

Workforce Investment Area Local Plan Modification Program Year 2006–07

LWIA: Napa County

Submitted on: September 26, 2006

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WIA Local Plan Modification PY 2006-07

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**Local Workforce Investment Area
Local Plan Modification
Program Year 2006-2007**

Executive Summary

There were, or are planned, noteworthy changes to the Napa Valley Workforce Investment Area local plan in the areas of **Local Vision and Goals**, the **One Stop Delivery System**, and **Leadership**. While these changes are significant, the substance (or essence) of the Local Plan still remains in effect.

There were no significant changes, however, this past year or anticipated for the coming year in the areas of Plan Development, Labor Market Analysis or Youth Activities. This is subject to change should reauthorization of the Workforce Investment Act or any State statute occur and become effective during the program year.

Local Vision and Goals:

This past year, the NVWIB authorized the one stop, Job Connection, to develop a plan to implement a “business first” approach. The purpose of the Business First strategy is to create a top quality workforce for the businesses. To this end, the Job Connection will establish a growing base of business customers seeking to fill their workforce needs while at the same time increasing the demand for job seeker services. It is our hope to implement a business first approach during this next program year.

One Stop Delivery System:

On December 31st of program year 05-06, the Napa River and some creeks flooded and as a result the Job Connection facility became uninhabitable. The one stop operations were closed down for a few weeks while new site(s) were being sought for relocation of services. Ultimately, self-service and case management were located into two separate county properties as not one was large enough to fit the entire Job Connection. Initially, census was down in the Employment Network Center, which is where self-directed services occur. It is anticipated that the one stop delivery system will be back in its refurbished location by November 2006.

Leadership:

The Leadership of the NVWIB will change with fiscal year 2006-2007. The Executive Director of the NVWIB will change with the awarding of a new contract to Community Partnership, a division of the CEO’s office of the County of Napa. The ED services were previously performed by a consultant under contract for three years.

The plan modification for the 2006-2007 program year contains the required participant plan summary and budget summaries. A newly executed MOU for 2006-2009 is attached to this plan. Finally, the agreement between the Workforce Investment Board and Health and Human Services, the One Stop operator is attached as well.

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SIGNATURE PAGE

This Local Plan represents the Napa County Workforce Investment Board's efforts to maximize and coordinate resources available under Title I of the Workforce Investment Act (WIA) of 1998.

This Local Plan is submitted for the period of April 1, 2006, through June 30, 2008, in accordance with the provisions of WIA.

Local Workforce Investment Board Chair

Chief Elected Official(s)

Signature

Arvin Chaudhary
Name

Chair, Napa Valley Workforce
Investment Board
Title

Date

Signature

Bill Dodd
Name

Chairman, Board of Supervisors
Title

Date

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LWIA: Napa County

Date: 9/26/2006

X. ADDENDUM

A. Consistency with the State Plan – WIA Section 118(a) requires Local Plans to be consistent with the State Plan.

The Governor’s key priorities for California’s public workforce system are:

- Understanding and Meeting the Workforce Needs of Business and Industry in order to Prepare Workers for 21st Century Jobs
- Targeting Limited Resources To Areas Where They Can Have the Greatest Economic Impact
- Collaborating to Improve California’s Educational System At All Levels
- Ensuring the Accountability of Public and Private Workforce Investments

These four key priorities for California’s workforce system are addressed in the Governor’s vision for the system in more detail in Section I of the [State Plan](#). Describe how your local vision and workforce development strategy is consistent with the Governor’s workforce development priorities.

The Napa Valley Workforce Investment Board has implemented many strategies over the past few years that are consistent with the Governor’s workforce development priorities as outlined above.

The WIB has been in tune with the local workforce needs through a variety of means. First, Napa is an active member of the North Bay Employment Connection and has received multi year regional grants to address capacity issues in high growth industries. For example, Napa, along with Solano, Marin, and Sonoma, received both Nursing Workforce Initiative (15%) and Healthcare Training Initiative (15%) funds to increase workforce capacity in the health care occupations, with particular emphasis on nursing.

Additionally, we are currently working collaboratively with the community college and its Small Business Development Center to develop a training, placement, and advancement program for the hospitality industry. There is a critical need for middle management positions in hospitality/tourism venues such as restaurants and hotels. Tourism is a vital economic engine for Napa County, so fulfilling this industry need is an important endeavor for the WIB.

The WIB has also worked very closely with the Napa Valley Unified School District's Adult Education Program and the community college to develop incumbent worker training at low and no cost to employers. Also through our collaboration with the aforementioned educational institutions as well as Napa Valley Economic Development Corporation, the Job Connection is able to provide a menu of business services such as on site recruitment, job applicant prescreening, employee customer service training, etc.

With respect to ensuring accountability, we have conducted a variety of activities. Three years ago, the Job Connection embarked on a major Continuous Quality Improvement (CQI) effort modeled after Malcolm Baldrige principles. The Job Connection received Level II certification two years in a row.

Another significant activity, completed this past year, was the workload analysis. We took a comprehensive look at the tasks and expectations of workforce development staff and developed a tool to measure productivity and effectiveness of case work.

Finally, we developed a format to gather information related to the return on investment of business services. This will hopefully be implemented this program year.

B. Other information as required by the Governor [WIA Section 118(b)(10)] – Since the development of the State Plan, the State Board has adopted vision statements regarding business services and lifelong learning. Also, there are other elements that the State is requiring in the Local Plan.

1. The State Board Business and Industry Special Committee has adopted the following vision statement, *"The One-Stop System, in collaboration with the economic development community, partners with California's business to provide best-in-class local services to business to support job retention and growth."* Provide a description of your local strategies, based upon your Local Board's vision for business services, to improve the services to employers, and include in your description:

a. Your vision and strategic planning efforts for business services.

The NVWIB has had a focus on increasing services to business for the past few years. The WIB created a Business Services subcommittee of WIB members to carry out strategies to do just that. The WIB has a strategic plan that lays out the activities for improving communication and services to business.

Additionally, the NVWIB endorsed a Business First plan, developed by the One Stop operator, to address the need to enhance services to business. Essentially, there is a two-pronged approach – private sector members of the WIB would pursue the business community through the Business Services subcommittee and the Job Connection/One Stop partners (service providers)

would pursue business services through shifting the focus of their service delivery toward business/employer considerations (as opposed to a purely job seeker focus).

- b. How you use industry partnerships and other employer contacts to validate employer needs.

In addition to the NVWIB's Business Services subcommittee, which is comprised mainly of private sector members of the WIB, there are other partnerships that assist the local area in assessing, validating, and addressing employer needs. The Business Resource Collaborative, consisting of partners of the Job Connection/One Stop who have an interest in or are currently providing services to business, is a vehicle used to connect with employers to accomplish the task of assessing, validating, etc. the needs.

Another means of connecting with business is through our participation in the Chamber of Commerce.

- c. What actions the Local Board has taken, or plans to take, to ensure that local business services are not redundant and coordinated with partner programs such as Wagner-Peyser and Economic Development Corporations.

