

# Memorandum of Understanding for Workforce Innovation and Opportunity Act (WIOA)

*Kentucky Career Center (One-Stop) Operations*  
Northern Kentucky Workforce Investment Board

2021-2024

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Northern Kentucky Workforce Investment BOARD

# Memorandum of Understanding for Workforce Innovation and Opportunity Act (WIOA)

<b>Local Workforce Development Area:</b>	<b>Northern Kentucky</b>
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## Kentucky Career Center (a.k.a. American Job Center/ One-Stop) Operations

**Vision:** The Northern KY Workforce Development Area and Kentucky Career Center will empower local employers, job seekers, and communities to prosper and grow the region's economy through an innovative workforce development system that is inherently customer-centered, seamless, and effective.

**Mission:** To provide data-driven talent solutions to job seekers and employers through the collaboration of education, workforce, community-based, and economic development partners.

**Purpose of this MOU:** The purpose of this Memorandum of Understanding (MOU) is to define the roles and responsibilities of each partner as mutually agreed by the parties for the operation of the Kentucky Career Center (KCC) service delivery system in WIOA Local Workforce Area: **Northern Kentucky** (Area) as required under the Workforce Innovation and Opportunity Act (WIOA). The following items in this section highlight several of the WIOA references/ requirements related to the MOU.

- A. WIOA Section 121(c) requires that each Local Workforce Development Board (LWDB), with the agreement of the Area's Chief Elected Official (CEO), develop and enter into a memorandum of understanding (between the local board and the one-stop partners), with all the entities that serve as partners in the KCC delivery system that operates in each LWDB's local area. Appropriate funding and delivery of services provided pursuant to this MOU will be reviewed not less than once every 3-year period starting from the effective date of this MOU.
- B. WIOA Section 121(b)(1)(A)(iii) mandates all entities that are required partners in a local area to enter into a memorandum of understanding with the LWDB in the respective area pursuant to WIOA Section 121(c).
- C. WIOA Section 121(b)(1) identifies the federal programs and requires that the services and activities under each of those programs must be made available through each local area's KCC delivery system. The entities that receive the federal funds for each of these programs and/or have the responsibility to administer the respective programs in the Area are required partners under WIOA Section 121(b)(1).
- D. WIOA Section 121(b)(2) prescribes how entities that provide programs other than those required under WIOA Section 121(b)(1)(B) may participate in a local area's KCC delivery system as "additional partners" and provide the services available under their programs through the KCC delivery system.
- E. Per WIOA Section 121(b)(2)(A) both required and additional partners are included as parties to the MOU. Therefore, all entities that participate in an Area's KCC delivery system as KCC partners (Partners), whether required or additional, must be parties to this MOU and must abide by the terms prescribed herein and by all applicable federal, state, and local rules, plans, guidance, and policies as applicable and authorized under the Partner's program and in keeping with federal guidelines.
- F. WIOA Section 121(b)(1)(A)(iv) indicates that the requirements of each partner's authorizing legislation continue to apply under the KCC system and that participation in the KCC delivery system is in addition to other requirements applicable to each partner's program under each authorizing law.
- G. The Department of Labor (DOL) is the federal agency responsible for the administration of the workforce development programs—including WIOA.

- H. The DOL recognizes the Kentucky Education and Workforce Development Cabinet (EWDC) and the Kentucky Labor Cabinet as the agencies responsible for the administration and oversight of workforce development and employment-related programs in the Commonwealth of Kentucky—including WIOA.

Parties to the Agreement include: (Attachment A)

## Definitions

- A. **Administrative Entity:** Entity(ies) designated by the CEO to coordinate and administer WIOA activities and services within a local area on the LWDB's behalf and in accordance with all applicable federal, state, and local laws, regulations, rules, guidance, policies, plans, and the terms of this MOU.
- B. **Chief Elected Official:** Identified in WIOA Section 3, Definitions (9) as the chief elected officer of a unit of general local government in a local area or the individual(s) designated under a local agreement pursuant to WIOA Section 107(c)(1)(B).
- C. **Career Services:** The services which shall be available, at a minimum, to individuals who are adults or dislocated workers through the KCC delivery system in each local area. The career services that must be provided as part of the KCC delivery system are listed in WIOA Section 134(c)(2).
- D. **Cost Allocation:** Per 66 Fed. Reg. 29639, cost allocation is the measurement of actual costs in relation to the benefit received in order to determine each partner's fair share of KCC operating costs.
- E. **Employer Services:** As mentioned in WIOA Section 116(b)(2)(i)(VI), local areas shall provide services to employers through the KCC delivery system to assist businesses and organizations with meeting their workforce talent needs (both current and future).
- F. **Fair Share:** The portion of KCC operating costs allocated to each partner in proportion to the benefits the partner receives from participation in the KCC system.
- G. **Fiscal Agent:** An entity appointed by a local area's CEO in accordance with WIOA Section 107 (d)(12)(B)(i)(II) & (III)) to be responsible for the administration and disbursement of WIOA and other funds allocated for workforce development activities in the local area. WIOA Section 107(d)(12)(B)(i)(II) provides that designation of a fiscal agent does not relieve the CEO from his/her liability for any misuse of grant funds.
- H. **Governor's Kentucky Workforce Innovation Board (KWIB):** Established by the Kentucky Governor under Executive Order 2009-438, dated May 12, 2009, to assist the Governor in creating an integrated statewide strategic plan for workforce development which will link workforce policies, education and training programs, and funding streams with the economic needs of Kentucky and its regions and in complying with the provisions and requirements of WIOA Section 101.
- I. **In-Kind Contributions:** 66 Fed. Reg. 29639-29640 defines these types of contributions as donations from third parties that are not to be confused with contributions to the KCC by partner programs of such things as space, equipment, staff, or other goods and services for which the partner program incurs a cost. In-kind contributions may include funding from philanthropic organizations or other private entities or through other alternative financing options, to provide a stable and equitable funding stream for on-going KCC delivery system operations. WIOA 121(c)(2)(A)(ii)(I).
- J. **Local Area:** A local workforce investment area designated by the Governor, under WIOA section 106, subject to sections 106(c)(3)(A), 107(c)(4)(B)(i), and 189(i).

- K. **Local Workforce Development Board (LWDB):** The board created by the CEO pursuant to WIOA Section 107 with responsibility for the development of the local plan and for oversight of the workforce development activities in the local area. This local Board is the Northern Kentucky Workforce Investment Board (NKWIB).
- L. **Additional Partner:** Per WIOA 121(b)(2), an entity that carries out a program not identified as required under WIOA, that is approved by the LWDB and the CEO, may be included as a KCC partner in a local area.
- M. **Memorandum of Understanding (MOU) Agreement Period:** The MOU must not be for a period to exceed three years. Additionally, WIOA 121(c)(2)(v) provides the duration of the MOU and the procedures for amending the MOU during the duration of the MOU, and assurances that such memorandum shall be reviewed not less than once every 3-year period to ensure appropriate funding and delivery of services.
- N. **Kentucky Career Center / One-Stop Delivery System:** The KCC delivery system is essentially a collaborative effort among public service agencies, non-profit organizations and private entities that administer workforce investment, educational, and other human resource programs to make the variety of services available under those programs more accessible to eligible job seekers and employers. The Kentucky Career Center is a proud member of the national American Job Center network.
- O. **Kentucky Career Center One-Stop Operator:** An entity or consortium of entities designated in accordance with WIOA Section 121(d) to operate a KCC site and to perform KCC service delivery activities in accordance with all applicable federal, state, and local laws, regulations, rules, guidance, policies, plans, and the terms of this MOU.
- P. **Required Partner:** An entity that carries out one or more of the programs or activities identified under WIOA Section 121(b)(1) and is required under that Section to participate in the KCC delivery system and to make the career services under its program or activity available through the KCC system.
- Q. **Resource Sharing:** Per 66 Fed. Reg. 29639, Resource Sharing is the cash and/or resources each partner will contribute to fund its fair share of costs for operation of the KCC system. This can include “in-kind” contributions from third parties to partner programs. The LWDB, CEO and KCC partners may fund the costs of infrastructure of KCCs through methods agreed on by the LWDB, CEO and KCC partners through an Infrastructure Funding Agreement (IFA), which will require participation from *onsite* KCC partners. See Attachment O for more details.
- R. **Training Services:** Services to adults and dislocated workers as described in WIOA Section 134(c)(3). Per WIOA 134(c)(3)(D), these may include occupational skills training, including training for nontraditional employment, on-the-job training, incumbent worker training, programs that combine workplace training with related instructions, which may include cooperative education programs, private-sector training programs, skill upgrading and retraining, apprenticeships, entrepreneurial training, transitional jobs, job-readiness training, adult education and literacy activities in combination with a training program, or customized training.
- S. **WIOA:** The Workforce Innovation and Opportunity (WIOA) Act amends the Workforce Investment Act of 1998 to strengthen the United States workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth, and for other purposes.
- T. **WIOA Local Plan:** Per WIOA Section 108, the local plan is a comprehensive 4-year plan developed by each LWDB, in partnership with the chief elected official and submitted to the Governor. The plan shall support the strategy described in the State plan. At the end of the first 2-year period of the 4-year local plan, each local board shall review the local plan, and the local board, in partnership with the chief elected official, shall prepare and submit modifications to the local plan to reflect changes in labor market and economic conditions or in other factors affecting the implementation of the local plan. Plans identify the respective local area’s current and projected workforce investment needs, the KCC delivery system, performance standards, and strategies to address the workforce investment needs in consideration of performance standards per WIOA Section 116.

U. **WIOA State Plan:** The term “State plan”, used without further description, means a unified State plan under section 102 or a combined State plan under section 103.

## **Article I: Kentucky Career Center System Description**

### **A. Overview & General Description**

1. All LWDBs are required to establish and operate local KCC service delivery systems in accordance with WIOA Section 121, with the WIOA State Plan, and with the WIOA Local Plan for their respective local areas.
2. WIOA Section 134(c) lists the services and activities that must be provided through the KCC delivery system. WIOA Section 107(d) gives the LWDBs the responsibility for oversight of the KCC delivery system in each local area and requires the LWDBs to describe the activities and functions of the KCC service delivery system and to prescribe the guidelines for carrying out these responsibilities in the Local WIOA Plan.
3. **Area’s KCC system - Attachment B**

### **B. Administrative Structure – Attachment C**

## **Article II: Agreement Period**

- A. This MOU will be in effect from **October 1, 2021** through **September 30, 2024**. This MOU will be reviewed during this term to ensure appropriate funding and optimal customer services are maintained. If additional negotiations, discussions, and/or signatures are being pursued, partners will continue to operate under the umbrella of this agreement. The MOU and accompanying IFA may be updated as needed, in response to program, funding, and/or staffing changes as well as adjustments made in response to customer (job seeker/ employer) needs.

## **Article III: Partner Responsibilities**

- A. WIOA Section 121(b)(1)(A) lists the minimum responsibilities of all required partners under WIOA. For consistency, all Partners will assume the responsibilities identified below, unless inconsistent with the federal law and regulations that authorize the Partner program or as otherwise specified in this Article:
1. Make career services provided under the Partner’s program available to individuals through the Area’s KCC delivery system in accordance with Article IV of this MOU.
  2. Participate in infrastructure cost-sharing activities as described in Article VI of this MOU and use a portion of funds made available to each partner’s program—to the extent not inconsistent with the federal law that authorizes each partner program—to:
    - a. Create and maintain the KCC delivery system; and
    - b. Provide career services per WIOA Section 134(c)(2).

3. Participate in the operation of the KCC system in accordance with the terms of this MOU and with the requirements of authorizing laws per WIOA Section 121(b)(1)(B).
  4. Required Partners must provide representation on the Area's LWDB per WIOA Section 121(b)(1)(v). Additional partners may participate on the Area's LWDB with the agreement of the Area's LWDB members and CEO. However, when a program is administered by more than one entity in the Area, it is not necessary that every entity provide representation on the LWDB. One entity may provide representation on the LWDB for the program.
- B. In addition to the minimum responsibilities required under WIOA as identified in Section A of this Article, Partner responsibilities include:
1. Provide priority of service to veterans and covered spouses for any qualified job training program pursuant to the Jobs for Veterans Act as prescribed in 38 USC 4215.
  2. Compliance with WIOA and all federal, state, and local laws, regulations, rules, guidance, policies and plans applicable to parties in their respective roles under this MOU and as consistent with the rules that govern each partner's respective program. Each partner expressly agrees to notify LWDB, or One-Stop Operator acting on behalf of the LWDB, of any changes to the rules governing its respective program that impact the partner's performance under this MOU.
  3. Each partner must ensure compliance by its staff members who work in the KCC with KCC policies and procedures. Should a conflict exist between the KCC's personnel policies and a partner's personnel policies, the partner's policies will prevail.
  4. Use of common practices and procedures; forms and documents; software systems, applications, and/ or web-based interfaces (i.e. KEE Suite, Focus, Salesforce/ KIBES, CMS, WIA.net, Google Drive/ Docs, local and state KCC websites, etc.) as designated by state, federal, or local administrative entities; and other forms of media as agreed to by all parties in the performance of KCC services and activities and functions that support the KCC service delivery system.

#### **Article IV: Programs, Services, & Activities**

- A. WIOA Section 121(b)(1)(B) identifies the programs, services and related activities that must be provided through the KCC delivery system in each local area. WIOA Section 121(c)(2) requires this MOU to include a description of the services that will be provided through the Area's KCC service delivery system and to identify the service delivery method(s) each partner will use to deliver the services. This MOU will also identify the career services, training, and employer services that each partner will provide to ensure that all parties' responsibilities are clearly identified herein.
- B. The Kentucky Career Center Services document, which is Attachment M to this MOU, and hereby incorporated, lists and describes the career, training, and employer services and the array of service delivery methods.
- C. **Required Partner Services: Attachment D.**
- D. **Additional Partner Services: Attachment E.**

## Article V: Method of Referral

Pursuant to WIOA Section 121(c)(2)(A)(iii), the parties agree that the referral of individuals between the KCC Operator(s) and the partners for the services and activities described in Article IV will be performed using the following methods:

### Method of Referral: Attachment G

## Article VI: Resource Sharing/Infrastructure Funding

### A. Kentucky Career Center Infrastructure Funding Agreement (IFA, formerly the Resource Sharing Agreement/RSA):

1. WIOA 121(c)(2)(A)(ii) requires that the funding arrangements for services and operating costs of the KCC service delivery system are based on benefit received and must be described in this MOU.
2. The methodologies described herein must be allowable under each partner's respective program and under all applicable federal and state rules applicable to each partner's type of organization. Note: the Infrastructure Funding Agreement (IFA) / Resource Sharing Document helps ensure the proportionate resource-sharing for all partners **onsite** at a local Kentucky Career Center. The IFA must identify:
  - a. The shared KCC costs.
  - b. The methodologies that will be used to determine each party's proportionate "fair" share of costs.
  - c. The methodologies that will be used to allocate each party's fair share of costs across the cost categories.
  - d. The method(s) each party will use to fund its fair share of costs, which may include cash contributions, contributions of staff time, equipment, and/or other resources, or in-kind contributions from a third party.

### B. Kentucky Career Center Operating Costs:

1. The shared KCC operating costs, the projected cost amounts, and each party's method of funding its fair share of those costs are identified in the Kentucky Career Center Infrastructure Funding Agreement (IFA), which is included as **Attachment O** to this MOU and hereby incorporated. The methodologies that will be used to determine each party's fair share of KCC operating costs and to allocate each party's fair share are as follows:
  - a. Onsite space utilization;
  - b. Identification of Shared Costs and Shared Cost budget/ expenses;
  - c. Proportionate Share and Cost Allocation; and
  - d. Resource Sharing (may include cash contributions, contributions of staff time, equipment, in-kind, and other resources).

### C. Program Costs/Services:

1. Costs allowable under and allocable to more than one partner program may be considered shared costs that are allocated among the eligible partner programs provided that such action is not prohibited by the

partner programs' governing statutes. The manner(s) in which the parties agree to address costs chargeable to more than one partner program must be described in this MOU.

2. All IFA parties expressly agree to use the following methodologies to determine if a particular cost is chargeable to more than one partner program and to address costs found to be chargeable to more than one partner in accordance with the following:
  - a. **Methodology to Determine Shared Service Costs: [Described in Attachment H]**
  - b. **Treatment of Costs Chargeable to More than One Partner Program: [Described in Attachment I]**

**D. Budget Tracking:**

1. All parties expressly understand and agree that the initial costs listed in the KCC Infrastructure Funding Agreement (IFA) included as Attachment O will be subject to change as actual costs are incurred and paid throughout the effective period of this MOU. 29 CFR 97.20(b)(4) requires a comparison of actual costs to budgeted costs. Local workforce development areas will determine actual costs in accordance with local procedures and will submit the actual expenditures of all partners on at least an annual basis or more frequently as deemed necessary by the KY Workforce Investment Board (KWIB).
2. Updates to the IFA will not require an amendment to this MOU unless such updates reflect an increase in the total budget amount. An amendment for this purpose will be signed by authorized representatives of LWDB and all affected partners. LWDB will ensure that all partners receive a copy of the amendment and revised budget once the amendment is fully executed.

**Article VII: Termination/Separation**

- A. **MOU Termination:** This MOU will remain in effect until the end date specified in Article II, Section A, unless:
1. All parties mutually agree to terminate this MOU;
  2. Funding cuts by one or more federal programs are so substantial that KCC operations cannot continue as specified herein and a new MOU must be negotiated;
  3. WIOA regulations or statute is repealed; or
  4. Local area designations are changed.
- B. **Partner Separation:** WIOA Section 121(c) mandates the execution of this MOU between the LWDB and partners. However, any single partner may terminate its participation as a party to this MOU for convenience upon thirty (30) days written notice to the LWDB. In such an event, the LWDB will provide written notice to all remaining partners and will amend this MOU per Article VIII. The termination of one or more partner's participation as a party will not result in a termination of this MOU unless the number or contribution of the terminating partner(s) is so substantial that it necessitates the negotiation of a new MOU.
- C. **Effect of Termination:** Any partner that terminates its role as a party to this MOU is no longer eligible to participate as a partner in the local KCC system. In addition, the terminated partner may also be ineligible to serve on the LWDB as a partner representative.



- D. **Partner Disqualification:** An entity identified as a required partner at the time of execution of this MOU that subsequently loses federal funding or the authority to administer the federal program in the Area and therefore no longer qualifies as a required partner under WIOA Section 121(b)(1) must send written notice of the change in status to the LWDB as soon as possible. In such an event, a formal amendment to this MOU per Article VIII will be required. The entity may continue as an additional partner if mutually agreed by the LWDB, CEO, and the remaining partners.

### **Article VIII: Amendment**

- A. This MOU may be amended upon mutual agreement of the parties that is not inconsistent with federal, state, or local laws, regulations, rules, plans, guidance, or policies or for one or more of the following reasons:
1. The addition or removal of a partner from this MOU;
  2. Removal or addition of program responsibilities for any partner that administers more than one federal program;
  3. An extension of the effective ending date per Article II;
  4. A change in the KCC Operator or Fiscal Agent or a change in the physical location of a KCC; and/or
  5. A change in the services, service delivery methods currently utilized, referral methods, methods to determine fair share, or methods to allocate costs.
- B. All parties agree that amendments for the reasons listed in Paragraphs 1 and 2 of Section A need only be signed by authorized representatives of the LWDB, the CEO, and the affected partner(s). Amendments for the reasons listed in all other Paragraphs of this Article or for any changes that will affect the responsibilities of all parties, require the signatures of all parties. All amendments will involve the following process:
1. The party seeking an amendment will submit a written request to the LWDB that includes:
    - a. The requesting party's name.
    - b. The reason(s) for the amendment request.
    - c. Each Article and Section of this MOU that will require revision.
    - d. The desired date for the amendment to be effective.
    - e. The signature of the requesting party's authorized representative.
  2. If the request is approved, the LWDB will notify the remaining parties of the intent to amend and will provide each remaining party thirty (30) days from the date of the notice (unless another timeframe is specified in the notice) to review the anticipated changes and to submit a response to LWDB. Failure by a party to respond within the prescribed timeframe will be deemed that party's approval of the proposed changes.
  3. In the event that a remaining party has questions and/or concerns regarding the proposed amendment, the party must list its questions and/or concerns in writing and submit the list to LWDB within the specified timeframe.

4. LWDB will review the listed questions/concerns and will issue a response within fifteen (15) days of receipt of the list. If LWDB deems it necessary, the listed questions/concerns will be sent to all other parties and/or a meeting with all parties will be scheduled to discuss the proposed changes and to achieve consensus on a final amendment draft.
  5. The final, approved amendment will be signed by authorized representatives of the affected partners, then submitted to LWDB for the final signature.
  6. LWDB will distribute copies of the fully executed amendment to all parties upon execution.
- C. This writing constitutes the entire agreement among the parties with respect to each party's role and responsibility in the Area's KCC service delivery system. All parties agree that any amendments to any applicable laws or regulations cited herein will result in the correlative modification of this MOU without necessitating a formal, written amendment.
- D. All parties agree to communicate details of the amendment to their respective staff members whose responsibilities may be impacted by changes and further agree to ensure that their respective staff members are referencing or utilizing the most current version of the MOU and attachments in the performance of responsibilities under this MOU.
- E. Amendments that will require the signatures of all parties must be executed no later than ninety (90) days prior to the end of the MOU period. Amendments that require only the signatures of the LWDB, the CEO, and the affected parties, must be executed no later than 45 days from the end of the current State Fiscal Year.

#### **Article IX: Confidentiality**

- A. All parties expressly agree to abide by all applicable federal, state, and local laws regarding confidential information and to adhere to the same standards of confidentiality as State employees—including, but not limited to:
1. 29 USC 2935(a)(4) - as amended by WIOA - Reports, Recordkeeping, Investigation.
  2. 29 U.S.C. 2871(f)(3) - as amended by WIOA – regarding complying with confidentiality.
  3. 20 CFR Part 603 – Safeguards and security requirements regarding disclosed information under Unemployment Compensation.
  4. 42 USC 503(d)– regarding state laws governing UI operations.
  5. 20 CFR 617.57(b) – regarding disclosure of information under the Trade Act.
  6. 29 U.S.C.A. 491-2(a)(2) - as amended under WIOA – regarding information to be confidential under the Wagner Peyser Act.
  7. The Privacy Act (5 USC 552a).
  8. The Family Educational and Privacy Rights Act (20 USC 1232g)
  9. 34 CFR 361.38 -- regarding use and release of personal information of Vocational Rehabilitation Services participants.
  10. HIPAA: 45 CFR 164.500 – 164.534.

