maintain a drug-free workplace. Each party will make a good faith effort to ensure that none of each party's officers, employees, members, and subrecipient(s) will purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way while working or while on public property.
- E. **Fair Labor Standards and Employment Practices**
1. Each party hereby affirms compliance with all applicable federal and state laws, rules, and regulations governing fair labor and employment practices.
 2. Pursuant to WIOA Section 188, in carrying out this MOU, each party affirms that it will not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, military status, disability, age, genetic information, or sexual orientation, in making any of the following employment decisions: hiring, layoff,

termination, transfer, promotion demotion, rate of pay, or eligibility for in-service training programs.

3. Each party agrees to post notices affirming compliance with all applicable federal and state non-discrimination laws in conspicuous places accessible to all employees and applicants for employment.
4. Each party agrees to collect and maintain data necessary to show compliance with the foregoing nondiscrimination provisions of WIOA Section 188.

F. **Civil Rights Assurance.** All parties hereby agree that they will comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.) and the Age Discrimination Act of 1975 (42 USC 6101 et seq.).

G. **Work Programs.** Each party agrees not to discriminate against individuals who have or are participating in any work program administered by any County Department of Job and Family Services under ORC Chapters 5101 or 5107.

H. **Ethics Laws.** Each party certifies that by executing this MOU, it has reviewed, knows and understands the State of Ohio's ethics and conflict of interest laws, which includes the Governor's Executive Order 2011-03K pertaining to ethics. Each party further agrees that it will not engage in any action(s) inconsistent with Ohio ethics laws or the aforementioned Executive Order.

I. **Conflict of Interest** – All parties agree to comply with the following, as applicable:

- a. All parties agree that they, their officers, employees, and members have not nor will they acquire any interest, whether personal, business, direct or indirect, that is incompatible, in conflict with, or would compromise the discharge and fulfillment of functions and responsibilities under this MOU. If any party, its officers, employees, or members acquire any incompatible, conflicting, or compromising interest, the party will immediately disclose the interest in writing to the ODJFS Chief Legal Counsel at 30 East Broad Street, 31st Floor, Columbus, Ohio 43215. The parties further agree that the person with the conflicting interest will not participate in any activities hereunder until ODJFS, in collaboration with other state partners and, if necessary, the Ohio Attorney General's office, determines that participation would not be contrary to public interest.
- b. Each party will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

J. **Qualifications to Conduct Business** – Each party affirms that it and any and all subrecipients and subcontractors that will perform under this MOU have all of the approvals, licenses, or other qualifications needed to conduct business in Ohio and all are current. If at any time during the MOU period any party or its subrecipients or subcontractors for any reason, become disqualified from conducting business in the Ohio, the affected party will notify LWDB in writing and will take measures to ensure that the disqualified party immediately ceases performance of activities hereunder.

Article XIV: Partial Invalidity

This MOU will be governed, construed, and enforced in accordance with all applicable federal, state, and local laws. Should any portion of this MOU be found unallowable by operation of statute or by administrative or judicial decision, it is the intention of the parties that the remaining portions of this MOU will not be affected as long as performance remains feasible with the absence of the unallowable provision(s).

Article XV: Counterpart

This agreement may be executed in one, or more than one counterpart and each executed counterpart will be considered an original, provided that the counterpart is delivered by facsimile, mail courier or electronic mail, all of which together will constitute one and the same agreement.

Memorandum of Understanding for 7/1/22-6/30/2023 Local Workforce Area #15 Workforce Development System

Signatures

By signing, each party affirms that this MOU accurately describes the negotiated roles, responsibilities, and costs.

**Local Workforce Area #15 Workforce
Development Board
Ohio Valley Employment Resource**

Herman Gray, Jr./verbal/RS 6/30/2022

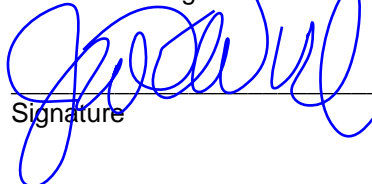
Herman Gray, Jr., Chair Date
5/23/2022

Rebecca Safko, Executive Director Date

Ohio Department of Job and Family Services

*Required Partner for Wagner-Peyser, Trade Act,
Disabled Veterans' Outreach Program, Local
Veterans' Employment Representative, and
Unemployment Insurance*

Julie Wirt, Assistant Deputy Director,
Office of Workforce Development
Workforce Program Administration and Delivery

 7/15/22
Signature Date

Please see next pages

Memorandum of Understanding for 7/1/22-6/30/2023
Local Workforce Area #15 Workforce Development System
Signatures

Council of Governments

Bill Bolton, Monroe County Commissioner

Bill Bolton 5-31-22
Signature Date

Diane Burkhardt, Monroe County Commissioner

Signature Date

Adam Shriver, Morgan County Commissioner

Signature Date

Gary Saling, Noble County Commissioner

Signature Date

Ty Moore, Noble County Commissioner

Signature Date

James Booth, Washington County Commissioner

Signature Date

Mick

Schumacher, Monroe County Commissioner

Mick Schumacher 5/31/22
Signature Date

Richard Welsh, Morgan County Commissioner

Signature Date

Tom Bragg, Morgan Co. Commissioner

Signature Date

Brad Peoples, Noble Co. Commissioner

Signature Date

Kevin Ritter, Washington Co. Commissioner

Signature Date

Charles Schilling, Washington Commissioner

Signature Date

WIOA Title I & One Stop Operators (All 4 CDJFS Directors also representative for Temporary Assistance to Needy Families (TANF) and other CDJFS Programs/Services)

Filte Freimann, Area 15 One-Stop Operator

Date

Jeanette Schwall, Monroe CDJFS Director

Date

Heldi Burns, Morgan CDJFS Director

Date

Mindy Lowe, Noble CDJFS Director

Date

**Memorandum of Understanding for 7/1/22-6/30/2023
Local Workforce Area #15 Workforce Development System
Signatures**

Council of Governments

Mick Schumacher, Monroe County Commissioner

Signature _____ Date _____

Diane Burkhart, Monroe County Commissioner

Signature _____ Date _____


Adam Shriver, Morgan County Commissioner

Signature _____ Date _____

Gary Saling, Noble County Commissioner

Signature _____ Date _____

Ty Moore, Noble County Commissioner

 6/13/2022
Signature _____ Date _____

James Booth, Washington County Commissioner

Signature _____ Date _____

Bill Bolon, Monroe County Commissioner

Signature _____ Date _____


Richard Welsh, Morgan County Commissioner

Signature _____ Date _____

Tom Bragg, Morgan Co. Commissioner

Signature _____ Date _____

Brad Peoples, Noble Co. Commissioner

 6/13/22
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Kevin Ritter, Washington Co. Commissioner

Signature _____ Date _____

Charles Schilling, Washington Commissioner

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File Freimann, Area 15 One-Stop Operator

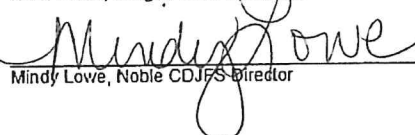
Signature _____ Date _____

Jeanette Schwall, Monroe CDJFS Director

Signature _____ Date _____

Heidi Burns, Morgan CDJFS Director

Signature _____ Date _____


Mindy Lowe, Noble CDJFS Director

6/13/22
Signature _____ Date _____

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Bill Bolon, Monroe County Commissioner

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Diane Burkhart, Monroe County Commissioner

Signature _____ Date _____

Richard Welsh, Morgan County Commissioner

Signature _____ Date _____

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James Booth, Washington County Commissioner

Signature _____ Date _____

Charles Schilling, Washington Commissioner

Signature _____ Date 5/26/22

Signature _____ Date 5/26/22

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Elite Freidmann, Area 15 One-Stop Operator

_____ Date _____

Jeanette Schwall, Monroe CDJFS Director

_____ Date _____

Heidi Burns, Morgan CDJFS Director

_____ Date _____

Mindy Lowe, Noble CDJFS Director

_____ Date _____

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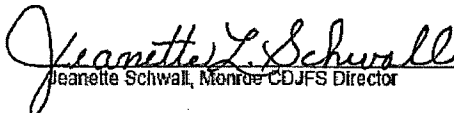
Signature Date

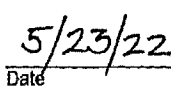
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Date


Jeanette Schwall, Monroe CDJFS Director


Date

Heidi Burns, Morgan CDJFS Director

Date

Mindy Lowe, Noble CDJFS Director

Date


**Memorandum of Understanding for 7/1/22-6/30/2023
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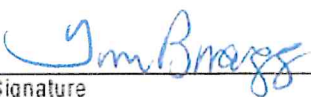
Bill Bolon, Monroe County Commissioner

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Signature _____ Date _____

**Memorandum of Understanding for 7/1/22-6/30/2023
Local Workforce Area #15 Workforce Development System
Signatures**

Adult Basic Literacy & Education (ASPIRE)

Barb Funk, Mid-East Career & Tech Ctr. (Monroe/Morgan/Noble) _____ Date

Anthony Huffman, PhD., Washington County Career Ctr.
Washington County and also Post-Secondary Education _____ Date

Older Americans Act Title V (42 USC 3056), Senior Community Service Employment Prog. (SCSEP)

Daniel Hartman, Corporate Projects Development
Goodwill Industries _____ Date

Post-Secondary Education

Paul Gasparro, Ed.D. Belmont College _____ Date

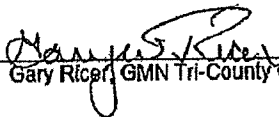
Vicky Wood, Ph.D., Washington State Community College _____ Date

Chad Brown, Ph.D. Zane State College _____ Date

Opportunities for Ohioans with Disabilities

Kevin Miller, OOD Executive Director _____ Date

Community Services Block Grant Employment & Training Programs


Gary Rice, GMN Tri-County CAC CEO _____ 5-31-22
Date

ODJFS Administration

The signature below affirms that the content of this MOU and attachments is compliant with the requirements set forth in WIOA Section 121(c) and the corresponding regulations in 20 CFR 678.

