

# WorkSource Pendleton One-Stop Center Resource Sharing Agreement

July 1, 2007 – June 30, 2008  
(Addendum to MOU)

## I. STATEMENT OF PURPOSE

The purpose of this agreement is to establish the terms and conditions under which the WorkSource Pendleton Partnership will allocate costs and share resources at the WorkSource Pendleton One-Stop Center located at 408 SE 7th St., Pendleton, Oregon. Through this agreement, the WorkSource Pendleton Center Partners have identified two types of shared costs. System costs that benefit all One-Stop partners and Center costs which benefit the partners co-located at the center.

## II. PARTIES TO THE AGREEMENT

The following partner organizations have agreed to provide services through the Region 12 One-Stop Delivery System and to share such costs that are of mutual benefit:

<b>PARTNER ORGANIZATION</b>	<b>PRIMARY FUNDING STREAM</b>	<b>PARTNER CONTACT INFORMATION</b>
Blue Mountain Community College	WIA Title II	Margaret Saylor, PO Box 100, Pendleton, OR 97801 541-564-9021 ext. 3300
Office of Vocational Rehabilitation	WIA Title IV	Kris Kennedy 500 Summer Street NE, E-87 Salem, OR 97301 503-945-6260
Community Action Program of East Central Oregon	WIA Title IB	Deborah Hayward, 721 SE Third St., Suite D, Pendleton, OR 97801 541-278-5667
Department of Human Services	TANF, JOBS	Ivonne Lopez, 950 SE Columbia Dr., Hermiston, OR 97838 541-567-2253 ext. 245
Oregon Human Development Corporation	WIA Sec: 167 National Farm Worker Jobs Program	Susi Ortega, 950 SE Columbia Dr., Suite B, Hermiston, OR 97838 541-564-5687
Confederated Tribes of the Umatilla Indian Reservation	WIA Native American Grantee	Jue-Jue Withers-Lyons, PO Box 638, Pendleton, OR 97801 541-276-3570
Oregon Employment Department	Wagner-Peyser	Kathy Mendoza, 408 SE Seventh St., Pendleton, OR 97801 541-276-9050 ext. 222
Umatilla Morrow Education Service District	Carl Perkins	Caryn Appler, 2001 SW Nye, Pendleton, OR 97801

### III. DEFINITIONS

**Agreement Manager:** The person named by the partnership to be responsible for the oversight, monitoring and review of fiscal functions of the Resource Sharing Agreement. Region 12's Fiscal Manager shall be Community Action Program of East Central Oregon (CAPECO) effective July 1, 2007 and until further notice.

### IV. SHARED COSTS AND BENEFIT

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

<b>SYSTEM COSTS</b>	<b>ANNUAL COST</b>	<b>BENEFIT</b>
Marketing, Outreach: ie. Newspaper Ads; Job Fair Promotion; Brochures	\$2,500	All One-Stop partners agree that they benefit from the costs associated with outreach to the residents of Region 12.
Supplies: paper, ink, etc. for the resource room	\$1,000	All partners agree that they benefit from the availability of center supplies and materials to provide universal services.
<b>TOTAL</b>	\$3,500	

<b>CENTER COSTS</b>	<b>ANNUAL COST</b>	<b>BENEFIT</b>
Greeter, 1.0 FTE	\$24,256	Common staff position that meets and greets the public thereby benefiting all of the co-located partners.
Workshop Instructor, .75 FTE	\$29,572	Staff position providing universal services thereby benefiting all of the co-located partners.
Space and utilities associated with providing universal services (1999 sq. ft. @ \$1.14 per foot)	\$27,346	Allocated space for providing universal services thereby benefiting all of the co-located partners.
<b>TOTAL</b>	\$81,174	

### V. ALLOCATION METHODOLOGY

The partners agree that system costs equally benefit all the partners therefore each partner will bare an equal portion of the costs. The partners also agree that the Center costs will be allocated based on each partners FTE's at the One-Stop center.