11. KRS 194A.060 and KRS 205.175 ( information regarding a public assistance applicant or recipient must be kept confidential and may not be released, except as authorized by law).
  12. KRS 341.190(3) regarding use and disclosure of Unemployment Compensation records.
  13. KRS 151B.280(5) and attendant administrative regulation(s) regarding confidentiality of employment and service records which directly or indirectly identify a client or former client.
  14. KY Education and Workforce Development Cabinet Policy EDU-05 regarding disclosure of security breach of computerized personal information data.
  15. KRS 61.870 - 61.884 regarding release of and access to confidential personal information.
  16. Kentucky's Personal Information Security and Breach Investigation Procedures and Practices Act, KRS 61.931, KRS 61.932, KRS 61.933, and KRS 61.934.
  17. 2 CFR 200.303 regarding reasonable measures to safeguard protected personally identifiable information.
- B. Each party will ensure that the collection and use of any information, systems, or records that contain personally identifiable information (e.g. address, social security numbers, date of birth, wages, employer information, barriers to employment, etc.) will be limited to purposes that support the programs and activities described in this MOU as part of the KCC service delivery system.
- C. Each party will ensure that access to software systems and files under its control that contain personally identifiable information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities provided as part of the KCC service delivery system and who must access the information to perform those responsibilities. Each party expressly agrees to take measures to ensure that no personally identifiable information is accessible by unauthorized individuals.
- D. Each party that receives Personal Information as defined by Kentucky's Personal Information Security and Breach Investigation Procedures and Practices Act, KRS 61.931, KRS 61.932, KRS 61.933, and KRS 61.934, (the "Act"), shall secure and protect the Personal Information by complying with all requirements applicable to non-affiliated third parties set forth in the Act. The parties shall notify the Education and Workforce Development Cabinet (EWDC), as soon as possible but not to exceed seventy-two (72) hours, of any suspected breach of Personal Information provided by or stored on behalf of EWDC. Notification shall be made to EWDC's Security Incident Response Team at [EDU.SecurityRequest@ky.gov](mailto:EDU.SecurityRequest@ky.gov). The parties shall also notify the Executive Director of the Office of Unemployment Insurance within the Kentucky Labor Cabinet, as soon as possible but not to exceed seventy-two (72) hours, of any suspected breach involving unemployment insurance information. The parties hereby agree to cooperate with the Commonwealth in complying with the response, mitigation, correction, investigation, and notification requirements of the Act. The parties further agree to undertake a prompt and reasonable investigation of any breach as required by KRS 61.933. If upon conclusion of an investigation of a security breach of Personal Information as required by KRS 61.933, it is determined the breach was caused by employees or agents of a specific party, that party agrees to bear the costs of the notification, investigation, and mitigation of the security breach. In accordance with KRS 61.932(2)(a), the parties shall implement, maintain, and update security and breach investigation procedures that are appropriate to the nature of the information disclosed and that are at least as stringent as the security and breach investigation procedures and practices established by the Commonwealth Office of Technology (see <https://technology.ky.gov/ciso/Pages/InformationSecurityPolicies,StandardsandProcedures.aspx>).

### **Article X: Impasse—Dispute Resolution**

- A. For purposes of this MOU and for KCC-related issues, each party expressly agrees to participate in good faith negotiations to reach a consensus. However, should a dispute arise among any parties to this MOU in negotiations to amend or renew this MOU or in matters pertinent to local KCC operations or activities not addressed in this MOU,

all parties agree to utilize the process cited in Attachment J. The Executive Directors of applicable state agencies will designate an individual to negotiate and resolve any impasses involving state-level partners.

#### Impasse-Dispute Resolution – Attachment J

- B. In the event that all reasonable attempts to resolve the impasse at the local level are unsuccessful, the LWDB will report the impasse to the Department of Workforce Investment as the MOU oversight agency, which will intervene with the parties to resolve the disputed issue(s).
- C. This MOU is legally binding. Therefore, if all reasonable attempts to resolve any impasse are unsuccessful, the document may be enforced in court.

### **Article XI: Indemnification Clause/ Limitation of Liability**

All parties to this MOU recognize the partnership consists of various levels of government, not-for-profit, and for-profit entities. Each party to this agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. Provided, however, in the event the party is a state agency or subcontracts for services with a state agency subject to the jurisdiction of the Kentucky Claims Commission pursuant to KRS 49.040 through KRS 49.170, the state agency's tort liability shall be limited to an award from the Kentucky Claims Commission up to the jurisdictional amount. No partner assumes any responsibility for any other party, state or non-state, for the consequences of any act or omission of any third party.

### **Article XII: Governing Law**

This MOU will be construed, interpreted and enforced according to the laws of Commonwealth of Kentucky.

All parties shall comply with all applicable State and Federal laws and regulations, and local laws to the extent that they are not in conflict with State and Federal requirements.

### **Article XIII: General Provisions**

The laws and regulations listed in this Article XII are generally applicable to most publicly-funded programs administered by the Department of Workforce Investment. The laws and regulations listed herein do not encompass all of the laws and regulations that govern the parties in their respective roles under this MOU. All parties expressly agree to comply with the federal laws and regulations listed below unless the laws and regulations that govern their particular program state otherwise:

- A. **Jobs for Veterans Act.** As stated in Article III B 1, each party agrees to provide priority of service to veterans and covered spouses for any qualified job training program pursuant to 38 USC 4215.
- B. **Americans with Disabilities Act.** Each party, its officers, employees, members, and subcontractors hereby affirm current and ongoing compliance with all statutes and regulations pertaining to the Americans with Disabilities Act, 42 USC 12101 et seq., and Section 504 of the Rehabilitation Act of 1973, as amended, 29 USC 794.
- C. **Pro-Children Act.** If any KCC activities call for services to minors, each party agrees to comply with the Pro-Children Act of 1994 (20 USC 7183) that requires smoking to be banned in any portion of any indoor facility owned, leased, or contracted by an entity that will routinely or regularly use the facility for the provision of health care services, day care, library services, or education to children under the age of eighteen (18).
- D. **Drug-Free Workplace.** Each party, its officers, employees, members, sub-recipient(s) and/or any independent contractors (including all field staff) associated with this MOU agree to comply with Drug-Free Workplace Act, 41 USC 8101, and all other applicable state and federal laws regarding a drug-free workplace and to make a good faith effort to maintain a drug-free workplace. Each party will make a good faith effort to ensure that none of its officers,

employees, members, and sub-recipient(s) will purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way while working or while on public property.

- E. **Ethics Laws.** Each party certifies that by executing this MOU, it has reviewed, knows and understands the Commonwealth of Kentucky's ethics and conflict of interest laws, which includes the Governor's Executive Order 2008-454 and its amendment pertaining to ethics. Each party further agrees that it will not engage in any action(s) inconsistent with Kentucky ethics laws or the aforementioned Executive Order.

#### **Article XIV: Choice of Law and Forum**

All questions as to the execution, validity, interpretation, and performance of this MOU shall be governed by the laws of the Commonwealth of Kentucky. Furthermore, the parties hereto agree that any legal action which is brought on the basis of this MOU and in which a state agency is a party shall be filed in the Franklin Circuit Court of the Commonwealth of Kentucky. All parties shall bear their own costs and attorney's fees related to any dispute arising out of this MOU.

Should any portion of this MOU be found unenforceable by operation of statute or by administrative or judicial decision, it is the intention of the parties that the remaining portions of this MOU will not be affected as long as performance remains feasible with the absence of the illegal or unenforceable provision(s).

## **Article XV: Counterpart**

This agreement may be executed in one or more than one counterpart and each executed counterpart will be considered an original, provided that the counterpart is delivered by facsimile, mail courier or electronic mail, all of which together will constitute one and the same agreement.

*Signature Pages Follow*

*Remainder of Page Intentionally Left Blank*

**MEMORANDUM OF UNDERSTANDING**

**FOR**

**Local Workforce Development Area:** **Northern Kentucky**

**Signature Pages**

*(signed pages attached at the end of this document)*

***By signing this document, all parties enter into this agreement with the Northern Kentucky Workforce Investment Board and mutually agree to the terms prescribed herein. Note: state/federal agencies/ workforce partners may require additional time to provide final signatures, due to additional processes at the regional/state/ federal levels; notwithstanding, local partners (listed in this document and indicated in the following signatures) will continue to operate under this agreement***

<p><b>Chief Elected Official</b></p> <hr/> <p>Signature _____ Date _____</p> <p>Steve Pendery, Campbell County Judge Executive</p>	<p><b>Northern KY WIB Chairperson</b></p> <hr/> <p>Signature _____ Date _____</p> <p>Michelle Cestaric, NKWIB Chairperson</p>
<p><b>Brighton Center, Inc.</b> <small>(WIOA Title I Direct Service Provider / One-Stop Operator)</small></p> <hr/> <p>Signature _____ Date _____</p> <p>Wonda Winkler, President &amp; CEO</p>	<p><b>Gateway Community and Technical College</b> <small>(Post-secondary education and KCTCS)</small></p> <hr/> <p>Signature _____ Date _____</p> <p>Dr. Fernando Figueroa, President &amp; CEO</p>
<p><b>Horizons Youth Services</b> <small>(WIOA Title I Job Corps / Contracted Provider for Whitney M. Young, Jr. Job Corps Center)</small></p> <hr/> <p>Signature _____ Date _____</p> <p>Will Stinson, Center Director</p>	<p><b>Kenton County Public Library</b></p> <hr/> <p>Signature _____ Date _____</p> <p>Dave Schroeder, Executive Director</p>
<p><b>KY Cabinet for Health and Family Services</b></p> <hr/> <p>Signature _____ Date _____</p> <p>Eric Friedlander, CHFS Secretary</p>	<p><b>KY Cabinet for Health and Family Services</b></p> <hr/> <p>Signature #2 _____ Date _____</p> <p>Marta Miranda-Straub, DCBS Commissioner</p>

<p><b>KY Career Development Office (CDO) / Labor Cabinet</b> (WIOA Title III Wagner-Peyser, Trade Act)</p> <hr/> <p>Signature _____ Date _____</p> <p>Vickie Wise, Deputy Secretary</p>	<p><b>KY Education and Workforce Development Cabinet</b> (WIOA State Administrative Entity)</p> <hr/> <p>Signature _____ Date _____</p> <p>Mary Pat Regan, Deputy Secretary</p>
<p><b>KY Office of Adult Education / Skills U</b> (WIOA Title II)</p> <hr/> <p>Signature _____ Date _____</p> <p>Dr. John Gregory, Executive Director</p>	<p><b>KY Office of Vocational Rehabilitation (OVR)</b> (WIOA Title IV Rehabilitation Act, Title I Rehabilitation Services Commission)</p> <hr/> <p>Signature _____ Date _____</p> <p>Cora McNabb, Executive Director</p>
<p><b>Northern KY Area Development District</b> (NKWIB Admin. Support and Fiscal Agent / TANF, SNAP E&amp;T Partner)</p> <hr/> <p>Signature _____ Date _____</p> <p>Lisa Cooper, Executive Director</p>	<p><b>Northern KY Community Action Commission</b> (Older Americans Act -Title V, YouthBuild, CSBG)</p> <hr/> <p>Signature _____ Date _____</p> <p>Catrena Bowman-Thomas, Executive Director</p>
<p><b>Ohio Valley Goodwill Industries</b> (Homeless Veterans Reintegration Program)</p> <hr/> <p>Signature _____ Date _____</p> <p>Doug Ostholthoff, Vice President</p>	<p><b>Owen County Public Library</b></p> <hr/> <p>Signature _____ Date _____</p> <p>Cyndi Clifton, Director</p>
<p><b>Pendleton County Public Library</b></p> <hr/> <p>Signature _____ Date _____</p> <p>Kelly Zumwalt, Assistant Director</p>	<p><b>Transit Authority of Northern Kentucky (TANK)</b></p> <hr/> <p>Signature _____ Date _____</p> <p>Kail Clifton, Manager of Special Services</p>



# Kentucky Career Center Memorandum of Understanding

## Attachments

Attachment A:	Parties to the Agreement
Attachment B:	Kentucky Career Centers (listing)
Attachment C:	Administrative Structure
Attachment D:	Required Partner Services
Attachment E:	Additional Partner Services
Attachment F:	Partner On-Site Representation Schedule
Attachment G:	Method of Referral
Attachment H:	Methodology to Determine Shared Service Costs
Attachment I:	Treatment of Costs Chargeable to more than One Partner Program
Attachment J:	Impasse – Dispute Resolution
Attachment K:	Non-Discrimination and Equal Opportunity
Attachment L:	Kentucky Career Center Services
Attachment M:	Monitoring and Continuous Quality Improvement
Attachment N:	Local Workforce Development Board (NKWIB) Strategic Plan Elements
Attachment O:	KCC Career Center Budget Planning and Reconciliation and Infrastructure Funding Agreements (IFA's)

<b>LWDB</b>	Northern Kentucky Workforce Investment Board
<b>CEO Name(s)</b>	Steve Pendery, County Judge Executive – Campbell County

### Required Partners

Partner Name	Program	Program Authority
<b>Brighton Center, Inc.</b>	WIOA Title I – Adult, Dislocated Worker and Youth Programs, One-Stop Operator, HUD- approved / certified programs	WIOA Title I – Adult, Dislocated Worker, and Youth Programs, Department of Housing and Urban Development (HUD) – Employment and Training Programs (WIOA 121 (b)(1)(B)(xi))
<b>Gateway Community &amp; Technical College</b>	Post-Secondary Vocational Education	Career & Technical Education Programs - Postsecondary Vocational Education – Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2301)
<b>KY Cabinet for Health and Family Services, Dept. for Community Based Services</b>	SNAP E&T, KY Works (TANF) eligibility services	Programs authorized under the Social Security Act title IV, part A (TANF)
<b>KY Career Development Office (CDO)</b>	WIOA Title III- Wagner-Peyser, Trade-TAA/TRA, Veterans' Workforce Programs	WIOA Title III – Wagner-Peyser Act Programs (29 USC 49), Trade Act Title II, Chapter 2 – Trade Adjustment Assistance (TAA) (19 USC 2271), – Veteran's Workforce Programs – Chapter 41 of title 38, United States Code; WIOA 121(b)(1)(B)(viii)
<b>KY Office of Vocational Rehabilitation</b>	WIOA Title IV- Rehabilitation	Rehabilitation Act, Title I, Parts A & B – Rehabilitation Services Commission (29 USC 720)
<b>NKY Community Action Commission</b>	Community Services Block Grant, Senior Community Service Employment, YouthBuild	Community Services Block Grant Employment & Training Programs (42 USC 9901 <i>et seq.</i> ), WIOA Title 1 – Youthbuild – WIOA Section 171, Older Americans Act Title V – Senior Community Service Employment Program (SCSEP) (42 USC 3056)
<b>Native American Program</b>	*n/a- not stationed in Northern KY	WIOA Title I – Native American Programs (29 USC 2911, 29 USC 2919)
<b>Northern KY Area Development District</b>	Employment Connections/ KY Works/ SNAP E&T, WIOA Title I – Adult, Dislocated Worker and Youth Programs, One-Stop Operator	Social Security Act – Part A, Title IV (TANF) (42 U.S.C. 601 <i>et seq.</i> ), subject to subparagraph (C), Sect. 4005 Agriculture Improvement Act of 2018 (PL 115-334)
<b>Migrant worker programs</b>	n/a- not stationed in Northern KY	WIOA Title I – Migrant and Seasonal Farm Worker Programs (29 USC 2912, 29 USC 2919)
<b>Second Chance</b>	n/a- not stationed in Northern KY	Second Chance Act of 2007 programs, authorized under section 212 (42 U.S.C. 17532)
<b>Skills U / KY Adult Education</b>	WIOA Title II	Adult Education and Literacy (WIOA 121(b)(1)(B)(iii) – Title II

\*Council of Three Rivers American Indian Center (Native American Program) has an onsite presence at the KY Career Center in Lexington, Kentucky. Program materials will be made available in NKY Career Centers and NKY job seekers will be referred as appropriate; and, NKY Career Center staff will receive annual training on Council of Three Rivers programming.

## Additional Partners

Partner Name	Program	Program Authority
Goodwill Industries	Homeless Veterans Reintegration Program – Northern KY	DOL – grant funded
Whitney M. Young, Jr. Job Corps Center (and/or contracted/designated provider)	Outreach, admissions, and career transitions services for Job Corps	WIOA Title I – Job Corps (29 USC 2881-2900, 29 USC 2901)
Kenton County Public Library	Workforce Development Services for job seekers	Local library system- funded locally
Owen County Public Library	Workforce Development Services for job seekers	Local library system- funded locally
Pendleton County Public Library	Workforce Development Services for job seekers	Local library system- funded locally
Transit Authority of Northern KY	Transportation assessment, travel training, and transit support	Public Transit/ bus system

<b>Location Code</b>	<b>KY Career Center Name or service area</b>	<b>Address</b>	<b>Center Category</b>	<b>KCC Manager or Lead Site Representative* (if applicable)</b>
1	<b>Covington</b> (Kenton and Campbell Counties)	1324 Madison Ave. Covington, KY 41011	Comprehensive	Correy Eimer
2	<b>Florence</b> (Boone and Kenton Counties)	8020 Veterans Memorial Dr. Florence, KY, 41042	Affiliate	Correy Eimer
3	<b>Williamstown</b> (Grant, Owen, and Pendleton Counties)	390 North Main Street Williamstown, KY 41097 (in NKU Grant Center)	Affiliate	Correy Eimer
4	<b>Carrollton</b> (Carroll and Gallatin Counties)	1209 Highland Avenue Carrollton, KY 41008	Access Point	Correy Eimer
5	<b>International Airport (CVG)</b> (serving CVG onsite and adjacent employers and job seekers)	3087 Terminal Drive Hebron, KY 41048	Access Point	Correy Eimer
6	<b>Kenton County Public Library</b>	401 Kenton Lands Rd. Erlanger, KY 41018	Access Point	Natalie Ruppert
7	<b>Owen County Public Library</b>	1370 Hwy 22 East Owenton, KY 40359	Access Point	Cyndi Clifton
8	<b>Pendleton County Public Library</b>	801 Robbins Avenue Falmouth, KY 41040	Access Point	Kelly Zumwalt
9	Offsite, by-appointment, and/or KCC referring/ supporting partner			
<b>Note:</b> KCC locations and access points may be added/ adjusted in response to customer (job seeker/ employer) and community needs.				

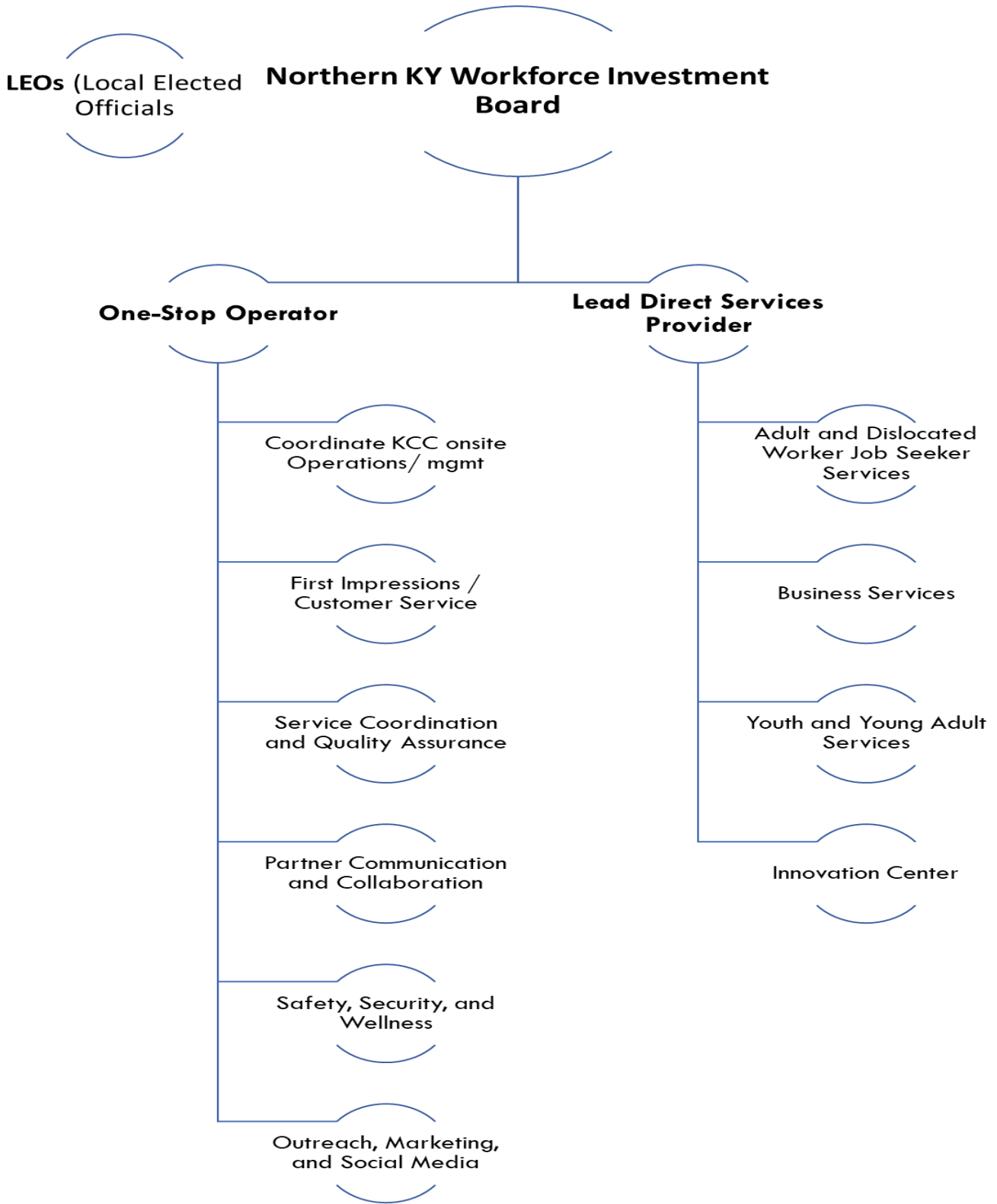
## Local Administrative Entities

	Function/ Role(s)	Entity Name & Contact	Address	Email
1.	Chief Elected Official	Steve Pendery, Judge Executive, Campbell County	2950 Washington St. Burlington, KY 41005	<a href="mailto:spendery@CampbellCountyky.org">spendery@CampbellCountyky.org</a>
2.	LWDB Director and Board Support Staff	Northern Kentucky Workforce Investment Board Tara Johnson-Noem, LWDB Director	22 Spiral Drive, Florence, KY, 41042 (859) 283-1885	<a href="mailto:tara.noem@nkadd.org">tara.noem@nkadd.org</a>
3.	Fiscal Agent	Northern Kentucky Area Development District Lisa Cooper, Executive Director	22 Spiral Drive, Florence, KY, 41042 (859) 283-1885	<a href="mailto:lisa.cooper@nkadd.org">lisa.cooper@nkadd.org</a>
4.	KCC/ One-Stop Operator	Brighton Center, Inc. Melissa Hall-Sommer Vice President	741 Central Avenue Newport, KY 41071 Phone: (859) 491-8303	<a href="mailto:msommer@brightoncenter.com">msommer@brightoncenter.com</a>
5.	KCC/ One-Stop Lead Direct Services Provider	Brighton Center, Inc. Talia Frye Vice President	741 Central Avenue Newport, KY 41071 Phone: (859) 491-8303	<a href="mailto:tfrye@brightoncenter.com">tfrye@brightoncenter.com</a>

## State Administrative Entity

1.	State Workforce Agency	Department of Workforce Investment Mary Pat Regan, Deputy Secretary, KY Education and Workforce Development Cabinet	500 Mero Street, 4 <sup>th</sup> Floor Frankfort, KY 40621	<a href="mailto:maryp.regan@ky.gov">maryp.regan@ky.gov</a>
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# Kentucky Career Center (Northern KY) Functional Org Chart



**Required Partner Services**

**ATTACHMENT D**

The following table identifies the services each required partner will provide and the method(s) of service delivery each partner will use. The services are identified by the corresponding numbers listed for each service in **Attachment N**. The service delivery methods are identified by the codes listed in the KCC Services Document.