Matt Damschroder, Director _____ Date
Ohio Department of Job and Family Services

Memorandum of Understanding for 7/1/22-6/30/2023
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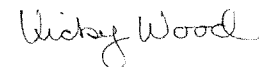
Daniel Hartman, Corporate Projects Development
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Paul Gasparro, Ed.D. Belmont College

Date



6/29/2022

Vicky Wood, Ph.D., Washington State Community College

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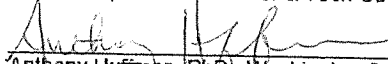
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5/25/2022

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Ohio Department of Job and Family Services

Date

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Opportunities for Ohioans with Disabilities

Kevin Miller

Kevin Miller, OOD Executive Director *RMS*

06/10/2022

Date

Community Services Block Grant Employment & Training Programs

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Date

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Ohio Department of Job and Family Services

Date

Memorandum of Understanding for 7/1/22-6/30/2023
Local Workforce Area #15 Workforce Development System
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Barb Funk

Barb Funk, Mid-East Career & Tech Ctr. (Monroe/Morgan/Noble)

6/15/2022

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Anthony Huffman, PhD., Washington County Career Ctr.
Washington County and also Post-Secondary Education

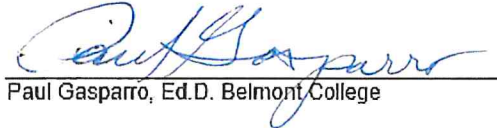
Date

Older Americans Act Title V (42 USC 3056), Senior Community Service Employment Prog. (SCSEP)

Daniel Hartman, Corporate Projects Development
Goodwill Industries

Date

Post-Secondary Education


Paul Gasparro, Ed.D. Belmont College

29 June 22
Date

Vicky Wood, Ph.D., Washington State Community College

Date

Chad Brown, Ph.D. Zane State College

Date

Opportunities for Ohioans with Disabilities

Kevin Miller, OOD Executive Director

Date

Community Services Block Grant Employment & Training Programs

Gary Ricer, GMN Tri-County CAC CEO

Date

ODJFS Administration

The signature below affirms that the content of this MOU and attachments is compliant with the requirements set forth in WIOA Section 121(c) and the corresponding regulations in 20 CFR 678.

Matt Damschroder, Director
Ohio Department of Job and Family Services

Date

Attachment A

Local Workforce Area 15 Career Services

Partner Name	Program	Services (Enter Number(s) from the list below)	Population(s) Served
Washington State Community College	Post-secondary Education	BCS 1,2,3,4,5,6,11 IS 4,5,6,7,8 FUS 2,3,5,6,7,9, 11-16, 20,22,24,28	Adult, DW, Employers & CCMEP/Youth
Washington County Career Center	ASPIRE	BCS: 1, 2, 3, 5 IS: 1, 2, 4, 5, 6, 8, 9 FUS BS: 5, 6, 18	Those seeking basic skills improvement.
Washington County Career Center	Post-secondary Education/Perkins	BCS: 1, 2, 3, 4, 5, 6, 11 IS: 4, 5, 6, 7, 8 FUS BS: 2, 3, 5, 6, 7, 9, 11-16, 20, 22, 24, 28	Those seeking post-secondary training and employers wanting customized training
Mid-East Career Technology Center	Aspire	BCS: 1, 2, 3, 5 IS: 1, 2, 4, 5, 6, 8, 9 FUS: 5, 6, 18	Basic skill improvement and high school equivalency.
OVER	DOL-Youth Outreach	BCS 5	Youth
OOD	Title IV Voc Rehab	BCS 7,9,10,11,15,16,17,19,20,22,26,28 FUS	Adult, DW, CCMEP (with disability)
Washington CDJFS	WIOA Title I & TANF & RESEA	All	Adult, DW, Employers, CCMEP
Morgan CDJFS	WIOA Title I & TANF & RESEA	All	Adult, DW, Employers, CCMEP
Monroe CDJFS	WIOA Title I & TANF & RESEA	All	Adult, DW, Employers, CCMEP
Noble CDJFS	WIOA Title I & TANF & RESEA	All	Adult, DW, Employers, CCMEP

The services and definitions listed below are straight out of WIOA and the proposed corresponding regulations. Local boards and partners can refine as needed. All required partners must provide career services through the local workforce development system.

Basic Career Services

Include self-help services and services that require minimal staff assistance. When an individual needs additional assistance, registration in WCMS is required.

1. **Eligibility Determination:** Comparison of information from an individual job seeker with eligibility criteria established for programs and services offered through the local workforce development system.

2. **Outreach, Intake, and Orientation:** Outreach involves the collection, publication, and distribution of information on program services available through the local workforce development system. Intake involves the collection of basic job seeker information for eligibility determination. Orientation involves sharing information on the available programs and services with job seekers, which may be done in a group setting, one-on-one, or electronically through OhioMeansJobs.com.
3. **Initial Assessment:** Collect information to determine each job seeker's skill levels, aptitudes, abilities, barriers, and supportive service needs.
4. **Labor Exchange Services:** Provide job search and placement assistance, which includes, at a minimum, providing information on and (as needed) assistance with, registration and use of the OhioMeansJobs.com system. As needed, provide career counseling that includes instruction on how to locate information on in-demand occupations and industries and nontraditional employment in the OhioMeansJobs.com system.
5. **Referrals:** Includes referrals to and coordination of partner programs and services offered through the workforce development system and may also include referrals to other workforce development programs when appropriate.
6. **Labor Market Information:** Provide information for job seekers on workforce and labor market employment statistics that include local, regional, and national job vacancy listings, local in-demand occupations, and the skills needed for the vacant jobs and in-demand occupations.
7. **Provider Performance and Program Cost Information:** Collect and provide information on eligible training services providers by program and type of provider.
8. **Local Performance Information:** Provide information in useable and understandable formats and languages on local area performance in comparison with local performance accountability measures.
9. **Supportive Services:** Provide information in useable and understandable formats and languages on the availability of supportive services or assistance and provide referrals and assistance as appropriate, which may include: childcare; child support; Medicaid or Children's Health Insurance Program; SNAP benefits; earned income tax credit, TANF assistance; transportation; and other supportive services.
10. **Unemployment Compensation Claim:** Provide information on and meaningful assistance with filing claims for Unemployment Compensation benefits, which may be on-site or via telephone or other technology as long as the assistance is provided by well-trained staff within a reasonable time.
11. **Eligibility Assistance:** Provide guidance to individuals who aren't eligible for WIOA on eligibility for financial aid assistance to complete other training and education programs that aren't provided under WIOA.

Individualized Services

Services that must be made available when deemed necessary for a jobseeker to obtain or retain employment.

1. **Comprehensive and Specialized Assessments:** A closer look at the skills levels and service needs that may include:
 - a. Diagnostic Testing and use of other assessment tools; and

- b. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
2. **Individual Employment Plan:** Work with the jobseeker to identify employment goals and objectives and develop an individualized plan to achieve those goals. Include information about eligible training providers.
3. **Group Counseling**
4. **Individual Counseling**
5. **Career Planning**
6. **Short-Term Prevocational Services:** May include development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.
7. **Internships/Work Experience:** Coordination of eligible job seekers and employers for planned and structured learning experiences that take place in the workplace and are linked to careers.
8. **Workforce Preparation Activities**
9. **Financial Literacy Services:** Services to enhance an individual's ability to: create household budgets; initiate savings plans; make informed financial decisions; manage spending, credit, and debt; increase awareness on the availability and significance of credit reports; to understand, evaluate, and compare financial products, services, and opportunities; and to address the unique financial literacy needs of non-English speakers.
10. **Out-of-Area Job Search Assistance and Relocation Assistance**
11. **English Language Acquisition and Integrated Education and Training Programs**

Follow-Up Services

As appropriate and for up to 12 months after the date a WIOA Adult or Dislocated Worker program participant begins employment, provide follow-up services—including workplace counseling—to support job retention.

