

**COUNTY OF TULARE  
SERVICES AGREEMENT**

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**THIS AGREEMENT** ("Agreement") is entered into as of \_\_\_\_\_, between the **TULARE COUNTY PROBATION DEPARTMENT**, a political subdivision of the State of California ("COUNTY"), and the **WORK-FORCE INVESTMENT BOARD OF TULARE COUNTY**, a California Corporation ("CONTRACTOR"). COUNTY and CONTRACTOR are each a "Party" and together are the "Parties" to this Agreement, which is made with reference to the following:

- A. COUNTY wishes to retain the services of the CONTRACTOR to provide Readiness for Employment through Sustainable Education and Training (RESET) Program; and
- B. CONTRACTOR has the experience and qualifications to provide the services required by the RESET Program; and
- C. CONTRACTOR is willing to enter into this Agreement with COUNTY upon the terms and conditions set forth herein.

**THE PARTIES AGREE AS FOLLOWS:**

1. **TERM:** This Agreement becomes effective as of January 1, 2019 and expires at 11:59 PM on June 30, 2020 unless earlier terminated as provided below, or unless the Parties extend the term by a written amendment to this Agreement.
2. **SERVICES:** See attached **Exhibit A**.
3. **PAYMENT FOR SERVICES:** See attached **Exhibit B**. The maximum amount not to exceed \$201,579.
4. **INSURANCE:** Before approval of this Agreement by COUNTY, CONTRACTOR must file with the Clerk of the Board of Supervisors evidence of the required insurance as set forth in the attached **Exhibit C**.
5. **GENERAL AGREEMENT TERMS AND CONDITIONS:** COUNTY'S "General Agreement Terms and Conditions" are hereby incorporated by reference and made a part of this Agreement as if fully set forth herein. COUNTY'S "General Agreement Terms and Conditions" can be viewed at <http://tularecountycounsel.org/default/index.cfm/public-information/>
6. **ADDITIONAL EXHIBITS:** CONTRACTOR shall comply with the terms and conditions of the Exhibits listed below and identified with a checked box, which are by this reference made a part of this Agreement.

<input type="checkbox"/>	<b>Exhibit D</b>	Additional terms and conditions for federally-funded contracts. This Exhibit can be viewed at <a href="http://tularecountycounsel.org/default/index.cfm/public-information/">http://tularecountycounsel.org/default/index.cfm/public-information/</a>
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**7. NOTICES:** (a) Except as may be otherwise required by law, any notice to be given must be written and must be either personally delivered, sent by facsimile transmission or sent by first class mail, postage pre-paid and addressed as follows:

**COUNTY:**

Tulare County Probation Department  
Marichu Baker, Fiscal Manager  
221 S. Mooney Blvd., Rm. 206  
Visalia, CA 93291  
Phone No.: (559) 713-2750  
Fax No.: (559) 730-2557  
[MABaker@co.tulare.ca.us](mailto:MABaker@co.tulare.ca.us)

**With a Copy to:**

COUNTY ADMINISTRATIVE OFFICER  
2800 W. Burrel Ave.  
Visalia, CA 93291  
Phone No.: (559) 636-5005  
Fax No.: (559) 733-6318

**CONTRACTOR:**

Adam Peck, Executive Director  
Workforce Investment Board  
309 W. Main St.  
Visalia, CA 93291  
Phone No.: (559) 713-5200  
Fax No.: (559) 713-5263  
[apecck@tularewib.org](mailto:apecck@tularewib.org)

(b) Notice personally delivered is effective when delivered. Notice sent by facsimile transmission is deemed to be received upon successful transmission. Notice sent by first class mail will be deemed received on the fifth calendar day after the date of mailing. Either Party may change the above address by giving written notice under this section.

**8. AUTHORITY:** CONTRACTOR represents and warrants to COUNTY that the individual(s) signing this Agreement on its behalf are duly authorized and have legal capacity to sign this Agreement and bind CONTRACTOR to its terms. CONTRACTOR acknowledges that COUNTY has relied upon this representation and warranty in entering into this Agreement.

**9. COUNTERPARTS:** The Parties may sign this Agreement in counterparts, each of which is an original and all of which taken together form one single document.

[THIS SPACE LEFT BLANK INTENTIONALLY; SIGNATURES FOLLOW ON NEXT PAGE]

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**THE PARTIES**, having read and considered the above provisions, indicate their agreement by their authorized signatures below.