As stated above, the WIB has endorsed the Business Resource Collaborative, which is a coordination entity of One Stop partners such as the Adult School, Small Business Development Center, and Napa Valley Economic Development Corporation. The primary purpose for the BRC's creation was to coordinate communication and services to business to not a) duplicate services, or b) inundate employers with queries, placement activities, etc.

- d. How the Local Board measures the satisfaction of business services and how the data are used to improve services.

A customer satisfaction survey was developed to capture the level of satisfaction of our business clients. Data is collated and processed through the Information and Analysis CQI team. Parts of this process are still under development with our CQI effort and a report will be generated in the near future. The intent of the report is to allow for the Job Connection partners to make informed decisions regarding changes and/or enhancements to the service delivery.

Also, we recently created a "return on investment" survey that is to be implemented in the near future. The purpose of this survey is to measure the return for the business when they use our business services.

2. The State Board's vision for Lifelong Learning states: *"The vision for lifelong learning, in the context of workforce development, is to enable current and future workers to continually acquire the knowledge, skills, and abilities required to be successful in the workplace."*
- a. Describe the Local Board's policy regarding lifelong learning in the context of workforce development.

The Vision articulated by the Napa Valley WIB is:

"We envision a well-trained workforce of life-long learners who have opportunities, in a thriving economy, that support an excellent quality of life for our community".

The NVWIB's strategic plan emphasizes this throughout with the various activities described therein. One of the WIB's initiatives is to establish a formal liaison system with other agencies (including, but not limited to: housing; transportation; economic/ community development; and, local education) to gather, analyze and respond to public policy impacting workforce development. The goal of creating liaisons is to enable the WIB to set policy regarding designing programming that meets employer needs, pursuing training opportunities that support the needs of employers and new/incumbent workers, and enhances the availability of the various supportive services that facilitate job access and retention.

- b. Describe the Local Board's current and future strategic planning efforts with educational and workforce development systems and local business and industry, to improve and promote access to lifelong learning.

The NVWIB has subcommittees, one of which is the Business Services Subcommittee. The activities of this important subcommittee (which are part of the overall strategic plan) include:

Market education and training resources to all stakeholders

- *Joint venture with business organizations to market training workshops and host focus groups of business and community leaders to share information and foster communication.*
- *Establish a mailing list of potential training workshop/focus group participants.*
- *Market/host quarterly training workshops/focus group meetings.*
- *Develop policy and coordinate with the Job Connection/One-Stop Partners' Committee to facilitate the creation of customized/incumbent worker training programs that meet the needs of local business.*
- *Annually convene at least two (2) job cluster task forces of employers and training partners to facilitate the development and implementation of customized/incumbent worker training programs.*
- *Coordinate employer and Partner efforts to secure/leverage funding to support program implementation.*

3. What local policies and systems are in place to support common data collection and reporting processes, information management, integrated service delivery, and performance management?

The over arching mechanism to support the above listed activities is the Job Connection strategic plan for continuous quality improvement. The Information and Analysis and Process Management Components address the collection, analysis, and use of data for decision making regarding services. A few of the goals in this area and where some policies/procedures have been drafted are:

- *Resource Center offers information in multiple mediums; self-service; internet access; and, trained staff*
- *There exists a strategy for meeting management and reporting needs*
- *Resource Center provides comprehensive current local information*
- *System is capable of producing special management reports for the workforce development community*
- *Common registration form is used by mandatory partners for client eligibility*

Additionally, all onsite partners have access to and are trained to use a common system for tracking case planning – Smartware 2000

C. Additional Required Elements – The following elements were not included in the Initial/Supplemental Planning Narrative or the one-year extension for Program Year 2005–06, but are required in Local Plans.

1. How will your Local Board ensure continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers and participants? [WIA Section 118(b)(2)(A)]

The Job Connection has a strategic plan as part of its Continuous Quality Improvement initiative (CQI) that includes Customer and Market Focus and Business Involvement components. The quality standards would apply not only to One Stop partners but to service providers. The key training providers in the local area, for example, are also One Stop partners and participants in the CQI effort.

In order to maintain a Level II Certification (that we received for 2 consecutive review periods) or achieve the higher Level III Certification, it is important that we a) have business involvement in decision making and, b) make sure we are getting solid internal and external customer feedback. A few of the quality standards for Level II and Level III Certification are as follows:

Business Involvement Quality Standards – Level II

- *Local businesses are surveyed and acknowledged regularly via recognition activities and events*
- *Mandatory partner agencies have agreed to a plan defining client outreach and marketing activities*
- *Services are modified based on regular input from local businesses*

Business Involvement Quality Standards – Level III

- *Businesses regularly provide support to One-Stop services through loaned instructors/ presenters or additional funding*
- *Mandatory partner agencies share costs for client outreach and marketing activities and use universal marketing tools*
- *A fully functional business service center is available to provide business services*

Customer and Market Focus – Level II

- *Customer satisfaction data is analyzed and used to continuously improve services*
- *Program services are offered to clients quickly following orientation*
- *Client guidance is scheduled at least monthly*
- *Face-to-face client contact occurs sufficiently to meet client needs*
- *Job placement/search activities provide the client with necessary skills for self-sufficiency*
- *Cross-referral process minimizes customer inconvenience*

In addition to CQI, the one stop operator performs contract monitoring activities of service providers who contract to provide services to WIA participants.

2. If your Local Board has entered into an agreement with another area (including another Local Board that is a city or county within the same labor market) to pay or share the cost of educating, training, or placing individuals participating in programs assisted under Title I of WIA, including provision of supportive services, provide copy of your approved agreement. [WIA Section 195(3)(B)]

Napa County is a participating member of the North Bay Employment Connection. This is a four county collaborative that was established several years ago to address regional issues, build capacity in common emerging occupations, and overall leverage for economies of scale. The NBEC collaborative is informal unless there is a project/grant that warrants contracts between the fiscal intermediary and the other three counties.

3. Is your Local Board providing training services that are made as exceptions to the Individual Training Account process? If so, describe the process you used to procure and justify these exceptions. This process must include a 30-day public comment period for interested providers. [20 CFR Sections 661.350(a)(5) and (10) and 20 CFR Section 663.430(a)]

No. We use the ITA process.

4. Priority of Service – What local policies and strategies are in place to ensure that, pursuant to the Jobs for Veterans Act (P.L.107-288)(38 USC 4215), priority of service is provided to veterans (and certain spouses) who otherwise meet the eligibility requirements for all employment and training programs funded by the Department of Labor, in accordance with the provisions of TEGL 5-03 (9/16/03/)? Include in your discussion how this policy is shared with all of the One-Stop Career Center partners and if/how you conduct outreach to veterans and veteran organizations to encourage use of One-Stop Career Center services.

Veterans are specifically prioritized for services when there is limited funding, per our local Technical Assistance Guide. This prioritization has not been instituted to date as there has been sufficient funding to serve anyone seeking services who is eligible. Until recently when the One Stop was flooded, we had the Veteran's Services Officer on site to facilitate outreach, recruitment, etc. of this special population.

