



Special Executive Committee Meeting

June 18, 2025
1250 West Main Street
El Centro, CA 92243
11:00 a.m.

Executive Committee members please be advised: If an item on the meeting agenda relates to the provision of services by you, your immediate family, the entity you represent, or any person who has made \$250 in campaign contributions to you during the last 12 months, or if approval or disapproval of an agenda item would have a foreseeable material effect on an economic interest of you, your immediate family, or the entity you represent, then please follow these procedures: When the agenda item is first introduced, please immediately announce that you are recusing yourself from participating in the agenda item, and then refrain from discussing, voting on, or otherwise influencing the Executive Committee consideration of the agenda item. Supporting documentation is available for public review at the Imperial County Workforce Development Board Office.

1. Call to Order
 - a. Conflict of Interest Forms
2. Discussion of Agenda
 - a. Items to be pulled from Agenda
 - b. Approval of Meeting Agenda
3. Approval of Minutes
 - a. April 16, 2025.....pg. 1-2

ACTION AGENDA

4. Discussion/Action to approve WIOA training expenditure plan for PY2025-2026 at a cost not to exceed \$2,570,485.....pg. 3-4
5. Discussion/Action to approve PY25-26 agreement for WIOA Youth Services with Imperial Valley Regional Occupational Program at a cost not to exceed \$1,765,965.....pg. 5-11
6. Discussion/Action to approve PY25-26 agreement for WIOA Youth Services with Equus Workforce Solutions at a cost not to exceed \$1,114,034.....pg. 12-17
7. Discussion/Action to approve agreement renewal with Professional Workforce Services Consultant, David Shinder at a cost not to exceed \$40,000.....pg. 18
8. Discussion/Action to approve a No-Cost Contract Extension through September 30, 2025, with RAND regarding the Lithium Valley Workforce and Economic Development Needs Assessment.....pg. 19-20
9. Discussion/Action to approve the Imperial County WIOA Partner MOU and authorize ICWDB Chair signature.....pg. 21-76
10. Discussion/Action to approve attendance at the California Workforce Association (CWA), Meeting of the Minds Conference from September 2-4, 2025, in Monterey, California.....pg. 77
11. Discussion/Action to approve CWA Membership Dues at a cost not to exceed \$14,260.....pg. 78-80
12. Discussion/Action to approve National Association of Workforce Development Board Dues at a cost not to exceed \$2,300.....pg. 81-82

INFORMATIONAL AGENDA

13. Public Comment: *This is an opportunity for members of the public to address the Executive Committee on any subject matter within the Executive Committee's jurisdiction, but not an item on the agenda. Each speaker should complete and submit a "Public*

Comment Request to Speak” form to the Executive Committee Chair. When addressing the Executive Committee, state your name for the record prior to providing your comments. Individuals will be given three (3) minutes to address the Committee.

14. Meeting adjournment

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Next Executive Committee Meeting Wednesday, August 27, 2025, at 11:00 a.m.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.



1250 W. Main Street
El Centro, CA 92243
Executive Committee
Minutes of April 16, 2025

Present: Elvira Anaya, Erik Freeman, Jason Jackson, Mark Gran, Timothy Kelley, Robert Rubio

Absent: Ruth Duarte

Staff: Priscilla Lopez, David Baquerizo (AJCC Operator), Angelica Pacheco, Jeff Burquist, Camilo Garcia, Allison Duran, Francisca German

Guests: None

Agenda Items

1. Call to Order ICWDB Chair, Erik Freeman, called the meeting to order at 11:05 a.m. with a quorum present.

1a. Conflict of Interest Forms Members were directed to turn in their Conflict of Interest Forms to staff.

2. Discussion of Agenda

2a. Items to be pulled from Agenda

None

2b. Approval of Meeting Agenda

- ❖ **Motion:** A motion was made by **Robert Rubio** and seconded by **Elvira Anaya** to approve the meeting agenda as is. There were no opposed and there were no abstentions. The motion carried unanimously.

3. Approval of Meeting Minutes

- ❖ **Motion:** A motion was made by **Mark Gran** and seconded by **Robert Rubio** to approve the meeting minutes of April 16 2025, as presented. There were no opposed and there were no abstentions. The motion carried unanimously.

Action Agenda

4. Discussion/Action to approve the “Supportive Services Policy”

ICWED Director Priscilla Lopez introduced the agenda item regarding the revisions made to the Supportive Services Policy. Angelica Pacheco, Analyst I, provided an overview of the policy and discussed the recommended updates. Ms. Pacheco shared that transportation and child care costs are now included in the lifetime maximum amount of \$2,000. Staff has seen high amounts of reimbursement towards mileage

and there is a need to place a cap on it. However, if there are extreme cases, a waiver request can be approved by ICWED Director. Other updates were also made by removing the Need-Related Payments along with the \$500 training completion incentive.

Ms. Pacheco also shared that the One-Stop Policy Oversight Committee had met in the month of March and recommended a couple of revisions which were incorporated into the policy.

Motion: A motion was made by **Robert Rubio** and seconded by **Elvira Anaya** to approve the updated Supportive Services Policy. There were no opposed and none abstained. The motion carried unanimously.

5. Discussion/Action to develop and approve the nomination slate of officers for Program Year 2025-2026

ICWED Director Priscilla Lopez introduced the item. Jeff Burquist, Analyst III, noted that per the ICWDB Bylaws, the Executive Committee is tasked with developing a proposed slate of nominees to serve for the upcoming program year. A list of eligible candidates for each respective office was provided in the agenda packet. The committee reviewed the list and developed the following proposed slate of officers:

Chair: Erik Freeman

Vice Chair: Elvira Anaya

Secretary: Timothy Kelley

Treasurer: Robert Rubio

Motion: A motion was made by **Mark Gran** and seconded by **Ruth Duarte** to approve the slate of nominees for PY25-26. There were no opposed and none abstained. The motion carried unanimously

Informational Agenda

10. Public Comment.

There were no public comment.

11. Meeting Adjourned at 11:48 a.m.

Next Meeting: June 18, 2025 at 11:00 a.m.

**Imperial County Workforce Development Board
Executive Committee
Action Agenda Item 4**

MEETING DATE: June 18, 2025

ITEM: 4

SUBJECT: Discussion/Action to approve WIOA training expenditure plan for PY25-26 at a cost not to exceed \$2,570,485

FROM: Priscilla Lopez, ICWED Director

RECOMMENDATION:

ICWED Director recommends the approval of the proposed PY2025-2026 WIOA Training Expenditure Plan in the amount of \$2,570,485, which exceeds the required 30 percent minimum training expenditure amount of \$1,688,272.

BACKGROUND:

According to Workforce Services (WSD) 18-10, WIOA Training Expenditure Requirement, Local Boards are mandated to allocate and expend a minimum of 30 percent from their combined total of Adult and Dislocated Worker (DW) Formula Allocation towards training services each program year. The provided list below consists of Individual Training Account programs from agencies that have met state requirements and obtained approval on the State Eligible Training Provider List (ETPL) allowing them to receive WIOA funds as stated in WSD 21-03, ETPL-Policy and Procedures. In addition, other training activities included on this list (with the exception of Work Experience) qualify as training services, which allows those expenditures to count towards fulfilling the 30 percent minimum training expenditure requirement. For PY25-26, Imperial County will be receiving a total of \$5,627,574 in Adult and DW funds resulting in a 30 percent minimum training expenditure amount of \$1,688,272.

PY2025-2026 WIOA Adult and Dislocated Worker Training Funds						
INDIVIDUAL TRAINING ACCOUNTS						
Program	Slots	Cost	Amount			
IVROP Security Guard - Firearm	35	\$5,580	\$	72,540		
IVROP Security Guard - No Firearm		\$5,388	\$	10,776		
IVROP Commercial Truck Driving		\$8,816	\$	88,160		
IVROP Certified Medical Assistant		\$8,956	\$	89,560		
			\$	261,036		
Imperial Valley Electrical Training Center Apprenticeship	10	\$1,969	\$	19,690		
CET Truck Driver (Regular)	10	\$11,476	\$	114,760		
			\$	114,760		
American Beauty Academy Aesthetics	30	\$9,576	\$	95,760		
American Beauty Academy Cosmetology		\$13,872	\$	138,720		
American Beauty Academy Manicurist		\$7,316	\$	73,160		
			\$	307,640		
			TOTAL	\$	703,126	

REGISTERED NURSE MENTORSHIP PROGRAM							
RN Mentorship				76-86			\$ 577,500
						TOTAL	\$ 577,500
LICENSED VOCATIONAL NURSE MENTORSHIP PROGRAM							
LVN Mentorship				20-24			\$ 362,730
						TOTAL	\$ 362,730
ON-THE-JOB TRAINING (OJTs)							
				Slots	Cost		Amount
OJT Participants				60	\$6,300		\$ 378,000
						TOTAL	\$ 378,000
TRANSITIONAL JOBS (TJ)							
				Slots	Cost		Amount
TJ Participants				54	\$8,612	*631.13	\$ 499,129
Work Experience *Does not count as training				20	\$8,612		\$ 172,240
						TOTAL	\$ 499,129
INCUMBENT WORKER TRAINING (IWT)							
				Slots	Cost		Amount
IWT Participants				n/a	n/a		\$ 50,000
						TOTAL	\$ 50,000
						Grand Total	\$ 2,570,485

The training expenditure plan outlined above is subject to potential modifications based on the training demand in the area. It is important to note that the number of slots allocated for each training program or activity serves as a recommendation and may surpass or fall short of the recommended amounts considering demand and interest throughout the program year.

FISCAL IMPACT:

Not to exceed \$2,570,485

**Imperial County Workforce Development Board
Executive Committee
Action Agenda Item 5**

MEETING DATE: June 18, 2025

ITEM: 5

SUBJECT: Discussion/Action to approve PY25-26 agreement for WIOA Youth Services with Imperial Valley Regional Occupational Program at a cost not to exceed \$1,765,965

FROM: Priscilla Lopez, ICWED Director

RECOMMENDATION:

ICWED Director recommends approval of the agreement for WIOA Youth Services with the Imperial Valley Regional Occupational Program (IVROP) for the period of July 1, 2025, through June 30, 2026, in an amount not to exceed \$1,765,965.

BACKGROUND:

Under the Workforce Innovation and Opportunity Act (WIOA), local Workforce Development Boards must competitively procure services for eligible youth ages 14–24. These services must align with WIOA's 14 required youth program elements and are designed to support both out-of-school and in-school youth in achieving post-secondary education, credentials, and career opportunities.

On June 18, 2024, the Imperial County Board of Supervisors approved a one-year contract between Imperial County Workforce & Economic Development (ICWED) and Imperial Valley Regional Occupational Program (IVROP) in the amount of \$2,207,457. This contract, awarded through a competitive RFP process, funded services for 300 youth from July 1, 2024, to June 30, 2025. Services included tutoring, vocational training (e.g., Medical Assistant, Commercial Truck Driving), leadership development, financial literacy, paid work experience, mentoring, and support services such as stipends. Non-stipend services like job shadowing and record sealing were also offered.

With the contract expiring June 30, 2025, IVROP is requesting a contract renewal for the period of July 1, 2025, through June 30, 2026, to continue providing follow-up services to participants enrolled in the program and to enroll up to 240 youth and offer services aligned with the 14 WIOA Youth Elements. Additionally, IVROP, through Project Connect, will incorporate enhanced mixed reality software and technology into program activities. This includes virtual reality and artificial intelligence soft skills, mock interview training, and simulated career technical education training in various industries. Some of these industries include construction, healthcare, automotive technology, fire science, manufacturing, culinary, robotics, and engineering.

If approved, ICWED and IVROP will continue to collaborate to ensure compliance with WIOA performance standards and use both qualitative and quantitative data to guide continuous improvement. Most importantly, this renewed effort aims to help youth in

Imperial County access education, training, and employment pathways that support long-term career success.

