

**Memorandum of Understanding (MOU)**  
**for the St. Louis County**  
**Workforce Innovation and Opportunity Act (WIOA) One-Stop Delivery System**

## **I. Introduction**

This Memorandum of Understanding (MOU) establishes the spirit of cooperation and collaboration by St. Louis County through the St. Louis County Local Workforce Development Board (“LWDB”) and the One-Stop Delivery System signatory partners (“the Partners”) hereafter named. It describes how they will use their various funding streams and resources to serve their mutual customers, both job seekers and employers, through an integrated system of service delivery operated at 2 comprehensive sites, called Missouri Job Centers (MJC), and 3 affiliated sites. The parties recognize that the development and implementation of these sites will require mutual trust and teamwork between the partnering agencies.

## **II. Strategic Vision**

The purpose of the Missouri Job Centers is to advance the economic well-being of the local workforce development area (LWDA) by developing and maintaining a quality workforce. The centers serve as focal points for local and regional workforce-innovation initiatives. Achieving this has required the continued delivery of high-quality and integrated workforce innovation, education, and economic development services for job seekers, incumbent workers, and employers.

### **A. Name and Location of Comprehensive One-Stop Centers**

- 1) Comprehensive Center:  
MJC @ Northwest Crossings (NWX)  
715 Northwest Plaza Drive  
St. Ann, MO 63074  
314-615-6010
- 2) Comprehensive Center:  
MJC @ Seven Hills  
4040 Seven Hills Drive  
Florissant, MO 63033  
314-475-7900
- 3) Affiliate Site:  
The MET (Metropolitan Education and Training) Center  
6347 Plymouth Avenue  
St. Louis, MO 63133  
314-746-0700
- 4) Affiliate Site:  
North Oaks Center  
26 North Oaks Plaza  
St. Louis, MO 63121  
314-438-6700
- 5) Affiliate Site:  
International Institute  
3401 Arsenal Avenue  
St. Louis, MO 63118  
314-773-9090

B. Parties to the MOU

	The Local Board's WIOA-required partner	Name of Authorized Representative Signing MOU and Local Agency	Authorized Signatories
1	WIOA Adult Program (Title I)	Name: Carolyn Seward Agency: Family and Workforce Center of America (FWCA)  Name: Arrey Obenson Agency: International Institute of St. Louis  Name: Mardy Leathers Agency: MO Dept. of Higher Education and Workforce Development (MO DHEWD)	Title: President & CEO Email: <a href="mailto:cseward@fwca-stl.org">cseward@fwca-stl.org</a> Phone: 314-746-0752  Title: President & CEO Email: <a href="mailto:obensona@iistl.org">obensona@iistl.org</a> Phone: 314-773-9090  Title: Dir. of Workforce Development Email: <a href="mailto:mardy.leathers@dhewd.mo.gov">mardy.leathers@dhewd.mo.gov</a> Email: <a href="mailto:Yvonne.wright@dhewd.mo.gov">Yvonne.wright@dhewd.mo.gov</a> Phone: 573-751-3300
2	WIOA Dislocated Worker Program (Title I)	Name: Carolyn Seward, President / CEO Agency: FWCA  Name: Mardy Leathers Agency: MO DHEWD	Title: President & CEO Email: <a href="mailto:cseward@fwca-stl.org">cseward@fwca-stl.org</a> Phone: 314-746-0752  Title: Dir. of Workforce Development Email: <a href="mailto:mardy.leathers@dhewd.mo.gov">mardy.leathers@dhewd.mo.gov</a> Email: <a href="mailto:Yvonne.wright@dhewd.mo.gov">Yvonne.wright@dhewd.mo.gov</a> Phone: 573-751-3300
3	WIOA Youth Program (Title I)	Name: Carolyn Seward Agency: FWCA  Name: Sal Martinez Agency: Employment Connection  Name: Mardy Leathers Agency: MO DHEWD	Title: President & CEO Email: <a href="mailto:cseward@fwca-stl.org">cseward@fwca-stl.org</a> Phone: 314-746-0752  Title: Executive Director Email: <a href="mailto:martinezs@employmentstl.org">martinezs@employmentstl.org</a> Phone: 314-333-5622  Title: Dir. of Workforce Development Email: <a href="mailto:mardy.leathers@dhewd.mo.gov">mardy.leathers@dhewd.mo.gov</a> Email: <a href="mailto:Yvonne.wright@dhewd.mo.gov">Yvonne.wright@dhewd.mo.gov</a> Phone: 573-751-3300
4	Job Corps (WIOA Title I)	Name: Reyna Delgadillo Agency: St. Louis Job Corps / MTC (Operator)	Title: Interim Center Director Email: <a href="mailto:Reyna.delgadillo@mtctrains.com">Reyna.delgadillo@mtctrains.com</a> Email: <a href="mailto:King.Rhonda@jobcorps.org">King.Rhonda@jobcorps.org</a> Phone: 314-679-6266
5	YouthBuild (WIOA Title I)	Name: Julia Tibbs-Abernathy Agency: Bridging Families to Communities and Beyond / YouthBuild	Title: Executive Director Email: <a href="mailto:jtibbs@stl-youthbuild.org">jtibbs@stl-youthbuild.org</a> Phone: 314-261-0202
6	WIOA Indian and Native American (INA) programs (Section 166)	Name: N/A Agency:	Title: N/A Email: Phone:

	The Local Board's WIOA-required partner	Name of Authorized Representative Signing MOU and Local Agency	Authorized Signatories
7	WIOA Migrant and Seasonal Farmworker Programs (Agricultural Employment Services-AES) (Section 167)	Name: Jose Martinez Agency: UMOs National Farmworkers Job Program (NFJP)	Title: VP of Farmworker and Community Services Email: <a href="mailto:jose.martinez@umos.org">jose.martinez@umos.org</a> Phone: 414-389-6006
8	Wagner-Peyser labor-exchange/employment services (WIOA Title III)	Name: Mardy Leathers Agency: DHEWD	Title: Dir. of Workforce Development Email: <a href="mailto:mardy.leathers@dhewd.mo.gov">mardy.leathers@dhewd.mo.gov</a> Email: <a href="mailto:Yvonne.wright@dhewd.mo.gov">Yvonne.wright@dhewd.mo.gov</a> Phone: 573-751-3300
9	Adult Education and Literacy (AEL) (Title II)	Name: Mary Grott Agency: Parkway-Rockwood Community Education	Title: AEL Director Email: <a href="mailto:grottmmary@prcommunityed.org">grottmmary@prcommunityed.org</a> Phone: 314-415-4935
10	Vocational Rehabilitation (VR)	Name: Paul DiBello Agency: DESE - MO Vocational Rehabilitation  Name: Keith Roderick Agency: Rehabilitation Services for the Blind	Title: Asst. Director of Procurement Email: <a href="mailto:paul.dibello@vr.dese.mo.gov">paul.dibello@vr.dese.mo.gov</a> Phone: 573-526-7059  Title: Deputy Director Email: <a href="mailto:keith.a.roderick@dss.mo.gov">keith.a.roderick@dss.mo.gov</a> Phone: 573-751-4878
11	The Senior Community Service Program (SCSEP) (WIOA Title V)	Name: Kathleen Eichhorst Agency: SCSEP - Mers-Goodwill  Name: Robert Yeaton Agency: AARP Foundation	Title: Director of SCSEP Email: <a href="mailto:keichhorst@mersgoodwill.org">keichhorst@mersgoodwill.org</a> Phone: 314-646-2268  Title: AARP Foundation Project Director, SCSEP Email: <a href="mailto:ryeaton@aarp.org">ryeaton@aarp.org</a> Phone: 314-830-3600
12	Perkins Career and Technical Education	Name: Kevin Andert Agency: Special School District of Metropolitan St. Louis  Name: Brett Richardson Agency: St. Louis Community College	Title: Director of College and Career Readiness Email: <a href="mailto:kgandert@ssdmo.org">kgandert@ssdmo.org</a> Phone: 314-989-8256  Title: Manager of CTE Partnerships and Processes Email: <a href="mailto:bdrichardson@stlcc.edu">bdrichardson@stlcc.edu</a> Phone: 636-387-3246
13	Trade Adjustment Assistance	Name: Mardy Leathers Agency: DHEWD	Title: Dir. of Workforce Development Email: <a href="mailto:mardy.leathers@dhewd.mo.gov">mardy.leathers@dhewd.mo.gov</a> Email: <a href="mailto:Yvonne.wright@dhewd.mo.gov">Yvonne.wright@dhewd.mo.gov</a> Phone: 573-751-3300 (YW)
14	Jobs for Veterans State Grants	Name: Mardy Leathers Agency: DHEWD	Title: Dir. of Workforce Development Email: <a href="mailto:mardy.leathers@dhewd.mo.gov">mardy.leathers@dhewd.mo.gov</a> Email: <a href="mailto:Yvonne.wright@dhewd.mo.gov">Yvonne.wright@dhewd.mo.gov</a> Phone: 573-751-3300 (YW)