**System Shared Costs**

PARTNER	%	\$
BMCC	12.5%	\$437.50
CAPECO	12.5%	\$437.50
DHS	12.5%	\$437.50
OVRS	12.5%	\$437.50
OHDC	12.5%	\$437.50
OED	12.5%	\$437.50
CTUIR	12.5%	\$437.50
UMESD	12.5%	\$437.50
TOTAL	100%	\$3,500

**Center Shared Costs**

PARTNER	FTE in One-Stop	Proportionate Share	
DHS	2.08	23%	\$18,670
OED	3.80	42%	\$34,093
OVRS	1.0	11%	\$ 8,929
CAPECO	2.10	24%	\$19,482
TOTAL	8.98	100%	\$81,174

**VI. RESOURCE SHARING PLAN**

Each Region 12 One-Stop partner agrees to pay the appropriate share of the agreed upon costs by contributing cash, or goods and services as follows:

**System Resource Sharing Plan**

Cost Category	BMCC	CAPECO	DHS	OED	OVRS	OHDC	UMESD	CTUIR	TOTAL
Marketing	312.50	312.50	312.50	312.50	312.50	312.50	312.50	312.50	2,500
Supplies	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1000
Total	437.50 Cash	437.50 Cash	437.50 Cash	437.50 Cash	437.50 Cash	437.50 Cash	437.50 Cash	437.50 Cash	3,500 Cash

**Center Resource Sharing Plan**

		DHS	OED	OVRS	CAPECO
Cost Category	Cost	23%	42%	11%	24%
Greeter, 1FTE	\$ 24,256				\$ 24,256
One-Stop Instructor	\$ 29,572	\$ 10,000			\$ 19,572
Space & Utilities	\$ 27,346		\$ 27,346		
TOTAL	\$ 81,174				
Goods & Services Subtotal		\$ 10,000	\$ 27,346	\$ -	\$ 43,828
Benefit Received/Fair Share		\$ 18,670	\$ 34,093	\$ 8,929	\$ 19,482
Cash Rebalancing,(Due To)/Due From		\$ 8,670	\$ 6,747	\$ 8,929	\$(24,346)

**VII. MODIFICATIONS, RECONCILIATION AND ADJUSTMENTS**

The partners recognize that modifications may be necessary during the period that the Resource Sharing Agreement is in effect (2007-08). The partners to the Resource Sharing Agreement will undertake modification of the agreement collaboratively. Any modifications to this agreement, to be valid, must be in writing and signed off on by all the partners. Oral modifications shall have no effect. If any provision of the agreement is held invalid, the remainder of the agreement shall not be affected.

All payments shall be made or identified with the Fiscal Agent. No costs will be incurred until the agreement is signed by all partners. Partner non-payment will be referred to the Regional Workforce Investment Board for collection. All invoices for costs incurred will be provided to the Workforce Investment Board for approval by the Board, if requested. All non-cash payments will be documented and retained by the Fiscal Agent for audits or other reconciliations.

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

Reconciliation to actual costs will occur quarterly. Final reconciliation can be realized through the payment of cash. Each partner is responsible to provide supporting documentation with each quarter in the absence of quarterly documentation an invoice for cash may be generated.

## **VIII. DISPUTE RESOLUTION PROCESS**

The parties shall first attempt to resolve all disputes informally. Any party may call a meeting of the One-Stop partners or additional parties involved to discuss and resolve disputes. Should informal resolution efforts fail, the dispute shall be referred to the Chair of the Region 12 Workforce Investment Board within 15 days, 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. Disputes shall be resolved by 2/3-majority consent of the Executive Committee members present. The decision of the R12 Executive Committee shall be final and binding unless such a decision is in contradiction of applicable State and Federal laws or regulations governing the partner agencies.

## **IX. 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.

## **X. TERMS OF AGREEMENT**

This agreement shall be in effect July 1, 2007 through June 30, 2008. This agreement will be reviewed quarterly, and as partnership changes occur, to warrant accuracy.

**WORKSOURCE PENDLETON  
RESOURCE SHARING AGREEMENT  
AUTHORIZING SIGNATURES**

*Department of Human Services*

*Blue Mountain Community College*

\_\_\_\_\_  
Ivonne Lopez Date

\_\_\_\_\_  
John Turner Date

*Oregon Employment Department*

*Office of Vocational Rehabilitation*

\_\_\_\_\_  
Kathy Mendoza Date

\_\_\_\_\_  
Kris Kennedy Date

*Umatilla Morrow Education Service  
District*

*Community Action Program of East  
Central Oregon*

\_\_\_\_\_  
Al Meunier Date

\_\_\_\_\_  
Deborah Hayward Date

*Confederated Tribes of the Umatilla  
Indian Reservation*

*Oregon Human Development Corporation*

\_\_\_\_\_  
Antone Minthorn Date

\_\_\_\_\_  
Ron Hauge Date