Partner Name	Program Name (from Attachment A)	KCC/ One-Stop Services (Enter Number from Attachment N)			Service Delivery Method (Attachment N)	Location Code (Attachment C)
		Career	Training	Employer		
Brighton Center, Inc.	WIOA Title 1 – Adult Dislocated Worker and Youth; KCC/ One-Stop Operator	1- 8, 10 -17	1 – 9	1 - 8	FT, T, A, B, P	1,2,3,4,5,9
Gateway Community & Technical College	Career and Technical Education Programs-Post-Secondary Vocational Education – Carl D. Perkins Vocational and Applied Technology Education Act		1, 2, 3, 5, 9	1, 9, 5, 7	T,A, B, P,	9
KY Cabinet for Health and Family Services, Dept. for Community Based Services	Programs authorized under the Social Security Act title IV, part A KY Works (TANF), SNAP E&T	1, 3, 4, 8			T, A, B, P	9
KY Career Development Office	Trade Act, Title II, TAA WIOA Title III Wagner-Peyser Veterans Workforce Program, Business Services Team	1 – 10 & 13	7	1-4, 6- 8	FT, T, A, B, P	1, 9
KY Office of Vocational Rehabilitation/ Office for the Blind	Vocational Rehabilitation – All services provided are for eligible persons with disabilities.	1-17 excluding 9	1 – 9	1 - 8	FT, T. B	1, 2, 9
NKY Community Action Commission	Community Services Block Grant, Senior Community Employment Program, and YouthBuild	1, 2, 3, 4, 8, 13	1, 5		C, T, B	9
NKY Area Development District	Employment Connections/ KY Works (TANF) / SNAP E&T / WIOA Title 1 – Adult Dislocated Worker and Youth / One-Stop Operator	1- 8, 10 -17	1 – 9	1-7	FT, T, A, B, P	1, 9
Skills U / KY Adult Education	Adult Education and Literacy (WIOA 121(b)(1)(B)(iii)) – Title II	3, 12	8	3, 5	T, A, B, P	3, 9

**Additional Partner Services****ATTACHMENT E**

**Additional Partner Services:** WIOA Section 121(b)(2)(B) describes the types of programs that may be included as “additional” programs in the KCC delivery system. The table above identifies the services each additional partner will provide and the method(s) of service delivery each partner will use. The services are identified by the corresponding numbers listed for each service in the KCC Services document. The service delivery methods are identified by the codes listed in the KCC Services Document.

Partner Name	Program Name (from Attachment A)	Services (Enter Number from Attachment N)			Service Delivery Method (Attachment N)	Location Code (Attachment B)
		Career	Training	Employer		
Goodwill Industries	Homeless Veterans Reintegration Program	1, 2, 3, 4, 11, 13, 16			FT, T	1
Whitney M. Young, Jr. Job Corps Center (or contracted/designated provider)	WIOA Title I – Job Corps (29 USC 2881-2900, 29 USC 2901)	1-8, 10-17	1-9		FT	1
Kenton County Public Library	Workforce Development Library Resources	4, 14, 15, 17	6, 7, 8	4, 5	PT, B	6
Owen County Public Library	Workforce Development Library Resources	4	7	4	PT, B	7
Pendleton County Public Library	Workforce Development Library Resources	4	7	4	PT, B	8
Transit Authority of NKY	Transportation Assessment and Travel Training	1, 3, 8			FT, T, B	1



<b>Kentucky Career Center (NKY)</b>				
<b>Partner Onsite Representation Schedules</b>				
<b>Covington (comprehensive/ hub)</b>				
<b>Partner</b>	<b># of Staff</b>	<b>Weekly staff hours (estimated)</b>	<b># of FTE's</b>	<b>% of Total FTEs</b>
Brighton Center, Inc. (WIOA Title I)	14	560	14	29%
Career Development Office (WIOA Title III)	14	540	13.5	28%
Goodwill Industries (HVRP)	2	48	1.2	2%
Horizons Youth Services (Title I- Jobs Corps- Contractor)	2	80	2	4%
Northern KY Area Development District (KY Works/ KTAP/ WIB)	4	160	4	8%
Office of Vocational Rehabilitation (WIOA Title IV)	13	487	12.8	27%
Transit Authority of Northern KY (Local transit authority)	1	32	0.8	2%
<b>TOTALS</b>	<b>50</b>	<b>1907</b>	<b>48.3</b>	<b>100.0%</b>
<b>Florence (Affiliate)</b>				
<b>Partner</b>	<b># of Staff</b>	<b>Weekly staff hours (estimated)</b>	<b># of FTE's</b>	<b>% of Total FTEs</b>
Office of Vocational Rehabilitation (WIOA Title IV)	15	562	15	75%
Brighton Center, Inc. (WIOA Title I)	5	200	5	25%
<b>TOTALS</b>	<b>20</b>	<b>762</b>	<b>20</b>	<b>100.0%</b>
<b>Williamstown (Affiliate)</b>				
<b>Partner</b>	<b># of Staff</b>	<b>Weekly staff hours (estimated)</b>	<b># of FTE's</b>	<b>% of Total FTEs</b>
Skills U / KY Adult Education (WIOA Title II)	2	80	2	67%
Brighton Center, Inc. (WIOA Title I)	1	40	1	33%
<b>TOTALS</b>	<b>3</b>	<b>120</b>	<b>3</b>	<b>100%</b>
<b>Carrollton (Access Point)</b>				
<b>Partner</b>	<b># of Staff</b>	<b>Weekly staff hours (estimated)</b>	<b># of FTE's</b>	<b>% of Total FTEs</b>
Brighton Center, Inc. (WIOA Title I)	2	48	1.2	100%
<b>TOTALS</b>	<b>2</b>	<b>48</b>	<b>1.2</b>	<b>100%</b>
<b>CVG International Airport Career Center (Access Point)</b>				
<b>Partner</b>	<b># of Staff</b>	<b>Weekly staff hours (estimated)</b>	<b># of FTE's</b>	<b>% of Total FTEs</b>
Brighton Center, Inc. (WIOA Title I)	1	40	1	100%
<b>TOTALS</b>	<b>1</b>	<b>40</b>	<b>1</b>	<b>100%</b>

<b>*Kenton County Public Library (Access Point)</b>				
<b>Partner</b>	<b># of Staff</b>	<b>Weekly staff hours (estimated)</b>	<b># of FTE's</b>	<b>% of Total FTEs</b>
Kenton County Public Library	1	40	1	100%
<b>TOTALS</b>	<b>1</b>	<b>40</b>	<b>1</b>	<b>100%</b>
<b>*Owen County Public Library (Access Point)</b>				
<b>Partner</b>	<b># of Staff</b>	<b>Weekly staff hours (estimated)</b>	<b># of FTE's</b>	<b>% of Total FTEs</b>
Owen County Public Library	1	40	1	100%
<b>TOTALS</b>	<b>1</b>	<b>40</b>	<b>1</b>	<b>100%</b>
<b>*Pendleton County Public Library (Access Point)</b>				
<b>Partner</b>	<b># of Staff</b>	<b>Weekly staff hours (estimated)</b>	<b># of FTE's</b>	<b>% of Total FTEs</b>
Pendleton County Public Library	1	40	1	100%
<b>TOTALS</b>	<b>1</b>	<b>40</b>	<b>1</b>	<b>100%</b>

Note: above information is subject to change, based on partner staffing, location, and funding updates.

\* Brighton Center staff are onsite at all public library Access Points 1-4 times per month (depending on library) to hold meetings with customers, to facilitate workshops for job seekers, and to assist with employer hiring events.



## **Standard Operating Procedures (SOP)**

### *Delivery, Customer Flow, and Referral*

#### **1. PURPOSE**

*To promote a smooth, seamless services for all clients of the Kentucky Career Center, Covington by providing accurate and timely assistance to them through the development of a service delivery strategy that results in quality service and positive outcomes in the development of a skilled workforce. All mandatory partners/functional teams are on-site and fully staffed and will collaborate together to ensure the best possible seamless service.*

#### **2. PROCEDURE**

- Upon arrival to the local office, the First Impression Specialist (FIS) / front desk staff will greet the customer in a professional manner.
- The FIS will quickly assess the reason for the customer's visit and then refer them as appropriate; i.e. if they have an appointment, connect them with the appropriate staff; if it's the customer's first-time visit to the KCC, connect them with the "greeter" for a brief, informal, assessment.
- The greeter will conduct an informal (5-7 min.) assessment to determine the customer's holistic workforce goals/interests/needs/barriers through structured conversational questions. The greeter will also provide the customer a packet of information which will cover the variety of programs/services offered at the KCC.
- After determining the customer's individual goals/interests/needs/barriers, they will be referred to the appropriate service/partner; referrals to multiple partners/programs are encouraged; staff/team members taking steps to *actively* connect the customer to partners/programs is also preferred, whenever possible, as opposed to putting the responsibility on the customer.
- Staff recognize the Kentucky Career Center Orientation (KCCO) – comprehensive overview of services – as a best practice; thus, when in doubt, in many cases, staff will encourage customers to register for KCCO.
- If customer's needs cannot be effectively addressed through the myriad of programs/services onsite at the KCC, staff will assist customer with identifying services/resources through community partners.
- Upon exiting the KCC, staff/greeter will encourage customers to complete a satisfaction survey.

For submission purposes, the proportionate share for all KCC onsite partners is currently calculated using square footage/ space utilization. As the Infrastructure Funding Agreement (IFA) will illustrate, appropriate allocation methodology adjustments will be made according to updates on partner/staffing levels, lease agreements/updates, new or discontinued programs, etc. UPDATE: per guidance from the Kentucky Education and Workforce Development Cabinet, the comprehensive IFA will be completed/ stored/ updated via the Commonwealth SharePoint site.

For submission purposes, the proportionate share for all partners is currently calculated based on space utilization as outlined in Infrastructure Funding Agreement (IFA) referenced in Attachment R and completed/ submitted via the state's SharePoint site. As the IFA serves as a working/ living, appropriate allocation methodology adjustments will be made according to updates on partner/staffing levels, lease agreements/updates, new or discontinued programs, etc.

## Impasse- Dispute Resolution

The parties to this MOU agree to communicate openly and directly, and that every effort will be made to resolve any problems or disputes in a cooperative manner. The following guidance is provided to support a unified, collaborative approach to dispute resolution:

### **1. Consensus Decision-Making**

The KCC Operators, Leadership Team, and Partners agree to utilize a consensus-oriented, decision-making process whenever possible for all major decisions regarding center operations.

### **2. Center-level Dispute Resolution Procedures**

For disputes that cannot be resolved through communication between the parties, the following procedure will be initiated:

- a. Disputes at the center will be resolved through partner-communication and, if needed, with support of the KCC Operator
- b. If a partner is not satisfied by the outcome, that partner can provide additional information and request re-examination of the issue to the KCC Operator; the Operator will provide a response to the partner within fourteen (14) business days.
- c. If the partner continues to be dissatisfied with the response/outcome, the issue will be referred to the local Workforce Investment Board Director and, if needed, the Chairperson to assist with dispute resolution

The following reflects the KCC and NKWIB statement on EEO:

The Northern Kentucky Workforce Investment Board embraces the need for diversity, equity and inclusion to be a component of everything we do. We strive to create a network that meets business needs while it also supports the dignity of our clients. We respond to regional employment needs through the perspectives of local employers' demand for talent and economic empowerment. We are a catalyst for equity, inclusion and life-changing results for all our clients. These priorities are supported through the values below and outlined in our diversity, equity and inclusion action plan.

- **Collaboration**  
We value the strengths of our community partners and collaborate to ensure effective and efficient service delivery.
- **Continuous Improvement**  
We foster a culture of continuous improvement through regular evaluations of programs and activities using measurable goals and targets.
- **Customer Focus**  
We respond to employer and individuals needs with exceptional and culturally competent customer service.
- **Equity**  
We are a force for equity, inclusion and life-changing results for all of our clients.
- **Innovation**  
We step beyond traditional thinking by using creativity to develop policy and direction.

Staff, customers, or partners who feel they have experienced discrimination, should report this information to the One-Stop Operator at [ceimer@brightoncenter.com](mailto:ceimer@brightoncenter.com) or the NKWIB Director at [tara.noem@nkadd.org](mailto:tara.noem@nkadd.org).

**Career Services: Career Services offered through the KCC include:**

Career services include those services requiring minimal staff assistance and services requiring more staff involvement, generally provided to individuals unable to find employment through basic career services and deemed to be in need of more concentrated services to obtain employment; or who are employed but deemed to be in need of more concentrated services to obtain or retain employment that allows for self-sufficiency.

1. **Eligibility Determination:** This is the process of obtaining and documenting information about an individual's circumstances and comparing that information with the criteria set by an agency or program to decide if the individual qualifies for participation.
2. **Outreach, Intake, and Orientation:** Outreach activities involve the collection, publication, and dissemination of information on program services available and directed toward jobless, economically disadvantaged, and other individuals. Intake is the process of collecting basic information, e.g., name, address, phone number, SSN, and all other required information to determine eligibility or ineligibility for an individual's program. Orientation, whether offered in a group setting, one-on-one, or electronically, is the process of providing broad information to customers in order to acquaint them with the services, programs, staff, and other resources at the Kentucky Career Center (KCC), affiliate, or self-service location.
3. **Initial Assessment:** For individuals new to the workforce system, initial assessment involves the gathering of basic information about skill levels, aptitudes, abilities, barriers, and supportive service needs in order to recommend next steps and determine potential referrals to partners or community resources.
4. **Job Search, Placement Assistance, and Career Counseling:** Job Search helps an individual seek, locate, apply for, and obtain a job. It may include but is not limited to: job finding skills, orientation to the labor market, resume preparation assistance, development of a job search plan, job development, referrals to job openings, placement services, job finding clubs, job search workshops, vocational exploration, relocation assistance, and re-employment services such as orientation, skills determination, and pre-layoff assistance. Placement Assistance is a service that helps people to identify and secure paid employment that matches their aptitude, qualifications, experiences, and interests. Career Counseling is a facilitated exploration of occupational and industrial information that will lead to a first, new, or a better job for the individual.



5. **Employment Statistics-Labor Market Information:** Collect and report data about employment levels, unemployment rates, wages and earnings, employment projections, jobs, training resources, and careers; see Kentucky LMI, <https://kystats.ky.gov/> . The local WIB Data Specialist will also be a resource in this area.
6. **Eligible Provider Performance and Program Cost Information:** Collect and provide information on:
  - A. Eligible training service providers (described in WIOA Section 122).
  - B. Eligible youth activity providers (described in WIOA Section 123).
  - C. Eligible adult education providers (described in WIOA Title II).
  - D. Eligible postsecondary vocational educational activities and vocational educational activities available to school dropouts under the Carl Perkins Act (20 USC 2301).
  - E. Eligible vocational rehabilitation program activities (described in Title I of the Rehabilitation Act of 1973).
7. **Local Performance Information:** Collect and provide information on the local area's recent performance measure outcomes.
8. **Supportive Services' Information:** Collect and provide information on services such as transportation, child care, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in employment and training activities.
9. **Unemployment Compensation/ Insurance Support Services:** General information on filing an Unemployment Insurance (UI) claim; access to telephone, online, and/or email resources for technical UI support and troubleshooting.
10. **Eligibility Assistance:** Provide guidance to individuals on eligibility for other programs and on financial aid assistance for training and education programs that are available in the local area.
11. **Follow-Up Services:** Services provided to participants who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment. These services assist those individuals to maintain employment or qualify for promotions with that employment.

12. **Comprehensive and Specialized Assessments:** A closer look at the skills levels and service needs that may include:
  - A. Diagnostic Testing and use of other assessment tools; and
  - B. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
13. **Individual Employment Plan Development:** Working with individuals to identify their employment goals, the appropriate achievement objectives, and the appropriate combination of services that will help the individual achieve those goals.
14. **Group Counseling**
15. **Individual Counseling and Career Planning**
16. **Case Management:** For participants who receive training services under WIOA Section 134(d)(4).
17. **Short-Term Prevocational Services:** Can include development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.

### **Training Services**

Services offered through a training provider to help individuals upgrade their skills, earn degrees and certifications, or otherwise enhance their employability through learning and education. Types of training services include:

1. **Occupational Skills Training:** An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels.
2. **On-the-Job Training (OJT):** Training by an employer that is provided to a paid participant while engaged in productive work that is limited in duration, provides knowledge or skills essential to the full and adequate performance of the job, and reimburses the employer for the costs associated with training the OJT trainee often calculated based on a percentage of the trainee's wages.

3. **Workplace and cooperative education:** Programs that combine workplace training with related instruction which may include cooperative education programs.
4. **Training programs operated by the private sector**
5. **Skills upgrading and retraining:** Courses that prepare persons for entrance into a new occupation through instruction in new and different skills demanded by technological changes. These courses train incumbent workers in specific skills needed by that business or industry and that lead to potential career growth and increased wages. This includes courses that develop professional competencies that are particularly relevant to a vocational/occupational goal. It must be demonstrated that the training will result in the workers' acquisition of transferable skills or an industry-recognized certification or credential.
6. **Entrepreneurial training**
7. **Job-readiness training**
8. **Adult Education and KY Skills U programs:** Services or instruction below the postsecondary level for individuals who are not enrolled or required to be enrolled in secondary school under state law and lack basic educational skills to enable the individuals to function effectively in society and on a job. Services include, but are not limited to, one-on-one instruction, coursework, or workshops that provide direction for the development and ability to read, write, and speak in English, compute, and solve problems, at levels of proficiency necessary to function in society or on the job.
9. **Customized training:** Training that is designed to meet the special requirements of an employer or group of employers and that is conducted with a commitment by the employer to employ an individual upon successful completion of the training and for which the employer pays for a portion of the cost of training.

### **Employer Services**

Kentucky's workforce programs are designed to meet the needs of employers in relation to the economic needs of their region. A qualified, adaptable labor market is the primary objective for workforce development in Kentucky. The local Kentucky Career Center Business Service Team (BST) coordinates, promotes, conducts outreach and/or provides access to workforce partners and resources designed for employer customers. The following are examples of Employer Services provided:

1. **Employer needs assessment:** Evaluation of employer needs, particularly future hiring and talent needs.

2. **Job posting:** Receiving and filling of job openings; searching resumes; providing access to a diverse labor pool.
3. **Applicant pre-screening:** Assessing candidates according to the employer's requirements and hiring needs; referring candidates based on their knowledge, skills, and abilities relative to the employer requirements.
4. **Recruitment and placement assistance:** Raising awareness of employers and job openings and attracting individuals to apply for employment at a hiring organization. Specific activities may include posting of employer announcements, provision of job applications, and hosting job fairs and mass recruitments.
5. **Training assistance:** Providing training resources to enable employers to upgrade employee skills, introduce workers to new technology, or to help employees transition into new positions. Examples include the following: work-based training, classroom training, On-the-Job Training, Incumbent Worker Training, cohort training, etc.
6. **Labor Market Index (LMI) information and analysis:** Access to information on labor market trends, statistics, and other data related to the economy, wages, industries, etc.
7. **Employer information and referral:** Provision of information on topics of interest to employers such as services available in the community, local training providers, federal laws and requirements, tax information, apprenticeship programs, human resource practices, alien labor certification, incentive programs such as WOTC or the federal bonding program, etc.
8. **Rapid Response and Layoff Aversion:** Provision of services to prevent downsizing or closure, or to assist during layoff events. Strategies may include incumbent worker training to avert lay-offs, financing options, employee ownership options, placement assistance, worker assessments, establishment of transition centers, labor-management committees, peer counseling, etc.

