

**AGENDA
WORKFORCE DEVELOPMENT BOARD
WEDNESDAY, MAY 28, 2025**



"Your Workforce Resource"

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of California™



PATRICIA VIRGEN
EXECUTIVE DIRECTOR

NICOLE SNYDER
DEPUTY DIRECTOR
TINA LaBOUNTY
DEPUTY DIRECTOR



COUNTY OF SAN JOAQUIN
EMPLOYMENT AND ECONOMIC DEVELOPMENT DEPARTMENT

**AGENDA
WORKFORCE DEVELOPMENT BOARD
WEDNESDAY, MAY 28, 2025**

Dear Workforce Development Board Members:

Attached is your agenda for the Wednesday, May 28, 2025, meeting of the Workforce Development Board (WDB).

The meeting will be held:

DATE: Wednesday, May 28, 2025
TIME: 7:30 a.m.
PLACE: WorkNet Building
6221 West Lane, Suite #105
Stockton, CA

If you have any questions, please call me at 468-2245.

Sincerely,

A handwritten signature in blue ink that reads "Patricia Virgen".

PATRICIA VIRGEN
EXECUTIVE DIRECTOR



A proud partner of the America's **JobCenter** network of California™

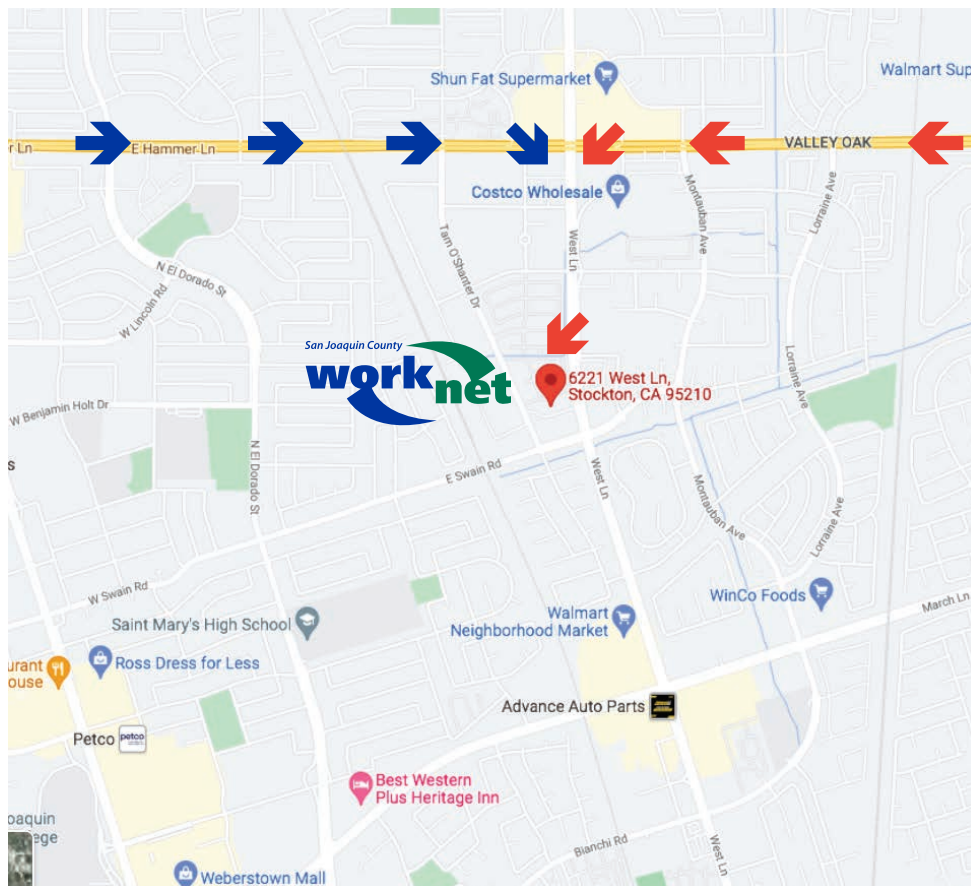
From HWY 99

From **Highway 99**, take the **Hammer Lane West** exit. Head **westbound on Hammer Lane** and prepare to turn **LEFT** on West Ln from Hammer Lane (Next main intersection after Monteabaun), to head **south on West Lane**. Using the right lane, you will pass one set of traffic lights on Hammertown, and then proceed to turn into our parking lot just before Swain. **Look for the WorkNet sign as a cue to turn into our parking lot.**

From Interstate 5

From **Interstate 5**, take the **Hammer Lane West** exit. Head **eastbound on Hammer Lane** and prepare to turn **RIGHT** on West Ln from Hammer Lane (Next main intersection after Tam O'Shanter), to head **south on West Lane**. Using the right lane, you will pass one set of traffic lights on Hammertown, and then proceed to turn into our parking lot just before Swain. **Look for the WorkNet sign as a cue to turn into our parking lot.**

From Interstate 5



From HWY 99

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Preamble/Purpose of MOU

This Memorandum of Understanding (MOU) is entered into to define the roles and responsibilities of each partner as mutually agreed by the parties for the provision of services pursuant to the Workforce Innovation and Opportunity Act (WIOA). The parties to this MOU are: San Joaquin County Board of Supervisors, San Joaquin County Workforce Development Board, Stockton Unified School District, Lodi Unified School District, San Joaquin Delta Community College, California Employment Development Department, California Department of Rehabilitation, SER Jobs for Progress, Job Corps, California Indian Manpower Consortium, Inc., San Joaquin County Office of Education, San Joaquin County Human Services Agency, Housing Authority of the County of San Joaquin.

The parties enter into this MOU to establish a high-quality "AJCC" system and promote collaboration in delivering services within the State's America's Job Center of California (AJCC) framework. This MOU will serve as the foundation for providing workforce services to employers, employees, job seekers, and others in need of such services in San Joaquin County.

The Workforce Innovation and Opportunity Act (WIOA) mandates that a Memorandum of Understanding (MOU) be developed and signed between the Local Board and the America's Job Center of California (AJCC) partners to define the operations of the AJCC delivery system. The purpose of this MOU is to foster a cooperative working relationship between the parties and clarify their respective roles and responsibilities in achieving policy objectives. Additionally, the MOU establishes the framework for delivering workforce services to employers, employees, job seekers, and others in need of assistance.

California's one-stop delivery system, the AJCC, is a locally driven system which develops partnerships and provides programs and services to achieve three main policy objectives established by the California Workforce Development Strategic Plan, which includes the following:

- Foster demand-driven skills attainment
- Enable upward mobility for all Californians
- Align, coordinate, and integrate programs and services

These objectives will be accomplished by ensuring access to high-quality AJCCs that provide the full range of services available in the community for all customers seeking the following:

- Looking to find a job.
- Building basic educational or occupational skills.
- Earning a post-secondary certificate or degree.
- Obtaining guidance on how to make career choices.
- Seeking to identify and hire skilled workers.

Previous Versions of the MOU

This Memorandum of Understanding (MOU) represents the fifth iteration of the San Joaquin County WIOA MOU developed and executed by the San Joaquin County Workforce Development Board and its required partners under the Workforce Innovation and Opportunity Act (WIOA). It reflects the ongoing commitment of all parties to deliver coordinated, customer-centered services through the San Joaquin County AJCC system. This MOU supersedes all previous versions, including the original MOU and any subsequent renewals or modifications executed prior to the effective date of this document. Specifically, this MOU replaces:

- **Phase I MOU** was approved by the San Joaquin County Workforce Development Board (WDB) on May 25, 2016, and by the San Joaquin County Board of Supervisors (BOS) on June 28, 2016.
- **Amendment No. 1 (Phase II)** for the Comprehensive Stockton WorkNet Center was approved by the WDB Executive Committee, acting on behalf of the WDB, on August 21, 2017, and by the BOS on August 22, 2017.
- **Amendment No. 2 (Phase II)** for the Affiliate Centers (Lodi WorkNet Center, Delta College WorkNet Center, and Tracy WorkNet Center) was approved by the WDB on May 23, 2018, and by the BOS on June 12, 2018.
- **Update No. 1** was the first required three-year MOU update and was approved by the WDB on May 19, 2019, and by the BOS on June 11, 2019.
- **Update No. 2**, was approved by the WDB on May 25, 2022, and by the BOS on June 21, 2022.