	The Local Board's WIOA-required partner	Name of Authorized Representative Signing MOU and Local Agency	Authorized Signatories
15	Community Services Block Grant (CSBG) Activities	Name: Cenia Bosman Agency: Community Action Agency of St. Louis County, Inc. (CAASTLC)  Name: Jeriane Jaegers-Brenneke Agency: MO DSS	Title: President & CEO Email: <a href="mailto:cbosman@caastlc.org">cbosman@caastlc.org</a> Phone: 314-446-4402  Title: Asst. Deputy Director, DSS Email: <a href="mailto:Jeriane.jaegers-brenneke@dss.mo.gov">Jeriane.jaegers-brenneke@dss.mo.gov</a> Phone: 573-751-1078
16	U.S. Dept. of Housing and Urban Development employment and training activities.	Name: Agency:	Title: Email: Phone:
17	State Unemployment Compensation Law activities	Name: Rebecca Voss Agency: MO Dept. of Labor  Name: Audrey Cunningham Agency: MO Dept. of Labor  Name: Matthew Hankins Agency: MO Dept. of Labor	Title: Chief Fiscal Officer Email: <a href="mailto:Rebecca.voss@labor.mo.gov">Rebecca.voss@labor.mo.gov</a> Phone: 573-751-1135  Title: Financial Management Email: <a href="mailto:Audrey.cunningham@labor.mo.gov">Audrey.cunningham@labor.mo.gov</a> Phone:  Title: Chief, UI Benefits Email: <a href="mailto:matthew.hankins@labor.mo.gov">matthew.hankins@labor.mo.gov</a> Phone: 573-526-8219
18	Reentry Employment Opportunities (REO) Programs and Reintegration for Ex-Offenders (RExO) programs for eligible clients	Name: Halbert Sullivan Agency: Fathers and Families Support Centers	Title: President & CEO Email: <a href="mailto:hsullivan@fatherssupport.org">hsullivan@fatherssupport.org</a> Phone: 314-333-4170 x 105
19	Temporary Assistance for Needy Families (TANF)	Name: Barbara Wheatley Agency: Better Family Life  Name: Jeriane Jaegers-Brenneke Agency: MO DSS  Name: Joy Benne Agency: MO DSS	Title: SNAP/MWA Program Director Email: <a href="mailto:bwheatley@betterfamilylife.org">bwheatley@betterfamilylife.org</a> Phone: 314-615-6019  Title: Asst. Deputy Director, DSS Email: <a href="mailto:Jeriane.jaegers-brenneke@dss.mo.gov">Jeriane.jaegers-brenneke@dss.mo.gov</a> Phone: 573-751-1078  Title: Email: <a href="mailto:joy.e.benne@dss.mo.gov">joy.e.benne@dss.mo.gov</a> Phone:

### III. Services to Be Provided

The following table details the services that the partners will deliver through the One-Stop System, the agencies responsible for delivering those services, and the revenue sources those agencies will use to fund the services.

<b>SERVICE</b>	<b>PARTNER AGENCIES</b>	<b>REVENUE SOURCES</b>
<b>Adult Education &amp; Literacy (AEL)</b>	St. Louis Public Schools Parkway-Rockwood Community Education	MO Dept. of Elementary and Secondary Education (DESE)
<b>Assessment</b>	Employment Connection FWCA International Institute MO-DHEWD MO-OWD Veterans Services UMOS	Wagner-Peyser WIOA Title I TA WIOA NEG SNAP
<b>Business Services</b>	Employment Connection FWCA International Institute St. Louis County - Workforce Development Business Services Group	WIOA Title I
<b>Community Services Block Grant Activities</b>	MO-DHEWD MO-DSS Community Action Agency of St. Louis County, Inc. (CAASTLC)	CSBG HHS
<b>Emergency Housing Assistance</b> (Eligible clients needing assistance for rent and/or housing repairs)	CAASTLC	CSBG
<b>Employment Counseling</b>	Employment Connection FWCA International Institute MO-DHEWD FWCA (Older Youth) UMOS	Wagner-Peyser WIOA Title I TA WIOA NEG
<b>Energy Assistance</b> to alleviate immediate threat of utility disconnection or to have it restored for individuals that are income eligible	Community Action Agency of St. Louis County, Inc. (CAASTLC) UMOS	MO Dept. Of Social Services, FSD-Low Income Home Energy Assistance Program (LIHEAP) WIOA Title I