**Service Delivery Codes:**

Code	Method Description
<b>FT</b>	On-Site Staff Full Time
<b>PT</b>	On-Site Staff Part Time
<b>C</b>	Contracted Service On-Site Full Time
<b>C/PT</b>	Contracted Service On-Site Part Time
<b>C/Off</b>	Contracted Service Off-Site
<b>T</b>	Access Via Telephone
<b>A</b>	Access Via Automated System or web-based interface

<b>B</b>	Brochure/Handout/ Printed Collateral
<b>P</b>	Materials/ posting at KCC
<b>O</b>	Other
<b>NA</b>	Not Applicable

### Agency/ Organization Monitoring

The NKWIB acknowledges and appreciates the existing internal and external monitoring practices of each partnering organization/agency under this MOU. This MOU is not intended to alter, replace, or directly impact those existing practices, but rather, support the respective monitoring and Continuous Quality Improvement (CQI) efforts of each organization for the overall benefit of the local Kentucky Career Center system.

### Local NKWIB, State, and Federal Monitoring of WIOA Programs

For certain WIOA- Title I programs (e.g. Adult, Dislocated Worker, Youth, Employment Service, etc.), the NKWIB staff, officials from the State and Local administrative entities, and/or the U.S. Departments of Labor, Education, and Health and Human Services may conduct fiscal and/or programmatic monitoring to ensure the following:

- Federal awards are used for authorized purposes in compliance with law, regulations, and State guidance or policies,
- Those laws, regulations, guidance, and policies are enforced properly,
- Performance data are recorded, tracked, and reviewed for quality to ensure accuracy and completeness,
- Outcomes are assessed and analyzed periodically to ensure that performance goals are met,
- Appropriate procedures and internal controls are maintained, and record retention policies are followed, and
- All MOU terms and conditions are fulfilled.

All Parties to this MOU may be invited and/or requested to participate in programmatic and/or fiscal monitoring conducted by the above entities, when appropriate.

### Continuous Quality Improvement (CQI)

The NKWIB and KCC practice ongoing CQI efforts to ensure that the local workforce development system is effective, innovative, collaborative, efficient, customer-centered, and data-driven. This effort is led by the NKWIB and supported by the KCC Continuous Quality Improvement Committee, overseen by the One-Stop Operator, and made up of all KCC core partners. This Committee tracks KCC customer flow/ volume/ outcomes, recommends strategies to improve system-wide effectiveness, and pursues relevant opportunities for leveraging and maximizing workforce resources/ partnerships, while reducing duplication/ redundancy.

The Strategic Plan developed with input from NKWIB board members and community leaders drives the work of the NKWIB, its workforce development partners and the local Kentucky Career Center system.

**NKWIB Strategic Plan Elements**

**Employer Services**

Engage employers in the design of services that support talent recruitment, incentivize workforce participation and remove employment barriers.

- Monitor and respond to employer feedback on Career Center business services.
- Serve as a trusted resource and collaborator for employer and workforce partners.
- Assess and deploy WIOA resources as available to support hiring and upskilling.

**Job Seeker Services**

Prepare individuals to enter and advance along the talent pipeline by aligning with P-12, adult and post-secondary education to provide lifelong opportunities for the rapidly shifting realities of work.

- Monitor and assess outcomes for individuals utilizing Career Center and WIOA services.
- Leverage partnerships and resources to effectively engage clients in work and training opportunities.
- Connect educational and training partners with employers to further align career pipeline preparation.

**Board Governance**

Maintain strong leadership and community connectivity by fostering board member recruitment, retention and education efforts with an emphasis on diversity, equity and inclusion.

- Create a Diversity, Equity and Inclusion Committee comprised of board and community members to report regularly to the board and oversee DEI Action Plan.
- Create and implement a Diversity, Equity and Inclusion Action Plan.
- Increase initiatives designed to engage current board members and attract new board members from all five in-demand industry sectors and all eight counties in our region.

**Data-Driven Decision Making**

Respond to changing employer and individual needs by effectively leveraging local, state and federal resources and benchmarking impact through data and metrics through an equity lens.

- Collaborate with regional workforce partners to assess and drive progress toward local and statewide goals.
- Update financial and programmatic key performance indicators and analyze regularly through the NKWIB and its committees.
- Establish innovative workforce policy and funding using regional labor market information and local Career Center performance data.

**Infrastructure Funding Agreements (IFAs)** are tools to determine, document, and (when possible) help reconcile all proportionate KCC cost-sharing through inter-agency collaboration and negotiation. IFAs are living/working documents to serve as a companion to the MOU and intentionally designed to allow for ongoing updates and modifications. Required partners in the IFA include those entities that have an **onsite** presence/operation/ staff member(s) at a local Kentucky Career Center. These agreements will be subject to ongoing updates and/or negotiations to allow adaptability to change, modifications, and/or adjustments to partners, staffing, funding sources, customer needs, and capacity.

NOTE: The complete IFA documentation is entered, stored, and updated via the Commonwealth of Kentucky’s IFA SharePoint site, administered by the KY Career Development Office (CDO)(<https://edupublic.ky.gov/sites/WFITrade/default.aspx>).

The following KCC partners have indicated that they will have an onsite operation/presence, including staff members, at one or more Kentucky Career Center locations in the local area (and thus will be required participants in the IFA for each appropriate location) during the timeframe of this MOU:

- Brighton Center, Inc. (WIOA Title I)
- Goodwill Industries (HVRP)
- Horizons Youth Services (a Job Corps contracted/designated provider) (Title I - Job Corps)
- KY Career Development Office (WIOA Title III)
- KY Office of Vocational Rehabilitation (WIOA Title IV)
- Northern KY Area Development District (KY Works/ KTAP/ SNAP)
- Skills U / Kentucky Adult Education (WIOA Title II)
- Transit Authority of Northern KY (Local transit authority)

Note: additional partners may be added/ removed to/from the IFA due to programmatic, funding, staffing, or other changes at any time during this agreement.

**One-Stop Budgets and Partner Contributions** are listed on the subsequent pages and include *estimated* operational costs and contributions and support the infrastructure costs associated with the local Kentucky Career Center system. Information is provided by the listed onsite partners and may be subject to change based on staffing, funding, local, state, federal, and/or programmatic updates.



**One-Stop Operating Budget & Partner Contributions - FY2022**

Kentucky Career Center: Covington (Comprehensive)

Cost Category	Cost Pool	Cost Item	Allocation Base	* Projected Cost	Partner Name	FY22 Projected/Budgeted
<b>Infrastructure</b>	<b>Rent/Janitorial/Utilities</b>	<b>Lease</b>		<b>\$ 541,920.00</b>		
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage		Adult, Dislocated Worker, Youth (WIOA)	\$ 119,000.00
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage		Career Development Office	\$ 259,000.00
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage		Office of Vocational Rehabilitation (includes OFB)	\$ 73,000.00
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage		NKY Area Development District	\$ 70,000.00
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage		Transit Authority of NKY (TANK)	\$ 10,680.00
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage		Job Corps	\$ 8,000.00
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage		Goodwill Industries	\$ 2,240.00
<b>Infrastructure</b>	<b>Resource Room Phones/Internet</b>	<b>Phone/Internet</b>		<b>\$ 38,500.00</b>		
Infrastructure	Resource Room Phones/Internet	Phone/Internet			Adult, Dislocated Worker, Youth (WIOA)	\$ 10,500.00
Infrastructure	Resource Room Phones/Internet	Phone/Internet			NKY Area Development District	\$ 4,000.00
Infrastructure	Resource Room Phones/Internet	Phone/Internet			Career Development Office	\$ 17,000.00
Infrastructure	Resource Room Phones/Internet	Phone/Internet			Office of Vocational Rehabilitation (includes OFB)	\$ 7,000.00
<b>Infrastructure</b>	<b>Equipment</b>	<b>Equipment</b>		<b>\$ 14,900.00</b>		
Infrastructure	Equipment	Equipment			Adult, Dislocated Worker, Youth (WIOA)	\$ 2,700.00
Infrastructure	Equipment	Equipment			Career Development Office	\$ 8,500.00
Infrastructure	Equipment	Equipment			Office of Vocational Rehabilitation (includes OFB)	\$ 2,700.00
Infrastructure	Equipment	Equipment			NKY Area Development District	\$ -
Infrastructure	Equipment	Equipment			Transit Authority of NKY (TANK)	\$ 1,000.00
<b>Infrastructure</b>	<b>General Supplies</b>	<b>Copy Paper, etc.</b>		<b>\$ 17,600.00</b>		
Infrastructure	General Supplies	Copy Paper, etc.			Adult, Dislocated Worker, Youth (WIOA)	\$ 8,600.00
Infrastructure	General Supplies	Copy Paper, etc.			Career Development Office	\$ 4,000.00
Infrastructure	General Supplies	Copy Paper, etc.			Office of Vocational Rehabilitation (includes OFB)	\$ 3,000.00
Infrastructure	General Supplies	Copy Paper, etc.			NKY Area Development District	\$ 1,600.00
Infrastructure	General Supplies	Copy Paper, etc.			Transit Authority of NKY (TANK)	\$ 100.00
Infrastructure	General Supplies	Copy Paper, etc.			Goodwill Industries	\$ 300.00
<b>Delivery System</b>	<b>Receptionist</b>			<b>\$ 36,000.00</b>		
Delivery System	Receptionist	Front Desk Staff Salaries			Adult, Dislocated Worker, Youth (WIOA)	\$ 36,000.00
Delivery System	Receptionist	Front Desk Staff Salaries			Office of Vocational Rehabilitation	\$ -
Delivery System	Receptionist	Front Desk In-Kind	Square Footage		Transit Authority of NKY (TANK)	\$ -
Delivery System	Receptionist	Front Desk In-Kind	Square Footage		Career Development Office	\$ -
Delivery System	Receptionist	Front Desk In-Kind	Square Footage		NKY Area Development District	\$ -
Delivery System	Receptionist	Front Desk In-Kind	Square Footage		Job Corps	\$ -
Delivery System	Receptionist	Front Desk In-Kind	Square Footage		Goodwill Industries	\$ -
<b>Delivery System</b>	<b>Office Manager</b>	<b>OSO Salary + Benefits</b>		<b>\$ 66,000.00</b>	Adult, Dislocated Worker, Youth (WIOA)	\$ 66,000.00
<b>Delivery System</b>	<b>IT Services</b>	<b>IT Services / Technology</b>		<b>\$ 101,000.00</b>		
Delivery System	IT Services	IT Services / Technology			Adult, Dislocated Worker, Youth (WIOA)	\$ 10,000.00
Delivery System	IT Services	IT Services / Technology			Career Development Office	\$ 68,000.00
Delivery System	IT Services	IT Services / Technology			Office of Vocational Rehabilitation (includes OFB)	\$ 23,000.00
<b>Delivery System</b>	<b>Other</b>	<b>Staff Salaries &amp; Fringe Benefits</b>		<b>\$ 2,002,000.00</b>		
Delivery System	Other	Staff Salaries & Fringe Benefits			Adult, Dislocated Worker, Youth (WIOA)	\$ 225,000.00
Delivery System	Other	Staff Salaries & Fringe Benefits			Career Development Office	\$ 650,000.00
Delivery System	Other	Staff Salaries & Fringe Benefits			Office of Vocational Rehabilitation (includes OFB)	\$ 700,000.00
Delivery System	Other	Staff Salaries & Fringe Benefits			NKY Area Development District	\$ 220,000.00
Delivery System	Other	Staff Salaries & Fringe Benefits			Transit Authority of NKY (TANK)	\$ 52,000.00
Delivery System	Other	Staff Salaries & Fringe Benefits			Job Corps	\$ 97,000.00
Delivery System	Other	Staff Salaries & Fringe Benefits			Goodwill Industries	\$ 58,000.00
<b>Delivery System</b>	<b>Outreach</b>			<b>\$ -</b>		
Delivery System	Outreach	Marketing, Communication			Adult, Dislocated Worker, Youth (WIOA)	\$ -
Delivery System	Outreach	Marketing, Communication			Transit Authority of NKY (TANK)	\$ -
Delivery System	Outreach	Marketing, Communication	Square Footage		Career Development Office	\$ -
Delivery System	Outreach	Marketing, Communication	Square Footage		Office of Vocational Rehabilitation (includes OFB)	\$ -
Delivery System	Outreach	Marketing, Communication	Square Footage		NKY Area Development District	\$ -
Delivery System	Outreach	Marketing, Communication	Square Footage		Job Corps	\$ -
Delivery System	Outreach	Marketing, Communication	Square Footage		Goodwill Industries	\$ -
<b>Delivery System</b>	<b>Business Services</b>	<b>Business Services Staff</b>		<b>\$ 85,000.00</b>		
Delivery System	Business Services	Business Services Staff			Adult, Dislocated Worker, Youth (WIOA)	\$ 85,000.00
Delivery System	Business Services	Business Services In-Kind			Career Development Office	\$ -
Delivery System	Business Services	Business Services In-Kind			Office of Vocational Rehabilitation (includes OFB)	\$ -
		<b>Total Costs</b>		<b>\$ 2,902,920.00</b>		<b>\$ 2,902,920.00</b>

\*All budgetary information contained in the above spreadsheet is based on good faith approximations, ongoing negotiations, and availability of resources. All information is subject to change/update.

Per DOL TEGL 17-16, "The one-stop operating budget may be further refined by the one-stop partners, as needed, to assist in tracking their contributions..."

**One-Stop Operating Budget & Partner Contributions - FY2022**

**Kentucky Career Center: Florence (Affiliate)**

Cost Category	Cost Pool	Cost Item	Allocation Base	* Projected Cost	Partner Name	FY22 Projected/Budgeted
<b>Infrastructure</b>	<b>Rent/Janitorial/Utilities</b>	<b>Lease</b>		<b>\$ 122,489.00</b>		
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage		Adult, Dislocated Worker, Youth (WIOA)	\$ 16,236.00
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage		OVR	\$ 94,000.00
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage		NKY Area Development District	\$ 12,253.00
<b>Infrastructure</b>	<b>Resource Room Phones/Internet</b>	<b>Phone/Internet</b>		<b>\$ 16,600.00</b>		
Infrastructure	Resource Room Phones/Internet	Phone/Internet			Adult, Dislocated Worker, Youth (WIOA)	\$ 2,600.00
Infrastructure	Resource Room Phones/Internet	Phone/Internet			Office of Vocational Rehabilitation	\$ 14,000.00
<b>Infrastructure</b>	<b>Equipment</b>	<b>Equipment</b>		<b>\$ 5,000.00</b>		
Infrastructure	Equipment	Equipment			Adult, Dislocated Worker, Youth (WIOA)	\$ -
Infrastructure	Equipment	Equipment			Office of Vocational Rehabilitation	\$ 5,000.00
<b>Infrastructure</b>	<b>General Supplies</b>	<b>Copy Paper, etc.</b>		<b>\$ 5,000.00</b>		
Infrastructure	General Supplies	Copy Paper, etc.			Adult, Dislocated Worker, Youth (WIOA)	\$ -
Infrastructure	General Supplies	Copy Paper, etc.			Office of Vocational Rehabilitation	\$ 5,000.00
<b>Delivery System</b>	<b>Receptionist</b>	<b>Receptionist</b>		<b>\$ 30,000.00</b>		
Delivery System	Receptionist	Front Desk Staff Sal + Benefits			Adult, Dislocated Worker, Youth (WIOA)	\$ 30,000.00
Delivery System	Receptionist	Front Desk Staff Sal + Benefits			Office of Vocational Rehabilitation	\$ -
<b>Delivery System</b>	<b>Office Manager</b>	<b>OSO Salary + Benefits</b>		<b>\$ 13,000.00</b>	Adult, Dislocated Worker, Youth (WIOA)	\$ 13,000.00
<b>Delivery System</b>	<b>IT Services</b>	<b>IT Services / Technology</b>		<b>\$ 21,500.00</b>		
		IT Services / Technology			Adult, Dislocated Worker, Youth (WIOA)	\$ 2,500.00
Delivery System	IT Services	IT Services / Technology			Office of Vocational Rehabilitation	\$ 19,000.00
<b>Delivery System</b>	<b>Other</b>	<b>Staff Salaries &amp; Fringe Benefits</b>		<b>\$ 853,000.00</b>		
Delivery System	Other	Staff Salaries & Fringe Benefits			Adult, Dislocated Worker, Youth (WIOA)	\$ 67,000.00
Delivery System	Other	Staff Salaries & Fringe Benefits			Office of Vocational Rehabilitation	\$ 786,000.00
<b>Delivery System</b>	<b>Outreach</b>	<b>Outreach</b>		<b>\$ -</b>		
Delivery System	Outreach	Marketing, Communications			Adult, Dislocated Worker, Youth (WIOA)	\$ -
Delivery System	Outreach	Marketing, Communications	Square Footage		Office of Vocational Rehabilitation	\$ -
<b>Delivery System</b>	<b>Business Services</b>	<b>Business Services</b>		<b>\$ 30,000.00</b>		
Delivery System	Business Services	Business Services Staff			Adult, Dislocated Worker, Youth (WIOA)	\$ 30,000.00
Delivery System	Business Services	Business Services In-kind	Square Footage		Office of Vocational Rehabilitation	\$ -
		<b>Total Costs</b>		<b>\$ 1,096,589.00</b>		<b>\$ 1,096,589.00</b>

\*All budgetary information contained in the above spreadsheet is based on good faith approximations, ongoing negotiations, and availability of resources. All information is subject to change/update.

Per DOL TEGL 17-16, "The one-stop operating budget may be further refined by the one-stop partners, as needed, to assist in tracking their contributions..."

## Signatures for 2021-2024 KCC MOU

	<u>Secured</u>
Steve Pendery	x
Michelle Cestarc	x
Wonda Winkler	x
Fernando Figueroa	x
Will Stinson	x
Dave Schroeder	x
Lisa Cooper	x
Catrena Bowman-Thomas	x
Mike Speed	x
Cyndi Clifton	x
Kelly Zumwalt	x
Kail Clifton	x
Eric Friedlander - STATE	
Marta Miranda-Straub - STATE	
Vickie Wise - STATE	
Mary Pat Regan - STATE	
John Gregory - STATE	
Cora McNabb - STATE	


**MEMORANDUM OF UNDERSTANDING  
FOR**

**Local Workforce Development Area: Northern Kentucky**

**Signature Pages**

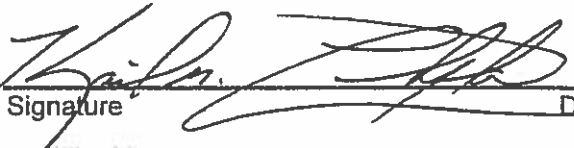
*(signed pages attached at the end of this document)*

*By signing this document, all parties enter into this agreement with the Northern Kentucky Workforce Investment Board and mutually agree to the terms prescribed herein. Note: state/federal agencies/workforce partners may require additional time to provide final signatures, due to additional processes at the regional/state/federal levels; notwithstanding, local partners (listed in this document and indicated in the following signatures) will continue to operate under this agreement*

<p><b>Chief Elected Official</b></p> <hr/> <p>Signature _____ Date _____</p> <p>Steve Pendery, Campbell County Judge Executive</p>	<p><b>Northern KY WIB Chairperson</b></p> <hr/> <p>Signature _____ Date _____</p> <p>Michelle Cestaric, NKWIB Chairperson</p>
<p><b>Brighton Center, Inc.</b> <small>(WIOA Title I Direct Service Provider / One-Stop Operator)</small></p> <hr/> <p>Signature _____ Date _____</p> <p>Wonda Winkler, President &amp; CEO</p>	<p><b>Gateway Community and Technical College</b> <small>(Post-secondary education and KCTCS)</small></p> <hr/> <p>Signature _____ Date _____</p> <p>Dr. Fernando Figueroa, President &amp; CEO</p>
<p><b>Horizons Youth Services</b> <small>(WIOA Title I Job Corps / Contracted Provider for Whitney M. Young, Jr. Job Corps Center)</small></p> <hr/> <p>Signature _____ Date _____</p> <p>Will Stinson, Center Director</p>	<p><b>Kenton County Public Library</b></p> <p align="center"></p> <hr/> <p>Signature _____ Date <u>9-28-2021</u></p> <p>Dave Schroeder, Executive Director</p>
<p><b>KY Cabinet for Health and Family Services</b></p> <hr/> <p>Signature _____ Date _____</p> <p>Eric Friedlander, CHFS Secretary</p>	<p><b>KY Cabinet for Health and Family Services</b></p> <hr/> <p>Signature #2 _____ Date _____</p> <p>Marta Miranda-Straub, DCBS Commissioner</p>

<p><b>KY Career Development Office (CDO) / Labor Cabinet</b> (WIOA Title III Wagner-Peyser, Trade Act)</p> <hr/> <p>Signature _____ Date _____</p> <p>Vickie Wise, Deputy Secretary</p>	<p><b>KY Education and Workforce Development Cabinet</b> (WIOA State Administrative Entity)</p> <hr/> <p>Signature _____ Date _____</p> <p>Mary Pat Regan, Deputy Secretary</p>
<p><b>KY Office of Adult Education / Skills U</b> (WIOA Title II)</p> <hr/> <p>Signature _____ Date _____</p> <p>Dr. John Gregory, Executive Director</p>	<p><b>KY Office of Vocational Rehabilitation (OVR)</b> (WIOA Title IV Rehabilitation Act, Title I Rehabilitation Services Commission)</p> <hr/> <p>Signature _____ Date _____</p> <p>Cora McNabb, Executive Director</p>
<p><b>Northern KY Area Development District</b> (NKWIB Admin. Support and Fiscal Agent / TANF, SNAP E&amp;T Partner)</p> <hr/> <p>Signature _____ Date _____</p> <p>Lisa Cooper, Executive Director</p>	<p><b>Northern KY Community Action Commission</b> (Older Americans Act -Title V, YouthBuild, CSBG)</p> <hr/> <p>Signature _____ Date _____</p> <p>Catrena Bowman-Thomas, Executive Director</p>
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**MEMORANDUM OF UNDERSTANDING  
FOR**

**Local Workforce Development Area: Northern Kentucky**

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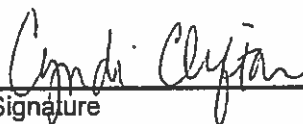
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(Homeless Veterans Reintegration Program)

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*Michael Speed* 10/14/21  
~~Doug Ostholthoff, Vice President~~  
MICHAEL SPEED, CFO *MS* 10/14/21

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Cyndi Clifton, Director

**Pendleton County Public Library**

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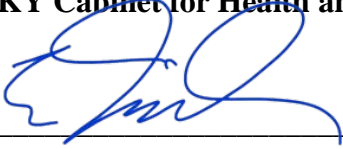
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**Memorandum of Understanding Signature Page**

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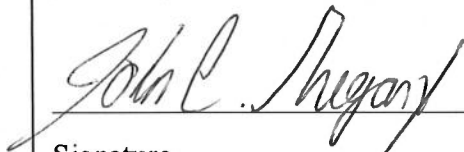
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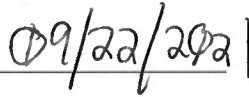
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**KY Office of Adult Education / Skills U**

(WIOA Title II)



Signature



Date

John C. Gregory, Executive Director

# Memorandum of Understanding for Workforce Innovation and Opportunity Act (WIOA)

*Kentucky Career Center (One-Stop) Operations*  
Northern Kentucky Workforce Investment Board

2021-2024



A proud partner of the americanjobcenter network

**Memorandum of Understanding  
for  
Workforce Innovation and Opportunity Act (WIOA)**

<b>Local Workforce Development Area:</b>	<b>Northern Kentucky</b>
--	--------------------------

**Kentucky Career Center (a.k.a. American Job Center/ One-Stop) Operations**

**Vision:** The Northern KY Workforce Development Area and Kentucky Career Center will empower local employers, job seekers, and communities to prosper and grow the region's economy through an innovative workforce development system that is inherently customer-centered, seamless, and effective.

