



NEMO WORKFORCE DEVELOPMENT BOARD

MEMORANDUM OF UNDERSTANDING PY 2020 - 2024

I.

LEGAL AUTHORITY

The Workforce Innovation and Opportunity Act (WIOA) Section 121(c)(1) requires that the local Workforce Development Board (WDB), with the agreement of the Chief Elected Officials (CEO), shall develop and enter into a memorandum of understanding (MOU) between the Local WDB and the One-Stop Partners consistent with WIOA Section 121(c)(2), concerning the operation of the One-Stop Delivery System in the local Workforce Development Area (LWDA). “The MOU is the product of local discussion and negotiation and is an agreement developed and executed between the Local WDB and the One-Stop Partners. Agreement of the CEO and the One-Stop Partners, relating to the operation of the One-Stop Delivery System in the LWDA. Northeast Missouri Workforce Development Board is not required to develop a regional plan under sec. 106 of WIOA.” [20 CFR 678.500 (a), 34 CFR 361.500(a), and 34 CFR 463.500(a) and in federal guidance.

Additionally, the sharing and allocation of infrastructure costs among One-Stop Partners is governed by WIOA sec. 121(h), it’s implementing regulations, and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR part 200.

Therefore, pursuant to the above legal requirements, Northeast Missouri Workforce Development Board, with the agreement of the CEOs, shall develop and enter into a MOU (between the Local WDB and the One-Stop Partners) concerning the operation of the One-Stop Delivery System in each regional area. The MOU shall contain provisions describing services to be provided through the One-Stop Delivery System including the manner in which services will be coordinated and delivered through such system. The MOU shall include how the costs of such services and the operating costs of such system will be apportioned through an infrastructure funding agreement (IFA). The MOU shall include a description of the methods of referral for appropriate services and activities between the One-Stop Operator and partner agencies.

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	Warrenton Job Center: MOU-CC1, MOU-CC2, MOU-CC3	

I. INTRODUCTION

This Memorandum of Understanding (MOU) establishes the spirit of cooperation and collaboration by the Northeast Missouri Workforce Development Board, Inc., hereafter referred to as NEMO WDB; and the One-Stop Delivery System signatory partners (“the Partners”) hereafter named. It describes how we will use their various funding streams and resources to serve their mutual customers, both jobseekers and employers, through an integrated system of service delivery operated at two comprehensive sites (Hannibal and Kirksville), called Missouri Job Centers, and two affiliated satellite sites (La Belle and Warrenton). We also have one Access Point in Macon. We understand that the development and implementation of these sites will require mutual trust and teamwork between the partnering agencies. In addition to these sites, NEMO WDB and the Partners agree to utilize all of our sites to meet customers where they are and work together to accomplish our shared goals.

II. MISSION STATEMENT

The mission of the Workforce Development Board is to maintain a private and public partnership within Northeast Missouri that:

1. Develops workforce development policies
2. Evaluates local workforce skills needed by local business and industry
3. Oversees the local workforce development efforts
4. Ensures the coordinated and efficient use of workforce development resources
5. Provides leadership, direction and accountability for the resources.

III. VISION STATEMENT

The Northeast Missouri Workforce Investment Board, Inc. dba Northeast Missouri Workforce Development Board, Inc. located at 111 East Monroe Street, Paris, Missouri 65275, acts as an oversight and coordinating agent for a sixteen county area known as the Northeast Missouri Workforce Development Area.

The Board, in coordination with area Chief Local Elected Officials, has the responsibility to spearhead a partnership targeted with improving and enhancing the readiness of the area’s workforce, which supports area economic development and competition in the global economy of the 21st century.

The Northeast Missouri Workforce Development Board coordinates and oversees delivery of services to sixteen (16) counties in Northeast Missouri. The counties served are Adair, Clark, Knox, Lewis, Lincoln, Macon, Marion, Monroe, Montgomery, Pike, Ralls, Randolph, Schuyler, Scotland, Shelby and Warren.

Shared vision and commitment of the NEMO WDB and required Partners to a high quality local workforce delivery system

1. The vision of the Northeast Missouri Workforce Development Board (NEMO WDB) is that of a skilled workforce that supports the current and future needs of business and industry, and enhances the economic prosperity of the citizens of the Northeast Region in Missouri. The NEMO WDB functions as the convener in connecting, brokering, leveraging workforce system stakeholders. The NEMO WDB provides coordinated and efficient use of workforce development resources, develops workforce policy, and maintains accountability for the resources. The Board will foster better alignment of Federal investments in job training, to integrate service delivery across programs and improve efficiency in service delivery, and to ensure that the workforce system is job-driven and matches employers with skilled individuals.
2. One of the principal areas of WIOA reform is to plan across core programs and foster development of more comprehensive and integrated approaches, such as career pathways and sector strategies, for addressing the needs of businesses and workers. Northeast Missouri Workforce Development Board has built strong networks throughout NE Missouri and beyond. This network has helped the NE Region expand programs for populations that are often overlooked, such as Justice Involved Individuals, Individuals with Disabilities, Youth, and Older Workers. Successful implementation requires robust relationships, enhanced coordination and partnerships with local entities and supportive service agencies.

NEMO Workforce Board recognizes that the vision must be flexible to changes in the economy in order to serve the jobseekers and employers. With the strong economy and low unemployment rates, the ability to coordinate and collaborate with our partners has strengthened and will continue to strengthen to build innovative programs to serve our business and job seeking customers.

3. The NEMO Workforce Development Board will hold Partner Convening sessions at the beginning of the Program Year to establish strategic goals, following our PY2020 Local Plan, and the timeline to accomplish these goals. There will be a session held in each of the three sub-regions and the group will set future dates to meet.
4. During the writing of the local plan, most of the Partners were contacted for input into the PY2020-2024 plan. The Board created the MOU and IFA based on input gained during this process. The MOU and IFA were sent to each of the partners and a conference call was held to discuss any issues or ideas regarding the documents. Once agreement was determined, the contracts were sent to the Partners for signature.
5. Most Partners participated in the local process via the conference call or individual meetings. For those partners that were unable to meet, we were able to communicate via email.
6. If consensus is not reached by all partners, the Office of Workforce Development will be informed of the impasse. They will intervene in the process if needed.

II. STRATEGIC VISION

The purpose of the Missouri Job Centers is to advance the economic well-being of the NEMO WDB by developing and maintaining a quality workforce. The Centers shall serve as focal points for local and regional workforce innovation initiatives. Achieving this will require delivering high quality and integrated workforce innovation, education, and economic development services for jobseekers, incumbent workers, and employers. In order to deliver these services successfully, we will need the assistance of our partners.

A. NAME AND LOCATION OF COMPREHENSIVE ONE-STOP CENTER(S) & AFFILIATE JOB CENTERS

LOCAL COMPREHENSIVE ONE STOP JOB CENTERS The Northeast Region consists of two “comprehensive” full service One-Stop Missouri Job Centers located in Kirksville and Hannibal. Additionally, there are Affiliate sites located in La Belle and Warrenton and an Access Point in Macon.

NAME OF JOB CENTER	Missouri Comprehensive Job Center Hannibal	Missouri Comprehensive Job Center Kirksville	Missouri Affiliate Job Center Warrenton	Affiliate Job Center La Belle	Access Point Macon
ADDRESS	203 North 6 th Street, Hannibal MO 63401	2105 East Normal, Kirksville MO 63501	111 Steinhagen Road Warrenton MO 63383	103 South Third La Belle MO 63447	1404 South Missouri Suite 221 Macon MO 63552
PHONE NUMBER	573-248-2520	660-785-2400	636-456-9467	660-213-3221	660-385-6570
FAX NUMBER	573-248-2526	660-785-2404	636-456-2329	660-213-3223	660-385-6576

B. PARTIES TO THE MOU

This MOU is a collaborative agreement between the CLEOs, the NEMO WDB, and the One-Stop Partners as listed below:

- WIOA Title I Adult, Dislocated Worker, and Youth
- WIOA Title II Adult Education and Literacy
- WIOA Title III Wagner-Peyser
- WIOA Title IV Vocational Rehabilitation
- Carl Perkins Career Technical Education
- Title V Older Americans Act
- Job Corps
- Native American Programs (Section 166)
- Migrant Seasonal Farmworkers (Section 167)
- Veterans
- Youth Build
- Trade Adjustment Assistance Act

- Community Services Block Grant
- Housing & Urban Development
- Unemployment Compensation
- Second Chance
- Temporary Assistance for Needy Families (TANF)
- Supplemental Nutrition Assistance Program (SNAP) Employment and Training services (If Required)

PARTNER PROGRAM SERVICES

PARTNER / SERVICES OFFERED Services offered at the One-Stop indicated with a Black Checkmark. Services Offered & Physically Located at the One-Stop is indicated with a Red Checkmark	Missouri Job Center Hannibal	Missouri Job Center Kirksville	Affiliate Job Center Warrenton	Affiliate Job Center Labelle	Access Point Macon
Office of Workforce Development – Title 1 Adult, Dislocated Worker & Youth	✓	✓	✓	✓	✓
Office of Workforce Development – Wagner-Peyser Basic Career Employment and Training Services, Trade Act, Veteran's Employment Services	✓	✓	✓	✓	✓
Boonslick Regional Planning Commission – (Subrecipient to the NEMO WDB – Warrenton Job Center) WIOA Title 1 B Adult and Dislocated Worker and Youth, TANF Skillup, TANF Food & Nutrition Services, TANF Youth Jobs League, WIOA Intensive Employment and Training Services			✓		
GAMM, Inc. – (Subrecipient to the NEMO WDB – Kirksville and Hannibal Job Centers) WIOA Title 1 B Adult and Dislocated Worker and Youth, TANF Skillup, TANF Food & Nutrition Services, TANF Youth Jobs League, WIOA Intensive Employment and Training Services, DESE	✓	✓		✓	✓
Moberly Area Community College – Adult Education Literacy – Moberly and Bowling Green	✓	✓			
Macon County R-1 School District – Adult Education Literacy – Macon, Monroe City, Hannibal, Shelbyville, LaBelle, & Kirksville	✓	✓		✓	
St. Charles Community College – Adult Education Literacy – Warren, Lincoln, and Pike County			✓		
Post-Secondary Vocational Education under Carl Perkins Act – Kirksville Area Technical School		✓			