<b>SERVICE</b>	<b>PARTNER AGENCIES</b>	<b>REVENUE SOURCES</b>
<b>Enrollment</b>	Employment Connection FWCA International Institute MO Department of Higher Education and Workforce Development (MO-DHEWD) MO Office of Workforce Development (MO-OWD) Veterans Services UMOS	Wagner-Peyser WIOA Title I TA WIOA NEG SNAP
<b>Job Search Workshops Networking Employment Referrals and Placement Job Fairs/Recruitment Events</b>	Employment Connections FWCA International Institute MERS-Goodwill (SCSEP) MO-DHEWD	Wagner-Peyser WIOA Title I TA WIOA NEG SNAP
<b>Jobs for Veterans State Grant</b>	MO-DHEWD Veterans Services MO-DHEWD	Wagner-Peyser WIOA Title I
<b>On-the-Job Training</b>	FWCA MO-DHEWD St. Louis County Workforce Development (WFD)Business Services Group UMOS	Wagner-Peyser WIOA Title I TA WIOA NEG
<b>Perkins Career and Technical Education</b>	St. Louis Community College St. Louis Special School District	MO Dept. of Elementary and Secondary Education (DESE) US Education Dept. (ED)
<b>Re-Employment Services Eligibility Assessment (RESEA)</b>	MO-DHEWD FWCA	MO-DHEWD
<b>Reintegration programs for eligible offenders</b>	CAASTLC Fathers & Families Support Center FWCA	CSBG WIOA Title I
<b>State Unemployment Compensation Law activities</b>	MO Division of Employment Securities	DOL
<b>Supplemental Nutrition Assistance Program (SNAP)</b>	MO-DHEWD FWCA FWCA (OSY)	MO Department of Social Services (DSS)
<b>Support Services</b>	Employment Connection FWCA International Institute MO-DHEWD UMOS	WIOA Title I SNAP
<b>Temporary Assistance for Needy Families (TANF)</b>	Better Family Life MWA Program	Department of Social Services (DSS)

<b>SERVICE</b>	<b>PARTNER AGENCIES</b>	<b>REVENUE SOURCES</b>
<b>The Senior Community Service Program</b>	AARP Foundation Mers-Goodwill	AARP Foundation and USDOL
<b>Trade Adjustment Assistance</b>	MO-DHEWD	TA
<b>Training</b> - referrals to eligible training providers as approved and listed by OWD on the Eligible Training Provider System (ETPS) and approved by St. Louis County	FWCA International Institute MO-DHEWD UMOS	Wagner-Peyser WIOA Title I TA WIOA NEG MO-Wins Grants
<b>US Dept. of Housing and Urban Development</b> (employment and training)	St. Louis Field Office of HUD	DHUD
<b>Vocational Rehabilitation (VR)</b>	MO State Division of Vocational Rehabilitation Rehab Services for the Blind	MO Dept. of Elementary and Secondary Education (DESE)
<b>Wagner-Peyser Labor Exchange/Employment Services</b>	MO-DHEWD Employment Connection FWCA International Institute	Wagner-Peyser
<b>Work Based Learning</b> St. Louis Job Corps and YouthBuild programs provide training for placements in viable high-growth, high-demand industries such as construction, health care and urban agriculture, as well as preparation and placements in postsecondary education.	MO-DHEWD St. Louis Job Corps YouthBuild	WIOA Title I

#### IV. Shared Funding of Infrastructure

The following table details the non-personnel costs associated with operating the Comprehensive One-Stop and the allocation of those costs to the various One-Stop Partners. Partner costs determined using designated FTE usage.

Line Item Budget	One-Stop Center Budget by Partner									
	STL COUNTY	FWCA (STLCO)	EC (STLCO)	DHEWD	BFL (MWA)	AEL	YOUTH BUILD	JOB CORP	VOC REHAB	Total Costs
Lease/Rent	\$ 78,870.00	\$ 150,570.00	\$ 35,850.00	\$ 35,850.00	\$ 93,210.00	\$ 2,688.75	\$ 2,868.00	\$ 2,868.00	\$ 179.25	\$ 402,954.00
Electric										
Gas										
Water										
Sewer Connections										
High-Speed Internet	\$ 400.85	\$ 765.27	\$ 182.21	\$ 182.21	\$ 473.74	\$ 13.67	\$ 14.58	\$ 14.58	\$ 0.91	\$ 2,048.00
Telephones (Landlines)										
Facility Maintenance Contract										
Alarm Services										
Building Insurance										
Copiers	\$ 1,587.22	\$ 3,030.14	\$ 721.46	\$ 721.46	\$ 1,875.80	\$ 54.11	\$ 57.72	\$ 57.72	\$ 3.61	\$ 8,109.24
Fax Machines										
Taxes										
Total Costs	\$ 80,858.07	\$ 154,365.41	\$ 36,753.67	\$ 36,753.67	\$ 95,559.54	\$ 2,756.53	\$ 2,940.29	\$ 2,940.29	\$ 183.77	\$ 413,111.24

Monthly	\$ 6,738.17	\$ 12,863.78	\$ 3,062.81	\$ 3,062.81	\$ 7,963.30	\$ 229.71	\$ 245.02	\$ 245.02	\$ 15.31	
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Rent and insurance costs increase by 3.95% every year.



