

Section Five

Integration and Collaboration

AEOA ADULT EDUCATION PARTNERS

Key to AEOA ABE's programming is our broad range of community partnerships

K-12 PARTNERS



**DEPARTMENT
OF EDUCATION**

Aitkin Public School District	Eveleth-Gilbert School District	Mesabi East School District
Barnum Public School District	Floodwood Public School District	Meson Lake Public School District
Carlson Public School District	Grand Rapids Public School District	Mountain Iron-Buhl School District
Chisholm Public School District	Grovermyer Public School District	Northwood-Keweenaw School District
Clequet Public School District	Hibbing Public School	Nett Lake Public School District
Cook County Public Schools	Hill City Public School District	Northland Community Schools
Crowe-Wright Public Schools	International Falls School District	South Knochiching School District
Deer River Public School District	Lake Superior Public School Dist.	St. Louis County School District
Dy Public School District	Littlefork-Sig Falls School Dist.	Virginia Public School District
Esko Public School District	McGregor Public School District	Wrenshall Public School District

MN STATE PARTNERS

Fond du Lac Tribal and Community College	 <p>MINNESOTA STATE</p>
Northeast Higher Education District	
Hibbing Community College	
Itasca Community College	
Mesabi Range College	
Rainy River Community College	
Vermilion Community College	

WORKFORCE PARTNERS

	
<p>AEOA Employment and Training Minnesota Chippewa Tribe Minnesota State Services for the Blind Northeast Office of Jobs and Training Vocational Rehabilitation Services</p>	<p>Carpenter's Local #606 Iron Range Resources and Rehabilitation Board Iron Range Building and Trades Northeast Entrepreneur Fund</p>

OTHER COMMUNITY PARTNERS

<p>Aitkin County Jail CARE Liberalis Bethel Women's Program Northeast Regional Corrections Center Northland Recovery Center</p>	<p>Clair Nelson Center Duluth Adult Basic Education Minnesota Women's Foundation Remer Family Center</p>
	<p>Bill's House Homeless Shelter Virginia Youth Foyer Permanent Supportive Housing</p> 

5.1 Alignment to Local or Regional Needs and Strategies

AEOA has long had a seat at the table on our local Workforce Development Board (WDB) for both adult education programming and employment services we provide. Most of the consortium falls within Workforce Development Region 3 and boasts five workforce centers. One school district member falls within Workforce Development Region 2 and we engage on a limited basis with that WDB.

Partnerships developed over the last several decades have grown multiple collaborative efforts and a strong cross-referral and co-enrollment system between service providers. AEOA's Executive Director sits on the local Workforce Development Board, which meets monthly. The ABE Manager sits on the career pathways committee determining industry needs and developing ladders and lattices for a wide range of employment seekers. As a member of this committee the Manager has been integral in the design of a marketing plan for the skilled trades industry targeted in the Northeast WIOA plan. By sitting on the both the WDB and career pathways committee ABE can respond quickly and in alignment with our workforce partners throughout the region. For instance, AEOA ABE provides learning opportunities at multiple levels in healthcare and skilled trades/construction as identified in the regional WIOA plan.

The Executive Director also sits on Iron Range Economic Alliance, and the AEOA Employment and Training Director meets monthly with One-Stop partners to discuss operations, address programming needs, and identify areas of collaboration. These meetings are attended by Northeast Minnesota Office of Job Training, Duluth Workforce Development, DEED Job Service, Vocational Rehabilitation and State Services for the Blind. In addition, each workforce center has an Operations Committee at the local level. Since we are co-located at

these sites, ABE staff can attend and help guide the daily operations of the centers (e.g. security concerns, intake process etc.) and help establish shared practices among partners (e.g. referrals, etc.). As previously mentioned, we feel this is a well-established system for ensuring program alignment locally and across the region.

5.2 Methods of Referral

AEOA ABE's workforce partnerships have led to the development of a strong two-way referral system. ABE teachers frequently refer to workforce partners and vice versa. Adult Education provides support and targeted training to Title I populations of youth, adults, and dislocated workers. Evidence of our work together is seen throughout our program from GED learning to specialized certificates and bridges to MN State training.

In addition to our core programming, AEOA ABE provides presentations at the local workforce centers around financial literacy, computer skills, learning styles/personality types and other tailored offerings. Our teachers provide TABE testing on-site to dislocated worker, public assistance program participants and universal clients, who may need help in understanding their areas of strength and challenges. These joint sessions allow for us to market our services and gain knowledge of other services with which to connect our own students.

Furthermore, AEOA ABE has a direct line of communication to the management staff of workforce center partners and sends and receives program information to be promoted across service agencies. Several of our ABE teachers sit on the local workforce center operations committees coordinating operations and programming with fellow center partners. Several of

our staff attend county-organized, cross-function meetings to share program happenings and coordinate with county employees, human service providers, and other workforce partners.

AEOA ABE holds a “no wrong door” philosophy and works to connect students to as many programs as possible to ensure their personal success. Our intake process includes the Bridge to Benefits tool from the Children’s Defense Fund allowing us to provide direct referral and access to numerous community support programs. These programs range from energy assistance, to SNAP, sliding scale fee childcare, and Earned Income Tax Credit (EITC). We have also added a component to our professional development whereby local service providers, including employment services, can present at staff training or send information to be presented to our instructors, so that they are aware of services that could assist their students toward self-sufficiency.

