

MEMORANDUM OF UNDERSTANDING
For the
Workzone
of
Baker/Union/Wallowa Counties
Region 13 One-Stop Workforce System

I. PURPOSE

This agreement is entered into to identify the partners committed to the operation and success of the Region 13 **Workzone** (One-Stop) system; to certify *Workzone* centers; and to provide for a framework for operation of the *Workzone* System.

A. MISSION

Coordinating training and employment opportunities to improve the quality of the workforce and meet the needs of the employers and job seekers.

B. OBJECTIVES

To assist employers in meeting their present and future workforce needs.

To strengthen the bond between Region 13 economic development and employment and training programs by continual communication and coordination between the public and private sectors.

To empower job seekers to actively achieve long-term economic self-sufficiency.

To meet the customer's temporary economic support service needs and strengthen the connection between economic assistance and preparing for work-related self-sufficiency.

To deliver necessary services in the most cost-effective and efficient manner possible.

II. PROVISION OF CUSTOMER SERVICES

A. PARTIES: The parties to this Memorandum of Understanding (MOU) are:

Members of the Region 13 Workforce Investment Board,
The Chief Elected Officials for Baker, Union, Wallowa Counties
And the
Workzone System
(Certified Region 13 One-Stop Centers and affiliates)
as identified in Addendum A)

III. REFERRAL

- A. Customers at *Workzone* affiliate sites may be able to receive all Workforce Investment Act core services at that site, as well as some Intensive or training services, depending upon the site.
- B. Customers at partner agencies may receive core services or must receive "value added" referral assistance in accessing intensive and training services by staff assisting them in making appointments. At a minimum, a "value-added referral" involves providing a description of the service and the location where that service may be accessed. Staff may assist in accessing that service through helping the customer make the appointment to receive the service or providing the phone, fax or computer email to make the initial contact.
- C. Customers at affiliate sites will receive information and, where possible, staff assistance in accessing core, intensive, and training services.
- D. Customers accessing the network at electronic sites will receive information about where they may receive core, intensive, and training services.
- E. The *Workzone* is an evolving system and the partners agree to work towards continuous improvement of the system.

IV. PERIOD

A. DURATION:

1. This MOU becomes effective July 1, 2000 and shall remain in effect until terminated by the repeal of the Workforce Investment Act of 1998 (WIA), otherwise by action of law, or in accordance with this section.

B. MODIFICATION AND EXTENSION

1. This document may be modified at any time by written agreement of the parties.
2. Should this partnership choose to extend beyond the term of the Workforce Investment Act, this agreement may be extended as long as it complies with the Workforce Investment Act of 1998.

C. TERMINATION:

1. Any party may withdraw from this MOU by giving written notice of intent to withdraw at least 90 calendar days in advance of the effective withdrawal date. The notice of withdrawal shall be sent to all parties at their current office addresses.
2. Should any One-Stop Partner withdraw, this Memorandum of Understanding shall remain in effect with respect to other remaining members.
3. After any party withdraws, any parties to this MOU may request initiation of negotiations to amend the agreement to cover the services and costs contributed by the party withdrawing from the agreement.

D. RESOLUTION OF DISPUTES:

1. The parties shall first attempt to resolve all disputes informally. Any party may call a meeting of all parties to discuss and resolve disputes. A maximum effort should be placed at resolving differences at the lowest possible level.
2. Should informal resolution efforts fail, the dispute shall be referred to the Chair of the Region 13 Workforce Investment Board, who shall place the dispute upon the agenda of a special meeting of the Board's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute.
3. If the dispute resolution is not resolved at the Local Workforce Investment Board level, then dispute resolution shall move pursuant to the MOU Impasse Resolution Policy adopted by the Oregon Workforce Investment Board.

E. NONAPPROPRIATION

If a party to this agreement fails to receive funding, or appropriations, limitations, or other expenditure authority at levels sufficient to provide the resources the party committed to provide the resources in the Addendum A of this agreement, the party may withdraw for this agreement with notice to the other parties.

V. CONFIDENTIALITY

Parties to this agreement warrant that it will comply with the provisions of the Workforce Investment Act and other applicable federal and Oregon laws, regulations and administrative rules including, but not limited to, those relating to confidentiality of customer records.