Local/Regional Vision Statement, Mission Statement, and Goals

Our vision for this area and region is a prosperous and growing economy supported by an abundance of livable-wage careers performed by a local workforce that is well prepared, appropriately skilled, and fully capable of meeting the current and future needs of local and regional employers.

Our mission is to implement the Workforce Innovation and Opportunity Act by strategically leveraging and integrating community resources to cultivate demand driven skill attainment that meets the evolving needs of business and accelerates the upward mobility of the labor force.

Our goals for this memorandum of understanding are to align and coordinate to the greatest extent possible, our respective efforts at the local and regional level within a framework that includes:

- Sector strategies - aligning workforce and education programs with leading and emergent industry sectors' skills needs.
- Career Pathways - enabling progressive skills development through education and training programs, using multiple entry and exit points, so that each level of skills

development corresponds with a labor market payoff for those being trained or educated.

- Regional Partnerships - building partnerships between Industry leaders, workforce professionals, education and training providers, and economic development leaders to engage workforce and education policies that support regional economic growth.
- Earn and Learn Models - using training and education "best practices" that combine applied learning opportunities with material compensation while facilitating skills development in the context of actual labor market participation.
- Supportive Services provide ancillary services like childcare, transportation, and counseling to overcome barriers and facilitate program completion and transition to employment.
- Creating Cross-System Data Capacity - using diagnostic labor market data to assess where to target investment and facilitate the measurement of effectiveness over time.
- Integrated service delivery - braiding resources and coordinating services at the local level to meet the needs of local business and individual job seekers.

Parties to the MOU

The parties to this MOU have agreed to work together to better serve mutual and common customers and actively participate in an integrated system of delivery enhanced by a broad coalition of partners required under WIOA. These required partners include local/regional representatives of the following programs:

Required partners include local/regional representatives of the following programs:

- WIOA Title I Adult, Dislocated Worker, and Youth (San Joaquin County Workforce Development Board)
- WIOA Title II Adult Education and Literacy (Lodi Unified School District Adult Education)
- WIOA Title III Wagner-Peyser (Employment Development Department, Workforce Services Branch)
- WIOA Title IV Vocational Rehabilitation (Department of Rehabilitation)
- Carl Perkins Career Technical Education (San Joaquin Delta Community College)
- Title V Older Americans Act (SER Jobs for Progress)
- Job Corps
- Native American Programs (Section 166) (California Indian Manpower Consortium)
- Migrant Seasonal Farmworkers (Section 167) (San Joaquin County Workforce Development Board)
- Veterans (Employment Development Department, Workforce Services Branch)
- Youth Build (San Joaquin County Office of Education)
- Trade Adjustment Assistance Act (Employment Development Department, Workforce Services Branch)

- Community Services Block Grant (San Joaquin County Human Services Agency)
- Housing & Urban Development (Housing Authority of the County of San Joaquin)
- Unemployment Compensation (Employment Development Department)
- Temporary Assistance for Needy Families/CalWORKs (San Joaquin County Human Services Agency)

Individuals authorized to sign this MOU on behalf of the partner organization are identified on the Signature Page labeled Attachment 1. The absence of a signature of a required partner to this MOU shall not affect the joint, on-going activities of the remaining parties to this document.

One-Stop System and Services

The AJCC System in San Joaquin County will consist of one comprehensive AJCC and multiple access points throughout the county. AJCC basic career services will be accessible 24 hours a day, seven days a week through the internet, primarily through CalJOBS and other partner websites, where available. Each partner's services (basic career services, individualized career services, and follow-up, as well as training services and services provided to employers) will be integrated into the system as identified in Attachment 2.

Basic Career Services

The AJCC will provide Basic Career Services which are available to all Adults and Dislocated workers. Basic Career Services include but are not limited to the following:

- Determination of eligibility to receive WIOA Career and/or Training services;
- Outreach, intake and orientation to the information and other services available through the AJCC system;
- Initial assessment of skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities, skill gaps and supportive service needs;
- Labor exchange services including job search and placement assistance, and where needed by an individual, career counseling including the provision of Information on in-demand Industry sectors/occupations, the provision of information on nontraditional employment, and job vacancy listings in labor market areas;
- Referral and coordination of activities with other programs and services including AJCC system partners and additional workforce development programs;
- Workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, statewide, and national labor market areas, including: information on job skills necessary to obtain the vacant jobs listed; and information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs;
- Provision of performance information and program cost information on eligible providers of training services by program and type of providers;
- Provision of information about how the local area is performing on performance

accountability measures, as well as any additional performance information relating to the area's AJCC delivery system;

- Information relating to the availability of supportive services or assistance, and appropriate referrals to those services and assistance, including child care; child support; medical or child health assistance available through the State's Medicaid program and Children's Health Insurance Program; benefits under the Supplemental Nutrition Assistance program (SNAP); assistance through the earned income tax credit; housing counseling and assistance services through the U.S. Department of Housing and Urban Development; and assistance under a State program for Temporary Assistance for Needy Families (TANF), and other supportive services and transportation provided through that program;
- Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA; and
- Provision of Information and assistance regarding filing claims under UI programs including meaningful assistance to individuals seeking assistance in filing a claim. Meaningful assistance means providing assistance on-site using staff who are properly trained in UI claims, filing, and/or the acceptance of information necessary to file a claim, or by phone or via other technology, if the assistance is provided by trained and available staff within a reasonable time.

Individualized Career Services

The AJCC will provide individualized Career Services upon determination by AJCC staff that said services are appropriate for an individual to obtain or retain employment. Individualized Career Services shall be made available in all comprehensive AJCCs. Recent assessments conducted by partner programs may be utilized to determine if individualized Career Services would be appropriate. These services include:

- Comprehensive and specialized assessments of the skill levels and service needs which may include diagnostic testing and use of other assessment tools, and in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
- Development of an individual career plan, to identify the career goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her career goals, including the list of, and information about, eligible training providers;
- Group and/or individual counseling and mentoring;
- Career planning (e.g. case management);
- Short-term term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training; in some instances, pre-apprenticeship programs may be considered as short-term prevocational services;
- Internships and work experiences that are linked to careers;

- Workforce preparation activities that help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education, or training, or employment;
- Financial literacy services;
- Out-of-Area job search assistance and relocation assistance;
- English language acquisition and integrated education and training programs; and
- Follow-up services made available, including counseling regarding the workplace, for participants in WIOA activities who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.

Training Services

The AJCC will provide Training Services for eligible individuals through Individual Training Accounts (ITA) and/or other training administration methods permitted under WIOA. Training Services may be provided if AJCC staff determine, after an interview, and/or evaluation or assessment, and career planning, that the individual:

- Is unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services alone;
- Is in need of Training Services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through career services alone; and
- Has the skills and qualifications to successfully participate in the selected program of Training Services.

Training services may include:

- Occupational skills training, including training for non-traditional employment and occupational skills training that integrates English-language and math instruction needed to succeed on the job;
- On-the-Job Training (OJT);
- Programs that combine workplace training with related instruction, which may include cooperative education programs;
- Training programs operated by the private sector;
- Skill upgrading and retraining;
- Entrepreneurial training; and
- Apprenticeship and Pre-Apprenticeship Skills Training.

Responsibility of AJCC Partners

The parties to this MOU agree to share the responsibility for planning, implementing and operating the AJCC delivery system. This MOU describes the cooperative working relationship between the parties and defines the respective roles and responsibilities in ensuring access to high-quality services through the AJCC system. The MOU also serves to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

The AJCC partners agree to

- Participate in joint planning, plan development, and modification of activities to accomplish the following:
 - Continuous partnership building;
 - Continuous planning in response to state and federal requirements;
 - Responsiveness to local and economic conditions, including employer needs; and
 - Adherence to common data collection and reporting needs.
- Make available to customers the applicable service(s) of the partner programs through the AJCC delivery system;
- Participate in capacity building and staff development activities to ensure that all partners and staff are adequately cross-trained.

Infrastructure Funding Agreement & Other Shared System Costs

The parties to this MOU agreed to negotiate and implement a cost sharing plan by May 15, 2025, under as part of the development process as described in the State Employment Development Department (EDD), Workforce Services Directive WSD18-12. The cost sharing agreements shall be incorporated into this MOU as Attachment 3.

