

**4MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE
WORKFORCE INVESTMENT ACT OF 1998**

1. This **Memorandum of Understanding** (MOU) is entered into by the partnering agencies offering services and contributing resources through the Region One Northwest Workforce Consortium.
2. **DURATION:** This MOU shall remain in effect until terminated by the repeal of the Workforce Investment Act of 1998 (WIA) or in accordance with this section.

Any party may withdraw from this MOU by giving written notice of intent to withdraw at least 90 calendar days in advance of the effective withdrawal date. Notice of withdrawal shall be given to the Chairpersons of the Region One Northwest Workforce Consortium and the Northwest Georgia Workforce Investment Board.

Should any One-Stop Partner withdraw, this MOU shall remain in effect with respect to other remaining One-Stop Partners.

3. **MODIFICATION AND ASSIGNMENT:** This MOU may be modified at any time by written agreement of the parties.
4. **MISSION STATEMENT:** The mission statement for the Region One Northwest Workforce Consortium is:

to promote and provide assessment, rehabilitation, training, and employment opportunities to the citizens of the Northwest Georgia area and to align with and be of value to our business community.

5. **ATTACHMENTS:** The following attachments are included in this MOU:
 - A. **CONFIDENTIALITY:** The parties agree to honor the attached Information Release statement. Exchanged information shall remain private and confidential in accordance with the most restrictive confidentiality requirements of any of the parties collecting, receiving, or sharing information.
 - B. **CROSS REFERRAL:** The parties adopt the attached cross-referral arrangements, which also include by reference cross-referral arrangements in the local WIA plan, including modifications thereto.
 - C. **RESOURCE SHARING:** The parties agree to share resources in accordance with the attached Resource Sharing Agreement. It is expressly understood that this MOU does not constitute a financial commitment, but rather an intent to commit specific resources in the future as the parties' allocations and budgets are known and the one-stop system evolves. The One-Stop system is a work in progress and its costs and the partners' resource contributions will not remain static from month to month or from year to year.

R1NWWC 08/09/00
Removal 01/29/02
Resource 07/17/02
Floyd College 05/03
Youth One-Stop Center 03/04
R1NWWC 05/01/05
Update Agency information 01/01/07

- D. **GOALS AND OBJECTIVES:** The parties agree to the attached Goals and Objectives for the Region One Northwest Workforce Consortium One-Stop System and the Northwest Georgia Workforce Investment System as agreed to by the Northwest Georgia Workforce Investment Board (WIB).
 - E. **BY-LAWS:** The parties agree to the attached By-Laws.
 - F. **LOCATIONS:** The parties agree that One-Stop services will be provided during the indicated hours of operation at the locations included on this attachment. In addition, services may be provided at events such as Job Fairs, Promotional Events, etc.
 - G. **SERVICES:** The parties agree to the attached matrix of services.
 - H. **YOUTH SERVICES:** The parties agree to support and promote the attached one-stop system services to youth.
 - I. **ADDITIONAL ATTACHMENTS:** More specific resource sharing arrangements or financial agreements may be executed from time to time. If those additional agreements reference this MOU, they shall be considered additional attachments.
6. **LIABILITY:** The parties acknowledge that the Northwest Georgia Service Delivery Area/Workforce Investment Board has no responsibility and/or liability for any actions of the Region One Northwest Workforce Consortium/One-Stop System and its employees, agents, and/or assigns. Likewise, the parties have no responsibility and/or liability for any actions of the Northwest Georgia Service Delivery Area/Workforce Investment Board and its employees, agents, and/or assigns.
7. **DISPUTES:** The parties shall first attempt to resolve all disputes informally. Any party may call a meeting of all parties to discuss and resolve disputes. Should informal resolution efforts fail, the dispute shall be referred to a full meeting of the Region One Northwest Workforce Consortium/One-Stop System. Should the local Region One Northwest Workforce Consortium/One-Stop System fail to resolve the dispute, it shall be referred to the Chair of the Northwest Georgia Workforce Investment Board who shall place the dispute on the agenda of a regular or special meeting of the WIB or its Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute.
8. **SELECTION AND/OR REMOVAL OF PARTNERS AND ASSOCIATES**
 Additional partners and associates may become part to this MOU upon written approval of all current partners and associates; approval by the Northwest Georgia Workforce Investment Board and Coosa Valley/North Georgia Council of Chief Elected Officials; and signature to this MOU.
- Any party to this Memorandum may call a meeting of all parties to discuss removal for cause of a partner or associate. This procedure shall follow as with Disputes in section 7 above.
9. **SEVERABILITY:** If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU shall remain in force.