If it became imperative due to funding constraints to initiate the prioritization of services for Veterans, the policy and referral procedure would be dispersed to all One Stop Partners at both the Partners' Subcommittee (to the WIB) and to the Job Connection All Partners/Staff meeting, which occurs monthly.

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TITLE IB BUDGET PLAN SUMMARY (Adult or Dislocated Worker)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2006, beginning 07/01/06 through 06/30/07

- Grant Code 201/202/203/204 WIA IB-Adult
- Grant Code 501/502/503/504 WIA IB-Dislocated Worker

FUNDING IDENTIFICATION	R692xxx Subgrant	R7xxxxx Subgrant
1. Year of Appropriation	2005	2006
2. Formula Allocation		168,692
3. Allocation Adjustment - Plus or Minus		
4. Transfers - Plus or Minus		
5. TOTAL FUNDS AVAILABLE (Line 2 plus 4)	0	168,692
TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (sum of Lines 6A through 6E)	0	151,823
A. Core Self Services		24,061
B. Core Registration Services		48,851
C. Intensive Services		48,851
D. Training Services		24,061
E. Other		
7. Administration (Line 5 minus 6)	0	16,869
8. TOTAL (Lines 6 plus 7)	0	168,692
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from July 1, 2005 and July 1, 2006 respectively)		
9. September 2005		
10. December 2005		
11. March 2006		
12. June 2006		
13. September 2006		33,774
14. December 2006		75,911
15. March 2007		126,652
16. June 2007		168,692
17. September 2007		
18. December 2007		
19. March 2008		
20. June 2008		
COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 2)	10.0%	10.0%

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Contact Person, Title	Telephone Number	Date Prepared

Comments:

NOTE: Final Rule 667.160, What Reallocation Procedures Must the Governors Use, discusses local area obligation rates, recapture, and reallocation. Also see WIA Directive WIAD01-10.

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TITLE IB BUDGET PLAN SUMMARY (Adult or Dislocated Worker)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2006, beginning 07/01/06 through 06/30/07

- Grant Code 201/202/203/204 WIA IB-Adult
- Grant Code 501/502/503/504 WIA IB-Dislocated Worker

FUNDING IDENTIFICATION	R692xxx Subgrant	R7xxxxx Subgrant
1. Year of Appropriation	2005	2006
2. Formula Allocation		263,183
3. Allocation Adjustment - Plus or Minus		
4. Transfers - Plus or Minus		
5. TOTAL FUNDS AVAILABLE (Line 2 plus 4)	0	263,183
TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (sum of Lines 6A through 6E)	0	236,864
A. Core Self Services		39,083
B. Core Registration Services		79,349
C. Intensive Services		79,349
D. Training Services		39,083
E. Other		
7. Administration (Line 5 minus 6)	0	26,319
8. TOTAL (Lines 6 plus 7)	0	263,183
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from July 1, 2005 and July 1, 2006 respectively)		
9. September 2005		
10. December 2005		
11. March 2006		
12. June 2006		
13. September 2006		26,318
14. December 2006		92,114
15. March 2007		157,909
16. June 2007		210,546
17. September 2007		263,182
18. December 2007		
19. March 2008		
20. June 2008		
COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 2)	10.0%	10.0%

Teresa Zimny, LWIA	(707)253-4697	6/15/2006
Contact Person, Title	Telephone Number	Date Prepared

Comments:

NOTE: Final Rule 667.160, What Reallocation Procedures Must the Governors Use, discusses local area obligation rates, recapture, and reallocation. Also see WIA Directive WIAD01-10.

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TITLE IB BUDGET PLAN SUMMARY (Youth)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2006, beginning 04/01/06 through 06/30/07

Grant Code 301/302/303/304 WIA IB-Youth

FUNDING IDENTIFICATION		
1. Year of Appropriation	R692xxx Subgrant 2005	R7xxxxx Subgrant 2006
2. Formula Allocation		166,330
3. Allocation Adjustment - Plus or Minus		
4. TOTAL FUNDS AVAILABLE (Line 2 plus 3)	0	166,330
TOTAL ALLOCATION COST CATEGORY PLAN		
5. Program Services (sum of Lines 5A and 5B)	0	149,697
A. In School		89,878
B. Out-of-School (30%)		59,879
6. Administration (Line 4 minus 5)	0	16,633
7. TOTAL (Line 5 plus 6)	0	166,330
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from April 1, 2005 and April 1, 2006 respectively)		
8. June 2005		
9. September 2005		
10. December 2005		
11. March 2006		
12. June 2006		
13. September 2006		16,633
14. December 2006		49,899
15. March 2007		99,798
16. June 2007		149,697
17. September 2007		166,330
18. December 2007		
19. March 2008		
20. June 2008		
COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 6/Line 2)	10.0%	10.0%

Teresa Zimny, LWIA

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6/15/2006

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Comments:

NOTE: Final Rule 667.160, What Reallocation Procedures Must the Governors Use, discusses local area obligation rates, recapture, and reallocation. Also see WIA Directive WIAD01-10.

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TITLE IB PARTICIPANT PLAN SUMMARY

WIA 118; 20 CFR 661.350(a)(13)

Plan the number of individuals that are in each category.

Totals for PY 2006 (07/01/06 through 06/30/07)	ADULT	DW	OY	YY
1. Registered Participants Carried in from PY 2005	43	25	2	16
2. New Registered Participants for PY 2006	40	30	10	15
3. Total Registered Participants for PY 2006 (Line 1 plus 2)	83	55	12	31
4. Exiters for PY 2006	53	35	9	23
5. Registered Participants Carried Out to PY 2007 (Line 3 minus 4)	30	20	3	8

PROGRAM SERVICES				
6. Core Self Services	750	200		
7. Core Registered Services	83	55		
8. Intensive Services	46	15		
9. Training Services	7	10		

SKILL ATTAINMENT				
10. Attained a Skill/Goal				15

EXIT STATUS				
11. Entered Employment	25	35	7	12
11A. Training-related	7	10	7	0
11B. Entered Postsecondary/Advanced/Credential Program	0	0	2	
12. Remained with Layoff Employer		0		
13. Entered Military Service				0
14. Entered Advanced Training			0	0
15. Entered Postsecondary Education			2	2
16. Entered Apprenticeship Program				1
17. Attained High School Diploma/GED				5
18. Returned to Secondary School				0
19. Exited for Other Reasons	28	0	0	8

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Comments: Carry-In includes HTI Co-enrolled Adults. Also, intensive services include these adults; however, training does not as HTI is paying for training costs. Larger number of DW carry ins due to late year layoffs in the area. Lower Core Self Services projected because One Stop facility is not available until November 06 due to flood refurbishing.