FISCAL IMPACT:

Not to exceed \$1,765,965



Preparing Students For Work:
It's Our Business

Imperial Valley Regional Occupational Program

687 State Street • El Centro, California 92243
(760) 482-2600 • Fax (760) 482-2750
www.ivrop.org

Edwin P. Obergfell
Superintendent

June 4, 2025

Priscilla Lopez
Director
Imperial County Workforce & Economic Development Office
2799 S. 4th Street
El Centro, CA 92243

Subject: Request for contract renewal for the local WIOA IVROP Youth Program (Project Connect) Fiscal Year 2025 - 2026

Ms. Lopez,

Imperial Valley Regional Occupational Program (IVROP) respectfully requests a contract renewal of the Workforce Innovation and Opportunity Act (WIOA) program IVROP-Project Connect for the period of July 1, 2025, through June 30, 2026. If this contract renewal is approved, IVROP would continue to provide follow-up services to participants enrolled in the 2024 – 2025 local WIOA IVROP Youth Program (IVROP - Project Connect) and provide additional youth services to 240 youth between July 1, 2025 – June 30, 2026. This contract renewal request is in reference to the 2024-2025 Youth Program Request for Proposal that indicates permission of program reauthorization provided that approval is granted by the Imperial County Workforce Development Board (ICWDB) in accordance with WIOA regulations.

IVROP-Project Connect is proposing to serve 240 youth during the 2025-2026 fiscal year provided that Imperial County America's Job Center of California (AJCC) will perform certifications for interested participants and send their applications to Project Connect for program services. Concentration of our services will be centered on WIOA guidelines and Imperial County Workforce and Economic Development Office (ICWEDO) policy, serving the youth population of 75% (180) out-of-school youth (OSY) and 25% (60) in-school youth (ISY). For this contract renewal, we anticipate 70 participants will carry over from fiscal year 2024 – 2025, allowing 170 available slots for new participants. The challenges of working with both in and out-of-school youth continue to be very labor intensive due to participant's complex schedules, lack of basic professional and occupational skills, limited amount of positive role models, and in some situation's substance abuse problems as well as other barriers. To ensure our participants will receive the maximum level of high-quality client centered services, we are requesting an operational budget of \$971,287 and a participant budget of \$794,678 for the 2025 – 2026 fiscal year. In preparing our proposed budget, we have carefully reviewed essential program needs and determined the required staffing needed to achieve programmatic targets. Attached you will find a revised budget totaling \$1,765,965 (as allocated by ICWEDO) or \$7,358 per participant including one year follow-up services post program completion.

IVROP-Project Connect is proposing to continue to offer services aligned with the 14 WIOA Youth Elements to 240 WIOA eligible youth between the ages of 14-24 residing in Imperial County. The program will provide year-round services between July 1, 2025 – June 30, 2026. The services aligned

with the 14 WIOA Youth Elements include: tutoring services, comprehensive guidance and counseling, opportunities for vocational training (including Certified Medical Assistant, Security Guard, Commercial Truck Driving, etc.), leadership development activities (including developmental assets workshops, thrive leadership activities, career exploration, etc.), educational workshops (including financial literacy, labor market information, entrepreneurship, etc.), community service opportunities, educational fieldtrips, employment preparation/work readiness training, paid work experience, and supportive services. Non-stipend activities will also continue to be offered to participants, including job shadowing and record sealing services (if applicable). Due to program slots for in-school youth being limited to 25% of the total youth served in a program year, the reduced funding for in-school youth will be supplemented with IVROP dollars via staff, programs, career technical education, scholarships, etc.

For the 2025-2026 program year, Project Connect will continue to incorporate enhanced mixed reality software and technology into program activities. This includes virtual reality (VR) and artificial intelligence (AI) soft skills, mock interview training, and simulated career technical education training in various industries. Some of these industries include construction, healthcare, automotive technology, fire science, manufacturing, culinary, robotics, and engineering. Through this technology, participants will be able to explore professions in these industries and many others through immersive courses via meta quest virtual reality headsets, desktop/laptop computers, or computer tablets. Exposure to this cutting-edge simulation software will provide participants with tangible career exploration experiences that will better assist them in selecting career pathways for their futures.

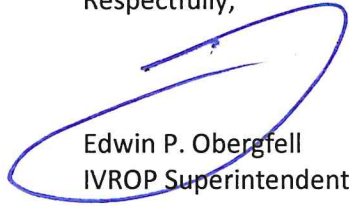
Recruitment of both in and out of school youth has remained a consistent challenge; therefore, to make certain our enrollment goals are achieved for the 2025 – 2026 fiscal year, intensive recruitment will begin in June of 2025. Staff will continue recruitment efforts at various public and private sector locations on a regular basis as well as in residential vicinities. Project Connect will also continue to utilize a variety of outreach methods to attract youth into the program. These methods could include local television ads, billboards in highly noticeable areas, social media ads, or newspaper ads. Project Connect will attempt to enroll all 240 youth by May of 2026 to ensure all eligible participants receive an opportunity to complete work experience before the end of the fiscal year (June 30, 2026).

IVROP-Project Connect staff will continue to be stationed in Brawley, Calexico, and El Centro to ensure our services are accessible to youth with transportation barriers as well as to youth living in county outlying areas such as Niland, Holtville, Seeley, etc. Additionally, for the 2025 – 2026 program year, IVROP – Project Connect will continue to offer in-kind services to 11th and 12th grade high school students (non-participants) throughout Imperial County through the facilitation of Financial Literacy workshops. Financial Literacy topics will include money management, goal setting, banking services, decision making, and basic principles of credit. Project Connect staff will collaborate with IVROP – Career Technical Education (CTE) staff (who directly serve local High School students throughout Imperial County) to schedule and deliver Financial Literacy presentations for students at their school sites. Through this collaboration, Project Connect projects to facilitate Financial Literacy education to a minimum of 300 high school students throughout the 2025 – 2026 program year.

If approved, throughout the new contract period, IVROP staff will continue to collaborate diligently with the Imperial County Workforce and Economic Development Office to ensure that program performance is meeting and complying with the required WIOA performance standards, and that the program is operating successfully based on summative and formative data collection methods. If approved, IVROP also commits to continue incorporating a collaborative and leveraged partnership with the Imperial County Workforce and Economic Development Office with the intent of enhancing the current

collaborative to an advanced level as stated above. Finally, the overarching goal of this contract renewal will be to continue to offer youth of Imperial County the assistance they require to access employment, education, training, and support which will improve their long-term labor market opportunities without any break in service. In advance, thank you for considering this request.

Respectfully,



Edwin P. Obergfell
IVROP Superintendent

Budget Detail Imperial Valley ROP - Project Connect 2025-2026	Proposed Budget	
	FY 25-26	FY 25-26
Object Class Categories	Federal Costs	Federal Costs
Staff Salaries		
(1) Program Coordinator - .05 FTE	\$7,334	\$7,334
(1) Program Manager II - .75 FTE	\$83,991	\$83,991
(1) Project Specialist - 1 FTE	\$74,590	\$74,590
(1) Data Manager - .03 FTE	\$2,505	\$2,505
(6 FTE) 3 DS, 2 JDS, 1 Life Coach - 100%	\$300,037	\$300,037
(1) Tutor PT \$17.37 per hour.	\$17,810	\$17,810
(1.20 FTE) Project Clerk III	\$48,852	\$48,852
Total Personnel	\$535,119	\$535,119
Staff Fringe Benefits		
Retirement PERS 26.810%	\$138,920	\$138,920
Social Security 6.20%	\$1,104	\$1,104
Medicare 1.45%	\$7,772	\$7,772
Health Insurance \$12,600 p/FTE p/year for 9.03. FTE	\$113,778	\$113,778
State Unemployment Insurance .05%	\$268	\$268
Worker's Compensation 1.6819%	\$9,015	\$9,015
Total Fringe Benefits	\$270,856	\$270,856
Travel		
Staff Travel-In County- staff travel @ \$.70 p/mile- mileage for staff to provide project activities	\$10,780	\$10,780
Out of town travel	\$5,000	\$5,000
Training, Training Materials and Supplies	\$5,000	\$5,000
Total Travel	\$20,780	\$20,780
Equipment-		
Equipment Purchase - Laptops/Tablets/Software for participants and staff. Computer for new staff and replacement of outdated computers.	\$6,000	\$6,000
Equipment Rental/Lease/Maintenance		
Total Equipment	\$6,000	\$6,000
Office Expenses		
Office Supplies	\$5,000	\$5,000
Reproduction costs (Printing and Copies)	\$4,000	\$4,000
Outreach expenses	\$4,600	\$4,600
Postage	\$314	\$314
Training materials and supplies for (Field trips, job/career fairs, leadership activities, workshops, personal protective equipment, achievement ceremonies and condiments for activities and workshops)	\$6,000	\$6,000
Total Office Expenses	\$19,914	\$19,914
Buildings		
Facilities/rents/household and technology services	\$45,000	\$45,000
Total Buildings	\$45,000	\$45,000
Other		
Communications: phone, fax, internet, connectivity, and access.	\$10,746	\$10,746
GED testing	\$200	\$200
Pre-employment cost	\$1,000	\$1,000
Total Other	\$11,946	\$11,946
Total Direct Charges	\$909,615	\$909,615
Indirect costs		
Indirect cost rate 6.78% (of total direct expenses)	\$61,672	\$61,672
Total Charges	\$971,287	\$971,287

Imperial Valley ROP - Project Connect 2025-2026		Proposed Budget	Proposed Budget
<i>Paid and unpaid work experience (137 Youth placements)</i>		FY 25-26	FY 25-26
14-17 (9th-11th Grade)			
17 youth/ 12-\$160 Stipends for every 10 hrs/\$1,920 max stipend (120hrs max)		32,640	32,640
Second work Experience 6 youth/ 12-\$160 Stipends for every 10 hrs/\$1,920 max stipend (120 hrs max)		11,520	11,520
17-19 (11th-12th Grade & Out-of-school youth)			
18 youth/ 16 - \$240 stipends for every 15 hrs/ \$3,840 maximum stipend (240 hrs max)		69,120	69,120
Second work Experience 7 youth/ 16 - \$240 stipends for every 15 hrs/ \$3,840 maximum stipend (240 hrs max)		26,880	26,880
18-24 Out of school youth			
81 youth/ 18- \$320 stipends for every 20hrs/ \$5,760 maximum stipend (360 hrs total including unpaid WEX)		466,560	466,560
Second work Experience 8 youth/ 18- \$320 stipends for every 20hrs/ \$5,760 maximum stipend (360 hrs total including unpaid WEX)		46,080	46,080
Total Work Experience		\$652,800	\$652,800
Academic Enhancement Skills			
Tutoring (65 youth)			
65 youth X \$100 for passing w/9.0 or above in English and/or math OR raise 1 EFL level on English and or Math or reaching 2.0 GPA / \$200 maximum stipend		13,000	13,000
Workshops (80 youth)			
80 youth X \$150 for attending 3 educational workshops (financial aid, career exploration, mentoring, Developmental Assests, motivational speakers, etc.)		12,000	12,000
Community Service (45 Youth)			
45 youth X \$150 for every 20 hrs/ Maximum stipend \$150		6,750	6,750
Work Readiness/Customer (140 youth)			
140 youth X \$200 upon completion of 20-hr. Work Readiness Class or Customer Service Workshop		28,000	28,000
Total Academic Enhancement and Work Readiness		\$59,750	\$59,750
Vocational Training and Other Certifications/Credentials			
Security Guard, Truck Driving, Certified Medical Assistant, Welding, CPR, Food Handlers, etc.		18,000	18,000
Total Training / Certifications / Credentials		\$18,000.00	\$18,000.00
Other Year Round Activities			
Follow-up Stipends			
75 youth x \$100 (x2) for providing follow-up backup documentation second and fourth qtr		15,000	15,000
FieldTrips, Conferences and Trainings			
Bus/van transportation/ conference fees, CWA, Guest speaker/trainer fees, Job fairs, Career exploration tours, etc.		8,000	8,000
Leadership Activities (40 youth)			
40 youth x \$150 for 15 hrs of leadership activity		6,000	6,000
Mentoring Activities (25 youth)			
25 youth x \$40 for attending 3 mentoring Sessions (Max \$160 Stipend)		4,000	4,000
Incentives			
\$100 each for participating in annual farm worker's appreciation breakfast event.		1,000	1,000
\$100 each for passing GED exam or enter post-secondary education or occupational skills certificate, obtaining unsubsidize employment, and or obtaining high school diploma.		6,000	6,000
Stipends for attending workshops that meet one or more WIOA Elements (financial literacy, entrepreneurship, labor market information, Education offered concurrently with workforce preparation, Stipend)transitional activites to post-secondary, alternative secondary, etc.) 80 youth x \$60 per Workshop (Max \$180 Stipend)		14,400	14,400
Total Year Round Activities		\$54,400	\$54,400
Supportive Services			
Work clothes, tools, equipment, uniforms, bus passes, transportation, childcare, personal protective equipment, etc.		9,608	9,608
Youth Council Membership			
Stipends for youth council attendance \$30/meeting (1 youth), CWA Conferences & other youth council activities		120	120
Total Participants Costs		\$794,678	\$794,678