PARTNER / SERVICES OFFERED **Physically Located at the One-Stop is indicated with a Red Checkmark	Missouri Job Center Hannibal	Missouri Job Center Kirksville	Affiliate Job Center Warrenton	Affiliate Job Center Labelle	Access Point Macon
Post-Secondary Vocational Education under Carl Perkins Act – Pike Lincoln Technical Center	√		√		
Post-Secondary Vocational Education under Carl Perkins Act – Moberly Area Technical School	√	√			
Post-Secondary Vocational Education under Carl Perkins Act – Macon County R-1 School Adult Education	√	√			
Post-Secondary Vocational Education under Carl Perkins Act – Hannibal Career and Technical Center	√				
SER National – SCSEP Older Worker Employment and Training (Employment and Training Services for Mature Workers 55 & over)	√	√			
AARP Foundation – SCSEP Older Worker Employment and Training (Employment and Training Services for Mature Workers 55 & over)			√		
Vocational Rehabilitation and Vocational Rehabilitation Services for the Blind – Specialized Services for Individuals with Disabilities	√	√	√		
Division of Employment Security – Unemployment Services, RESEA (Re-employment Services and Eligibility Assessment)	√	√	√		
Migrant Seasonal Farmworkers and United Migrant Opportunity Services – Employment/Training Services	√	√	√	√	√
Department of Corrections , including Probation and Parole – Referrals for Employment and Training	√	√	√		
Community Service Block Grant (NECAC) – Support & Resources for Low-Income families, Partner for SkillUp	√	√	√		
TANF – Missouri Work Assistance – Training and Employment Services for individuals receiving cash payments from TANF.	√	√	√		

NEMO WDB ONE-STOP OPERATORS		
	GAMM, INC.	BOONSLICK REGIONAL PLANNING COMMISSION
ADDRESS	103 South Third	111 Steinhagen Road
PHONE	La Belle MO 63447	Warrenton MO 63383
NUMBER	660-213-3221	636-456-9467
FAX	660-213-3223	636-456-2329
NUMBER		
PRIMARY CONTACT	DANA KELLER, EXECUTIVE DIRECTOR	CHAD EGGEN, EXECUTIVE DIRECTOR
WEBSITE	https://gamminc.org	http://boonslick.org/missouri-job-center-warrenton-2/
LOCATIONS	Hannibal Job Center, Kirksville Job Center, LaBelle Job Center, and Macon Access Point	Warrenton Job Center

C. ONE-STOP CENTER SERVICES

Consistent with WIOA, Basic Career Services, Individualized Career Services, and Follow-Up Services are the services provided to the jobseekers. The Job Centers also offer training, education, and work experience opportunities, including OJT and Registered Apprenticeship. The Business Services Team, that consists of workforce staff as well as some of the Partners, ensure that all employers are receiving assistance to fill their positions with skilled applicants.

PARTNER / SERVICES OFFERED Services offered at the One-Stop indicated with a Black Checkmark.	Co- Located is indicated with a Red Checkmark	Service Commitment for Northeast Missouri Workforce Development Board
WIOA Title III – Wagner-Peyser Basic Career Employment and Training Services	✓ ✓	WIOA Title III Wagner-Peyser Staff are co-located at the Job Centers. Their employer of record is the Department of Higher Education, Office of Workforce Development. Many of the Title 1 WIOA Staff are cross trained to provide Wagner-Peyser Services. All One-Stop Partners have a direct linkage to Wagner-Peyser services through the referral process. There is a Wagner-Peyser representative on the NEMO Board.
WIOA Title 1 Adult, Dislocated Worker, and Youth Employment and Training Programs.	✓ ✓	NEMO WDB contracts with GAMM, Inc. and Boonslick Regional Planning Commission to provide staffing and services for the WIOA Title 1 Adult Program. The contracted staff are responsible to identify, assess, and enroll all eligible customers and ensure they receive the services they require for successful completion of their goals. The staff is also responsible to work with employers to fill their openings with qualified workers.

PARTNER / SERVICES OFFERED Services offered at the One-Stop indicated with a Black Checkmark.	Co- Located is indicated with a Red Checkmark	Service Commitment for Northeast Missouri Workforce Development Board
WIOA Title II Adult Education and Literacy through Moberly Area Community College (Moberly and Bowling Green): Macon County R-1 School District – Macon, Monroe City, Hannibal, Shelby, LaBelle, & Kirksville: St. Charles Community College – Adult Education Literacy – Warren, Lincoln, and Pike County	✓ ✓	WIOA Title II Adult Education and Literacy is a vital program in our region. We have been very successful working with our AEL partners through the years, providing referrals to each other to ensure our customers are receiving all services available to them through AEL and the Job Center. In addition to the cash contribution, MACC is offering Remediation Services for Adults and Youth and Adult Mentoring for our Youth clients. Macon AEL will also be providing Remediation Services for Adults and Youth and Adult Mentoring Services for Youth.
Carl Perkins Career and Technical Education Pike-Lincoln Technical Center, Moberly Area Technical School, Macon County R-1 Adult Education, Hannibal Career and Technical & Kirksville Area Technical School	✓	NEMO WDB is developing closer relationships with all of the Career and Technical Schools in the region due to the rise of trade skills needed to fill current job openings. They provide a wide array of classes and certifications and many of these can be completed while attending high school. Others can be tied to a registered apprenticeship for advanced certifications that are industry recognized nationwide.
WIOA Title V Older American Act SER National & AARP Foundation	✓	WIOA Title V staff have utilized the Job Centers to enroll participants and hold training and recruiting events. The Job Centers and Title V have a referral system to ensure all older workers are receiving all services available to them. Title V staff attend inter-agency meetings at our job centers when possible and we act as a training site (host agency) for their participants.
Vocational Rehabilitation and Vocational Rehabilitation Services for the Blind – Specialized Services for Individuals with Disabilities	✓	WIOA Title IV Vocational Rehabilitation (VR) has been a valuable partner for many years. Their staff serve/chair Board committees and a representative sits on the Board and Executive Committee. A referral system is used to ensure our clients are served by both agencies when needed. We partner with them on hiring events.
Division of Employment Security – Unemployment Services, RESEA (Re- employment Services and Eligibility Assessment)	✓ ✓	All Wagner-Peyser and WIOA Title 1 staff are trained to give basic information to Unemployment Insurance Customers and assist them with UI claims. For customers needing additional assistance at both Comprehensive and Affiliate Centers are able to call an unlisted number to receive additional assistance. All WP and WIOA Title I staff have been trained to deliver RESEA services for unemployed customers.
Migrant Seasonal Farmworkers and United Migrant Opportunity Services – Employment/Training Services	Referral only	Migrant and Seasonal Farmworkers Program staff will provide literature for distribution to clients as well as a teleconference presentation. MSFW will provide paperless and virtual services. All Job Center staff have a direct linkage with MSFW services through MoJobs. Board staff will provide training to all staff on the referral process.
Second Chance Act	N/A	This service is not available in this region, but we are working with the Department of Corrections with the re-entry program for probation, parole, and incarcerated customers.

PARTNER / SERVICES OFFERED Services offered at the One-Stop indicated with a Black Checkmark.	Co- Located is indicated with a Red Checkmark	Service Commitment for Northeast Missouri Workforce Development Board
Community Service Block Grant (NECAC) – Support & Resources for Low-Income families, Partner for SkillUp		NECAC and the Job Center staff work closely together with the SkillUp program and sharing resources for our customers. NECAC provides workshops to our customers. They have an office in most of our counties and they serve on many of the Board committees. They also have a representative on our Executive Committee, Board, as our Secretary-Treasurer. They provide space for us to meet with customers and Access point for customers to access computer/internet for job related tasks and computer training on Software provided by the Board.
TANF – Missouri Work Assistance – Training and Employment Services for individuals receiving cash payments from TANF.	✓ ✓	Supplemental Nutrition Assistance Program and Training Services are available to the customers through WIOA Subrecipients, CSBG, TANF, and the Community Colleges. These agencies provide some of the same services and some have additional services, so we utilize a referral process to ensure the clients are receiving all of the resources needed to complete their goals successfully.
Job Corps	Referral only	Job Corps does not have a representative in our region at this time, but we are able to call them to refer clients.
Veterans Administration – Employment and Training	✓ ✓	Veterans Representatives are co-located in both comprehensive centers and see customers at the affiliate sites by appointment. All One-Stop partners have direct linkage to the Veteran's representatives. They provide valuable services to our centers by not only serving veterans, but also assisting with hiring events and serving on committees. Some of the Veteran Staff also have Employer Outreach responsibilities, which help us to promote our business services to employers and the community.
Trade Adjustment Assistance Act	✓ ✓	Trade Adjustment Assistance Act staff are co-located in the Comprehensive Job Centers. All One-Stop Partners have direct linkage to their services. Their representatives work with WIOA Title 1 staff to co-enroll all customers in WIOA services.
Native American Programs		No providers in this region
Youth Build		No providers in this region
Housing and Urban Development – Employment and Training		No providers in this region

The One-Stop Partners work together to ensure services are provided to the job-seekers and business customers in the Northeast Region. The number of funding streams and variety of resources available to our customers, along with reduction of funding in almost all agencies, make it even more critical that we work together to make the money stretch so we are still able to provide necessary services for our clients. It takes commitment from all One-Stop Partners to make this work seamlessly.

- Collaborate about and promote the coordinated delivery of services through program integration whenever and participate in joint planning at the State and local level.
- Coordinate resources and programs to ensure a streamlined and efficient Workforce Development system.

- Provide direct access to services through real-time technology.
- Promote information sharing and coordination of activities to improve the performance of the One-Stop System in part by data access agreements.
- Continue to support and implement the unified system of measuring program performance and accountability.