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STATE NEGOTIATED LEVELS OF PERFORMANCE¹

WIA Requirement at Section 136(c)	PY 2000–01	PY 2001–02	PY 2002–03	PY 2003–04	PY 2004–05	PY 2005–06	PY 2006–07
Adults							
Entered Employment Rate	66%	68%	70%	72%	72%	73%	74%
Employment Retention Rate	74%	76%	78%	81%	82%	79%	80%
Earnings Change	\$3500	\$3600	\$3400	\$3400	\$3450	\$3500	\$3500
Employment and Credential Attainment Rate	40%	50%	50%	50%	55%	56%	58%
Dislocated Workers							
Entered Employment Rate	68%	69%	70%	79%	79.5%	81%	82%
Employment Retention Rate	81%	83%	85%	88%	88%	85%	86%
Earnings - Replacement Rate/Change/Average ²	85%	86%	88%	96%	96%	-\$3000	-\$3,000
Employment and Credential Attainment Rate	40%	42%	45%	58%	58%	66%	67%
Older Youth (ages 19–21)							
Entered Employment Rate	55%	56%	58%	66%	67%	72%	73%
Employment Retention Rate	70%	72%	74%	76.5%	78%	80%	81%
Earnings Change	\$2500	\$2600	\$2700	\$3000	\$3000	\$3700	\$3800
Employment and Credential Attainment Rate	36%	42%	30%	30%	30%	38%	39%
Younger Youth (ages 14–18)							
Skill Attainment Rate	65%	70%	75%	76%	76.5%	83%	84%
Diploma or Equivalent Rate	40%	42%	45%	55%	55.5%	66%	67%
Retention Rate	40%	42%	45%	53%	53%	63%	64%
Participant Customer Satisfaction Rate	66	67	68	75	75	75	75
Employer Customer Satisfaction Rate	64	65	66	75	75	75	75

¹ Guidance on the definitions of specific indicators for state and local performance can be found at the U.S. Department of Labor [WIA](#) Web site. Specific Training and Employment Guidance Letters (TEGL) include, but are not limited to, 17-05, 8-99, 11-01, 22-02, 22-03, 27-04, and 35-04. Additional guidance can be found at the EDD Workforce Development Community [Directives](#) Web site and [Information Bulletins](#) Web site. Specific Directives include, but are not limited to, WIAD03-6, 04-10, 05-9, and 05-15. Specific Information Bulletins include, but are not limited to, WIAB01-27, 01-55, 02-37, 02-45, 03-43, 03-83, and 05-16.

² For PYs 2000-01 through 2004-05, this dislocated worker goal was earnings replacement rate. For PY 2005-06, this goal was changed to earnings change. Effective July 1, 2006, the U.S. Department of Labor is implementing a new methodology for calculating the average earnings measure.

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LOCAL NEGOTIATED LEVELS OF PERFORMANCE³

WIA Requirement at Section 136(c)	PY 2000–01	PY 2001–02	PY 2002–03	PY 2003–04	PY 2004–05	PY 2005–06	PY 2006–07
Adults							
Entered Employment Rate	70%	72%	74%	78.3%	78.3%	78.6%	78.6%
Employment Retention Rate	73%	75%	77%	82.5%	82.5%	79.5%	80.5%
Earnings Change	\$3610	\$3700	\$3800	\$3880	\$3800	\$4,020	\$4,020
Employment and Credential Attainment Rate	40%	50%	60%	50%	55%	56.0%	58.0%
Dislocated Workers							
Entered Employment Rate	70%	71%	72%	81%	81%	81.5%	82.5%
Employment Retention Rate	83%	85%	87%	88%	88.5%	85.5%	86.5%
Earnings - Replacement Rate/Change/Average ⁴	85%	85%	88%	101.7%	100.7%	-\$3,000	-\$3,000
Employment and Credential Attainment Rate	40%	42%	45%	58%	58%	66.0%	67.0%
Older Youth (ages 19–21)							
Entered Employment Rate	56%	57%	59%	70.4%	70.4%	72.4%	73.0%
Employment Retention Rate	79%	79%	81%	84.2%	84.2%	84.2%	84.2%
Earnings Change	\$2320	\$2400	\$2500	\$3470	\$3470	\$3,618	\$3,618
Employment and Credential Attainment Rate	36%	42%	45%	30%	30%	38.0%	39.0%
Younger Youth (ages 14–18)							
Skill Attainment Rate	63%	68%	73%	82.2%	82.2%	88.2%	88.2%
Diploma or Equivalent Rate	40%	42%	45%	57.8%	57.8%	66.0%	67.0%
Retention Rate	39%	41%	44%	55%	55.5%	67.8%	67.8%
Participant Customer Satisfaction Rate	66	67	68	75	75	75	75
Employer Customer Satisfaction Rate	64	65	66	75	75	75	75

³ Guidance on the definitions of specific indicators for state and local performance can be found at the U.S. Department of Labor [WIA](#) Web site. Specific Training and Employment Guidance Letters (TEGL) include, but are not limited to, 17-05, 8-99, 11-01, 22-02, 22-03, 27-04, and 35-04. Additional guidance can be found at the EDD Workforce Development Community [Directives](#) Web site and [Information Bulletins](#) Web site. Specific Directives include, but are not limited to, WIAD03-6, 04-10, 05-9, and 05-15. Specific Information Bulletins include, but are not limited to, WIAB01-27, 01-55, 02-37, 02-45, 03-43, 03-83, and 05-16.

⁴ For PYs 2000-01 through 2004-05, this dislocated worker goal was earnings replacement rate. For PY 2005-06, this goal was changed to earnings change. Effective July 1, 2006, the U.S. Department of Labor is implementing a new methodology for calculating the average earnings measure.

**Memorandum of Understanding
Between The
Napa Valley Workforce Investment Board
And The
Job Connection Partners**

I. PARTIES TO THIS MOU

The Napa Valley Workforce Investment Board, appointed by the Napa County Board of Supervisors, enters into this Memorandum of Understanding with the following One-Stop Partners:

- ◆ California Department of Rehabilitation
- ◆ California Employment Development Department
- ◆ California Human Development Corporation
- ◆ Community Action of the Napa Valley
- ◆ Experience Works, Senior Workforce Solutions
- ◆ Goodwill Industries of the Redwood Empire, Inc.
- ◆ Napa Valley Unified School District/Napa Valley Adult School
- ◆ Napa Valley College
- ◆ Napa Valley Support Services
- ◆ Napa County Health and Human Services: CalWORKs and Training and Employment Divisions
- ◆ Napa County Office of Education/Regional Occupation Program

II. ROLE OF THE WORKFORCE INVESTMENT BOARD

The Napa Valley Workforce Investment Board (WIB) is designated by the Napa County Board of Supervisors to provide oversight of the local One-Stop System and the One-Stop Operator, and to oversee the distribution of grant funds provided by the Workforce Investment Act. The WIB shall annually certify the activities and services provided by the Job Connection.

A. PARTNERSHIP PARTICIPATION GOALS AND PURPOSE

The goal of the Napa County One-Stop System, the Job Connection, is to provide a variety of services to job seekers and employers. Partner agencies shall offer services in a simplified and coordinated delivery system that maximizes customer

opportunity, participation and satisfaction. The purpose of the Job Connection partnership is to operate as a single service delivery system under the Workforce Investment Act (WIA) of 1998. In entering into this agreement, the parties commit to maintain the basic provisions of WIA and to enact the following basic guiding principles.