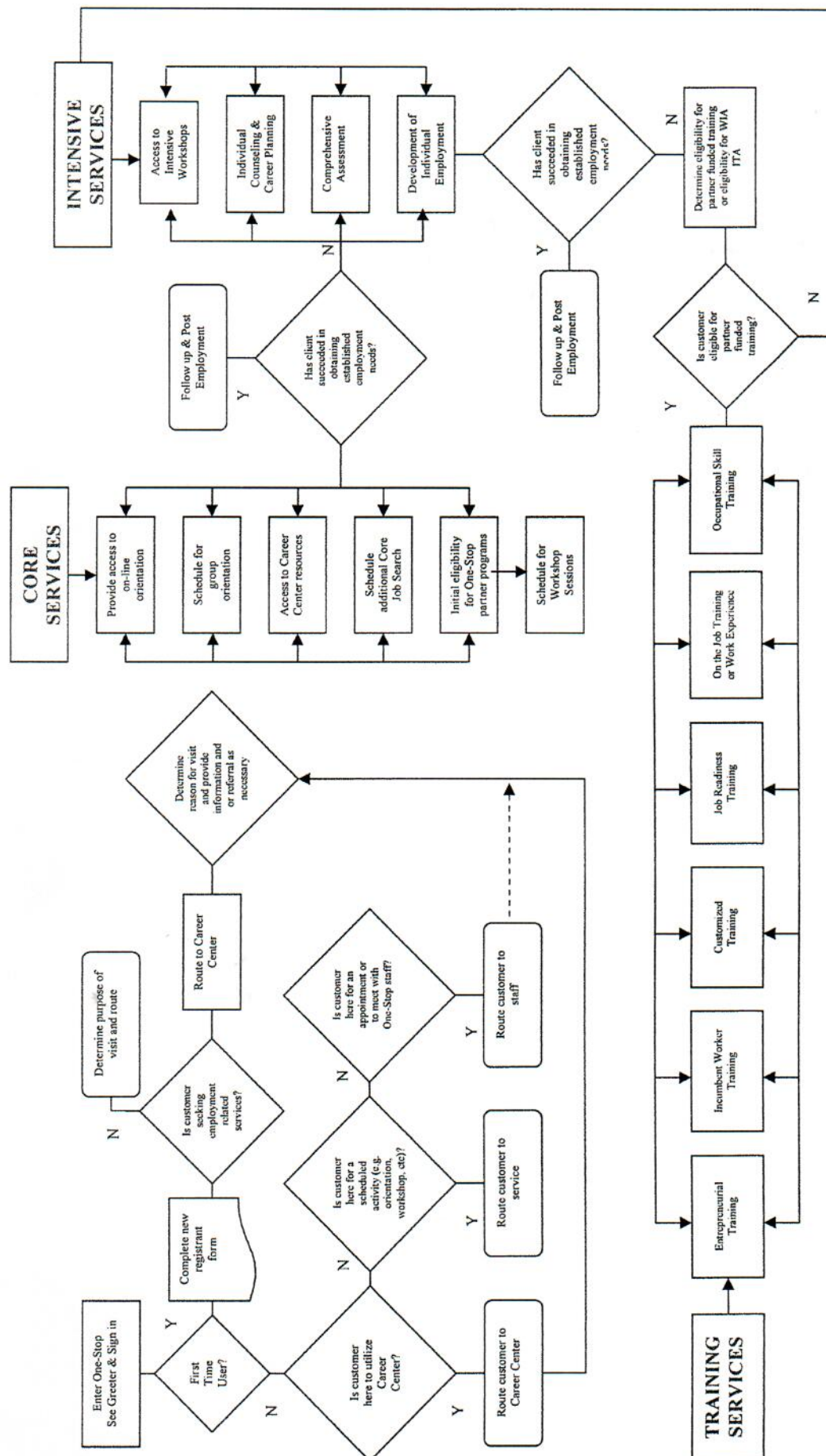
Business Services

Services for employers, employer associations, or other such organizations in the local area that include:

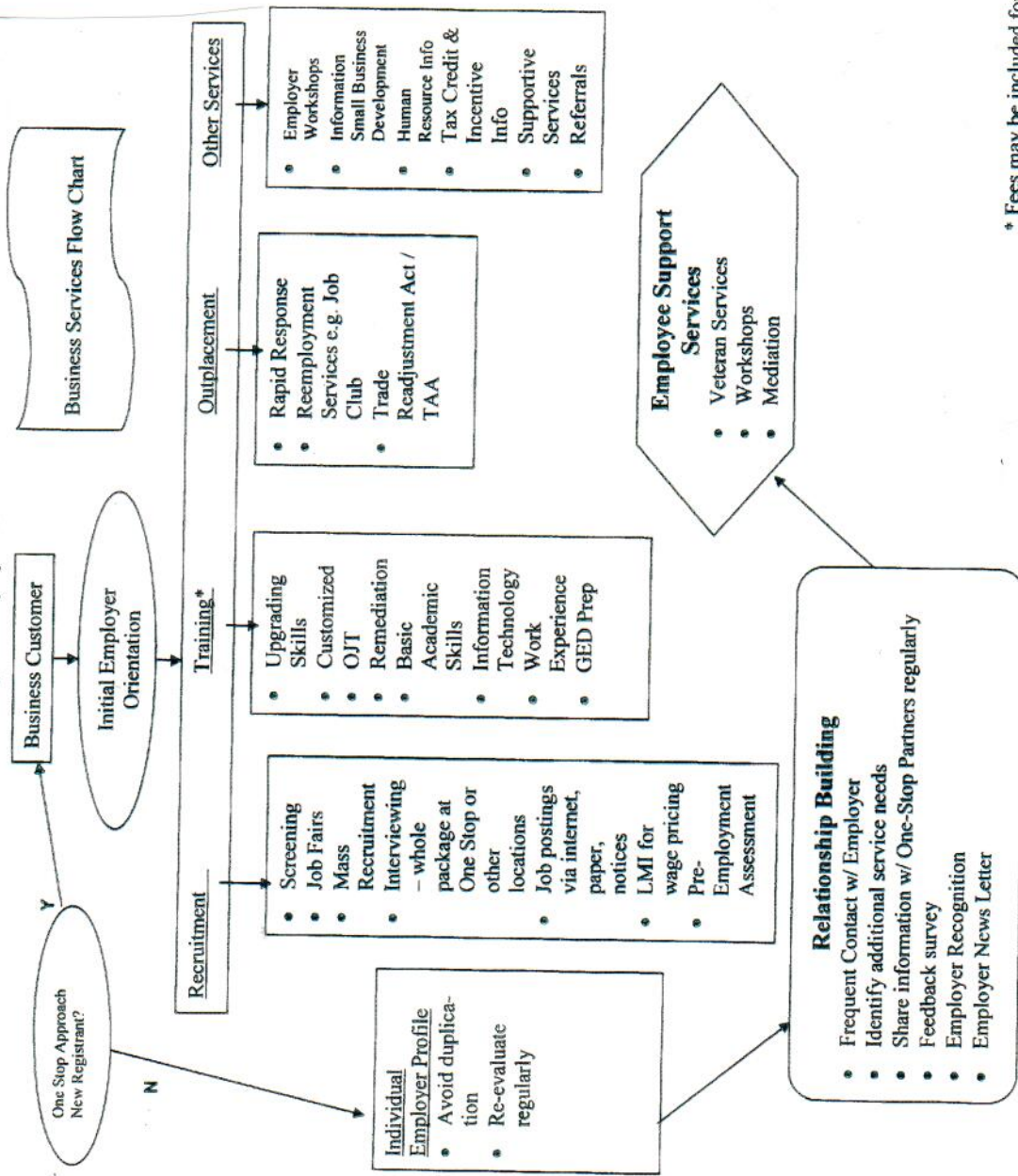
1. **Employer Development, Planning, and Referral Services:** Resources and services to help employers with marketing, consulting, networking, referral, and public relations efforts. This service also includes succession planning, such as executive transition, aging workforce organizational movement, or employer ownership.
2. **Workforce Retention:** Analyzing causes and offer suggestions to reduce worker turnover and/or aim at keeping existing employers in the community. This includes activities which focus on employee growth and further performance
3. **Employer Needs Assessment:** Assistance to employers in managing their business needs
4. **Job Order Assistance:** Activities provided to help businesses post job openings on OhioMeansJobs.com or through business service assistance available through the OhioMeansJobs center.