D. RESPONSIBILITY OF MISSOURI JOB CENTER PARTNERS

- Include all One-Stop Partners to enable the entire workforce system to be more involved in the planning by regularly attending and offering ideas and input on best practices and continuous improvement, economic trends, education trends, agency activities and other important information that will help the Board and Partners work better together.
- Participate in Board training events, meetings, and committees, so all Board Members and CLEOS stay abreast of the collaboration that is taking place to, not only provide a better experience for our jobseekers and business customers, but also to remove duplication and make the public workforce system a more efficient and cost effective way to do business.
- All partners should utilize the Services Navigator to view the services available in the area. They should also ensure their information is always up to date. The Job Centers act as the Hub for Referrals so it is important that we always have the most current information. In addition, the Partners and the Job Center Staff agree to communicate with each other on the status of the referral. [Services Navigator](#)
- The mission and vision we all share is to provide our clients with every opportunity possible to educate and train so they are able to find self-sustaining employment for themselves and their families. In order to accomplish this, we need the support and collaboration of our businesses, community colleges, career and technical centers, and the agencies that offer supportive services and funding for these needs.
- All One-Stop Partners agree to share in the planning, implementation, and operation of the Job Center system with the CLEOs, NEMO WDB, and the One-Stop Operator, as outlined in this document. These responsibilities could also include assisting with capacity building and professional development opportunities for staff to help provide the best services for our mutual customers.
- All partners can assist in marketing each other's products and services by sharing the information at other meetings and with their clients. We should all include representatives from each of the willing agencies to sit on advisory boards, committees, or make presentations. For instance, The Job Centers, after all of these years, are still referred to as the Unemployment Office by many. We do serve the unemployed, but we have much more to offer. We need to change this mindset with the help of all partners.

E. DATA SHARING

Shared Technology and System Security

The Missouri Public Workforce System is comprised of the Department of Higher Education, Office of Workforce Development, the Local Workforce Boards and their Subrecipients, the State Workforce Board, and the federally mandated and voluntary partner agencies.

Each Partner agrees to the following:

1. Share data in accordance with the State of Missouri Shared Data Plan, Office of Workforce Development Confidentiality Policy and NEMO WDB Confidentiality Policy.
2. Each partner and its staff will share data and technology, as appropriate, to perform their duties in the workforce development system and not use information gained for personal benefit.
3. Each partner will ensure that all systems are secure, and that virus and malware protections are current.
4. Each partner will ensure that no organization, entity, or person currently under suspension or debarment by any state or federal agency may have access to secure data systems.
5. Each partner will agree to share Personal Identifying Information (PII) that needs to be shared between agencies to help with tracking of referrals, coordination of services and common performance measures. If a hard copy is sent to a partner, it will be marked "Confidential" and placed in a sealed envelope.

Each partner will ensure that any email or fax that transmits confidential information should clearly include a confidentiality statement. Documents being transmitted shall not contain complete social security numbers. The last four or five numbers are acceptable. Each partner agrees to notify the NEMO WDB if a breach in confidentiality or agency database occurs so they may assess the breach effects of all partners and/or customers and act on it if needed.

III. SERVICES TO BE PROVIDED

The MOU provides a foundation for assuring alignment and coordination of policies and operations across programs, supporting a responsive service delivery system, and enhancing access to program services. Programs and services will be coordinated and integrated, where feasible, by jointly serving common customers, supporting interagency in-service training, cross training, and providing information and services that most directly meet the customer's needs.

In Northeast Missouri, the One-Stop partners not only participate in the Board committees, but also on inter-agency groups. We have a robust referral system and partner agencies work very well together to ensure our shared customers are receiving access to all services needed. The Services Navigator is available to all One-Stop Partners and the Job Center serves as a hub for referrals if a Partner needs assistance.

We utilize the direct linkage method of referral with our One-Stop Partners. Once a referral is made, the Job Center or Partner assist the customer in making the appointment or arrange to have the partner meet the customer at the job center. Follow-up is completed to ensure the link was made.

A. DESCRIPTION OF COMPREHENSIVE ONE-STOP SERVICES

One-Stop Partner	Service Commitment for Northeast Workforce Development Region
WIOA Title I Adult Program	The NEMO WDB subcontracts for Title I Adult programs. The Subrecipients are co-located in the comprehensive job centers and affiliate job centers. The WIOA staff fully participate in all WDB functions, committees, and events to support the Adult Program. The staff coordinate services with the OWD State Staff and all partner agencies to serve the Adult customers. Many of the mandated partners serve on the Board, on Board committees, and the Business Services Team.
WIOA Title I Dislocated Worker Program	The NEMO WDB subcontracts for Title I Dislocated Worker programs. The Subrecipients are co-located in the comprehensive job centers and affiliate job centers. The staff fully participate in all WDB committees, and events to support the DW Program. The staff coordinate services with the OWD State Staff and all partner agencies to serve the DW customers. All Trade Act Customers are co-enrolled into WIOA DW and all UI RESEA customers are being referred and enrolled, if they require services. Many of the mandated partners serve on the Board, on Board committees, and the Business Services Team.
WIOA Title I Youth Program	The NEMO WDB subcontracts for Title I Youth programs. The Subrecipients are co-located in the comprehensive job centers and affiliate job centers. The staff fully participate in all WDB functions, committees, and events to support the Youth Program. The staff coordinate services with the OWD State Staff and all partner agencies to serve the Youth customers. The Youth Council, a standing committee for the NEMO WDB, consists of many of the partners. The Youth Council makes decisions on policy and procurement and coordinates with all of the partners for referrals.
WIOA Title II Adult Education and Literacy	NEMO WDB has three AEL partners that stay very involved with the NEMO WDB through committee work as well as referrals. They have a representative on the NEMO Board and several of the standing committees as well as the Business Services Team. AEL is co-located in the Hannibal center and they meet with clients in the other two centers as well as with other One-Stop partners to provide a direct linkage between agencies. In addition to the cash contribution, the AEL partners will be offering Free Remediation Services for WIOA Adults and Youth and Adult Mentoring for our Youth clients.
WIOA Title III Wagner-Peyser	WIOA Title III Wagner-Peyser staff are co-located in the comprehensive job centers. The Title I WIOA staff are cross-trained to provide Wagner-Peyser Services. All One-Stop partners are provided a direct linkage to the WP services through the referral process. WP Representatives sit on the NEMO WDB Board, the Business Services Team, and the NEMO WDB standing committees. They work with all partners to provide referrals, resources and services.
WIOA Title IV Vocational Rehabilitation	WIOA Title IV Vocational Rehabilitation meets with customers at our One-Stop locations. All One-Stop Partners have a direct linkage to VR services through the referral process. VR is represented on the NEMO WDB Board and serve on standing committees, Executive Committee, and the Board. NEMO WDB partners with VR on the Reverse Job Fairs, Business Services Team, Re-Entry, and Apprenticeships. They make staff available to train One-Stop staff on VR services and disability subjects. VR has agreed to meet clients in the One-Stop Centers in order to braid services with other One-Stop partners.
WIOA Title V Older Americans Act	WIOA Title V Older Americans Act staff meet with clients at the One-Stop Centers. We currently have two SCSEP providers, AARP Foundation and SER-National. In the past, the SCSEP clients have trained in the One-Stop Centers and the NEMO WDB Office. All of the One-Stop partners work with the SCSEP providers to provide referrals. SCSEP providers have agreed to maintain a schedule at the One-Stop Centers to meet with clients and/or attend meetings with other One-Stop partners when available.

One-Stop Partner	Service Commitment for Northeast Workforce Development Region
Job Corps	They do not have a representative in our region at this time but will meet follow up with customers if we refer them.
Native American Program	No providers in this region.
Migrant Seasonal Farmworkers Program	Migrant and Seasonal Farmworkers Program staff will provide literature for distribution to clients as well as a teleconference presentation. MSFW will provide paperless and virtual services. All Job Center staff have a direct linkage with MSFW services through MoJobs. Board staff will provide training to all staff on the referral process.
Veterans	Representatives from the Veterans Administration are co-located at Hannibal, Kirksville and Warrenton job centers and will meet customers at the Labelle and Macon job centers as well as the NEMO WDB office. All One-Stop partners have a direct linkage to the Veterans representatives. The Veterans representatives are very active on NEMO WDB committees, assist with job development, assist with job fairs and other events and are valuable members of the Business Services Team.
Youth Build	Program not available in this region
Trade Adjustment Assistance Act	Trade Adjustment Assistance Act (Trade Act) representatives are co-located in the comprehensive job centers. All One-Stop partners have a direct linkage with Trade Act. The WIOA staff, Wagner-Peyser staff, and Trade Act Staff work together, along with other One-Stop Partners to provide services to these dislocated workers. All Trade Act customers are co-enrolled in the WIOA Dislocated Worker Program.
Community Service Block Grant	All One-Stop partners have a direct linkage with the CSBG services through the referral process. NEMO WDB works closely with the agency on SkillUp, WIOA Adult, Dislocated Worker, and Youth programs on a referral basis. They are present in every county in the region. CSBG provides resources to low-income clients, so all One-Stop partners are able to braid services to better assist the clients. They provide representation on the NEMO WDB Board, Executive Committee, and many of the Board standing committees. NECAC provides space for our case managers to hold trainings or do enrollments. We also have ACCESS points with computers in 10 of their county offices where we provide the computer and they provide the internet connection so clients are able to job search, online application or take computer classes on software provided by the Board.
Housing and Urban Develop	Not available in this region
Unemployment Insurance (UI)	All Wagner-Peyser and WIOA staff are trained to give basic Unemployment Insurance information to UI customers. For customers whom need additional assistance, the WP Staff will assist them with their needs. WP and WIOA staff have been trained to provide RESEA services to UI customers and most of the clients will be co-enrolled in the WIOA Dislocated Worker program. All Partners have a direct linkage to the UI customers through the One-Stop to enable braiding of resources.
Second Chance Act	Not available in this region
Supplemental Nutrition Assistance Program (SNAP)	SNAP has representatives in every county in the region. Services are available to customers who qualify. All One-Stop partners have a direct linkage to SNAP services. A SNAP/TANF representative sits on the NEMO WDB Board, they participate in Board committees, and Inter-Agency meetings to better serve the customers by braiding services with other One-Stop partners. NEMO WDB contracts DSS on the SkillUp program, FNS Program and the Job League(Youth).

1. Below is a listing of the partners and contact information that offer services at the job centers and affiliate sites along with a description of the services they provide and their contact

information. Physically collocated partners are indicated with a red checkmark (✓). The chart indicates the Partners that are co-located and the locations for the ones that are not co-located.