Being co-located or adjacent to so many of our workforce centers allows for easy referral by Case Managers and Employment Counselors, they simply walk prospective students down the hall to our classrooms. Program brochures and business cards are provided to workforce development partners for the occasion when the teacher is not available to immediately meet with a prospective student.

Additionally, given that AEOA ABE is within AEOA’s Employment and Training Department, our program has a direct chain of referral from multiple state WIOA-funded workforce programs. AEOA Employment Counselors and Case Managers often develop employment plans that include mandatory attendance to specific ABE programming. Programs included are: Adult Scholarship; Minnesota Family Investment Program (MFIP); Diversionary Work Program (DWP); SNAP Employment and Training (formula and 50/50); Lives in Transition; Dislocated Worker;

Senior Community Service Employment Program (SCSEP); and YouthBuild. AEOA's Head Start and Homeless programs also refer parents or individuals to specific classroom locations.

The ABE program is also part of a larger SNAP 50/50 plan within AEOA. Students are co-enrolled into SNAP 50/50 services, coordinating with other staff that may be working with them in other internal programs. Also, ABE teachers have added components to our specific employment goal planning, enhancing employment aspects of ABE to allow us to qualify for the SNAP 50/50 reimbursement. The program intends to utilize these dollars for student support services (e.g. GED tests, gas vouchers, interview clothing, etc.) in the future.

5.3 Coordination and Collaboration with Educational, Training, and Employment Resources

In general, we use a collaborative process to develop programming. We have steering or advisory committees that help our instructors in planning curriculum and targeting challenges identified in the current workforce. Ongoing check-in meetings are performed throughout the training periods to ensure program success and act as an early intervention mechanism if project goals are not being met. Any specialized program budget allows for the additional time needed to perform this type of partnership building.

ABE has designed and provided numerous contextualized and career pathways programs that meet the needs of students. The chart below explains both past and current programming and the collaborative partners involved.

Program Name	Description of service	Collaborative Partners
Academic Excellence Academy	Integrated instruction in developmental math for beginning Algebra and preparation for statistics. This is a one-year program and runs concurrent with the college course session.	MN State Entity – Fond du Lac Tribal and Community College Workforce Entity – Northeast Office of Jobs and Training (NEMOJT)
Carpenter’s Pre-Apprenticeship	Curriculum to help prepare students to qualify for a two-year apprenticeship program through Carpenters’ Local #606. This is a ten-week course for six hours a week.	Union Entity – Carpenter’s Local #606 Workforce Entity – AEOA Employment & Training (AEOA E&T)
College Prep Bridges and Integrated Instruction	Short-term summer courses intended to provide students with knowledge of the college environment. Course work is targeted to either Accuplacer Math or College Reading with components on Desire to Learn (D2L), study techniques, and time and stress management for the college environment. These courses can range from an intensive two-week boot camp to ten-week managed enrollment. In addition, we provide co-requisite and integrated courses in the lowest level math classes.	MN State Entity - Fond du Lac Community and Tribal College, Hibbing Community College, Itasca Community College Workforce Entity - AEOA E&T, and NEMOJT
Degree Me	Coursework supporting students with college transitions skills and basic education to complete an AA degree within two years. Courses are taught by ABE integrated with FDLTCC instructors. The course is on the FDLTCC transcript.	MN State Entity – Fond du Lac Tribal and Community College
EMPOWER	A course designed to assist women who want to attend college training for a non-traditional career. ABE provides developmental and college preparation coursework as well as contextualized learning opportunities for women moving into the trades offered at Hibbing Community College.	MN State Entity - Hibbing Community College Workforce Entity - AEOA E&T, and NEMOJT Other Entity – MN Women’s Foundation
FastTRAC/Pathways to Prosperity	AEOA has provided FastTRAC and now Pathways to Prosperity programming since the program’s inception. We were in one of the first FastTRAC grants awarded at Itasca Community College for a basic college prep pathway. Since then we have taken part in pathways in the following fields: administrative assistant; commercial truck driving; corrections; home health aide; nursing; and paraprofessional. ABE	K-12 Entity – Northeast Educational Services Cooperative, St. Louis County Schools, Virginia Public Schools MN State Entity - Fond Du Lac Tribal and Community College, Hibbing Community

	<p>provides bridge programming to ensure students had the literacy skills necessary to enter the chosen industry. We also provide integrated instruction with our MN State partner for at least one course, if not two, prior to students going into “mainstream” courses at the college. Students then receive unpaid internship placements thereafter. Trainings have ranged from one semester to a year and half.</p>	<p>College, Mesabi Range College, Itasca Community College. Workforce Entity – AEOA E&T, NEMOJT Other Partner – MN Women’s Foundation</p>
<p>Lake County and St. Louis County Workforce Development Programs</p>	<p>Short-term industry training in welding and HVAC. This course was first held in Lake County and then in St. Louis County. In Lake County, the ABE instructor assisted students longer, as there is no MN State campus on-site. ABE performed the bridge into welding, providing math for welders, computer skills, blueprint reading, and other college prep assistance; then students transitioned into the MN State coursework in classes held at the AEOA building and at the local high school. The ABE instructor consulted with the college instructor to further assist students needing additional help with the bookwork portion of their training. It worked much the same in St. Louis County with the addition of an HVAC option and with the ABE instructors working closely with the MN State instructors to align curriculum, but there was not integrated instruction. In both cases students moved on to a paid internship in the field of their choice. These were one-year programs with ABE providing instruction for roughly three months and then in support thereafter.</p>	<p>K-12 Entity – Lake Superior School District MN State Entity - Hibbing Community College and Mesabi Range College Workforce Entity – AEOA E&T, NEMOJT Other Partner – MN Women’s Foundation, Two Harbors Chamber of Commerce</p>
<p>Learning Communities</p>	<p>Integrated instruction within targeted college cohort courses. These programs run concurrently with the MN State semester and the ABE instructor teaches alongside the MN State instructor as well as independently on a lab day. Targeted cohorts have been auto; law enforcement; nursing; and students testing into two or more developmental courses.</p>	<p>MN State Entity - Hibbing Community College, Itasca Community College, Rainy River Community College</p>
<p>Lives in Transition ABE Sessions</p>	<p>ABE provides monthly sessions on life skills and academic issues related to employment. This is a program in partnership with AEOA’s Displaced Homemaker program.</p>	<p>Workforce Entity – AEOA E&T</p>