Methods for Referring Customers

Each partner to this MOU is committed to a referral process that incorporates the vision of a customer-centered system and will create processes and policies to support this vision. The referral processes are incorporated as Attachment 4 and will do the following:

- Ensure that intake and referral processes are customer-centered and provided by staff trained in customer service.
- Ensure that general information regarding AJCC programs, services, activities and resources shall be made available to all customers as appropriate.
- Describe how customer referrals are made electronically, through traditional correspondence, verbally or through other means determined in cooperation with partners and operators.
- Describe how each AJCC partner will provide a direct link or access to other AJCC

partner staff that can provide meaningful information or service, through the use of co-location, cross training of AJCC staff, or real-time technology (two-way communication and interaction with AJCC partners that results in services needed by the customer).

Access for Individuals with Barriers to Employment

Each partner to this MOU is committed to ensuring that individuals facing barriers to employment have access to the services necessary to meet their employment and training needs. In fulfilling this commitment, the partners also recognize the importance of prioritizing services for eligible veterans and their spouses, recipients of public assistance, low-income individuals, and those who are basic skills deficient. This priority applies when providing individualized Career Services and Training Services with WIOA Adult funds, in accordance with federal, state, and local policies, as applicable.

Individuals with barriers to employment shall be defined as:

An individual with any characteristic that substantially limits an individual's ability to obtain employment, including indicators of poor work history, lack of work experience, or access to employment in nontraditional occupations, long-term unemployment, lack of educational or occupational skills attainment, dislocation from high-wage and high-benefit employment, low levels of literacy or English proficiency, disability status, or welfare dependency, including members of all of the following groups:

- Displaced homemakers;
- Low income individuals;
- Indians, Alaska Native, and Native Hawaiians as those terms are defined in Section 3221 of Title 29 of the United States Code;
- Individuals with disabilities, including youth who are individuals with disabilities;
- Older individuals;
- Ex-offenders;
- Homeless Individuals or homeless children as defined in Section 14043e-2(6) of Title 42 of the United States Code, and homeless children and youths, as defined in Section 11434a(2) of Title 42 of the United States Code;
- Youth who are In or have aged out of the foster care system;
- Individuals who are English language learners, individuals who have low levels of literacy and individuals facing substantial cultural barriers;
- Eligible migrant and seasonal farm workers, as defined in Section 3322(1) of Title 29 of the United States Code;
- Individuals within two years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act (42 U.S.C. Sec. 601 et seq.) (TANF);
- Single parents (including single, pregnant women);
- Long-term unemployed individuals;

- Transgender and gender nonconforming individuals;
- and any other groups the Governor determines to have barriers to employment.

The partners to this MOU are committed to ensuring that recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient receive priority for individualized career services and training services funded through WIOA Adult funds. This priority is in accordance with federal, state, and local policies and will be applied when determining eligibility and providing services to individuals in need. The partners recognize the importance of addressing the specific needs of these populations to support their successful integration into the workforce.

The attached “system map” identifies the location of the comprehensive, affiliate, and specialized AJCCs within the Local Area.

Shared Technology and System Security

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including client tracking, common case management, reporting, and data collection. To support the use of these tools, each AJCC Partner agrees to the following:

- Comply with the applicable provisions of WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements.
- The principles of common reporting and shared information through electronic mechanisms, including shared technology.
- Commit to sharing information to the greatest extent allowable under their governing legislation and confidentiality requirements.
- Maintain all records of the AJCC customers or partners (e.g. applications, eligibility and referral records, or any other individual records related to services provided under this MOU) in the strictest confidence and use them solely for purposes directly related to such services.
- Develop technological enhancements that allow interfaces of common information needs, as appropriate.
- Understand that system security provisions shall be agreed upon by all partners.

Confidentiality

The AJCC Partner agrees to comply with the provisions of WIOA as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and any other appropriate statute or requirement to assure the following:

- All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, shall be confidential and

shall not be open to examination for any purpose not directly connected with the delivery of such services.

- No person will publish, disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
- The AJCC partner agrees to abide by the current confidentiality provisions of the respective statutes to which AJCC operators and other AJCC partners must adhere and share the information necessary for the administration of the program as allowed under law and regulation. The AJCC partner, therefore, agrees to share client information necessary for the provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment or program support purposes.
- Client information shall be shared solely for the purpose of enrollment, referral or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

Non-Discrimination and Equal Opportunity

The AJCC partner shall not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation or marital status. The AJCC partner agrees to comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990) and related applicable regulations.

The AJCC partner will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination based on disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

Grievances and Complaints Procedure

The AJCC partner agrees to establish and maintain a procedure for grievance and complaints as outlined in WIOA. The process for handling grievances and complaints is applicable to customers and partners. These procedures will allow the customer or entity filing the complaint to exhaust every administrative level in receiving a fair and complete hearing and resolution of their grievance. The partner further agrees to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

Americans with Disabilities Act and Amendments Compliance

The AJCC partner agrees to ensure that the policies and procedures as well as the programs and services provided at the AJCC are in compliance with the Americans with Disabilities Act and its amendments. Additionally, partners agree to fully comply with the provisions of WIOA, Title VII of the civil Rights act of 1964, the Age Decimation Act of 1975, Title IX of the Education Amendments of 1972, 29 CRF Part 37 and all other regulations implementing the aforementioned laws.

Effective Dates and Term of MOU

This MOU shall be binding upon each party hereto upon execution by such party. The term of this MOU shall be three years, commencing on the date of execution by all parties. The MOU will be reviewed not less than once every three years to identify any substantial changes that have occurred. This amended MOU term shall be three years, commencing on July 1, 2025, the date of execution by all parties.

Modifications and Revisions

This MOU constitutes the entire agreement between the parties and no oral understanding not incorporated herein shall be binding on any of the parties hereto. This MOU may be modified, altered, or revised, as necessary, by the mutual consent of the parties, by the issuance of a written amendment, signed and dated by the parties.

Termination

The parties understand that implementation of the AJCC system is dependent on the good faith effort of every partner to work together to improve services to the community. The parties also agree that this is a project where different ways of working together and providing services are being tried. If it becomes necessary for one or more parties to cease being a part of this MOU, said entity shall notify the other parties, in writing, 30 days in advance of that intention.

Administrative and Operations Management Sections

License for Use

During the term of this MOU, all partners to this MOU shall have a license to use all the space of the AJCCs for the sole purpose of conducting acceptable AJCC services as outlined herein.

Supervision/Day to Day Operations

The day-to-day supervision of staff assigned to the AJCCs will be the responsibility of the site supervisor(s). The original employer of staff assigned to the AJCCs will continue to set the priorities of its staff. Any change in work assignments or any problems at the worksite will be handled by the site supervisor(s) and the management of the original employer.

The office hours for the staff at the AJCCs will be established by the site supervisor(s) and the primary employer. All staff will comply with the holiday schedule of their primary employer and will provide a copy of their holiday schedule to the operator and host agency at the beginning of each fiscal year.

Disciplinary actions may result in the removal of co-located staff from the AJCCs, and each party will take appropriate action.

Each party shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally required employee benefits. In addition, each party shall be solely responsive and save all other parties harmless from all matters relating to payment of each party's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

Dispute Resolution

The parties agree to try to resolve policy or practice disputes at the lowest level, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective staff, the employer and the operator, for discussion and resolution.

Press Releases and Communications

To the extent possible, all parties shall be included when communicating with the press, television, radio or any other form of media regarding its duties or performance under this MOU. Participation of each party in press/media presentations will be determined by each party's public relations policies. Unless otherwise directed by the other parties, in all communications, each party shall make specific reference to all other parties.

The parties agree to utilize the AJCC logo developed by the State of California and the Local Board on buildings identified for AJCC usage. This also includes letterhead, envelopes, business cards, any written correspondence and fax transmittals related to the provision of WIOA services.

Hold Harmless/Indemnification/Liability

In accordance with provisions of Section 895.4 of the California Government Code, each party hereby agrees to indemnify, defend and hold harmless all other parties identified in this MOU from and against any and all claims, demands, damages and costs arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. In addition, except for Departments of the State of California which cannot provide for indemnification of court costs and attorneys fees under the indemnification policy of the State of California, all other parties to this MOU agree to indemnify, defend and hold

harmless each other from and against all court costs and attorneys fees arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

Signature Page

All partners, regardless of colocation status, must sign the MOU.