APPROVED BY  
WORKFORCE INVESTMENT BOARD  
MINUTES OF 12-12-2018

**WORKFORCE INVESTMENT BOARD OF TULARE COUNTY**

Date: 12/12/18

By Ad Peck

Print Name Adam Peck

Title Executive Director

Date: \_\_\_\_\_

By \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

[Pursuant to Corporations Code section 313, County policy requires that contracts with a **Corporation** be signed by both (1) the chairman of the Board of Directors, the president or any vice-president (or another officer having general, operational responsibilities), and (2) the secretary, any assistant secretary, the chief financial officer, or any assistant treasurer (or another officer having recordkeeping or financial responsibilities), unless the contract is accompanied by a certified copy of a resolution of the corporation's Board of Directors authorizing the execution of the contract. Similarly, pursuant to California Corporations Code section 17703.01, County policy requires that contracts with a **Limited Liability Company** be signed by at least two managers, unless the contract is accompanied by a certified copy of the articles of organization stating that the LLC is managed by only one manager.]

**COUNTY OF TULARE**

Date: \_\_\_\_\_

By \_\_\_\_\_

Chairman, Board of Supervisors

ATTEST: JASON T. BRITT  
County Administrative Officer/Clerk of the Board  
of Supervisors of the County of Tulare

By \_\_\_\_\_  
Deputy Clerk

Approved as to Form  
County Counsel

By Jason T. Britt  
Deputy

Matter # 20181749

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**EXHIBIT A**

**I. COOPERATIVE OBLIGATIONS FOR RESET PROGRAM:**

RESET PROGRAM Roles and Responsibilities for COUNTY and CONTRACTOR, through its Employment Connection Service Providers (subcontractor), and outlined below are a required project design from TULARE COUNTY PROBATION.

CONTRACTOR will ensure any agreement with a subcontractor to operate its Employment Connection Centers requires the subcontractor to serve as the employer of record for RESET participants enrolled in transitional jobs and to comply with any and all applicable laws, including but not limited to Healthy Workplace Healthy Family Act of 2014, as applicable for RESET participants in Transitional Jobs (subsidized employment) and unsubsidized employment.

<b>I. COUNTY Responsibilities: RESET Program</b>	
Job Readiness Training 1-2 week cohorts	Provide RESET job readiness training that include soft skills training, career exploration, educational opportunities based on the results of Career Scope, resume, online job search, interviewing, budgeting, and communication. Register RESET participants WIOA Wagner-Peyser services through Tulare County Probation's RESET Employment Connection portal at <a href="https://www.tcreset.org">https://www.tcreset.org</a> . Transition participants who successfully complete RESET to the Employment Connection for WIOA basic and individual services that include job placement, transitional jobs, and training services.
Supportive Services	Cost: ID/CDL, GED courses, housing, transportation, clothing, etc.
Drug Screening	Provide drug screening on a case-by-case basis for individuals prior to entering training programs with employers such as transitional jobs, on-the-job training, and occupational skills training. Drug screening may be voluntary and/or determined by COUNTY staff according to individual test clause stipulations.
Match	Funds provided by COUNTY, within this agreement, may be used by CONTRACTOR to leverage other public and private resources to support and sustain the activities of serving RESET participants and connecting them to training and employment.

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<b>II. CONTRACTOR          Responsibilities: Employment Connection Centers Visalia and Porterville</b>	
Orientation & Eligibility for WIOA Services	Employment Connection staff will provide orientation and eligibility for WIOA services at the RESET site or Employment Connection Center located in Visalia and Porterville.
Basic & Individualized Career Services	May include initial assessment, comprehensive assessment labor market information, Individual Employment Plan, career planning, job squad, WorkKeys, workshops, career coaching.
Work Based Training	RESET participants who are determined through a comprehensive assessment to lack work history and marketable skills may receive assistance with obtaining transitional jobs to gain paid work experience and workplace soft skills, in addition to placement assistance for ongoing regular employment.
Training Services:	After an interview and evaluation, or assessment and career planning, RESET participants may receive training.
Paid On-the-job training (OJT)	RESET participants determined to need training may be placed with employers to provide on-the job training.
Individual Training Accounts	Participants will be assessed for vocational training needs, enroll in adult school and/or community college courses.
<b>III. COUNTY AND CONTRACTOR          Responsibilities: Coordinated Job Retention &amp; Follow-up</b>	
Follow-up & Retention	CONTRACTOR and COUNTY will co-case manage participants and coordinate resources that lead to successful participation in job readiness, work-based training, or occupational skills training. Follow-up on RESET participants who enter employment to provide guidance and support services that lead to job retention and reduce recidivism.
Partner Meetings	CONTRACTOR and COUNTY will participate in monthly partner meetings to discuss progress, work plans, participant plans, and provide technical assistance.