**Mission:** To provide data-driven talent solutions to job seekers and employers through the collaboration of education, workforce, community-based, and economic development partners.

**Purpose of this MOU:** The purpose of this Memorandum of Understanding (MOU) is to define the roles and responsibilities of each partner as mutually agreed by the parties for the operation of the Kentucky Career Center (KCC) service delivery system in WIOA Local Workforce Area: Northern Kentucky (Area) as required under the Workforce Innovation and Opportunity Act (WIOA). The following items in this section highlight several of the WIOA references/ requirements related to the MOU.

- A. WIOA Section 121(c) requires that each Local Workforce Development Board (LWDB), with the agreement of the Area's Chief Elected Official (CEO), develop and enter into a memorandum of understanding (between the local board and the one-stop partners), with all the entities that serve as partners in the KCC delivery system that operates in each LWDB's local area. Appropriate funding and delivery of services provided pursuant to this MOU will be reviewed not less than once every 3-year period starting from the effective date of this MOU.
- B. WIOA Section 121(b)(1)(A)(iii) mandates all entities that are required partners in a local area to enter into a memorandum of understanding with the LWDB in the respective area pursuant to WIOA Section 121(c).
- C. WIOA Section 121(b)(1) identifies the federal programs and requires that the services and activities under each of those programs must be made available through each local area's KCC delivery system. The entities that receive the federal funds for each of these programs and/or have the responsibility to administer the respective programs in the Area are required partners under WIOA Section 121(b)(1).
- D. WIOA Section 121(b)(2) prescribes how entities that provide programs other than those required under WIOA Section 121(b)(1)(B) may participate in a local area's KCC delivery system as "additional partners" and provide the services available under their programs through the KCC delivery system.
- E. Per WIOA Section 121(b)(2)(A) both required and additional partners are included as parties to the MOU. Therefore, all entities that participate in an Area's KCC delivery system as KCC partners (Partners), whether required or additional, must be parties to this MOU and must abide by the terms prescribed herein and by all applicable federal, state, and local rules, plans, guidance, and policies as applicable and authorized under the Partner's program and in keeping with federal guidelines.
- F. WIOA Section 121(b)(1)(A)(iv) indicates that the requirements of each partner's authorizing legislation continue to apply under the KCC system and that participation in the KCC delivery system is in addition to other requirements applicable to each partner's program under each authorizing law.
- G. The Department of Labor (DOL) is the federal agency responsible for the administration of the workforce development programs—including WIOA.

- H. The DOL recognizes the Kentucky Education and Workforce Development Cabinet (EWDC) and the Kentucky Labor Cabinet as the agencies responsible for the administration and oversight of workforce development and employment-related programs in the Commonwealth of Kentucky—including WIOA.

Parties to the Agreement include: (Attachment A)

### Definitions

- A. **Administrative Entity:** Entity(ies) designated by the CEO to coordinate and administer WIOA activities and services within a local area on the LWDB's behalf and in accordance with all applicable federal, state, and local laws, regulations, rules, guidance, policies, plans, and the terms of this MOU.
- B. **Chief Elected Official:** Identified in WIOA Section 3, Definitions (9) as the chief elected officer of a unit of general local government in a local area or the individual(s) designated under a local agreement pursuant to WIOA Section 107(c)(1)(B).
- C. **Career Services:** The services which shall be available, at a minimum, to individuals who are adults or dislocated workers through the KCC delivery system in each local area. The career services that must be provided as part of the KCC delivery system are listed in WIOA Section 134(c)(2).
- D. **Cost Allocation:** Per 66 Fed. Reg. 29639, cost allocation is the measurement of actual costs in relation to the benefit received in order to determine each partner's fair share of KCC operating costs.
- E. **Employer Services:** As mentioned in WIOA Section 116(b)(2)(i)(VI), local areas shall provide services to employers through the KCC delivery system to assist businesses and organizations with meeting their workforce talent needs (both current and future).
- F. **Fair Share:** The portion of KCC operating costs allocated to each partner in proportion to the benefits the partner receives from participation in the KCC system.
- G. **Fiscal Agent:** An entity appointed by a local area's CEO in accordance with WIOA Section 107 (d)(12)(B)(i)(II) & (III) to be responsible for the administration and disbursement of WIOA and other funds allocated for workforce development activities in the local area. WIOA Section 107(d)(12)(B)(i)(II) provides that designation of a fiscal agent does not relieve the CEO from his/her liability for any misuse of grant funds.
- H. **Governor's Kentucky Workforce Innovation Board (KWIB):** Established by the Kentucky Governor under Executive Order 2009-438, dated May 12, 2009, to assist the Governor in creating an integrated statewide strategic plan for workforce development which will link workforce policies, education and training programs, and funding streams with the economic needs of Kentucky and its regions and in complying with the provisions and requirements of WIOA Section 101.
- I. **In-Kind Contributions:** 66 Fed. Reg. 29639-29640 defines these types of contributions as donations from third parties that are not to be confused with contributions to the KCC by partner programs of such things as space, equipment, staff, or other goods and services for which the partner program incurs a cost. In-kind contributions may include funding from philanthropic organizations or other private entities or through other alternative financing options, to provide a stable and equitable funding stream for on-going KCC delivery system operations. WIOA 121(c)(2)(A)(ii)(I).
- J. **Local Area:** A local workforce investment area designated by the Governor, under WIOA section 106, subject to sections 106(c)(3)(A), 107(c)(4)(B)(i), and 189(i).

- K. **Local Workforce Development Board (LWDB):** The board created by the CEO pursuant to WIOA Section 107 with responsibility for the development of the local plan and for oversight of the workforce development activities in the local area. This local Board is the Northern Kentucky Workforce Investment Board (NKWIB).
- L. **Additional Partner:** Per WIOA 121(b)(2), an entity that carries out a program not identified as required under WIOA, that is approved by the LWDB and the CEO, may be included as a KCC partner in a local area.
- M. **Memorandum of Understanding (MOU) Agreement Period:** The MOU must not be for a period to exceed three years. Additionally, WIOA 121(c)(2)(v) provides the duration of the MOU and the procedures for amending the MOU during the duration of the MOU, and assurances that such memorandum shall be reviewed not less than once every 3-year period to ensure appropriate funding and delivery of services.
- N. **Kentucky Career Center / One-Stop Delivery System:** The KCC delivery system is essentially a collaborative effort among public service agencies, non-profit organizations and private entities that administer workforce investment, educational, and other human resource programs to make the variety of services available under those programs more accessible to eligible job seekers and employers. The Kentucky Career Center is a proud member of the national American Job Center network.
- O. **Kentucky Career Center One-Stop Operator:** An entity or consortium of entities designated in accordance with WIOA Section 121(d) to operate a KCC site and to perform KCC service delivery activities in accordance with all applicable federal, state, and local laws, regulations, rules, guidance, policies, plans, and the terms of this MOU.
- P. **Required Partner:** An entity that carries out one or more of the programs or activities identified under WIOA Section 121(b)(1) and is required under that Section to participate in the KCC delivery system and to make the career services under its program or activity available through the KCC system.
- Q. **Resource Sharing:** Per 66 Fed. Reg. 29639, Resource Sharing is the cash and/or resources each partner will contribute to fund its fair share of costs for operation of the KCC system. This can include "in-kind" contributions from third parties to partner programs. The LWDB, CEO and KCC partners may fund the costs of infrastructure of KCCs through methods agreed on by the LWDB, CEO and KCC partners through an Infrastructure Funding Agreement (IFA), which will require participation from *onsite* KCC partners. See Attachment O for more details.
- R. **Training Services:** Services to adults and dislocated workers as described in WIOA Section 134(c)(3). Per WIOA 134(c)(3)(D), these may include occupational skills training, including training for nontraditional employment, on-the-job training, incumbent worker training, programs that combine workplace training with related instructions, which may include cooperative education programs, private-sector training programs, skill upgrading and retraining, apprenticeships, entrepreneurial training, transitional jobs, job-readiness training, adult education and literacy activities in combination with a training program, or customized training.
- S. **WIOA:** The Workforce Innovation and Opportunity (WIOA) Act amends the Workforce Investment Act of 1998 to strengthen the United States workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth, and for other purposes.
- T. **WIOA Local Plan:** Per WIOA Section 108, the local plan is a comprehensive 4-year plan developed by each LWDB, in partnership with the chief elected official and submitted to the Governor. The plan shall support the strategy described in the State plan. At the end of the first 2-year period of the 4-year local plan, each local board shall review the local plan, and the local board, in partnership with the chief elected official, shall prepare and submit modifications to the local plan to reflect changes in labor market and economic conditions or in other factors affecting the implementation of the local plan. Plans identify the respective local area's current and projected workforce investment needs, the KCC delivery system, performance standards, and strategies to address the workforce investment needs in consideration of performance standards per WIOA Section 116.

- U. **WIOA State Plan:** The term “State plan”, used without further description, means a unified State plan under section 102 or a combined State plan under section 103.

## **Article I: Kentucky Career Center System Description**

### **A. Overview & General Description**

1. All LWDBs are required to establish and operate local KCC service delivery systems in accordance with WIOA Section 121, with the WIOA State Plan, and with the WIOA Local Plan for their respective local areas.
2. WIOA Section 134(c) lists the services and activities that must be provided through the KCC delivery system. WIOA Section 107(d) gives the LWDBs the responsibility for oversight of the KCC delivery system in each local area and requires the LWDBs to describe the activities and functions of the KCC service delivery system and to prescribe the guidelines for carrying out these responsibilities in the Local WIOA Plan.
3. **Area's KCC system - Attachment B**

### **B. Administrative Structure – Attachment C**

## **Article II: Agreement Period**

- A. This MOU will be in effect from **October 1, 2021** through **September 30, 2024**. This MOU will be reviewed during this term to ensure appropriate funding and optimal customer services are maintained. If additional negotiations, discussions, and/or signatures are being pursued, partners will continue to operate under the umbrella of this agreement. The MOU and accompanying IFA may be updated as needed, in response to program, funding, and/or staffing changes as well as adjustments made in response to customer (job seeker/ employer) needs.

## **Article III: Partner Responsibilities**

- A. WIOA Section 121(b)(1)(A) lists the minimum responsibilities of all required partners under WIOA. For consistency, all Partners will assume the responsibilities identified below, unless inconsistent with the federal law and regulations that authorize the Partner program or as otherwise specified in this Article:
1. Make career services provided under the Partner's program available to individuals through the Area's KCC delivery system in accordance with Article IV of this MOU.
  2. Participate in infrastructure cost-sharing activities as described in Article VI of this MOU and use a portion of funds made available to each partner's program—to the extent not inconsistent with the federal law that authorizes each partner program—to:
    - a. Create and maintain the KCC delivery system; and
    - b. Provide career services per WIOA Section 134(c)(2).

3. Participate in the operation of the KCC system in accordance with the terms of this MOU and with the requirements of authorizing laws per WIOA Section 121(b)(1)(B).
  4. Required Partners must provide representation on the Area's LWDB per WIOA Section 121(b)(1)(v). Additional partners may participate on the Area's LWDB with the agreement of the Area's LWDB members and CEO. However, when a program is administered by more than one entity in the Area, it is not necessary that every entity provide representation on the LWDB. One entity may provide representation on the LWDB for the program.
- B. In addition to the minimum responsibilities required under WIOA as identified in Section A of this Article, Partner responsibilities include:
1. Provide priority of service to veterans and covered spouses for any qualified job training program pursuant to the Jobs for Veterans Act as prescribed in 38 USC 4215.
  2. Compliance with WIOA and all federal, state, and local laws, regulations, rules, guidance, policies and plans applicable to parties in their respective roles under this MOU and as consistent with the rules that govern each partner's respective program. Each partner expressly agrees to notify LWDB, or One-Stop Operator acting on behalf of the LWDB, of any changes to the rules governing its respective program that impact the partner's performance under this MOU.
  3. Each partner must ensure compliance by its staff members who work in the KCC with KCC policies and procedures. Should a conflict exist between the KCC's personnel policies and a partner's personnel policies, the partner's policies will prevail.
  4. Use of common practices and procedures; forms and documents; software systems, applications, and/ or web-based interfaces (i.e. KEE Suite, Focus, Salesforce/ KIBES, CMS, WIA.net, Google Drive/ Docs, local and state KCC websites, etc.) as designated by state, federal, or local administrative entities; and other forms of media as agreed to by all parties in the performance of KCC services and activities and functions that support the KCC service delivery system.

#### **Article IV: Programs, Services, & Activities**

- A. WIOA Section 121(b)(1)(B) identifies the programs, services and related activities that must be provided through the KCC delivery system in each local area. WIOA Section 121(c)(2) requires this MOU to include a description of the services that will be provided through the Area's KCC service delivery system and to identify the service delivery method(s) each partner will use to deliver the services. This MOU will also identify the career services, training, and employer services that each partner will provide to ensure that all parties' responsibilities are clearly identified herein.
- B. The Kentucky Career Center Services document, which is Attachment M to this MOU, and hereby incorporated, lists and describes the career, training, and employer services and the array of service delivery methods.
- C. **Required Partner Services: Attachment D.**
- D. **Additional Partner Services: Attachment E.**

## Article V: Method of Referral

Pursuant to WIOA Section 121(c)(2)(A)(iii), the parties agree that the referral of individuals between the KCC Operator(s) and the partners for the services and activities described in Article IV will be performed using the following methods:

### Method of Referral: Attachment G

## Article VI: Resource Sharing/Infrastructure Funding

### A. Kentucky Career Center Infrastructure Funding Agreement (IFA, formerly the Resource Sharing Agreement/RSA):

1. WIOA 121(c)(2)(A)(ii) requires that the funding arrangements for services and operating costs of the KCC service delivery system are based on benefit received and must be described in this MOU.
2. The methodologies described herein must be allowable under each partner's respective program and under all applicable federal and state rules applicable to each partner's type of organization. Note: the Infrastructure Funding Agreement (IFA) / Resource Sharing Document helps ensure the proportionate resource-sharing for all partners **onsite** at a local Kentucky Career Center. The IFA must identify:
  - a. The shared KCC costs.
  - b. The methodologies that will be used to determine each party's proportionate "fair" share of costs.
  - c. The methodologies that will be used to allocate each party's fair share of costs across the cost categories.
  - d. The method(s) each party will use to fund its fair share of costs, which may include cash contributions, contributions of staff time, equipment, and/or other resources, or in-kind contributions from a third party.

### B. Kentucky Career Center Operating Costs:

1. The shared KCC operating costs, the projected cost amounts, and each party's method of funding its fair share of those costs are identified in the Kentucky Career Center Infrastructure Funding Agreement (IFA), which is included as **Attachment O** to this MOU and hereby incorporated. The methodologies that will be used to determine each party's fair share of KCC operating costs and to allocate each party's fair share are as follows:
  - a. Onsite space utilization;
  - b. Identification of Shared Costs and Shared Cost budget/ expenses;
  - c. Proportionate Share and Cost Allocation; and
  - d. Resource Sharing (may include cash contributions, contributions of staff time, equipment, in-kind, and other resources).

### C. Program Costs/Services:

1. Costs allowable under and allocable to more than one partner program may be considered shared costs that are allocated among the eligible partner programs provided that such action is not prohibited by the



partner programs' governing statutes. The manner(s) in which the parties agree to address costs chargeable to more than one partner program must be described in this MOU.

2. All IFA parties expressly agree to use the following methodologies to determine if a particular cost is chargeable to more than one partner program and to address costs found to be chargeable to more than one partner in accordance with the following:
  - a. **Methodology to Determine Shared Service Costs: [Described in Attachment H]**
  - b. **Treatment of Costs Chargeable to More than One Partner Program: [Described in Attachment I]**

**D. Budget Tracking:**

1. All parties expressly understand and agree that the initial costs listed in the KCC Infrastructure Funding Agreement (IFA) included as Attachment O will be subject to change as actual costs are incurred and paid throughout the effective period of this MOU. 29 CFR 97.20(b)(4) requires a comparison of actual costs to budgeted costs. Local workforce development areas will determine actual costs in accordance with local procedures and will submit the actual expenditures of all partners on at least an annual basis or more frequently as deemed necessary by the KY Workforce Investment Board (KWIB).
2. Updates to the IFA will not require an amendment to this MOU unless such updates reflect an increase in the total budget amount. An amendment for this purpose will be signed by authorized representatives of LWDB and all affected partners. LWDB will ensure that all partners receive a copy of the amendment and revised budget once the amendment is fully executed.

**Article VII: Termination/Separation**

- A. **MOU Termination:** This MOU will remain in effect until the end date specified in Article II, Section A, unless:
  1. All parties mutually agree to terminate this MOU;
  2. Funding cuts by one or more federal programs are so substantial that KCC operations cannot continue as specified herein and a new MOU must be negotiated;
  3. WIOA regulations or statute is repealed; or
  4. Local area designations are changed.
- B. **Partner Separation:** WIOA Section 121(c) mandates the execution of this MOU between the LWDB and partners. However, any single partner may terminate its participation as a party to this MOU for convenience upon thirty (30) days written notice to the LWDB. In such an event, the LWDB will provide written notice to all remaining partners and will amend this MOU per Article VIII. The termination of one or more partner's participation as a party will not result in a termination of this MOU unless the number or contribution of the terminating partner(s) is so substantial that it necessitates the negotiation of a new MOU.
- C. **Effect of Termination:** Any partner that terminates its role as a party to this MOU is no longer eligible to participate as a partner in the local KCC system. In addition, the terminated partner may also be ineligible to serve on the LWDB as a partner representative.

- D. **Partner Disqualification:** An entity identified as a required partner at the time of execution of this MOU that subsequently loses federal funding or the authority to administer the federal program in the Area and therefore no longer qualifies as a required partner under WIOA Section 121(b)(1) must send written notice of the change in status to the LWDB as soon as possible. In such an event, a formal amendment to this MOU per Article VIII will be required. The entity may continue as an additional partner if mutually agreed by the LWDB, CEO, and the remaining partners.

### Article VIII: Amendment

- A. This MOU may be amended upon mutual agreement of the parties that is not inconsistent with federal, state, or local laws, regulations, rules, plans, guidance, or policies or for one or more of the following reasons:
1. The addition or removal of a partner from this MOU;
  2. Removal or addition of program responsibilities for any partner that administers more than one federal program;
  3. An extension of the effective ending date per Article II;
  4. A change in the KCC Operator or Fiscal Agent or a change in the physical location of a KCC; and/or
  5. A change in the services, service delivery methods currently utilized, referral methods, methods to determine fair share, or methods to allocate costs.
- B. All parties agree that amendments for the reasons listed in Paragraphs 1 and 2 of Section A need only be signed by authorized representatives of the LWDB, the CEO, and the affected partner(s). Amendments for the reasons listed in all other Paragraphs of this Article or for any changes that will affect the responsibilities of all parties, require the signatures of all parties. All amendments will involve the following process:
1. The party seeking an amendment will submit a written request to the LWDB that includes:
    - a. The requesting party's name.
    - b. The reason(s) for the amendment request.
    - c. Each Article and Section of this MOU that will require revision.
    - d. The desired date for the amendment to be effective.
    - e. The signature of the requesting party's authorized representative.
  2. If the request is approved, the LWDB will notify the remaining parties of the intent to amend and will provide each remaining party thirty (30) days from the date of the notice (unless another timeframe is specified in the notice) to review the anticipated changes and to submit a response to LWDB. Failure by a party to respond within the prescribed timeframe will be deemed that party's approval of the proposed changes.
  3. In the event that a remaining party has questions and/or concerns regarding the proposed amendment, the party must list its questions and/or concerns in writing and submit the list to LWDB within the specified timeframe.

4. LWDB will review the listed questions/concerns and will issue a response within fifteen (15) days of receipt of the list. If LWDB deems it necessary, the listed questions/concerns will be sent to all other parties and/or a meeting with all parties will be scheduled to discuss the proposed changes and to achieve consensus on a final amendment draft.
  5. The final, approved amendment will be signed by authorized representatives of the affected partners, then submitted to LWDB for the final signature.
  6. LWDB will distribute copies of the fully executed amendment to all parties upon execution.
- C. This writing constitutes the entire agreement among the parties with respect to each party's role and responsibility in the Area's KCC service delivery system. All parties agree that any amendments to any applicable laws or regulations cited herein will result in the correlative modification of this MOU without necessitating a formal, written amendment.
- D. All parties agree to communicate details of the amendment to their respective staff members whose responsibilities may be impacted by changes and further agree to ensure that their respective staff members are referencing or utilizing the most current version of the MOU and attachments in the performance of responsibilities under this MOU.
- E. Amendments that will require the signatures of all parties must be executed no later than ninety (90) days prior to the end of the MOU period. Amendments that require only the signatures of the LWDB, the CEO, and the affected parties, must be executed no later than 45 days from the end of the current State Fiscal Year.