1. Integrated Services offering employers, job seekers and those wishing to enhance their skills with as many employment, training and education services as possible.
2. Workforce Investment Area sites that shall be accessible and meet the Americans with Disabilities Act.
3. Comprehensive Information Services providing a large array of information with easy access to services.
 - a. These services shall reinforce to the community that agencies at many levels are working together to provide comprehensive effective services.
 - b. Customers shall be reassured that they are being brought into a larger set of services as opposed to being asked to change from their usual service provider to a different one.
4. Customer Focused Services supporting informed choice and providing customer feedback mechanisms.
5. Performance Based Services with identification of agreed upon outcomes and methods for measuring them.

B. SERVICES OF THE ONE-STOP PARTNERSHIP

1. The Partners agree, and shall provide, as applicable to each partner's funding and regulations, the following services:
 - a. Core Services: WIA Title I – Subtitle B (Regulations 662.240) eligibility determination; outreach, intake and orientation; initial assessment; job search; placement assistance; career counseling; job listings; skills required; occupational demand; eligible training provider information; program performance outcomes; filing claims for Unemployment Insurance (UI); supportive services; help in establishing eligibility for Welfare-to-Work (WtW) and financial aid; and follow-up services.
 - b. Access to education and training services which may include, but not be limited to: vocational training/certificate programs; occupational skills training; on-the-job training; private sector training programs; skill upgrading, re-training; job readiness training; adult basic education and literacy programs; English

- language development; customized training; and job retention services.
- c. Access to Wagner-Peyser services including job search, placement, recruitment and other labor exchange services. Access to One-Stop Partner programs and activities utilizing cross referrals to appropriate Partners.
 - d. Access to One-Stop partner programs and activities utilizing cross referrals to appropriate partners. (See Resource Sharing Agreement Matrix)
2. The Partners agree to utilize EDD’s CalJOBS and Employer Contact Management System (ECMS) to facilitate the sharing of employer and job order information among Partners and One-Stop customers. EDD agrees to provide training to One Stop Staff in the use of CalJOBS and ECMS
 3. The Partners may also provide access to screening and referral of qualified participants in training services to employment opportunities and customized employment-related services on a fee-for-service basis to employers.
 4. Not all Partners shall perform all services. Partner contributions are further delineated in Attachment A, “Resource Sharing Agreement”.

C. COMMITMENT OF PARTNER AGENCIES

1. The Partners agree to develop and implement a Strategic Operating Plan (SOP) for the Job Connection and its service delivery system. The SOP shall describe short and long-term strategies for improving services to customers and will be reviewed annually to reflect changes in legislation and the local economy.
2. The Partners agree to maintain a continuous quality improvement (CQI) system in an effort to continuously improve the quality of services provided to customers of the Job Connection. The Partners agree to actively support and participate in the CQI system structure by encouraging line staff to participate on one or more CQI teams addressing the seven (7) Baldrige elements.

III. NON-FINANCIAL AGREEMENT

This MOU is non-financial in nature and binds no party or Partner to financial obligations(s) to any other. Financial or fiduciary arrangements to the One-Stop System

shall be outlined in separate financial agreement(s) between the local WIB and affected Partners.

A cost allocation plan for the overall system or for each One-Stop Operator/Site/Center, depending on local need, must be negotiated and developed in accord with WIA, as well as with OMB circulars A-21, A-87, A-110, ASMB C-10 and other Federal and State guidance as appropriate.

IV. TERM

This MOU shall begin on July 1, 2006 and shall remain in full force and effect until June 30, 2009, or until otherwise amended. The One-Stop Partners' Committee shall review this MOU and its attachments at least annually and shall make recommendations to the WIB for changes, as it deems necessary.

Should any One-Stop Partner(s) choose to withdraw, this MOU shall remain in effect with respect to the remaining One-Stop Partners.

V. JURISDICTION

The area served by the One-Stop Partners shall be the County of Napa California.

VI. GOVERNANCE

The Napa County Board of Supervisors works in cooperation with the Napa Valley Workforce Investment Board (WIB), which shall be comprised of representatives of business, education, labor, economic development, community-based organizations, and one-stop partners, are jointly responsible for the provision of Workforce Investment Act services in Napa County. The WIB shall be responsible for oversight authority and accountability of the One-Stop system including policy development, distribution of funding, formation of a five year plan, and performance appraisal and oversight.

Governance of the One-Stop shall be the responsibility of Health & Human Services/ Training and Employment Center (HHS/TEC), also referred to as the One-Stop Operator. HHS/TEC shall recommend policy to the WIB, oversee operational procedures, and develop and implement a Strategic Operating Plan. The objectives and action plans contained in the strategic operating plan shall promote the principles of a continuous quality improvement (CQI) system based on the quality standards approved by the WIB. All Partners shall actively participate in the activities of the continuous quality improvement teams in an effort to establish a seamless system of service delivery within the Job Connection partnership and the Employment Network Center.

HHS/TEC shall encourage the active participation of all partners to the MOU through the facilitation and staffing of a Job Connection Partners Committee. The Job Connection Partners Committee shall be comprised of all One-Stop Partners and shall be responsible for development of Standard Operating Procedures, providing policy input to the One-Stop Operator, and providing input to, and support for the Strategic Operating Plan. The Job Connection Partners Committee shall meet at least monthly, on a regular basis, to provide input on policy issues impacting Job Connection activities and services.

The Job Connection agencies shall recognize and accept the respective collective bargaining agreements of individual partner agencies. Partner employees who are co-located shall remain under the supervision of their employer agencies for all purposes including performance evaluation and matters concerning rights and responsibilities. Work related issues arising at the Job Connection between partner employees and: One-Stop Operators; or supervisors of other partners; or other On-Stop employees shall be referred to the involved employee's supervisor(s). Job Connection operators and partners shall cooperate in the investigation of the following matters: discrimination under the California Fair Employment and Housing Act (part 2.8 Government Code), threats and/or violence concerning partner employees and partner employee misconduct.

VII. MARKETING AND SIGNAGE

All marketing of the Job Connection shall reinforce to the community that agencies at many levels are working together to provide comprehensive, effective services. Whenever possible, partners shall be listed in order to reassure each partner's customers that they are being brought into a larger set of services, as opposed to being asked to change from their usual service provider to a different one. Marketing shall address the identity of all partners and/or the partnership and not single out any one as a competitor for public attention whenever possible. This does not, however, prohibit agency specific marketing. The goal of Job Connection marketing shall be to support seamless service delivery, with full recognition of partner agencies.