NAME OF JOB CENTER	Missouri Comprehensive Job Center Hannibal	Missouri Comprehensive Job Center Kirksville	Affiliate JobCenter Warrenton (WIOA & TANF Services)	Affiliate Job Center La Belle (WIOA & TANF Services)	Access Point Macon (WIOA & TANF Services)
WIOA TITLE1 PROVIDER	GAMM, INC.	GAMM, INC.	BOONSLICK RPC	GAMM, INC.	GAMM, INC.
ADDRESS	203 North 6 th Street, Hannibal MO 63401	2105 East Normal, Kirksville MO 63501	111 Steinhagen Road Warrenton MO 63383	103 South Third La Belle MO 63447	1404 South Missouri Suite 221 Macon MO 63552
PHONE NUMBER	573-248-2520	660-785-2400	636-456-9467	660-213-3221	660-385-6570
FAX NUMBER	573-248-2526	660-785-2404	636-456-2329	660-213-3223	660-385-6576
PARTNER / SERVICES OFFERED **Physically Located at the One-Stop ✓		Missouri Job Center Hannibal		Missouri Job Center Kirksville	
Office of Workforce Development – Wagner-Peyser Basic Career Employment and Training Services, TradeAct, Veteran's Employment Services		Kim Cull ✓ 203 North 6 th St. Hannibal MO 63401 573-248-2520 kim.cull@dhewd.mo.gov		James Smith ✓ 2105 East Normal Kirksville MO 63501 660-785-2400 james.smith@dhewd.mo.gov	
Boonslick Regional Planning Commission – (Subrecipient to the NEMO WDB) WIOA Title 1 B Adult and Dislocated Worker and Youth, TANF Skillup, TANF Food & Nutrition Services, TANF Youth Jobs League, WIOA Intensive Employment and Training Services					
GAMM, Inc. – (Subrecipient to the NEMO WDB) WIOA Title 1 B Adult and Dislocated Worker and Youth, TANF Skillup, TANF Food & Nutrition Services, TANF Youth Jobs League, WIOA Intensive Employment and Training Services		Erica Davis ✓ 203 North 6 th St. Hannibal MO 63401 573-248-2520 gammamerica@gmail.com		Mandy McClanahan ✓ 2105 East Normal Kirksville MO 63501 660-785-2400 gammam@marktwain.net	
Moberly Area Community College – Adult Education Literacy – Moberly and Bowling Green		Shannon Hinson Main Building, Room 236A Moberly MO 65270 660-263-4100 x 11312 ShannonHinson@macc.edu		Shannon Hinson Main Building, Room 236A Moberly MO 65270 660-263-4100 x 11312 ShannonHinson@macc.edu	

PARTNER / SERVICES OFFERED **Physically Located at the One-Stop ✓	Missouri Job Center Hannibal	Missouri Job Center Kirksville
Macon County R-1 School District – Adult Education Literacy – Macon, Monroe City, Hannibal, Shelbyville, LaBelle, & Kirksville	Lydia McClellan ✓ 203 North 6 th St. Hannibal MO 63401 573-248-2520 lmcclellan@macon.k12.mo.us	Lydia McClellan 702 North Missouri Street Macon MO 63552 660-385-2158 lmcclellan@macon.k12.mo.us
St. Charles Community College – Adult Education Literacy – Warren, Lincoln, and Pike County		
Post-Secondary Vocational Education under Carl Perkins Act – Kirksville Area Technical School		Jesse Wolf 1103 South Cottage Grove Kirksville MO 63501 660-685-2865 jwolf@kirksville.k12.mo.us
Post-Secondary Vocational Education under Carl Perkins Act – Pike Lincoln Technical Center	Martin Hanley 342 VoTech Road, Eolia, MO 63344 Phone: 573-485-2900 hanleym@pltc.edu	
SER National – SCSEP Older Worker Employment and Training & AARP Foundation – SCSEP Older Worker Employment and Training	Emma Trevino SER-National 3610 Buttonwood Dr. #200 Columbia, MO 65201 573-886-8988	Emma Trevino SER-National 3610 Buttonwood Dr. #200 Columbia, MO 65201 573-886-8988
Vocational Rehabilitation and – Specialized Services for Individuals with Disabilities	Kara Berlin-Bates 112 Jaycee Drive Hannibal, MO 63401-2275 Phone: 573-248-2410 Kara.Berlin-Bates@vr.dese.mo.gov	Scott Evanoski 1612 N. Osteopathy, Ste B Kirksville, MO 63501-2759 Phone: 660-785-2550 Scott.Evanoski@vr.dese.mo.gov
Vocational Rehabilitation Services for the Blind	Keith Roderick PO Box 2320 615 Howerton Court Jefferson City, MO 65102 Telephone: (573) 751-4249 Keith.A.Roderick@dss.mo.gov	Keith Roderick PO Box 2320 615 Howerton Court Jefferson City, MO 65102 Telephone: (573) 751-4249 Keith.A.Roderick@dss.mo.gov
Division of Employment Security – Unemployment Services, RESEA	Kim Cull ✓ 203 North 6 th St. Hannibal MO 63401 573-248-2520 kim.cull@dhewd.mo.gov	James Smith ✓ 2105 East Normal Kirksville MO 63501 660-785-2400 james.smith@dhewd.mo.gov
Migrant Seasonal Farmworkers and United Migrant Opportunity Services Employment/Training Services	Shirley P. Aviles UMOS, Inc. 2701 S. Chase Ave. Milwaukee, WI 53207 414-389-6203 Shirley.Aviles@umos.org	Shirley P. Aviles UMOS, Inc. 2701 S. Chase Ave. Milwaukee, WI 53207 414-389-6203 Shirley.Aviles@umos.org

PARTNER / SERVICES OFFERED **Physically Located at the One-Stop ✓	Missouri Job Center Hannibal	Missouri Job Center Kirksville
Community Service Block Grant (NECAC) – Support & Resources for Low-Income families, Partner for SkillUp	Janice Robinson NECAC 815 Business Highway 61N Bowling Green MO 63334 573-324-6633 jrobinson@necac.org	Janice Robinson NECAC 815 Business Highway 61N Bowling Green MO 63334 573-324-6633 jrobinson@necac.org
TANF – Missouri Work Assistance – individuals receiving cash payments from TANF	MERS/Goodwill Sydney Smithy ✓ 203 North 6 th Street Hannibal MO 63401 573-248-2520 ssmithy@mersgoodwill.org	MERS/Goodwill 2301 S Franklin Street Suite 5 Kirksville, MO 63501 660-627-2857

All of the federally mandated One-Stop Partners are committed to an integrated, coordinated system that will make the best use of workforce development funds. All One-Stop Partners are interested in spreading the funding and resources to avoid duplication of services and reduce administrative burden. In discussions, the Partners believe cross training, understanding one another's programs and sharing professional development opportunities will result in a more efficient delivery system and ensure the customer has a better experience.

IV.2. PROCUREMENT OF ONE-STOP OPERATOR 678.600 – 678.635

The Northeast Workforce Development Region has two One-Stop Operators. GAMM, Inc. is the One-Stop Operator for 13 counties: Adair, Schuyler, Scotland, Knox, Lewis, Clark, Macon, Monroe, Shelby, Marion, Pike, Ralls, and Randolph. The other One-Stop Operator is Boonslick Regional Planning Commission and they serve Montgomery, Warren, and Lincoln counties.

One-Stop Operator Requirements

The primary role of the One-Stop Operator is to identify issues that need to be addressed that have to do with service delivery and performance. The One-Stop Operator works with partners to form acceptable solutions to issues.

The Functional Leader/One-Stop Operator of each location will be responsible for the day-to-day supervision of Job Center staff and oversee local service delivery under the guidance of the Workforce Development Board. The Workforce Development Board has identified some key functions of staff that will apply to the Northeast Region Missouri Job Centers:

The One-Stop Operator and WIOA Service Provider agree to abide by CFR 20 section 678.625 and section 679.430, which outlines the requirements to maintain firewalls and internal controls as relates to instances where the dual roles of the One-Stop Operator and the WIOA Service Provider might cause a conflict.

One-Stop Operator Roles and Prohibited Functions:

- The basic role of a one-stop operator is to coordinate the service delivery of participating one-stop partners and service providers. At a minimum, States and Local WDBs must ensure that in carrying out this role, one-stop operators do the following:
 - Disclose any potential conflicts of interest arising from the relationships of the one-stop operators with particular training service providers or other service providers, including but not limited to, career services providers;
 - In coordinating services and serving as a one-stop operator, refrain from establishing practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services; and
 - Comply with Federal regulations and procurement policies, relating to the calculation and use of profits.
- Prohibited Functions of the One-Stop Operator
 - Convene system stakeholders to develop the local plan
 - Prepare and submit the local plan
 - Conduct oversight over itself or its functions
 - Manage or participate in the competitive selection process of the one-stop operators
 - Select or terminate one-stop operators, career service providers, and youth providers
 - Negotiate local performance accountability measures
 - Develop and submit budgets for activities of the Local WDB
- Staff members will engage job seekers to identify barriers to employment and utilize the Missouri Job Center services and Partner services that will help address identified barriers.
- Job Center staff will deliver a variety of skill development and job seeking services for customers addressing their needs in the areas of training and employment. Services can be delivered one-on-one or in a group setting.
- Job Center staff will facilitate and/or deliver workshops and group sessions instructing customers on various skill development opportunities, including basic skills development, customer service, computer skills, job search skills, career readiness, and training enhancement options.
- Job Center staff will meet with customers to assist them in their job search efforts (resumes, interviews, internet job search, and other topics), assist job seekers in locating appropriate job openings, and assist individuals in applying for these jobs. Team members will also coordinate with the Job Center Manager in efforts to engage business and industry per hiring and training needs.

- Job Center staff will assist in maintaining a system to track, review, and analyze documentation of customer activities in the Missouri Job Center management information system, currently known as MoJobs.
- The Workforce Development Board may also require the Job Center staff to perform other duties as deemed necessary to meet the needs of the Partners and Customers.
- Comply with Federal regulations and procurement policies, relating to the calculation and use of profits.
- The Northeast Missouri Region has elected to combine the One-Stop Operator and Staffing Contracts by Job Center region. The Northeast Region is divided into three Job Center regions as follows: **Kirksville Job Center** consists of Adair, Knox, Macon, Randolph, Schuyler, and Scotland counties; **Hannibal Job Center** consists of Clark, Lewis, Marion, Monroe, Pike, Ralls, and Shelby counties; **Warrenton Job Center** consists of Lincoln, Montgomery, and Warren counties. NEMO WDB reserves the right to make changes as needed and required to meet budget constraints.
- The Contracting Agency/One-Stop Operator will demonstrate the objectives listed below:
 - Promote a cohesive team approach to the provision of services to customers.
 - Exhibit competent and cooperative management with a vision for staffing and supporting the Missouri Job Center system.
 - Demonstrate a commitment and ability to ensure that staff is customer service oriented and available to serve job seekers and employers.
 - Exercise a willingness to integrate resources and activities with other organizations.
 - Respond with flexibility in deploying human resources and an ability to adapt to change as economic conditions and operational needs evolve.
 - Survey for customer satisfaction.
 - Assist all partners to achieve the levels of performance expected of them by their funding source.
 - Provide all partners and staff with all information and communications needed for their optimal performance as part of the Job Center.
- The minimum hours of operation for each Missouri Job Center are 8:00 a.m. to 4:30 p.m., Monday through Friday. With the exception of one hour per week to allow for a Job Center staff meeting. These weekly meetings must be held on the same day and time each week for consistency and the adjusted hours clearly posted for the public. (i.e. 8-4:30 Monday-Thursday, 9-4:30 Friday) Job Center staff must maintain a work schedule of at least 40 hours per week.