Line Item Budget	Florissant Seven Hills – One-Stop Center Infrastructure Costs Budget by Co-Located Partners									Total Costs
	DHEWD	STLCO	Voc. Rehab							
Lease/Rent	\$101,334.00		\$0.00							\$ 101,334.00
Electric										
Gas										
Water										
Sewer Connections										
High-Speed Internet		\$656.00								\$ 656.00
Telecommunications	\$5,935.00									5,935.00
Facility Maintenance Contract										
Alarm Services										
Building Insurance										
Copiers	\$6,308.00									\$6,308.00
Fax Machines										
Total Costs	\$113,577.00	\$656.00								\$ 114,233

Monthly	\$9,464.75	\$54.67	\$0.00							
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Rent and insurance costs increase by 3.95% every year.

## V. Shared Funding of Infrastructure and Services

The subsequent table details services and activities that will be mutually funded by the Partners and the revenue sources the Partners will use to fund those services and activities. Partners will fulfill access to services by becoming active partners in the One-Stop system.

To develop the fullness of the services offered to the clients of the Job Center, the infrastructure costs of the One-Stop Center were reviewed to determine the strengths and weaknesses of the structure and what would be needed to strengthen the system and streamline the delivery of services to clients. In the St. Louis County structure, current monetary resources were determined to be a strength. What appeared to be most in need was actual, functional partnership participation, collaboration and information regarding available services and resources for clients and other partners in the one-stop system; partnerships that would strengthen and streamline the one-stop system and provide clients with much-needed information and access to resources – resulting in fewer clients “slipping through the cracks” of service. Through the Infrastructure Cost-Sharing process, partner services were determined and then negotiated to integrate those services and/or resources into the one-stop center. Partners will now take greater part in the services being delivered in the OSC, including participation in job fairs, webinars, presentations, workshops, staff trainings, informational materials, and more consistent and accurate referrals. In addition, partners provide assessments to determine the accessibility to the OSC for clients with disabilities. (\* indicates those agencies contracted with St. Louis County Workforce Development to provide services)

### **Data Integration / Information Sharing**

Indicators of ongoing efforts to strengthen the integration of services, are evident in committees. One new committee is the Disability Resource Committee. This committee is comprised of Workforce Development staff, Vocational Rehabilitation staff, Rehabilitation Services for the Blind staff, the Department of Mental Health staff, Paraquad and WDB members. The committee is focused on training and educating all staff on program eligibility and the services offered.

Another committee is the Career Pathways Committee. This committee is comprised of key people from the International Institute of St. Louis, FWCA, Adult Education & Literacy, and St. Louis County Workforce Development staff. The goal of this committee is to lead the efforts in the local area to develop and implement career pathways within the local area by aligning the employment, training, education and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.

St. Louis County WFD will also work with all required partners to ensure that data sharing and integration happen. During the One Stop Partners Infrastructure process, data-sharing possibilities were discussed and will continue to happen on a regular basis. St. Louis County is currently positioned to share data and resources with all required partners using presentations, informational brochures, staff trainings, integrated events, and on-going dialogue about the needs of the One-Stop system.

<i>Service</i>	<i>Service Description</i>	<i>Revenue Sources</i>	<i>Shared Costs (In-Kind, Cash, Total)</i>	<i>Agencies Sharing Costs</i>
<b>Enrollment</b>	Participants register in the career center or on the jobs.mo.gov website to create an account for receiving services. The process for collecting information to support a determination of eligibility.	Wagner-Peyser WIOA Title I TA WIOA NEG		Employment Connection * FWCA * International Institute * MO-DHEWD MO-DHEWD Veterans Services UMOS
<b>Assessment</b>	A tool to measure an individual's prior knowledge, skills, competencies, and experiences, and that evaluate such skills, and competencies for adaptability, to support efficient placement into employment or career pathways	Wagner-Peyser WIOA Title I TA WIOA NEG		Employment Connection * FWCA * International Institute * MO-DHEWD MO-DHEWD Veterans Services UMOS
<b>Training</b> - referrals to ETPS approved schools	One or more courses, classes, or structured regimen, that provides the services and leads to: (a) An industry-recognized certificate or certification, a certificate of completion of a registered apprenticeship, a license recognized by the State or Federal government, an associate or baccalaureate degree; (b) Employment; or (d) measurable skill gains toward a credential	Wagner-Peyser WIOA Title I TA WIOA NEG MOWins Grants		FWCA * International Institute * MO-DHEWD MO-DHEWD Veterans Services UMOS