By signing below, all parties agree to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

(CEO)

Printed Name and Title

Signature and Date

(Local Board Chairperson)

Printed Name and Title

Signature and Date

(AJCC Partner Entity)

Printed Name and Title

Signature and Date

(AJCC Partner Entity)

Printed Name and Title

Signature and Date

(AJCC Partner Entity)

Printed Name and Title

Signature and Date

(AJCC Partner Entity)

Printed Name and Title

Signature and Date

Attachment 1

This will be replaced by the MOU signature pages once signed. Signature pages have been sent for electronic signature.

PROGRAM/PARTNER	WIOA TITLE I, ADULT, DW (EEDD)	WIOA TITLE I, YOUTH (EEDD)	WIOA TITLE III, WAGNER PEYSER (EDD)	WIOA TITLE II, ADULT EDUCATION & LITERACY (L)	WIOA TITLE IV, VOCATIONAL REHABILITATION (DOR)	CAREER/TECHNICAL EDUCATION (SAN JOAQUIN DELTA COLLEGE)	SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SER)	JOB CORPS (AGENCY NAME)	WIOA SECTION 167, MIGRANT AND SEASONAL FARMWORKERS (EEDD)	VETERANS (EDD)	YOUTHBUILD (S/COE)	TRADE ADJUSTMENT ASSISTANCE ACT (EDD)	COMMUNITY SERVICES BLOCK GRANT (HUMAN SERVICES AGENCY)	UNEMPLOYMENT INSURANCE (EDD)	TANF/CALWORKS (HUMAN SERVICES AGENCY)	CALFRESH EMPLOYMENT AND TRAINING	HOUSING AUTHORITY	WIOA SECTION 166, NATIVE AMERICAN PROGRAM (CALIFORNIA INDIAN MANPOWER CONSORTIUM)
Basic Career Services																		
WIOA Title I Program Eligibility	Y	Y						Y	Y		Y							
Outreach, Intake, Orientation	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	Y	Y
Initial Assessment	Y		Y	Y	Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y
Labor Exchange, Job Search Assistance	Y		Y	Y	Y		Y		Y		Y				Y	Y	Y	
Referrals to One Stop Partners	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y
Labor Market Information	Y		Y	Y	Y	Y	Y	Y	Y		Y	Y			Y			
Performance and cost Information (Training Providers on ETPL)	Y		Y	Y					Y									
Support Service Information	Y		Y	Y	Y	Y	Y	Y	Y		Y		Y		Y	Y	Y	
UI Information and Assistance	Y		Y				Y							Y		Y		
Financial Aid Information	Y			Y		Y			Y		Y				Y			
Individualized Career Services																		
Comprehensive Assessment	Y	Y			Y		Y	Y	Y	Y	Y				Y			
Individual Employment Plan	Y	Y		Y	Y		Y	Y	Y	Y	Y				Y	Y	Y	Y
Career Plan, Counseling	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	Y	
Short Term Pre-Vocational Services	Y	Y		Y	Y	Y	Y	Y	Y									
Internships, Work Experience	Y	Y				Y	Y		Y				Y		Y	Y		
Out of Area Job Search	Y	Y			Y			Y	Y						Y			
Financial Literacy	Y	Y		Y		Y	Y		Y		Y		Y		Y	Y		
English Language Acquisition	Y	Y		Y		Y			Y				Y					
Workforce Preparation	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	
Follow Up Services	Y	Y		Y		Y	Y	Y	Y	Y	Y							Y

San Joaquin County
Workforce Innovation and Opportunity Act
Infrastructure Funding Agreement and Other System Costs Budget

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Process and Development

Local Workforce Development Area (Local Area): San Joaquin County

Date Submitted: June 30, 2025

1. The period of time this agreement is effective:

The term of this update to the MOU shall be three years, commencing on July 1, 2025, the date of execution of by all parties. The MOU will be reviewed not less than once every three years to identify any substantial changes that have occurred.

2. Identification of all AJCC partners, Chief Elected Officials (CEO), and Local Boards participating in the infrastructure and other system costs funding agreements.

CEO: San Joaquin County Board of Supervisors Chair Paul Canepa

Local Board: San Joaquin County Workforce Development Board

AJCC Partners Participating in the Infrastructure Funding Agreement (IFA):

San Joaquin County Employment and Economic Development Department (EEDD)
San Joaquin Delta College
California Employment Development Department
Manteca Adult School
Housing Authority of San Joaquin County

AJCC Partners Participating in the Shared Other System Costs Agreement:

EEDD

3. Steps the Local Board, CEO, and AJCC partners took to reach consensus and/or an assurance that the Local Area followed guidance for the state infrastructure funding mechanism.

Individual meetings and electronic communication with each partner for MOU Update in March, April, and May 2025

WDB approval of MOU Update May 28, 2025

San Joaquin County Board of Supervisors approval of MOU Update June 17, 2025

Initial Meeting with Partners for MOU Update April 4, 2025

Individual meetings and electronic communication with partners for MOU Update in May 2025

- A. Considering the structure of our Local Area, partners' budget development involved one Comprehensive and four Affiliate AJCCs. The participants involved in the Comprehensive and Affiliate Centers' infrastructure and other system costs include:
 1. San Joaquin County Board of Supervisors as the Chief Local Elected Official body for Workforce Innovation and Opportunity Act (WIOA)
 2. San Joaquin County Workforce Development Board (SJCWDB)
 3. AJCC Partners participating in the Infrastructure Funding Agreement (IFA):
 - a. San Joaquin County Employment and Economic Development Department/SJCWDB for WIOA
 - b. San Joaquin Delta College
 - c. California Employment Development Department
 - d. Manteca Adult School
 - e. Housing Authority of the County of San Joaquin
 4. AJCC Partners participating in the Shared System Costs Agreement:
 - a. San Joaquin County Employment and Economic Development Department
4. A description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached.

The required partner agencies met on April 4, 2025 and in subsequent partner meetings. During those meetings the partners discussed the requirements for participating in the Comprehensive AJCC infrastructure, and/or the overall system costs. The partners that are not co-located agreed to obtain required information from their agencies in order to describe the other system costs required by the MOU.

MOU Section VI identifies funding of services and operational costs. For purposes of calculating infrastructure costs, center square footage was used as the methodology for calculations of center costs. The partners informed their organizations of the costs that will be the basis for negotiating resource sharing, as well as the level required from each. This support may be in the form of cash, in-kind service or other means in future years.

The co-located partners reviewed the current costs for maintaining the Stockton WorkNet Comprehensive AJCC. The funding stream break out for the current co-located partners is:

- 50% EEDD - WIOA Title I Adult, Dislocated Worker, and Youth Programs,
- 50% EDD - Wagner-Peyser; Veterans; and Trade Adjustment Assistance Act

The co-located partners reviewed the current costs for maintaining the Tracy WorkNet Affiliate AJCC. The funding stream break out for the current co-located partners is:

- 100% EEDD - WIOA Title I Adult, Dislocated Worker, Youth, Migrant and Seasonal Farmworker Programs
- 0% Housing Authority of the County of San Joaquin – Housing and Urban Development

5. A description of the periodic modification and review process that will be used to ensure all AJCC partners continue to contribute their fair and equitable share of infrastructure and other system costs, including the identification of who will fulfill this responsibility. This must include a reconciliation schedule. (Who, What, When, How)

The SJCWDB staff will review the infrastructure costs annually. The basis for determining overall costs will be the space and operating costs assigned in the overall San Joaquin County EEDD budget. In addition, actual costs for contracts, equipment, and/or other items or services benefiting the workforce system will be included. A progress report will be made available to the required partners based on second quarter expenses recorded annually. The fiscal information available by the end of the third quarter of every fiscal year will be the basis for proposed modifications, and will be taken to the required partners for negotiation of each partner's fair and equitable share of costs. Modifications to the allocations will be implemented in the following fiscal year.