Paraprofessional Training	A short-term course contextualized to the paraprofessional certification test and local school district employment needs. This course has been held in Aitkin, Cook, and Lake Counties in direct response to hiring needs of the local school districts. Students attend up to 10-12 weeks for six hours a week.	K-12 Entity – Aitkin Schools, Cook County Schools, Lake Superior School District
ServSafe Food Manager – NERRC	A course to assist NERRC inmates in developing skills to work in the kitchen at NERRC in a safe and healthy manner. Additional coursework was provided to enhance their knowledge of kitchen math and reading as well as workplace etiquette and conflict management to enhance their abilities to seek employment outside of the corrections environment.	Corrections Partner – Northeast Regional Corrections Center
Sustainable Employment through Training and Trade (SETT)	Short-term contextualized training in green construction and green manufacturing. The ABE portion provided math and reading in context of the green industry, time and stress management, learning styles, and overall college preparation. The ABE portion of this program was six weeks for roughly eight hours a week. Students left the ABE Bridge to attend MN State customized training and then on to paid internships.	MN State Entity – Mesabi Range College Workforce Entity – AEOA E&T Other Entity – Blue Green Alliance
Women’s Entrepreneur	A course designed to assist women who want to launch or grow their own business. Classrooms were mixed gender, but extra attention was spent targeting women to increase the number of women-owned, non-traditional businesses. This is a twelve-week course for six hours a week.	Workforce Entity – AEOA E&T Other Entity – Northeast Entrepreneur Fund, MN Women’s Foundation
Youth at Work: Anokiiwin Youth Training Program	A comprehensive training program serving ten at-risk youth aged 17-24 who are either band members or living in the reservation communities of Bois Forte. Youth were provided life skills and work skills training; basic literacy skills and financial literacy; and learned construction skills through hands-on experience rehabbing Bois Forte tribally-owned affordable housing properties. Throughout the program youth were provided the opportunity to engage in culturally-specific learning opportunities including traditional skills such as ricing, Anishinaabe language learning, and culturally-specific, construction-related projects. Classroom instruction lasted approximately 12-16 weeks.	K-12 Entity – Nett Lake Public Schools Workforce Entity – AEOA E&T, NEMOJT, Bois Forte Tribal WIOA Other Partner – Bois Forte Tribal Government, Bois Forte Housing, local tribal elders.

<p>Youth at Work: Pathways to Employment Readiness for Youth (PERY)</p>	<p>A comprehensive training program serving at-risk youth aged 14-24 in Itasca, Koochiching, and St. Louis counties. Youth are provided life- and work-skills training in either hospitality or weatherization industries; basic literacy skills and financial literacy; and the program is capped off with a paid work experience. The ABE instructors provide all the classroom training and instruct students in either ServSafe or a curriculum designed specifically for entering the weatherization environment. Classroom training lasted approximately twelve weeks for six hours a week.</p>	<p>K-12 Entity – Grand Rapids Public Schools, Virginia Public Schools, Northeast Educational Services Co-op Workforce Entity – AEOA E&T, NEMOJT Other Partner – Itasca and St. Louis County Health and Human Services, Probation, Foster Care</p>
<p>YouthBuild</p>	<p>Basic construction and carpentry training for youth aged 17-24 who are either at-risk of dropping out or have already dropped out of school. Youth attend class to work toward achieving their GED and gain classroom training in construction math, reading for construction and situational judgement. They are provided on-the-job training working on affordable housing projects in the community. Both classroom and work site time is paid time at minimum wage. This is a yearlong program and students attend the ABE classroom for roughly 8 hours a week. *Students currently enrolled in an alternative school are not submitted for NRS reporting.</p>	<p>K-12 Entity –Northeast Educational Services Co-op, East Range Academy of Science and Technology Workforce Entity – AEOA E&T, NEMOJT Other Partner – St. Louis County Health and Human Services and Probation, St. Louis County Drug Court</p>

5.3.1 Educational and Training Resources

Due to our large geographic service area and the rural nature of our member districts, collaboration varies from one school district to another. A larger portion of the school districts within the AEOA consortium are very small and often the role of Community Education Director is a small percentage of another position within the district. We communicate our schedules, program offerings, and other opportunities with the Community Education Directors, Superintendents, or Principals to be shared with their district citizens.