**Imperial County Workforce Development Board
Executive Committee
Action Agenda Item 6**

MEETING DATE: June 18, 2025

ITEM: 6

SUBJECT: Discussion/Action to approve PY25-26 agreement for WIOA Youth Services with Equus Workforce Solutions at a cost not to exceed \$1,114,034

FROM: Priscilla Lopez, ICWED Director

RECOMMENDATION:

ICWED Director recommends approval of the agreement for WIOA Youth Services with Equus Workforce Solutions for the period of July 1, 2025, through June 30, 2026, in an amount not to exceed \$1,114,034.

BACKGROUND:

Under the Workforce Innovation and Opportunity Act (WIOA), local Workforce Development Boards must competitively procure services for eligible youth ages 14–24. These services must align with WIOA's 14 required youth program elements and are designed to support both out-of-school and in-school youth in achieving post-secondary education, credentials, and career opportunities.

On July 2, 2024, the Imperial County Board of Supervisors approved a one-year contract between Imperial County Workforce & Economic Development (ICWED) and Equus Workforce Solutions (Equus) in the amount of \$1,392,543. This contract, awarded through a competitive RFP process, provided services to 215 WIOA-eligible youth across Imperial County, including the communities of Calexico, El Centro, Holtville, Heber, Ocotillo, Brawley, and Winterhaven. Equus also launched targeted outreach in the under-served areas of Calipatria, Niland, and the Salton Sea region.

Equus focuses on high-need youth populations, including justice-involved youth, youth with disabilities, English language learners (primarily Spanish-speaking), parenting youth, foster youth (including those aging out), unhoused youth, and youth experiencing mental health or substance use challenges.

With the current contract set to expire on June 30, 2025, Equus is requesting a one-year renewal in the amount of \$1,114,034 for the period of July 1, 2025, through June 30, 2026. The renewal would support services for 165 WIOA-eligible youth across Imperial County. Equus will continue to operate El Centro, Calexico, and Brawley, while sustaining countywide outreach, including in Holtville, Heber, Ocotillo, and Winterhaven. The agency will also maintain intensified engagement in Calipatria, Niland, and Salton Sea areas facing persistent barriers including limited service access and environmental degradation. Equus' commitment to serving vulnerable and historically underserved youth populations remains unchanged under this renewal.

FISCAL IMPACT:

Not to exceed \$1,765,965

Scope of Work
Imperial Youth Project 2025-2026
(Revised due to Funding Reductions)

Our program will continue serving youth aged 14–24 throughout the county, helping them access essential resources for career exploration, educational attainment, and skills advancement. Despite a 30% reduction in funding, we remain committed to reaching underserved communities affected by poverty, unemployment, and environmental challenges.

Staff will continue to operate within communities El Centro, Calexico, Brawley and expand outreach across of Calexico, El Centro, Holtville, Heber, Ocotillo, Brawley, and Winterhaven. We will maintain intensified engagement efforts in under-reached areas Calipatria, Niland, and Salton Sea, where residents face barriers such as limited access to services and deteriorating environmental conditions. We have successfully identified WEX sites and secured agreements.

Our target populations remain unchanged and include justice-involved youth, youth with disabilities, English-language learners (primarily Spanish-speaking), parenting youth, foster youth (including those aging out), unhoused youth, and those with behavioral health or substance use challenges.

Outreach and Engagement

Our outreach strategy will be scaled to match available resources, continuing to rely on partnerships with community-based organizations, public agencies, and educational institutions. We will use a hybrid approach that includes:

- Social media and virtual outreach
- Referrals from partner organizations
- Targeted in-person and virtual presentations.

This approach will ensure youth retain equitable access to workforce development services.

Program Delivery and Support

Equus remains committed to providing all 14 WIOA Youth Program elements. While we will continue individualized case management and career pathway planning, workshop facilitation will now incorporate the Metrix Learning Platform in place of LinkedIn Learning. Metrix allows us to offer tailored training that aligns with participants' goals including industry certification tracks such as PHR and SPHR in Human Resources, Certified CAPM, PMI and PMP, Microsoft, CompTia and others. Google Classroom will still be used to support flexible, accessible service delivery.

Revised FY 2025–2026 Program Objectives

Due to reduced funding, annual goals have been adjusted proportionately and aligned with WIOA common measures, maintaining ICWD Negotiated Performance Goals, while continuing to prioritize impact and quality of service delivery:

Objective	FY 2025–2026 Target
Total Youth Enrolled	165 participants (50% out-of-school youth)

Youth earning HSD or GED	20 participants
Work Experience Opportunities	54 placements
Post-secondary Education or Training Entry	12 participants
Credential Attainment	60%
Measurable Skill Gains	55%
Employment/Education – 2nd Quarter Post Exit	60%
Employment/Education – 4th Quarter Post Exit	58%
Median Earnings – 2nd Quarter Post Exit	\$4,000

To align with this funding reduction, we are also strategically decreasing operational costs to maintain program impact.

Budget Proposal

					Total WIOA Program Funding
I. Staff Salaries and Fringe Benefits					
Salaries					\$519,593
Fringe Benefits					\$120,834
Total Staff Salaries and Fringe Benefits					\$640,428
Title of Position	Total Annual Salary	WIOA % of Time	WIOA Salary	WIOA Benefits**	Total Salary and Benefits
PD	\$89,325	100%	\$89,325	\$21,536	\$110,861
PA	\$81,432	100%	\$81,432	\$19,633	\$101,065
Ops Sup	\$70,992	100%	\$70,992	\$17,116	\$88,108
QA Manager	\$69,948	50%	\$34,974	\$8,432	\$43,406
Business Svcs Consultant	\$45,936	80%	\$36,749	\$8,860	\$45,609
Business Svcs Consultant	\$45,936	80%	\$36,749	\$8,860	\$45,609
TDS	\$43,848	80%	\$35,078	\$8,457	\$43,536
TDS	\$48,024	50%	\$24,012	\$5,789	\$29,801
TDS	\$45,936	100%	\$45,936	\$4,210	\$50,146
TDS	\$45,936	100%	\$45,936	\$4,210	\$50,146
PD Bonus		15%	\$13,399		\$13,399
OVERTIME		1%	\$5,012		\$5,012
Totals	\$587,313		\$519,593	\$120,834	\$626,698

**Benefits Breakdown:

The cost of fringe benefits represents 23.26% of salaries.

- FICA payroll taxes are calculated as 7.65% of total wages and equal \$38,340.
- Federal unemployment is calculated as 0.6% of total wages and equals \$743.

- State unemployment is calculated as 2.60% of total wages and equals \$5,649.
- Medical benefits/health insurance is calculated as 9.89% of total wages and equals \$50,792.
- Retirement is calculated as 3.00% of total wages and equals \$15,035.
- Workers' Compensation is calculated as 2.05% of total wages and equals \$10,274.

II. Non-Personnel *(attach breakdown)*

A. Staff Travel-In County	\$7,500
We have budgeted for mileage reimbursement using the federally approved rate of \$0.70 per mile. Based on the size of the region and the customer flow, we anticipate reimbursing an average total of 900 miles per month. This equals \$7,500 for 12 months.	
B. Staff Travel-Out County	\$6,000
Equus hosts an annual conference for Project Directors. In addition, we anticipate sending employees to CWA conference, regional meetings, and other professional development conferences. Costs include airfare, lodging, and meals equaling \$6,000.	
C. Rent	\$24,000
Equus has estimated the cost of renting space at the El Centro office location to be \$2,000 per month for 12 months and equals \$24,000 per year.	
D. Cleaning Services	\$3,600
Equus has estimated the cost of office cleaning at \$300/month space at the El Centro office location. A total of \$3,600/year.	
E. Utilities	\$4,980
Utilities are estimated to be \$425 per month for 12 months and equals \$5,100	
F. Office Supplies, Printing and Reproduction	\$5,904
Consumable office and printer supplies include, but are not limited to, pens, folders, paper, and toner. We have estimated the cost to be \$450 per month for 12 months and equals \$5,400. Postage and courier fees for communication with Equus' corporate office and other mailing activities are calculated as \$42 per month for 12 months and equals \$504.	
G. Insurance/Bonding/(Non Workers' Comp)	\$4,030
Equus carries General and Professional Liability Insurance for each project, a necessary cost of doing business. This project's portion of the cost of insurance is calculated as \$5.00 per \$1,000 of revenue and equals \$4,030.	
H. Audit Costs	\$1,612
Equus is required to conduct an annual audit for schedule of federal expenditures and indirect cost review. The cost of the audit is calculated as 0.20% of revenue and equals \$1,612.	
I. Indirect Cost	\$72,675
Indirect costs represent those common costs associated with the efforts of Equus overhead staff that support our projects nationwide. Additionally, it covers administration, professional services, and other miscellaneous items. Our indirect also represents the costs associated with our proprietary workforce tools and materials. Equus utilizes an indirect rate of 10% of subtotal direct cost and equals \$72,675.	

I. Other Expenses (attach breakdown)	\$343,270
Adobe licenses are budgeted at \$250 per license for 3 licenses equaling \$750.	\$750
Ring Central phone services is budgeted at \$306.11 per month for 12 months and equals \$3,673.	\$3,673
We have budgeted for 9.5 data-capable cell phone stipends at \$75 per month per stipend which equals \$8,550.	\$8,550
We have budgeted for \$1,403 to pay for the cost of participants taking the CASAS assessment test \$2.80/test	\$1,403
Employee payroll processing, performed by ADP, is calculated as \$3 per pay period per FTE for 26 pay periods for 9.5 FTEs. This includes the cost of preparation and distribution of employee payroll and equals \$684.	\$684
Quickbase is a data management system we use to improve daily operations, monitoring, and reporting. This is calculated at \$41 per user per month for 9.5 users for 12 months and equals \$4,674.	\$4,674
Microsoft Office Licenses are \$40 per user per month for 9.5 users for 12 months and equals \$4,560.	\$4,560
We have budgeted for HotSpot devices for our staff when they are out in the field providing services to our youth. 5 devices @\$43.06 for 12 months equals \$2,584.	\$2,584
We have budgeted for 40 background checks at \$45.6 per check which equals \$1,824.	\$1,824
We have estimated 25 participants to engage in work experience at a rate of \$16 per hour for 20 hours per week for 11 week sequaling \$90,750 in wages. Fringe and fees for our third-party employer of record is budgeted at 22.50% of wages and equals \$20,419.	\$111,169
We have estimated 24 participants to engage in work experience at a rate of \$17 per hour for 20 hours per week for 11 week sequaling \$89,760 in wages. Fringe and fees for our third-party employer of record is budgeted at 22.50% of wages and equals \$20,196.	\$109,956
We have estimated a total of \$14,500 to be allocated for youth supportive services, such as incentives, gas assistance, clothes, and transportation.	\$14,500
Equus's management fee factors in the complexity of the work to be performed, benefit received, and quality of our past performance. This is calculated at 10% of indirect + revenue for 12 months and equals \$79,943.	\$79,943
Total Non-Personnel	\$473,570
Total Program Costs (Salaries and Fringe Benefits + Non-Personnel)	1,113,998.19

**Imperial County Workforce Development Board
Executive Committee
Action Agenda Item 7**

MEETING DATE: June 18, 2025

ITEM: 7

SUBJECT: Discussion/Action to approve agreement renewal with Professional Workforce Services Consultant, David Shinder at a cost not to exceed \$40,000

FROM: Priscilla Lopez, ICWED Director

RECOMMENDATION:

ICWED Director recommends approval of the agreement for Professional Workforce Consulting Services with David Shinder for the period of July 1, 2025, through June 30, 2026, in an amount not to exceed \$40,000.