#### **Article IX: Confidentiality**

- A. All parties expressly agree to abide by all applicable federal, state, and local laws regarding confidential information and to adhere to the same standards of confidentiality as State employees—including, but not limited to:
1. 29 USC 2935(a)(4) - as amended by WIOA - Reports, Recordkeeping, Investigation.
  2. 29 U.S.C. 2871(f)(3) - as amended by WIOA – regarding complying with confidentiality.
  3. 20 CFR Part 603 – Safeguards and security requirements regarding disclosed information under Unemployment Compensation.
  4. 42 USC 503(d)– regarding state laws governing UI operations.
  5. 20 CFR 617.57(b) – regarding disclosure of information under the Trade Act.
  6. 29 U.S.C.A. 491-2(a)(2) - as amended under WIOA – regarding information to be confidential under the Wagner Peyser Act.
  7. The Privacy Act (5 USC 552a).
  8. The Family Educational and Privacy Rights Act (20 USC 1232g)
  9. 34 CFR 361.38 -- regarding use and release of personal information of Vocational Rehabilitation Services participants.
  10. HIPAA: 45 CFR 164.500 – 164.534.

11. KRS 194A.060 and KRS 205.175 (information regarding a public assistance applicant or recipient must be kept confidential and may not be released, except as authorized by law).
  12. KRS 341.190(3) regarding use and disclosure of Unemployment Compensation records.
  13. KRS 151B.280(5) and attendant administrative regulation(s) regarding confidentiality of employment and service records which directly or indirectly identify a client or former client.
  14. KY Education and Workforce Development Cabinet Policy EDU-05 regarding disclosure of security breach of computerized personal information data.
  15. KRS 61.870 - 61.884 regarding release of and access to confidential personal information.
  16. Kentucky's Personal Information Security and Breach Investigation Procedures and Practices Act, KRS 61.931, KRS 61.932, KRS 61.933, and KRS 61.934.
  17. 2 CFR 200.303 regarding reasonable measures to safeguard protected personally identifiable information.
- B. Each party will ensure that the collection and use of any information, systems, or records that contain personally identifiable information (e.g. address, social security numbers, date of birth, wages, employer information, barriers to employment, etc.) will be limited to purposes that support the programs and activities described in this MOU as part of the KCC service delivery system.
- C. Each party will ensure that access to software systems and files under its control that contain personally identifiable information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities provided as part of the KCC service delivery system and who must access the information to perform those responsibilities. Each party expressly agrees to take measures to ensure that no personally identifiable information is accessible by unauthorized individuals.
- D. Each party that receives Personal Information as defined by Kentucky's Personal Information Security and Breach Investigation Procedures and Practices Act, KRS 61.931, KRS 61.932, KRS 61.933, and KRS 61.934, (the "Act"), shall secure and protect the Personal Information by complying with all requirements applicable to non-affiliated third parties set forth in the Act. The parties shall notify the Education and Workforce Development Cabinet (EWDC), as soon as possible but not to exceed seventy-two (72) hours, of any suspected breach of Personal Information provided by or stored on behalf of EWDC. Notification shall be made to EWDC's Security Incident Response Team at [EDU.SecurityRequest@ky.gov](mailto:EDU.SecurityRequest@ky.gov). The parties shall also notify the Executive Director of the Office of Unemployment Insurance within the Kentucky Labor Cabinet, as soon as possible but not to exceed seventy-two (72) hours, of any suspected breach involving unemployment insurance information. The parties hereby agree to cooperate with the Commonwealth in complying with the response, mitigation, correction, investigation, and notification requirements of the Act. The parties further agree to undertake a prompt and reasonable investigation of any breach as required by KRS 61.933. If upon conclusion of an investigation of a security breach of Personal Information as required by KRS 61.933, it is determined the breach was caused by employees or agents of a specific party, that party agrees to bear the costs of the notification, investigation, and mitigation of the security breach. In accordance with KRS 61.932(2)(a), the parties shall implement, maintain, and update security and breach investigation procedures that are appropriate to the nature of the information disclosed and that are at least as stringent as the security and breach investigation procedures and practices established by the Commonwealth Office of Technology (see <https://technology.ky.gov/ciso/Pages/InformationSecurityPolicies,StandardsandProcedures.aspx>).

### **Article X: Impasse—Dispute Resolution**

- A. For purposes of this MOU and for KCC-related issues, each party expressly agrees to participate in good faith negotiations to reach a consensus. However, should a dispute arise among any parties to this MOU in negotiations to amend or renew this MOU or in matters pertinent to local KCC operations or activities not addressed in this MOU,

all parties agree to utilize the process cited in Attachment J. The Executive Directors of applicable state agencies will designate an individual to negotiate and resolve any impasses involving state-level partners.

#### **Impasse-Dispute Resolution – Attachment J**

- B. In the event that all reasonable attempts to resolve the impasse at the local level are unsuccessful, the LWDB will report the impasse to the Department of Workforce Investment as the MOU oversight agency, which will intervene with the parties to resolve the disputed issue(s).
- C. This MOU is legally binding. Therefore, if all reasonable attempts to resolve any impasse are unsuccessful, the document may be enforced in court.

### **Article XI: Indemnification Clause/ Limitation of Liability**

All parties to this MOU recognize the partnership consists of various levels of government, not-for-profit, and for-profit entities. Each party to this agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. Provided, however, in the event the party is a state agency or subcontracts for services with a state agency subject to the jurisdiction of the Kentucky Claims Commission pursuant to KRS 49.040 through KRS 49.170, the state agency's tort liability shall be limited to an award from the Kentucky Claims Commission up to the jurisdictional amount. No partner assumes any responsibility for any other party, state or non-state, for the consequences of any act or omission of any third party.

### **Article XII: Governing Law**

This MOU will be construed, interpreted and enforced according to the laws of Commonwealth of Kentucky.

All parties shall comply with all applicable State and Federal laws and regulations, and local laws to the extent that they are not in conflict with State and Federal requirements.

### **Article XIII: General Provisions**

The laws and regulations listed in this Article XII are generally applicable to most publicly-funded programs administered by the Department of Workforce Investment. The laws and regulations listed herein do not encompass all of the laws and regulations that govern the parties in their respective roles under this MOU. All parties expressly agree to comply with the federal laws and regulations listed below unless the laws and regulations that govern their particular program state otherwise:

- A. **Jobs for Veterans Act.** As stated in Article III B 1, each party agrees to provide priority of service to veterans and covered spouses for any qualified job training program pursuant to 38 USC 4215.
- B. **Americans with Disabilities Act.** Each party, its officers, employees, members, and subcontractors hereby affirm current and ongoing compliance with all statutes and regulations pertaining to the Americans with Disabilities Act, 42 USC 12101 et seq., and Section 504 of the Rehabilitation Act of 1973, as amended, 29 USC 794.
- C. **Pro-Children Act.** If any KCC activities call for services to minors, each party agrees to comply with the Pro-Children Act of 1994 (20 USC 7183) that requires smoking to be banned in any portion of any indoor facility owned, leased, or contracted by an entity that will routinely or regularly use the facility for the provision of health care services, day care, library services, or education to children under the age of eighteen (18).
- D. **Drug-Free Workplace.** Each party, its officers, employees, members, sub-recipient(s) and/or any independent contractors (including all field staff) associated with this MOU agree to comply with Drug-Free Workplace Act, 41 USC 8101, and all other applicable state and federal laws regarding a drug-free workplace and to make a good faith effort to maintain a drug-free workplace. Each party will make a good faith effort to ensure that none of its officers,

employees, members, and sub-recipient(s) will purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way while working or while on public property.

- E. **Ethics Laws.** Each party certifies that by executing this MOU, it has reviewed, knows and understands the Commonwealth of Kentucky's ethics and conflict of interest laws, which includes the Governor's Executive Order 2008-454 and its amendment pertaining to ethics. Each party further agrees that it will not engage in any action(s) inconsistent with Kentucky ethics laws or the aforementioned Executive Order.

#### **Article XIV: Choice of Law and Forum**

All questions as to the execution, validity, interpretation, and performance of this MOU shall be governed by the laws of the Commonwealth of Kentucky. Furthermore, the parties hereto agree that any legal action which is brought on the basis of this MOU and in which a state agency is a party shall be filed in the Franklin Circuit Court of the Commonwealth of Kentucky. All parties shall bear their own costs and attorney's fees related to any dispute arising out of this MOU.

Should any portion of this MOU be found unenforceable by operation of statute or by administrative or judicial decision, it is the intention of the parties that the remaining portions of this MOU will not be affected as long as performance remains feasible with the absence of the illegal or unenforceable provision(s).

## **Article XV: Counterpart**

This agreement may be executed in one or more than one counterpart and each executed counterpart will be considered an original, provided that the counterpart is delivered by facsimile, mail courier or electronic mail, all of which together will constitute one and the same agreement.

*Signature Pages Follow*

*Remainder of Page Intentionally Left Blank*

**MEMORANDUM OF UNDERSTANDING**

**FOR**

**Local Workforce Development Area: Northern Kentucky**

**Signature Pages**

*(signed pages attached at the end of this document)*

*By signing this document, all parties enter into this agreement with the Northern Kentucky Workforce Investment Board and mutually agree to the terms prescribed herein. Note: state/federal agencies/workforce partners may require additional time to provide final signatures, due to additional processes at the regional/state/ federal levels; notwithstanding, local partners (listed in this document and indicated in the following signatures) will continue to operate under this agreement*

<p><b>Chief Elected Official</b></p> <hr/> <p>Signature <span style="float:right">Date</span></p> <p>Steve Pendery, Campbell County Judge Executive</p>	<p><b>Northern KY WIB Chairperson</b></p> <hr/> <p>Signature <span style="float:right">Date</span></p> <p>Michelle Cestaric, NKWIB Chairperson</p>
<p><b>Brighton Center, Inc.</b> <small>(WIOA Title I Direct Service Provider / One-Stop Operator)</small></p> <hr/> <p>Signature <span style="float:right">Date</span></p> <p>Wonda Winkler, President &amp; CEO</p>	<p><b>Gateway Community and Technical College</b> <small>(Post-secondary education and KCTCS)</small></p> <hr/> <p>Signature <span style="float:right">Date</span></p> <p>Dr. Fernando Figueroa, President &amp; CEO</p>
<p><b>Horizons Youth Services</b> <small>(WIOA Title I Job Corps / Contracted Provider for Whitney M. Young, Jr. Job Corps Center)</small></p> <hr/> <p>Signature <span style="float:right">Date</span></p> <p>Will Stinson, Center Director</p>	<p><b>Kenton County Public Library</b></p> <hr/> <p>Signature <span style="float:right">Date</span></p> <p>Dave Schroeder, Executive Director</p>
<p><b>KY Cabinet for Health and Family Services</b></p> <hr/> <p>Signature <span style="float:right">Date</span></p> <p>Eric Friedlander, CHFS Secretary</p>	<p><b>KY Cabinet for Health and Family Services</b></p> <hr/> <p>Signature #2 <span style="float:right">Date</span></p> <p>Marta Miranda-Straub, DCBS Commissioner</p>



<p><b>KY Career Development Office (CDO) / Labor Cabinet</b> (WIOA Title III Wagner-Peyser, Trade Act)</p> <hr/> <p>Signature _____ Date _____</p> <p>Vickie Wise, Deputy Secretary</p>	<p><b>KY Education and Workforce Development Cabinet</b> (WIOA State Administrative Entity)</p> <hr/> <p>Signature _____ Date _____</p> <p>Mary Pat Regan, Deputy Secretary</p>
<p><b>KY Office of Adult Education / Skills U</b> (WIOA Title II)</p> <hr/> <p>Signature _____ Date _____</p> <p>Dr. John Gregory, Executive Director</p>	<p><b>KY Office of Vocational Rehabilitation (OVR)</b> (WIOA Title IV Rehabilitation Act, Title I Rehabilitation Services Commission)</p> <hr/> <p>Signature _____ Date _____</p> <p>Cora McNabb, Executive Director</p>
<p><b>Northern KY Area Development District</b> (NKWIB Admin. Support and Fiscal Agent / TANF, SNAP E&amp;T Partner)</p> <hr/> <p>Signature _____ Date _____</p> <p>Lisa Cooper, Executive Director</p>	<p><b>Northern KY Community Action Commission</b> (Older Americans Act -Title V, YouthBuild, CSBG)</p> <hr/> <p>Signature _____ Date _____</p> <p>Catrena Bowman-Thomas, Executive Director</p>
<p><b>Ohio Valley Goodwill Industries</b> (Homeless Veterans Reintegration Program)</p> <hr/> <p>Signature _____ Date _____</p> <p>Doug Ostholthoff, Vice President</p>	<p><b>Owen County Public Library</b></p> <hr/> <p>Signature _____ Date _____</p> <p>Cyndi Clifton, Director</p>
<p><b>Pendleton County Public Library</b></p> <hr/> <p>Signature _____ Date _____</p> <p>Kelly Zumwalt, Assistant Director</p>	<p><b>Transit Authority of Northern Kentucky (TANK)</b></p> <hr/> <p>Signature _____ Date _____</p> <p>Kail Clifton, Manager of Special Services</p>

# Kentucky Career Center Memorandum of Understanding

## Attachments

Attachment A:	Parties to the Agreement
Attachment B:	Kentucky Career Centers (listing)
Attachment C:	Administrative Structure
Attachment D:	Required Partner Services
Attachment E:	Additional Partner Services
Attachment F:	Partner On-Site Representation Schedule
Attachment G:	Method of Referral
Attachment H:	Methodology to Determine Shared Service Costs
Attachment I:	Treatment of Costs Chargeable to more than One Partner Program
Attachment J:	Impasse – Dispute Resolution
Attachment K:	Non-Discrimination and Equal Opportunity
Attachment L:	Kentucky Career Center Services
Attachment M:	Monitoring and Continuous Quality Improvement
Attachment N:	Local Workforce Development Board (NKWIB) Strategic Plan Elements
Attachment O:	KCC Career Center Budget Planning and Reconciliation and Infrastructure Funding Agreements (IFA's)

<b>LWDB</b>	Northern Kentucky Workforce Investment Board
<b>CEO Name(s)</b>	Steve Pendery, County Judge Executive – Campbell County

## Required Partners

Partner Name	Program	Program Authority
Brighton Center, Inc.	WIOA Title I – Adult, Dislocated Worker and Youth Programs, One-Stop Operator, HUD- approved / certified programs	WIOA Title I – Adult, Dislocated Worker, and Youth Programs, Department of Housing and Urban Development (HUD) – Employment and Training Programs (WIOA 121 (b)(1)(B)(xi))
Gateway Community & Technical College	Post-Secondary Vocational Education	Career & Technical Education Programs - Postsecondary Vocational Education – Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2301)
KY Cabinet for Health and Family Services, Dept. for Community Based Services	SNAP E&T, KY Works (TANF) eligibility services	Programs authorized under the Social Security Act title IV, part A (TANF)
KY Career Development Office (CDO)	WIOA Title III- Wagner-Peyser, Trade-TAA/TRA, Veterans' Workforce Programs	WIOA Title III – Wagner-Peyser Act Programs (29 USC 49), Trade Act Title II, Chapter 2 – Trade Adjustment Assistance (TAA) (19 USC 2271), – Veteran's Workforce Programs – Chapter 41 of title 38, United States Code; WIOA 121(b)(1)(B)(viii)
KY Office of Vocational Rehabilitation	WIOA Title IV- Rehabilitation	Rehabilitation Act, Title I, Parts A & B – Rehabilitation Services Commission (29 USC 720)
NKY Community Action Commission	Community Services Block Grant, Senior Community Service Employment, YouthBuild	Community Services Block Grant Employment & Training Programs (42 USC 9901 <i>et seq.</i> ), WIOA Title 1 – Youthbuild – WIOA Section 171, Older Americans Act Title V – Senior Community Service Employment Program (SCSEP) (42 USC 3056)
Native American Program	*n/a- not stationed in Northern KY	WIOA Title I – Native American Programs (29 USC 2911, 29 USC 2919)
Northern KY Area Development District	Employment Connections/ KY Works/ SNAP E&T, WIOA Title I – Adult, Dislocated Worker and Youth Programs, One-Stop Operator	Social Security Act – Part A, Title IV (TANF) (42 U.S.C. 601 <i>et seq.</i> ), subject to subparagraph (C), Sect. 4005 Agriculture Improvement Act of 2018 (PL 115-334)
Migrant worker programs	n/a- not stationed in Northern KY	WIOA Title I – Migrant and Seasonal Farm Worker Programs (29 USC 2912, 29 USC 2919)
Second Chance	n/a- not stationed in Northern KY	Second Chance Act of 2007 programs, authorized under section 212 (42 U.S.C. 17532)
Skills U / KY Adult Education	WIOA Title II	Adult Education and Literacy (WIOA 121(b)(1)(B)(iii) – Title II

\*Council of Three Rivers American Indian Center (Native American Program) has an onsite presence at the KY Career Center in Lexington, Kentucky. Program materials will be made available in NKY Career Centers and NKY job seekers will be referred as appropriate; and, NKY Career Center staff will receive annual training on Council of Three Rivers programming.

### Additional Partners

Partner Name	Program	Program Authority
Goodwill Industries	Homeless Veterans Reintegration Program – Northern KY	DOL – grant funded
Whitney M. Young, Jr. Job Corps Center (and/or contracted/designated provider)	Outreach, admissions, and career transitions services for Job Corps	WIOA Title I – Job Corps (29 USC 2881-2900, 29 USC 2901)
Kenton County Public Library	Workforce Development Services for job seekers	Local library system- funded locally
Owen County Public Library	Workforce Development Services for job seekers	Local library system- funded locally
Pendleton County Public Library	Workforce Development Services for job seekers	Local library system- funded locally
Transit Authority of Northern KY	Transportation assessment, travel training, and transit support	Public Transit/ bus system

**Kentucky Career Centers- Locations /  
Access Points**

**ATTACHMENT B**

<b>Location Code</b>	<b>KY Career Center Name or service area</b>	<b>Address</b>	<b>Center Category</b>	<b>KCC Manager or Lead Site Representative* (if applicable)</b>
1	<b>Covington</b> (Kenton and Campbell Counties)	1324 Madison Ave. Covington, KY 41011	Comprehensive	Correy Eimer
2	<b>Florence</b> (Boone and Kenton Counties)	8020 Veterans Memorial Dr. Florence, KY, 41042	Affiliate	Correy Eimer
3	<b>Williamstown</b> (Grant, Owen, and Pendleton Counties)	390 North Main Street Williamstown, KY 41097 (in NKU Grant Center)	Affiliate	Correy Eimer
4	<b>Carrollton</b> (Carroll and Gallatin Counties)	1209 Highland Avenue Carrollton, KY 41008	Access Point	Correy Eimer
5	<b>International Airport (CVG)</b> (serving CVG onsite and adjacent employers and job seekers)	3087 Terminal Drive Hebron, KY 41048	Access Point	Correy Eimer
6	<b>Kenton County Public Library</b>	401 Kenton Lands Rd. Erlanger, KY 41018	Access Point	Natalie Ruppert
7	<b>Owen County Public Library</b>	1370 Hwy 22 East Owenton, KY 40359	Access Point	Cyndi Clifton
8	<b>Pendleton County Public Library</b>	801 Robbins Avenue Falmouth, KY 41040	Access Point	Kelly Zumwalt
9	Offsite, by-appointment, and/or KCC referring/ supporting partner			
<b>Note:</b> KCC locations and access points may be added/ adjusted in response to customer (job seeker/ employer) and community needs.				