- The Contracting Agency/One-Stop Operator is not required to provide staffing on state-recognized holidays and any other dates of closure as designated by the Governor. The current schedule is as follows:
 - * New Year's Day
 - * Martin Luther King, Jr. Day
 - * Lincoln's Birthday
 - * Washington's Birthday/President's Day
 - * Truman's Birthday (observed)
 - * Memorial Day
 - * Independence Day (observed)
 - * Labor Day
 - * Columbus Day
 - * Veteran's Day
 - * Thanksgiving Day
 - * Christmas Day (observed)
- The One-Stop Operator and all parties/staff will sign and abide by the NEMO WDB Conflict of Interest policy.
- To ensure full and open competition for the provision of services of the One-Stop Operator under the Workforce Innovation and Opportunity Act (WIOA), the NEMO WDB has outlined the procurement process in its Procurement Guidelines Manual that can be found at www.nemowib.org.

V.3. ADMINISTRATIVE AND OPERATIONS MANAGEMENT SECTIONS

The NEMO WDB and Staff provide oversight of the One-Stop Operators. This oversight includes monitoring for programmatic and financial compliance, and equal opportunity compliance oversight. Performance Monitoring and Expenditure Monitoring is part of the Administrative responsibility. Board staff and Job Center staff participate in committee meetings, and work together to plan events. The Board staff participate in staff meetings when available, and act as the liaison between the Job Centers, employers and Partners. The WDB staff is also responsible to deliver training to the staff. In addition, the Executive Director intervenes when necessary to resolve customer service or staff issues.

IV.Shared Funding of Infrastructure

A. One-Stop Operating Budget

NEMO WDB prepared the Infrastructure spreadsheets indicating the total Job Center cost for the comprehensive job centers, located in Hannibal and Kirksville as indicated from the Infrastructure agreement with Office of Workforce Development. The spreadsheets were sent to all of the contacts and conference calls were set up for the partners that requested it. This gave all parties the opportunity for robust conversation regarding the structure and cost. The spreadsheets represented a methodology to determine proportionate share and benefits received to allocate the costs among partners. For those partners not currently co-located in one of the comprehensive Job Centers, the NEMO WDB presented a cost-share model that consisted of

having partner staff spend an agreed upon time in the job center when possible. Using the FTE model represented the most reasonable method due to the time restraints of the partners and the space available in the job centers. The contribution to the One-Stop delivery system provides partner staff the opportunity to fully integrate job center services and enables staff to set appointments for customers to engage with the partner staff for services, providing a direct linkage.

Department of Labor and Industrial Relations (DOLIR) makes a contribution to the Office of Workforce Development for labor exchange services, which is shared with the local Workforce Development Boards. No cost-share negotiation was conducted with DOLIR.

Budget Components: The budgets include the infrastructure categories listed in the law and regulations (rent, utilities and maintenance, equipment, technology to facilitate access, and common identifier costs).

Other Contributors: The MOU does not include contributions made to the One-Stop System through other avenues, such as donations made by a non-partner entity. There have been no Third-party in-kind contributions made to supplement the operation of the American Job Center.

FUNDING OF SERVICES AND OPERATING COSTS

According to the Workforce Innovation and Opportunity Act (WIOA), all required One-Stop partner programs must contribute to the infrastructure costs and/or certain additional costs of the one-stop delivery system based on their proportionate use as required by 20 CFR 678.755, 34 CFR 361.755, and 34 CFR 463.755. A partner's contribution must be an allowable, reasonable, necessary, and allocable cost to the program and be consistent with the Federal Costs Principles set forth in the Uniform Guidance. Funding provided by the one-stop partners to cover the operating costs, including infrastructure costs, of the one-stop delivery system must be based on the partner program's proportionate use of the system and relative benefit received.

Operating Budgets for the Comprehensive Job Centers in Northeast Region may be found in:

- Hannibal Job Center Attachments MOU-AA1, MOU-AA2, MOU-AA3
- Kirksville Job Center Attachments MOU-BB1, MOU-BB2, MOU-BB3

For each Job Center, there is a worksheet:

- (1) Partners – Provides a listing of the One-Stop Partners required to participate
- (2) FTE's Allocation – Represents the allocation method (%) used to convert the allocation of infrastructure cost
- (3) FTE Cost by Partner – Provides the Total Budget and allocation of center costs to each partner using the percent by FTE method.

Partners are identified by those who are physically co-located on-site in that Job Center and those who do not have a physical presence (See chart on Pages 16-18 – those physically co-located are indicated with a red checkmark ✓. The method used to allocate costs are based on Full Time Equivalency (FTE) for each partner. An FTE is calculated as 1 person @ 40 hours per week.

Required partners must share costs to operate one-stop centers in proportion to the benefit each partner receives by participating in the local workforce delivery system. Partners located “on-site” have indicated the staffing FTE that they will dedicate to support the operation of the one-stop system. Off-site partners will work with the WDB to determine a fair contribution of time or in-kind contribution. It must represent a reasonable contribution to support the one-stop delivery system and its mutual customers.

Infrastructure costs have been identified as those Facility costs for rent/lease, utilities, maintenance, alarm services, and insurance. Technology costs for internet, telecommunications, copy/fax equipment, assistive technology, and common marketing costs to include Job Center signage. Other Job Center Operating Costs such as supplies, telecommunication data usage, postage, printing, memberships/subscriptions, and interpretation services are shared between NEMO WDB and Office of Workforce Development based on proportionate share of FTE’s in each comprehensive job center.

This cost sharing Infrastructure Funding Agreement (IFA) will be for a one-year period beginning July 1, 2020. Budgets will be reviewed annually and re-negotiated, as required, based on actual expenditures from the previous year. Partners will collaborate to compile actual infrastructure and shared costs, along with the data on actual staffing contributions to operate the One-Stop Job Center. This will be done to support the proper allocation of costs in a manner that fully complies with applicable cost principles, and to assist in preparation of negotiations for the following year.

Partners will be billed monthly, unless other arrangements/options are requested by the partner. Actual costs will be tracked and reconciled quarterly to ensure costs are allocated based on actual benefits received.

In the event of any change in staff FTE’s, during the course of this agreement, the budget worksheets will be modified to ensure an equitable benefit among all one-stop partners. This action could result in a lower or higher proportionate share for those Job Center Partners.

Partners shall adhere to the following conflict resolution process for disputes arising out of any provisions to this agreement:

- (1) Partners will negotiate in good faith, with the assistance of a neutral convener (if necessary), to identify the nature of the dispute and attempt to identify ways in which the dispute can be resolved.
- (2) If the dispute cannot be resolved among the local partners, the matter will be forwarded to the Missouri Department of Higher Education for assistance.

Appeals - If a One-Stop Partner’s appeal to the State regarding infrastructure costs, results in a change to the One-Stop Partner’s infrastructure cost contributions, the MOU must be updated to reflect the final One-Stop Partner infrastructure cost contributions.

By signature authority as listed in Section XIII of this MOU, each partner attests to the agreed upon share of infrastructure costs as identified in the budget attachments.

V. SYSTEMATIC REFERRAL PROCESS FOR JOB CENTER CUSTOMERS

The purpose of this section is to provide the One-Stop Partners with a standardized referral process for the Missouri Job Center system as implemented through this MOU on July 1, 2020, as required by the Workforce Innovation and Opportunity Act of 2014.

The vision of the One-Stop Partners for the Missouri Job Centers with this referral process is to:

- Connect all customers to seamless, customer-focused, integrated delivery across all programs and enhance access to all program services.
- Ensure that businesses and job seekers have access to information and services that lead to positive employment outcomes.

Grantees, sub-recipients, and Subrecipients funded under WIOA must abide by WIOA law, regulations, guidance, as well as state and local WIOA policies. In addition, as established in this MOU, the core One-Stop Partners agree to provide substantial referrals to customers who are eligible for supplemental or complementary services and benefits under the One-Stop Partner programs.

Every Missouri Job Center must provide access to the programs and services of all required One-Stop Partners. “Access” to programs and services means having either:

- Program staff physically present at the Missouri Job Center;
- Partner program staff physically present at the Missouri Job Center, appropriately trained to provide information to participants about the programs, services, and activities available through Partner programs; or
- A direct linkage by phone, email, or through real-time, web-based communication to a program staff member with the competency and authority to assist the participant with applying for, or obtaining program benefits or services.
- Each party will have information on and receive training about the services of all Partner agencies within the One-Stop System. These trainings will most likely take place at the Job Center during their designated staff meeting time or the selected Job Center Staff will meet at the Partner’s location.

For customers needing assistance with Unemployment Insurance, the Division of Employment Security (DES) administers Missouri’s Unemployment Insurance (UI) program. UI programs and activities that fall under the operation of DES include the regular UI program, unemployment compensation for ex-service members, unemployment compensation for Federal employees, the Shared Work program, The Reemployment Services Eligibility Assessment (RESEA) program, Disaster Unemployment Assistance and Trade Readjustment Allowances, including Reemployment Trade Adjustment Assistance.

VI. ACCESS

NON-DISCRIMINATION AND EQUAL OPPORTUNITY

Access –Access to the workforce system is every One-Stop Partner’s responsibility and should

not be the sole responsibility of any one program or agency. All customers should have equal physical and programmatic access to all services provided through the Missouri Job Centers. Referrals to programs that work with an individual with select demographics, such as, age, disability, or limited English-speaking ability, among others, should complement the services they receive through other One-Stop Partners.