BACKGROUND:

On June 28, 2023, the ICWDB approved a \$50,000 Agreement for Services between Imperial County Workforce and Economic Development (ICWED) and professional workforce development consultant David K. Shinder. This followed the Imperial County Workforce Development Board's (ICWDB) acceptance of Mr. Shinder's proposal submitted in response to an open Request for Qualifications for services aligned with the Workforce Innovation and Opportunity Act (WIOA). The agreement supported Mr. Shinder's consulting work on the Lithium Valley Workforce and Economic Development Needs Assessment.

On June 4, 2024, the ICWDB approved a renewal of the agreement with Mr. Shinder for an amount not to exceed \$40,000 to assist with the development of the Program Year 2024–2028 Local Workforce Development Plan and the recertification of the America's Job Center of California (AJCC).

With the current agreement nearing expiration, staff is recommending renewal of the agreement for Program Years 2025–2026. The ICWDB plans to continue utilizing Mr. Shinder's expertise to support continuous improvement of the AJCC, as well as to assist with strategic planning, sector initiative development, resource development, capacity building, and technical assistance related to workforce development as needed throughout the new program year.

FISCAL IMPACT:

Not to exceed \$40,000

**Imperial County Workforce Development Board
Executive Committee
Action Agenda Item 8**

MEETING DATE: June 18, 2025

ITEM: 8

SUBJECT: Discussion/Action to approve a No-Cost Contract Extension through September 30, 2025, with RAND regarding the Lithium Valley Workforce and Economic Development Needs Assessment

FROM: Priscilla Lopez, ICWED Director

RECOMMENDATION:

ICWED Director recommends approval of a no-cost contract extension with RAND for the agreement related to the Lithium Valley Workforce and Economic Development Needs Assessment, extending the term of the agreement from May 2, 2024, through September 30, 2026.

BACKGROUND:

On April 10, 2024, the ICWDB approved an agreement with RAND to begin an analysis focusing on the anticipated economic transformation in Imperial County surrounding Lithium Valley. The results will be a detailed report outlining the projected changes and offering specific recommendations to enable projected growth. These recommendations will serve as a roadmap for the county and its workforce to prepare for a significant shift in the economic landscape.

A draft report was submitted for review by the County and feedback was provided. To incorporate the feedback into the final report will require additional time that goes beyond the June 30, 2025 contract end date.

FISCAL IMPACT:

None

Priscilla Lopez
Imperial County Workforce & Economic Development Office
2799 South 4th St.
El Centro, CA 92243

June 4, 2025

Dear Ms. Lopez,

Empowering Imperial County Project (RAND) respectfully requests a no-cost contract extension for a period of three (3) months. The purpose of the requested extension is to incorporate all the feedback received from different stakeholders into the final report. The requested extension, if granted, would carry the program through September 30, 2025.

Thank you for your consideration. If you have any questions of a technical nature, please contact the project principal investigator, Elie Alhajjar, at eahajjar@rand.org. If you have any questions of an administrative nature, please contact me at mlagaard@rand.org.

Sincerely,

A handwritten signature in black ink that reads "Monika Lagaard". The script is cursive and fluid.

Monika Lagaard
Senior Grant & Contract Administrator
RAND

**Imperial County Workforce Development Board
Executive Committee
Action Agenda Item 9**

MEETING DATE: June 18, 2025

ITEM: 9

SUBJECT: Discussion/Action to approve the Imperial County WIOA Partner MOU and authorize ICWDB Chair signature

FROM: Priscilla Lopez, ICWED Director

RECOMMENDATION:

ICWED Director recommends approval of the Imperial County WIOA Partner Memorandum of Understanding and authorization for the Imperial County Workforce Development Board Chair to sign the agreement on behalf of the Board.

BACKGROUND:

In accordance with the Workforce Innovation and Opportunity Act (WIOA), each Local Workforce Development Area must develop and implement a Memorandum of Understanding (MOU) that formalizes collaboration among all required partner programs at the local America's Job Center of California (AJCC). The MOU is intended to strengthen communication and coordination among WIOA partners, ensuring that job seekers and employers receive streamlined, integrated services.

Imperial County's current WIOA Partner MOU is set to expire on June 30, 2025. To prepare for the required update, the Imperial County Workforce Development Board (ICWDB) convened a partner meeting on April 17, 2025. During the meeting, ICWDB staff presented a draft MOU outlining each partner's roles, available services, methods for referring customers, and shared responsibilities. The draft also included an Infrastructure Funding Agreement (IFA), which details how co-located partners will share costs such as space, rent, and operational expenses at the AJCC.

Partners were invited to review the draft and provide feedback or suggested edits by April 24, 2025. All input was thoroughly reviewed and incorporated as appropriate into the final version of the MOU.

The finalized MOU fully complies with the requirements set forth in WIOA Section 121.

If approved, the new MOU will take effect on July 1, 2025, and remain in place through June 30, 2028. Adoption of this agreement will ensure that Imperial County continues to meet federal WIOA compliance requirements.

FISCAL IMPACT:

None

OPERATIONS OF THE AMERICA’S JOB CENTER OF CALIFORNIA IN IMPERIAL COUNTY

MEMORANDUM OF UNDERSTANDING

BETWEEN

IMPERIAL COUNTY WORKFORCE DEVELOPMENT BOARD,

IMPERIAL COUNTY BOARD OF SUPERVISORS

AND

PARTNERS OF THE AMERICA’S JOB CENTER OF CALIFORNIA

WIOA Title I Adult, Dislocated Worker, and Youth	Imperial County Workforce and Economic Development Office
WIOA Title II Adult, Education and Literacy	Central Union High School District
WIOA Title III Wagner-Peyser Trade Adjustment Assistance Act Veterans Unemployment Compensation	California Employment Development Department
WIOA Title IV Vocational Rehabilitation	California Department of Rehabilitation
Carl Perkins Career Technical Education	Imperial Community College District
Title V Older Americans Act	Imperial County Public Administrators Area Agency on Aging
Job Corps	San Diego Job Corps
Native American Programs	California Manpower Indian Consortium
Migrant Season Farmworkers	Center for Employment Training
Community Services Block Grant	Campesinos Unidos
Housing & Urban Development	Imperial Valley Housing Authority
Temporary Assistance for Needy Families/CalWORKs	Imperial County Department of Social Services

WORKFORCE INNOVATION AND OPPORTUNITY ACT MEMORANDUM OF UNDERSTANDING

PURPOSE OF MOU

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the Local Workforce Development Board and the America's Job Center of California (AJCC) partners to establish a cooperative working relationship and to define roles and responsibilities concerning the operations of the AJCC delivery system.

The Imperial County Workforce Development Board (ICWDB) functions as the Local Workforce Development Board throughout the County of Imperial and the CLEO has designated the ICWDB as the one-stop system operator of workforce services under WIOA. The ICWDB, AJCC Partners, and CLEO enter into this MOU for the purpose of creating a one-stop system and fostering cooperative working relationships between the partners to operate as a "single service delivery system". This MOU shall serve as the framework for providing services to employers, employees, job seekers and others needing workforce services in Imperial County.

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

- Foster demand-driven skills attainment
 - Aligning program content with regional industry sector needs to develop a skilled workforce with the ability to compete in a global economy.
- Enable upward mobility of all Californians.
 - Provide accessible workforce and education programs for all Californians, including those with barriers to employment.
- Align, coordinate and integrate programs and services
 - Braid services to maximize limited resources while providing the right services to customers based on each individual's unique needs.

These objectives will be accomplished by assuring access to high-quality AJCCs that provide a full range of services for all customers seeking assistance with any of the following:

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

LOCAL/REGIONAL VISION STATEMENT, MISSION STATEMENT

Our Vision: Our vision is to meet the employment and training needs of employers and job seekers, both unemployed and under-employed, in Imperial County. We strive to look ahead to issues of workforce supply and demand, to see a system that takes a leading and influencing role within a network of systems. We envision a workforce that is adequate in numbers and equipped with a work ethic, employability skills, foundational academic skills, and specific occupational skills that fit the needs of local and regional employers and prepare our workforce with the portable skills needed to compete in a global economy. We see a diverse prospective workforce with equal access to employment and training resources and a prosperous job market where there is equal opportunity for all workers and prospective workers.

In addition, we see an environment where individuals find success and satisfaction in their careers, personal growth and increase their economic prosperity to establish self-sufficiency for their families. We envision a system that is responsive to workforce needs as they emerge with the power and influence to make change happen. Ultimately, this overall process keeps the Imperial County economy strong by encouraging established businesses to grow and prospective businesses to consider Imperial County as a venue for their enterprises.

Our Mission: We provide strategic leadership to continuously improve the workforce development system by:

- Providing guidance to the One-Stop delivery system;
- Being responsive to what our customers value;
- Being responsible to our investors; and
- Being accountable for performance results.

AJCC PARTNERS TO THE MOU

Required AJCC Partners include local/regional representatives of the following programs:

- *WIOA Title I Adult, Dislocated Worker, and Youth:* Imperial County Workforce and Economic Development Office;
- *WIOA Title II Adult Education and Literacy:* Central Union High School District
- *WIOA Title III Wagner-Peyser:* California Employment Development Department
- *WIOA Title IV Vocational Rehabilitation:* California Department of Rehabilitation
- *Carl Perkins Career Technical Education:* Imperial Community College District
- *Title V Older Americans Act:* Imperial County Public Administrators Area Agency on Aging
- *Job Corps:* San Diego Job Corps
- *Native American Programs:* California Manpower Indian Consortium
- *Migrant Seasonal Farm Workers:* Center for Employment Training
- *Trade Adjustment Assistance Act:* California Employment Development Department
- *Community Services Block Grant:* Campesinos Unidos
- *Housing & Urban Development:* Imperial Valley Housing Authority
- *Unemployment Compensation:* California Employment Development Department

- *Temporary Assistance for Needy Families/CalWORKs*: Imperial County Department of Social Services

AJCC DELIVERY SYSTEM SERVICES

The AJCC Delivery System in Imperial County will consist of three comprehensive America's Job Center of California established in the cities of El Centro, Brawley, and Calexico. AJCC basic career services will be accessible 24 hours a day, seven days a week through the internet, primarily through CalJOBS and other partner websites, where available. Partners will ensure that services are provided by one or more of the following methods:

- Staff on-site at the AJCC.
- Mutually developed referral process (including identification of point of contact and use of common referral form (Attachment "B")).
- Cross-training of Partner staff to deliver information regarding services to customers.
- Utilizing technology to provide real-time access.