<i>Service</i>	<i>Service Description</i>	<i>Revenue Sources</i>	<i>Shared Costs (In-Kind, Cash, Total)</i>	<i>Agencies Sharing Costs</i>
<b>Employment Counseling</b>	Counseling that provides labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling and career exploration services.	Wagner-Peyser WIOA Title I TA WIOA NEG		Employment Connection * FWCA * International Institute * MO-DHEWD MO-DHEWD Veterans Services UMOS
<b>On-the-Job Training</b>	OJT is provided under contract with an employer or registered apprenticeship program to offer participants occupational training and supervision in exchange for reimbursement of up to 50 percent of the wage rate.	Wagner-Peyser WIOA Title I TA WIOA NEG		FWCA * MO-DHEWD St. Louis County WFD UMOS
<b>Job Search Workshops Networking Employment Referrals and Placement</b>	This component strives to enhance the job readiness of participants by providing instruction in job seeking techniques and increasing motivation and self- confidence. This may consist of job skills assessments, job finding clubs, job placement services, or other direct training or support activities. The job search training component may combine job search activities with other training and support activities.	CSBG Wagner-Peyser WIOA Title I TA WIOA NEG	In-Kind: CAASTLC - See Community Services Block Grant	CAASTLC Employment Connection * FWCA * International Institute * MO-DHEWD MO-DHEWD Veterans Services
<b>Job Fairs/Recruitment Events</b>		Wagner-Peyser WIOA Title I TA WIOA NEG		

<i>Service</i>	<i>Service Description</i>	<i>Revenue Sources</i>	<i>Shared Costs (In-Kind, Cash, Total)</i>	<i>Agencies Sharing Costs</i>
<b>Work Based Learning</b>	Work-based learning is a work experience component designed to improve the employability of participants through actual work and supervised experience and/or training and to equip them to move into regular employment	WIOA Title I	Co-located in the Job Center \$2,574.90 (Annual space rental) both Job Corps and YouthBuild will work in collaboration with the Job Center to provide training, housing assistance and placement options for eligible Out-of-School Youth	MO-DHEWD St. Louis Job Corps YouthBuild
<b>Wagner-Peyser Labor Exchange/Employment Services</b>	MO residents approved for Unemployment Insurance through Wagner-Peyser, can access and use all Career Center services.	Wagner-Peyser		MO-DHEWD
<b>Support Services</b>	Services such as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under WIOA.	WIOA Title I	UMOS - \$167.09 100 Brochures 3 teleconference presentations per year	Employment Connection * FWCA * International Institute * MO-DHEWD MO-DHEWD Veterans Services UMOS
<b>Adult Education &amp; Literacy (AEL)</b>	Integrated education and training that 1) provides adult education and literacy activities, concurrently and contextually with both workforce training for a specific occupation or occupational cluster and 2) is for educational and career advancement.	MO Dept. of Elementary and Secondary Education (DESE)	Co-located in the Job Center \$2,413.97 (Annual space rental)	Parkway School District
<b>Business Services</b>	Business Services uses an integrated approach to service delivery for	WIOA Title I		FWCA * St. Louis County WFD

<i>Service</i>	<i>Service Description</i>	<i>Revenue Sources</i>	<i>Shared Costs (In-Kind, Cash, Total)</i>	<i>Agencies Sharing Costs</i>
	business customers that guides outreach and services to businesses. Business Services Teams are made up of staff whose mission is to connect employers to a skilled workforce.			Business Services Group*
<b>Missouri Employment Training Program (METP)</b>	Missouri Employment and Training Program (METP), offers a variety of components: Staff assisted job search, non-staff assisted job search, Job search training, Work-Based Learning, Vocational training, Education, Entrepreneurial Training, and Unsubsidized Employment.			MO-DHEWD
<b>Vocational Rehabilitation (VR)</b>	VR's workforce development activities are designed to assist individuals with disabilities in obtaining, maintaining, or advancing in competitive integrated employment.	MO Dept. of Elementary and Secondary Education (DESE)	In-Kind Voc. Rehab - Co-located in the NWX Job Center (\$161.00/annually); Staff training 1/2 hour/month @\$22.00/mth = \$264/annually. Total annual contribution = \$425.00  RSB - \$516 - Job Center Visibility accessibility assessment	MO State Division of Vocational Rehabilitation (Voc. Rehab)  Rehabilitation Services for the Blind (RSB)
<b>The Senior Community Service Program</b>	The Senior Community Service Program (SCSEP), offers MO seniors access to the services of the Career Center. The SCSEP program is a USDOL funded job training program, offered as part of the integrated one-stop service model. The program's purpose is to provide job skill training	USDOL and SCSEP	<b>AARP</b> - In addition to providing supplemental staffing for the Job Center - 2 part-time volunteers, approximately 20-hours total/week, the agency will host job search workshops, soft skills training and recruitment events targeted to provide services and information to a 50+ clientele. This will include training materials, informational brochures.	AARP MERS-Goodwill