All One-Stop Partners shall comply with the Americans with Disability Act of 1990 and its amendments. Each partner is aware of its program and the organization's Equal Opportunity policies and procedures. In the absence of policy and procedures for reasonable accommodations under ADA by a Partner agency, the Partner agrees to use the Northeast Missouri Workforce Development Board's Issuances 24-2020 and 27-2020-1. These issuances may be found at www.nemowib.org.

PHYSICAL ACCESSIBILITY (Sec. 121 (c)(2)(iv)) (§678.500(b)(4))

The Comprehensive Job Centers meet the standard for physical accessibility. The layouts in the three job centers in Northeast Region are friendly to everyone that enters. Due to the open floor plans, private offices and conference rooms are available to help customers and staff with privacy and confidentiality, noise levels, and concentration. We have signs posted in the centers to remind customers that accommodations are available upon request. Staff members are available to assist who are in need of these accommodations.

There are designated parking spots near the entrance at the centers. Staff are available to assist customers who need help to enter the building.

PROGRAMMATIC ACCESSIBILITY (Sec. 121 (c)(2)(iv)) (§ 678.500(b)(4))

The Missouri Job Centers in Northeast Missouri welcome all customers as they arrive. The customers sign in at the Kiosk and staff will assist them if needed. The reason for the visit is determined, then the customer is introduced to the person who will be taking care of their needs.

The Job Centers are equipped with services, technology, and trained staff that will help customers with specific barriers to access programs and services. For individuals that are non-English speaking or English as Second Language speakers, access is provided through the Language Link service.

The Job Centers have adjustable tables and chairs. The Microsoft software enables computer reconfiguration to meet the needs of most of the customers. We also have assistive listening devices to assist with mild to moderate hearing loss. The staff can also assist with the Relay Missouri service as an alternative communication tool for individuals who are deaf, hard of hearing, deaf/blind, or with a speech impairment. Other assistive devices are available at the job centers.

All staff are aware of how to meet the needs of customers with disabilities or special needs and have been trained on how to provide reasonable accommodations. In addition, several One-Stop Partners, including Vocational Rehabilitation, Rehabilitation Services for the Blind, Adult Education and Literacy have offered their expertise to train Job Center Staff and assist with developing accommodations for customers.

All One-Stop Partners are committed to exchanging information about programs through the Access Committee, Business Services Team, Youth Council, CAP meetings (Warrenton) and the Employer Engagement committee meetings. For those who are unable to attend these meetings, they may join by phone or are encouraged to send information and updates regarding their agency to share

with the other Partners.

By signing this MOU, All One-Stop Partners have solidified their organization's commitment to offering priority of services to veterans, public assistance recipients, low-income individuals, or individuals who are basic skills deficient when providing basic career services, individualized services and training services.

By signing this MOU, all One-Stop have solidified their organization's commitment to ensuring their organization's policies, procedures, programs, and services are in compliance with the Americans with Disabilities Act of 1990 and its amendments in order to provide equal access to all customers, including individuals with disabilities. At a minimum, each partner agrees to review their organization's policies on a yearly basis and as new guidance is issued.

VIII. HUMAN RESOURCES MANAGEMENT

We agree that the Partners will develop commonly accepted expectations for customer service and engagement that are compliant with each individual entity's employee policies. Each Partner will incorporate those expectations into their own employee-performance system and agree to conduct periodic performance reviews in accordance with the requirements of their organization.

Grievances and Complaints Procedure

All One-Stop Partners agree that management and staff engagement must meet a high standard of customer service. Each Partner will ensure enforcement of non-discrimination and equal opportunity policy provisions within the One-Stop System. If, in the event that a disagreement arises, the proper chain of command will be followed, and a staff member's employer of record will be called upon to help resolve issues. If a resolution cannot be reached, the NEMO WDB Issuance, Corrective Actions Sanctions Policy and Guidelines or other current guidance on the topic. (This issuance may be found at www.nemowib.org)

Confidentiality

All One-Stop Partners will follow their organization's confidentiality policy, which will be in alignment with the Workforce Innovation and Opportunity Act (WIOA), [NEMO WDB Confidentiality Policy](#) and [Office of Workforce Development Confidentiality Policy](#).

IX. ONE-STOP DELIVERY SYSTEM PERFORMANCE CRITERIA

We agree that the One-Stop Delivery System will strive to achieve these standards of quality service for its customers, employees, and Partners:

- a. All customers will receive prompt and courteous service from the staff.
- b. All customers will receive the services designed to assist customers in achieving their educational and/or job placement goals.
- c. All employees can expect to work in a safe and professional environment.
- d. All employees can expect to receive the best tools to achieve the desired outcome for their customers.
- e. All Partners will deliver high-quality services through the Missouri Job Centers.

X. GOVERNANCE OF THE ONE-STOP DELIVERY SYSTEM

The ultimate accountability and responsibility for the One-Stop System organizational processes, services, and accomplishments will rest with the Local WDB, the One-Stop Operator, and the Partners.

Responsibilities of Northeast Missouri Workforce Development Board to include, but not limited to:

- 1) Develop and execute the Memorandum of Understanding (MOU) with the One-Stop Partners. Review the agreement annually for substantial changes and update as required.
- 2) Direct the disbursement of funds for workforce development activities pursuant to the requirements of WIOA.
- 3) Develop the local plan, including policies, standards and operational priorities for the local area; update the plan as required by the Office of Workforce Development.
- 4) Designate or certify the One-Stop Operator(s) and/or terminate a One-Stop Operator for cause, with the agreement of the Chief Local Elected Officers.
- 5) Coordinate workforce development activities with economic development strategies and other employer linkages.
- 6) Oversee all activities and operations of the job centers, one-stop operators, and service providers to ensure programmatic and fiscal compliance.

One-Stop Operator Responsibilities to include:

- 1) Coordinate service delivery of all One-Stop Job Center required services.
- 2) Promote inclusion of Partners and integration of services consistent with the principles of universal access, customer choice, increased accountability and strong private sector involvement.
- 3) Advance quality improvement methods, customer satisfaction measures, and staff development.
- 4) Coordinate with the NEMO WDB to develop strategic objectives.
- 5) Ensure expenditures and performance expectations are being met.
- 6) Serve as the liaison between the NEMO WDB, WIOA service providers, and the One-Stop Partners
- 7) Ensure the One-Stop Partners are aware of basic services offered by all One-Stop Partners and ensure the Job Center staff delivers the services promised to customers.
- 8) Continue to work with the NEMO WDB to develop and enhance the workforce development system by focusing on a fully coordinated and integrated service delivery model that is market-driven and offers value-added services to regional jobseekers and businesses.
- 9) Ensure effective referral processes are in place and followed by all One-Stop Partners and proper follow-ups are completed.
- 10) Convene quarterly Business Services Team meetings, set the agenda, record the minutes, and assign action items.
- 11) Be knowledgeable of the mission and performance standards of the One-Stop Partners and, when necessary, identify cross-training needs.
- 12) Ensure the delivery of services to individuals with limited English proficiency, disabilities,

or other significant barriers.

- 13) Ensure One-Stop Partners follow the policies of the Missouri Job Centers.
- 14) Abide by all Federal, State, and Board policies
- 15) Assist the Board in meeting One-Stop Job Center Recertification.
- 16) Actively participate in Board meetings, committee meetings and other activities of the Northeast Missouri Workforce Development Board to ensure compliance, customer satisfaction, physical and programmatic accessibility, and continuous improvement.

The One-Stop Partner's responsibilities will include:

- 1) Provide access to programs and services through the one-stop delivery system, including appropriate career services.
- 2) Support development and implementation of one-stop policies and processes and an integrated customer-centered service delivery design.
- 3) Share customers and infrastructure costs.
- 4) Connect grant funds to ensure customers receive the full benefit of services provided by each partner organization.
- 5) Engage employers and provide integrated business services.
- 6) Increase and integrate customer services.
- 7) Share performance data regarding shared customers.
- 8) Participate in the referral process and coordinate follow-up with Job Center Staff.
- 9) Assist NEMO WDB and the One-Stop Operators in developing methods to ensure needs of workers, youth, and individuals with barriers to employment, including individuals with disabilities are addressed.
- 10) Participate in NEMO WDB Board meetings when possible, as well as committee meetings, to ensure all entities remain fully aware of services offered with every Partner.

XI. DURATION, MODIFICATION, and REVISIONS

The parties agree that the terms of this MOU as a whole will take effect as of July 1, 2020 and will continue in effect until June 30, 2023 or such time as any party will modify, extend, or terminate this MOU.

The terms of the shared funding of infrastructure costs agreed to in Section IV will take effect as of July 1, 2020 and will continue in effect until June 30, 2021, or such time as any party will modify, extend, or terminate that subpart of this agreement.

SEVERABILITY

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.

AMENDMENT PROCEDURES (Sec. 121 (c)(2)(v)) (§ 678.500(b)(5))

- All One-Stop Partners retain the right to request a modification to this MOU or its related agreements. Amendments to the MOU may be made upon consensus of all parties at least 30 days prior to the effective date of the change.
- Requests for modification must be made in writing to the NEMO WDB (email will be accepted).
- The Request for Modification will be shared with all One-Stop Partners. All One-Stop Partners will send their recommendation to the modification to the NEMO WDB. The NEMO WDB will vote on the revision. If the modification is accepted by all partners and the Board agrees to the modification, signatures of agreement to the modification, will be obtained from all One-Stop Partners.

RENEWAL PROVISIONS § 678.500(b)(6)

- The Infrastructure Budget Agreement will be reviewed and adjusted annually. The budget will be sent to each One-Stop Partner for approval annually. The Infrastructure Agreement will act as a modification to the MOU and will require consensus and signature of all One-Stop Partners.
- The Memorandum of Understanding will be reviewed by all One-Stop Partners and renewed every three (3) years.

XII. TERMINATION

Any party to this agreement may cease participation in the agreement. Any party that intends to cease participation must notify the other parties to the agreement at least 30 days prior to the effective termination date.

XIII. AUTHORITY AND SIGNATURES (§678.500(d))

By signature hereto, the Northeast Missouri Workforce Development One-Stop Partners agree to abide by all terms and conditions of the Memorandum of Understanding (MOU) and Infrastructure Funding Agreements (IFA). By signing below, the One-Stop Partner warrants and represents that the person signing this MOU has the authority to bind that Partner and that this One-Stop Partners participation in the MOU is not a violation of any By-Law, Covenant or restriction placed upon them by their respective entity.