A detailed description of services can be found in Attachment A.

Responsibility of AJCC Partners (Attachments "C" and "D")

The AJCC Partners agree to the responsibilities outlined below:

1. The AJCC Partners will participate in joint planning, plan development, and continuous improvement of activities to accomplish the following:
 - Continuous partnership building.
 - Adherence to state and federal program requirements.
 - Monitor and respond to local and economic conditions, including employer needs.
 - Adherence to strategic planning principles adopted by WIOA for long-range planning, including the requirement for continuous improvement.
 - Adherence to common data collection and reporting principles, including need for modification or change.
 - Diligence in developing coordinated local leadership in workforce development through:
 - a. Responsiveness to participant/customer needs;
 - b. Maintenance of system infrastructure;
 - c. Shared technology and information, according to confidentiality requirements in the Confidentiality section of this MOU below;
 - d. Performance management to measure the success of the local One-Stop system overall and to enhance performance in a spirit of quality management and continuous improvement.
2. Make the AJCC system and services available to customers that are applicable to the Partner's programs.
3. Participate in the operation of the AJCC, consistent with the terms of the MOU and requirements of authorized laws.

4. Participate in capacity building and staff development activities in order to ensure that all AJCC Partners and staff are adequately cross-trained and that AJCC Partners with customers accessing the system have the tools to promote and support such access.

A detailed description of services from AJCC Partners can be found in Attachment A.

METHODS FOR REFERRING CUSTOMERS

The AJCC partners agree to utilize a common referral process and forms and to modify such processes and forms as necessary to meet the needs of all partners to the MOU. (Attachments “B” and “C”)

ACCESS FOR INDIVIDUALS WITH BARRIERS TO EMPLOYMENT

Each partner to this MOU is committed to providing priority of services to recipients of public assistance, other low-income individuals, or individuals who are basic skills-deficient when providing individualized career services and training services funded with WIOA adult funds.

The AJCC will ensure access for all individuals that qualify as an “individual with a barrier to employment.” The term defined under WIOA means, an individual, of one or more of the following populations:

- Displaced homemakers
- Low-income individuals
- Individuals on TANF
- Indians, Alaska Natives, and Native Hawaiians, defined in section 166 of WIOA
- Individuals with disabilities, including youth
- Veterans
- Older individuals
- Ex-offenders
- Homeless individuals, defined in section 41403(6) in the Violence Against Women Act of 1994, or homeless children and youths, defined in section 725(2) of the McKinney-Vento Homeless Assistance Act
- Youth who are in or have aged out of foster care
- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- Eligible migrant and seasonal farm workers, defined in section 167 of WIOA
- Individuals within 2 years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act
- Single parents, including pregnant women
- Long-term unemployed individuals
- Such other groups as the Governor determines to have barriers to employment

The AJCC Partners’ policies, procedures, programs, and services will be in compliance with the Americans with Disabilities Act of 1990 and its amendments, in order to provide equal access to all customers with disabilities.

SHARED TECHNOLOGY AND SYSTEM SECURITY

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

- Comply with the applicable provisions of WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements.
- The principles of common reporting and shared technology, according to the confidentiality requirements in the Confidentiality section of this MOU below.
- Commit to share information to the greatest extent allowable under their governing legislation and confidentiality requirements.
- Maintain all records of the AJCC customers including, but not limited to, applications, eligibility and referral records, or any other individual records related to services provided under this MOU in the strictest confidence, and use them solely for purposes directly related to such services.
- Develop technological enhancements that allow interfaces of common information needs, as appropriate, as resources allow.
- All AJCC Partners shall agree upon system security provisions, according to the confidentiality requirements in the Confidentiality section of this MOU below.

CONFIDENTIALITY

Parties to this MOU agree to comply with provisions of WIOA, as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and/or any of their respective authorizing legislation, statutes and other provisions pertinent to their day-to-day operation, to assure the following:

- All applications and individual records related to services provided under this MOU, including eligibility for services, enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly related to the delivery of such services or the administration of programs, or as may be required by law.
- No person will publish, disclose, use permit or cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
- AJCC partner agencies agree to share, to the extent permitted under current statutes and according to the "Release of Information" signed by job seekers, customer information necessary for provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment, education, training, and program support purposes.
- Client information shall be shared solely for the purpose of enrollment, referral or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY

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

GRIEVANCES AND COMPLAINTS PROCEDURE

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

AMERICAN'S WITH DISABILITIES ACT AND AMENDMENTS COMPLIANCE

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

EFFECTIVE DATES AND TERM OF MOU

This MOU shall become effective on July 1, 2025, and shall continue for three years, through June 30, 2028, unless terminated sooner by one of the parties. The MOU will be reviewed not less than once every year to identify and incorporate any substantial changes that may have occurred.

MODIFICATIONS AND REVISIONS

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

TERMINATION

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

ADMINISTRATIVE AND OPERATIONS MANAGEMENT SECTIONS

License for Use

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

Supervision/Day to Day Operations

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

The office hours for the staff at the AJCCs will be established by ICWEDO Director and AJCC Partners' administrative staff. All staff will comply with the holiday schedule of their primary employer and will provide a copy of their holiday schedule to the ICWEDO Director at the beginning of each fiscal year.

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

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

Dispute Resolution

The parties agree to try to resolve policy or practice disputes at the lowest level, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective staff employer and the ICWEDO Director, for discussion and resolution. Disputes shall be resolved in a timely manner, involving those parties directly affected.

Press Releases and Communications

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

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

Hold Harmless/Indemnification/Liability

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

ATTACHMENT "A"
DESCRIPTION OF SERVICES

WIOA TITLE I ADULT, DISLOCATED WORKER, AND YOUTH: Imperial County Workforce and Economic Development Office

Description of Services:

Basic Career Services

1. Determination of eligibility to receive WIOA Career and/or Training services.
2. Outreach, intake and orientation to the information and other services available through the AJCC system.
3. Initial assessment of skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities, skill gaps and supportive service needs.
4. Labor exchange services including job search and placement assistance, and where needed by an individual, career counseling, including:
 - Provision of information on in-demand industry sectors and occupations; and
 - Provision of information on nontraditional employment.
5. Referral and coordination of activities with other programs and services including AJCC system partners and additional workforce development programs.
6. Workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
 - Job vacancy listings in labor market areas;
 - Information on job skills necessary to obtain the vacant jobs listed; and
 - Information relating to local occupations in demand and the earnings, skill requirements and opportunities for advancement for those jobs.
7. Provision of performance information and program cost information on eligible providers of training services by program and type of providers.
8. Provision of information about how the local area is performing on performance accountability measures, as well as any additional performance information relating to the area's one-stop delivery system.
9. Information relating to the availability of supportive services or assistance, and appropriate referrals to those services and assistance, including child care; child support; medical or child health assistance available through the State's Medicaid program and Children's Health Insurance Program; benefits under the Supplemental Nutrition Assistance program (SNAP); assistance through the earned income tax credit; housing counseling and assistance services through the U.S. Department of Housing and Urban Development; and assistance under a State program for Temporary Assistance for Needy Families (TANF), and other supportive services and transportation provided through that program.
10. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.
11. Provision of information and assistance regarding filing claims under UI programs including meaningful assistance to individuals seeking assistance in filing a claim
 - Meaningful assistance means providing assistance:

- On-site using staff who are properly trained in UI claims, filing, and/or the acceptance of information necessary to file a claim; or
- By phone or via other technology, as long as the assistance is provided by trained and available staff within a reasonable time.

Individualized Career Services

Upon determination by AJCC staff that individualized career services are appropriate for an individual to obtain or retain employment, these services must be made available in all comprehensive AJCC's. Recent previous assessments conducted by partner programs may be utilized to determine if individualized career services would be appropriate. These services include:

- Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include:
 - Diagnostic testing and use of other assessment tools; and
 - In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
- Development of an individual employment plan to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including the list of, and information about, eligible training providers.
- Group and/or individual counseling and mentoring.
- Career planning (e.g. case management).
- Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training, and in some instances, pre-apprenticeship programs may be considered as short-term prevocational services.
- Internships and work experiences that are linked to careers.
- Workforce preparation activities that help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills and self-management skills, including competencies, in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education, training, or employment.
- Financial literacy services.
- Out-of-area job search assistance and relocation assistance.
- English language acquisition and integrated education and training programs.
- Follow-up services made available, including counseling regarding the workplace, for participants in WIOA activities who are placed in unsubsidized employment for not less than 12 months after the first day of the employment, as appropriate.

Training Services

Training services may include:

- Occupational skills training, including training for non-traditional employment and occupational skills training that integrates English-language and math instruction needed to succeed on the job.
- On-the-Job Training (OJT)

- Programs that combine workplace training with related instruction, which may include cooperative education programs.
- Training programs operated by the private sector.
- Skill upgrading and retraining.
- Entrepreneurial training.
- Apprenticeship and Pre-apprenticeship Skills Training.

Employer Services

- Job Listing Services – Receiving and filling of job openings; searching resumes; and providing access to a diverse labor pool.
- Rapid Response and Layoff Aversion services – Provision of services to prevent downsizing or closure, or to assist during layoff events. Strategies may include incumbent worker training to avert layoffs, financing options, employee ownership options, placement assistance, worker assessments, establishment or transition centers, labor management committees, peer counseling, etc.
- 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, apprenticeship programs, human resource practices, labor certification.
- Recruitment services – 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 recruitment events.
- Tax credit/incentive information – Provide information on tax credit and/or incentive programs available to employers.
- Employer Advisory Council attendance – The Employer Advisory Council (EAC) is a connection to employment and workforce development information. The EAC has been in partnership with the State of California EDD since 1980. EAC provides low-cost, timely seminars on topics such as employment law, workforce development, and human resource practices through the local EACs; works with the EDD to promote regulations, policies, and procedures that are business friendly; provides links between employers, EACs and the EDD at the local and state level; notifies employers about pending legislation that may impact them; and provides employer representation on state-level panels, boards and advisory groups.
- Promoting AJCC/One-Stop services – Promote the programs and services of the AJCC/One-Stop delivery system through verbal, written, and/or electronic communication.
- Employer Needs Assessment – Evaluation of employer needs, particularly hiring and talent needs.

WIOA TITLE II ADULT, EDUCATION AND LITERACY: Central Union High School District

Description of Services:

- Lifelong educational opportunities to help individuals meet their educational and career goals necessary to effectively participate as productive community participants, workers and family members;
- Intake, eligibility determination, and identification of service need;

- Comprehensive assessment of skills, aptitudes, abilities and support services needed;
- Orientation of services available including support services and funds that are available to facilitate success;
- In-depth interviewing and career counseling to help customers determine suitable employment goals and career path;
- Classes to enhance future employment opportunities and personal growth through adult basic skills, citizenship, English as a Second Language (ESL), adult high school diploma and HSE test preparation for those who have not completed high school, career technical education, parent education, and specific services to CalWORKs recipients;
- Career training in certificate programs in demand occupations;
- Assistance with career navigation that may entail preparing for further education and improving career possibilities;
- Provision of referrals to and coordination of activities with appropriate partners based on customer interests and needs.
- Participation in sector partnerships to align employer needs with workforce preparation.