R1NWWC 08/09/00
 Removal 01/29/02
 Resource 07/17/02
 Floyd College 05/03
 Youth One-Stop Center 03/04
 R1NWWC 05/01/05
 Update Agency information 01/01/07

- 10. **AUTHORITY AND SIGNATURES:** The individuals signing below have the authority to commit the party they represent to the terms of this MOU, and do so commit by signing.
- 11. **EFFECTIVE DATE:** The effective date of this modification is **January 1, 2008** irrespective of the date signed.

FOR Coosa Valley Regional Development Center:

Signature and Date

Name and Title

FOR Chattahoochee Technical College:

Signature and Date

Name and Title

FOR Department of Human Resources, Division of Family and Children Services:

Signature and Date

Name and Title

FOR Coosa Valley Technical College:

Signature and Date

Name and Title

FOR Department of Labor, Division of Rehabilitation Services:

Signature and Date

Name and Title

FOR Dalton State College:

Signature and Date

Name and Title

FOR Georgia Department of Labor:

Signature and Date

Name and Title

FOR Georgia Highlands College:

Signature and Date

Name and Title

FOR Appalachian Technical College:

Signature and Date

Name and Title

FOR North Metro Technical College:

Signature and Date

Name and Title

R1NWC 08/09/00
Removal 01/29/02
Resource 07/17/02
Floyd College 05/03
Youth One-Stop Center 03/04
R1NWC 05/01/05
Update Agency information 01/01/07

FOR Northwestern Technical College:

Signature and Date

Name and Title

FOR West Central Technical College:

Signature and Date

Name and Title

R1NWC 08/09/00
Removal 01/29/02
Resource 07/17/02
Floyd College 05/03
Youth One-Stop Center 03/04
R1NWC 05/01/05
Update Agency information 01/01/07

**Region One Northwest Workforce Consortium
Memorandum of Understanding
Attachment A**

Confidentiality/Information Release Form

Each Consortium member agency has a statement on their application form which is signed by applicants indicating that they grant permission to release information to other agencies for the provision of service. Each agency's statement will be honored by other Consortium members.

R1NWC 08/09/00
Removal 01/29/02
Resource 07/17/02
Floyd College 05/03
Youth One-Stop Center 03/04
R1NWC 05/01/05
Update Agency information 01/01/07

**Region One Northwest Workforce Consortium
Memorandum of Understanding
Attachment B**

Cross Referral Arrangements

Individuals seeking core, intensive, and/or training services may be referred to the One-Stop Center(s) or to an affiliate/partner site. If an individual seeks services at a One-Stop Center rather than the partner's site, services should be made available to him or her without referral to another location (based on staffing ability). Participants may receive referral to appropriate training and education programs that have the capacity to serve the participant or applicant either on a sequential or concurrent basis.

R1NWC 08/09/00
Removal 01/29/02
Resource 07/17/02
Floyd College 05/03
Youth One-Stop Center 03/04
R1NWC 05/01/05
Update Agency information 01/01/07

**Region One Northwest Workforce Consortium
Memorandum of Understanding
Attachment C**

Resource Sharing

The Resource Sharing Agreement provides the framework for key partner commitment as regards the allocation and sharing of operational costs and resources. The sharing of operation costs and resources are applicable as applied to the Northwest Georgia Local Area's comprehensive (on site) One-Stop system maintaining monthly overhead expenses to include occupancy, utility, telephone, technology maintenance, janitorial, and security services.

- A. Cost Sharing - Scenario 1: When a One-Stop Center is located within a partner agency and the agency has agreed to act as host facility manager, the other partner program agencies shall not be responsible for the sharing of monthly overhead, maintenance and upkeep of the One-Stop Center. All facility costs other than staff will be paid by the host agency for the center.
- B. Cost Sharing - Scenario 2: When a One-Stop Center is located "freestanding" (i.e. not located in a Partner facility), partners co-locating at the "free-standing" One-Stop center in the Northwest Georgia region, may agree to contribute to the cost of operating the center using a portion of funds made available to the partners' program, to the extent not inconsistent with the Federal law authorizing the partners' programs, to pay for the monthly overhead, maintenance and upkeep of the One-Stop Center.
- C. The One-Stop system is a work in progress, and its costs and the partners' resource contributions may be adjusted as needed. For example, a partner may request assistance with payment of facilities costs. Any adjustments to the resource sharing agreement listed above would come before the Consortium for approval.