**II. CONTRACTOR PROVIDED STAFF POSITIONS**

1. In accordance with the provisions of the AB 109 and related regulations and directives, COUNTY will fund salary and benefits of the following staff positions, provided by CONTRACTOR, for performance of services related to the RESET program in accordance with funding limits in Exhibit B:
  - a) Two (2) dedicated Business Resource Specialists located at Employment Connection Centers in Visalia and Porterville will provide RESET graduates referrals to employers

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who may provide on-the- training, transitional jobs, and hire upon successful completion of training. The Business Resource Specialist will provide these services in accordance with job description in Exhibit A-1.

- b) Career Coach to provide basic and individualized career services for RESET graduates, in accordance with the job description in attached Exhibit A-2.
  2. CONTRACTOR will be reimbursed for staff travel costs for the Business Resource Specialist to meet with business representatives and target market RESET candidates, negotiate training and collect time sheets, in accordance with the COUNTY's travel reimbursement policy and Exhibit B.
  3. CONTRACTOR will be reimbursed for indirect program costs in accordance with Exhibit B.
  4. CONTRACTOR Contribution: CONTRACTOR, through its Employment Connection Centers in Visalia and Porterville, may enroll RESET participants in WIOA program services to provide basic and individualized career services, transitional jobs, on-the-job training, vocational training as determined through a comprehensive career assessment and individual employment plan. CONTRACTOR's provision of WIOA funded services is contingent upon WIOA funding availability from the Department of Labor and Employment Development and the need and appropriateness of the participant as determined by a comprehensive career assessment conducted by CONTRACTOR through its subcontractor.
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**EXHIBIT A-1**

**JOB DESCRIPTION  
BUSINESS RESOURCE SPECIALIST**

**SCOPE OF WORK**

The purpose of this position is to provide RESET participants with career placement assistance. The Business Resource Specialist is responsible to establish and maintain activities that develop, locate, and secure transitional jobs, job training, and placement for RESET participants and coordinate job resources.

**ACCOUNTABILITIES**

- Matches job skills with applicant qualifications; refers qualified applicants to employers and conducts necessary follow-up with employers and customers to assist with job placement.
- Develops Individual Employment Plans (IEP), training contracts, and Task-Oriented Training Plans (e.g., Work Experience Contracts, OJT Contracts, etc.)
- Provides documentation of each customer's acquisition of skills, knowledge, and experience.
- Collects customer timecards at their place of employment, processes all timecards with accuracy and documents and tracks number of hours worked.
- Ensures all training occurring in a workplace is monitored and evaluated based on safety, labor laws, adequate supervision, positive work ethics, adherence to the formalized training plan and the OJT contract.
- Initiates and maintains ongoing personal contacts with a variety of business and industry representatives and job placement/training agencies to promote programs for participant placement; makes cold calls to potential employers; explains the benefits and employment support services provided by programs to employers, including addressing employer's special needs.
- Researches Internet, newspapers, agencies, and other resources for job leads; locates jobs for customers; collects data from employers related to job orders including job requirements and skills.
- Assists customers in preparing job search portfolio; provides job search/career information workshops and presentations; arranges for interviews; provides labor market and community resource information.
- Monitors participant performance on the job and counsels participants when job performance is not satisfactory; works with participants to improve job performance and gain necessary job skills or reviews other employment options; maintains contact with employers during the participants' employment and reports results to appropriate staff.

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- Collects, organizes, and analyzes information about individuals through records, tests, interviews and professional sources, to appraise their interests, aptitudes, abilities, and personal characteristics for vocational planning.
  - Maintains case management files, documents contact with customers, employers, school staff and other partners, and provide all required documentation in a timely matter.
  - Prepares and modifies documents including correspondence, reports, memos, and emails.
  - Serves as a customer liaison responding to customer problems, questions or concerns, and coordinates with the proper agency personnel to provide timely and accurate answers for the customers.
  - Follow-up with customers and agencies as appropriate to documents use/success of referral.
  - Provides documentation to partnering agencies.
  - Inputs accurate and complete data for all contacts with customers into agency database.
  - Facilitates on-to-one counseling, case management, orientations and workshops to assist in preparation for job readiness, assist with resume building, and help participants navigate CalJOBS.
  - Remains updated on program requirements and regulations affecting participants and employers.
  - Refers customers to other community resources as applicable.
  - Performs other duties including but not limited to fulfillment of work schedule, adherence to attendance policies, and other applicable operating rules, policies and procedures.
  - Participates in outreach events, job fairs, and meetings with partner agencies as assigned.
  - Participates in training and professional development to build required knowledge for the position.
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**EXHIBIT A-2**