WIOA TITLE III STATE WAGNER-PEYSER, TRADE ADJUSTMENT ASSISTANCE ACT, VETERANS, UNEMPLOYMENT COMPENSATION: Employment Development Department

Description of Services:

- Core services that may include, but are not limited to: Employment Services, Veterans Services, Labor Market Information, Employer Informational Services, and Trade Adjustment Assistance. A description of services within each of these categories of core services is provided below:
 - Employment Services:
Universal access to the registration process and, based on required identification, may receive one or more of the following services:
 - Access to basic labor exchange, CalJOBS and various printed and electronic materials for preparing resumes and improving interviewing skills;
 - Public access to computer stations; Labor Exchange (job seekers & employers using the State CALJOBS system);
 - Workshops (employment and job search preparation);
 - Staff assistance per program eligibility may receive the following:
 - Determination of employment related skills, abilities, and knowledge;
 - Assignment of specific occupational codes and titles;
 - Determination of employment barriers;
 - Matching of applicant profile with existing opportunities;
 - Referrals to employers where qualifications and requirements match;
 - Documentation of referrals and results through employer follow-up;
 - Referral to other partners when barriers indicate a need for intensive services;
 - Initiation of job development activities; and
 - Provision of Fidelity Bonding information;
 - Facilitated self-help may include but not be limited to the following services:
 - Assistance and guidance in using CalJOBS
 - Assistance in placing resumes on EDD;

- Assistance to individual job seekers in full utilization of any resource center materials and equipment.
 - Youth Employment Opportunity Program (YEOP) access; Case management for eligible youth participants;
 - Assistance to employers in recruiting, hiring, and retaining the best qualified persons for positions at all skill and education levels as follows:
 - Active outreach to employers to inform and educate on services and resources available through EDD;
 - Assistance in posting job orders into CalJOBS;
 - Availability of facilities for employers to conduct interviews and other recruiting activities when accommodation is feasible;
 - Provision of information on services and resources available through other units of EDD and governmental entities.
- Unemployment Insurance (UI) Services:
- **Program Eligibility**
 The EDD provides UI claim information online to customers on UI Online and by mailing the following documents that can be utilized when determining eligibility for the local Title I programs:
 - Notice of Unemployment Insurance Award (DE 429Z)
 - Notice of Unemployment Insurance Claim Filed (DE 1101CLMT)
 If the customer is unable to provide sufficient information, the Data Consent Authorization Form (DCAF) is available for AJCC staff to complete and fax/mail to the EDD. The form is signed by the claimant authorizing the partner to have access to confidential UI claim information (such as, basic claim info and wages reported in previous quarters) for one year.

The EDD UI Program responds within three business days upon receipt.

- **UI Claim Filing Assistance and Information**
 The WIOA outlines the 10th Basic Career Service as providing meaningful assistance in filing a UI claim in the one-stop delivery system.

The UI program is committed to providing AJCC staff with training on resources available on the EDD website for filing a UI claim, accessing UI Online, viewing tutorials, and FAQs.

The AJCC staff should be guiding customers through the online methods for filing a UI claim available on the EDD website. If the individual is considered irate/disruptive or all other means to provide meaningful assistance have been exhausted, the AJCC staff can direct the customer to the UI Direct line.

The UI program is committed to making the UI Direct line available in the offices to provide the real-time technology for providing meaningful access after all in-person attempts by cross-trained AJCC staff have been exhausted.

- **California Training Benefits (CTB)**
Participate in consistent and meaningful collaboration and communication pathways within the California Training Benefits (CTB) programs, including a streamlined and expedited response time to determine requests sent to UI for CTB eligibility received from the local areas.
- **Trade Adjustment Assistance (TAA)/Trade Adjustment Allowance (TRA)**
(UIB) Contribute to consistent and meaningful collaboration and communication pathways within the TAA program, specific to TRA.
- **Rapid Response**
 - Participate in the planning of a rapid response event;
 - Participate as a member of the rapid response team;
 - Participate as a member of the Rapid Response Roundtable;
 - Provide information on EDD programs and services at orientation:
 - Work Share Program
 - Partial Program
 - TAA/TRA
 - UI services and CTB

- **Reemployment Services and Eligibility Assessment (RESEA) and Personalized Job Search Assistance (PJSA)**

Committed to profiling and scheduling job seekers to PJSA and RESEA workshops.

Committed to collaborating with the local areas to establish one reemployment workshop that includes all core components for PJSA and RESEA while retaining individual tracking and reporting for each respective workshop.

Committed to collaborating on feedback loops for reporting UI eligibility issues that may arise during interaction with the customer during the reemployment workshops.

Committed to collaborating on feedback loops for reporting UI eligibility issues that may arise during interaction with the customer during the reemployment workshops.

- **Work Share**

Committed to providing lay off aversion information to Employers.

- **Veteran's Services:**

Veterans will receive priority of service as mandated by law. The following services may be offered, per the Jobs for Veterans' State Grant:

- Registration for conducting employment services;
- Public access to computer stations; labor exchange using the State CalJOBS system;
- Veteran services navigator intake/assessment; initial employability assessment;

- Referral to intensive services and/or appropriate training opportunities, if eligible under program criteria:
 - Case management/counseling regarding employment and potential barriers to employment.
- Staff assistance may include:
 - Assessment of veterans' needs and making referrals to agencies and programs which may meet those needs;
 - Veterans still on active duty status may receive information and guidance to assist in their re-entry to civilian employment;
 - Job referrals and job development;
 - Staff will strive to meet all mandated veterans standards per updated Veteran Program Letters and EDD Directives.
- Labor Market Information:

Labor market information may be provided to jobseekers under the universal access principal adopted by the EDD. Services may be delivered through self-help or facilitated self-help. Self-help may include but not be limited to:

 - Labor Market Information for regional economies, local areas, and California;
 - Self-service website: accessible to all customers with our LMI products & data;
 - Occupational Guides/Profiles;
 - Wage data;
 - Occupational Guides/Profiles;
 - Wage data;
 - Skills info & skills transference;
 - In-demand occupations;
 - Education and licensing requirements;
 - Crosswalk occupation and education program offerings;
 - ETPL certified training organizations;
 - Commute pattern data;
 - Evaluating in-demand industries/occupations;
 - Using LMI in your policy/decision-making;
 - How to use LMI;
 - How to navigate through our LMI info website;
 - LMI training for WIOA partners; and
 - Training through various mediums.
- Employer Information Services may include the following:
 - Assistance with CalJOBS registration and navigation;
 - Assistance and information on how to post job orders into CalJOBS
 - CalJOBS assistance, training, and education;
 - Help-Desk employer assistance through assigned central site;

- Assistance to employers by providing information on hiring incentives and programs such as Work Opportunity Tax Credit, which provides tax incentives for hiring certain classifications of workers;
 - Employer Advisory Council seminars and employer resource information;
 - Targeted Recruitment, job fairs, and hiring events;
 - Employer outreach;
 - Rapid Response presentations and lay-off aversion information;
- Trade Adjustment Assistance (TAA):
Approval of a petition for benefits by the U.S. Department of Labor for individuals displaced under the laws governing TAA may result in those eligible individuals receiving the following services:
 - TAA benefits equal to most recent weekly benefit amount of unemployment insurance;
 - Trade Readjustment Allowance (TRA) benefits while enrolled in approved training if enrollment meets timing criteria;
 - Financial assistance with transportation, living expenses, job search travel expense, and/or relocation expenses may be available;
 - Rapid Response presentations;
 - Training or re-training assistance and allowance;
 - Co-enrollment with Title I partners for individual assessment;
 - Writing of training contracts and doing invoicing;
 - Case management for eligible participants throughout training period;
 - Employment Services

WIOA TITLE IV VOCATIONAL REHABILITATION: California Department of Rehabilitation (DOR)

Description of Services:

- Services offered include: employment, training and education services for eligible individuals seeking jobs or wishing to enhance their skills and technical assistance for employers.
- Vocational Rehabilitation (VR) services determined by eligibility, economic need and individual need as authorized by the Rehabilitation Act of 1973 to include:
 - Medical and psychological exams and trial work experiences as necessary for determination of eligibility;
 - Vocational evaluations as necessary for program services planning;
 - Physical aids (orthotic/prosthetic devices, wheelchairs, hearing aids, low vision aids);
 - Academic, vocational, and work adjustment training;
 - Special services for the deaf and hard of hearing and the blind and visually impaired;
 - Counseling and guidance;
 - Job development and job placement services;
 - Rehabilitation technology (adaptive equipment and workplace accommodations not provided by the employer);
 - Supported employment, independent living, and post-employment services (within 12 months following case closure);
 - Temporary assistance with transportation and living expenses (if appropriate) while participating in the VR program; and
 - Evaluation, training, and placement.

- Provision of training and technical assistance to AJCC partners on topics that may include auxiliary aides and services, and rehabilitation technology for individuals with disabilities.

TITLE V OLDER AMERICANS ACT: Imperial County Public Administrators Area Agency on Aging

Description of Services:

- Services to older workers most in need, ages 55 or older, who meet the federal guidelines for low-income (defined as an income at or below 125% of the Federal Poverty Level) and are legal residents;

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF): Imperial County Department of Social Services

Description of Services:

- Provision of cross-training to AJCC partners on the services available through this program;
- Provide information on public benefits to AJCC Partners as requested.
- Provide information on public benefits to AJCC Partners as requested.
- Collaborate in Rapid Response teams to educate employees experiencing a business closure on the resources available through Social Services.
- Collaborate with new business hiring events by referring potential candidates and assist with large scale job fairs/hiring recruitments.
- Assist mutual customers who receive public assistance benefits with supportive services to attend vocational or educational training programs.

COMMUNITY SERVICES BLOCK GRANT: Campesinos Unidos

Description of Services:

- Provision of a wide range of services to disadvantaged individuals and families that will lead to long-term self-sufficiency that include: employment assistance program connecting job seekers to peer networks, skill development in the area of resume review, interview preparation and job placement, and resources to achieve long-term employment;
- Food and clothing distribution;
- Rental and housing deposit assistance to prevent homelessness.

MIGRANT AND SEASONAL FARM WORKERS (MSFW): Center for Employment Training

Description of Services:

- MSFW Outreach, intake and orientation;
- MSFW Eligibility Determination;
- Comprehensive Assessment;
- Development of Individual Employment Plans (IE);
- Performance and cost information;
- Financial Aid;
- Financial Literacy;

- Follow-up services;
- Adult Education Career Pathways (ESL/ABE/GED) program concurrent with occupational training;
- Priority services to Veterans
- Computer literacy;
- Skills-related basic education and Vocational English as a Second Language integrated with occupational skills training in demand and emerging occupations;
- Human development skills;
- Basic and individualized career services;
- “Wrap around” supportive services such as intake, assessment, career exploration, life skills, case management support, job preparation and job placement assistance, job retention services and follow-up services; and
- In-house emergency supportive services, including weekly stipends for MSFWs as well as referrals to partners in the area of child care, transportation, housing, legal, financial literacy and tax preparation assistance.

HOUSING AND URBAN DEVELOPMENT: Imperial Valley Housing Authority

Description of Services:

- Provision of the most up-to-date information about the Housing Authority’s programs and services;
- Provide presentation to AJCC partner staff on housing search and share information about affordable housing and how to locate it.

CARL PERKINS CAREER TECHNICAL EDUCATION: Imperial Community College District

Description of Services:

- Provision of instruction and experience to equip individuals with the education and skills necessary to enter a four-year degree program and/or demand occupations;
- Full-time, part-time, and online degree and certificate programs;
- Vocational training;
- Employment services including counseling, job skill development, career education, job placement, and retention services;

JOB CORPS: San Diego Job Corps

Description of Services:

- Education and vocational training program to assist low-income young adults, ages 16 through 24, launch their careers;
- Alternative secondary school services, assistance with earning a high school diploma equivalency, guidance and counseling, tutoring and study skills, occupational skills training, school-to-work internship/work experience development (paid and unpaid), mentoring, leadership development, job placement assistance, career development and follow-up services;
- Residential/nonresidential living component and medical and dental care;
- Facilitates job search workshops with youth at other partner agencies.

NATIVE AMERICAN: California Manpower Indian Consortium

Description of Services:

- Employment and training services to address the specific needs of Native Americans and Alaskan Natives residing in Imperial County.

