

7-1-07 to 6-30-08
WorkSource Redmond
2158 SE College Loop, Redmond, OR 97756

Resource/Cost Sharing Agreement, Attachment B to the MOU

Statement of Purpose:

The purpose of this Agreement is to establish the terms and conditions under which the Region 10 certified One Stop (WorkSource Redmond) partner organizations will share resources in performance of their duties in the One Stop Center. Partner organizations are listed below, and all notices regarding this Agreement shall be given to the following:

Parties to the Agreement:

The following partner organizations\Consortium of Program Operators have agreed to provide services through WorkSource Redmond and to share such costs that are of mutual benefit:

Partner Organizations/Consortium of Program Operators

PARTNER ORGANIZATION	PRIMARY FUNDING STREAM	PARTNER CONTACT INFORMATION
Central Oregon Community College	WIA Title II, Carl Perkins	Carol Moorehead 2030 SE College Loop Redmond, OR 97756 541-504-2902
Central Oregon Intergovernmental Council	WIA Title IB	Ann Delach 1645 NE Forbes Road Bend, OR 97701 541-317-2281
Oregon Department of Human Services	TANF, JOBS	Julie Weigel 2158 SE College Loop Redmond, OR 97756 541-548-5547
Oregon Employment Department	Wagner-Peyser	Laurel Werhane 2158 SE College Loop, Ste B Redmond, OR 97756 541-548-8196 x328
Oregon Vocational Rehabilitation Services	WIA Title IV	Roger Lemstrom 1230 NE 3 rd , Ste A-152 Bend, OR 97701 541-388-6336 x23

Definitions:

One Stop Operator:

The Consortium of Program Operators is recommended by the Central Oregon Workforce Investment Board to The Oregon Workforce Alliance with agreement from The Oregon Consortium. The One Stop Operator's responsibilities include managing and/or implementing day-to-day operations of the WorkSource Redmond One-Stop. The Consortium of Program Operators agrees that Central Oregon Intergovernmental Council is responsible for and has the authority to manage the progression of WIA Title IB customers from Core to Intensive Services.

Agreement Manager: The Central Oregon Intergovernmental Council serves as the Agreement Manager for WorkSource Redmond, and is responsible for the billing, tracking and payment of shared costs, oversight and review of shared costs, monitoring the allocation methodology and funding information and contract execution.

Timeframe of Agreement

This Agreement shall take effect on the date of last signature by the authorized individual for each One Stop Operator. This agreement shall remain in place from July 1, 2007 until June 30, 2008 or such time as a new agreement is approved by The Consortium of One Stop Operators, whichever is earlier.

Shared cost and Benefit

The One-Stop partners have identified two types of shared costs: system shared costs that benefit all One-Stop partners, and Center shared costs which benefit the partners co-located at the center.

System Shared Costs

COST ITEM	ANNUAL COST	BENEFIT
Outreach & Job Fair Participation	\$4,000	Promotional items and participation of universal services to clients thereby benefiting all partners.
Team Building & Consultation	\$2,000	Team Building improving customer service and internal relations thereby benefiting all partners.
TOTAL	\$6,000	

Center Shared Costs

COST ITEM	ANNUAL COST	BENEFIT
Common area space and utilities – Building #2 (4,354 sq. ft. @ \$1.16 per foot per month)	\$60,607.68	Shared meeting space and lobby area for three co-located partners – COIC, DHS and OED
TOTAL	\$60,607.68	

Allocation Methodology

The partners agree that the methodology for identifying the fair share of the system shared costs and expenses will be equal access allocation based on the system costs being of an equal benefit to all partners. The partners have agreed for the fiscal year 2007-2008 that the system cost resource to be contributed is cash.

System Shared Costs

PARTNER	%	\$
COCC	20%	\$1,200
COIC	20%	\$1,200
DHS	20%	\$1,200
OVRS	20%	\$1,200
OED	20%	\$1,200
TOTAL	100%	\$6,000

The partners also agree that the center shared costs will be allocated based on partner square footage at the One-Stop center, and applies only to partners co-located at facility:

Center Shared Costs

PARTNER	Dedicated Square Footage in One-Stop	Proportionate Share	
COIC	1,386	15%	\$9,091.15
DHS	3,730	40%	\$24,243.08
OED	4,232	45%	\$27,273.45
TOTAL	9,348	100%	\$60,607.68

The partners will pay their proportionate share of center shared costs directly to COCC (facility owner), as per space lease agreements. Center shared costs payments will not be made to the Agreement Manager or Fiscal Agent.