**JOB DESCRIPTION  
CAREER COACH**

**SCOPE OF WORK**

The purpose of this position is to provide WIOA eligible participants with basic and individualized career services.

**ACCOUNTABILITIES**

- Assesses skills levels and service needs of RESET participants, including administering and interpreting objective assessment, test results, completing formal objective assessment, to include training and employment.
- Provides joint case management with Deputy Probation Officer assigned to RESET.
- Maintains case management files, documents contact with participants, employers, school staff and other partners and provide all required documents in a timely matter.
- Facilitates one-to-one counseling, case management, orientations and workshops to assist in preparation for job readiness, assist with resume building and help participants navigate CalJOBS.
- Follow-up with participants and agencies as appropriate to document use/success of referral.
- Prepares and completes Individual Employment Plans (IEP).
- Provides documentation of each participants' acquisition of skills, knowledge, experience, and outcomes.
- Refers participants to other community resources as applicable.
- Participates in RESET Team training and planning meetings to develop best practices and address participant challenges.
- Provides follow-up and re-engagement services to assist participants retain employment.
- Writes and submits participant success profiles.
- Track participant outcomes in the shared electronic participant status report.

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**EXHIBIT B**

<b>Budget Summary</b>		
<b>Readiness for Employment, Sustainable Education &amp; Training</b>		
<b>January 1, 2019 through June 30, 2020</b>		
<b>18 Month Program</b>		
<b>LINE ITEM #</b>	<b>COST CATEGORIES</b>	<b>Program Costs</b>
<b>STAFF COSTS</b>		
1	Salaries & Fringe	\$168,911
<b>OPERATING COSTS</b>		
2	Staff Travel	\$5,300
3	Supplies	\$0
4	Cost Allocation/Indirect Cost	\$27,369
5	Program Operating Costs	\$0
6	SUB-TOTAL OPERATING COST	\$32,669
7	TOTAL STAFF & OPERATING COSTS	\$201,579

**Note:**

*Funding for on-the-job training, occupational skills training and transitional jobs will be paid by the Workforce Investment Board of Tulare County (WIB) as needed for RESET participants to obtain skills necessary to enter employment. The provision of training services is contingent upon WIOA funding availability and the need of the participant, as determine by the assessment of the individual conducted by the WIB's Service Provider staff.*

## EXHIBIT C

### WORKFORCE INVESTMENT BOARD NON-PROFESSIONAL SERVICES INSURANCE REQUIREMENTS

CONTRACTOR shall provide and maintain insurance for the duration of this Agreement against claims for injuries to persons and damage to property which may arise from, or in connection with, performance under the Agreement by the CONTRACTOR, his agents, representatives, employees and subcontractors, if applicable.

#### A. Minimum Scope & Limits of Insurance

1. Commercial General Liability coverage of \$1,000,000 on an occurrence basis, including products and completed operations, property damage, bodily injury and personal & advertising injury (occurrence Form CG 00 01). If a general aggregate applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 2504) or the general aggregate limit must be no less than \$2,000,000.
2. Insurance Services Office Form Number CA 00 01 covering Automobile Liability, (any auto) of no less than \$1,000,000 per accident for bodily injury and property damage. If an annual aggregate applies it must be no less than 2,000,000.
3. Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

#### B. Specific Provisions of the Certificate

1. If any of the required insurance is written on a claims made form, the retroactive date must be before the date of the contract or the beginning of the contract work and must be maintained and evidence of insurance must be provided for at least three (3) years after completion of the contract work.
2. CONTRACTOR must submit endorsements to the General Liability reflecting the following provisions:
  - a. *The COUNTY OF TULARE, its officers, agents, officials, employees and volunteers are to be covered as additional insureds as respects: liability arising out of work or operations performed*



by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operation.

- b. *For any claims related to this project, the CONTRACTOR's insurance coverage shall be primary insurance at least as broad as ISO CG 20 01 01 13 as respects the COUNTY, its officers, agents, officials, employees and volunteers. Any insurance or self-insurance maintained by the COUNTY, its officers, agents, officials, employees or volunteers shall be excess of the CONTRACTOR's insurance and shall not contribute with it.*
  - c. *Each insurance policy required by this agreement shall provide that coverage shall not be canceled, except with written notice to the COUNTY.*
  - d. *CONTRACTOR hereby grants to COUNTY a waiver of any right to subrogation which any insurer of the CONTRACTOR may acquire against the COUNTY by virtue of the payment of any loss under such insurance. CONTRACTOR agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the COUNTY has received a waiver of subrogation endorsement from the insurer.*
3. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the COUNTY for all work performed by the CONTRACTOR, its employees, agents and subcontractors. CONTRACTOR waives all rights against the COUNTY and its officers, agents, officials, employees and volunteers for recovery of damages to the extent these damages are covered by the workers compensation and employers liability.

C. Deductibles and Self-Insured Retentions

Self-insured retentions must be declared and the COUNTY Risk Manager must approve any deductible or self-insured retention that exceeds \$100,000.

D. Acceptability of Insurance

Insurance must be placed with insurers with a current rating given by A.M. Best and Company of no less than A-:VII and a Standard & Poor's rating (if rated) of at least BBB and from a company approved by the Department of Insurance to conduct business in California. Any waiver of these standards is subject to approval by the County Risk Manager

E. Verification of Coverage

Prior to approval of this Agreement by the COUNTY, the CONTRACTOR shall file with the submitting department, certificates of insurance with original



endorsements effecting coverage in a form acceptable to the COUNTY. Endorsements must be signed by persons authorized to bind coverage on behalf of the insurer. The COUNTY reserves the right to require certified copies of all required insurance policies at any time.





WC-2528

**CERTIFICATE OF COVERAGE**

06/28/2018

**CSAC Excess Insurance Authority**

**C/O ALLIANT INSURANCE SERVICES, INC.  
PO BOX 6450  
NEWPORT BEACH, CA 92658-6450**

PHONE (949) 756-0271 / FAX (619) 699-0901  
LICENSE #0C36861

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BELOW. THIS CERTIFICATE OF COVERAGE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER

IMPORTANT: If the certificate holder is requesting a WAIVER OF SUBROGATION, the Memorandums of Coverage must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

COVERAGE AFFORDED BY: **A - See attached schedule of insurers**

**Member:**

TULARE COUNTY  
ATTN: SANDRA FLORES  
P.O. BOX 7300  
VISALIA, CA 93290

COVERAGE AFFORDED BY: **B**

COVERAGE AFFORDED BY: **C**

COVERAGE AFFORDED BY: **D**

**Coverages**

THIS IS TO CERTIFY THAT THE MEMORANDUMS OF COVERAGE AND POLICIES LISTED BELOW HAVE BEEN ISSUED TO THE MEMBER NAMED ABOVE FOR THE PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED BY THE MEMORANDUMS AND POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH MEMORANDUMS AND POLICIES.

CO LTR	TYPE OF COVERAGE	MEMORANDUM/ POLICY NUMBER	COVERAGE EFFECTIVE DATE (MM/DD/YYYY)	COVERAGE EXPIRATION DATE (MM/DD/YYYY)	LIABILITY LIMITS
A	EXCESS WORKERS' COMPENSATION & EMPLOYER'S LIABILITY	See attached Schedule of Insurers for policy numbers	07/01/2018	07/01/2019	WORKERS' COMPENSATION: Difference between Statutory and Member's \$125,000 Retention  EMPLOYERS' LIABILITY: Difference between \$5,000,000 and Member's Retention

**LIMITS APPLY PER OCCURRENCE FOR ALL PROGRAM MEMBERS COMBINED.**

**Description of Operations/Locations/Vehicles/Special Items:**

AS RESPECTS EVIDENCE OF COVERAGE FOR AGREEMENT BETWEEN TULARE COUNTY AND TULARE COUNTY WORKFORCE INVESTMENT BOARD (WIB) FOR THE READINESS FOR EMPLOYMENT & SUSTAINABLE EDUCATION & TRAINING (RESET) PROGRAM.

**Certificate Holder**

TULARE COUNTY PROBATION DEPARTMENT  
100 E CENTER AVE  
VISALIA, CA 93291

**Cancellation**

SHOULD ANY OF THE ABOVE DESCRIBED MEMORANDUMS OF COVERAGE/POLICIES BE CANCELLED BEFORE THE EXPIRATION THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE MEMORANDUMS OF COVERAGE/POLICIES PROVISIONS.