NAME OF PARTNER AGENCY

SIGNATURE

DATE

PRINTED/TYPED NAME OF SIGNATORY

TITLE

NORTHEAST MISSOURI WORKFORCE DEVELOPMENT BOARD, INC.

NAME OF PARTNER AGENCY



5/27/20

SIGNATURE

DATE

DIANE SIMBRO

EXECUTIVE DIRECTOR

PRINTED/TYPED NAME OF SIGNATORY

TITLE



5/27/20

SIGNATURE

DATE

COREY MEHAFFY

WDB BOARD CHAIRMAN

PRINTED/TYPED NAME OF SIGNATORY


TITLE

XIII. AUTHORITY AND SIGNATURES (§678.500(d))

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AARP Foundation

NAME OF PARTNER AGENCY

	5/27/2020
SIGNATURE	DATE

Demetri Antzoulatos, VP, Finance, Grants, Operations

PRINTED/TYPED NAME OF SIGNATORY	TITLE
---------------------------------	-------

NORTHEAST MISSOURI WORKFORCE DEVELOPMENT BOARD, INC.

NAME OF PARTNER AGENCY

	5/22/20
SIGNATURE	DATE

DIANE SIMBRO

EXECUTIVE DIRECTOR

PRINTED/TYPED NAME OF SIGNATORY	TITLE
---------------------------------	-------

XIII. AUTHORITY AND SIGNATURES (§678.500(d))

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Boonslick Regional Planning Commission

NAME OF PARTNER AGENCY



05/27/2020

SIGNATURE

DATE

Chad M. Eggen

Executive Director

PRINTED/TYPED NAME OF SIGNATORY

TITLE

NORTHEAST MISSOURI WORKFORCE DEVELOPMENT BOARD, INC.

NAME OF PARTNER AGENCY



5/22/20

SIGNATURE

DATE

DIANE SIMBRO

EXECUTIVE DIRECTOR

PRINTED/TYPED NAME OF SIGNATORY

TITLE



Memorandum of Understanding (MOU)
Disclosure Statement
Missouri Department of Social Services

MOU Title:

One-Stop Delivery System

1. Department of Social Services (DSS) is signing the Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) with the following stipulations:
 - a. All fourteen (14) Workforce Development Boards MOUs must fully comply with the WIOA regulations.
 - b. Local cost sharing negotiations must allow for DSS, including DSS contractors, to provide "in kind" services in lieu of cash payments as applicable.
 - c. WIOA requires one-stop partners to contribute funding to establish and maintain the one-stop delivery system based on each partner's proportionate use of the system and the relative benefits received (WIOA sec. 121(h)(1)(B)(i) and 121(h)(2)(C); 20 CFR 678.420(b), 34 CFR 361.420(b), and 34 CFR 463.420(b)). One-stop partners must use a reasonable cost allocation methodology in determining appropriate partner contributions based on proportionate use and relative benefits received (20 CFR 678.420(b)(2)(i), 34 CFR 361.420(b)(2)(i), and 34 CFR 463.420(b)(2)(i)).
 - d. DSS, its affiliates, successors, assignees, and contractors will continue to adhere to their confidentiality and security policies.
 - e. Termination of the MOUs: Any Partner to these MOUs may withdraw, giving written notice of its intent to withdraw as a Partner. All pertinent terms of the MOUs will continue in effect for the remaining Partners. Any party may cancel the MOU at any time for cause or without cause on a 30-day written notice.
 - f. In the event, there is a conflict of language between the MOU and this Disclosure Statement, the language in this Disclosure Statement shall prevail.
 - g. In the event there is a conflict between law, regulations, and policy governing DSS and the WIOA MOU, then the law, regulations, and policies governing DSS shall prevail.

Patrick Luebbering, Director
Division of Finance and Administrative Services

Temporary Assistance for Needy Families
Community Services Block Grant
SNAP Employment and Training
Rehabilitation Services for the Blind

XIII. AUTHORITY AND SIGNATURES (§678.500(d))

By signature hereto, the Northeast Missouri Workforce Development One-Stop Partners agree to abide by all terms and conditions of the Memorandum of Understanding (MOU) and Infrastructure Funding Agreements (IFA). By signing below, the One-Stop Partner warrants and represents that the person signing this MOU has the authority to bind that Partner and that this One-Stop Partners participation in the MOU is not a violation of any By-Law, Covenant or restriction placed upon them by their respective entity.

GAMM INCORPORATED

NAME OF PARTNER AGENCY

Dana Keller

5/22/20

SIGNATURE

DATE

DANA KELLER

EXECUTIVE DIRECTOR

PRINTED/TYPED NAME OF SIGNATORY

TITLE

NORTHEAST MISSOURI WORKFORCE DEVELOPMENT BOARD, INC.

NAME OF PARTNER AGENCY

Diane Simbro

5/22/20

SIGNATURE

DATE

DIANE SIMBRO

EXECUTIVE DIRECTOR

PRINTED/TYPED NAME OF SIGNATORY

TITLE

XIII. AUTHORITY AND SIGNATURES (§678.500(d))

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Macon AEL

NAME OF PARTNER AGENCY

Lydia McClellan

SIGNATURE

6/17/2020

DATE

Lydia McClellan, AEL Director

PRINTED/TYPED NAME OF SIGNATORY

TITLE

NORTHEAST MISSOURI WORKFORCE DEVELOPMENT BOARD, INC.

NAME OF PARTNER AGENCY

Diane Simbro

SIGNATURE

5/27/20

DATE

DIANE SIMBRO

EXECUTIVE DIRECTOR

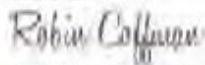
PRINTED/TYPED NAME OF SIGNATORY

TITLE

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NAME OF PARTNER AGENCY


Missouri Department of Community & Junior
Robert Collings
Chief of Staff

Signed on 5/27/2020 12:44:13 PM

PRINTED/TYPED NAME OF SIGNATORY

TITLE

NORTHEAST MISSOURI WORKFORCE DEVELOPMENT BOARD, INC.

NAME OF PARTNER AGENCY



5/27/20

SIGNATURE

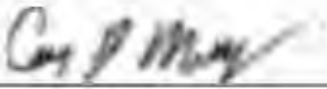
DATE

DIANE SIMBRO

EXECUTIVE DIRECTOR

PRINTED/TYPED NAME OF SIGNATORY

TITLE



5/27/20

SIGNATURE

DATE

COREY MEHAUFFY

WDB BOARD CHAIRMAN

PRINTED/TYPED NAME OF SIGNATORY

TITLE

XIII. AUTHORITY AND SIGNATURES (§678.500(d))

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North East Community Action Corporation (NECAC)

NAME OF PARTNER AGENCY



May 28, 2020

SIGNATURE

DATE

Donald D. Patrick

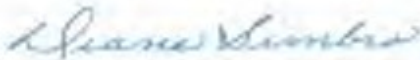
President & CEO

PRINTED/TYPED NAME OF SIGNATORY

TITLE

NORTHEAST MISSOURI WORKFORCE DEVELOPMENT BOARD, INC.

NAME OF PARTNER AGENCY



5/27/20

SIGNATURE

DATE

DIANE SIMBRO

EXECUTIVE DIRECTOR

PRINTED/TYPED NAME OF SIGNATORY

TITLE

XIII. AUTHORITY AND SIGNATURES (§678.500(d))

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PIKE LINCOLN TECHNICAL CENTER

NAME OF PARTNER AGENCY



6-11-2020

SIGNATURE

DATE

BOB DANUSER

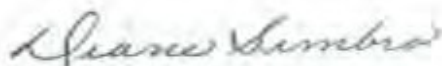
BOARD PRESIDENT

PRINTED/TYPED NAME OF SIGNATORY

TITLE

NORTHEAST MISSOURI WORKFORCE DEVELOPMENT BOARD, INC.

NAME OF PARTNER AGENCY



5/22/20

SIGNATURE

DATE

DIANE SIMBRO

EXECUTIVE DIRECTOR

PRINTED/TYPED NAME OF SIGNATORY

TITLE

XIII. AUTHORITY AND SIGNATURES (§678.500(d))

By signature hereto, the Northeast Missouri Workforce Development One-Stop Partners agree to abide by all terms and conditions of the Memorandum of Understanding (MOU) and Infrastructure Funding Agreements (IFA). By signing below, the One-Stop Partner warrants and represents that the person signing this MOU has the authority to bind that Partner and that this One-Stop Partners participation in the MOU is not a violation of any By-Law, Covenant or restriction placed upon them by their respective entity.

UMOS, Inc

NAME OF PARTNER AGENCY

 6/9/2020
SIGNATURE DATE

Jose Martinez VP of Farmworker and Comm.
PRINTED/TYPED NAME OF SIGNATORY TITLE
Based Services

NORTHEAST MISSOURI WORKFORCE DEVELOPMENT BOARD, INC.

NAME OF PARTNER AGENCY

 5/27/20
SIGNATURE DATE

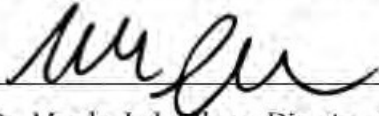
DIANE SIMBRO EXECUTIVE DIRECTOR
PRINTED/TYPED NAME OF SIGNATORY TITLE

Memorandum of Understanding

Signature Page

By signing, each party affirms that this MOU accurately describes the negotiated roles, responsibilities, and costs.

Missouri Department of Higher Education & Workforce Development, Office of Workforce Development, WIOA partner for Title I Adult, WIOA Dislocated Worker, WIOA Youth, and Title III Wagner-Peyser, Trade Assistance Act, and Jobs for Veterans State Grant.