At a minimum, marketing and signage shall address the marketing goals of the Job Connection. All press releases, brochures, flyers, print ads, posters, public service announcements, reports and newsletters related to services under this Agreement shall recognize all members of the partnership as funding sources and shall be cleared and approved by the One-Stop Operator prior to release. All Partner logos should appear on printed materials whenever appropriate. When it is not practical or possible to accommodate all Partners' names and logos in marketing tools, use of a partnership statement, such as "The Job Connection is operated by a partnership of local and state agencies", shall be included. The Job Connection shall have an exterior sign that is distinctive to the partnership as a whole, but also identifies each respective partner.

VIII. ADOPTIONS, AMENDMENTS AND RESOLUTIONS

Amendments to this MOU may be made upon majority agreement of the Partners, 60 days prior to the effective date of the change.

IX. ADDITIONS, WITHDRAWALS AND TERMINATIONS FOR CAUSE

Additions: The One-Stop Operator may recruit new members to the Job Connection partnership with the input of the Job Connection Partners Committee, approval of the WIB, and consistent with the intent of WIA.

Withdrawals: Any party may withdraw from the MOU by giving written notice of intent to withdraw 90 days in advance of the effective withdrawal date. Notice of intent to withdraw shall be given to all Partners listed in Section I of the MOU with consideration for any informational updates pursuant to Section I.

Terminations for Cause: The WIB may terminate any member for failure to perform the provisions or comply in the requirements of this MOU and it may proceed with the work required in any manner deemed effective or proper by the Partners or the State of California.

X. REVENUE SOURCES

The costs for service provision of the Napa County One-Stop System shall be identified in a separate annual budget document. Each partner’s primary revenue sources are listed below.

<u>Agency/Organization</u>	<u>Program/Revenue Source</u>
California Human Development Corporation	Migrant and Seasonal Farm Worker Program
Department of Rehabilitation	Department of Education Grant, State General Fund Match, Rehabilitation Act of 1973, as modified
Employment Development Department	Wagner-Peyser, Veteran’s Employment Services, Unemployment Insurance, North American Free Trade Act, Trade Adjustment Act, Labor Market Information Employment Statistics

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Experience Works

Older Americans Act, Title V –
Employment and Training

Community Action of the Napa Valley

Community Services Block
Grant (CSBG)

Napa County Health and Human
Services Department – CalWORKs and
Training and Employment Center

TANF, Workforce Investment Act,
Grants

Napa Valley Adult School

California Department of
Education, Adult Education and
Literacy Act, Carl Perkins
Vocational and Technical Education
Act, CalWORKs, WIA Title II

Napa Valley College and
Small Business Development Center

California Department of
Education/Chancellor’s
Office, Post-Secondary
Vocational Education

Goodwill Industries, Inc.

DOR funds, Grants, Contracts

Napa Valley Support Services

DOR funds, Regional Center funds,
grants, contracts

XI. RESOURCE SHARING AGREEMENT

The parties agree to share resources in accordance with the attached Resource Sharing Agreement. This MOU shall not constitute a financial commitment but rather an intent to commit specific resources in the future as the parties’ allocations and budgets are known and the One-Stop System evolves. The One-Stop System shall be a work in progress and its costs as well as the Partners’ resource contributions shall not remain static from month-to-month or from year-to-year.

XII. INTER-AGENCY CONTRACTS

Individual contracts between Partners shall not be affected by and do not affect this MOU.

XIII. CROSS-REFERRAL METHODS

Parties to this MOU shall develop jointly and mutually implement processes acceptable to all for common intake and referral. Parties agree to cross-train staff on the services of each participating One-Stop Partner and the spectrum of related services available through respective agencies. All parties to this agreement shall adopt a mutually acceptable referral process and form(s). They shall commit to evaluate this process and modify it to changing requirements or day-to-day needs for improvement.

XIV. SERVICE LOCATIONS

Within budget constraints, the Job Connection shall attempt to establish service locations in the major population areas of Napa County. Partners shall establish a network of electronic connectivity through computers and may or may not be co-located.

XV. DATA SECURITY AND CONFIDENTIALITY

The Partners, in the line of their duties as authorized under this MOU, shall/may have access to each other's information resources. Information resources are both data (information) and application (program) files and databases. Confidential information is information, which identifies an individual or an employing unit. Confidential information shall not be open to the public and requires special precautions to protect it from unauthorized access, use, disclosure, modification, and destruction. Within the parameters of all State and Federal laws, the Partners shall develop policies and procedures for sharing information on common clients for the purpose of improving customer service and staff efficiency. All partners shall:

- A. Restrict access of the above information resources to any properly designated employee of the partner agencies for use solely in the administration of programs authorized under this MOU.
- B. Not disclose any confidential information to any person outside of the authorized personnel of the partners,
- C. Ensure that the confidential information to be exchanged remains confidential while in the possession of the partner agency receiving or using the information,
- D. Store confidential information in a place physically secure from access by unauthorized persons. Information in electronic format shall be stored and processed in such a way that unauthorized persons cannot retrieve the information by means of computer, remote terminal, or other means,

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- E. Destroy all confidential information, as authorized by law, when the partners' use ends utilizing an approved method of confidential destruction, which includes shredding, burning or certified or witnessed destruction.
- F. Notify and educate all partners' personnel with access to information resources regarding the safeguards required to protect these resources, the confidential nature of the information, and the civil and criminal sanctions for noncompliance contained in the applicable Federal and State laws,
- G. Agree that any partner required confidentiality statements shall be signed and dated by all personnel of the partners who shall have access to confidential information. All signed confidentiality statements shall be provided to and kept on file by the respective partner requiring a confidentiality statement,
- H. Permit the partners to make on-site inspections to ensure that the other partners are maintaining adequate safeguards. Each partner agency has the right to investigate any potential access, use, or disclosure violations of its confidential information, automated files, and databases, as well as incidents involving loss, damage, or misuse of information resources. Should a violation occur, the user's partner agency shall take appropriate steps and report the action to the partner agency that provided the information.

Confidentiality for Department of Rehabilitation (DR) clients: When any individual applies for or receives vocational rehabilitation services from DR through the One-Stop – Napa Job Connection, all information regarding such application for or receipt of DR services shall be confidential information subject to the provisions of 34 CFR Section 361.38 and Title 9 California Code of Regulations Sections 7140 - 7143.5. The Napa Job Connection shall develop and implement appropriate policies and procedures to assure that:

- (A) Any information contained in the records of the One-Stop Center or other One-Stop Partners, that identifies an individual as having applied for or received DR services, including, but not limited to, application, eligibility and referral records,
- (B) shall be maintained by the One-Stop Operator and One-Stop Partners in the strictest confidence, consistent with the regulations set forth above, and shall be used by the One-Stop Operator and One-Stop Partners solely for purposes directly related to determining eligibility or delivery of services to such individual;
- (C) Any information regarding any individual who has applied for or received DR services, including the fact that the individual is an applicant or client of DR, shall not be disclosed by the One-Stop Operator or any One-Stop Partner, without a court order or a written authorization from the applicant or client, consistent with the regulations set forth above;

- (D) Requests by any One-Stop Partner or the One-Stop Operator for information in DR files concerning an applicant or client for DR services shall be accompanied by a written authorization from the applicant or client, consistent with the regulations set forth above; and
- (E) Any information provided by DR to a One-Stop Partner or the One-Stop Operator shall be subject to the prohibition against redisclosure contained in Title 9, California Code of Regulations Section 7142.5.