<i>Service</i>	<i>Service Description</i>	<i>Revenue Sources</i>	<i>Shared Costs (In-Kind, Cash, Total)</i>	<i>Agencies Sharing Costs</i>
	for the participants and needed support to community host agencies.		<p>Total In-Kind Contribution = \$6,804.00</p> <p><b>MERS-Goodwill</b> - Provide an orientation of the Senior Community Service Employment Program to Job Center customers. The value would be \$360/yr. with a \$30/hr. rate for our infrastructure costs. This would be the breakdown of value for this contribution: SCSEP Orientation Workshop for Job Center Customers; \$120 = 4 - 1hr. presentations /time for questions; \$240 = 4 - 2hrs. preparation time (updating information to be shared, creating flyers/handouts, preparing application packets, supplies, travel, etc.)</p> <p>Total In-Kind Contribution: \$360</p>	
<b>Perkins Career and Technical Education</b>	In an integrated, collaborative partnership with other state agencies, this program offers career technical training and Adult Education and Literacy programs	MO Dept. of Elementary and Secondary Education (DESE)	<p>STLCC: Cash - \$10,000</p> <p>In-Kind:</p> <ol style="list-style-type: none"> <li>1. Access to CTE staff at each campus to make referrals and provide information about career programs and credentials.</li> <li>2. Invitation to have WFD Director and or designee to participate in CTE program advisory boards.</li> <li>3. Invitation to participate in campus events such as (in-person or virtual career fairs), CTE month activities.</li> </ol> <p>SSD: In-Kind:</p>	St. Louis Community College St. Louis Special School District

<i>Service</i>	<i>Service Description</i>	<i>Revenue Sources</i>	<i>Shared Costs (In-Kind, Cash, Total)</i>	<i>Agencies Sharing Costs</i>
			1. Access to CTE staff at each campus to make referrals and provide information about career programs and credentials. Value: \$500-\$600 2. Invitation to have WFD Director and or designee to participate in CTE program advisory boards. 3. Invitation to participate in campus events such as (in-person or virtual career fairs), CTE month activities. 4. Seek outside opportunities to provide funding for WorkKeys testing with certified WorkKeys proctors.	
<b>Trade Adjustment Assistance</b>	Prepares workers from declining or eliminated industry sectors to work in other industry sectors by offering assessment, training, and credentials; connecting ready-to-work employees to ready-to-be-filled jobs.	DOL		MO-DHEWD
<b>Jobs for Veterans State Grant</b>	Veterans are given Priority Service and may also be granted specialized services.	Wagner-Peyser WIOA Title I		MO-DHEWD MO-DHEWD Veterans Services
<b>State Unemployment Compensation Law activities</b>	A part of the one-stop partnership. Providing services to those clients seeking Unemployment Benefits	DOL		MO Division of Employment Securities



<i>Service</i>	<i>Service Description</i>	<i>Revenue Sources</i>	<i>Shared Costs (In-Kind, Cash, Total)</i>	<i>Agencies Sharing Costs</i>
<b>Community Services Block Grant Activities</b>	Community Action Agencies utilize extended case management and provide continued support for individuals that become employed, increasing the probability of employment retention and advancement and reducing the chance of TANF re-entry.	CSBG	CAASTLC -- \$4,500 in-kind contribution * Poverty Simulation - \$2,000 * Presentations (4X)/Year - \$1,000 * Brochures - \$200 * Coordinate a Job Fair - \$1,500 -	Community Action Agency of St. Louis County, Inc. (CAASTLC)
<b>US Dept. of Housing and Urban Development (employment and training)</b>	HUD is a federal financial intermediary that funds projects that serve the community in a variety of ways, including, but not limited to: Affordable housing, Homelessness, Job Search and employment, public health and safety, etc.		HUD Refuses to Sign the MOU	
<b>Reintegration programs for eligible offenders</b>	Offered as part of the MJC integrated services, some assistance can be provided for qualified individuals.	CSBG WIOA Title I	In-Kind: CAASTLC - See Community Services Block Grant	CAASTLC FWCA* Father Support
<b>Temporary Assistance for Needy Families (TANF)</b>	TANF recipients have access to the integrated services of the MJC	DSS	Better Family Life (BFL) - Co-Located in the Job Centers; \$83,684.40 (Annual space rental)  MO-DSS - See Attached	Better Family Life (BFL) - MWA Program MO Dept. of Social Services