Our teachers have open lines of communication with school district personnel at all levels (see list, below). Most of our K-12 and school district contacts know the eligibility guidelines for ABE and they refer students for our services when appropriate. We send schedule changes and program updates, as well as share new initiatives that are relevant to their area. We are also invited to present at school board meetings or other school community gatherings as appropriate. Several of the initiatives outlined in 5.3 above were collaborative efforts with our local alternative, charter, or public schools.

When 17-to-19-year-olds come to the ABE class sites, our instructors always encourage them to stay in school if possible so they can take advantage of the many resources available in their high schools. We have contact with the school counselors or credit recovery staff, as well as parents, to ensure that the students are making an informed decision and to verify official drop dates.

Instructors also work with:

- Adult Diploma
- ALC (Adult Learning Center) in Duluth, Grand Rapids, and Virginia

- Liaison officers
- Special Education teachers
- Truancy Officers

As previously mentioned, we are co-located on six MN State campuses: Fond du Lac Tribal and Community College, Hibbing Community College (HCC), Itasca Community College (ICC), Mesabi Range College (MRC), and Rainy River Community College (RRCC). Services range from core programming drop-in classes (FDLTCC, HCC, ICC, MRC, and RRCC) to full engagement in learning communities and career pathways programming (FDLTCC, HCC, ICC, MRC). All colleges provide free office and classroom space, access to computer labs, access to D2L, office computers with Internet access, and photocopy services.

Adult Education instructors work collaboratively with campus staff to develop appropriate programming including computer, math, and reading offerings contextualized to specific campus career offerings. ABE instructors may engage with college advisory boards, student support services and faculty in developing course offerings. In addition to our MN State partners, AEOA connects with Cook County Higher Education (CCHE). CCHE is a non-profit contracting with regional colleges and universities to provide degree and certificate programs in remote Cook County via distance learning platforms.

We have also worked to develop curriculum with Aitkin Public Schools, Cook County Schools, St. Louis County Schools and other districts. An example would be our recent ParaPro programming. We also sit on one local Perkins Consortium committee developing training for youth still attending high school. Our instructors do not provide services to those youth, but do help in designing curriculum for partners.

5.3.2 Employment Resources

As previously mentioned, the ABE program is part of the Employment and Training Department and is a co-located or adjacent to nearly all six WorkForce Centers (WFC) in our region (Aitkin, Cloquet, Grand Rapids, Hibbing, International Falls, and Virginia). The Aitkin location is not an official Workforce Center, but rather a subsidiary. Two of the seven counties in the consortium, Cook and Lake, have no WorkForce Center. Those counties are served primarily by AEOA's ABE Instructors and an itinerant Employment Counselor of the Northeast Minnesota Office of Jobs and Training (NEMOJT) based out of Duluth.

ABE's relationship with the WFCs goes far beyond co-location. ABE and the WFCs have formalized their collaboration with a Memorandum of Understanding (MOU), and the ABE manager and the NEMOJT director meet yearly to discuss any changes to it. ABE programs are heavily advertised within the area WFCs and promoted by their staff. In return, ABE staff make appropriate referrals to WFC programs and publicize WFC events. ABE staff are on the email list at most of the centers. ABE services are included on the monthly calendar distributed by DEED. ABE staff help their clients use the materials on DEED's Creative Job Search website, register for an account and post their resumes on Minnesotaworks.net, and search the jobs database on that site for current openings. They assist job seekers in the resource area with accessing and using the computer, writing résumés, searching for employment, completing online job applications and career planning.

ABE Instructors also utilize the Minnesota Department of Education Internet-based service, Minnesota Career Information System (MCIS). It is a statewide resource and ABE teachers create accounts for students to access career planning material like regional, statewide and

national labor market data, occupational requirements, educational programs for different fields and skills assessments.

ABE is an important partner because we offer programs that help job seekers transition to employment, post-secondary training, and college. Students are referred to ABE by WFC staff for basic skills enhancement, GED preparation, job-related computer skills, and college preparation. In Virginia and Aitkin, ABE staff co-teach WFC workshops such as Work First and eFolio Minnesota. Services offered through ABE have been modified and/or expanded to address needs cited by WFC staff. This happens within both co-located sites and sites located outside of a WFC.

When developing programming AEOA ABE always engages a workforce development partner to assist in the process, whether that be our own employment services department or NEMOJT. We also engage numerous employers in development of curriculum and identifying key areas on which to focus our classroom efforts. Other workforce programming partners have included: the Blue Green Alliance, Carpenter's Local #606; Habitat for Humanity; Iron Range Partnership for Sustainability; and St. Louis County Health and Human Services to name a few.

5.4 Collaboration with Corrections

AEOA ABE provides a sub-award to the Northeast Regional Corrections Center (NERCC). NERCC had an opportunity to align with the MN Department of Corrections, but decided to remain part of the AEOA ABE Consortium.

NERCC instructors attend AEOA ABE in-services, complete the same intake paperwork and receive the same training opportunities as other AEOA staff. The program shares the same information with the NERCC instructors as with AEOA ABE staff - demographic and achievement

information, level changes, and hours. The ABE Manager stays in contact with the NERCC Education Director regularly via phone and email. An MOU for services is updated on an annual basis. NERCC uses the same instructional content as AEOA ABE except for online programs, which are not allowed at the facility. In addition, one of the NERCC instructors works extensively with employment and re-entry curriculum for inmates who are close to their release date, including the Ready to Rent, Credit and Money Management, and Job Basics courses. NERCC's successful introduction of the ServSafe Food Protection Manager course for the inmates and the advice of the NERCC instructor was instrumental in AEOA ABE subsequently offering the course to its own clients. The instructional content for these NERCC classes can be found in the Instructional Program Descriptions provided in Section Four.