VI. LIABILITY AND INDEMNIFICATION

A. Responsibility for Funds Provided Under Title I of the Workforce Investment Act.

As a part of the multi-jurisdictional area of nine regions and twenty-three counties, under the Oregon Consortium, the Liability Insurance Policy states:

1. The Oregon Consortium shall procure and at all times maintain liability insurance as directed by the Board of Directors. The Oregon Consortium shall procure and audit liability insurance only as is available at a reasonable financial cost.
2. The Oregon Consortium shall provide notice to each member of any claim or suit filed against the Oregon Consortium.
3. Any proposed settlement of a claim or suit filed against The Oregon Consortium which exceeds liability insurance coverage limits must be approved by a majority of the members.
4. If damages are awarded against The Oregon Consortium above liability insurance coverage limits in any suit or action, The Oregon Consortium assets must be used to cover the excess damages first unless otherwise directed by the Board.
5. Once insurance resources and The Oregon Consortium assets have been exhausted in satisfaction of any claim against The Oregon Consortium or its members, any remaining monetary liability shall be apportioned among the recipients of The Oregon Consortium funds in direct proportion to total funds allocated for the specific program for which the liability arose.

Additionally The Oregon Consortium requires the following of Regional Sub-Grant Recipients: The regional sub-grant recipients shall carry insurance and bonding appropriate for the business under Oregon law, and sufficient enough to protect the counties from liabilities arising out of activities under agreements with The Oregon Consortium.

B. Responsibility for Other Funds: Each party is liable for any misuse of funds caused by or resulting from its or its officers', employees', or agents' actions or omissions under or relating to this Agreement. Each party is liable for, and shall indemnify the other parties for, any misuse of funds caused by or resulting from its or its officers', employees' or agents' actions or omissions under or relating to this Agreement.

C. Responsibility for Torts: Each party shall be responsible only for the tortuous acts, omissions or negligence of its own officers, employees or agents. Subject to Article XI, section 7 or 10 of the Oregon Constitution, if the party is the State or a county, it is responsible only to the extent required by the Oregon Tort Claims Act, ORS 30.260 to 30.300. If the party is any other "public body," as defined in ORS 30.260, it is responsible only to the extent required by the Oregon Tort Claims Act.

D. Responsibility for Comprehensive Liability Insurance and Property Damage Insurance: Each party to this Agreement shall obtain, and at all times keep in effect, comprehensive liability insurance and property damage insurance covering its and its officers', employees' or agents' tortuous acts, omissions or negligence under this Agreement. Any 'public body,' as defined in ORS 30.260, may satisfy these requirements in any manner allowed by ORS 30.282. Such public body liability and property damage insurance, whatever the form, shall be in an amount not less than the limits of public body tort liability specified in ORS 30.270. For all other parties, the insurance shall have a combined single limit per occurrence of not less than \$1,000,000. Insurance coverage may not be cancelled, materially changed, reduced or not renewed without 30 days prior written notice from the party to the Governor's office. In the event of unilateral cancellation or restriction by the insurance company of the insurance policy, the public body or other party shall immediately notify the Governor's office verbally and in writing.

- E. Responsibility for Employment and Other Related Benefits and Deductions:**
Each party, with respect to its officers and employees, shall be exclusively responsible for providing for employment-related benefits and deductions that are required by law, including but not limited to federal and state income tax deductions, workers' compensation coverage, unemployment insurance coverage and contributions to the Public Employees Retirement System, if contributions are required.

F. No Third Party Beneficiaries

The parties signing this Agreement are the only parties to the Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

VII. COST ALLOCATION

- A. Each of the partners will contribute to the *Workzone* System as specified in Addendum B.
- B. As partners are added to the system or as system needs change, the Addendum to this agreement will be adjusted accordingly
- C. Costs incurred for the operation of the *Workzone* System will be reviewed at least semi-annually for the first year of operation in order to determine expenses of operation proportionate to numbers of customers served at the center and in the overall system, relative to each co-located partner.

VII. LIST OF ADDENDA AND APPENDICES

- A. Partners and Affiliates in the *Workzone* centers.
- B. Partner contributions to the *Workzone* system.