The AJCC partners agree to communicate openly and directly to resolve any problems or disputes related to negotiating cost allocations and the fair and equitable contribution to the costs of maintaining the AJCCs in the community. The partners agree to work in a cooperative manner and to resolve any disputes at the lowest level of intervention possible. If disputes cannot be resolved at the AJCC level, the issue will be brought to the attention of the SJCWDB Regional Advisor who will attempt to mediate. Issues will be brought to the appropriate principals of the mandated partners as a last resort.

Assurance from all non-colocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available to make such a determination.

The signatories to this MOU Update agree to contribute their proportionate share of infrastructure costs as soon as sufficient data are available to make such a determination. The level of support must be reasonable, necessary, allowable, and allocable according to WIOA and the partner funding source. Costs will be negotiated based on the data provided by the State, regulations and directives issued by the partner funding source, and locally agreed upon methodology for cost allocation, and agreed upon definitions of benefit.

Signatures of authorized representative(s) of the Local Board, the CEO, and all AJCC partners.

Sharing Infrastructure Costs

Budget, Cost Allocation Methodology, Initial Proportionate Share

MOU Content Requirements:

A budget outlining the infrastructure costs for each AJCC in the Local Area with a detailed description of what specific costs are included in each line item.

When establishing the infrastructure cost budget, Local Boards have two options:

Option 1: Develop a separate budget for each AJCC.

Option 2: Develop a consolidated system-wide budget for its network of AJCCs.

Option 3: A mixture of separate and consolidated budgets.

If the Local Board chooses to negotiate infrastructure costs based on their network of AJCCs, rather than center by center, then the budgets for all the AJCCs can be consolidated into one system budget. However, this consolidation may not distort the distribution of costs as they must be attributable to each partner equally and in accordance with the agreed upon cost allocation methodology). Consolidations might allow the “financing” of infrastructure cost between partners more easily. It is not required that each partner contribute to each comprehensive AJCC, as long as their consolidated share of contributions equals their responsibility to pay as determined by the agreed upon cost sharing methodology.

If using Option 3, multiple budgets will need to be included with clear identification of which AJCCs belong to which budget.

The Local Board and AJCC partners have chosen this option for developing the infrastructure cost budget:

Option 1: A separate budget for each AJCC.

Option 2: A consolidated system-wide budget for the network of AJCCs

Option 3: A mixture of separate and consolidated budgets for the Local Area’s AJCCs.

AJCC(s) and Colocated Partners

- Include all AJCCs Identified in the MOU
- Include if the AJCC is a comprehensive, affiliate, or specialized center.
- Colocated Partner definition: All AJCC partners who have a physical presence within the center, either full time or part time

AJCC #1

Name/Address of the AJCC:

San Joaquin County WorkNet AJCC
Stockton Center
6221 West Lane, Suite 105
Stockton, CA 95210

Type of AJCC: Comprehensive

Partners Colocated at This AJCC:

San Joaquin County Employment and Economic Development Department
California Employment Development Department

AJCC #2

Name/Address of the AJCC:

San Joaquin Delta College WorkNet AJCC
SHIMA Building RM 217
5151 Pacific Avenue
Stockton, CA 95207

Type of AJCC: Affiliate

Partners Colocated at This AJCC:

San Joaquin County Employment and Economic Development Department
San Joaquin Delta Community College

This center is currently in transition and will be included in discussions for an update to the MOU upon review.

AJCC #3

Name/Address of the AJCC:

Tracy WorkNet AJCC
340 W. 4th Street
Tracy, CA 95376

Type of AJCC: Affiliate

Partners Colocated at This AJCC:

San Joaquin County Employment and Economic Development Department
No other colocated partners

AJCC #4

Name/Address of the AJCC:

WorkNet Center at
Manteca Adult School
2271 West Louise Ave - Rm 600
Manteca, CA 95337

Type of AJCC: Affiliate

Partners Colocated at This AJCC:

San Joaquin County Employment and Economic Development Department
No other colocated partners

AJCC #5

Name/Address of the AJCC:

Lodi WorkNet Center
At the Lodi Chamber of Commerce
35 S. School Street
Lodi, CA 95240

Type of AJCC: Affiliate

Partners Colocated at This AJCC:

San Joaquin County Employment and Economic Development Department
No other colocated partners
This center is currently in transition and will be included in discussions for an update to the MOU upon review.

AJCC Infrastructure Budget San Joaquin County WorkNet Stockton AJCC		
Cost Category/Line Item	Line Item Cost Detail	Cost
Rent		
Rental of Facilities	\$263,639.11	
Rental Costs Subtotal:		\$263,639.11
Utilities and Maintenance		
Electric/Gas	\$33,628.40	
Water/Sewer Connections	\$1,830.17	
High-Speed Internet	\$2,916.99	
Telephones (Landlines)	\$4,544.40	
Facility Maintenance Contract	\$58,296.01	
Utilities and Maintenance Costs Subtotal:		\$101,215.97
Equipment		
Assessment-related products	-	
Assistive technology for individuals with disabilities (Access and Accommodation)	\$720.00	
Copiers/Fax	\$6,372.84	
Computers	\$11,040.00	
Other tangible equipment used to serve all center customers (not specific to an individual program partner) - Servers and software	\$22,654.00	

Equipment Costs Subtotal:		\$40,786.84
Technology to Facilitate Access to the AJCC		
Technology used for the center's planning and outreach activities Specify the Technology	-	
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services Website Address: https://www.sjworknet.org/index.asp (Does not include data systems or case management systems specific to individual program partners.)	\$8,000	
Technology to Facilitate Access Costs Subtotal:		\$8,000

Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)		
Creating New AJCC Signage	-	
Updating Templates and Materials	\$1000.00	
Updating Electronic Resources	\$1,000.00	
Common Identifier Subtotal:		\$2000.00

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
Cost Category	Total Cost
Subtotal: Rental Costs	\$263,639.11
Subtotal: Utilities and Maintenance Costs	\$101,215.97
Subtotal: Equipment Costs	\$40,786.84
Subtotal: Technology to Facilitate Access Costs	\$8,000
Subtotal: Common Identifier Costs	\$2,000
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:	\$415,641.92

Initial Allocation of Proportionate Share of Infrastructure Costs for Colocated Partners					
Colocated Partner/s	Shared Infrastructure Costs	Application of Methodology	Allocated Initial Share	Amount: Cash	Amount: In-Kind
Partner 1: EEDD		Based on historical contributions	50%		
Partner 2: EDD		Based on historical contributions	TBD*		

*EDD's contribution towards the infrastructure costs are paid via the established lease agreement with the EEDD.

AJCC Infrastructure Budget San Joaquin County WorkNet Tracy AJCC		
Cost Category/Line Item	Line Item Cost Detail	Cost
Rent		
Rental of Facilities	\$76,688.00	
Rental Costs Subtotal:		\$76,688.00
Utilities and Maintenance		
Electric/Gas	\$23,500.00	
Water/Sewer Connections	\$2,320.00	
High-Speed Internet	-	
Telephones (Landlines)	\$10,150.00	
Facility Maintenance Contract	\$1,200	
Utilities and Maintenance Costs Subtotal:		\$37,170.00
Equipment		
Assessment-related products	-	
Assistive technology for individuals with disabilities (Access and Accommodation)	-	
Copiers	\$5,520	
Fax Machines	-	
Computers	-	

Other tangible equipment used to serve all center customers (not specific to an individual program partner)	-	
Specify Other Tangible Equipment		
Equipment Costs Subtotal:		\$5,520.00
Technology to Facilitate Access to the AJCC		
Technology used for the center's planning and outreach activities	-	
Specify the Technology		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services	-	
Website Address: _____		
(Does not include data systems or case management systems specific to individual program partners.)		
Technology to Facilitate Access Costs Subtotal:		-

Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)		
Creating New AJCC Signage	-	
Updating Templates and Materials	-	
Updating Electronic Resources	-	
Common Identifier Subtotal:		-

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
Cost Category	Total Cost
Subtotal: Rental Costs	\$76,688.00
Subtotal: Utilities and Maintenance Costs	\$37,170.00
Subtotal: Equipment Costs	\$5,520.00
Subtotal: Technology to Facilitate Access Costs	-
Subtotal: Common Identifier Costs	-
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:	\$119,378.00

Cost Allocation Methodology to Share Agreed Upon Infrastructure Costs

The Local Board and colocated partners must agree to a cost allocation methodology to identify the proportionate share of infrastructure costs each partner will be expected to contribute. Any cost allocation methodology selected must adhere to the following:

- Be consistent with federal laws authorizing each partner's program
- Comply with federal cost principles in the Uniform Guidance.
- Include only costs that are allowable, reasonable, necessary, and allocable to each program partner.
- Be based on an agreed upon measure that mathematically determines the proportionate use and benefit received by each partner.