As mentioned earlier, AEOA ABE reimburses NERCC 90% of their contact hours. We retain only 10% for hosting their data in the SIDS database, completing reports, and providing other administrative assistance.

The relationship works very well, NERCC is able to leverage AEOA capacity and NERCC teachers provide much needed support and information to AEOA instructors on assisting ex-offenders on re-entry and job search challenges. AEOA also provides limited services in the Aitkin County Jail and maintains a marketing presence at other local jails in hopes of encouraging students to come see us once they are released. The new feature of the SID database that flags shared clients across programs facilitates the sharing of test scores and other information about clients that have been in both NERCC, or corrections, and AEOA ABE classrooms so they can be better served.

5.5 Regional Transitions

AEOA ABE's Program Manager develops the Regional Transition Plan in partnership with Duluth ABE. The two managers meet monthly to develop programming, discuss partnership opportunities and to evaluate the work. AEOA is the fiscal sponsor of the regional funding, but funds are almost always divided between the two consortia evenly.

Several initiatives are regional efforts. The most recent Financial Literacy series was performed by both AEOA and Duluth in partnership with the two Workforce Development Boards in the region. Another, The Power of Yet Growth Mindset training, was a collaborative effort to train staff region-wide.

Both AEOA and Duluth ABE programs also meet regularly with WorkForce Center, Workforce Board, and MN State partners to discuss potential education and training opportunities through ABE. Whenever possible Transitions and State ABE funds are leveraged with Department of Employment and Economic Development (DEED), MN State, county, and local funds to provide industry-designed training. The Northeast Regional Transitions Plan is provided as an attachment.

5.6 Adult Literacy Hotline

AEOA's office coordinator is assigned the task of updating the Adult Literacy Hotline. Each site's schedule and services are collected on a semester basis. The office coordinator then reviews, edits, updates, and adds any new services/sites to our ABE classroom schedule and submits the updated information to the Minnesota Literacy Council (MLC) Hotline staff. Once the current information has been uploaded to the MLC Hotline, the office coordinator spot-checks the online records against what was submitted to verify that the Hotline postings

include the correct details. The Hotline is contacted by AEOA ABE roughly every six months. The last contact was made on December 4, 2017 and contact will be made again at the end of May when summer schedules are updated.

Section Five Integration and Collaboration Documents

“[Teacher] was very helpful when it came to figuring out what classes and credits I needed. I would have been so lost if it weren’t for her explaining all of it to me. ...I’m grateful about the fact that [Teacher] was there to help me with figuring out my [college] classes and when I should take them.”

Memorandum of Understanding for Local Workforce Development Area 3 – *Northeast Minnesota* One-Stop Service Delivery System

The purpose of this Memorandum of Understanding (MOU) is to define the roles and responsibilities as mutually agreed by the parties for the operation of the One-Stop Service Delivery System in Local Workforce Development Area **3 – *Northeast Minnesota*** as required under the Workforce Innovation and Opportunity Act of 2014 (WIOA).

- A. WIOA Section 121(c) requires that each Local Workforce Development Board (LWDB), with the agreement of the Area’s Chief Elected Officials (CEOs), enter into a Memorandum of Understanding with all the entities that will serve as partners in the One-Stop delivery system that operates in Local Workforce Development Area #3.
- B. WIOA Section 121(b)(1) identifies the federal programs and requires that the services and activities under each of those programs must be made available through each local area’s One-Stop Delivery System. The entities that receive the federal funds for each of these programs including sub grantees are required partners under WIOA Section 121(b)(1).
- C. WIOA Section 121(b)(2) prescribes how entities that provide programs other than those required under WIOA Section 121(b)(1)(B) may participate in a local area’s One-Stop delivery system as “additional partners” and provide the services available under their programs through the One-Stop delivery system.
- D. WIOA Section 121 (a)(1) and 121(b)(1) requires that all entities that participate in the LWDA #3 One-Stop delivery system as One-Stop partners (Partners), whether required or additional, must be parties to this MOU and must abide by the terms prescribed herein and by all applicable federal, state, and local rules, plans, and policies.

Parties to this Agreement include:

**The Northeast Minnesota Workforce Development Board (LWDB),
The Northeast Minnesota Local Elected Official Board, and
Required Partners.** * indicates core partners required to be co-located in comprehensive WorkForce Centers

Partner Name	Program	Program Authority
NE MN Office of Job Training	Adult and Dislocated Worker	WIOA Title I – Adult and Dislocated Worker programs*
NE MN Office of Job Training	Federal Youth program	WIOA Title 1 – Youth programs*
MN Chippewa Tribe	Tribal Employment and Training	WIOA Title I – Native American Programs
Arrowhead Economic Opportunity Agency	ABE	WIOA Title II – Adult Education & Literacy
MN Dept of Employment and Economic Development	Job Service	WIOA Title III - Wagner-Peyser & Migrant Seasonal Farmworker Programs*
MN Dept of Employment and Economic Development	Vocational Rehabilitation Services	WIOA Title IV- Rehabilitation Act, Title I, Vocational Rehabilitation Services*
NE MN Office of Job Training	State Dislocated Worker	MN Statute 116L.17 – State Dislocated Worker Program*