Services and Activities:

Services and activities for adults and dislocated worker customers that are currently delivered by a one-stop partner, but would not be available to WIA customers unless funded by WIA, may be acquired for customers without undertaking a competitive procurement process if the partner agrees to expand its existing services and/or activities to include WIA customers. Contracts or memoranda of agreement to provide such services shall be considered attachments to this MOU.

R1NWC 08/09/00
Removal 01/29/02
Resource 07/17/02
Floyd College 05/03
Youth One-Stop Center 03/04
R1NWC 05/01/05
Update Agency information 01/01/07

**Region One Northwest Workforce Consortium
Memorandum of Understanding
Attachment D**

Goals and Objectives

1. To build a workforce development system that will dramatically upgrade individuals' workplace skills, economically benefitting the workforce, businesses, and the State.
2. To eliminate unwarranted duplication of services, reduce administrative costs, and enhance participation and performance of customers served through a quality-driven system.
3. To establish guidelines for creating and maintaining a cooperative working relationship, to facilitate joint planning and evaluation of services, and to develop more efficient management of limited financial and human resources.

R1NWWC 08/09/00
Removal 01/29/02
Resource 07/17/02
Floyd College 05/03
Youth One-Stop Center 03/04
R1NWWC 05/01/05
Update Agency information 01/01/07

**Region One Northwest Workforce Consortium
Memorandum of Understanding
Attachment E**

By-Laws

The parties agree the Consortium is comprised of the following agencies:

Appalachian Technical Institute, Chattahoochee Technical College, Coosa Valley Regional Development Center, Coosa Valley Technical College, Dalton State College, Georgia Department of Labor, Georgia Department of Labor Rehabilitation Services, Georgia Division of Family and Children Services, **Georgia Highlands College**, North Metro Technical College, Northwestern Technical College, West Central Technical College

Each agency as listed below is entitled to one vote on business that comes before the board:

| | |
|---|--------|
| Colleges and Technical Colleges | 1 Vote |
| Coosa Valley Regional Development Center | 1 Vote |
| Georgia Department of Labor | 1 Vote |
| Georgia Division of Family and Children Services | 1 Vote |
| Georgia Department of Labor Rehabilitation Services | 1 Vote |

A chairperson shall be elected by the Consortium who shall have signatory authority to the extent agreed upon by the Consortium.

A simple majority of three members or their proxies shall constitute a quorum of the Council.

Region One Northwest Workforce Consortium

R1NWC 08/09/00
Removal 01/29/02
Resource 07/17/02
Floyd College 05/03
Youth One-Stop Center 03/04
R1NWC 05/01/05
Update Agency information 01/01/07

**Memorandum of Understanding
Attachment F**

Locations

Coosa Valley Regional Development Center, 1 Jackson Hill Drive, P.O. Box 1798, Rome, GA 30162-1798
Specialized One-Stop Site

Aging Services and Workforce Investment Act

8:00 a.m. through 5:00 p.m. Monday through Friday excluding designated holidays

Georgia Department of Human Resources, Division of Family and Children Services

8:00 a.m. to 5:00 p.m. Monday through Friday excluding State holidays - *Specialized One-Stop Sites*

Bartow County Family and Children Services, PO Box 818, 47 Brooks Drive, Cartersville, GA 30120

Catoosa County Family and Children Services, P.O. Box 58, 7195 Nashville Street, Ringgold, GA 30736

Chattooga County Family and Children Services, 102 Highway 48, Summerville, GA 30747

Dade County Family and Children Services, P.O. Box 159, 71 Case Avenue, Trenton, GA 30752

Fannin County Family and Children Services, 990 East Main Street, Suite 10, Blue Ridge, GA 30513-4534

Floyd County Family and Children Services, 450 Riverside Drive, Suite 110, Rome, GA 30162

Gilmer County Family and Children Services, 54 Kiker Street, Ellijay, GA 30540

Gordon County Family and Children Services, P.O. Box 217, 639 Oothcaloga Street, Calhoun, GA 30703-0217

Haralson County Family and Children Services, P.O. Box 324, Magnolia Street, Buchanan, GA 30113

Murray County Family and Children Services, P.O. Box 1014, 830 G. I. Maddox Parkway, Chatsworth, GA 30705-1014

Paulding County Family and Children Services, P.O. Box 168, 1387 Industrial Boulevard North, Dallas, GA 30132-0168

Pickens County Family and Children Services, 255 Chamber Street, Jasper, GA 30143-1219

Polk County Family and Children Services, P.O. Box 147, 100 County Loop Road, Cedartown, GA 30125-0147

Walker County Family and Children Services, P.O. Box 689, 10056 Highway 27 North, Rock Spring, GA 30739-0689