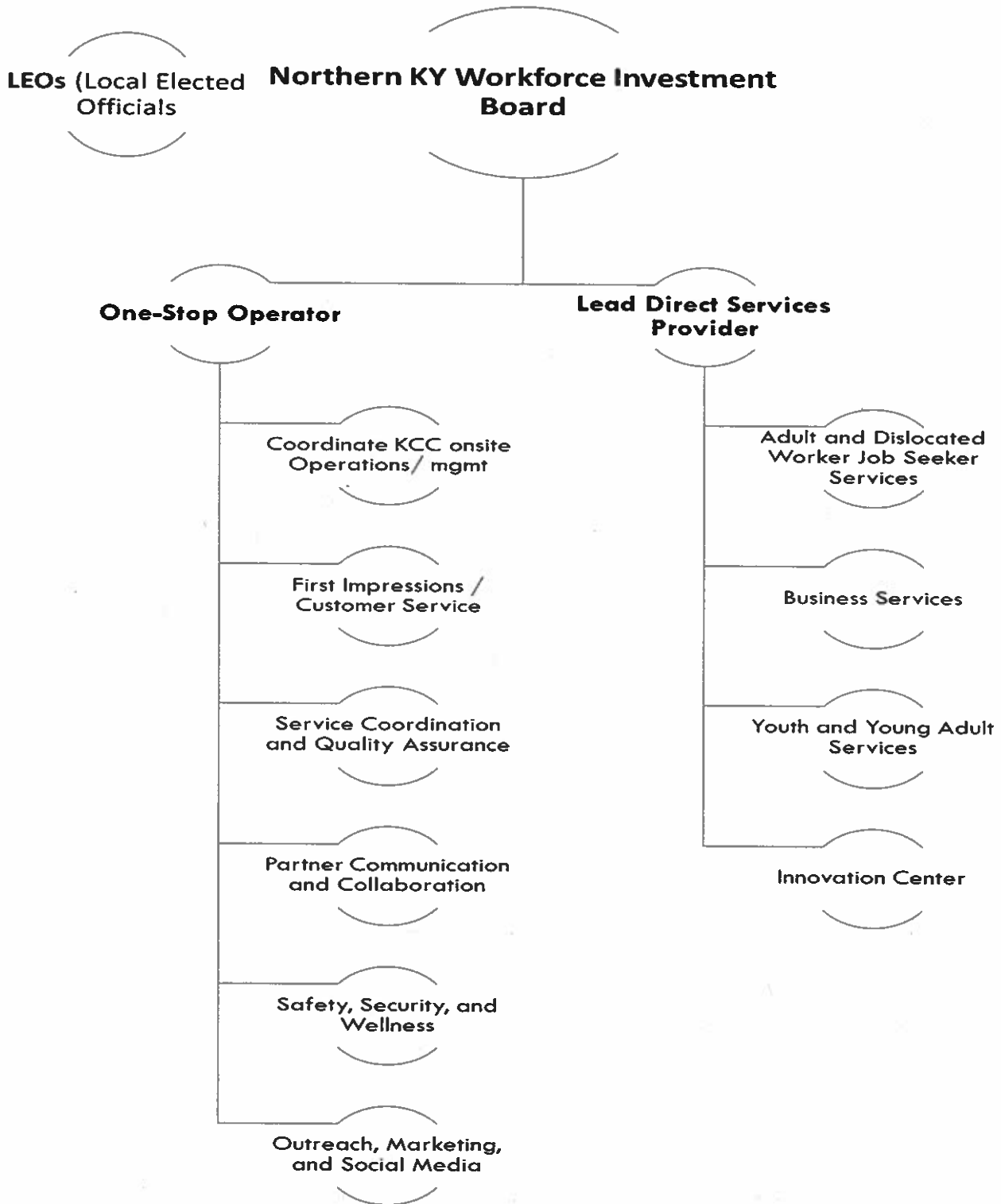
**Local Administrative Entities**

	<b>Function/ Role(s)</b>	<b>Entity Name &amp; Contact</b>	<b>Address</b>	<b>Email</b>
1.	<b>Chief Elected Official</b>	<b>Steve Pendery, Judge Executive, Campbell County</b>	<b>2950 Washington St. Burlington, KY 41005</b>	<a href="mailto:spendery@CampbellCountyky.org">spendery@CampbellCountyky.org</a>
2.	<b>LWDB Director and Board Support Staff</b>	<b>Northern Kentucky Workforce Investment Board Tara Johnson-Noem, LWDB Director</b>	<b>22 Spiral Drive, Florence, KY, 41042 (859) 283-1885</b>	<a href="mailto:tara.noem@nkadd.org">tara.noem@nkadd.org</a>
3.	<b>Fiscal Agent</b>	<b>Northern Kentucky Area Development District Lisa Cooper, Executive Director</b>	<b>22 Spiral Drive, Florence, KY, 41042 (859) 283-1885</b>	<a href="mailto:lisa.cooper@nkadd.org">lisa.cooper@nkadd.org</a>
4.	<b>KCC/ One-Stop Operator</b>	<b>Brighton Center, Inc. Melissa Hall-Sommer Vice President</b>	<b>741 Central Avenue Newport, KY 41071 Phone: (859) 491-8303</b>	<a href="mailto:msommer@brightoncenter.com">msommer@brightoncenter.com</a>
5.	<b>KCC/ One-Stop Lead Direct Services Provider</b>	<b>Brighton Center, Inc. Talia Frye Vice President</b>	<b>741 Central Avenue Newport, KY 41071 Phone: (859) 491-8303</b>	<a href="mailto:tfrye@brightoncenter.com">tfrye@brightoncenter.com</a>

**State Administrative Entity**

1.	<b>State Workforce Agency</b>	<b>Department of Workforce Investment Mary Pat Regan, Deputy Secretary, KY Education and Workforce Development Cabinet</b>	<b>500 Mero Street, 4<sup>th</sup> Floor Frankfort, KY 40621</b>	<a href="mailto:maryp.regan@ky.gov">maryp.regan@ky.gov</a>
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# Kentucky Career Center (Northern KY) Functional Org Chart



**Required Partner Services**

**ATTACHMENT D**

The following table identifies the services each required partner will provide and the method(s) of service delivery each partner will use. The services are identified by the corresponding numbers listed for each service in Attachment N. The service delivery methods are identified by the codes listed in the KCC Services Document.

Partner Name	Program Name (from Attachment A)	KCC/ One-Stop Services (Enter Number from Attachment N)			Service Delivery Method (Attachment N)	Location Code (Attachment C)
		Career	Training	Employer		
Brighton Center, Inc.	WIOA Title 1 – Adult Dislocated Worker and Youth; KCC/ One-Stop Operator	1- 8, 10 -17	1 – 9	1 - 8	FT, T, A, B, P	1,2,3,4,5,9
Gateway Community & Technical College	Career and Technical Education Programs-Post-Secondary Vocational Education – Carl D. Perkins Vocational and Applied Technology Education Act		1, 2, 3, 5, 9	1, 9, 5, 7	T, A, B, P,	9
KY Cabinet for Health and Family Services, Dept. for Community Based Services	Programs authorized under the Social Security Act title IV, part A KY Works (TANF), SNAP E&T	1, 3, 4, 8			T, A, B, P	9
KY Career Development Office	Trade Act, Title II, TAA WIOA Title III Wagner-Peyser Veterans Workforce Program, Business Services Team	1 – 10 & 13	7	1-4, 6- 8	FT, T, A, B, P	1, 9
KY Office of Vocational Rehabilitation/ Office for the Blind	Vocational Rehabilitation – All services provided are for eligible persons with disabilities.	1-17 excluding 9	1 – 9	1 - 8	FT, T, B	1, 2, 9
NKY Community Action Commission	Community Services Block Grant, Senior Community Employment Program, and YouthBuild	1, 2, 3, 4, 8, 13	1, 5		C, T, B	9
NKY Area Development District	Employment Connections/ KY Works (TANF) / SNAP E&T / WIOA Title 1 – Adult Dislocated Worker and Youth / One-Stop Operator	1- 8, 10 -17	1 – 9	1-7	FT, T, A, B, P	1, 9
Skills U / KY Adult Education	Adult Education and Literacy (WIOA 121(b)(1)(B)(iii)) – Title II	3, 12	8	3, 5	T, A, B, P	3, 9



**Additional Partner Services****ATTACHMENT E**

**Additional Partner Services:** WIOA Section 121(b)(2)(B) describes the types of programs that may be included as "additional" programs in the KCC delivery system. The table above identifies the services each additional partner will provide and the method(s) of service delivery each partner will use. The services are identified by the corresponding numbers listed for each service in the KCC Services document. The service delivery methods are identified by the codes listed in the KCC Services Document.

Partner Name	Program Name (from Attachment A)	Services (Enter Number from Attachment N)			Service Delivery Method (Attachment N)	Location Code (Attachment B)
		Career	Training	Employer		
Goodwill Industries	Homeless Veterans Reintegration Program	1, 2, 3, 4, 11, 13, 16			FT, T	1
Whitney M. Young, Jr. Job Corps Center (or contracted/designated provider)	WIOA Title I – Job Corps (29 USC 2881-2900, 29 USC 2901)	1-8, 10-17	1-9		FT	1
Kenton County Public Library	Workforce Development Library Resources	4, 14, 15, 17	6, 7, 8	4, 5	PT, B	6
Owen County Public Library	Workforce Development Library Resources	4	7	4	PT, B	7
Pendleton County Public Library	Workforce Development Library Resources	4	7	4	PT, B	8
Transit Authority of NKY	Transportation Assessment and Travel Training	1, 3, 8			FT, T, B	1

**Partner Onsite Representation Schedule**

**ATTACHMENT F**

<b>Kentucky Career Center (NKY)</b>				
<b>Partner Onsite Representation Schedules</b>				
<b>Covington (comprehensive/ hub)</b>				
<b>Partner</b>	<b># of Staff</b>	<b>Weekly staff hours (estimated)</b>	<b># of FTE's</b>	<b>% of Total FTEs</b>
Brighton Center, Inc. (WIOA Title I)	14	560	14	29%
Career Development Office (WIOA Title III)	14	540	13.5	28%
Goodwill Industries (HVRP)	2	48	1.2	2%
Horizons Youth Services (Title I- Jobs Corps- Contractor)	2	80	2	4%
Northern KY Area Development District (KY Works/ KTAP/ WIB)	4	160	4	8%
Office of Vocational Rehabilitation (WIOA Title IV)	13	487	12.8	27%
Transit Authority of Northern KY (Local transit authority)	1	32	0.8	2%
<b>TOTALS</b>	<b>50</b>	<b>1907</b>	<b>48.3</b>	<b>100.0%</b>
<b>Florence (Affiliate)</b>				
<b>Partner</b>	<b># of Staff</b>	<b>Weekly staff hours (estimated)</b>	<b># of FTE's</b>	<b>% of Total FTEs</b>
Office of Vocational Rehabilitation (WIOA Title IV)	15	562	15	75%
Brighton Center, Inc. (WIOA Title I)	5	200	5	25%
<b>TOTALS</b>	<b>20</b>	<b>762</b>	<b>20</b>	<b>100.0%</b>
<b>Williamstown (Affiliate)</b>				
<b>Partner</b>	<b># of Staff</b>	<b>Weekly staff hours (estimated)</b>	<b># of FTE's</b>	<b>% of Total FTEs</b>
Skills U / KY Adult Education (WIOA Title II)	2	80	2	67%
Brighton Center, Inc. (WIOA Title I)	1	40	1	33%
<b>TOTALS</b>	<b>3</b>	<b>120</b>	<b>3</b>	<b>100%</b>
<b>Carrollton (Access Point)</b>				
<b>Partner</b>	<b># of Staff</b>	<b>Weekly staff hours (estimated)</b>	<b># of FTE's</b>	<b>% of Total FTEs</b>
Brighton Center, Inc. (WIOA Title I)	2	48	1.2	100%
<b>TOTALS</b>	<b>2</b>	<b>48</b>	<b>1.2</b>	<b>100%</b>
<b>CVG International Airport Career Center (Access Point)</b>				
<b>Partner</b>	<b># of Staff</b>	<b>Weekly staff hours (estimated)</b>	<b># of FTE's</b>	<b>% of Total FTEs</b>
Brighton Center, Inc. (WIOA Title I)	1	40	1	100%
<b>TOTALS</b>	<b>1</b>	<b>40</b>	<b>1</b>	<b>100%</b>

<b>*Kenton County Public Library (Access Point)</b>				
<b>Partner</b>	<b># of Staff</b>	<b>Weekly staff hours (estimated)</b>	<b># of FTE's</b>	<b>% of Total FTEs</b>
Kenton County Public Library	1	40	1	100%
<b>TOTALS</b>	<b>1</b>	<b>40</b>	<b>1</b>	<b>100%</b>

<b>*Owen County Public Library (Access Point)</b>				
<b>Partner</b>	<b># of Staff</b>	<b>Weekly staff hours (estimated)</b>	<b># of FTE's</b>	<b>% of Total FTEs</b>
Owen County Public Library	1	40	1	100%
<b>TOTALS</b>	<b>1</b>	<b>40</b>	<b>1</b>	<b>100%</b>

<b>*Pendleton County Public Library (Access Point)</b>				
<b>Partner</b>	<b># of Staff</b>	<b>Weekly staff hours (estimated)</b>	<b># of FTE's</b>	<b>% of Total FTEs</b>
Pendleton County Public Library	1	40	1	100%
<b>TOTALS</b>	<b>1</b>	<b>40</b>	<b>1</b>	<b>100%</b>

Note: above information is subject to change, based on partner staffing, location, and funding updates.

\* Brighton Center staff are onsite at all public library Access Points 1-4 times per month (depending on library) to hold meetings with customers, to facilitate workshops for job seekers, and to assist with employer hiring events.



## **Standard Operating Procedures (SOP)** *Delivery, Customer Flow, and Referral*

### **1. PURPOSE**

*To promote a smooth, seamless services for all clients of the Kentucky Career Center, Covington by providing accurate and timely assistance to them through the development of a service delivery strategy that results in quality service and positive outcomes in the development of a skilled workforce. All mandatory partners/functional teams are on-site and fully staffed and will collaborate together to ensure the best possible seamless service.*

### **2. PROCEDURE**

- Upon arrival to the local office, the First Impression Specialist (FIS) / front desk staff will greet the customer in a professional manner.
- The FIS will quickly assess the reason for the customer's visit and then refer them as appropriate; i.e. if they have an appointment, connect them with the appropriate staff; if it's the customer's first-time visit to the KCC, connect them with the "greeter" for a brief, informal, assessment.
- The greeter will conduct an informal (5-7 min.) assessment to determine the customer's holistic workforce goals/interests/needs/barriers through structured conversational questions. The greeter will also provide the customer a packet of information which will cover the variety of programs/services offered at the KCC.
- After determining the customer's individual goals/interests/needs/barriers, they will be referred to the appropriate service/partner; referrals to multiple partners/programs are encouraged; staff/team members taking steps to *actively* connect the customer to partners/programs is also preferred, whenever possible, as opposed to putting the responsibility on the customer.
- Staff recognize the Kentucky Career Center Orientation (KCCO) – comprehensive overview of services – as a best practice; thus, when in doubt, in many cases, staff will encourage customers to register for KCCO.
- If customer's needs cannot be effectively addressed through the myriad of programs/services onsite at the KCC, staff will assist customer with identifying services/resources through community partners.
- Upon exiting the KCC, staff/greeter will encourage customers to complete a satisfaction survey.

For submission purposes, the proportionate share for all KCC onsite partners is currently calculated using square footage/ space utilization. As the Infrastructure Funding Agreement (IFA) will illustrate, appropriate allocation methodology adjustments will be made according to updates on partner/staffing levels, lease agreements/updates, new or discontinued programs, etc. UPDATE: per guidance from the Kentucky Education and Workforce Development Cabinet, the comprehensive IFA will be completed/ stored/ updated via the Commonwealth SharePoint site.

For submission purposes, the proportionate share for all partners is currently calculated based on space utilization as outlined in Infrastructure Funding Agreement (IFA) referenced in Attachment R and completed/ submitted via the state's SharePoint site. As the IFA serves as a working/ living, appropriate allocation methodology adjustments will be made according to updates on partner/staffing levels, lease agreements/updates, new or discontinued programs, etc.

## **Impasse- Dispute Resolution**

The parties to this MOU agree to communicate openly and directly, and that every effort will be made to resolve any problems or disputes in a cooperative manner. The following guidance is provided to support a unified, collaborative approach to dispute resolution:

### **1. Consensus Decision-Making**

The KCC Operators, Leadership Team, and Partners agree to utilize a consensus-oriented, decision-making process whenever possible for all major decisions regarding center operations.

### **2. Center-level Dispute Resolution Procedures**

For disputes that cannot be resolved through communication between the parties, the following procedure will be initiated:

- a. Disputes at the center will be resolved through partner-communication and, if needed, with support of the KCC Operator
- b. If a partner is not satisfied by the outcome, that partner can provide additional information and request re-examination of the issue to the KCC Operator; the Operator will provide a response to the partner within fourteen (14) business days.
- c. If the partner continues to be dissatisfied with the response/outcome, the issue will be referred to the local Workforce Investment Board Director and, if needed, the Chairperson to assist with dispute resolution

The following reflects the KCC and NKWIB statement on EEO:

The Northern Kentucky Workforce Investment Board embraces the need for diversity, equity and inclusion to be a component of everything we do. We strive to create a network that meets business needs while it also supports the dignity of our clients. We respond to regional employment needs through the perspectives of local employers' demand for talent and economic empowerment. We are a catalyst for equity, inclusion and life-changing results for all our clients. These priorities are supported through the values below and outlined in our diversity, equity and inclusion action plan.

- **Collaboration**  
We value the strengths of our community partners and collaborate to ensure effective and efficient service delivery.
- **Continuous Improvement**  
We foster a culture of continuous improvement through regular evaluations of programs and activities using measurable goals and targets.
- **Customer Focus**  
We respond to employer and individuals needs with exceptional and culturally competent customer service.
- **Equity**  
We are a force for equity, inclusion and life-changing results for all of our clients.
- **Innovation**  
We step beyond traditional thinking by using creativity to develop policy and direction.

Staff, customers, or partners who feel they have experienced discrimination, should report this information to the One-Stop Operator at [ceimer@brightoncenter.com](mailto:ceimer@brightoncenter.com) or the NKWIB Director at [tara.noem@nkadd.org](mailto:tara.noem@nkadd.org).



**Career Services: Career Services offered through the KCC include:**

Career services include those services requiring minimal staff assistance and services requiring more staff involvement, generally provided to individuals unable to find employment through basic career services and deemed to be in need of more concentrated services to obtain employment; or who are employed but deemed to be in need of more concentrated services to obtain or retain employment that allows for self-sufficiency.

1. **Eligibility Determination:** This is the process of obtaining and documenting information about an individual's circumstances and comparing that information with the criteria set by an agency or program to decide if the individual qualifies for participation.
2. **Outreach, Intake, and Orientation:** Outreach activities involve the collection, publication, and dissemination of information on program services available and directed toward jobless, economically disadvantaged, and other individuals. Intake is the process of collecting basic information, e.g., name, address, phone number, SSN, and all other required information to determine eligibility or ineligibility for an individual's program. Orientation, whether offered in a group setting, one-on-one, or electronically, is the process of providing broad information to customers in order to acquaint them with the services, programs, staff, and other resources at the Kentucky Career Center (KCC), affiliate, or self-service location.
3. **Initial Assessment:** For individuals new to the workforce system, initial assessment involves the gathering of basic information about skill levels, aptitudes, abilities, barriers, and supportive service needs in order to recommend next steps and determine potential referrals to partners or community resources.
4. **Job Search, Placement Assistance, and Career Counseling:** Job Search helps an individual seek, locate, apply for, and obtain a job. It may include but is not limited to: job finding skills, orientation to the labor market, resume preparation assistance, development of a job search plan, job development, referrals to job openings, placement services, job finding clubs, job search workshops, vocational exploration, relocation assistance, and re-employment services such as orientation, skills determination, and pre-layoff assistance. Placement Assistance is a service that helps people to identify and secure paid employment that matches their aptitude, qualifications, experiences, and interests. Career Counseling is a facilitated exploration of occupational and industrial information that will lead to a first, new, or a better job for the individual.

5. **Employment Statistics-Labor Market Information:** Collect and report data about employment levels, unemployment rates, wages and earnings, employment projections, jobs, training resources, and careers; see Kentucky LMI, <https://kystats.ky.gov/> . The local WIB Data Specialist will also be a resource in this area.
6. **Eligible Provider Performance and Program Cost Information:** Collect and provide information on:
  - A. Eligible training service providers (described in WIOA Section 122).
  - B. Eligible youth activity providers (described in WIOA Section 123).
  - C. Eligible adult education providers (described in WIOA Title II).
  - D. Eligible postsecondary vocational educational activities and vocational educational activities available to school dropouts under the Carl Perkins Act (20 USC 2301).
  - E. Eligible vocational rehabilitation program activities (described in Title I of the Rehabilitation Act of 1973).
7. **Local Performance Information:** Collect and provide information on the local area's recent performance measure outcomes.
8. **Supportive Services' Information:** Collect and provide information on services such as transportation, child care, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in employment and training activities.
9. **Unemployment Compensation/ Insurance Support Services:** General information on filing an Unemployment Insurance (UI) claim; access to telephone, online, and/or email resources for technical UI support and troubleshooting.
10. **Eligibility Assistance:** Provide guidance to individuals on eligibility for other programs and on financial aid assistance for training and education programs that are available in the local area.
11. **Follow-Up Services:** Services provided to participants who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment. These services assist those individuals to maintain employment or qualify for promotions with that employment.

12. **Comprehensive and Specialized Assessments:** A closer look at the skills levels and service needs that may include:
  - A. Diagnostic Testing and use of other assessment tools; and
  - B. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
13. **Individual Employment Plan Development:** Working with individuals to identify their employment goals, the appropriate achievement objectives, and the appropriate combination of services that will help the individual achieve those goals.
14. **Group Counseling**
15. **Individual Counseling and Career Planning**
16. **Case Management:** For participants who receive training services under WIOA Section 134(d)(4).
17. **Short-Term Prevocational Services:** Can include development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.

#### **Training Services**

Services offered through a training provider to help individuals upgrade their skills, earn degrees and certifications, or otherwise enhance their employability through learning and education. Types of training services include:

1. **Occupational Skills Training:** An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels.
2. **On-the-Job Training (OJT):** Training by an employer that is provided to a paid participant while engaged in productive work that is limited in duration, provides knowledge or skills essential to the full and adequate performance of the job, and reimburses the employer for the costs associated with training the OJT trainee often calculated based on a percentage of the trainee's wages.

3. **Workplace and cooperative education:** Programs that combine workplace training with related instruction which may include cooperative education programs.
4. **Training programs operated by the private sector**
5. **Skills upgrading and retraining:** Courses that prepare persons for entrance into a new occupation through instruction in new and different skills demanded by technological changes. These courses train incumbent workers in specific skills needed by that business or industry and that lead to potential career growth and increased wages. This includes courses that develop professional competencies that are particularly relevant to a vocational/occupational goal. It must be demonstrated that the training will result in the workers' acquisition of transferable skills or an industry-recognized certification or credential.
6. **Entrepreneurial training**
7. **Job-readiness training**
8. **Adult Education and KY Skills U programs:** Services or instruction below the postsecondary level for individuals who are not enrolled or required to be enrolled in secondary school under state law and lack basic educational skills to enable the individuals to function effectively in society and on a job. Services include, but are not limited to, one-on-one instruction, coursework, or workshops that provide direction for the development and ability to read, write, and speak in English, compute, and solve problems, at levels of proficiency necessary to function in society or on the job.
9. **Customized training:** Training that is designed to meet the special requirements of an employer or group of employers and that is conducted with a commitment by the employer to employ an individual upon successful completion of the training and for which the employer pays for a portion of the cost of training.

#### **Employer Services**

Kentucky's workforce programs are designed to meet the needs of employers in relation to the economic needs of their region. A qualified, adaptable labor market is the primary objective for workforce development in Kentucky. The local Kentucky Career Center Business Service Team (BST) coordinates, promotes, conducts outreach and/or provides access to workforce partners and resources designed for employer customers. The following are examples of Employer Services provided:

1. **Employer needs assessment:** Evaluation of employer needs, particularly future hiring and talent needs.