Partner Name	Program	Program Authority
AEOA		
NE MN Office of Job Training	Minnesota Youth Program	MN Statute 116L.56 – Minnesota Youth Program*
DEED	Veterans Services	Chapter 41 Title 38, USC - Jobs for Veterans
DEED	Unemployment Insurance	Unemployment Insurance programs authorized under state law
NE MN Office of Job Training AEOA	Minnesota Family Investment Program/Diversionary Work Program Employment and Training	Social Security Act – part A of Title IV programs (TANF)
AEOA	SCSEP	Older Americans Act Title V – Senior Community Service Employment Program (SCSEP)
MN Department of Employment and Economic Development (DEED)	Trade Adjustment Assistance	Trade Act Title II, Chapter 2 – Trade Adjustment Assistance (TAA)
East Range Consortium	Carl Perkins/Tech Prep	Carl D. Perkins Career and Technical Education
AEOA	Employment and Training Department	Community Services Block Grant Employment & Training Programs

Additional Partners

(e.g. E&T programs administered by the Social Security Administration, such as Ticket to Work and Self-Sufficiency Program; E&T programs administered by the Small Business Administration; programs authorized by the Food and Nutrition Act of 2008, the Rehabilitation Act of 1973, or the National and Community Service Act of 1990; etc.)

Partner Name	Program	Program Authority
MN Dept of Employment and Economic Development	State Services for the Blind	WIOA Title IV- Rehabilitation Act, Title I, Vocational Rehabilitation Services*

Article I: One-Stop System Description

1. The local Workforce Development Board, the Northeast Minnesota Workforce Development Board (LWDB), is required to establish and operate a local One-Stop service delivery system in accordance with WIOA Section 121.
2. WIOA Section 121(e) lists the services and activities that must be provided through the One-Stop delivery system. WIOA Section 107 gives the LWDB the responsibility for oversight of the One-Stop delivery system in Workforce Development Area 3 and requires the LWDB to describe the activities and functions of the One-Stop service delivery system and to prescribe the guidelines for carrying out these responsibilities in the Local WIOA Plan.
3. The Workforce Development Area's One-Stop system consists of **5** Comprehensive WorkForce Center(s) and **1** Affiliate WorkForce Center(s):

COMPREHENSIVE WorkForce Center Name	Address
Minnesota Workforce Center – Cloquet	14 N. 11 th St, Suite 240, Cloquet, MN 55720
Minnesota Workforce Center – Grand Rapids	1215 SE 2nd Avenue, Grand Rapids, MN 55744
Minnesota Workforce Center - Hibbing	3920 13 Ave. E, Hibbing, MN 55746
Minnesota Workforce Center – Int'l Falls	1501 Hwy 71, RMSC 128, Int'l Falls, MN 56649
Minnesota Workforce Center - Virginia	820 N 9 th St., Suite 240, Virginia, MN 55792
AFFILIATE WorkForce Center name	Address
Birch Street Center	20 3 rd St. NE, Aitkin, MN 56431

For more information, please see DEED's policy on WorkForce Center Certification Standards (<https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=464>).

B. Administrative Structure

1. Administrative Entity: Northeast Minnesota Workforce Development Board
2. Fiscal Agent: Northeast Minnesota Office of Job Training
3. Chief Elected Officials: Northeast Minnesota Local Elected Official Board
4. One-Stop Operator: Northeast Minnesota Workforce Development Partnership

Article II: Agreement Period

- A. This MOU will be in effect from July 1, 2017, until June 30, 2020, unless an extension is granted per Section B of this Article.
- B. A renewal of this MOU will be executed in order to remain compliant with WIOA Section 121(c). In the event that the renewal MOU will not be fully executed and effective on the date this MOU expires, the parties may submit a request to DEED for an extension to this MOU until such time that a renewal MOU is fully executed. Such decision will be at DEED's discretion, will be communicated to all parties in writing, and will require a formal amendment to this MOU.

Article III: Partner Responsibilities

- A. All parties to this MOU will assume the responsibilities identified below, unless otherwise specified in this Article.
 1. Make the career services provided under the Partner's program available to individuals through the Area's One-Stop delivery system in accordance with Article IV of this MOU.
 2. Participate in cost-sharing activities as described in Article VI of this MOU and use a portion of funds made available to each partner's program—to the extent not inconsistent with the federal law that authorizes each partner program—to:

- a. Create and maintain the Comprehensive One-Stop Centers (i.e. WorkForce Centers); and
 - b. Provide the services required under WIOA Section 121(e).
3. Remain as a party to this MOU throughout the Agreement period identified in Article II in order to participate in a One-Stop Center.
 4. Participate in the operation of the One-Stop Centers in accordance with the terms of this MOU.
- B. In addition to the minimum responsibilities required under WIOA as identified in Section A of this Article, Partner responsibilities include:
1. Provide priority of service to veterans and covered spouses for any qualified job training program pursuant to the Jobs for Veterans Act as prescribed in 38 USC 4215.
 2. Compliance with WIOA and all federal, state, and local laws, rules, and policies applicable to parties in their respective roles under this MOU and as consistent with the rules that govern each partner's respective program. Each partner expressly agrees to notify LWDB of any changes to the rules governing its respective program that impact the partner's performance under this MOU.
 3. Each partner must ensure compliance with One-Stop Center policies and procedures published on the DEED policy website (<https://apps.deed.state.mn.us/ddp/PolicyList.aspx>).