Infrastructure Cost Allocation Methodology

Identify the chosen and agreed upon cost allocation methodology:

The proportion of a partner program's occupancy percentage of the AJCC (square footage)
(This might differentiate between dedicated space to partners and common space, where more than one cost center is established so the distribution reflects a fair and equitable distribution of cost.)

Initial Proportionate Share of Infrastructure Costs Allocated to Each Colocated Partner

The initial proportionate share of infrastructure costs allocated to each partner based on the agreed upon cost allocation methodology, each partner’s estimated total contribution amount, and whether it will be provided through cash, non-cash (in-kind), and/or third-party in-kind contributions. This initial determination must be periodically reconciled against actual costs incurred and adjusted accordingly.

AJCC partners (or their respective state entity) may provide cash, non-cash, and third-party in-kind contributions to cover their proportionate share of infrastructure costs. If non-cash or in-kind contributions are used, they cannot include non-infrastructure costs (such as personnel), and they must be valued consistent with Uniform Guidance Section 200.306 to ensure they are fairly evaluated and meet the partner’s proportionate share.

If third-party in-kind contributions are made that support the AJCC(s) as a whole (such as space), that contribution will not count toward a specific partner’s proportionate share of the IFA. Rather, the value of the contribution will be applied to the overall infrastructure budget prior to determining proportionate amounts and thereby reduce the contribution required for all partners.

Third-Party In-Kind Infrastructure Contributions to Support the AJCC As Whole

Cost Categories	Total Cost	Contributor/s	Value	Balance to Allocate
Rent				
Utilities/Maintenance				
Equipment				
Access Technology				
Common Identifier				
Total Infrastructure Balance to Be Allocated to Colocated Partners:				N/A

Initial Allocation of Proportionate Share of Infrastructure Costs for Colocated Partners					
Colocated Partner/s	Shared Infrastructure Costs	Application of Methodology	Allocated Initial Share	Amount: Cash	Amount: In-Kind
Partner 1: EEDD		Based on historical contributions	100%		
Partner 2: Housing Authority of the County of San Joaquin			0%		

Sharing Other One-Stop System Costs

MOU Content Requirement:

A budget outlining other system costs relating to the operation of the local One-Stop delivery system and a description of what specific costs are included in each line item. The budget must include “applicable career services” as well as any other shared costs agreed upon by the AJCC partners and Local Board.

While only colocated partners share infrastructure costs, all partners must share in other system costs, including applicable career services.

The One-Stop System Partners Included in the Sharing of Other One-Stop Delivery System Costs

X Title I Adult, Dislocated Worker, and Youth

X Title V Older Americans Act

X Trade Adjustment Assistance Act

X Title II Adult Education and Literacy

X Job Corps

X Community Services Block Grant

N/A Native American Programs

X Housing and Urban Development

X Title III Wagner-Peyser

X Migrant Seasonal Farmworkers

X Unemployment Compensation

X Title IV Vocational Rehabilitation

X Veterans

N/A Second Chance

X Carl Perkins Career Technical Education

X YouthBuild

 Other:

X TANF/CalWORKS

Required Consolidated System Budget for “Applicable Career Services”

The agreed upon budget for other system costs must align with the outlined shared customers and services.

The other system costs budget must be a consolidated budget that includes a line item for applicable career services. The MOU requires identification of the applicable career services for each partner program. Accordingly, this budget must include each of the partner’s costs for the service delivery of each applicable career service and a consolidated system budget for career services applicable to more than one partner.

Applicable Career Services are services authorized to be provide under each partner’s program.

Summary of Career Services Applicable to Each One-Stop Delivery System Partner

Basic Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
T-I Program Eligibility	✓	✓	✓			✓	
Outreach, Intake, Orient	✓	✓		✓	✓	✓	✓
Initial Assessment	✓	✓		✓	✓	✓	✓
Labor Exch/Job Search	✓	✓			✓	✓	✓
Referrals to Partners	✓	✓		✓	✓	✓	✓
LMI	✓	✓			✓	✓	✓
Performance/Cost Info	✓	✓			✓		
Support Service Info	✓	✓		✓	✓	✓	✓
UI Info/Assistance	✓	✓			✓		
Financial Aid Info	✓	✓		✓			✓
Basic Career Services	Tech Ed	T-V OAA	Job Corps	Native Am	MSF	YouthBuild	TAA
T-I Program Eligibility					✓	✓	
Outreach, Intake, Orient	✓	✓	✓	✓	✓	✓	✓

Initial Assessment		✓	✓	✓	✓	✓	✓
Labor Exchange/Job Search	✓	✓			✓	✓	
Referrals to Partners	✓	✓	✓	✓	✓	✓	✓
LMI		✓	✓		✓	✓	✓
Performance/Cost Info					✓		
Support Service Info		✓	✓		✓	✓	
UI Info/Assistance		✓			✓		
Financial Aid Info					✓	✓	
Basic Career Services	Comm Act	Housing	UI	Native Am	Veterans	Other Part	Other Part
T-I Program Eligibility							
Outreach, Intake, Orient		✓		✓	✓		
Initial Assessment		✓		✓	✓		
Labor Exchange/Job Search							
Referrals to Partners	✓	✓		✓	✓		
LMI							
Performance/Cost Info							
Support Service Info	✓	✓					
UI Info/Assistance			✓				
Financial Aid Info							
Individual Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Comp Assessment	✓	✓	✓		✓	✓	✓
IEP	✓	✓	✓		✓	✓	✓

Career Plan/Counsel	✓	✓	✓	✓	✓	✓	✓
Short-Term Prevoc.	✓	✓	✓			✓	✓
Internships/Work Experience	✓	✓	✓			✓	✓
Out-of-Area Job Search	✓	✓	✓		✓	✓	✓
Financial Literacy	✓	✓	✓	✓			✓
IET/ELA	✓	✓	✓	✓			
Workforce Preparation	✓	✓	✓	✓	✓	✓	✓
Individual Career Services	Tech Ed	T-V OAA	Job Corps	Native Am	MSF	YouthBuild	TAA
Comp Assessment		✓	✓		✓	✓	✓
IEP		✓	✓	✓	✓	✓	✓
Career Plan/Counsel	✓	✓	✓		✓	✓	✓
Short-Term Prevoc.	✓	✓	✓		✓		✓
Internships/Work Experience	✓	✓			✓		
Out-of-Area Job Search			✓		✓		
Financial Literacy	✓	✓			✓	✓	
IET/ELA	✓				✓		
Workforce Preparation	✓	✓	✓		✓	✓	✓

Individual Career Services	Comm Act	Housing	UI	Native Am	Veterans	Other Part	Other Part
Comp Assessment							
IEP		✓		✓			
Career Plan/Counsel		✓					
Short-Term Prevoc							
Internships/Work Experience	✓						
Out-of-Area Job Search							
Financial Literacy	✓						
IET/ELA							
Workforce Preparation	✓	✓					

Required Consolidated Budget for the Delivery of Applicable Career Services

The other system costs budget must be a consolidated budget for applicable career services. This budget must include each of the partner’s costs for the service delivery of each applicable career service and a consolidated system budget for career services applicable to more than one partner. Unlike the IFA, other system costs should include all costs, including personnel, related to the administration and delivery of those services.