Whitfield County Family and Children Services, P.O. Box 1203, 1142 North Thornton Avenue, Dalton, GA 30722-1203

Georgia Department of Labor Rehabilitation Services

8:00 a.m. to 5:00 p.m. Monday through Friday, excluding State holidays - *Specialized One-Stop Sites*

Rehabilitation Services, Hub Office, **101 Bainbridge Way**, Suite 300, Dallas, GA 30132-4767

Rehabilitation Services, Hub Office, 1615 Hickory Street, Suite 106, Dalton, GA 30720-8518

Rehabilitation Services, Hub Office, 202 West Villanow Street, LaFayette, GA 30728

Rehabilitation Services, Hub Office, 450 Riverside Parkway, NE, Suite 200, Rome, GA 30162-2942

Georgia Department of Labor

8:00 a.m. to 4:30 p.m. Monday through Friday, excluding State holidays -*Full-Service One-Stop Sites*

Department of Labor Career Center, P.O. Box 488, 1048 Appalachian Highway, Blue Ridge, GA 30513-0488

Department of Labor Career Center, 19 Felton Place, Cartersville, GA 30120-2148 (effective July 1, 2005)

Department of Labor Career Center, P.O. Box 1019, 1108 North Main Street, Cedartown, GA 30125-1019 (effective July 1, 2007)

Department of Labor Career Center, 1406 Chattanooga Avenue, Dalton, GA 30720-2630

Department of Labor Career Center, P.O. Box 5798, 96 Stuart Road, Fort Oglethorpe, GA 30742-3900 (effective July 1, 2007)

Department of Labor Career Center, 200 West Villanow Street, LaFayette, GA 30728-2432 (effective July 1, 2007)

Department of Labor Career Center, P.O. Box 5107, 462 Riverside Parkway NE, Rome, GA 30162-5107 (effective July 1, 2005)

R1NWC 08/09/00

Removal 01/29/02

Resource 07/17/02

Floyd College 05/03

Youth One-Stop Center 03/04

R1NWC 05/01/05

Update Agency information 01/01/07

Georgia Department of Technical and Adult Education and the University System of Georgia

8:00 a.m. to 5:00 p.m. Monday through Friday, excluding State holidays

Affiliated One-Stop Sites (satellite or main office locations of colleges which are located outside Region 1 provide referral services to the Region 1 System as appropriate)

Appalachian Technical Institute, 100 Campus Drive, Jasper, GA 30143

Chattahoochee Technical College, 400 Nathan Dean Boulevard, Dallas, GA 30132

Coosa Valley Technical College, One Maurice Culberson Drive, Rome, GA 30161-6757

Dalton State College, 213 North College Drive, Dalton, GA 30720

Georgia Highlands College, 3175 Highway 27 South, Rome, GA 30162

North Metro Technical College, 5198 Ross Road, Acworth, GA 30102

Northwestern Technical College, 265 Bicentennial Trail, Rock Spring, GA 30739

Full Service One-Stop Site

West Central Technical College, Murphy Campus, 176 Murphy Campus Blvd., Waco, GA 30182

Youth One-Stop Site

Northwestern Technical College, Career Depot, 265 Bicentennial Trail, Rock Spring, GA 30737

R1NWWC 08/09/00

Removal 01/29/02

Resource 07/17/02

Floyd College 05/03

Youth One-Stop Center 03/04

R1NWWC 05/01/05

Update Agency information 01/01/07

**Region One Northwest Workforce Consortium
Memorandum of Understanding
Attachment H**

Youth One-Stop System Services

Northwest Georgia is developing and promoting a comprehensive, integrated, customer-driven development, training, and employment system that meets the special needs of youth.

The Goals of the System are:

- a. To promote the integration of youth workforce services in Northwest Georgia through joint planning and delivery of services;
- b. To coordinate resources and programs for more streamlined and efficient youth services;
- c. To promote information sharing and the coordination of activities to improve the continuum of services provided under the leadership of the Youth Council and the Northwest Georgia Workforce Investment Board;
- d. To meet the challenges that coordination, regional planning and information and resource sharing bring to the local partners by providing joint technical assistance through cross-training of state and local staff;
- e. To develop more efficient and better referral systems for youth services; and
- f. To assist the Youth Council and the Workforce Investment Board in meeting its goals for one-stop centers / services for youth as outlined in the area's Strategic Plan.

R1NWWC 08/09/00
Removal 01/29/02
Resource 07/17/02
Floyd College 05/03
Youth One-Stop Center 03/04
R1NWWC 05/01/05
Update Agency information 01/01/07