5. **Participation in Job Fair:** An employer's participation in other workforce events, outside a job or career fair, which is hosted by the OhioMeansJobs center.
6. **Participation in Workforce Special Events:** An employer's participation in other workforce events, outside a job or career fair, which is hosted by the OhioMeansJobs center.
7. **Outreach Activities and Assistance:** Provision of promotional activities generated on behalf of the employer to help recruit candidates for open positions and hiring events utilizing social media, media promotion, and electronic websites. This service includes workforce acquisition, which is the seeking of specific worker types and/or attracting new workers.
8. **Veteran Employer Contact:** Information gathering activities pertaining to identifying employers seeking to hire veterans.
9. **Screening Assistance for Employers:** Assistance to employers in processing employment applications for hiring needs (collect, review, and submit to employer). Proctoring pre-employment applicant assessments for groups or individuals as part of the screening assistance for employers. The process of searching and/or accessing, screening, and referring a job seeker's resume to an employer seeking talent. Communication with the employer to determine if an individual has been hired.
10. **Workforce Incentives:** Provision of information regarding:
 - Incentives available to employers (e.g., WOTC, SYP, Minority, Veterans, other)
 - Various types of incentives, such as export/import programs, green programs (reuse, recycling, and green efforts), tax abatements, operating capital incentives, technology incentives, etc.
11. **On-the-Job Training:** Recruitment of employers who wish to participate in a training conducted by the employer who receives that is provided to a paid participant while engaged in productive work in a job.
12. **Customized Training:** Training that is designed to meet the specific requirements of an employer or group of employers; is conducted with the commitment by the employer to employ an individual upon successful completion of the training; and for which the employer pays a portion of the cost of the training.
13. **Incumbent Worker Training:** Seeking training to develop and enhance incumbent worker skills.
14. **Skills Enhancement:** Training that assists employees learn specific knowledge or skills to improve performance in their current roles.
15. **Internships:** Seeking interns or internship information.
16. **Apprenticeships/Youth Apprenticeship:** Referral and information (via apprentice.ohio.gov) regarding programs that teach high-level skills by providing individuals structured on-the-job training and related technical instruction.
17. **Job Shadowing:** Short-term unpaid activities which introduces a participant to the workplace and provides exposure to occupational areas of interest to increase career awareness.
18. **Transitional Jobs:** A subsidized work experience that are time-limited and designed to assist individuals to establish a work history, demonstrate success in the workplace, and develop skills that lead to entry into and retention in unsubsidized employment.
19. **Work Experience:** A planned, structured learning experience that takes place in a workplace for a limited time.

20. **Workplace/Industry Tours:** Visiting an employer's facility, as part of a career awareness activity for students and/or job seekers.
21. **Mentoring:** Matching a participant with an employer or employee of a company to build a working relationship with the participant and to develop necessary skills.
22. **Provision of Labor Market Information:** The provision of labor market information, including, but not limited to, the following:
- Affirmative Action Statistics
 - Regional and County Economic Information (employment, census, poverty levels, talent availability)
 - Economic Trends and Forecasts
 - Education and Training Outcomes
 - Job and Industry Growth Patterns
 - Non-Proprietary Employer Information
 - Occupational Descriptions
 - Population and Demographic Information
 - Skill Standards
 - Wage Levels for Various Occupations
23. **Access to Services to Avoid Layoff:** Strategies (e.g., SharedWork Ohio) that prevents and/or minimizes unemployment for employees of companies that have either announced layoffs; or are struggling and at risk of downsizing. This service also includes services provided to local businesses aimed at keeping the existing business in the community.
24. **Mass Layoff and Plant Closure Assistance:** Activities provided in the case of a permanent closure or mass layoff at a plant, facility, or enterprise, or a natural disaster, that results in mass job dislocation, to assist dislocated workers in obtaining reemployment as soon as possible.
25. **WARN (Worker Adjustment Retraining Notification) Assistance:** Activities provided to at-risk employers outlining the requirements of advanced notification of plant closings and mass layoffs.
26. **Employment Laws and Regulations:** This service does not involve the provision of legal advice or legal counsel but does include the following:
- Assistance to employers to provide information and assist with UI laws and regulations
 - Activities provided to employers providing guidance on federal, state, and local employment laws and practices, including OSHA and EPA issues
 - Employee handbook needs, drug-free workplace assistance, healthcare information, etc.
 - Provision of translation services
27. **Ex-Offender Bonding Information and Assistance:** Information provided to employers regarding employment of ex-offenders.
28. **Development of Career Pathways and Industry Sector Partnerships:** Provision of information on the development of career pathways for a particular employer, group of employers, or an industry sector.
29. **Received OhioMeansJobs center orientation:** An activity provided to introduce employers to the OhioMeansJobs center and the partners and services available to businesses through the center.
30. **Website Demonstration:** Activities that provide guidance on how to navigate and use OhioMeansJobs.com.



Business Customer Flow Diagram for Area 15 One-Stop Delivery System



* Fees may be included for services

**Attachment C - WIOA Area 15 One-stop
MOU Budget
1-year MOU Budget 7/1/22-6/30/23**

Shared Cost Item	Monroe	Morgan	Noble	Washington	WIOA15
Facilities Pool Allocation Base: FTE					
Lease Cost (includes common area)	500	33,651	11,822	6,645	52,618
Utilities	3,000		1,900	8,771	13,671
Maintenance - Janitorial Service	8,000		7,265	3,900	19,165
Maintenance - Building (repairs,	2,000				2,000
Staff Pool					
One-Stop Operator/Manager	20,000	5,200	6,489		31,689
Receptionist/Greeter		0	4,532	136,250	140,782
Data Entry Support Staff		0			0
Fiscal Support Staff	9,000	2,200	4,944		16,144
Other		1,500			1,500
Resource Room Pool					
Computer Equipment (Hardware)		1,000			1,000
Computer Equipment (Software)		1,000	250		1,250
Copier and Copier Maintenance	600	2,500			3,100
Equipment		0		1,500	1,500
Telephone System/Equipment		1,435	824		2,259
Internet Access		365	840		1,205
Supplies (paper, materials, etc.)		615	225	1,300	2,140
Other	2,000		155		2,155
Outreach/Marketing Pool					
Outreach/Marketing				3,000	3,000
Other					0
Miscellaneous Pool					
Other					0
Total	45,100	49,466	39,246	161,366	295,178

Minimum FTE 96 hours(8hours/day*12 month)

Partner FTE	Monroe	Morgan	Noble	Washington	WIOA15
ODJFS	1,040			6,240	7,280
WIOA Title I (Adult/ Dislocated Worker/ Youth)	3,952	3120	4,160	2,080	13,312
CDJFS (TANF)	96	96	4,160	96	4,448
Aspire (former ABLE)	96	96	624	96	912
Opport. for OH w/Disab.	180	384	96	2,080	2,740
Older American Title V (SCSEP) *Goodwill	96		96	96	288
CSBG E&T Entity	96		96		192
Perkins Act Voc. Ed. Entity=Belmont College	96				96
Perkins Act Voc. Ed. Entity= WCCC	96	96	96	96	384
Perkins Act Voc. Ed. Entity= Zane State			96		96
Perkins Act Voc. Ed. Entity= WSCC				96	96
OVER RESEA	96	96	96	96	384
OVER DOL Grant	96	96	96	96	384
Total	5,940	3,984	9,616	11,072	30,612

Partner Cost	Monroe	Morgan	Noble	Washington	WIOA15
ODJFS	7,896	0	0	90,943	98,840
WIOA Title I (Adult/ Dislocated Worker/ Youth)	30,006	38,738	16,978	30,314	116,037
CDJFS (TANF)	729	1,192	16,978	1,399	20,298
Aspire (former ABLE)	729	1,192	2,547	1,399	5,867
Opport. for OH w/Disab.	1,367	4,768	392	30,314	36,841
Older American Title V (SCSEP) *Goodwill	729	0	392	1,399	2,520
CSBG E&T Entity	729	0	392	0	1,121
Perkins Act Voc. Ed. Entity=Belmont College	729	0	0	0	729
Perkins Act Voc. Ed. Entity= WCCC	729	1,192	392	1,399	3,712
Perkins Act Voc. Ed. Entity= Zane State	0	0	392	0	392
Perkins Act Voc. Ed. Entity= WSCC	0	0	0	1,399	1,399
OVER RESEA	729	1,192	392	1,399	3,712
OVER DOL Grant	729	1,192	392	1,399	3,712
Total	45,100	49,466	39,246	161,366	295,178

3/8 Kelly Rodrigues email on W OOD decrease

5/2 WDB meeting -remove N ODJFS; reduce W to 6240

5/2 WDB WSCC receives Perkins funding and would be a mandatory partner.

Memorandum of Understanding

Monroe County Department of Job and Family Services (MCDJFS), and the Monroe County Library have come together with the shared belief that communication and coordination of respective services can enhance the quality and quantity of employment and training resources and services to job seekers, unemployed, and under-employed individuals. Working together, libraries and the public workforce system can make it easier for job seekers to access employment and training services that can lead to better jobs, improved career pathways, and sustainable wages.