VIII. SIGNATURES

Karen Owen
Karen Owen, Region 13 Workforce Investment Board Chair

7/3/00
Date

Brian Cole
Brian Cole, Chief Local Elected Official for Baker Co

6/29/00
Date

John Howard
Chief Local Elected Official for Union Co

7-5-00
Date

Ben Boswell
Ben Boswell, Chief Local Elected Official for Wallowa Co

9/5/00
Date

Vicky Sumner
Vicky Sumner, District Manager, Adult and Family Services Division

6/29/00
Date

Nicki Harrington
Nicki Harrington, President, Blue Mountain Community College

8/24/00
Date

Maggie Dean
Maggie Dean, Executive Director, North East Oregon Housing Authority

8/30/00
Date

Bob Nelson
Bob Nelson, Local Office Manager, Oregon Employment Department

6-29-00
Date

Larry Hanson
Larry Hanson, Assistant Director for Field Services, Oregon Employment Department

9-11-00
Date

Brian Stauff
Brian Stauff, District Manager, Vocational Rehabilitation Division

8-29-00
Date

Cheryl Lawrence
Cheryl Lawrence, Director Training and Employment Consortium

7/7/00
Date

ADDENDUM A

Partners and Affiliates in *Workzone* One-Stop System.

1. At the time this agreement was executed, the partners listed below were participants in the system. Other partners may be added at any time as deemed beneficial for the system and all that participate within this system.
2. One Center within Region 13 (Baker, Union and Wallowa) has been officially certified by the Region 13 Workforce Investment Board. That center is at the NE Oregon Technical Training Center in Baker City. Wallowa County Workzone partners should be in a single facility early in 2001. Union County should have a *Workzone* center in early summer 2000.
3. Any partner or affiliate agency flagged with a (*) indicates eligibility requirements in order to receive services.

Baker

Partners:

Adult and Family Services Division (DHS)*
Blue Mountain Community College
North East Oregon Housing Authority*
Oregon Employment Department
Training and Employment Consortium *
Vocational Rehabilitation Division (DHS)*

Affiliates:

Child Care Resource and Referral*
North East Oregon Economic Development
District*
Senior and Disabled Services Division (DHS)*

Union

Partners:

Adult and Family Services Division (DHS)*
Blue Mountain Community College
North East Oregon Housing Authority*
Oregon Employment Department
Training and Employment Consortium *
Vocational Rehabilitation Division (DHS)*

Affiliates:

Child Care Resource and Referral*
North East Oregon Economic Development
District*
Senior and Disabled Services Division (DHS)*

Wallowa

Partners:

Adult and Family Services Division (DHS)*
Blue Mountain Community College
North East Oregon Housing Authority*
Oregon Employment Department
Training and Employment Consortium *
Vocational Rehabilitation Division (DHS)*

Affiliates:

Child Care Resource and Referral*
North East Oregon Economic Development
District*
Senior and Disabled Services Division (DHS)*

ADDENDUM B

Partner Contributions to the *Workzone* One-Stop System

The Workzone center is a part of a larger system and the following items marked with a (*) indicates the minimum services and staff at that Center. All core services are available at the Center.

Adult and Family Services Division, DHS (AFS) has the following sources of fund: State and Federal including TANF, food stamps, Title XIX. AFS agrees to contribute to the Workzone System in the following ways:

Participate in a referral system for all services provided through the *Workzone* system to ensure customers make their connections.

Provide support services such as child care and money for transportation to help agency customers in job preparation and readiness. *

Provide a facility that is accessible to all customers with special needs. *

Assist in cross-training of non-agency staff in agency services.

Provide and maintain a level of involvement with mutual customers and workforce partners.

Maintain cooperative relationships between all agency partnerships located within the One-Stop Center.

Blue Mountain Community College (BMCC) has the following sources of funding: tuition, Federal; State and other grants. BMCC agrees to contribute to the Workzone System in the following ways:

BMCC will continually provide English As A Second Language courses to meet the needs of non-English speakers. ESL classes cover a continuum of skill levels in reading/writing, conversation and integrated skills. BMCC also offers Spanish-only classes to meet specific needs for monolingual Spanish-only clients. Citizenship classes are also offered through the BMCC ESL program. *

BMCC, through its Special Services for students with disabilities program, provides appropriate and reasonable accommodations for any students with verifiable disabilities who request accommodations. These special services are to secure equal access to the educational process in order for students with disabilities to become employable, to seek advancement or a career. In addition to the availability of special services for students with disabilities, Learning Disabilities assessment is available to students enrolled in BMCC classes or programs. *