Applicable Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Basic Career Services: T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$1,755,323	\$1,228,238		\$445,500	\$ 764,225	\$2,522,741.51	\$11,057,155
Applicable Career Services	Tech Ed	T-V OAA	Job Corps	Native Am	MSF	YouthBuild	TAA
Basic Career Services: T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$56,246	\$16,588	\$13,498	*	\$608,000	\$3,315	\$ 26,949

Applicable Career Services	Comm Act	Housing	UI	Veterans	Other Part	Other Part	Other Part
Basic Career Services: T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$0	\$30,905	\$0	\$ 404,228			

Applicable Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Individual Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	\$984,105	\$695,110	\$2,782,274	\$983,087	\$134,863	\$10,090,966.05	\$2,828,877
Applicable Career Services	Tech Ed	T-V OAA	Job Corps	Native Am	MSF	YouthBuild	TAA
Individual Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	\$29,403	\$16,588	\$13,498	*	\$342,000	\$3,770	\$4,756

Applicable Career Services	Comm Act	Housing	UI	Veterans	Other Part	Other Part	Other Part
Individual Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	\$0	\$2,727	\$0	\$71,334			
Consolidated budget total of career services delivered through the One-Stop system: \$37,916,270							

* Native American programs are not required to contribute to infrastructure funding but, as a required One-Stop partner, they are encouraged to contribute. Any agreement regarding the contribution or non-contribution to infrastructure costs by Native American programs must still be recorded in the signed MOU (WIOA Section 121[h][2][D][iv]).

It is important to note, that if the Native American program partner chooses not to contribute to infrastructure costs and an AJCC identifies infrastructure costs that are allocable solely to the Native American program, those costs cannot be allocated to the remaining partners and therefore must either be removed from the center budget or paid for by an alternate source of funding.

Signature Page: Colocated Partners Sharing AJCC Infrastructure Costs

The CEO, the Local Board Chairperson, and all colocated AJCC partners included in the sharing of infrastructure costs must sign.

By signing below, all parties agree to the terms prescribed in the IFA.

(CEO)

(Colocated AJCC Partner Entity)

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

(Local Board Chairperson)

(Colocated AJCC Partner Entity)

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

Signature Page: Partners Sharing Infrastructure Costs When Proportionate Share Data Are Available

MOU Content Requirement:

The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-colocated partners who are receiving benefit from the AJCCs will also be required to contribute their proportionate share towards infrastructure costs. Consequently, the MOU must include an assurance from all non-colocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available.

By signing below, all parties agree that when data are available to determine the AJCC benefit to non-colocated partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

(Non-Colocated AJCC Partner Entity)

(Non-Colocated AJCC Partner Entity)

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

(Non-Colocated AJCC Partner Entity)

(Non-Colocated AJCC Partner Entity)

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

San Joaquin County AJCC Partner Referral Process

1. Customer-Centered Intake and Referral Process

All intake and referral processes across San Joaquin County's America's Job Center of California (AJCC) network are designed to be customer-centered, ensuring that individuals are welcomed, supported, and referred in a manner that is responsive to their unique needs. Staff providing these services are trained in customer service excellence, cultural competence, and trauma-informed care to foster a respectful and supportive environment.

2. Access to General AJCC Information

Each partner ensures that general information about AJCC programs, services, activities, and resources is readily available and accessible to all customers. This includes:

- Printed materials (e.g., brochures, service directories)
- Digital resources (e.g., website links, kiosks)
- Orientation sessions
- One-on-one interactions with trained front-line staff

Information is shared in plain language and translated into other languages as needed to meet local demographics.

3. Referral Methods and Procedures

Customer referrals among AJCC partners may be conducted using one or more of the following methods, based on what is most appropriate for the customer and determined in coordination with partners and the AJCC operator:

- **Electronic Referral Systems:** AJCC staff utilize secure, shared referral platforms or case management systems (e.g., CalJOBS or local equivalents) to initiate and track electronic referrals. Systems are designed to flag urgent needs and ensure timely responses.
- **General Referral Form:** A standard referral form can be used by all AJCC partner agencies for submitting and tracking referrals.
- **Referral Log:** Each AJCC partner will maintain a referral log to record and track the outcomes of referrals. This log can be forwarded on a weekly basis to provide updates on the status of each referral.
- **Traditional Correspondence:** When appropriate, referrals may be made via email, fax, or mailed correspondence, ensuring confidentiality and service continuity.
- **Verbal Referrals:** AJCC staff may directly connect customers to partner staff through in-person introductions or telephone calls, ensuring warm handoffs.
- **Other Agreed-Upon Methods:** Partners may agree on additional means of referrals, such as text messaging platforms, appointment scheduling tools, or secure video conferencing, to enhance customer engagement and access.

- **Customized Referral Process:** Each AJCC may develop a customized referral process and procedures aligned to the specific needs of their clients and programs.

4. Real-Time Access to Partner Services

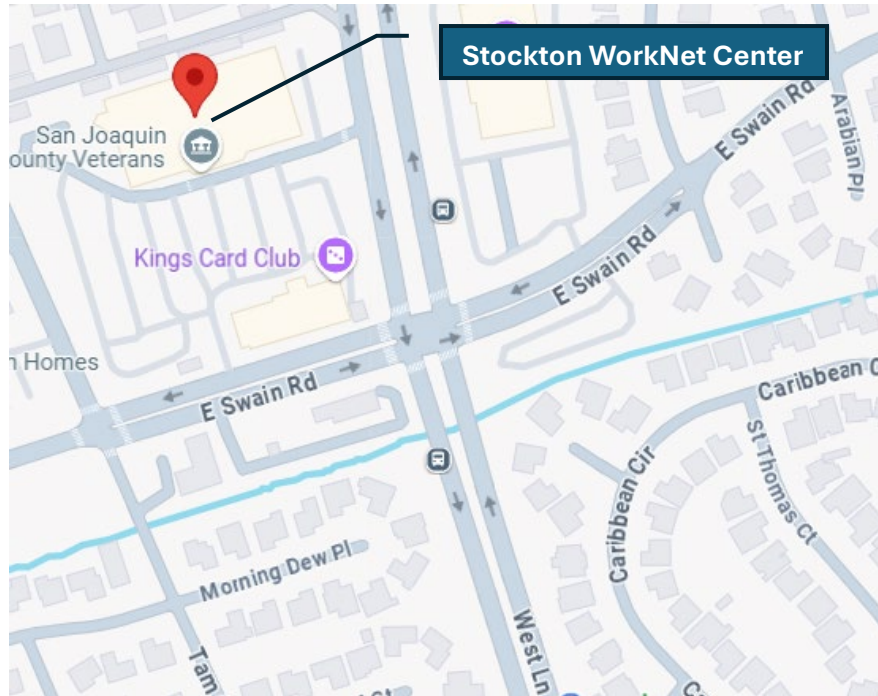
To ensure meaningful access to partner services, AJCC partners agree to provide direct connections to knowledgeable staff via:

- **Co-Location:** Where possible, partner staff will be physically located at the AJCC or satellite sites on a full-time, part-time, or scheduled basis.
- **Cross-Training:** AJCC and partner staff receive cross-training to understand each other's programs, allowing for informed referrals and basic service provision across programs.
- **Real-Time Technology:** AJCC sites are equipped with communication tools (e.g., Zoom, Microsoft Teams, instant messaging, or VOIP phones) that enable two-way, real-time interactions between customers and partner staff. This includes virtual service delivery platforms where customers can receive immediate support or schedule appointments.
- **AJCC Navigator:** Supports clients through referral process by providing individualized guidance, coordinating with partner agencies, and ensuring that services are aligned with the client's goals. They identify appropriate resources, complete referral forms, and follow up to track outcomes.