DR shall provide to the Napa Job Connection and to the One-Stop Partners information regarding applicants or clients who applied for or received services from DR through the One-Stop Center as needed for reporting and tracking required by WIA. Such information shall be reported in a format that does not identify the individual client or applicant.

XVI. NON-DISCRIMINATION

Parties to this MOU shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant, or applicant for employment due to gender, race, color, ancestry, religion, national origin, physical disability, mental disability, medical conditions, age, sexual orientation, or marital status. Parties shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990) and related, applicable regulations such as the Americans with Disabilities Act. Parties shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining agreement or other such agreement.

XVII. AUDITS

Partner agencies shall be responsible for arrangement of and costs associated with any audits applicable to their own agencies.

XVIII. DISPUTES

Parties shall continue with the responsibilities under this agreement during any dispute. Any dispute shall be resolved in a timely manner, directly involving the parties to the dispute agreeing to communicate openly to directly resolve any problem or dispute related to the provision of services. Any disputes pursuant to this agreement shall be resolved, to the extent possible in a cooperative manner, at the lowest level of intervention possible, informally in a meeting called by the Job Connection Governance Committee expressly to resolve the specific dispute.

If informal resolution is unsuccessful, the Chief Executive Officer or Executive Committee of the WIB may engage the services of a mediator. If mediation is unsuccessful, the Executive Committee of the WIB shall select an arbitrator approved by

the American Arbitration Association. The arbitrator so elected may schedule and hold an arbitration hearing. The parties shall be bound by final decisions of the arbitrator, including the sharing of costs, as legally able according to partner agencies' funding regulations. The decision of the arbitrator shall be the final administrative decision.

XIX. SEVERABILITY

Should any part of the Agreement be invalidated or otherwise rendered null and void, the remainder of this Agreement shall remain in full force.

XX. INDEMNIFICATION

Parties to this agreement, with the exception of the Department of Rehabilitation (DR), indemnify, defend and save harmless partner agencies and their officers, State or local governments, the WIB, its officers, agents and employees from any and all liability, loss, expense, or claims arising out of the performance of this agreement, or resulting to any and all contractors, subcontractors, suppliers, laborers, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged in the performance of this agreement, but only in proportion to and to the extent such liability, loss, expense, or claim for injury or damages are caused by or result from negligent or intentional acts or omissions of the partner agencies, officers, agents or employees.

DR shall defend, indemnify and hold the WIB of Napa County, and all other public entities, their officers, employees and agents, harmless from and against any and all liability, loss, expense, or claims arising out of the performance of this MOU, but only in proportion to and to the extent such liability, loss, expense, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of DR, its officers, agents or employees.

The Napa Valley WIB and other public entities shall defend, indemnify and hold DR, its officers, employees and agents, harmless from and against any and all liability, loss, expense, or claims arising out of the performance of this agreement, but only in proportion to and to the extent such liability, loss, expense, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the WIB or other public entities, their officers, agents or employees.

XXI. ATTACHMENTS

Resource Sharing Agreement – Attachment A
Matrix of Services – Attachment B

Attachment A

NAPA JOB CONNECTION

RESOURCE SHARING AGREEMENT

Partners to the Agreement

This Attachment to the Memorandum of Understanding is entered into by the listed partners for the benefit of each partner to provide universal access to Employment and Training services to the residents of Napa County under the terms set forth below.

The signatory One-Stop Partners have representation on the Workforce Investment Board and represent the mandated service providers that make up the Napa County One-Stop System. Every partner agency is a stakeholder in the Napa Job Connection and as such holds a seat on the Job Connection Partners Committee. It is understood that levels of service to be provided by individual partners will vary. Partners may contribute finances, in-kind resources or may be affiliated through electronic connectivity. The Partners Committee meets regularly to provide input on systemwide operations.

At a minimum, and for the benefit of the clients, the partnership will maintain electronic connectivity between the partner organizations and the Napa Job Connection web site.

This Agreement does not create a partnership as defined and governed by the Uniform Partnership Act, Corporations Code Section 15000 et seq. The terms “partner” and “partnership” in the Agreement are used generically and are not intended to create or describe the legal relationship between the parties to this Agreement.

II. Term

The term of this Agreement shall be July 1, 2006 to June 30, 2009, subject to annual reviews.

III. Program Goals and Benefits

A. Service Area

The services will be provided in Napa County.

B. Service Recipients / Customers

Job seekers, employers, UI claimants, youth, seniors, CalWORKs clients, veterans, individuals with disabilities, migrant and seasonal farmworkers, Workforce Investment Act (WIA) clients, and the general public will receive services.

C. Service Delivery

Services will be delivered in person, via self-help and electronic access, and by telephone. By working together with their common customers, various Partners will integrate functions and cross train one another. Information and services will be provided which will most directly meet the needs of each customer, with referral to additional services as needed.

D. Benefits to Each Partner

1. Delivery of services in the most cost effective and efficient manner.
2. Reduced staff time by eliminating duplication of services.
3. Strengthen the relationship among Napa County's economic development and employment and training programs.
4. Coordination between public and private sectors.
5. Increased customer access to services.
6. Simplified intake and needs assessment.
7. Improved program services.

IV. Partners Roles and Responsibilities

The Partners roles and responsibilities are identified in Attachment B – Services Matrix.

A. Program Elements

Program services will be offered primarily to all Napa County job seekers including persons with disabilities and to other special population groups such as CalWORKs, Veterans, Youth, etc., according to the Partner's funding requirements.

B. Functional Responsibilities

The Napa Job Connection, One-Stop Career Center integrates the following Program Services as functional responsibilities:

1. Partner Staff Capacity Building
2. Common Intake / Eligibility Determination
3. Common Assessment
4. Shared Case Management
5. Shared Job Development

C. General Responsibilities

General Responsibilities for individual Program Reporting and Monitoring, Fiscal Management and Audit Resolution are maintained by all Partners, as required by their separate funding guidelines.

D. Administrative Elements

The One-Stop Operator will have responsibility for the following administrative elements of the One-Stop Centers:

1. Facility Operations
2. Contractual Obligations
3. Information System
4. Customer Satisfaction Coordination
5. Performance Management Coordination

E. Other Resources

Other resources needed for each Functional Responsibility are to be provided by the responsible Partner.

F. Performance

No Partner agency/organization shall be responsible for the non-achievement of program goals of other Partners. The One-Stop Operator will be responsible for facilitating the development, maintenance, and implementation of the One-Stop core services performance goals. The One-Stop Operator will also be responsible for the tracking, collection and publishing of One-Stop Center performance data.

G. Monitoring

The Partner agencies/organizations agree to monitor client and function information at least quarterly to insure that equitable benefit is being received by each of the partners. Corrective action steps will be taken quarterly and prior to the end of the annual agreement.