BMCC will provide potential students assessment of math, English and writing skills (BASIS exam). For non-English speakers, the BEST assessment will be administered to measure English, reading, writing and speaking skills. GED diagnostic assessment will be available to determine academic strengths and weaknesses for GED students to focus upon. All this testing occurs at no cost. *

Basic skill instruction will be available by BMCC at all of its sites in the following areas: Adult Basic Education (literacy skills), preparation for the GED examinations, English as a Second Language instruction, and credit courses leading to the acquisition of the Adult High School Diploma. Opportunities in contextual and applied learning will be available at all levels and in all areas of instruction in order to provide workplace preparation and work readiness skills to students. In addition, professional technical educational programs, specific skill training opportunities, and other work-related training opportunities are readily available at BMCC. *

BMCC will continue to co-locate its programs, work closely with agency and community partners to avoid duplication of services and provision of the most effective components, participate in the RWIB and actively refer clients through the Work Zone system to ensure customers a truly one-stop opportunity. BMCC will maintain a high level of involvement with mutual customers and workforce partners. *

BMCC will provide instruction and assistance related to seeking employment, retaining employment and advancing to higher levels of employment to all clients referred to Skill Center sites. *

BMCC will work closely with partners to ensure that clients receive the support services they need as they access the Work Zone system. *

Northeast Oregon Housing Authority (NEOHA) has the following sources of funding: State and Federal, grants. NEOHA agrees to contribute to the Workzone System in the following ways:

- Provide housing applications and informational brochures in the *Workzone* Center and system. *
- Provide the opportunity for participation in NEOHA's Family Self Sufficiency Program to mutual Clients and maintain cooperative relationships between all *Workzone* partners. Coordinate the clients self sufficiency plans with other partners, monitor progress of clients and modify plans as changes are implemented in clients lives.
- Provide and maintain a level of involvement with non-Family Self Sufficiency mutual clients regarding agency services.
- Maintain cooperative relationships between all partners in the Workzone system.
- Assist in cross-education of Workzone partners in NEOHA programs and services.

Oregon Employment Department (OED) has the following sources of funding: Wagner-Peyser, Trade Adjustment Act, NAFTA. OED agrees to contribute to the Workzone System in the following ways:

- Coordinate OED services throughout the region. Services to include employer services, unemployment insurance, labor market information and staff supervision and management. Breakout by county: Salary, benefits and all costs of OED services to be paid by the Oregon Employment Department.
- Assist in cross education of non-agency staff in agency services.
- Participate in a referral system for all services provided through The Workzone, One-Stop workforce system to ensure customers make their connections. *
- Provide access to the Oregon Labor Market Information System (OLMIS) for employer and jobseeker customer use. *
- Provide a Resource room for public use at Region One-Stop Centers and OED sites. The room will be equipped with computers with access to jobs, labor market information, unemployment insurance information and resume writing tools, access to Career Information System, printers, reference materials and personal assistance to search for employment. *
- Provide a room designated for employer use. Employers can use the room for research, interviews, meetings, etc. Provide personal assistance to employers in their hiring process.
- Provide a facility that is accessible to all customers with special needs. *
- Provide space within the building for co-location of system partners. As needed, will develop and generate signed financial and supervisory co-location agreements for all co-located partnerships.

Training and Employment Consortium (TEC) has the following sources of funding: Title IB, JTPA, Title 5 of Older Americans Act, Welfare-to-work, TANF. TEC agrees to contribute to the Workzone System in the following ways:

Co-locate/coordinate the delivery of core services throughout of region.

In Baker County, TEC will be co-located at the Baker County Workzone and will provide all core and intensive and other services as appropriate, for Title IB, at that site. *

In Union and Wallowa Counties, TEC will directly provide/coordinate the provision of core services from its county office, until an official co-location site is available. All intensive and other services as appropriate for Title IB and other customers as appropriate.

Maintain cooperative relationships between all agency partners located within the *Workzone* system or through the counties if a *Workzone* center is not available.

Provide and maintain a level of involvement with mutual customers and workforce partners.

Assist in cross-education of non-agency staff in agency services.

Participate in a referral system for all service provided at a one-stop site or through the one-stop delivery system to ensure customers make their connections.