Stockton WorkNet Center (comprehensive)

6221 West Lane, Suite 105, Stockton, CA 95210

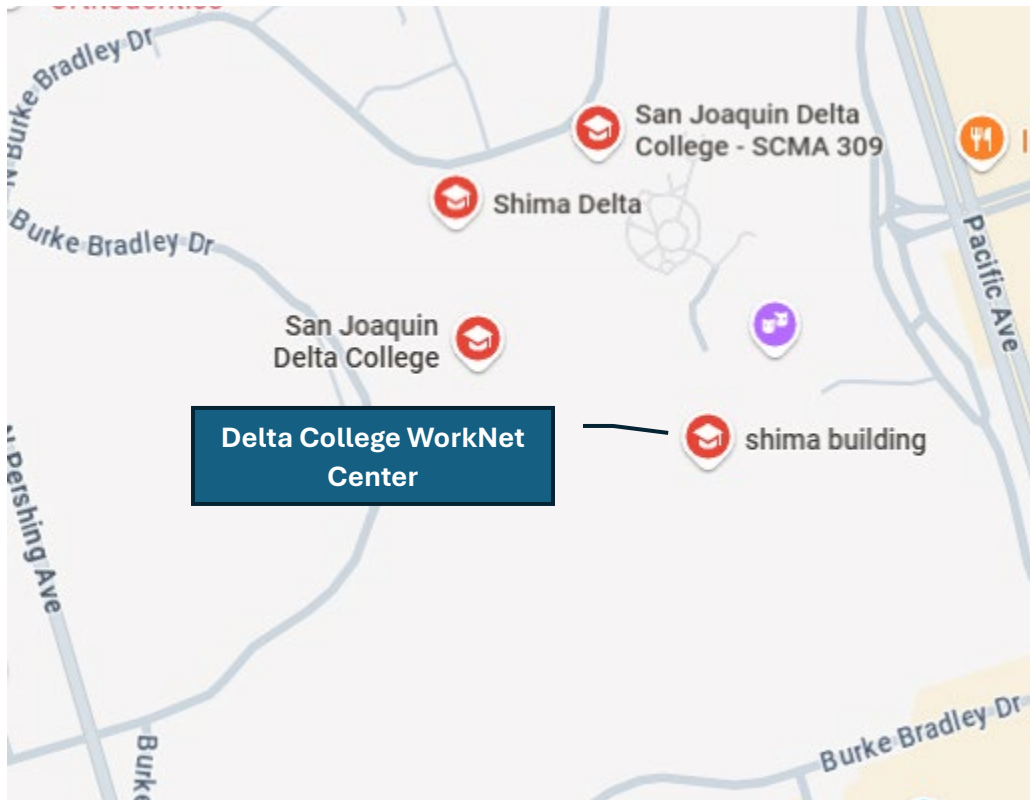
(209) 468-3660



Delta College WorkNet Center (affiliate)

SHIMA Building RM 217, 5151 Pacific Avenue Stockton, CA 95207

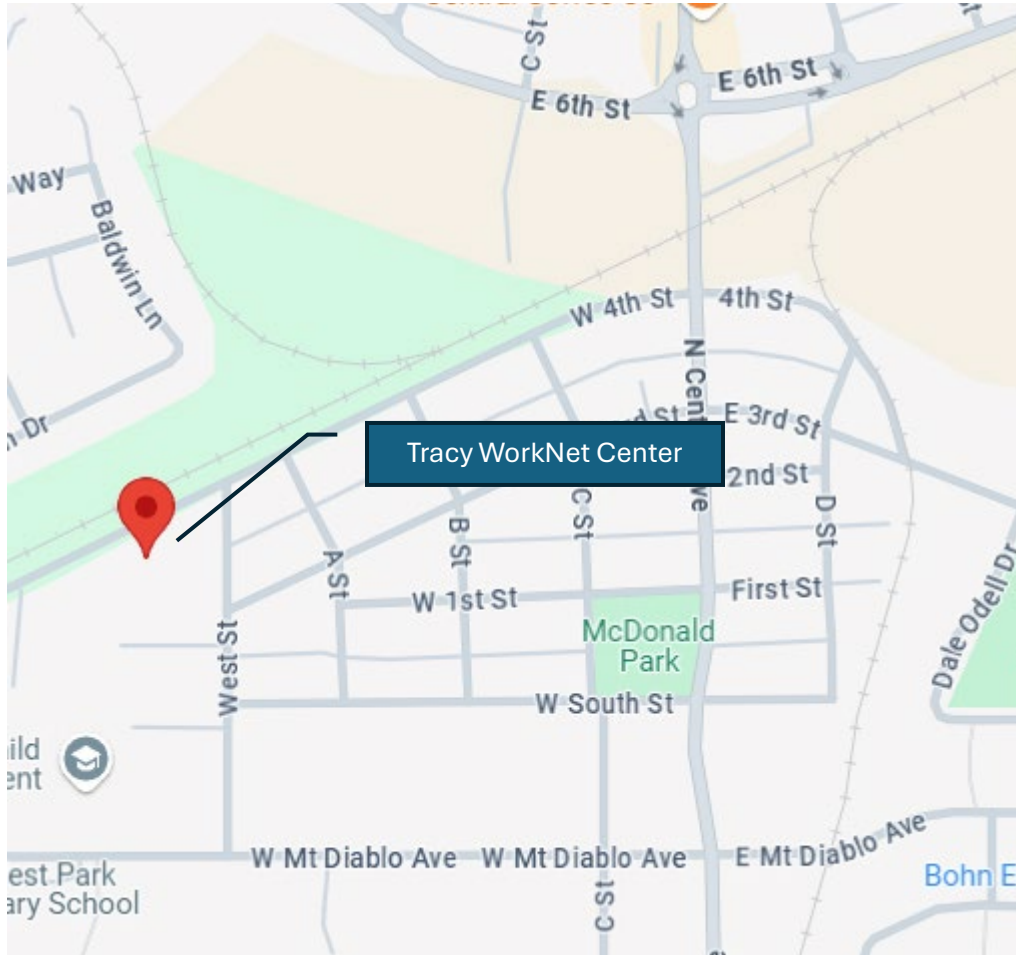
(209) 954-5151, ext. 6300



Tracy WorkNet Center (affiliate)

340 W. 4th Street, Tracy, CA 95376

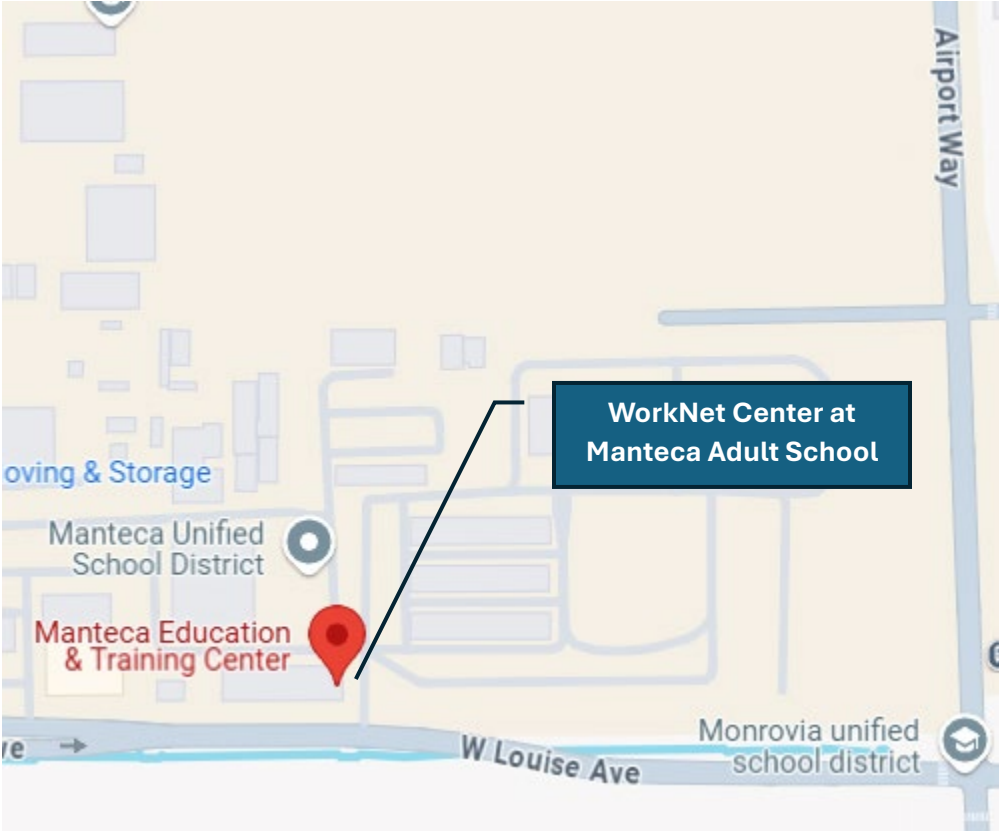
(209) 831-5012



Manteca Adult School WorkNet Center (affiliate)

2271 West Louise Ave - Rm 600

Manteca, CA 95337, (209) 239-3315



ITEM #4

Authorization to Accept Grant Funding to Continue to Operate a Student Training & Employment Program (STEP) For Students with Disabilities in San Joaquin County

DIRECTOR'S REPORT

BOARD MEMBER QUESTIONS AND COMMENTS