I. Partners to the Agreement

Legal Name	Business Address (mail)	Phone/ Fax Number	Agency Official Contact Information	Local Representative Contact Information
California Department of Rehabilitation	1001 Second Street, Ste. 245 Napa, CA 94559	P: 707-253-4924 F: 707-253-4929	Peter Harsch, District Administrator P: 707-576-2245 pharsch@dor.ca.gov	Dan Reavell, Supervisor P: 707-576-2254 dreavell@dor.ca.gov
California Employment Development Department	1440 Marin Street Vallejo, CA 94590	P: 707-648-4024 F: 707-645-9856	Deborah Fries, Manager for Napa and Solano Counties P: 707-648-5539 F: 707-648-5274 dfries@edd.ca.gov	Same
California Human Development Corporation	3315 Airway Drive Santa Rosa, CA 94503 (local address)	P: 707-523-1155 (Santa Rosa Corp. Office)	Aurelio Hurtado, Program Director P: 707-421-9090 F: 707-421-8687 aurelio.hurtado@chdcorp.org	Lily Aman lilyaman@chdcorp.org
Community Action Napa Valley	3273 Claremont Way, Ste 207 Napa, CA 94558	P: 707-253-6100	Kasey Green, Deputy Director P: 707-253-6108 F: 707-253-6156 kgreen@nceo.org	Same
Experience Works	205 Keller Street, Suite 102 Petaluma, CA 94952	P: 707-763-0652 F: 707-763-0654	Clayton Thomas, Regional Director	Stephaine Cabral Field Operation Coordinator
Goodwill Industries of the Redwood Empire	651 Yolanda Ave. Santa Rosa, CA 95404	P: 707-523-0550 F: 707-523-0552	Mark Inde, President / CEO	Laurie Petta Manager of Workforce Development lpetta@gire.org
Napa County Health and Human Services Department CalWORKs and Training and Employment Divisions	2661 Elm Street Napa, CA 94559	P: 707-253-4678	Randy Snowden, HHS Director	Teresa Zimny, Program Manager II P: 707-253-4697 F: 707-253-4693 tzimny@co.napa.ca.us
Napa County Office of Education / Napa County Regional Occupation Program	2121 Imola Avenue Napa, CA 94559	P: 707-253-6830 F: 707-253-6917	M.L. Oxford, Director of Napa County ROP moxford@ncoe.k12.ca.us	Same
Napa Valley College	2277 Napa Vallejo Highway Napa, CA 94558	P: 707-253-3021 F: 707-253-3043	Dr. Christopher McCarthy, Superintendent/President Bill Blair, Interim Dean of Occupational Education	Bill Blair bblair@napavalley.edu

Legal Name	Business Address (mail)	Phone/ Fax Number	Agency Official Contact Information	Local Representative Contact Information
Napa Valley Support Services	650 Imperial Way, Suite 202 Napa, CA 94558	P: 707-253-7466 F: 707-253-0115	Beth Atton, Executive Director batton@sbcglobal.net	Same
Napa Valley Unified School District / Napa Valley Adult School	1600 Lincoln Avenue Napa, CA 94558	P: 707-253-3594 F: 707-253-3828	Rhonda Slota, Principal rslota@nvusd.k12.ca.us	Same
Napa Valley Workforce Investment Board	1195 Third Street Napa, CA 94559	P: 707-259-8679	Arvin Chaudry, Chair	Bruce Wilson, Director BWilson2@co.napa.ca.us

Attachment B

AGENCY RESOURCE	Department of Rehabilitation	Employment Development Department	CHDC (Farmworkers)	Experience Works (Title V)	Community Action of the Napa Valley - CANV (CSBG)	HHS/CalWORKs Division	HHS/Training and Employment Division	Napa Valley Adult School	Napa Valley College	Dreamcatchers	Regional Occupation Program	Goodwill Industries of the Redwood Empire
Core Services Staff				X		X	X	X				
Case Management/Counseling	X		X	X		X	X	X	X	X		X
Training							X	X			X	
Capacity Building	X	X				X	X	X	X			X
Workshops	X	X				X	X	X				
Grant Writing					X		X	X				
Marketing		X	X				X	X				
Employer Services		X					X	X	X			
Facility			X				X	X		X		X
Reception							X	X				
Equipment		X					X	X				
Publications		X										
Communications							X	X				
Supplies		X			X		X	X				X
Technical Support							X	X				

AGENCY AND AUTHORIZED SIGNATURES

NAPA VALLEY WORKFORCE INVESTMENT BOARD

Arvin Chaudhary, Chair

JOB CONNECTION PARTNER AGENCIES

CALIFORNIA DEPARTMENT OF REHABILITATION

Peter Harsch, District Administrator

CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT

Debby Fries, Manager

CALIFORNIA HUMAN DEVELOPMENT CORPORATION

Aurelio Hurtado, Program Manager

EXPERIENCE WORKS

Stephanie Cabral, Coordinator

COMMUNITY ACTION OF THE NAPA VALLEY

Susan Hertel, Executive Director

NAPA COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT

Randolph Snowden, Director

Teresa Zimny, Program Manager II/Operator

NAPA VALLEY UNIFIED SCHOOL DISTRICT/NAPA VALLEY ADULT SCHOOL

John P. Glaser, Superintendent

Rhonda Slota, Adult School Principal

NAPA VALLEY COLLEGE

Dr. Chris McCarthy, President

Bill Blair, Dean Health Occupations

NAPA COUNTY OFFICE OF EDUCATION/REGIONAL OCCUPATION PROGRAM

Barbara Nemko, Superintendent

M.L. Oxford, Director

NAPA VALLEY SUPPORT SERVICES

Beth Atton, Director

GOODWILL INDUSTRIES OF THE REDWOOD EMPIRE

Peter Lee, President & CEO

Laurie Petta, Director of Workforce Development

**STATE of CALIFORNIA
LOCAL AREA GRANT RECIPIENT LISTING**

[WIA Sections 117(d)(3)(B)(i) and 118(b)(8)]

Napa County

(Name of Local Workforce Investment Area)

ENTITY	ORGANIZATION	CONTACT (NAME/TITLE)	MAILING ADDRESS (STREET, CITY, ZIP)	TELEPHONE, FAX, E-MAIL
Grant Recipient (or Subrecipient if applicable)	Napa County Health and Human Services	Teresa Zimny Program Manger II	2261 Elm Street Napa, CA 94559	(707)253-4697 (707)253-4693 tzimny@co.napa.ca.us
Fiscal Agent	Same	Carol Haynes Staff Services Manager	Same	(707)253-4674 chaynes@co.napa.ca.us
Local Area Administrator		Teresa Zimny Program Manager II	Same	Same as above
Local Area Administrator Alternate	NA			

Signature: _____
Chief Elected Official
Date

If a Local Grant Subrecipient has been designated, please submit a copy of the agreement between the Chief Elected Official and the Subrecipient. The agreement should delineate roles and responsibilities of each, including signature authority.