Continue to integrate Title IB and JOBS activities provided by TEC staff into the core and intensive services available to all job seekers and employers. *

Co-locate/coordinate the deliver of Child Care Resource & Referral services. This will include one part time team leader and a three part time child care consultant.

Vocational Rehabilitation Division, DHS (VRD) has the following sources of funding: VR funding: VRD agrees to contribute to the Workzone System in the following ways:

VRD will assist in cross education of non-agency staff in the VRD program.

Participate in a One Stop system of value added referrals to ensure efficiency and consumer satisfaction within the Workzone system.

Provide for accessibility of VRD sites, information and services for all persons with disabilities. *

Assist in coordinating full access for consumers and disability awareness in the Workzone System. *

Maintain cooperative relationships with community partners located at One Stop sites, and with partners in the Workzone system.

Continued participation with partners in the DHS Employment Initiative project.

Continued participation with regional High Schools and ESD on the Youth Transition Program for students with disabilities.

Region 13 Workzone System
Core Services

Activity	Description	Title I Adult/DW TEC	Title I Youth TEC	Title II BMCC	Title III ES/W-P OED	Adult & Family Services	Vocational Rehabilitation	Comments
Eligibility Determination, Title IB	The evaluation of an individual's eligibility to receive WIA Title IB services (Adult, Dislocated Worker, Youth Services)	Yes	Yes	No	No	No	No	Service specified by WIA for Title IB activities
Outreach	Activities designed to inform and encourage customers to use the services available in the Workzone system	Yes	Yes	Yes	Yes	Yes	Yes	Mandated in some situations (i.e. MSFW, Vets)
Intake	Process in which basic information is collected from potential customers by partner programs of the Workzone to determine program participation	Yes	Yes	Yes	Yes	Yes	Yes	Registration takes place at different points for the various partners
Orientation	Information to job seekers about partner programs, the Workzone system, and services available	Yes	Yes	Yes	Yes	Yes	Yes	Some partners provide this information prior to registration, some after
Labor Market Information (Employment Statistics)	Employment data and information relating to local, regional, and national economic/employment trends, demands, expectations, skill needs, wage rates, etc.	Yes	Yes	No	Yes	No	Yes	Various levels types and styles of delivery
Job Listings/Job referrals (placement services)	Job information that is provided by the "public labor exchange", a federally mandated service for the facilitated connection of appropriate job seekers with employer job openings, and/or through other job listings, job referral systems. There are normally two aspects to the service: the screening/referral of job seekers and the listing of employer job openings	Yes	Yes	No	Yes	Yes	Yes	Public labor exchange and other partner systems

Job search assistance	Services designed to directly assist the job seeker in obtaining work designed to help the individual's work search strategy (as opposed to career counseling). Can be provided to groups or individuals	Yes	Yes	Yes	Yes	Yes	Yes	Broad/vague concept with various meanings to different partners
Performance and cost information on Workzone service providers	Provision of performance and program cost information on providers participating in the Workzone system	Yes	Yes	Yes	Yes	Yes	Yes	Specific language in WIA I specifies service-activities are yet to be designed
Information on performance measures for Workzone system	Provision of information on how the local Workzone system is performing in terms of local performance indicators	Yes	Yes	Yes	Yes	Yes	Yes	Concept/process need to be developed
Information on Workzone partner services	Information about partner programs, eligibility criteria, and access. It may include the formal or informal scheduling and referral for customers with other partners	Yes	Yes	Yes	Yes	Yes	Yes	Done as "general business practice" and as "value-added referrals". Process will be formalized
Information on supportive services	Provision of information to customers on the availability of services in the community such as childcare, transportation, and other assistance and referral to the appropriate service providers	Yes	Yes	Yes	Yes	Yes	Yes	"General business practice" to be formalized by partners
Information of filing for unemployment insurance	Information to file claims for unemployment insurance	Yes	Yes	No	Yes	Yes	Yes	Information on UI, not actual filing of claim
Welfare to Work referral assistance	Assistance in referral to Welfare to Work services	Yes	Yes	Yes	Yes	Yes	Yes	
Information on eligibility for Financial Aid assistance	Assistance in establishing eligibility for programs that are available in the local area but are not funded by Title I of WIA	Yes	Yes	Yes	Yes	Yes	Yes	Information on "other" (non-WIA) programs available in the local area

Resource room usage	Participants' access and use of materials that are provided and designed to assist the job seeker in finding work. (i.e. videos, access to computers for resumes, newspapers, electronic job listings, telephone, etc. Can be self access or staff-assisted	Yes	Yes	No	Yes	Yes	Yes	More of service "style" than service to customers
Rapid Response activities	Assistance to individuals on the range of services available, normally in response to mass layoffs or impending reductions in force, disaster situations, etc.	Yes	No	Yes	Yes	Yes	No	Primarily a service delivery mode for specific situations
Follow-up services for those who have Entered Employment	A range of services focused on the job retention of an individual who has entered employment	Yes	Yes	Yes	Yes	Yes	Yes	When appropriate
Career Counseling	Services designed to assist the job seeker in making appropriate decisions (job search activities aid in work search strategies, "career counseling" is similar in nature but much less involved than the intensive services "group counseling and individual counseling"	Yes	Yes	Yes	Yes	Yes	Yes	When appropriate
Initial assessment of skill levels, aptitudes, support service needs	An initial identification of a customer's skill levels, aptitudes, and supportive services needed, it may be accomplished through an interview, needs survey, or self-assessment	Yes	Yes	Yes	Yes	Yes	Yes	Broad concept, partners have different connotations-similar to intensive definitions of assessment

Region 13 Workzone System

Intensive Services

Activity	Description	Title I Adult/DW TEC	Title I Youth TEC	Title II BMCC	Title III ES/W-P OED	Adult & Family Services	Vocational Rehabilitation	Comments
Comprehensive assessment of skill levels	Evaluation of an individual's skills and abilities related to securing and retaining employment. Often involves using specific assessment and evaluation tools	Yes	Yes	Yes	Yes	Yes	Yes	
Comprehensive assessment of service needs	Evaluation of the types of activities and/or services needed to enable an individual to secure employment. Assessment of service needs, as part of intensive services will be more in depth and comprehensive in nature than the initial identification on needs under core services. Could include specialized assessments such substance abuse screening.	Yes	Yes	Yes	Yes	Yes	Yes	
Individual employment plan	A plan jointly developed with the participant that identifies short-term employment objectives and the appropriate combination of services and activities to achieve those objectives.	Yes	Yes	No	*Yes	Yes	Yes	*Conducted through services to Vets, NAFTA/TAA and Worker Profiling programs
Individual career plan	A plan jointly developed with the participant that identifies long-term career goals and strategies to achieve those goals.	Yes	Yes	No	No	Yes	Yes	
Case management	The process of working with an individual in the context of an agreed upon plan that addresses issues, supports, services, goals, and how they will be achieved.	Yes	Yes	No	No	Yes	Yes	

Short-term pre-vocational services	Activities and services that can be delivered in a short period of time that are designed to assist an individual in increasing their job readiness. Intensive activities include, but are not limited to, Adult Basic Education, GED, English as a Second Language, workplace preparation. Services that are designed to remove barriers and improve employment opportunities.	Yes	Yes	Yes	No	Yes	Yes	
Group counseling	Assisting individuals with issues and/or strategies related to job readiness. Activities provided on a group basis and include activities such as mental health, and alcohol and drugs that would be delivered in an in-depth, clinical fashion. These activities would normally be provided concurrently with other services such as job search or retention activities	Yes	Yes	No	No	Yes	Yes	
Individual counseling	Assisting an individual with issues and/or strategies related to job readiness. Activities provided on a one-on one basis and would be more in-depth and clinical in nature. These activities would normally be provided concurrently with other services such as job search or retention activities.	Yes	Yes	No	No	Yes	Yes	
Retention services	Services designed to help employed individuals retain employment	Yes	Yes	No	No	Yes	Yes	

**Region 13 Workzone System
Training Services***

*Training services are for individuals who are eligible for intensive services but unable to obtain or retain employment and have been: (a) determined to be eligible for training, in accordance with the priority system, and in need of training; and (b) can successfully participate in training linked to employment opportunities.

Adult education	Services or instruction below the post secondary level for individuals (a) who have attained 16 years of age; (b) who are enrolled or required to be enrolled in secondary school under state law; and (c) who (i) lack sufficient mastery of basic educational skills to enable the individuals to function effectively in society; (ii) do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; (iii) are unable to speak, read, or write the English language. This is combined with other WIA training. (WIA)
Customized training	Training (A) that is designed to meet the special requirements of an employer (including a group of employers); (B) that is conducted with a commitment by the employer to employ and individual on successful completion of the training; and (C) for which the employer pays not less than 50% of the cost of the training. (WIA)
Employer training	Provision of training and technical expertise to individuals and groups of employers on areas of knowledge normally on program topics such as Americans with Disabilities Act accommodation, agricultural, recruitment, labor law, etc.
Entrepreneurial training	Training that provides an individual with the knowledge and skills to start and grow a business. (SBA)
Job readiness training	Training that provides an individual with the workplace competencies (resources, interpersonal skills, information, systems, technology; and foundation skills (basic skills, thinking skills, and personal qualities) needed to obtain and maintain a job. (Based on the SCANS Report)
Occupational skills training	Programs designed to prepare persons with the skill and knowledge to enter employment in a specific occupation or group of occupations. Programs vary in length depending on the current knowledge of the participant and the skills necessary for employment in the particular field. (Based on occupational preparatory training definition, Oregon Community College Handbook)
On the job training	Training by an employer that is provided to a paid participant while engaged in productive work in a job: (A) provides knowledge or skills essential to the full and adequate performance of the job; (B) provides reimbursement to the employer of up to 50% of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and (C) is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant as appropriate. (WIA)
Professional technical training	Programs offered by Oregon community colleges, private career schools and other providers to prepare persons with the knowledge and skills to enter employment or further education for a specific professional technical occupations or careers. Professional technical is defined as occupations concerned with the theoretical or practical aspects of such fields as science, art, education, law and business relations where substantial post secondary educational preparation or equivalent on-the-job training or experience is required. Occupational groupings include: general management support, engineering and scientific, data processing and mathematical; social sciences law and related; teaching and related; medicine and health; and writing, art and related.
Related Instruction	Programs of study for which applied or specialized associate degrees are granted, or programs of an academic year or more in length for which certificates are granted, must contain a recognizable body of instruction in program-related areas of 1) communication, 2) computations, and 3) human relations. Additional topics, which should be covered as appropriate, include safety, industrial safety, and environmental awareness. Instruction in the related instructional areas may be either embedded with the program curriculum or taught in blocks of specialized instruction. Each approach, however, must have clearly identified content that is pertinent to the general program of study. (Commission on Colleges Accreditation Handbook)
Retraining services	Includes classroom training, occupational skill training, on-the-job training out-of-area job search, relocation, basic and remedial education, literacy and English for non-English speakers training, entrepreneurial training, and any other appropriate training activities directly related to appropriate employment opportunities. (JTPA)
Skill upgrade training	Training that provides the skills necessary for an individual to maintain their job and/or increase their upward mobility to a better job.

Workplace training/related information	A program of study that combines occupational skills training related instruction and work-experience to provide persons with the skills, knowledge and abilities to enter employment in a specific occupation or group of occupations.
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OREGON STATE BOARD OF EDUCATION

DEPARTMENT OF COMMUNITY COLLEGES AND WORKFORCE DEVELOPMENT
255 Capitol St. NE, Salem, OR 97310

February 20, 2001

Karen Owen
Union County Economic Development Corporation
PO Box 1208
La Grande, OR 97850

Dear Karen,

The Oregon Workforce Investment Board is pleased to announce the Round 2 Current Workforce Skill Development awards. A total of 37 applications were received and 19 proposals were funded at \$1,509,645.

The attached matrix identifies the awarded proposals, grant awards, match, numbers to be served, costs per participant, and industry sector. A brief description of the proposals that were awarded is also included for your information.

Round 3 of the Current Workforce Skill Development Request For Proposal is currently underway. Proposals must be received by noon on March 26, 2001. We anticipate awarding approximately \$1.2 million.

Please call me at 503-373-7084 if you have questions.

Sincerely,

A handwritten signature in cursive script that reads "Pat Grose".

Pat Grose, Current Workforce Lead
Department of Community Colleges and Workforce Development

Attachments

C: Donna Betts, Northeast Oregon Economic Development District

FILE:\G\PAT GROSE\0653\CORRESPONDENCE\LOCAL WORKFORCE AREA