This Memorandum of Understanding (MOU) is entered into by and between the MCDJFS (operator of OhioMeansJobs (OMJ) Monroe County and career services provider), and the Monroe County Library for the period of September 1, 2018 through August 31, 2020.

Description of Entities

MCDJFS/OMJ:

- Responsible for administration and oversight of the local area workforce development system in agreement with the chief-elected officials and in collaboration with required and additional partners.
- The provider of Title I services under the Workforce Innovation and Opportunity Act of 2014 (WIOA) and operator of the OhioMeansJobs workforce center in Monroe County.
- The comprehensive One-Stop center that makes available partner services and programs to include employment, training, and other services, to job seeker and employer customers.

MONROE COUNTY LIBRARY:

- The local library system that is accessible by the general public and is funded from public sources, such as taxes. It is operated by librarians and library paraprofessionals, who are also civil servants.

Purpose

The purpose of this MOU is to support collaboration and coordination between the workforce system and the public library system.

This MOU is established to help:

- Increase awareness to Monroe County Library customers of employment and training resource availability within the Monroe County area.

- Educate and inform library staff on resources and services available to assist Monroe County residents with employment and training needs available through the OMJ center partnership.
- Educate and inform OMJ staff of the services available through the library system that may assist job seekers.
- Inform Young Adult Specialists, assisting young adults, of the importance of early literacy services and the availability of those services through the library system.

Roles and Responsibilities

MCDJFS:

1. Will provide training to Monroe County Library staff to include the role of the OhioMeansJobs Centers and the partnership between the OMJ centers and the Monroe County Library.
2. Will provide training to Monroe County Library staff on navigation of the www.ohiomeansjobs.com website.
3. Will include Monroe County Library staff on distribution of OMJ workshop calendars.
4. Will post Monroe County Library events at the facility.
5. Will make appropriate referrals to Monroe County Library services.

Monroe County Library:

1. Will have staff trained on navigating the www.ohiomeansjobs.com website and its resources, assisting customers with creating accounts, doing job search, and an overview of the OMJ partnership and system.
2. Will assist with the advertisement of OMJ events.
3. Will provide information for MCDJFS staff on services available for youth and adults.
4. Will provide space for OMJ workshops when scheduled in advance and space is available.

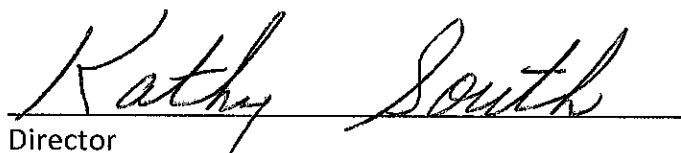
Memorandum of Understanding

Monroe County Workforce Development System – Library Partnership

Signature Page

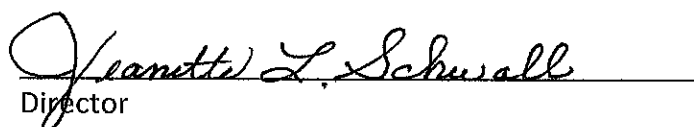
By signing, each party affirms that this MOU accurately describes the roles and responsibilities of the Workforce System/Public Library System partnership.

Monroe County Library


Director

9-12-18
Date

Monroe County Department of Job and Family Services


Director

9/5/18
Date

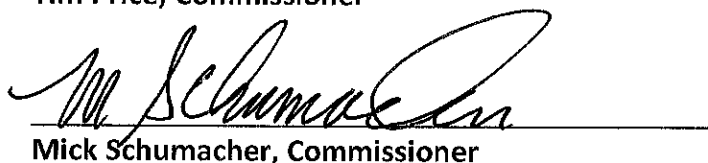
Approved by:


Carl Davis, President, Board of Commissioners

9-24-2018
Date


Tim Price, Commissioner

Date


Mick Schumacher, Commissioner

9/24/18
Date

Memorandum of Understanding

Morgan County Department of Job and Family Services (MCDJFS), and the Kate Love Simpson Library have come together with the shared belief that communication and coordination of respective services can enhance the quality and quantity of employment and training resources and services to job seekers, unemployed, and under-employed individuals. Working together, libraries and the public workforce system can make it easier for job seekers to access employment and training services that can lead to better jobs, improved career pathways, and sustainable wages.

This Memorandum of Understanding (MOU) is entered into by and between the MCDJFS (operator of OhioMeansJobs (OMJ) Morgan County and career services provider), and the Kate Love Simpson Library effective March 1, 2019 and will remain in force until terminated in writing with a 30 day notice from either party.

Description of Entities

MCDJFS/OMJ:

- Responsible for administration and oversight of the local area workforce development system in agreement with the chief-elected officials and in collaboration with required and additional partners.
- The provider of Title I services under the Workforce Innovation and Opportunity Act of 2014 (WIOA) and operator of the OhioMeansJobs workforce center in Morgan County.
- The comprehensive One-Stop center that makes available partner services and programs to include employment, training, and other services, to job seeker and employer customers.

KATE LOVE SIMPSON LIBRARY:

- The local library system that is accessible by the general public and is funded from public sources, such as taxes. It is operated by librarians and library paraprofessionals, who are also civil servants.

Purpose

The purpose of this MOU is to support collaboration and coordination between the workforce system and the public library system.

This MOU is established to help:

- Increase awareness to Kate Love Simpson Library customers of employment and training resource availability within the Morgan County area.

- Educate and inform library staff on resources and services available to assist Morgan County residents with employment and training needs available through the OMJ center partnership.
- Educate and inform OMJ staff of the services available through the library system that may assist job seekers.
- Inform Young Adult Specialists, assisting young adults, of the importance of early literacy services and the availability of those services through the library system.

Roles and Responsibilities

MCDJFS:

1. Will provide training to Kate Love Simpson Library staff to include the role of the OhioMeansJobs Centers and the partnership between the OMJ centers and the Kate Love Simpson Library.
2. Will provide training to Kate Love Simpson Library staff on navigation of the www.ohiomeansjobs.com website.
3. Will include Kate Love Simpson Library staff on distribution of OMJ workshop calendars.
4. Will post Kate Love Simpson Library events at the facility.
5. Will make appropriate referrals to Kate Love Simpson Library services.

Kate Love Simpson Library:

1. Will have staff trained on navigating the www.ohiomeansjobs.com website and its resources, assisting customers with creating accounts, doing job search, and an overview of the OMJ partnership and system.
2. Will assist with the advertisement of OMJ events.
3. Will provide information for MCDJFS staff on services available for youth and adults.
4. Will provide space for OMJ workshops when scheduled in advance and space is available.

Memorandum of Understanding

Morgan County Workforce Development System – Library Partnership

Signature Page

By signing, each party affirms that this MOU accurately describes the roles and responsibilities of the Workforce System/Public Library System partnership.

Kate Love Simpson Library

Tara Sidwell

Tara Sidwell, Director

3-7-19

Date

Morgan County Department of Job and Family Services

Vicki Quesinberry

Vicki Quesinberry, Director

3-11-19

Date

Approved by:

Mike Reed

Mike Reed, President, Board of Commissioners

3-11-19

Date

Adam Shriver

Adam Shriver, Commissioner

3-11-19

Date

Tom Bragg

Tom Bragg, Commissioner

3-11-19

Date

Memorandum of Understanding

Noble County County Department of Job and Family Services (MCDJFS), and the Caldwell Public Library have come together with the shared belief that communication and coordination of respective services can enhance the quality and quantity of employment and training resources and services to job seekers, unemployed, and under-employed individuals. Working together, libraries and the public workforce system can make it easier for job seekers to access employment and training services that can lead to better jobs, improved career pathways, and sustainable wages.

This Memorandum of Understanding (MOU) is entered into by and between the NCDJFS (operator of OhioMeansJobs (OMJ) Noble County and career services provider), and the Caldwell Public Library **effective 03/01/2019 and will remain in force until terminated in writing with a 30-day notice from either party.**

Description of Entities

NCDJFS/OMJ:

- Responsible for administration and oversight of the local area workforce development system in agreement with the chief-elected officials and in collaboration with required and additional partners.
- The provider of Title I services under the Workforce Innovation and Opportunity Act of 2014 (WIOA) and operator of the OhioMeansJobs workforce center in Noble County.
- The comprehensive One-Stop center that makes available partner services and programs to include employment, training, and other services, to job seeker and employer customers.

CALDWELL PUBLIC LIBRARY:

- The local library system that is accessible by the general public and is funded from public sources, such as taxes. It is operated by librarians and library paraprofessionals, who are also civil servants.

Purpose

The purpose of this MOU is to support collaboration and coordination between the workforce system and the public library system.