Resource Sharing Agreement Management – System Shared Costs

The Consortium of Program Operators has been identified as the entity responsible for tracking the system shared costs and application of the resource methodology for system shared costs. In the event a shared item of cost exceeds the estimated budgeted stated in this agreement, the prior approval from the Operators is required before the item or service can be secured. Total cost in excess of this agreement shall be borne by the COWIB. All notices regarding this Agreement shall be sent to **The Consortium of Program Operators C/O COIC, 2363 SW Glacier Place, Redmond, OR 97756 – Attention: Karen Fenty-Friend.**

In the event program income is earned at the One-Stop as a result of system shared costs or activities, then that income must be distributed to all partner organizations that participated in the activity or costs and allocated in the same proportion. Program income will be used to reduce each partner's share of costs or resources needed to fund the system shared costs identified in this agreement so long as it is allowable under the partners' authorizing statutes and regulations.

Billing and Payment

All system shared cost payments shall be made to the Agreement Manager. Billing by the Agreement Manager shall occur on day 1 of the executed agreement. The Agreement Manager must receive all payments no later than 30 calendar days after receipt of invoice or notice for payment. No costs will be incurred until all payments are received. Partner non-payment will be referred to the Central Oregon Workforce Investment Board for collection.

All invoices for costs incurred will be provided to the Consortium of Program Operators for approval. Reconciliation of actual costs will occur quarterly. In the event estimated costs exceed or are less than actual costs, agencies are still responsible for their share of costs as stated in this agreement based upon the agreed cost allocation methodology. The Agreement Manager is COIC, 2363 SW Glacier Place, Redmond, OR 97756, attention: Karen Fenty-Friend.

Agreement Modification

This Resource Sharing Agreement may be modified at any time by written agreement of all parties to the RSA. As authorized by the Central Oregon Workforce Investment Board, the Consortium of Program Operators shall have final approval of the format and timing of modifications. Modifications to the MOU will be cause for a modification to this RSA, and shall occur when partner organizations join or leave WorkSource Redmond. Additionally, modifications may be made on a quarterly basis as a result of the analysis of shared costs and partner contributions, or other changes such as additional services that benefit WorkSource

Redmond that are approved by a majority of the operators and the COWIB. Modifications should be completed within 30 days of the authorizing change event.

Dispute Resolution Process

The parties to the RSA shall first attempt to resolve all disputes informally with the affected parties. Any party may call a meeting of The Consortium of One Stop Operators to discuss and resolve disputes.

If informal resolution efforts fail, the dispute shall be referred to the Chair of the COWIB, who shall place the dispute on the agenda of a meeting of the Board. The Board shall attempt to mediate and resolve the dispute.

If the Board fails to resolve the dispute, a party of interest may appeal in writing to the Chief Elected Officials of Crook, Deschutes, and Jefferson Counties. If a satisfactory resolution is not achieved following appeal to the Chief Elected Officials, final appeal may be made in writing to the Commissioner of the Department of Community Colleges and Workforce Development of the State of Oregon.

Assurances

This agreement will be interpreted under Oregon and Federal Law. The individual signing this agreement on behalf of his/her agency has the authority to do so. Each agency warrants that it will comply with all Federal and State laws, regulations and policy that apply to this Agreement.

Termination

Withdrawal from the agreement requires ninety calendar days written notice to the other partners and thirty calendar days in the event of a major financial shortfall or non-appropriation of funds. Furthermore, upon the withdrawal of any agency, the future costs associated with this Agreement shall be reallocated among the remaining agencies, and this Agreement shall be modified, in writing, accordingly.

The partners have agreed 1) to aggregate the system shared costs as identified in this agreement associated with WorkSource Redmond and use a single allocation base to distribute the costs; 2) that access to the system shared cost items is of equal benefit to all participating partners; 3) the total system shared costs of the WorkSource Redmond are allocated equally to all participating partners; and 4) to all the terms of this Agreement by signing below:

Central Oregon Community College
Dr. James Middleton, President

Central Oregon Intergovernmental Council
Tom Moore, Executive Director

Date

Date

Employment Department
Laurel Werhane, Central Oregon
Manager Region 10

Department of Human Services
Ron Parsons, Self Sufficiency Senior Program

Date

Date

Vocational Rehabilitation Services
Roger Lemstrom, Field Office Manager, Central Oregon

Date