

**MEMORANDUM OF UNDERSTANDING
BETWEEN
ADAMS COUNTY WORKFORCE DEVELOPMENT BOARD AND
ADAMS COUNTY WORKFORCE & BUSINESS CENTER**

EFFECTIVE DATE: July 1, 2021

SUBJECT: One-Stop Operator

PURPOSE: To define the relationship between the One-Stop Operator ("Operator") and the Adams County Workforce Development Board (ACWDB).

BACKGROUND

In accordance with the Workforce Innovation and Opportunity Act (WIOA) statutory framework, partner programs and entities that are jointly responsible for workforce and economic development, educational and other human resource programs collaborate to create a seamless customer-focused one-stop delivery system that integrates service delivery across all programs and enhances access to the programs' services. The One-Stop Operator will work with the ACWDB to ensure that customers have access to connect with the full range of relevant programs, services and activities provided by the required partners in Adams County one-stop service delivery system as specified in § 121 of the Workforce Innovation and Opportunity Act of 2014, and Colorado Policy Guidance Letter (PGL) WIOA-20 16-02.

ONE-STOP OPERATOR

The Adams County Workforce & Business Center (ACWBC) will act as the One-Stop Operator. Attachment A provides the Federal and State approved Framework which the ACWDB has chosen regarding the role of the One-Stop Operator.

SCOPE OF WORK AND EXPECTATIONS

The One-Stop Operator will perform each of the following activities as described below,

WIOA's focus is on further enhancing the high quality one-stop center system by continuing to align investments in workforce, education, and economic development to regional in-demand jobs. The new law places greater emphasis on local resource coordinator to better meet the needs of jobseekers, workers, and businesses. This includes the cultivation of partnerships and strategies necessary for one-stops to provide job seekers and workers with the high-quality career services, education and training, and supportive services. Therefore, under WIOA the Career Centers are required to partner with a range of federally funded employment and training programs to promote the coordination of services on behalf of job seekers and businesses. The One Stop Operator will be integral in supporting the system and coordinating these services. The mandated partners include:

- WIOA Title I: Adams County Workforce & Business Center
- WIOA Title II: Colorado Department of Education

- WIOA Title II: Unemployment Compensation/Wagner Peyser: Colorado Department of Labor and Employment
- WIOA Title IV: Rehabilitation Act, Colorado Department of Labor and Employment, Division of Vocational Rehabilitation
- CTE-Perkins: Front Range Community College
- Community Service Block Grant: Adams County Community Support Services
- Housing and Urban Development Employment & Training Programs: Adams County Housing Authority
- Second Chance Act of 2007: Intervention Community Correction Services of Adams County
- Temporary Assistance to Needy Families: Adams County Human Services, Workforce and Business Center
- Job Corps; Job Corps/CHP International Inc.
- Migrant and Seasonal Farmworker Programs: Rocky Mountain Service Employment Redevelopment
- Native American Programs: Denver Indian

ROLE OF THE ONE STOP OPERATOR:

The One Stop Operator ("Operator") will play a critical role in supporting the local workforce system to coordinate its diverse partners to achieve its service delivery vision and reach its 'to be defined' performance goals. Specifically, the Operator will:

- Convene up to four, three-hour meetings per year of mandated partners to support the Memorandum of Understanding (MOU) implementation. The Operator will develop meeting agendas, (in conjunction with ACWBC staff), meeting activities, facilitate meetings, and provide meeting notes.
- Additionally, in conjunction with staff from ACWBC the Operator will develop an appropriate mechanism to semi-annually report on the progress and performance of the partnerships across the system to the Workforce Development Board.
- Support ACWBC in developing benchmarks to measure a baseline of "system performance", e.g. customer service, system flow, etc. In future years, the expectation is that the Operator will make recommendations for continuous improvement based on this data.

TERM

The term of this MOU will be for a period of four(4) years from the date this MOU is executed subject to annual review by ACWBC and the ACWDB.

TERMINATION

The ACWBC and the ACWDB shall have the right to terminate this MOU with or without cause by giving written notice to the other party of such termination and specifying the effective date thereof.

CHANGES

The ACWBC and the ACWDB may, from time to time, request changes to this MOU. Such changes

that are mutually agreed upon shall be in writing, executed by both parties to this MOU.

ASSIGNABILITY OR SUBCONTRACTING

Any assignment or transfer of this MOU is prohibited, unless agreed upon by both parties, which agreement shall be in writing.

NOTICE PROCEDURE

All notices required to be given pursuant to this MOU shall be in writing and shall be deemed given when personally served or three (3) days after deposit in the United States Mail, certified mail, return receipt requested and addressed to the following Parties or to such other addressee(s) as may be designated by a notice complying with the foregoing requirements. Notice via email is also valid provided that the receiving party responds to the email message and will be deemed given upon date the initial email is sent and not the date of the response email.

ADAMS COUNTY WORKFORCE AND BUSINESS CENTER
11860 Pecos Street, Suite 2200
Westminster, CO 80234

ADAMS COUNTY WORKFORCE DEVELOPMENT BOARD
11860 Pecos Street, Suite 2200
Westminster, CO 80234

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SIGNATURE PAGE

We, the undersigned, by and on behalf of our respective agencies do agree to abide by the procedures, roles and responsibilities outlined in this document by implementing agreed upon policies and acting consistently therewith

ADAMS COUNTY WORKFORCE AND BUSINESS CENTER ADMINISTRATOR/LOCAL DIRECTOR




Jodie Kammerzell

05/05/2021

Date

ADAMS COUNTY WORKFORCE DEVELOPMENT BOARD



Amy Clement
Chair

05/05/2021

Date

ATTACHMENT A Framework

COLORADO ONE-STOP OPERATOR MODEL #2
One-stop operator is external to sub-recipient

Role: coordinates partner services only