This MOU is established to help:

- Increase awareness to Caldwell Public Library customers of employment and training resource availability within the Noble County area.
- Educate and inform library staff on resources and services available to assist Noble County residents with employment and training needs available through the OMJ center partnership.
- Educate and inform OMJ staff of the services available through the library system that may assist job seekers.
- Inform Young Adult Specialists, assisting young adults, of the importance of early literacy services and the availability of those services through the library system.

Roles and Responsibilities

NCDJFS:

1. Will provide training to Caldwell Public Library staff to include the role of the OhioMeansJobs Centers and the partnership between the OMJ centers and the Caldwell Public Library.
2. Will provide training to Caldwell Public Library staff on navigation of the www.ohiomeansjobs.com website.
3. Will include Caldwell Public Library staff on distribution of OMJ workshop calendars.
4. Will post Caldwell Public Library events at the facility.
5. Will make appropriate referrals to Caldwell Public Library services.

Caldwell Public Library:

1. Will have staff trained on navigating the www.ohiomeansjobs.com website and its resources, assisting customers with creating accounts, doing job search, and an overview of the OMJ partnership and system.
2. Will assist with the advertisement of OMJ events.
3. Will provide information for NCDJFS staff on services available for youth and adults.
4. Will provide space for OMJ workshops when scheduled in advance and space is available.

Memorandum of Understanding

Noble County Workforce Development System – Library Partnership

Signature Page

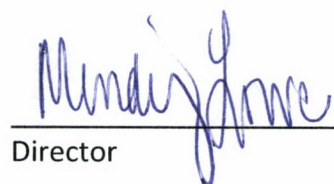
By signing, each party affirms that this MOU accurately describes the roles and responsibilities of the Workforce System/Public Library System partnership. Either party can request in writing for this agreement to be terminated. Termination valid upon written request receipt.

Caldwell Public Library


Director

March 11, 2019
Date

Noble County Department of Job and Family Services


Director

3/6/19
Date

Memorandum of Understanding

Washington County Department of Job and Family Services (WCDJFS), and the Washington County Public Library (WCPL) have come together with the shared belief that communication and coordination of respective services can enhance the quality and quantity of employment and training resources and services to job seekers, unemployed, and under-employed individuals. Working together, libraries and the public workforce system can make it easier for job seekers to access employment and training services that can lead to better jobs, improved career pathways, and sustainable wages.

This Memorandum of Understanding (MOU) is entered into by and between the WCDJFS (operator of OhioMeansJobs (OMJ) Washington County and career services provider), and the WCPL for the period of April 1, 2018 through June 30, 2019.

Description of Entities

WCDJFS/OMJ:

- Responsible for administration and oversight of the local area workforce development system in agreement with the chief-elected officials and in collaboration with required and additional partners.
- The provider of Title I services under the Workforce Innovation and Opportunity Act of 2014 (WIOA) and operator of the OhioMeansJobs workforce center in Washington County.
- The comprehensive One-Stop center that makes available partner services and programs to include employment, training, and other services, to job seeker and employer customers.

WCPL:

- The local library system that is accessible by the general public and is funded from public sources, such as taxes. It is operated by librarians and library paraprofessionals, who are also civil servants.

Purpose

The purpose of this MOU is to support collaboration and coordination between the workforce system and the public library system.

This MOU is established to help:

- Increase awareness to WCPL customers of employment and training resource availability within the Washington County area.

- Educate and inform library staff on resources and services available to assist Washington County residents with employment and training needs available through the OMJ center partnership.
- Educate and inform OMJ staff of the services available through the library system that may assist job seekers.
- Inform Young Adult Specialists, assisting young adults, of the importance of early literacy services and the availability of those services through the library system.

Roles and Responsibilities

WCDJFS:

1. Will provide training to WCPL staff to include the role of the OhioMeansJobs Centers and the partnership between the OMJ centers and the WCPL.
2. Will provide training to WCPL staff on navigation of the www.ohiomeansjobs.com website.
3. Will include WCPL staff on distribution of OMJ workshop calendars.
4. Will post WCPL events at the facility.
5. Will make appropriate referrals to WCPL services.

WCPL:

1. Will have staff trained on navigating the www.ohiomeansjobs.com website and its resources, assisting customers with creating accounts, doing job search, and an overview of the OMJ partnership and system.
2. Will assist with the advertisement of OMJ events.
3. Will provide information for WCDJFS staff on services available for youth and adults.
4. Will provide space for OMJ workshops when scheduled in advance and space is available.

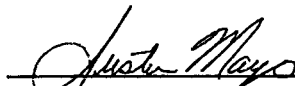
Memorandum of Understanding

Washington County Workforce Development System – Library Partnership

Signature Page

By signing, each party affirms that this MOU accurately describes the roles and responsibilities of the Workforce System/Public Library System partnership.

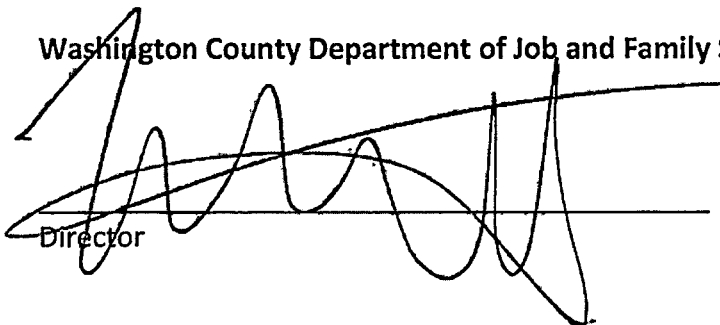
Washington County Public Library



Director

Date 8/15/18

Washington County Department of Job and Family Services



Director

Date 5/16/18

Approved by:



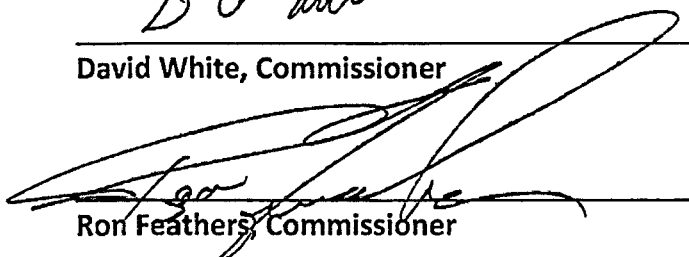
Rick Walters, President, Board of Commissioners

Date 5/12/18



David White, Commissioner

Date 5/16/18



Ron Feathers, Commissioner

Date 5/16/18

CFIS Web
O1558 - Morgan - OMJ Center
MOU Budget

State Fiscal Year:	SFY2023 - SA Fiscal Year 2023	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Expense Type		

Cost Pool: Center Personnel

Expense Type	Partner	Budget Amount
Center Operator/Manager - (KF)	Mid-East Career & Technology Centers	125.32
	Morgan County DJFS	125.32
	Morgan County DJFS - WIOA	4,072.12
	OOD	501.28
	Washington County Career Center	125.32
	Ohio Valley Employment Resource	250.64
	Sub-Total:	5,200.00
Fiscal Support Staff - (MF)	Mid-East Career & Technology Centers	53.02
	Morgan County DJFS	53.02
	Morgan County DJFS - WIOA	1,722.82
	OOD	212.08
	Washington County Career Center	53.02
	Ohio Valley Employment Resource	106.04
	Sub-Total:	2,200.00
Other - (HB)	Mid-East Career & Technology Centers	36.15
	Morgan County DJFS	36.15
	Morgan County DJFS - WIOA	1,174.65
	OOD	144.60
	Washington County Career Center	36.15
	Ohio Valley Employment Resource	72.30
	Sub-Total:	1,500.00
Total:		8,900.00

CFIS Web
O1558 - Morgan - OMJ Center
MOU Budget



State Fiscal Year:	SFY2023 - SA Fiscal Year 2023	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Expense Type		

Cost Pool: Facilities

Expense Type	Partner	Budget Amount
Lease - (Lease)		
	Mid-East Career & Technology Centers	810.99
	Morgan County DJFS	810.99
	Morgan County DJFS - WIOA	26,352.09
	OOD	3,243.96
	Washington County Career Center	810.99
	Ohio Valley Employment Resource	1,621.98
	Sub-Total:	33,651.00
	Total:	33,651.00

CFIS Web
O1558 - Morgan - OMJ Center
MOU Budget

State Fiscal Year:	SFY2023 - SA Fiscal Year 2023	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Expense Type		