Article IV: Programs, Services, & Activities

Partner Services: Pursuant to Section 121 of WIOA, this article identifies the services each required partner will provide and the method(s) of service delivery each partner will use.

Partner Name: *Northeast Minnesota Office of Job Training (NEMOJT)*

Program Name: *Adult and Dislocated Worker (WIOA Title I)*

Services Provided: Determination of eligibility to receive assistance under WIOA; outreach, intake and orientation to the services available through the WFC system; information on the availability and quality of education and training programs; assistance in establishing eligibility for financial aid assistance for training and education programs; screening and referral to jobs; employer incentive information (OJT; work experience); job search skills and personalized job search strategy; assessment of career goals, interests, abilities and personality related to occupations; specialized job development; the provision of supportive services; access to job clubs and other workshops; case management; development of individual employment plan; short-term prevocational services; rapid response to layoffs; entrepreneurial training and skill upgrading and retraining services.

Service Delivery Method: Adult and Dislocated Worker (WIOA Title I) services are delivered through the network of Workforce Centers in the Northeast area located in Cloquet, Grand Rapids, International Falls, Aitkin, Hibbing, and Virginia. All services are delivered via professional, degreed Career Counselors who case-manage and support eligible individuals who enroll in either the Adult or Dislocated Worker program.

Partner Name: *Northeast Minnesota Office of Job Training (NEMOJT)*

Program Name: *Youth (WIOA Title I)*

Services Provided: Determination of eligibility to receive assistance under WIOA either as in-school or out-of-school eligible; outreach, intake and orientation to the services available through the WFC system; information on the availability and quality of education and training programs; assistance in establishing eligibility for financial aid assistance for training and education programs; screening and referral to jobs; employer incentive information (OJT; work experience); job search skills and personalized job search strategy; assessment of career goals, interests, abilities and personality related to occupations; specialized job development; the provision of supportive services; case management; postsecondary goal-setting; assistance with the acquisition of work readiness skills; and co-enrollment with the Adult program as appropriate.

Service Delivery Method:

WIOA Title I Youth services are delivered through the network of Workforce Centers in the Northeast area located in Cloquet, Grand Rapids, International Falls, Aitkin, Hibbing, and Virginia. All services are delivered via professional, degreed Youth Career Counselors who case-manage, and support eligible youth who enroll in the WIOA Title I Youth program.

Partner Name: *Arrowhead Economic Opportunity Agency (AEOA)*

Program Name: *Adult Basic Education (WIOA Title II)*

Services Provided: Assistance with transition to college; career assessments; job seeking skills; GED preparation; work-based computer skills; reading, writing, math and spelling refreshers; English Language Learner services; participation in Workforce Development Board activity including Career Pathways initiatives.

Service Delivery Method: Services available through ABE classrooms lead by professional instructors located throughout the 7-county region, including Hibbing, International Falls, Grand Rapids, Aitkin, Cloquet, Carlton, Two Harbors, Virginia, and Grand Marais. Online classes are also available.

Partner Name: *MN Department of Employment and Economic Development (DEED)*

Program Name: *Job Service/Wagner Peyser Act (WIOA Title III)*

Services Provided: Resource room staffing; job skill requirements; outreach, intake and orientation to WFC services; referral to community resources and WFC programs based on potential eligibility and need for services; labor market information; job referrals; job listings; employer incentive information (WOTC); workshops and seminars for job seekers and employers; Americans with Disabilities Act compliance information; general job search skills; employer-requested testing; information on filing UI claims; and business planning/consultation services.

Service Delivery Method: Job Service staff provides direct assistance with the above services to all area Workforce Centers via regular, established scheduling of itinerant services where staff isn't present full-time.

Partner Name: *MN Department of Employment and Economic Development (DEED)*

Program Name: *Vocational Rehabilitation Services (WIOA Title IV)*

Services Provided: Job skills requirements; outreach, intake and orientation to the services available through the WFC system; referrals to appropriate WFC and community partner programs and resources; information on availability and quality of education and training programs; Americans with Disabilities Act compliance information; staff-assisted job development; follow up services for working individuals; job

search and placement assistance including career counseling where appropriate; assistive technology in resource room; transition and pre-employment services to students with disabilities; transportation in connection with vocational rehabilitation services; interpreter services for those who are deaf or deaf-blind; physical and mental restoration services; services to help individuals achieve independent living status in circumstances where vocational outcome may not be the goal; individualized plans for employment; case management; comprehensive and specialized assessment of skill level; and financial assistance for training including entrepreneurialism, vocational skills, and skill upgrading.

Service Delivery Method: All services are delivered by professional Vocational Rehabilitation Counselors at Workforce Centers throughout the region. Where VRS staff aren't physically located, itinerant services are conducted on a regularly-scheduled basis.

Partner Name: *MN Department of Employment and Economic Development (DEED)*

Program Name: *Unemployment Insurance Program*

Services Provided: Access to unemployment insurance for eligible individuals; the provision of Reemployment Assistance sessions to orient participants to the program and workforce system resources; and staff support for mass layoff (orientations, workshops, etc., including information on the Trade Readjustment Act).