Dr. Mardy L. Leathers, Director, Workforce Development
Missouri Department of Higher Education & Workforce Development

June 22, 2020

Date

Kirkville Comprehensive Job Center

FTE Costs by Partner - Attachment MOU-BB3

			Allocation of Costs to Partner										
Infrastructure Cost Line-Item (Annual)	Total Budget	Partner Responsible for payment	AD/DW	Youth	W/Trans/ Vets	AEL	UP / A&S	TANF/MWA	CDBG/NECAC	Migrant/ UMOS	Title V SER	Persons Kirkville	Total Budget
Methodology Used: Percent of FTE's			16.438%	15.656%	62.622%	0.783%	0.567%	0.783%	0.783%	0.783%	0.783%	0.783%	100%
Facility Costs													
Lease/Rent	\$ 33,000.00	OWD	\$ 5,424.86	\$ 5,166.54	\$ 20,665.38	\$ 258.32	\$ 185.74	\$ 258.32	\$ 258.32	\$ 258.32	\$ 258.32	\$ 258.32	\$ 33,000.00
Electric	w/lease	OWD											\$ -
Gas	w/lease	OWD											\$ -
Water	w/lease	OWD											\$ -
Sewer Connections	w/lease	OWD											\$ -
Facility Maintenance Contract	w/lease	OWD											\$ -
Alarm Services	N/A												\$ -
Building Insurance	N/A	OWD											\$ -
Technology Costs													
High-Speed Internet		WDB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telecommunications (Landlines only)	\$ 2,900.00	OWD	\$ 476.71	\$ 454.01	\$ 1,816.08	\$ 22.70	\$ 17.08	\$ 22.70	\$ 22.70	\$ 22.70	\$ 22.70	\$ 22.70	\$ 2,900.00
Equipment (Copiers)	\$ 2,350.00	OWD/WDB	\$ 386.30	\$ 367.81	\$ 1,471.62	\$ 18.40	\$ 15.80	\$ 18.40	\$ 18.40	\$ 18.40	\$ 18.40	\$ 18.40	\$ 2,350.00
Fax Machines	\$ -	OWD											\$ -
Assistive Technology	\$ -	OWD											\$ -
Common Identifier Marketing Costs:													
Job Center Signage	\$ -	WDB											\$ -
TOTAL INFRASTRUCTURE COSTS			\$ 38,250.00		\$ 6,287.87	\$ 5,988.26	\$ 23,953.03	\$ 299.41	\$ 234.56	\$ 299.41	\$ 299.41	\$ 299.41	\$ 38,250.00
Less Cash Contribution	\$ -												\$ -
Less Non-Cash Contribution	\$ -					199.41			\$ 299.41	299.41		199.41	\$ 987.64
Less Third-party in-kind Contributions	\$ -												\$ -
Adjustment - No hours at Kirkville-double at Warrenton								299.41					
Total Contributions			\$ -		\$ -	\$ -	\$ 199.41	\$ -	\$ 299.41	\$ 299.41	\$ -	\$ 199.41	\$ 1,297.05
Balance			\$ 38,250.00	Annual	\$ 6,287.87	\$ 5,988.26	\$ 23,953.03	\$ 100.00	\$ 234.56	\$ 0.00	\$ 0.00	\$ -	\$ 36,952.95

Non-Cash Contribution

AEL

Provide Adult Mentoring for WIDA Youth and will do Virtual Meetings with IC Staff

MWA

Since MWA has an office in close proximity of the Job Center, they have agreed instead of spending 3 hrs/mo in Kirkville they will spend 16 hrs/mo in Warrenton JC

NECAC

Provide Access Points/Space in 5 counties and offer life skills workshops for our customers.

UMOS

Literature, Telecon Presentation and Virtual Services

Administer Work Keys and HiSet Testing. Provide informational technical

Hannibal Comprehensive Job Center

FTE Costs by Partner - Attachment MOU-BA3

			Allocation of Costs to Partner										
Infrastructure Cost Line-Item (Annual)	Total Budget	Partner Responsible for payment	AD/DW	Youth	W/Trade/ Vets	AEL	UP	TANF / MWA	CDBG/NECAC	Migrant UMOS	Title V SER NATIONAL	Persons Fire Lincoln	Total Budget
Methodology Used: Percent of FTE's			12.28%	11.17%	44.89%	6.70%	0.56%	23.35%	0.56%	0.56%	0.56%		100%
Facility Costs													
Lease/Rent	\$ 51,900.00	OWD	\$ 6,378.77	\$ 5,798.88	\$ 23,195.53	\$ 3,479.33	\$ 289.94	\$ 11,597.77	\$ 289.94	\$ 289.94	\$ 289.94	\$ 289.94	\$ 51,900.00
Electric	w/lease	OWD											\$ -
Gas	w/lease	OWD											\$ -
Water	w/lease	OWD											\$ -
Sewer Connections	w/lease	OWD											\$ -
Facility Maintenance Contract	w/lease	OWD											\$ -
Alarm Services	N/A												\$ -
Building Insurance	\$ 100.00	OWD	\$ 12.28	\$ 11.17	\$ 44.89	\$ 6.70	\$ 0.56	\$ 23.35	\$ 0.56	\$ 0.56	\$ 0.56	\$ 0.56	\$ 100.00
Technology costs													
High-Speed Internet		WDB	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telecommunications (Landlines only)	\$ 5,200.00	OWD	\$ 639.11	\$ 581.01	\$ 2,324.02	\$ 348.80	\$ 29.05	\$ 1,162.01	\$ 29.05	\$ 29.05	\$ 29.05	\$ 29.05	\$ 5,200.00
Equipment (Copiers)	\$ 50.00	OWD/WDB	\$ 6.15	\$ 5.59	\$ 21.35	\$ 3.35	\$ 0.28	\$ 11.17	\$ 0.28	\$ 0.28	\$ 0.28	\$ 0.28	\$ 50.00
Fax Machines	\$ -	OWD											\$ -
Assistive Technology	\$ -	OWD											\$ -
Common Identifier Marketing Costs:													
Job Center Signage	\$ -	WDB											\$ -
TOTAL INFRASTRUCTURE COSTS	\$ 57,250.00		\$ 7,036.31	\$ 6,396.65	\$ 25,566.59	\$ 3,857.99	\$ 319.83	\$ 12,793.50	\$ 319.83	\$ 319.83	\$ 319.83	\$ 319.83	\$ 57,250.00
Less Cash Contribution	\$ -												\$ -
Less Non-Cash Contribution	\$ -					502.75		1,675.00	\$ 319.83	319.83		219.83	\$ 3,057.24
Less Third-Party in-kind Contributions	\$ -												\$ -
Total Contributions	\$ -		\$ -	\$ -	\$ -	\$ 502.75	\$ -	\$ 1,675.00	\$ 319.83	\$ 319.83	\$ -	\$ 219.83	\$ 3,057.24
Balance	\$ 57,250.00	Annual Cost	\$ 7,036.31	\$ 6,396.65	\$ 25,566.59	\$ 3,355.24	\$ 319.83	\$ 11,118.50	\$ 0.00	\$ 0.00	\$ 319.83	\$ 100.00	\$ 54,212.76

MONTHLY

\$ 277.94 \$ 28.85 \$ 926.28 \$ 0.00 \$ 0.00 \$ 26.65

Non-Cash Contribution

AEL

Remediation Assistance, Testing, Adult Mentoring, and Referrals. Needed to keep rent same as last FY.

MWA

Adjusted to compensate for closure and to keep their rent the same as last year.

NECAC

Access Points provided in 5 counties along with providing Soft Skills Classes to customers.

UMOS

Literature, Teleconference Presentation & Virtual Services Provided

FIKE LINCOLN TECHNICAL CENTER

Provide Free Space and use of Computer Lab. Provide Work Keys Testing and HiSet Testing

ATTACHMENT 3
Effective July 1, 2021

Warrenton Job Center

FTE Costs by Partner - Attachment MOU-CC3

Infrastructure Cost Line-Item (Annual)	Total Budget	Partner Responsible for payment	Allocation of Costs to Partner									
			40/DW	Youm	W/P/Trade/ Vets	4EL	VR & RSE	WWVA	CSBG/NECWA	Migrant JMODS	Title V AARP FOUNDATION	Total Budget
Methodology Used: Percent of FTE's			34.04%	17.02%	42.53%	0.85%	2.13%	0.85%	0.85%	0.85%	0.85%	100%
Facility Costs												
Lease/Rent	\$ 23,600.00	OWD	\$ 8,054.04	\$ 4,017.02	\$ 10,042.55	\$ 200.85	\$ 502.13	\$ 200.85	\$ 200.85	\$ 200.85	\$ 200.85	\$ 23,600.00
Electric	w/lease	OWD										\$ -
Gas	w/lease	OWD										\$ -
Water	w/lease	OWD										\$ -
Sewer Connections	w/lease	OWD										\$ -
Facility Maintenance Contract	w/lease	OWD										\$ -
Alarm Services	N/A											\$ -
Building Insurance	w/lease	OWD										\$ -
Technology Costs												\$ -
High-Speed Internet/Phone System	\$ 9,800.00	OWD/DWD	\$ 3,356.17	\$ 1,668.09	\$ 4,170.21	\$ 83.40	\$ 208.51	\$ 83.40	\$ 83.40	\$ 83.40	\$ 83.40	\$ 9,800.00
Telecommunications (Landlines only)		DWD/DWD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment (Copiers)	\$ 500.00	OWD/WDB	\$ 170.21	\$ 85.11	\$ 212.77	\$ 4.26	\$ 10.64	\$ 4.26	\$ 4.26	\$ 4.26	\$ 4.26	\$ 500.00
Fax Machines	\$ -	OWD										\$ -
Assistive Technology		DWD/WDB										\$ -
Common Identifier Marketing Costs:												\$ -
Job Center Signage	\$ -	WDB										\$ -
TOTAL INFRASTRUCTURE COSTS	\$ 33,900.00		\$ 11,540.43	\$ 5,770.21	\$ 14,425.53	\$ 288.51	\$ 721.28	\$ 288.51	\$ 288.51	\$ 288.51	\$ 288.51	\$ 33,900.00
Less Cash Contribution	\$ -											\$ -
Less Non-Cash Contribution	\$ -								\$ 288.51	288.51		\$ 577.02
Less Third-party in-kind Contributions	\$ -											\$ -
Adjustment from Kirksville Job Center								583.03				
Total Contributions	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 288.50	\$ 288.51	\$ -	\$ 577.02
Balance	\$ 33,900.00	ANNUAL	\$ 11,540.43	\$ 5,770.21	\$ 14,425.53	\$ 288.51	\$ 721.28	\$ 871.56	\$ 0.00	\$ 0.00	\$ 288.51	\$ 33,906.03

\$ 72.63

Adjustment from Kirksville Job Center:
MWA has an office in Kirksville so we adjusted
their hours spent in the job center from
Kirksville to Warrenton.