ATTACHMENT “B”
REFERRAL PROCESS

REFERRAL PROCESS

To promote a smooth and seamless referral process for all customers of the Imperial County AJCC delivery system, partners are encouraged to provide accurate and timely assistance to customers through the development of a service delivery strategy that results in quality service and positive outcomes in the development of a skilled workforce. The following process will be utilized to dictate the procedures to be executed in order to provide the best possible service and assistance to all customers.

Welcome Customer	Process
<p>Greet the Customer</p> <ul style="list-style-type: none"> ▪ Walk-in ▪ Phone ▪ Website 	<p>Overview: Welcome customer, conduct a basic oral assessment, collect initial registration data and connect the individual to AJCC/One-stop partner or outside resource based upon customer need.</p> <p>Walk-in:</p> <ul style="list-style-type: none"> ▪ Greet customer and ask what brings them to the AJCC/One-Stop ▪ Customer completes a sign-in sheet (name, date, reason for visit) ▪ Refer customer to AJCC. Staff will provide brief orientation of services and refer customer to appropriate related service(s) ▪ Provide brochure on AJCC/One Stop partner services ▪ Encourage customer to access UI services via staff, telephone, or internet ▪ Provide resource information to customers not interested in AJCC services <p>Telephone:</p> <ul style="list-style-type: none"> ▪ Provide customer with brief introduction to AJCC services and schedule orientation appointment. Advise customer to bring right to work documentation to AJCC prior to orientation appointment ▪ Provide resource information to customers not interested in AJCC services <p>Online/Website:</p> <ul style="list-style-type: none"> ▪ Create sign-in sheet with check list of “reasons for visit” ▪ Create check list of what to bring for right to work documentation ▪ Create brochure to include brief description of all AJCC partners, locations, contact info, website, and hours of operation. ▪ Post partner brochures and handouts in all Imperial County AJCC locations ▪ Post workshop information

ATTACHMENT “C”
REFERRAL FORM

Purpose of referral:

REFERRAL FORM

CLIENT:
Date of referral:
Client name:
SS# (last 4):
Address, City, State, Zip:
Phone number:

AGENCY REFERRED TO: (Receiving Agency)
Name of agency referred to:
Contact person:
Phone number:
Address, City, State, Zip:
Purpose of referral: <div><input type="checkbox"/> Employment Services <input type="checkbox"/> Career Counseling <input type="checkbox"/> Adult Education/Literacy <input type="checkbox"/> Social Services TANF/CalWorks</div> <div><input type="checkbox"/> Vocational Rehabilitation <input type="checkbox"/> Training Services <input type="checkbox"/> Other, please specify _____</div>
Services to be provided:

REFERRED BY: (Originating Agency)
Name of referring agency:
Contact person:
Phone number:
Address, City, State, Zip:

REFERRAL RESULTS:
Did the client report to the agency? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, return this form back to the originating agency.)
Date client was seen on:
The following action was taken:

ATTACHMENT “D”
INFRASTRUCTURE COSTS BUDGET

Sharing Infrastructure Costs

Budget, Cost Allocation Methodology, Initial Proportionate Share

MOU Content Requirements:

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

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

Option 1: Develop a separate budget for each AJCC.

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

Option 3: A mixture of separate and consolidated budgets.

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

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

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

☒ Option 1: A separate budget for each AJCC.

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

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

AJCC(s) and Colocated Partners

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

AJCC #1

Name/Address of the AJCC:

El Centro America's Job Center of California
2799 S. 4th Street
El Centro, CA 92243

Type of AJCC: Comprehensive

Partners Colocated at This AJCC:

AJCC #3

Name/Address of the AJCC:

Calexico America's Job Center of California
301 Heber Avenue
Calexico, CA 92231

Type of AJCC: Comprehensive

Partners Colocated at This AJCC:

Employment Development Department, Imperial County
Department of Social Services

AJCC #2

Name/Address of the AJCC:

Brawley America's Job Center of California
860 Main Street
Brawley, CA 92227

Type of AJCC: Comprehensive

Partners Colocated at This AJCC:

Imperial County Department of Social Services

AJCC Infrastructure Budget El Centro AJCC		
Cost Category/Line Item	Line Item Cost Detail	Cost
Rent		
Rental of Facilities		\$ 151,905.00
Rental Costs Subtotal:		\$ 151,905.00
Utilities and Maintenance		
Electric		\$ 19,896.00
Gas		\$ 1,952.00
Water		\$ 3,377.00
Sewer Connections		Included
High-Speed Internet		\$ 1,200.00
Telephones (Landlines)		\$ 10,244.00
Facility Maintenance Contract		\$ 4,200.00
Utilities and Maintenance Costs Subtotal:		\$ 40,869.00
Equipment		
Assessment-related products		\$ 2,100.00
Access and Accommodation		\$ 1,500.00
Copiers		\$ 2,900.00
Fax Machines		\$ 1,500.00
Computers		\$ 19,750.00

Other tangible equipment used to serve all center customers (not specific to an individual program partner)		
Specify Other Tangible Equipment		
Equipment Costs Subtotal:		\$27,750.00
Technology to Facilitate Access to the AJCC		
Technology used for the center's planning and outreach activities	Ipads to log in	\$ 6,500.00
Specify the Technology		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		\$ 2,500.00
Website Address: _____		
(Does not include data systems or case management systems specific to individual program partners.)		
Technology to Facilitate Access Costs Subtotal:		\$ 9,000.00

Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)		
Creating New AJCC Signage		\$ 5,900.00
Updating Templates and Materials		\$ 3,900.00
Updating Electronic Resources		\$ 15,500.00
Common Identifier Subtotal:		\$ 25,300.00

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
Cost Category	Total Cost
Subtotal: Rental Costs	\$ 151,905.00
Subtotal: Utilities and Maintenance Costs	\$ 40,869.00
Subtotal: Equipment Costs	\$ 27,750.00
Subtotal: Technology to Facilitate Access Costs	\$ 9,000.00
Subtotal: Common Identifier Costs	\$ 25,300.00
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:	\$ 254,824.00

AJCC Infrastructure Budget Brawley AJCC		
Cost Category/Line Item	Line Item Cost Detail	Cost
Rent		
Rental of Facilities		\$ 607,731.00
Rental Costs Subtotal:		\$ 607,731.00
Utilities and Maintenance		
Electric		\$ 32,250.00
Gas		Included
Water		Included
Sewer Connections		Included
High-Speed Internet		\$ 2,500.00
Telephones (Landlines)		\$ 5,750.00
Facility Maintenance Contract		\$ 11,550.00
Utilities and Maintenance Costs Subtotal:		\$ 52,050.00
Equipment		
Assessment-related products		\$3,950.00
Access and Accommodation		\$ 5,500.00
Copiers		\$ 2,900.00
Fax Machines		\$ 1,500.00
Computers		\$ 22,300.00

Other tangible equipment used to serve all center customers (not specific to an individual program partner)		
Specify Other Tangible Equipment		
Equipment Costs Subtotal:		\$ 36,150.00
Technology to Facilitate Access to the AJCC		
Technology used for the center's planning and outreach activities	Ipads to log in	\$ 8,500.00
Specify the Technology		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		\$ 2,500.00
Website Address: <hr/>		
(Does not include data systems or case management systems specific to individual program partners.)		
Technology to Facilitate Access Costs Subtotal:		\$ 11,000.00

Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)		
Creating New AJCC Signage		\$ 5,900.00
Updating Templates and Materials		\$ 3,900.00
Updating Electronic Resources		\$ 15,500.00
Common Identifier Subtotal:		\$ 25,300.00

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
Cost Category	Total Cost
Subtotal: Rental Costs	\$ 607,731.00
Subtotal: Utilities and Maintenance Costs	\$ 52,050.00
Subtotal: Equipment Costs	\$ 36,150.00
Subtotal: Technology to Facilitate Access Costs	\$ 11,000.00
Subtotal: Common Identifier Costs	\$ 25,300.00
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:	\$ 732,231.00

AJCC Infrastructure Budget Calexico AJCC		
Cost Category/Line Item	Line Item Cost Detail	Cost
Rent		
Rental of Facilities		\$ 98,516.00
Rental Costs Subtotal:		\$ 98,516.00
Utilities and Maintenance		
Electric		Included
Gas		Included
Water		Included
Sewer Connections		Included
High-Speed Internet		\$ 2,500.00
Telephones (Landlines)		\$ 4,900.00
Facility Maintenance Contract		
Utilities and Maintenance Costs Subtotal:		\$7,400.00
Equipment		
Assessment-related products		\$ 2,950.00
Access and Accommodation		\$ 3,500.00
Copiers		\$ 2,900.00
Fax Machines		\$ 1,750.00
Computers		\$ 9,750.00

Other tangible equipment used to serve all center customers (not specific to an individual program partner)		\$ 3,500.00
Specify Other Tangible Equipment		
Equipment Costs Subtotal:		\$ 24,350.00
Technology to Facilitate Access to the AJCC		
Technology used for the center's planning and outreach activities	Ipads to log in	\$ 5,500.00
Specify the Technology		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		\$ 7,500.00
Website Address: _____		
(Does not include data systems or case management systems specific to individual program partners.)		
Technology to Facilitate Access Costs Subtotal:		\$ 13,000.00

Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)		
Creating New AJCC Signage		\$ 4,400.00
Updating Templates and Materials		\$ 2,500.00
Updating Electronic Resources		\$ 15,500.00
Common Identifier Subtotal:		\$ 22,400.00

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
Cost Category	Total Cost
Subtotal: Rental Costs	\$ 98,516.00
Subtotal: Utilities and Maintenance Costs	\$ 7,400.00
Subtotal: Equipment Costs	\$ 24,350.00
Subtotal: Technology to Facilitate Access Costs	\$ 13,000.00
Subtotal: Common Identifier Costs	\$ 22,400.00
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:	\$ 165,666.00

Cost Allocation Methodology to Share Agreed Upon Infrastructure Costs

The ICWDB and partners have agreed to a cost allocation methodology to identify the proportionate share of infrastructure costs each partner will be expected to contribute. The cost allocation methodology adheres to the following:

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

Pursuant to Workforce Services Directive (WSD)16-09, currently, there is not a statewide data tracking system that can provide accurate and reliable data for allocating the benefit received by non-collocated partners, such as the number of referrals to and from the AJCC and/or usage of AJCC based services and usage of the comprehensive AJCCs. In order to remain in compliance with federal Uniform Guidance cost allocability rules, the requirement to contribute to infrastructure costs at this time only applies to those partners who are physically collocated in the job centers.

The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-collocated partners who are receiving benefit from the job centers will also be required to contribute their proportionate share towards infrastructure costs. Consequently, this Phase II MOU includes an assurance from all non-collocated partners that they agree to pay their proportionate share of infrastructure costs once sufficient data are available.

Pursuant to WSD16-09, however, it is important to note that non-collocated partners are still required to contribute to other system costs based on their proportionate share of applicable career services as outlined in the MOU.

Infrastructure Cost Allocation Methodology

Identify the chosen and agreed upon cost allocation methodology:

ICWDB and collocated partners chose to use a cost-allocation formula based on each partner's square footage occupancy and duration of use. The value of each partner's owed infrastructure cost contribution is directly correlated to the percentage of AJCC space and time used by that partner per month. Costs for AJCC common areas are proportionately shared by all partners.