<i>Service</i>	<i>Service Description</i>	<i>Revenue Sources</i>	<i>Shared Costs (In-Kind, Cash, Total)</i>	<i>Agencies Sharing Costs</i>
<b>Energy Assistance:</b> to alleviate immediate threat of utility disconnection or to have it restored for individuals that are income eligible	Offered as part CAASTLC services, some assistance can be provided for qualified individuals.	Low Income Home Energy Assistance Program (LIHEAP) WIOA Title I	In-Kind: CAASTLC - See Community Services Block Grant	CAASTLC UMOS

## **VI. Systematic Referral Process for Job Center Customers**

We agree that the Partners will conduct referral for services in the following manner:

1. All customers referred for services will receive a written referral form with the date, time, and place of the appointment.
2. All appointments will be scheduled within three working days.
3. The individual making the appointment will follow up within two working days of the scheduled appointment date.

## **VII. 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.

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas: Deciding who will be admitted, or have access, to any WIOA Title I - financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

## **VIII. 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:

1. All customers will receive prompt and courteous service from the staff.
2. All customers will receive the services designed to assist customers in achieving their educational and/or job placement goals.
3. All customers will have access to services regardless of disability, age, sexual orientation, race, national origin, or religion.
4. All employees can expect to work in a safe and professional environment.
5. All employees can expect to receive the best tools to achieve the desired outcome for their customers.

6. All Partners will deliver high-quality services through the Missouri Job Centers.
7. All Partners will adhere to the local policy and procedure for Complaint and Grievance Implementation of the Nondiscrimination and Equal Opportunity Provisions of WIOA.

## **IX. 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 Board, the One-Stop operator, and the Partners.

The Board's responsibilities will be:

1. To provide administrative and fiscal oversight, and monitoring of all functions of the One-Stop System
2. Negotiate local performance accountability
3. Select One-Stop operator and providers
4. Coordinate Functional Leadership for the Centers

The One-Stop operator's responsibilities will be:

1. To staff the Missouri Job Centers
2. Provide guidance to Partners regarding the provision of labor-exchange services
3. To meet performance standards

The One-Stop Partners' responsibilities will be:

1. To provide programs and services for job seekers and employers
2. Apportion costs as agreed upon
3. To meet performance standards

## **X. Duration and Modification**

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 in writing. This document will be renewed no less than every three (3) years.

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, 2023, or such time as any party will modify, extend, or terminate that subpart of this agreement. This MOU is subject to periodic review, and if substantive changes occur, all parties will be notified. Amendments to the MOU may be made upon consensus of all parties at least 30 days prior to the effective date of the change.

## **XI. 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 in writing at least 30 days prior to the effective termination date.

## **XII. Counterparts; Electronic Signatures:**

This MOU may be executed by the Parties hereto on any number of separate counterparts, each of which shall be deemed an original, but all of which counterparts taken together shall constitute

one and the same instrument. This MOU, or a signature page thereto intended to be attached to a copy of this MOU, signed and transmitted by electronic mail, facsimile machine or telecopier shall be deemed and treated as an original document.

**XII. Addendum (s)**

<b><i>Memorandum of Understanding (MOU) Disclosure Statement Missouri Department of Social Services</i></b>	
<b><i>MOU Title:</i></b>	<b>One -Stop Delivery System</b>

1. Department of Social Services (DSS) is signing the Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) with the following stipulations:
  - a. AJI 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)(l)(B)(i) and 1 21 (h) (2) (C); 20 CFR 678.420(b), 34 CFR 361 .420 (b), and 34 CFR 4 6 3 .4 20 (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 361.4 20 (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

IN WITNESS WHEREOF, the parties hereto have executed this MOU effective as of the latest of the dates of signature below:

**Partner Agency Name**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Please Print) Name and Title

I, \_\_\_\_\_, affirm that I am the \_\_\_\_\_  
[Name] [Title]

\_\_\_\_\_  
[Entity Name]

of and that I signed this MOU on behalf of said \_\_\_\_\_  
[Entity type]

by authority of its \_\_\_\_\_,  
[Authorizing Body]

and that I acknowledged this MOU to be the free act and deed of the said

\_\_\_\_\_  
[Entity Name]

**ST. LOUIS COUNTY, MISSOURI**

**BY:**

\_\_\_\_\_  
County Executive

**ATTEST:**

\_\_\_\_\_  
Administrative Director

**APPROVED:**

\_\_\_\_\_  
Director of Human Services

**APPROVED:**

\_\_\_\_\_  
Chairman, St. Louis County Workforce Development Board

**APPROVED AS TO LEGAL FORM:**

\_\_\_\_\_  
County Counselor

**APPROVED:**

\_\_\_\_\_  
Accounting Officer