Cost Pool: Resource Room

Expense Type	Partner	Budget Amount
Computer Equipment (Hardware) - (Computer Hardware)	Mid-East Career & Technology Centers	24.10
	Morgan County DJFS	24.10
	Morgan County DJFS - WIOA	783.10
	OOD	96.40
	Washington County Career Center	24.10
	Ohio Valley Employment Resource	48.20
	Sub-Total:	1,000.00
Computer Equipment (Software) - (Computer Software)	Mid-East Career & Technology Centers	24.10
	Morgan County DJFS	24.10
	Morgan County DJFS - WIOA	783.10
	OOD	96.40
	Washington County Career Center	24.10
	Ohio Valley Employment Resource	48.20
	Sub-Total:	1,000.00
Internet Access - (Internet)	Mid-East Career & Technology Centers	8.80
	Morgan County DJFS	8.80
	Morgan County DJFS - WIOA	285.82
	OOD	35.19
	Washington County Career Center	8.80
	Ohio Valley Employment Resource	17.59
	Sub-Total:	365.00
Office Equipment Maintenance and Repairs - Resource Room - (Copier)	Mid-East Career & Technology Centers	60.25
	Morgan County DJFS	60.25
	Morgan County DJFS - WIOA	1,957.75
	OOD	241.00
	Washington County Career Center	60.25
	Ohio Valley Employment Resource	120.50
	Sub-Total:	2,500.00
Office Supplies (paper, pencils, etc.) - Resource Room - (Supplies)	Mid-East Career & Technology Centers	14.82
	Morgan County DJFS	14.82
	Morgan County DJFS - WIOA	481.61
	OOD	59.29
	Washington County Career Center	14.82
	Ohio Valley Employment Resource	29.64
	Sub-Total:	615.00

CFIS Web
O1558 - Morgan - OMJ Center
MOU Budget



State Fiscal Year: SFY2023 - SA Fiscal Year 2023	Expense Type: All	
Cost Pool: All	MOU Budget Status: Approved	
Partner:	Report Option: Detail	
Group1: Expense Type		

Cost Pool: Resource Room

Expense Type	Partner	Budget Amount
Telephone System - Resource Room - (Phone)	Mid-East Career & Technology Centers	34.58
	Morgan County DJFS	34.58
	Morgan County DJFS - WIOA	1,123.76
	OOD	138.33
	Washington County Career Center	34.58
	Ohio Valley Employment Resource	69.17
	Sub-Total:	1,435.00
	Total:	6,915.00
	OMJ Total:	49,466.00

CFIS Web
O1558 - Morgan - OMJ Center
MOU Budget

State Fiscal Year:	SFY2023 - SA Fiscal Year 2023	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Expense Type		

Cost Pool: Center Personnel

Expense Type	Partner	Budget Amount
Center Operator/Manager - (KF)	Mid-East Career & Technology Centers	125.32
	Morgan County DJFS	125.32
	Morgan County DJFS - WIOA	4,072.12
	OOD	501.28
	Washington County Career Center	125.32
	Ohio Valley Employment Resource	250.64
	Sub-Total:	5,200.00
Fiscal Support Staff - (MF)	Mid-East Career & Technology Centers	53.02
	Morgan County DJFS	53.02
	Morgan County DJFS - WIOA	1,722.82
	OOD	212.08
	Washington County Career Center	53.02
	Ohio Valley Employment Resource	106.04
	Sub-Total:	2,200.00
Other - (HB)	Mid-East Career & Technology Centers	36.15
	Morgan County DJFS	36.15
	Morgan County DJFS - WIOA	1,174.65
	OOD	144.60
	Washington County Career Center	36.15
	Ohio Valley Employment Resource	72.30
	Sub-Total:	1,500.00
Total:		8,900.00

CFIS Web
O1558 - Morgan - OMJ Center
MOU Budget



State Fiscal Year: SFY2023 - SA Fiscal Year 2023	Expense Type: All	
Cost Pool: All	MOU Budget Status: Approved	
Partner:	Report Option: Detail	
Group1: Expense Type		

Cost Pool: Facilities

Expense Type	Partner	Budget Amount
Lease - (Lease)	Mid-East Career & Technology Centers	810.99
	Morgan County DJFS	810.99
	Morgan County DJFS - WIOA	26,352.09
	OOD	3,243.96
	Washington County Career Center	810.99
	Ohio Valley Employment Resource	1,621.98
	Sub-Total:	33,651.00
	Total:	33,651.00

CFIS Web
O1558 - Morgan - OMJ Center
MOU Budget

State Fiscal Year:	SFY2023 - SA Fiscal Year 2023	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Expense Type		

Cost Pool: Resource Room

Expense Type	Partner	Budget Amount
Computer Equipment (Hardware) - (Computer Hardware)	Mid-East Career & Technology Centers	24.10
	Morgan County DJFS	24.10
	Morgan County DJFS - WIOA	783.10
	OOD	96.40
	Washington County Career Center	24.10
	Ohio Valley Employment Resource	48.20
	Sub-Total:	1,000.00
Computer Equipment (Software) - (Computer Software)	Mid-East Career & Technology Centers	24.10
	Morgan County DJFS	24.10
	Morgan County DJFS - WIOA	783.10
	OOD	96.40
	Washington County Career Center	24.10
	Ohio Valley Employment Resource	48.20
	Sub-Total:	1,000.00
Internet Access - (Internet)	Mid-East Career & Technology Centers	8.80
	Morgan County DJFS	8.80
	Morgan County DJFS - WIOA	285.82
	OOD	35.19
	Washington County Career Center	8.80
	Ohio Valley Employment Resource	17.59
	Sub-Total:	365.00
Office Equipment Maintenance and Repairs - Resource Room - (Copier)	Mid-East Career & Technology Centers	60.25
	Morgan County DJFS	60.25
	Morgan County DJFS - WIOA	1,957.75
	OOD	241.00
	Washington County Career Center	60.25
	Ohio Valley Employment Resource	120.50
	Sub-Total:	2,500.00
Office Supplies (paper, pencils, etc.) - Resource Room - (Supplies)	Mid-East Career & Technology Centers	14.82
	Morgan County DJFS	14.82
	Morgan County DJFS - WIOA	481.61
	OOD	59.29
	Washington County Career Center	14.82
	Ohio Valley Employment Resource	29.64
	Sub-Total:	615.00

CFIS Web
O1558 - Morgan - OMJ Center
MOU Budget



State Fiscal Year: SFY2023 - SA Fiscal Year 2023	Expense Type: All	
Cost Pool: All	MOU Budget Status: Approved	
Partner:	Report Option: Detail	
Group1: Expense Type		

Cost Pool: Resource Room

Expense Type	Partner	Budget Amount
Telephone System - Resource Room - (Phone)	Mid-East Career & Technology Centers	34.58
	Morgan County DJFS	34.58
	Morgan County DJFS - WIOA	1,123.76
	OOD	138.33
	Washington County Career Center	34.58
	Ohio Valley Employment Resource	69.17
	Sub-Total:	1,435.00
	Total:	6,915.00
	OMJ Total:	49,466.00

CFIS Web
O1561 - Noble - OMJ Center
MOU Budget

State Fiscal Year:	SFY2023 - SA Fiscal Year 2023	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Expense Type		

Cost Pool: Center Personnel

Expense Type	Partner	Budget Amount
Center Operator/Manager - (1-Stop Manager)	ABLE-Mid East	421.08
	GMN Tri-county CAC, Inc	64.78
	Goodwill-Senior Title V	64.78
	OOD	64.78
	TANF-Noble County DJFS	2,807.24
	Washington County Career Center	64.78
	WIOA-Noble County DJFS	2,807.22
	Zane State College	64.78
	OVER DOL Grant	64.78
	OVER RESEA	64.78
Sub-Total:		6,489.00
Fiscal Support Staff - (Fiscal)	ABLE-Mid East	320.83
	GMN Tri-county CAC, Inc	49.36
	Goodwill-Senior Title V	49.36
	OOD	49.36
	TANF-Noble County DJFS	2,138.81
	Washington County Career Center	49.36
	WIOA-Noble County DJFS	2,138.84
	Zane State College	49.36
	OVER DOL Grant	49.36
	OVER RESEA	49.36
Sub-Total:		4,944.00
Receptionist/Greeter - (Receptionist/Greeter)	ABLE-Mid East	294.09
	GMN Tri-county CAC, Inc	45.24
	Goodwill-Senior Title V	45.24
	OOD	45.24
	TANF-Noble County DJFS	1,960.63
	Washington County Career Center	45.24
	WIOA-Noble County DJFS	1,960.60
	Zane State College	45.24
	OVER DOL Grant	45.24
	OVER RESEA	45.24
Sub-Total:		4,532.00
Total:		15,965.00

CFIS Web
O1561 - Noble - OMJ Center
MOU Budget

State Fiscal Year:	SFY2023 - SA Fiscal Year 2023	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Expense Type		

Cost Pool: Facilities

Expense Type	Partner	Budget Amount
Janitorial Services - (Janitor Share)	ABLE-Mid East	471.44
	GMN Tri-county CAC, Inc	72.53
	Goodwill-Senior Title V	72.53
	OOD	72.53
	TANF-Noble County DJFS	3,142.92
	Washington County Career Center	72.53
	WIOA-Noble County DJFS	3,142.93
	Zane State College	72.53
	OVER DOL Grant	72.53
	OVER RESEA	72.53
	Sub-Total:	7,265.00
Lease - (Rent)	ABLE-Mid East	767.15
	GMN Tri-county CAC, Inc	118.02
	Goodwill-Senior Title V	118.02
	OOD	118.02
	TANF-Noble County DJFS	5,114.37
	Washington County Career Center	118.02
	WIOA-Noble County DJFS	5,114.34
	Zane State College	118.02
	OVER DOL Grant	118.02
	OVER RESEA	118.02
	Sub-Total:	11,822.00
Utilities - (Utilities)	ABLE-Mid East	123.29
	GMN Tri-county CAC, Inc	18.97
	Goodwill-Senior Title V	18.97
	OOD	18.97
	TANF-Noble County DJFS	821.96
	Washington County Career Center	18.97
	WIOA-Noble County DJFS	821.96
	Zane State College	18.97
	OVER DOL Grant	18.97
	OVER RESEA	18.97
	Sub-Total:	1,900.00
Total:		20,987.00

CFIS Web
O1561 - Noble - OMJ Center
MOU Budget

State Fiscal Year:	SFY2023 - SA Fiscal Year 2023	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Expense Type		

Cost Pool: Resource Room

Expense Type	Partner	Budget Amount
Computer Equipment (Software) - (Computer Equipment)	ABLE-Mid East	16.22
	GMN Tri-county CAC, Inc	2.50
	Goodwill-Senior Title V	2.50
	OOD	2.50
	TANF-Noble County DJFS	108.13
	Washington County Career Center	2.50
	WIOA-Noble County DJFS	108.15
	Zane State College	2.50
	OVER DOL Grant	2.50
	OVER RESEA	2.50
Sub-Total:		250.00
Internet Access - (Internet)	ABLE-Mid East	54.51
	GMN Tri-county CAC, Inc	8.39
	Goodwill-Senior Title V	8.39
	OOD	8.39
	TANF-Noble County DJFS	363.37
	Washington County Career Center	8.39
	WIOA-Noble County DJFS	363.39
	Zane State College	8.39
	OVER DOL Grant	8.39
	OVER RESEA	8.39
Sub-Total:		840.00
Postage - Resource Room - (Other)	ABLE-Mid East	10.06
	GMN Tri-county CAC, Inc	1.55
	Goodwill-Senior Title V	1.55
	OOD	1.55
	TANF-Noble County DJFS	67.04
	Washington County Career Center	1.55
	WIOA-Noble County DJFS	67.05
	Zane State College	1.55
	OVER DOL Grant	1.55
	OVER RESEA	1.55
Sub-Total:		155.00
Supplies - Other - (Res Room Supplies)	ABLE-Mid East	14.60
	GMN Tri-county CAC, Inc	2.25
	Goodwill-Senior Title V	2.25
	OOD	2.25
	TANF-Noble County DJFS	97.31

CFIS Web
O1561 - Noble - OMJ Center
MOU Budget

State Fiscal Year: SFY2023 - SA Fiscal Year 2023	Expense Type: All	
Cost Pool: All	MOU Budget Status: Approved	
Partner:	Report Option: Detail	
Group1: Expense Type		

Cost Pool: Resource Room

Expense Type	Partner	Budget Amount
	Washington County Career Center	2.25
	WIOA-Noble County DJFS	97.34
	Zane State College	2.25
	OVER DOL Grant	2.25
	OVER RESEA	2.25
	Sub-Total:	225.00
Telephone System - Resource Room - (Telephone)		
	ABLE-Mid East	53.47
	GMN Tri-county CAC, Inc	8.23
	Goodwill-Senior Title V	8.23
	OOD	8.23
	TANF-Noble County DJFS	356.45
	Washington County Career Center	8.23
	WIOA-Noble County DJFS	356.47
	Zane State College	8.23
	OVER DOL Grant	8.23
	OVER RESEA	8.23
	Sub-Total:	824.00
	Total:	2,294.00
	OMJ Total:	39,246.00

CFIS Web
O1584 - Washington - OMJ Center
MOU Budget



State Fiscal Year:	SFY2023 - SA Fiscal Year 2023	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Expense Type		

Cost Pool: Center Personnel

Expense Type	Partner	Budget Amount
Receptionist/Greeter - (Receptionist/Greeter)		
	ASPIRE, WCCC	1,181.36
	ODJFS Veteran Rep & Local Operations Share	76,788.28
	Opportunities for Ohioans with Disabilities	25,596.10
	Sr. Community Service Employment Program	1,181.36
	Washington Co. Career Center	1,181.36
	Washington State Community College	1,181.36
	WCDJFS-Adult/DW WIOA	25,596.10
	WCDJFS-TANF	1,181.36
	OVER DOL Grant	1,181.36
	OVER RESEA	1,181.36
	Sub-Total:	136,250.00
	Total:	136,250.00

CFIS Web
O1584 - Washington - OMJ Center
MOU Budget

State Fiscal Year:	SFY2023 - SA Fiscal Year 2023	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Expense Type		

Cost Pool: Facilities

Expense Type	Partner	Budget Amount
Janitorial Services - (Janitorial Service)		
	ASPIRE, WCCC	33.82
	ODJFS Veteran Rep & Local Operations Share	2,197.94
	Opportunities for Ohioans with Disabilities	732.66
	Sr. Community Service Employment Program	33.82
	Washington Co. Career Center	33.82
	Washington State Community College	33.82
	WCDJFS-Adult/DW WIOA	732.66
	WCDJFS-TANF	33.82
	OVER DOL Grant	33.82
	OVER RESEA	33.82
	Sub-Total:	3,900.00
Lease - (Lease)		
	ASPIRE, WCCC	57.62
	ODJFS Veteran Rep & Local Operations Share	3,744.98
	Opportunities for Ohioans with Disabilities	1,248.34
	Sr. Community Service Employment Program	57.62
	Washington Co. Career Center	57.62
	Washington State Community College	57.62
	WCDJFS-Adult/DW WIOA	1,248.34
	WCDJFS-TANF	57.62
	OVER DOL Grant	57.62
	OVER RESEA	57.62
	Sub-Total:	6,645.00
Utilities - (Utilities)		
	ASPIRE, WCCC	76.05
	ODJFS Veteran Rep & Local Operations Share	4,943.19
	Opportunities for Ohioans with Disabilities	1,647.73
	Sr. Community Service Employment Program	76.05
	Washington Co. Career Center	76.05
	Washington State Community College	76.05
	WCDJFS-Adult/DW WIOA	1,647.73
	WCDJFS-TANF	76.05
	OVER DOL Grant	76.05
	OVER RESEA	76.05
	Sub-Total:	8,771.00
	Total:	19,316.00

CFIS Web
O1584 - Washington - OMJ Center
MOU Budget



State Fiscal Year:	SFY2023 - SA Fiscal Year 2023	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Expense Type		

Cost Pool: Outreach/Marketing

Expense Type	Partner	Budget Amount
Other - (Other)		
	ASPIRE, WCCC	26.01
	ODJFS Veteran Rep & Local Operations Share	1,690.77
	Opportunities for Ohioans with Disabilities	563.58
	Sr. Community Service Employment Program	26.01
	Washington Co. Career Center	26.01
	Washington State Community College	26.01
	WCDJFS-Adult/DW WIOA	563.58
	WCDJFS-TANF	26.01
	OVER DOL Grant	26.01
	OVER RESEA	26.01
	Sub-Total:	3,000.00
	Total:	3,000.00

CFIS Web
O1584 - Washington - OMJ Center
MOU Budget

State Fiscal Year: SFY2023 - SA Fiscal Year 2023	Expense Type: All	
Cost Pool: All	MOU Budget Status: Approved	
Partner:	Report Option: Detail	
Group1: Expense Type		

Cost Pool: Resource Room

Expense Type	Partner	Budget Amount
Office Equipment - Copier / Scanner / FAX - (Office Equipment)		
	ASPIRE, WCCC	13.01
	ODJFS Veteran Rep & Local Operations Share	845.35
	Opportunities for Ohioans with Disabilities	281.79
	Sr. Community Service Employment Program	13.01
	Washington Co. Career Center	13.01
	Washington State Community College	13.01
	WCDJFS-Adult/DW WIOA	281.79
	WCDJFS-TANF	13.01
	OVER DOL Grant	13.01
	OVER RESEA	13.01
	Sub-Total:	1,500.00
Office Supplies (paper, pencils, etc.) - Resource Room - (Office Supplies)		
	ASPIRE, WCCC	11.27
	ODJFS Veteran Rep & Local Operations Share	732.67
	Opportunities for Ohioans with Disabilities	244.22
	Sr. Community Service Employment Program	11.27
	Washington Co. Career Center	11.27
	Washington State Community College	11.27
	WCDJFS-Adult/DW WIOA	244.22
	WCDJFS-TANF	11.27
	OVER DOL Grant	11.27
	OVER RESEA	11.27
	Sub-Total:	1,300.00
	Total:	2,800.00
	OMJ Total:	161,366.00