Service Delivery Method: Reemployment Assistance workshops conducted throughout the region on regularly-scheduled basis.

Partner Name: *MN Department of Employment and Economic Development (DEED)*

Program Name: *Veterans*

Services Provided: Screening and referral to jobs; assistance accessing job listing and applying for openings; staff-assisted job development; job search skills, individual job search strategy, and placement assistance; and career counseling and case management.

Service Delivery Method: Veteran Employment Representatives provide services to eligible Veterans on an itinerant basis throughout the workforce development area. Veterans are also a prioritized population for all WIOA programs and as such can access employment assistance through WIOA Title I partners at any Workforce Center at any time.

Partner Name: *AEOA, NEMOJT, Minnesota Chippewa Tribe (Virginia only)*

Program Name: *Temporary Assistance for Needy Families/MN Family Investment Program/Diversionsary Work Program*

Services Provided: Orientation to program requirements and WFC resources; enrollment in employment and training services; development of individual employment plans and individual service strategies; provide access and direction to WFC Resource Room resources; job referrals; employer incentive information (work experience; OJT); access to support services and referral to other WFC and community support resources; job search and placement assistance; specialized job development; access to job clubs and related workshops; case management; comprehensive and specialized assessment of skill levels; financial assistance for training via co-enrollment in the Adult program; support to obtain a GED or high school diploma or assistance with transition to college through referral to ABE; mental health and learning disability screening; conduct employability measure assessment; and provide access to domestic violence programs and supports.

Service Delivery Method: MFIP (TANF) services are delivered through the network of Workforce Centers in the Northeast area located in Cloquet, Grand Rapids, International Falls, Aitkin, Hibbing, and Virginia (only location with MCT staff). All services are delivered via professional Career Counselors who case-manage, and support individuals who enroll in MFIP/DWP.

Partner Name: *Arrowhead Economic Opportunity Agency (AEOA)*

Program Name: *Community Services Block Grant Employment & Training Programs*

Services Provided: Employment Equity Program/Bridge to Employment for MFIP participants who identify as African American or Native American; Dislocated Worker services; Community Offender Re-Entry Program; Supplemental Nutrition Assistance Program (SNAP); Adult Basic Education services; vocational evaluation services; job search resources; YouthBuild; Free at Last program to help at-risk youth to gain independent living skills; Lives in Transition/Displaced Homemaker program for individuals who need to obtain employment outside the home after providing unpaid household services upon loss of a primary source of income (death of a spouse, divorce, etc.); Rural Rides (transportation assistance); and the Family Assets for Independence in Minnesota Program (FAIM), a program to help low-wage earners build assets and gain financial stability.

Service Delivery Method: Staff from all the above-mentioned programs are located at either regional Workforce Centers or other community-based offices in the vicinity of Workforce Centers. A high degree of referrals happen to these programs from all Workforce Center program staff as many of these programs are highly complementary to services offered through the workforce system.

Partner Name: *East Range Tech Prep Consortium*

Program Name: *Carl D. Perkins Career & Technical Education*

Services Provided: Bolster alignment between the workforce system and the consortium's mission to connect business and industry with education to promote career and technical education opportunities via coordination of mini-grants to secondary high school CTE instructors in conjunction with other local resources to support career exploration and awareness events; participation in Workforce Development Board Career Pathways committees to design and promote career pathways within key regional industries and integrate Programs of Study information; working with the local workforce development system to target non-traditional students for participation in career pathways-related activities and postsecondary training through local eligibility-based youth programs;

Service Delivery Method:

Consortium staff collaborates with workforce system partner staff on career readiness activities and Workforce Development Board career pathways initiatives.

Partner Name: *Arrowhead Economic Opportunity Agency (AEOA)*

Program Name: *Senior Community Service Employment Program*

Services Provided: Job counseling, career assessment, and placement into part time temporary employment for income eligible individuals ages 55 and older.

Service Delivery Method: Services are offered in Itasca, Koochiching, Lake and St. Louis counties through staff located in Virginia and Grand Rapids.

Partner Name: *MN Department of Employment and Economic Development (DEED)*

Program Name: *Trade Adjustment Assistance*

Services Provided: Access to training and unemployment through TAA/TRA for eligible individuals who lost their job due to foreign competition; approval of training plans; staff assistance with mass layoff orientations; and provide guidance to local dislocated worker provider staff.

Service Delivery Method: Though TAA staff aren't located within the region, they commonly work with local dislocated worker staff when TAA-related layoffs occur to ensure that DW counselors are equipped to administer front-line services.

Partner Name: *Northeast Minnesota Office of Job Training (NEMOJT)*

Program Name: *Minnesota Youth Programs*

Services Provided: Determination of eligibility to receive assistance under the Minnesota Youth Program either as in-school or out-of-school eligible; outreach, intake and orientation to the services available through the WFC system; information on the availability and quality of education and training programs; assistance in establishing eligibility for financial aid assistance for training and education programs; screening and referral to jobs; employer incentive information (OJT; work experience); job search skills and personalized job search strategy; assessment of career goals, interests, abilities and personality related to occupations; specialized job development; the provision of supportive services; case management; postsecondary goal-setting; assistance with the acquisition of work readiness skills; and co-enrollment with the Adult program as appropriate.

Service Delivery Method:

Minnesota Youth Program services are delivered through the network of Workforce Centers in the Northeast area located in Cloquet, Grand Rapids, International Falls, