



Douglas County Regional
WORKFORCE INVESTMENT BOARD REGION VI
Douglas County's Workforce One Stop: www.DouglasWorkLinks.net

*Working with Economic Development,
Community Development, and
Workforce partners to create a skilled,
well-prepared workforce meeting
business, community, and individual needs.*

**Memorandum of Understanding
Pursuant to the Workforce Investment Act of 1998**

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

Douglas County Regional Workforce Investment Board (DCRWIB) and

One Stop Partners, to include:

Department of Human Services,
Self Sufficiency Programs

Umpqua Community College

Department of Human Services,
Vocational Rehabilitation Program

Umpqua Community College Workforce Training Center

Umpqua Training & Employment, Inc.

Employment Department

Umpqua Community Action Network

Southern Oregon Goodwill Industries, Inc. Wolf Creek Job Corps

In addition to the parties listed above, other agencies will be accessible from the system to provide better service to customers. These agencies include:

ADAPT (a drug and alcohol prevention and treatment program)

Division of Child Support

Umpqua Community Health Center (a low income medical clinic)

The Commission on Children and Families, an agency of Douglas County

Connections with community groups to provide further access are intended to include:

The Reedsport Family Center

Douglas County Library System, an agency of Douglas County

ADAPT, Division of Child Support, Umpqua Community Health Center, Douglas County and its agencies, and the Reedsport Family Center shall not be deemed to be either "partners" or "parties" to this MOU and shall not have any of the duties or obligations imposed on partners or parties, except for the following sections: II, IV, V, VI B, VI C, VI E, VI F, XII, XIV, and XV

II. **DURATION:** This Memorandum of Understanding (MOU) shall become effective on the date on which all parties have signed the MOU. It 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.

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. Notice of withdrawal shall be given to all parties at their current office address.

Should any party withdraw, this MOU shall remain in effect with respect to other remaining parties. New parties or One Stop Partners may be included with the consent of the signatories to the agreement.



III. **PURPOSE:** The purpose of this MOU is to identify the organizations committed to the operation and success of the Douglas County One Stop System, known as DouglasWorkLinks; to certify DouglasWorkLinks as the Region 6 one stop system; to designate the Parties to this MOU and the DCRWIB as the operators of the one stop system in Region 6; and to provide for a framework for operation of the one stop system.

IV. **NONAPPROPRIATION CLAUSE:** 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 in Section VII of this agreement, the party may withdraw from this agreement with notice to the other parties.

V. **MODIFICATION AND ASSIGNMENT:** This MOU may be modified at any time by written agreement of all Parties and shall become effective immediately or as stated in the modification, or upon state approval of the modification if a state agency is impacted. If a party to this agreement assigns any duties and responsibilities under this MOU to another entity, the assignor shall require the assignee to abide by the terms of the agreement if they are applicable to that assignee's new duties and responsibilities under the agreement.

VI. **LIABILITY AND INDEMNIFICATION:**

A. **Responsibility for Funds Provided Under Title IB of the Workforce Investment Act.** This region is included within the 24-county Workforce Investment Area governed by The Oregon Consortium/Oregon Workforce Alliance. The Local Unified Workforce Plan submitted for our Area includes this excerpt from the Intergovernmental Agreement creating The Oregon Consortium (TOC) within those 24 counties:

The Oregon Consortium Liability Insurance Policy:

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

6.

For this region, Umpqua Training & Employment (UT&E) has been designated as the Regional Sub-Grant Recipient. TOC requires the following of Regional Sub-Grant Recipients:

The regional sub-grant recipient shall carry insurance and bonding appropriate for business under Oregon law, and sufficient enough to protect the counties from liabilities arising out of activities under agreements with The Oregon Consortium.

Liability and Indemnification Specifics: (Source: Governor's Office of Education and Workforce Policy, Memorandum dated February 15, 2000)

The political jurisdiction(s) of the chief elected official(s) in a local workforce investment area is liable for any misuse of the Workforce Investment Act (Act) grant funds allocated to the local area under sections 128 and 133 of the Act. 20 CFR B 667.705.

B. Responsibility for Funds Other than Funds Provided Under Title IB of the Workforce Investment Act

Each party is liable for any misuse of funds caused by or resulting from its or its officers', employees', or agents' actions or omission 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 omission 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. Insurance coverage may not be canceled, materially changed, reduced or not renewed without 30 days prior written notice from the party to the regional and local boards. 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 regional and local boards verbally and in writing.

E. Responsibility for Employment and Other Related Benefits and Deductions

Each party shall perform under this Agreement as an independent contractor. 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. RESOURCE SHARING:

A. The One Stop partners agree to contribute to the delivery of the following core services through the local one stop system:

- Screen of initial eligibility for WIA Title IB services
- Outreach, referral for intake, and orientation to information and services available through One Stop System
- Initial assessment of skill levels, and service needs
- Job search and placement assistance, and where appropriate, career counseling
- Provision of employment and labor market information
- Provision of performance information and program costs of eligible providers of training services
- Information on the performance of the regional and local Workforce Investment Area and the One Stop System
- Information on the availability of supportive services
- Information on unemployment insurance claim filing
- Information on eligibility for Welfare-to-Work Program
- Information on financial aid for training and education programs
- Follow up services and assistance for up to 12 months for those registered in Title IB

B. The core services listed above, plus any intensive services, training, supportive services or other services listed below shall be delivered by the One Stop system in the following manner:

1. All WIA Title IB core services will be made available at the four local full service One Stop locations (centers) through technology, training of staffs, and value added referrals. These four locations are: Department of Human Services Self Sufficiency Programs; Employment Department; Umpqua Community College Business and Workforce Development Center; and Umpqua Training & Employment.
2. All core services will be provided at access points, either on site or by a value added referral to an appropriate site.
3. Information about core, intensive and training services will be provided at full service sites and access points
4. Intensive and training services may be delivered at a full service site, or an access point site. Training services normally will be provided at the training providers' site.
5. The Douglas County Library System serves as an access point for the One Stop System and provides only information about core services.

- C. Umpqua Training & Employment, Inc. has been designated by The Board of Douglas County Commissioners as the sub-recipient for the WIA Title IB funds. Working in cooperation and collaboration with local One Stop partners, the DCRWIB will ensure the provision of core services at full service sites and that value added referrals occur at access site locations. Full Service sites as well as Access Sites will be connected electronically allowing referrals and other required elements to be tracked. Umpqua Training & Employment, Inc. will ensure the provision of intensive services to registered Title IB participants, with appropriate referrals for intensive services from other local One Stop and local organizations. Umpqua Training & Employment, Inc. will be responsible for registering/enrolling applicants in Title IB services. UT&E will ensure the provision of Title IB training services utilizing Individual Training Accounts, contracts with training providers, or other appropriate training means, depending upon the needs of the participant and the availability of eligible training providers and funding.
- D. Each One Stop partner or One Stop access site expects to receive program benefits in proportion to their contribution to the systems. To the extent that the resources contributed or benefits derived become disproportionate, the parties agree to revise the Resource Sharing Agreement.
- E. This resource sharing agreement does not obligate any Partner to provide any service not authorized by law or regulation.
- F. It is expressly understood that this MOU does not require any contribution to the operation of the One Stop system that exceeds the value received by the partner and program they offer. Any partner which feels they are making a contribution which exceeds the value received may propose an amendment to this MOU to address the issue, or may utilize XI. DISPUTES, to try and remedy the situation. Finally, any partner may withdraw from this MOU in the manner set forth in II. DURATION.
- G. It is understood that in-kind contributions are equally shared. However, any in-kind costs agreed to by the four Full Service Sites, as shown in Attachment A, may be credited at a value agreed upon by the operators of the four full service sites and approved by the DCRWIB. Until such time as there is agreement regarding in-kind costs, costs shall be spread as set forth herein.
- H. If any party withdraws from this agreement, any remaining party may request initiation of negotiations to amend the agreement to cover the services and costs contributed by the party withdrawing from this agreement.
- I. System costs are those costs that are not the result of service provision, but rather costs of maintaining the one stop system. These include the Internet Service Provider (ISP) fee, the Internets Security Certificate, upkeep and maintenance of the web-based system, outreach and staff. One Stop system costs may be financial or in-kind for One Stop Partners, as agreed to by the partners and the DCRWIB.

Prior to every fiscal year, system costs shall be determined, and agreed upon in writing by the four full service sites and the DCRWIB. System costs shall then be allocated equally to each of the four full service sites.

J. Program costs are the costs to deliver the individual programs of partners to this agreement. Program costs are to be borne by the partner delivering the service except as may be otherwise negotiated between any partners.

K. Internal management of all sites will be determined and implemented by the responsible organization at those sites. If these decisions conflict with the provision of One Stop services, every effort will be made to resolve the conflict.

VIII. **CONFIDENTIALITY AND COMPLIANCE WITH THE LAW:** 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. This provision, however, is subject to the Oregon Public Records Law.

IX. **METHODS OF ADMINISTRATION FOR NON-DISCRIMINATION AND EQUAL OPPORTUNITY:** The Methods of Administration for Non-Discrimination and Equal Opportunity shall apply equally to all contractors, vendors, grantees, recipients, and providers of services funded in whole or in part with Federal funds. This policy encompasses in scope and application the civil rights of employees, prospective and terminated employees, applicants/registrants, members of the public and beneficiaries of programs operated to implement and execute the WIA.

X. **CONTINUOUS IMPROVEMENT:** The Douglas County One Stop System is an evolving one stop system and the members agree to work toward continuous improvement of the Network.

XI. **ATTACHMENTS:** The following attachments are included in this MOU and are:

- A. One Stop Partners and One Stop Access Sites
- B. One Stop System Description: The one stop system as described in the unified plan.
- C. Administrative Agent Agreement

XII. **DISPUTES:** 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 mediator may be used.

Should informal resolution efforts fail, the dispute shall be referred to the Douglas County Regional Workforce Investment Board which shall place the dispute upon the agenda of a regular or special meeting of the DCRWIB. The DCRWIB shall attempt to mediate and resolve the dispute. The state may be asked to provide technical assistance.

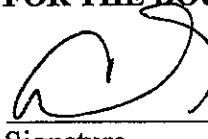
If the DCRWIB cannot resolve the dispute, a professional mediator shall be called to mediate and resolve the dispute.

If the mediator's resolution efforts fail, the DCRWIB may request assistance from the Department of Community Colleges and Workforce Development. If the matter involves state partners, it will be presented to the Workforce Policy Cabinet or a mediator for resolution. If, however, the matter does not involve state partners, the matter shall be sent to a mediator.

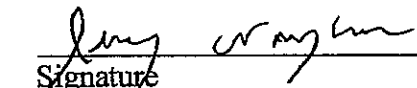
Finally, if the matter still has not been resolved, binding arbitration shall used.

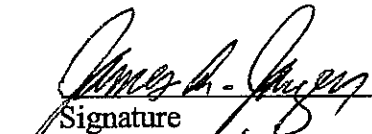
- XIII. **REVIEW:** This MOU shall be reviewed each year in February by the DCRWIB to ensure that WIA activities are being effectively provided by the Partners including providing One-Stop services.
- XIV. **SEVERABILITY:** If any part of this MOU is found to null and void, or is otherwise stricken, the rest of this MOU shall remain in force.
- XV. **AUTHORITY AND SIGNATURES:** The individuals signing below have the authority to commit the organization they represent to the terms of this MOU, and do so commit by signing below.

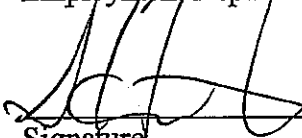
FOR THE DOUGLAS COUNTY REGIONAL WORKFORCE INVESTMENT BOARD

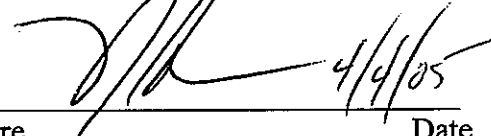
 4/7/05 Colleen M. Pargear Chair
Signature Date Print Name Title

FOR THE ONE STOP PARTNERS:


 4-7-05 JERRY WAYBRANT SDA MANAGER
Signature Date Print Name Title
Department of Human Services, Self Sufficiency Programs

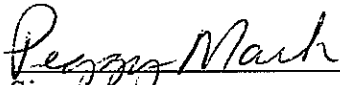
 4-4-05 JAMES R. JENSEN Mgr.
Signature Date Print Name Title
Employment Department

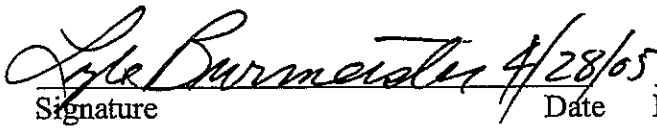
 STEPHEN HUCKINS VP for Admin Services
Signature Date Print Name Title
Umpqua Community College Business & Workforce Development Center


 4/4/05 NORM GERSHON Pres.
Signature Date Print Name Title
Umpqua Training & Employment, Inc.

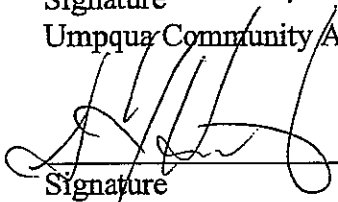
FOR ONE STOP ACCESS SITES

 4/26/05 Amy D Kincaid 4/26/05
Signature Date Print Name Title
Department of Human Services, Vocational Rehabilitation Program OVR Branch Manager

 5-23-05 Peggy Mark area manager
Signature Date Print Name Title
Southern Oregon Goodwill Industries

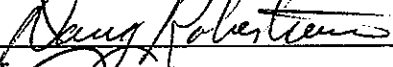
 4/28/05 Lyle Burmeister Center Director
Signature Date Print Name Title
Wolf Creek Job Corps


 5/19/05 MICHAEL FIELDMAN Exec. DIR.
Signature Date Print Name Title
Umpqua Community Action Network

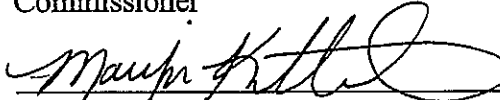
 6-9-05 STEPHEN HUCKINS VP for Admin Services
Signature Date Print Name Title
Umpqua Community College (Campus)

DOUGLAS COUNTY BOARD OF COMMISSIONERS

FOR THE COMMISSION ON CHILDREN AND FAMILIES AND THE DOUGLAS COUNTY LIBRARY SYSTEM ONLY.

 6-1-05
Chair Date

 6-1-05
Commissioner Date

 6-1-05
Commissioner Date

REVIEWED AS TO FORM

By 
Office of County Legal Counsel

Date: 5/31/2005

**Attachment A of Memorandum of Understanding
Membership & Resources - One Stop System
Douglas County Regional Workforce Investment Board**

The Douglas County Regional Workforce Investment Board One Stop System shall consist of those public entities required by the Workforce Investment Act (WIA) and by the state enabling legislation contained in HB 2989, as well as other entities that voluntarily join the One Stop System. Full service site partners are those members that have agreed to provide access to core services via the electronic system. The One Stop Access Sites are entities who operate sites offering less service than the full service sites, or are connected by referral methods.

| FULL SERVICE SITES (CENTERS) | ADDRESS/LOCATION | RESOURCES BY PARTNER |
|------------------------------------------------------------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Department of Human Services, Self Sufficiency Programs | 1937 W Harvard Roseburg, OR 97470 | Food Stamps, TANF, Refugee Program, Oregon Child Support Program, Emergency Assistance, Employment Related Day Care, Oregon Health Plan, JOBS |
| Employment Department | 846 SE Pine St Roseburg, OR 97470 | Veterans Program, JOBS Plus, Trade Act/NAFTA, Unemployment Insurance, Job Placement, JOBS |
| Umpqua Community College Business & Workforce Development Center | 2555 NE Diamond Lake Blvd Roseburg, OR 97470 | JOBS Program, Small Business Development Center |
| Umpqua Training & Employment | 760 NW Hill Place Roseburg, OR 97470 | WIA Title IB (Adults, Dislocated Workers, Youth), National Emergency grants, JOBS |

ACCESS (AFFILIATE) SITES

| | | |
|--------------------------------------------------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Department of Human Services, Vocational Rehabilitation Program | 2020 NW Newcastle Roseburg, OR 97470 | Vocational Rehabilitation Services |
| Umpqua Community College, Main Campus | PO Box 967 Roseburg, OR 97470 | General course for certificate or associate degree, Adult Basic Skills Development, Community Education |
| Southern Oregon Goodwill Industries, Inc | 255 NE Lake Roseburg, OR 97470 | Turning Point (head injuries), Welfare-to-Work, Employment and Training Programs, Self-directed services, Goodwill Technology Services, sub-contract work |
| Umpqua Community Action Network | 2448 W Harvard Roseburg, OR 97470 | Transitions Program, Housing Assistance, Utility Assistance, Emergency Food Assistance, Child Care Referral, Early Childhood Education, Second Chance Renters |
| Wolf Creek Job Corps | 2010 Opportunity Lane Glide, OR 97443 | Job Corps |
| Douglas County Library System (information only) | 1409 NE Diamond Lake Blvd Roseburg, OR 97470 | Information |

Attachment B of Memorandum of Understanding

Description of One Stop Delivery System Douglas County Regional Workforce Investment Board One Stop System

Delivery of core services is seen as essential to the universal access system required under the WIA, and critical to creating a workforce system accessible by all. Therefore, in addition to the four full service One Stop sites, the access points will also allow access to core services, with varying degrees of assistance available. Core services will be delivered in all locations as the location and situation allows. The distinction between sites will be in the amount of assistance available to customers.

Intensive services will be delivered by the partner most appropriate for the customer based on eligibility for program funds, preferred by the customer, or most proficient in delivering the service. To receive intensive services through Title IB, customers will be registered by Umpqua Training & Employment (UT&E).

Training services will be provided when a training plan is agreed upon between the customer and the case manager. For Title IB customers, the allowable cost will be established by UT&E, the Title IB provider, and the customer will choose their provider. To receive training services through Title IB, customers will be registered by UT&E. Similarly, other programs would determine allowable costs and training plans.

All sites will be able to access the web-based system which creates an entrance to the system. The system allows customers (or staff) to obtain applications, submit applications to agencies that will allow it, make appointments, check service availability, perform initial eligibility screening, etc. From the system the many partner sites will be accessed too.

Customers start with access to core services, which can be accessed at any of the four full service one stop sites, or at the access points. The system will allow self service, either by allowing the customer to use the initial eligibility screen on the system, or to directly access core services. The full service sites will have help available when needed by customers. The initial eligibility screening will indicate services that a customer may be eligible for. The computer system will be configured to provide information in English and Spanish and will indicate how to contact interpreters for other languages. AFS forms are in English and Spanish, and UT&E and the Employment Department each have two bilingual staff members, while AFS has three and UCC JOBS has one.

There will be a variety of ways for the disabled to access the system. The computers will be accessible from a wheelchair, and at the four full-service sites, will have tracking balls rather than mouse for ease of operation by those with limited dexterity. Each agency is also ADA compliant. In addition, the web system will show where TTY service is available (VRD, Employment Department, UCC, County Library). It was noted that customers will not be required to use the computers for assistance, but can if they wish. Others will be assisted at the full-service sites by a staff person; a blind customer would be assisted by staff reading the

information to them, calling to get their information, etc. Partners will also make the Oregon Telecommunications Relay Service numbers available for deaf and hard of hearing people. These are available for voice (1 800 735-1232), TTY (1 800 7325-2900), ASCII (1 800 735-0644), and Spanish Voice/TTY (1 800 735-3896) and provide 24-hour relay service at no cost to local callers.

Employers will have access to training listings both from the Community College and other trainings, and seminars/conferences, access to advisory committees, tax credit and wage subsidy program help, job retention help, labor market information, both general and specific first source hiring agreements, rapid response services, applicant recruitment, on-line job listings/advertisements – America’s Job Bank, interview scheduling and use of facilities, basic labor exchange, and incentive & compliance information.

Confidential information will be shared as allowed by customers and state and federal regulations. A protocol for staff will be utilized. All staff will be familiarized with the protocol. Training of Partner staff is currently in process.

All One Stop sites, both full service and access points, are called by their partner name since all are in existing facilities. All will also be identified as part of the WorkSource Oregon and DouglasWorkLinks.

The DCRWIB will maintain its regular report of partners on their services, and will receive results of the customer service surveys undertaken.

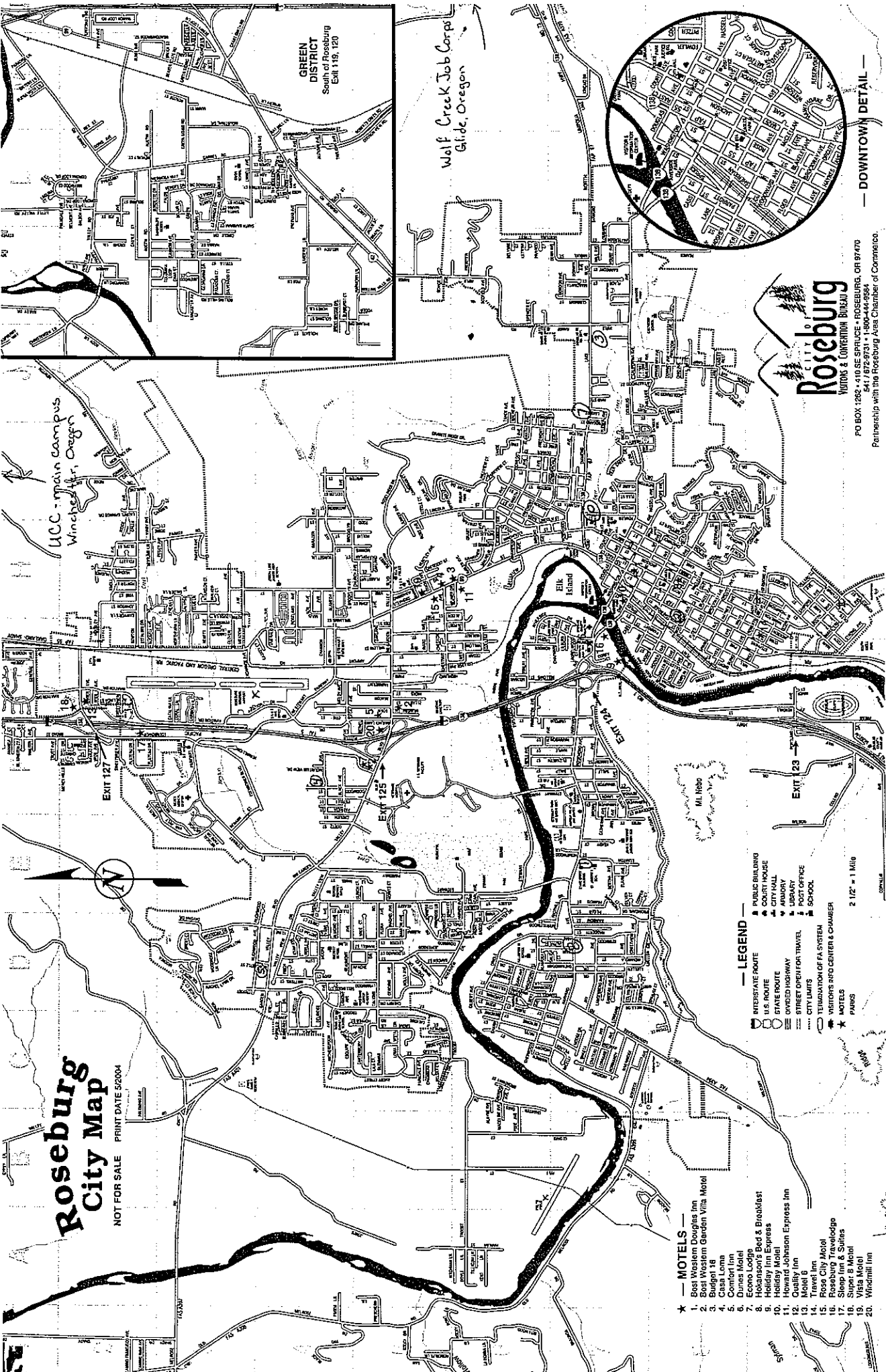
To determine whether Title IB funds are limited for adult employment and training activities, UT&E, as Title IB provider, will propose the limits and priority system for acceptance by the DCRWIB.

**Attachment C – Map and Legend for Map
Centers/Affiliates/Electronic Access Points**

| | FULL SERVICE SITES (CENTERS) | RESOURCES BY PARTNER |
|----|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Department of Human Services, Self Sufficiency Programs | Food Stamps, TANF, Refugee Program, Oregon Child Support Program, Emergency Assistance, Employment Related Day Care, Oregon Health Plan, JOBS |
| 2 | Employment Department | Veterans Program, JOBS Plus, Trade Act/NAFTA, Unemployment Insurance, Job Placement, JOBS |
| 3 | Umpqua Community College Business & Workforce Development Center | JOBS Program, Small Business Development Center |
| 4 | Umpqua Training & Employment | WIA Title IB (Adults, Dislocated Workers, Youth), National Emergency grants, JOBS |
| | ACCESS (AFFILIATE) SITES | |
| 5 | Department of Human Services, Vocational Rehabilitation Program | Vocational Rehabilitation Services |
| 6 | Umpqua Community College, Main Campus | General course for certificate or associate degree, Adult Basic Skills Development, Community Education |
| 7 | Southern Oregon Goodwill Industries, Inc. | Turning Point (head injuries), Welfare-to-Work, Employment and Training Programs, Self-directed services, Goodwill Technology Services, sub- contract work |
| 8 | Umpqua Community Action Network | Transitions Program, Housing Assistance, Utility Assistance, Emergency Food Assistance, Child Care Referral, Early Childhood Education, Second Chance Renters |
| 9 | Wolf Creek Job Corps | Job Corps |
| 10 | Douglas County Library System (information only) | Information |

Roseburg City Map

NOT FOR SALE PRINT DATE 5/2004

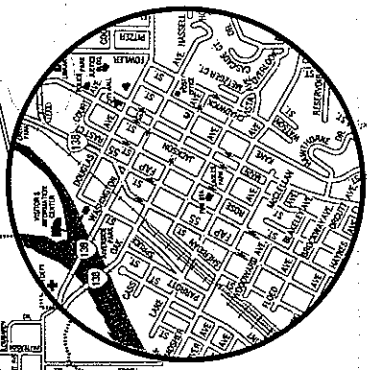


- ★ — MOTELS —
1. Best Western Douglas Inn
 2. Best Western Garden Villa Motel
 3. Budget 18
 4. Casa Loma
 5. Comfort Inn
 6. Econo Lodge
 7. Hobson's Bad & Breakfast
 8. Holiday Inn Express
 9. Holiday Motel
 10. Howard Johnson Express Inn
 11. Quality Inn
 12. Travel Inn
 13. Travel Inn
 14. Rose City Motel
 15. Roseburg Travelodge
 16. Sleep Inn & Suites
 17. Super 8 Motel
 18. Vista Motel
 19. Windmill Inn

- LEGEND —
- INTERSTATE ROUTE
 - U.S. ROUTE
 - DIVIDED HIGHWAY
 - STREET DRIVE FOR TRAVEL
 - CITY LIMITS
 - TERMINATION OF FA SYSTEM
 - VISITORS INFO CENTER & CHAMBER
 - MOTELS
 - PARKS
- 2 1/2" = 1 Mile

CITY OF
Roseburg
VISITORS & CONVENTION BUREAU

PO BOX 1362 • 510 SE SPRUCE • ROSEBURG, OR 97470
541.782.9731 • 1.800.444.9884
Partnership with the Roseburg Area Chamber of Commerce.



GREEN DISTRICT
South of Roseburg
Exit 119, 120

Wolf Creek Job Corps
Glid, Oregon

UCC - main campus
Winchesler, Oregon



MOU Checklist – Draft Guidance

Region: R6 Douglas County
 Date Reviewed: 02/9/05

| Necessary Elements of MOU (WIA SECT 121 C.) | Element Present (Yes/No) | Acceptable (Yes/No) | Other Comments |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------------------|----------------|
| 1. Parties to the MOU: | | | |
| a. Names and Address of the partners as well as the Federal, State or local programs that they are representing in this agreement. | Attachment A | | |
| 2. Duration of the Agreement | Y | | |
| 3. One-Stop System Overview | | | |
| a. Describe the vision of the One-Stop system, its partnerships and certified one-stop centers(s) and affiliate sites. Discuss the "as is" as well as the "to be" plans (strategic vision) for the system. | Y Attachment B | | |
| b. Any mission statement, general purpose statement and/or operating principles that partners have collectively agreed to pursue on behalf of the local workforce investment system should be included in this section as appropriate. | Y Attachment B | | |
| c. A map (or diagram) with the centers/affiliates/electronic access points identified and a written listing of sites by address with program operator(s) identified should also be included as an attachment to the MOU. | Y | | |
| d. Identify how the One-Stop system will ensure compliance with the Americans with Disabilities Act to ensure accessibility to customers with disabilities and other pertinent special populations within the local area. | Attachment B | | |
| e. Describe how customer service complaints and EO/ADA complaints will be coordinated and handled for core (universal access) One-Stop Services. Be sure to address to whom customers will be referred to obtain resolution or information on formal complaint processes and a description of the formal the process. Also, describe how program/partner specific grievances and EO/ADA complaints will be handled and processed. | Y | | |
| 4. Services to be Offered through the One-Stop System | | | |
| a. Each of the core, intensive, training and other supportive services that a partner will provide through the one-stop system must be identified, along with the applicable funding source for that service and a description of the manner in which the service will be made | Y | | |

| Necessary Elements of MOU (WIA SECT 121 C.) | Element Present (Yes/No) | Acceptable (Yes/No) | Other Comments |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------|----------------|
| <p>available through the system. Identify whether the one-stop sites will provide the service directly or provide access to the service (WIA Required Core Services must be available at the One-Stops).</p> | | | |
| <p>5. Referral Arrangements</p> | Y | | |
| <p>a. Describe the systematic referral process available at the one-stop sites and any alternative locations and explain how it will connect customers (both jobseekers and employers) to the services. This description should include the methods for referral of customers between the one-stop operators(s) and the one-stop partners and address the following:</p> <ul style="list-style-type: none"> ✓ Who will be the point of contact for the customer (including employer customers)? ✓ How will intake, enrollment and assessment processes be handled? ✓ Who will provide these services and how will initial referrals for service take place? | Y | | |
| <p>b. Describe the referral process and procedures that partners have agreed to use in the one-stop system (this may differ partner by partner).</p> | | | |
| <p>6. Cost Allocation & Resource Sharing. (See separate state checklist)</p> | Attachment | | |
| <p>7. Modification/Termination</p> | | | |
| <p>a. This MOU constitutes the entire agreement between the parties hereto. This MOU may be modified, altered, revised, extended or renewed by mutual written consent of all parties, by the issuance of a written amendment, signed and dated by all the parties. Submission of a revised MOU does not necessarily require a modification to the local plan.</p> <p>b. Any party to this MOU may terminate their participation in this MOU by giving not less than ninety (90) calendar days' prior written notice of intent to terminate to each of the partners. In such case, termination by one or more of the parties to this MOU does not alter the terms or obligations of the other parties to this MOU.</p> | Y | | |

| Necessary Elements of MOU (WIA SECT 121 C.) | Element Present (Yes/No) | Acceptable (Yes/No) | Other Comments |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------|----------------|
| <p>8. Dispute Resolution</p> <p>a. The parties hereto shall first attempt to resolve all disputes arising from the provisions contained in this MOU, informally and at the lowest applicable staff level. If dispute resolution is not accomplished, any party may call a meeting of the parties to formally discuss and resolve all such disputes. Should the parties fail to resolve the dispute, the dispute shall be referred to the Chair of the RWIB, who shall place the dispute upon the agenda of a regular or special meeting of the RWIB or it's Executive Committee. The RWIB or it's Executive Committee shall mediate the dispute and shall have final authority to resolve the issue.</p> | Y | | |
| <p>9. Severability</p> <p>a. If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU shall remain in full force and effect, until renegotiated or rewritten.</p> | Y | | |
| <p>10. Signatures: The MOU should conclude with a signature page for all One-Stop partners, Chair of the RWIB, Regional LEO and the President of the OWA and Chair of TOC to sign to confirm their acceptance of its terms by their signature.</p> | Y | | |
| <p>Other Comments:</p> | | | |

References: WIA Section 121 C.

| BEST PRACTICE Elements of MOU | Element Present (Yes/No) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1. One-Stop Performance Requirements and Goals | |
| <p>a. Reporting Assurances incorporated in each MOU</p> <ul style="list-style-type: none"> ✓ All partners in the One-Stop Delivery system will provide outcome performance data for the continuous improvement of the workforce investment system. ✓ All partners in the One-Stop Delivery system agree to work toward meeting common program performance goals and measures that align with the goals of the workforce investment system. | Y |
| 2. Information Sharing: | |
| <p>a. A general assurance should be included indicating that appropriate confidentiality parameters will be honored and that separate Confidentiality Agreements among partners wishing access to other partner's information may be need to be executed. If a common customer release form has been developed by all the partners for use in the one-stop system, a copy should be attached to this Agreement.</p> <ul style="list-style-type: none"> ✓ Each party to this Agreement warrants that it will comply with the provisions of the Workforce Investment Act and other applicable federal and state laws & refulations including but not limited to those relating to confidentiality of customer records. ✓ Each party agrees to use and honor a Client Information Release Form as a means for exchanging information about each client. The form will remain private and confidential in the files of the agency serving the lcient. | Y |
| 3. Fiscal & Administrative Agent Agreement (attachment) | |
| <p>The Oregon Consortium & Oregon Workforce Alliance will coordinate and provide fiscal oversight and administrative services for the multi-regional local workforce investment area in the delivery of WIA Title 1B services and for any other funds delegated to TOC/OWA by the TOC Regions.</p> <p>(Name of Regional WIA 1B Entity) will provide fiscal and administrative services for allowable WIA activities to include the following:</p> <ul style="list-style-type: none"> * Receive and safeguard the money * Prepare budget for Title 1B/system building funds for LEO's and (name of regional one-stop system) * Report income and expenditures of Title IB/systems building funds on a regular basis to (name of regional one-stop system). * Assure required audit * Disburse funds for Title IB/ system building funds * Coordinate grant writing for system building funds * Assume regular and customary fiduciary responsibilities | Attachment |