2. **Job posting:** Receiving and filling of job openings; searching resumes; providing access to a diverse labor pool.
3. **Applicant pre-screening:** Assessing candidates according to the employer's requirements and hiring needs; referring candidates based on their knowledge, skills, and abilities relative to the employer requirements.
4. **Recruitment and placement assistance:** Raising awareness of employers and job openings and attracting individuals to apply for employment at a hiring organization. Specific activities may include posting of employer announcements, provision of job applications, and hosting job fairs and mass recruitments.
5. **Training assistance:** Providing training resources to enable employers to upgrade employee skills, introduce workers to new technology, or to help employees transition into new positions. Examples include the following: work-based training, classroom training, On-the-Job Training, Incumbent Worker Training, cohort training, etc.
6. **Labor Market Index (LMI) information and analysis:** Access to information on labor market trends, statistics, and other data related to the economy, wages, industries, etc.
7. **Employer information and referral:** Provision of information on topics of interest to employers such as services available in the community, local training providers, federal laws and requirements, tax information, apprenticeship programs, human resource practices, alien labor certification, incentive programs such as WOTC or the federal bonding program, etc.
8. **Rapid Response and Layoff Aversion:** Provision of services to prevent downsizing or closure, or to assist during layoff events. Strategies may include incumbent worker training to avert lay-offs, financing options, employee ownership options, placement assistance, worker assessments, establishment of transition centers, labor-management committees, peer counseling, etc.

**Service Delivery Codes:**

<b>Code</b>	<b>Method Description</b>
<b>FT</b>	On-Site Staff Full Time
<b>PT</b>	On-Site Staff Part Time
<b>C</b>	Contracted Service On-Site Full Time
<b>C/PT</b>	Contracted Service On-Site Part Time
<b>C/Off</b>	Contracted Service Off-Site
<b>T</b>	Access Via Telephone
<b>A</b>	Access Via Automated System or web-based interface

<b>B</b>	Brochure/Handout/ Printed Collateral
<b>P</b>	Materials/ posting at KCC
<b>O</b>	Other
<b>NA</b>	Not Applicable

### Agency/ Organization Monitoring

The NKWIB acknowledges and appreciates the existing internal and external monitoring practices of each partnering organization/agency under this MOU. This MOU is not intended to alter, replace, or directly impact those existing practices, but rather, support the respective monitoring and Continuous Quality Improvement (CQI) efforts of each organization for the overall benefit of the local Kentucky Career Center system.

### Local NKWIB, State, and Federal Monitoring of WIOA Programs

For certain WIOA- Title I programs (e.g. Adult, Dislocated Worker, Youth, Employment Service, etc.), the NKWIB staff, officials from the State and Local administrative entities, and/or the U.S. Departments of Labor, Education, and Health and Human Services may conduct fiscal and/or programmatic monitoring to ensure the following:

- Federal awards are used for authorized purposes in compliance with law, regulations, and State guidance or policies,
- Those laws, regulations, guidance, and policies are enforced properly,
- Performance data are recorded, tracked, and reviewed for quality to ensure accuracy and completeness,
- Outcomes are assessed and analyzed periodically to ensure that performance goals are met,
- Appropriate procedures and internal controls are maintained, and record retention policies are followed, and
- All MOU terms and conditions are fulfilled.

All Parties to this MOU may be invited and/or requested to participate in programmatic and/or fiscal monitoring conducted by the above entities, when appropriate.

### Continuous Quality Improvement (CQI)

The NKWIB and KCC practice ongoing CQI efforts to ensure that the local workforce development system is effective, innovative, collaborative, efficient, customer-centered, and data-driven. This effort is led by the NKWIB and supported by the KCC Continuous Quality Improvement Committee, overseen by the One-Stop Operator, and made up of all KCC core partners. This Committee tracks KCC customer flow/ volume/ outcomes, recommends strategies to improve system-wide effectiveness, and pursues relevant opportunities for leveraging and maximizing workforce resources/ partnerships, while reducing duplication/ redundancy.

The Strategic Plan developed with input from NKWIB board members and community leaders drives the work of the NKWIB, its workforce development partners and the local Kentucky Career Center system.

**NKWIB Strategic Plan Elements**

**Employer Services**

Engage employers in the design of services that support talent recruitment, incentivize workforce participation and remove employment barriers.

- Monitor and respond to employer feedback on Career Center business services.
- Serve as a trusted resource and collaborator for employer and workforce partners.
- Assess and deploy WIOA resources as available to support hiring and upskilling.

**Job Seeker Services**

Prepare individuals to enter and advance along the talent pipeline by aligning with P-12, adult and post-secondary education to provide lifelong opportunities for the rapidly shifting realities of work.

- Monitor and assess outcomes for individuals utilizing Career Center and WIOA services.
- Leverage partnerships and resources to effectively engage clients in work and training opportunities.
- Connect educational and training partners with employers to further align career pipeline preparation.

**Board Governance**

Maintain strong leadership and community connectivity by fostering board member recruitment, retention and education efforts with an emphasis on diversity, equity and inclusion.

- Create a Diversity, Equity and Inclusion Committee comprised of board and community members to report regularly to the board and oversee DEI Action Plan.
- Create and implement a Diversity, Equity and Inclusion Action Plan.
- Increase initiatives designed to engage current board members and attract new board members from all five in-demand industry sectors and all eight counties in our region.

**Data-Driven Decision Making**

Respond to changing employer and individual needs by effectively leveraging local, state and federal resources and benchmarking impact through data and metrics through an equity lens.

- Collaborate with regional workforce partners to assess and drive progress toward local and statewide goals.
- Update financial and programmatic key performance indicators and analyze regularly through the NKWIB and its committees.
- Establish innovative workforce policy and funding using regional labor market information and local Career Center performance data.



**Infrastructure Funding Agreements (IFAs)** are tools to determine, document, and (when possible) help reconcile all proportionate KCC cost-sharing through inter-agency collaboration and negotiation. IFAs are living/working documents to serve as a companion to the MOU and intentionally designed to allow for ongoing updates and modifications. Required partners in the IFA include those entities that have an onsite presence/operation/ staff member(s) at a local Kentucky Career Center. These agreements will be subject to ongoing updates and/or negotiations to allow adaptability to change, modifications, and/or adjustments to partners, staffing, funding sources, customer needs, and capacity.

NOTE: The complete IFA documentation is entered, stored, and updated via the Commonwealth of Kentucky's IFA SharePoint site, administered by the KY Career Development Office (CDO)(<https://edupublic.ky.gov/sites/WFITrade/default.aspx>).

The following KCC partners have indicated that they will have an onsite operation/presence, including staff members, at one or more Kentucky Career Center locations in the local area (and thus will be required participants in the IFA for each appropriate location) during the timeframe of this MOU:

- Brighton Center, Inc. (WIOA Title I)
- Goodwill Industries (HVRP)
- Horizons Youth Services (a Job Corps contracted/designated provider) (Title I - Job Corps)
- KY Career Development Office (WIOA Title III)
- KY Office of Vocational Rehabilitation (WIOA Title IV)
- Northern KY Area Development District (KY Works/ KTAP/ SNAP)
- Skills U / Kentucky Adult Education (WIOA Title II)
- Transit Authority of Northern KY (Local transit authority)

Note: additional partners may be added/ removed to/from the IFA due to programmatic, funding, staffing, or other changes at any time during this agreement.

**One-Stop Budgets and Partner Contributions** are listed on the subsequent pages and include *estimated* operational costs and contributions and support the infrastructure costs associated with the local Kentucky Career Center system. Information is provided by the listed onsite partners and may be subject to change based on staffing, funding, local, state, federal, and/or programmatic updates.

**One-Stop Operating Budget & Partner Contributions - FY2022**  
 Kentucky Career Center, Covington (Comprehensive)

Cost Category	Cost Pool	Cost Item	Allocation Base	* Projected Cost	Partner Name	FY22 Projected/Budgeted
Infrastructure	Rent/Janitorial/Utilities	Lease		\$ 541,920.00		
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage		Adult, Dislocated Worker, Youth (WIOA)	\$ 119,000.00
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage		Career Development Office	\$ 259,000.00
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage		Office of Vocational Rehabilitation (includes OFB)	\$ 73,000.00
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage		NKY Area Development District	\$ 70,000.00
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage		Transit Authority of NKY (TANK)	\$ 10,680.00
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage		Job Corps	\$ 8,000.00
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage		Goodwill Industries	\$ 2,240.00
Infrastructure	Resource Room Phones/Internet	Phone/Internet		\$ 38,500.00		
Infrastructure	Resource Room Phones/Internet	Phone/Internet			Adult, Dislocated Worker, Youth (WIOA)	\$ 10,500.00
Infrastructure	Resource Room Phones/Internet	Phone/Internet			NKY Area Development District	\$ 4,000.00
Infrastructure	Resource Room Phones/Internet	Phone/Internet			Career Development Office	\$ 17,000.00
Infrastructure	Resource Room Phones/Internet	Phone/Internet			Office of Vocational Rehabilitation (includes OFB)	\$ 7,000.00
Infrastructure	Equipment	Equipment		\$ 14,900.00		
Infrastructure	Equipment	Equipment			Adult, Dislocated Worker, Youth (WIOA)	\$ 2,700.00
Infrastructure	Equipment	Equipment			Career Development Office	\$ 8,500.00
Infrastructure	Equipment	Equipment			Office of Vocational Rehabilitation (includes OFB)	\$ 2,700.00
Infrastructure	Equipment	Equipment			NKY Area Development District	\$ -
Infrastructure	Equipment	Equipment			Transit Authority of NKY (TANK)	\$ 1,000.00
Infrastructure	General Supplies	Copy Paper, etc.		\$ 17,600.00		
Infrastructure	General Supplies	Copy Paper, etc.			Adult, Dislocated Worker, Youth (WIOA)	\$ 8,600.00
Infrastructure	General Supplies	Copy Paper, etc.			Career Development Office	\$ 4,000.00
Infrastructure	General Supplies	Copy Paper, etc.			Office of Vocational Rehabilitation (includes OFB)	\$ 3,000.00
Infrastructure	General Supplies	Copy Paper, etc.			NKY Area Development District	\$ 1,600.00
Infrastructure	General Supplies	Copy Paper, etc.			Transit Authority of NKY (TANK)	\$ 100.00
Infrastructure	General Supplies	Copy Paper, etc.			Goodwill Industries	\$ 300.00
Delivery System	Receptionist	Front Desk Staff Salaries		\$ 36,000.00		
Delivery System	Receptionist	Front Desk Staff Salaries			Adult, Dislocated Worker, Youth (WIOA)	\$ 36,000.00
Delivery System	Receptionist	Front Desk In-Kind	Square Footage		Office of Vocational Rehabilitation	\$ -
Delivery System	Receptionist	Front Desk In-Kind	Square Footage		Transit Authority of NKY (TANK)	\$ -
Delivery System	Receptionist	Front Desk In-Kind	Square Footage		Career Development Office	\$ -
Delivery System	Receptionist	Front Desk In-Kind	Square Footage		NKY Area Development District	\$ -
Delivery System	Receptionist	Front Desk In-Kind	Square Footage		Job Corps	\$ -
Delivery System	Receptionist	Front Desk In-Kind	Square Footage		Goodwill Industries	\$ -
Delivery System	Office Manager	OSO Salary + Benefits		\$ 66,000.00		
Delivery System	Office Manager	OSO Salary + Benefits			Adult, Dislocated Worker, Youth (WIOA)	\$ 66,000.00
Delivery System	IT Services	IT Services / Technology		\$ 101,000.00		
Delivery System	IT Services	IT Services / Technology			Adult, Dislocated Worker, Youth (WIOA)	\$ 10,000.00
Delivery System	IT Services	IT Services / Technology			Career Development Office	\$ 68,000.00
Delivery System	IT Services	IT Services / Technology			Office of Vocational Rehabilitation (includes OFB)	\$ 23,000.00
Delivery System	Other	Staff Salaries & Fringe Benefits		\$ 2,002,000.00		
Delivery System	Other	Staff Salaries & Fringe Benefits			Adult, Dislocated Worker, Youth (WIOA)	\$ 225,000.00
Delivery System	Other	Staff Salaries & Fringe Benefits			Career Development Office	\$ 650,000.00
Delivery System	Other	Staff Salaries & Fringe Benefits			Office of Vocational Rehabilitation (includes OFB)	\$ 700,000.00
Delivery System	Other	Staff Salaries & Fringe Benefits			NKY Area Development District	\$ 220,000.00
Delivery System	Other	Staff Salaries & Fringe Benefits			Transit Authority of NKY (TANK)	\$ 52,000.00
Delivery System	Other	Staff Salaries & Fringe Benefits			Job Corps	\$ 97,000.00
Delivery System	Other	Staff Salaries & Fringe Benefits			Goodwill Industries	\$ 68,000.00
Delivery System	Outreach	Marketing, Communication		\$ -		
Delivery System	Outreach	Marketing, Communication			Adult, Dislocated Worker, Youth (WIOA)	\$ -
Delivery System	Outreach	Marketing, Communication	Square Footage		Transit Authority of NKY (TANK)	\$ -
Delivery System	Outreach	Marketing, Communication	Square Footage		Career Development Office	\$ -
Delivery System	Outreach	Marketing, Communication	Square Footage		Office of Vocational Rehabilitation (includes OFB)	\$ -
Delivery System	Outreach	Marketing, Communication	Square Footage		NKY Area Development District	\$ -
Delivery System	Outreach	Marketing, Communication	Square Footage		Job Corps	\$ -
Delivery System	Outreach	Marketing, Communication	Square Footage		Goodwill Industries	\$ -
Delivery System	Business Services	Business Services Staff		\$ 85,000.00		
Delivery System	Business Services	Business Services Staff			Adult, Dislocated Worker, Youth (WIOA)	\$ 85,000.00
Delivery System	Business Services	Business Services In-Kind			Career Development Office	\$ -
Delivery System	Business Services	Business Services In-Kind			Office of Vocational Rehabilitation (includes OFB)	\$ -
<b>Total Costs</b>				<b>\$ 2,902,920.00</b>		<b>\$ 2,902,920.00</b>

\*All budgetary information contained in the above spreadsheet is based on good faith approximations, ongoing negotiations, and availability of resources. All information is subject to change/update.  
 Per DOL TEGL 17-16, "The one-stop operating budget may be further refined by the one-stop partners, as needed, to assist in tracking their contributions..."

**One-Stop Operating Budget & Partner Contributions - FY2022**

**Kentucky Career Center: Florence (Affiliate)**

Cost Category	Cost Pool	Cost Item	Allocation Base	* Projected Cost	Partner Name	FY22 Projected/Budgeted
Infrastructure	Rent/Janitorial/Utilities	Lease		\$ 122,489.00		
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage		Adult, Dislocated Worker, Youth (WIOA)	\$ 16,236.00
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage		OVR	\$ 94,000.00
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage		NKY Area Development District	\$ 12,253.00
Infrastructure	Resource Room Phones/Internet	Phone/Internet		\$ 16,600.00		
Infrastructure	Resource Room Phones/Internet	Phone/Internet			Adult, Dislocated Worker, Youth (WIOA)	\$ 2,600.00
Infrastructure	Resource Room Phones/Internet	Phone/Internet			Office of Vocational Rehabilitation	\$ 14,000.00
Infrastructure	Equipment	Equipment		\$ 5,000.00		
Infrastructure	Equipment	Equipment			Adult, Dislocated Worker, Youth (WIOA)	\$ -
Infrastructure	Equipment	Equipment			Office of Vocational Rehabilitation	\$ 5,000.00
Infrastructure	General Supplies	Copy Paper, etc.		\$ 5,000.00		
Infrastructure	General Supplies	Copy Paper, etc.			Adult, Dislocated Worker, Youth (WIOA)	\$ -
Infrastructure	General Supplies	Copy Paper, etc.			Office of Vocational Rehabilitation	\$ 5,000.00
Delivery System	Receptionist	Receptionist		\$ 30,000.00		
Delivery System	Receptionist	Front Desk Staff Sal + Benefits			Adult, Dislocated Worker, Youth (WIOA)	\$ 30,000.00
Delivery System	Receptionist	Front Desk Staff Sal + Benefits			Office of Vocational Rehabilitation	\$ -
Delivery System	Office Manager	OSO Salary + Benefits		\$ 13,000.00	Adult, Dislocated Worker, Youth (WIOA)	\$ 13,000.00
Delivery System	IT Services	IT Services / Technology		\$ 21,500.00		
Delivery System	IT Services	IT Services / Technology			Adult, Dislocated Worker, Youth (WIOA)	\$ 2,500.00
Delivery System	IT Services	IT Services / Technology			Office of Vocational Rehabilitation	\$ 19,000.00
Delivery System	Other	Staff Salaries & Fringe Benefits		\$ 853,000.00		
Delivery System	Other	Staff Salaries & Fringe Benefits			Adult, Dislocated Worker, Youth (WIOA)	\$ 67,000.00
Delivery System	Other	Staff Salaries & Fringe Benefits			Office of Vocational Rehabilitation	\$ 786,000.00
Delivery System	Outreach	Outreach		\$ -		
Delivery System	Outreach	Marketing, Communications			Adult, Dislocated Worker, Youth (WIOA)	\$ -
Delivery System	Outreach	Marketing, Communications	Square Footage		Office of Vocational Rehabilitation	\$ -
Delivery System	Business Services	Business Services		\$ 30,000.00		
Delivery System	Business Services	Business Services Staff			Adult, Dislocated Worker, Youth (WIOA)	\$ 30,000.00
Delivery System	Business Services	Business Services In-kind	Square Footage		Office of Vocational Rehabilitation	\$ -
		<b>Total Costs</b>		<b>\$ 1,096,589.00</b>		<b>\$ 1,096,589.00</b>

\*All budgetary information contained in the above spreadsheet is based on good faith approximations, ongoing negotiations, and availability of resources. All information is subject to change/update.

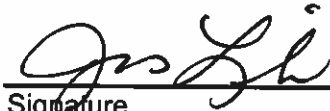
Per DOL TEGL 17-16, "The one-stop operating budget may be further refined by the one-stop partners, as needed, to assist in tracking their contributions..."

**Memorandum of Understanding Signature Page**

*For the Northern Kentucky Local Workforce Development Area*

***By signing this document, all parties enter into this agreement with the Northern Kentucky Workforce Investment Board and mutually agree to the terms prescribed in the Memorandum of Understanding. Note: state/federal agencies/ workforce partners may require additional time to provide final signatures, due to additional processes at the regional/state/ federal levels; notwithstanding, local partners (listed in this document and indicated in the following signatures) will continue to operate under this agreement.***

**KY Career Development Office (CDO) / Labor Cabinet**  
(WIOA Title III Wagner-Peyser, Trade Act)



Signature

10/11/2021

Date

James (Jamie) Link, Secretary

**Memorandum of Understanding Signature Page**

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**KY Office of Vocational Rehabilitation (OVR)**

(WIOA Title IV Rehabilitation Act, Title I Rehabilitation Services Commission)

*Cora McNabb*

10/8/2021

Signature


Date

Cora McNabb, Executive Director

**Memorandum of Understanding Signature Page**

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<b>KY Cabinet for Health and Family Services</b>	
	10/7/21
Signature	Date
Marta Miranda-Straub, DCBS Commissioner	

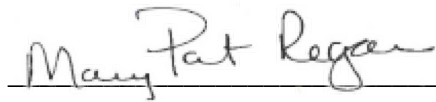
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**KY Education and Workforce Development Cabinet**

(WIOA State Administrative Entity)



10/11/21

Signature

Date

Mary Pat Regan, Deputy Secretary

**Memorandum of Understanding  
for  
Workforce Innovation and Opportunity Act (WIOA)**

*Kentucky Career Center (One-Stop) Operations*  
Northern Kentucky Workforce Investment Board

**2021-2024**

**Addendum**  
**October 14, 2021**

1. This Addendum to the Memorandum of Understanding for the Workforce Innovation and Opportunity Act (WIOA), Kentucky Career Center (One-Stop) Operations, Northern Kentucky Workforce Investment Board (MOU) is entered into by and between the Northern Kentucky Workforce Investment Board and Gateway Community and Technical College for the purpose of correcting an error contained in Attachment D to the MOU.
2. The parties acknowledge and agree that the amended version of Attachment D accompanying this Addendum, and hereby incorporated by reference, contains the correct numerical identifiers for the Employer and Training Categories associated with Gateway Community and Technical College. The parties further agree that the changes made therein only apply to Gateway Community and Technical College and do not affect the responsibilities of any other party to the MOU.

This Addendum is effective as of the 14 day of October, 2021.



**MEMORANDUM OF UNDERSTANDING  
FOR**

**Local Workforce Development Area: Northern Kentucky**

**MOU Addendum Signature Page**

*By signing this document, the parties acknowledge and accept this Addendum to the original MOU, Attachment D related to Gateway Community & Technical College's provision of services, specifically related to training and employer services.*

<p><b>Chief Elected Official</b></p> <p><b>Steve Pendery</b></p> <p><small>Digitally signed by Steve Pendery DN: cn=Steve Pendery, o=Campbell County Pacer Court, cm=Judge Executive, email=spendery@campbellcounty.gov, c=US Date: 2021.10.14 09:27:16 -0400</small></p>	<p><b>Northern KY WIB Chairperson</b></p>
<p><b>Signature</b> <span style="float:right"><b>Date</b></span></p> <p>Steve Pendery, Campbell County Judge Executive</p>	<p><b>Signature</b> <span style="float:right"><b>Date</b></span></p> <p>Michelle Cestaric, NKWIB Chairperson</p>
<p><b>Gateway Community and Technical College</b> (Post secondary education and KCTCS)</p> <p><i>Fernando Figueroa</i> <span style="float:right"><i>10/14/2021</i></span></p> <p><b>Signature</b> <span style="float:right"><b>Date</b></span></p> <p>Dr. Fernando Figueroa, President &amp; CEO</p>	

MEMORANDUM OF UNDERSTANDING  
FOR

Local Workforce Development Area: **Northern Kentucky**

**MOU Addendum Signature Page**

*By signing this document, the parties acknowledge and accept this Addendum to the original MOU, Attachment D related to Gateway Community & Technical College's provision of services, specifically related to training and employer services.*

<b>Chief Elected Official</b>	<b>Northern KY WIB Chairperson</b>
	<i>Michelle Cestaric</i> 10/14/21
Signature _____ Date _____	Signature _____ Date _____
Steve Pendery, Campbell County Judge Executive	Michelle Cestaric, NKWIB Chairperson
<b>Gateway Community and Technical College</b> <small>(Post secondary education and KCTCS)</small>	
<i>Fernando Figueroa</i> 10/14/2021	
Signature _____ Date _____	
Dr. Fernando Figueroa, President & CEO	