Initial Proportionate Share of Infrastructure Costs Allocated to Each Colocated Partner

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

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

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

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

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

Initial Allocation of Proportionate Share of Infrastructure Costs for Colocated Partners					
Colocated Partner/s	Shared Infrastructure Costs	Application of Methodology	Allocated Initial Share	Amount: Cash	Amount: In-Kind
Partner 1: El Centro AJCC	\$ 254,824.00	Square feet	100%	\$ 114,671.00	\$33,350.00
Partner 2:					
Partner 3:					
Partner 4:					

Initial Allocation of Proportionate Share of Infrastructure Costs for Colocated Partners					
Colocated Partner/s	Shared Infrastructure Costs	Application of Methodology	Allocated Initial Share	Amount: Cash	Amount: In-Kind
Partner 1: Brawley AJCC	\$ 156,090.19	Square Feet	23%	\$641,860.00	\$ 11,350.00
Partner 2: Behavioral Health	\$ 190,022.84	Square Feet	28%	\$185,926.00	\$ 0.00
Partner 3: Social Services	\$ 332,539.97	Square Feet	49%	\$325,370.16	\$ 26,530.00
Partner 4:					

Initial Allocation of Proportionate Share of Infrastructure Costs for Colocated Partners					
Colocated Partner/s	Shared Infrastructure Costs	Application of Methodology	Allocated Initial Share	Amount: Cash	Amount: In-Kind
Partner 1: Calxico AJCC	\$ 178,216.00	Square Feet	47%	\$177,525.00	\$ 23,155.00
Partner 2: EDD	\$ 127,840.00	Square Feet	28%	\$127,840.00	\$ 35,220.00
Partner 3: Social Services	\$ 328,716.00	Square Feet	25%	\$328,716.00	\$ 52,355.00
Partner 4:					

SIGNATURE PAGE

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

By signing below, party agrees to the terms prescribed in this MOU.

Organization: **Imperial County Board of Supervisors**

Name and Title: John Hawk, Chairman Board of Supervisors, County of Imperial

Signature: _____

Date: _____

SIGNATURE PAGE

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

By signing below, party agrees to the terms prescribed in this MOU.

Organization: **Imperial County Workforce Development Board**

Name and Title: Erik Freeman, Chair

Signature: _____

Date: _____

SIGNATURE PAGE

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

By signing below, party agrees to the terms prescribed in this MOU.

Organization: **Imperial County Workforce and Economic Development Office**

Name and Title: Priscilla Lopez, Director

Signature: _____

Date: _____



SIGNATURE PAGE

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

By signing below, party agrees to the terms prescribed in this MOU.

Organization: **Central Union High School District**

Name and Title: Dr. David Farkas, Superintendent

Signature: _____

Date: 6-11-25

SIGNATURE PAGE

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

By signing below, party agrees to the terms prescribed in this MOU.

Organization: **California Employment Development Department**

Name and Title: Annie Taamilo, Deputy Division Chief

Signature: Annie Ta'amilo

Date: _____

SIGNATURE PAGE

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

By signing below, party agrees to the terms prescribed in this MOU.

Organization: **California Department of Rehabilitation**

Name and Title: Alfonso Jimenez, District Regional Director

Signature: Alfonso Jimenez

Date: _____




SIGNATURE PAGE

All partners, regardless of colocation status, must sign the MOU. By signing below, party agrees to the terms prescribed in this MOU.

Organization: **Imperial Community College**

Name and Title: Dr. Lennor M. Johnson, Superintendent/President

Signature:  Lennor Johnson (May 22, 2025 09:34 PDT)

Date: 05/22/2025



SIGNATURE PAGE

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

By signing below, party agrees to the terms prescribed in this MOU.

Organization: **Imperial County Public Administrators Area Agency on Aging**

Name and Title: Sarah Enz, Public Administrator

Signature: 

Date: 5.28.25




SIGNATURE PAGE

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

By signing below, party agrees to the terms prescribed in this MOU.

Organization: **California Manpower Indian Consortium**

Name and Title: **Lorenda Sanchez, Director**

Signature:  Digitally signed by
80560f6-6f3a-47a0-9c34-0545814c532
e
Date: 2025.06.02 10:04:59 -07'00'

Date: _____



SIGNATURE PAGE

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

By signing below, party agrees to the terms prescribed in this MOU.

Organization: **Center for Employment Training**

Name and Title: Ruben Solorio, President

Signature: Ruben Solorio Sr

Date: 5/21/25



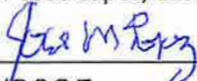
SIGNATURE PAGE

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

By signing below, party agrees to the terms prescribed in this MOU.

Organization: **Campesinos Unidos**

Name and Title: Jose Lopez, Executive Director

Signature: 

Date: 05/02/2025



SIGNATURE PAGE

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

By signing below, party agrees to the terms prescribed in this MOU.

Organization: **Imperial Valley Housing Authority**

Name and Title: Kirk Mann, Director

Signature: 

Date: 5-22-2025



SIGNATURE PAGE

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

By signing below, party agrees to the terms prescribed in this MOU.

Organization: **Imperial County Department of Social Services**

Name and Title: Paula S. Llanas, Director

Signature: Paula Llanas

Date: _____



SIGNATURE PAGE

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

By signing below, party agrees to the terms prescribed in this MOU.

Organization: **Employment Development Department**

Name and Title: Rebecca Davidson, Employment Development Administrator

Signature: Rebecca Davidson Digitally signed by Rebecca Davidson
Date: 2025.05.29 10:25:01 -07'00'

Date: 05/29/25

**Imperial County Workforce Development Board
Executive Committee
Action Agenda Item 10**

MEETING DATE: June 18, 2025

ITEM: 10

SUBJECT: Discussion/Action to approve attendance at the California Workforce Association, Meeting of the Minds Conference from September 2-4, 2025, in Monterey, California

FROM: Priscilla Lopez, ICWED Director

RECOMMENDATION:

ICWDO Director recommends to approve up to six (6) individuals (2 WDB Members and 4 Staff) to attend the California Workforce Association (CWA) Meeting of the Minds Conference in Monterey, CA, on September 3 – 5, 2024.

BACKGROUND:

Meeting of the Minds in Monterey (MMM) is California's foremost workforce development conference, hosted annually by the California Workforce Association. Each year, MMM brings together hundreds of workforce, education, and community leaders from throughout the state and beyond to engage in bold conversations, collaborative problem-solving, and forward-thinking planning.

The 2025 theme, **Fearless Forward: Turning Uncertainty into Opportunity**, reflects the mindset we must embrace to navigate a rapidly evolving workforce landscape. Economic shifts, advancements in technology, social change, and various policy priorities continue to challenge traditional systems and models, while also opening doors to new solutions, partnerships, and pathways. MMM 2025 is a call to action: to lean into the unknown and lead with innovation and resilience.

Attendees will encounter a wide range of sessions that explore real-world solutions, from reimagining service delivery and integrating new technologies to designing customer-centered systems and building inclusive regional economies. Through keynote addresses, interactive workshops, and dedicated networking opportunities, MMM will equip professionals at all levels to lead with confidence and clarity during uncertain times.

FISCAL IMPACT:

\$21,000

**Imperial County Workforce Development Board
Executive Committee
Action Agenda Item 11**

MEETING DATE: June 18, 2025

ITEM: 11

SUBJECT: Discussion/Action to approve CWA Dues at a cost not to exceed \$14,260

FROM: Priscilla Lopez, ICWED Director

RECOMMENDATION:

ICWED Director recommends to approve payment of \$14,260 in annual membership dues to the California Workforce Association (CWA) for PY2025-2026.

BACKGROUND:

CWA is a non-profit member association that provides leadership on local, statewide, and national workforce issues. CWA represents all 48 Workforce Development Boards in the State of California, as well as over 70 other members. The association develops public policy strategies and builds local capacity to address critical workforce issues.

The dues that are paid to CWA contribute to the following membership benefits:

- *A seat on CWA Board of Directors.*
- *Access to Quarterly Board Meetings and Monthly Workforce Calls.*
- *Access to critical and exclusive information via CWA email list.*
- *Participation on Association Committees: Executive, Legislative, Opportunities (State WIOA technical), Race and Equity and Capacity Building.*
- *Discounts on CWA Yearly Conferences.*
- *Support and work on State/Local level workgroups including compliance monitoring, MIS, RESEA/RR and others.*
- *Partnership development with LWDA and other State Agencies and Departments.*
- *Access to the California Training Initiative.*
- *Member discounts to all our trainings and conferences.*
- *All State and Federal legislative activities include bill sponsorship, capitol visits, working through NAWB, Conference of Mayors, NSC, and USWA.*
- *Access to Day at the Capitol and our lobbying events in Sacramento and DC.*
- *Promotion of the work that local boards do through a public relation campaign.*
- *Support the position of a newly created Membership Coordinator.*
- *Individualized TA and Peer-to-Peer technical assistance*

There is no price increase compared to last year's dues. The cost for PY24-25 totaled \$14,260.

CWA TIER RANGE	
\$0- \$999,999	\$ 1,600.00
\$1MILLION- \$1,749,999	\$ 2,700.00
\$1.75 MILLION - \$2,749,999	\$ 4,130.00
\$2.75 MILLION- \$3,749,999	\$ 5,950.00
\$3.75 MILLION- \$5,499,999	\$ 8,480.00
\$5.5 MILLION- \$7,249,999	\$ 10,900.00
\$7.25 MILLION- \$9,999,999	\$ 14,260.00
\$10 MILLION - \$19,999,999	\$ 14,920.00
20 MILLION AND UP	\$ 18,000.00

FISCAL IMPACT:

\$14,260



Invoice

Date	Invoice #
6/2/2025	10736

Bill To
Imperial County Workforce Development Boa Priscilla Lopez 2799 South 4th Street El Centro, CA 92243

Description		Amount
CWA Annual Dues Fiscal Year 2025-2026		14,260.00
Thank you for your support!		
A 3.5% service fee will be charged if paying with a credit card.		
Total		\$14,260.00

Make all checks payable to:
California Workforce Association
925 Del Paso Blvd.
Sacramento, CA 95815

Balance Due	\$14,260.00
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**Imperial County Workforce Development Board
Executive Committee
Action Agenda Item 12**

MEETING DATE: June 18, 2025

ITEM: 12

SUBJECT: Discussion/Action to approve National Association of Workforce Boards Dues at a cost not to exceed \$2,300

FROM: Priscilla Lopez, ICWED Director

RECOMMENDATION:

ICWED Director recommends to approve payment of \$2,300 in annual membership dues to the National Association of Workforce Boards for PY2025-2026.

BACKGROUND:

The National Association of Workforce Boards (NAWB) is the only association that advocates on behalf of workforce development boards (WDBs), representing over 580 WDBs and their 12,000+ business members. NAWB's mission is to support its members through a comprehensive program of advocacy, training and technical assistance, communication, and strategic partnerships to promote the advancement of our nation's workforce. NAWB membership grants exclusive access to world-class leadership development opportunities, regular policy updates from Washington, professional development opportunities, peer-to-peer networking, technical assistance, advocacy, and more.

There is no price increase compared to last year's dues. The cost for PY24-25 totaled \$2,300.

FISCAL IMPACT:

\$2,300

National Association of Workforce Boards

1155 15th St NW Ste 725
Washington, DC 20005
+1 2028577900
nawb@nawb.org
www.nawb.org



INVOICE

BILL TO
Priscilla Lopez
Imperial County Workforce Development Office
2799 South 4th Street
El Centro, California 92243

INVOICE 4031
DATE 06/30/2024
DUE DATE 06/30/2024

DATE	ACTIVITY	AMOUNT
	Membership Full NAWB Membership Renewal Dues Member Category: \$7M - \$10M	2,300.00

We are excited to have you as a member of the National Association of Workforce Boards! With your membership, you are a part of the national conversation and the development of long-term solutions that help American jobseekers and businesses succeed amid the demands of the future economy.

BALANCE DUE **\$2,300.00**

Member benefits include access to professional development opportunities like the Executive Bootcamp and monthly Coffee and Conversation sessions. Your membership also comes with discount registration to Forum, the nation's premier annual gathering of workforce board leadership.

Please visit nawb.org for more information about your member benefits and to register for special events. We look forward to engaging with you soon!

Team NAWB
Invoice updated on 7/1/2024