

## MEMORANDUM OF UNDERSTANDING

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This Memorandum of Understanding (MOU) is entered on January 1, 2020 by and between:

### **County of Tulare, through the Probation Department**

Is responsible for the supervision of youth offenders and offers a wide variety of evidence-based supervision and intervention programs designed to ensure public safety, address victim issues, and promote offender rehabilitation.

### **Workforce Investment Board of Tulare County (WIB)**

The WIB administers the WIOA Title I Adult, Dislocated Worker, and Youth formula funds in Tulare County with the goal of preparing the County's workforce for jobs in high-growth, high-demand industry sectors.

#### **A. Purpose:**

The purpose of this agreement is to provide the Readiness for Employment through Sustainable Education & Training (RESET) R2Y program to justice involved individuals ages 17-24. RESET R2Y will move the needle and close the gap in services by providing opportunities to address youths' court ordered requirements, attain a high school diploma/equivalency, transition youth to work-based training or secondary education, that leads to a career path.

#### **B. Cooperative Obligation for RESET R2Y Program:**

RESET R2Y program Roles and Responsibilities for the Probation Department and the WIB, through its Youth Service Providers (subcontractor), and outlined below, are a required project design from Tulare County Probation Department.

The WIB will ensure any agreement with a subcontractor to operate the R2Y program requires the subcontractor to serve as the employer of record for RESET R2Y participants enrolled in work experience 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 R2Y participants in work experience (subsidized employment).

#### **C. County of Tulare, through the Probation Department Responsibilities:**

1. Identify youth, assist the youth in obtaining right-to-work documents. (i.e., School ID with a photograph, ID, school record, report card, valid social security card, or birth certificate)
2. Provide work readiness training to each participant through the existing R2Y program with instruction in: Soft skills training, career exploration, educational opportunities based on the results of Career Scope and other aptitude assessments, resume writing, interviewing skills and communication skills.
3. Provide community-based supervision services during the term of probation.
4. Provide a "warm hand-off" referral to WIB's youth service providers and provide youth with an information packet that contains information about agency resources.
5. Participate in dual-case management with WIB and its service providers to ensure participants have the support system and tools needed to be successful throughout delivery of services.
6. Deputy Probation Officer (DPO) completes the Wagner-Peyser registration, enters participant

case notes and service activities into the [www.tcreset.org](http://www.tcreset.org) portal.

7. Complete a JAIS risk/needs assessment on each individual to provide to the multidisciplinary team.
8. Report participant's Probation status to the WIB on a monthly basis or as needed and recidivism rates on an annual basis.
9. Participate in virtual learning community meetings.
10. Identify and address gaps in services that can be applied and replicated across the state and tailored to regional needs.
11. Participate in monthly partner meetings to discuss progress, work plans, participant plans, and provide technical assistance. Meet on a quarterly basis with the project management team for ongoing collaboration.
12. The DPO will serve as a single point of contact between the Tulare County Probation Department, R2Y program staff, and youth. The DPO will meet with youth and families and provide resources

**D. Workforce Investment Board of Tulare County Responsibilities:**

1. Assign two Youth Specialists to provide career services, placement assistance, work experience, and follow-up services to the RESET R2Y participants.
2. Accept individuals referred by the Tulare County Probation Department Deputy Probation Officer.
3. Will allocate up to \$61,839 in Workforce Innovation and Opportunity Act (WIOA) funding for paid work experience for RESET R2Y participants to obtain skills necessary to enter employment, and provide funding for supportive services.
4. Continue to develop and maintain a partnership with Tulare County Probation to enable youth supervised by Probation to access education, training, and employment.
5. Schedule monthly meetings with partners to discuss progress, work plans, participant plans, and provide technical assistance.
6. Accept full responsibility for the performance of the collaborative agencies, service provider Community Services Employment Training (CSET), Tulare County Probation, and Tulare County Office of Education Services for Education and Employment (TCOE SEE).
7. Oversee goals, objectives and deliverables that lead to successful program outcomes.
8. Convene the Business Engagement Team and educate all partners of the benefits of hiring R2Y participants through work-based training models.
9. Track and report ,challenges, issues, and solutions. Submit to Tulare County Probation.
10. Monitor subcontractor program and compliance.
11. Cover the cost of WIOA Youth and Adult Formula funds to deliver career services, and Individual Training Accounts, through a co-enrollment.
12. Maintain records for a minimum of three years after final payment.
13. The provision of WIOA funded services is contingent upon WIOA funding availability from Department of Labor and Employment Development and the need and appropriateness of the participant as determined by comprehensive career assessment conducted by Workforce Investment Board through its subcontractor.