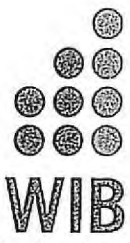
AUTHORIZED REPRESENTATIVE



CSAC EXCESS INSURANCE AUTHORITY

**CSAC EXCESS INSURANCE AUTHORITY  
EXCESS WORKERS' COMPENSATION PROGRAM  
2018/2019 SCHEDULE OF INSURERS  
TULARE COUNTY**

PROVIDER	MEMORANDUM / POLICY NUMBER	LIMIT
CSAC Excess Insurance Authority	EIA-18 EWC-48	<p>Workers' Compensation: \$50,000,000 each accident/each employee for disease (Difference between \$50,000,000 and the individual member's retention)</p> <p>Employers' Liability: \$5,000,000 each accident/each employee for disease (Difference between \$5,000,000 and the individual member's retention)</p>
Liberty Insurance Corporation	EW7-64N-444785-018	<p>Statutory each accident/each employee for disease excess of \$50,000,000</p>



Workforce Investment Board  
OF TULARE COUNTY  
*Driving Economic Success*

# Workforce Investment Board of Tulare County

## Resolution

**Whereas,** the Workforce Investment Board of Tulare County Board of Directors is the governing body for the Workforce Investment Board of Tulare County (WIB), a private nonprofit corporation doing business in the State of California, and

**Whereas,** the WIB Board of Directors has designated Adam Peck as the Executive Director and official representative of the WIB, and

**Whereas,** the WIB Board of Directors authorizes the Executive Director to enter into all contracts, agreements, memoranda of understanding, and other arrangements that advance the mission of the WIB and are consistent with WIB policies,

**Now, therefore, be it resolved that** Adam Peck is authorized to sign all contracts, agreements, memoranda of understanding, and other documents, including all exhibits and assurances contained therein, and any amendments thereto, and to sign subsequent required fiscal and programmatic reports, and to perform any and all responsibilities in relationship to WIB programs.

This resolution is in full force and effect as of July 11, 2018 and will be renewed annually thereafter.

APPROVED BY  
WORKFORCE INVESTMENT BOARD  
MINUTES OF 07-11-2018

Signed: [Signature] Date: 7/24/18  
Board Chair

Signed: [Signature] Date: 7-24-18  
Board Vice Chair

Attest: [Signature] Date: 7/31/18  
Executive Director





Workforce Investment Board  
OF TULARE COUNTY  
*Driving Economic Success*

## WORKFORCE INVESTMENT BOARD OF TULARE COUNTY

### MEETING

July 11, 2018 Minutes

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**WIB Directors Present:** Harroll Wiley-Vice Chair, Joe Hallmeyer-Treasurer/Secretary, Randy Baerg, David Pena, Gil Aguilar, Ronny Jungk, Amy Shuklian, Sofia Morales, Lowell Richardson

**WIB Staff Present:** Adam Peck, David McMunn, Laura Gonzalez, Mary Rodarte, Carlene Estes, Jennie Bautista, John Gonzalez

**Others Present:** Carla Calhoun, Maria Guerra

**WIB Directors Absent:** Kerry Hydash – Chair, Brent Calvin, Robert Kleyn, Tricia Stever Blattler, Yolanda Valdez, Colby Wells

1. **Call to Order:** Harroll Wiley-Vice Chair called the meeting to order at 7:30 a.m.
2. **Public Comment:** Harroll Wiley-Vice Chair called for public comments; there were no public comments.
3. **Consent Items:**
  - a. Approve June 13, 2018 Board Meeting Minutes
  - b. Approve WIB Directive TUL 18-03 Local Policy, Adult and Dislocated Worker Transitional Job Policy and Procedure  
Staff recommends approval of Local Policy: WIB Directive TUL 18-03 Adult and Dislocated Worker Transitional Jobs Policy and Procedures.

Motion by Ronny Jungk, second by Lowell Richardson to approve the Consent Items; carried by unanimous vote.

#### 4. Regular Items:

- a. Approve Resolution Authorizing Executive Director to Sign Agreements on Behalf of the Workforce Investment Board

Motion by Joe Hallmeyer, second by David Pena to approve Resolution Authorizing Executive Director to Sign Agreements on Behalf of the Workforce Investment Board; carried by unanimous vote.