**E. RESET R2Y Staff Positions:**

1. County of Tulare, through the Probation Department will fund salary and benefits of the following staff positions, provided by the Workforce Investment Board for performance of

services related to the R2Y program in accordance with funding limited in Exhibit B:

- i. Two (2) dedicated Youth Specialist located in Porterville and Visalia will provide R2Y career services, job placement assistance, target market participant to employers who will provide training, work experience, and follow-up. In accordance with the job description in attached Exhibit A.
2. County of Tulare, through the Probation Department, will reimburse the Workforce Investment Board staff travel costs for the Youth Specialist(s) to meet with participant and business representative, target market R2Y candidates, negotiate training and collect time sheets, in accordance with Tulare County's travel reimbursement policy and Exhibit B.
3. County of Tulare, through the Probation Department, will reimburse the Workforce Investment Board for indirect program costs in accordance with Exhibit B.

**F. Time Frame:**

This MOU will commence on January 1, 2020 and will expire at 11:59 PM on December 31, 2020.

**G. Confidentiality**

In order to ensure the safety of clients, all information furnished by each party or acquired or developed by each party in the performance of this MOU that are designated confidential or which a reasonable person would deem to be confidential shall be protected by the parties from unauthorized use and disclosure, except (i) to the extent necessary to carry out the obligations under this MOU and for no other purpose; or (ii) as may be required by valid operation of law.

This MOU is the complete agreement between the County of Tulare, through the Tulare County Probation Department, and the Workforce Investment Board and may be amended only by written agreement signed by each of the parties involved.

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

Signed:

**Workforce Investment Board of Tulare County**

By:   
Adam Peck, Executive Director

Date: 12/11/19

APPROVED BY  
WORKFORCE INVESTMENT BOARD  
MINUTES OF 12-11-2019

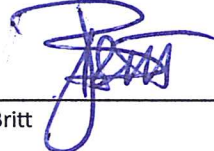
**Tulare County Probation Department**

By:   
Michelle Bonwell, Chief Probation Officer

Date: 12-18-19

Reviewed:

**County Administrative Officer**

By:   
Jason Britt

Date: 12/30/19

## **EXHIBIT A**

### **JOB DESCRIPTION**

#### **YOUTH SPECIALIST**

##### **SCOPE OF WORK**

The purpose of this position is to provide support to RESET R2Y participants by guiding them in reaching their educational or employment goals. The incumbent of this position will be responsible for managing a caseload, establishing and maintaining activities that develop, locate and secure work experience, and connecting R2Y participants with career and placement services.

##### **ACCOUNTABILITIES**

- Maintain case management files, document contacts with customer, employer, school staff and other partners and provide all required documents in a timely matter.
- Facilitates orientations and work-readiness workshops for the purpose of ensuring that participants obtain necessary information and learn work readiness skills.
- Develops electronic Individual Employment Plans (IEP), Training Related Contracts and Task-Oriented Plans (e.g., Work Experience Contracts, OJT Contracts).
- 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.
- 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.
- 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.
- 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.
- Monitors participant's performance on the job and monitors youth attendance in school.
- Remain updated on program requirements and regulations affecting participants and employers.
- Participates in training and professional development to build required knowledge for the position.
- Serves as a liaison between participants and other service providers for the purpose of ensuring that necessary services are accessed by participants.

**EXHIBIT B**

<b>Budget Summary</b>		
Readiness for Employment, Sustainable Education & Training		
R2Y		
January 1, 2020 through December 31, 2020 12 Month Program		
<b>LINE ITEM #</b>	<b>COST CATEGORIES</b>	<b>PROGRAM COSTS</b>
<b>STAFF COSTS</b>		
1	Salaries & Fringe	\$96,143
<b>OPERATING COSTS</b>		
2	Staff Travel	\$1,250
3	Supplies	\$0
4	Cost Allocation/Indirect Cost	\$19,441
5	Program Operating Costs	\$0
6	SUB-TOTAL OPERATING COST	\$20,691
7	TOTAL STAFF & OPERATING COSTS	\$116,834



## 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 June 12, 2019 and will be renewed annually thereafter.

APPROVED BY  
WORKFORCE INVESTMENT BOARD  
MINUTES OF 06-12-2019

Signed: [Signature] Date: 6/17/19  
Kerry Hydash, Board Chair

Signed: [Signature] Date: 6/20/19  
Harroll Wiley, Board Vice Chair

Attest: [Signature] Date: 6/18/19  
Adam Peck, Executive Director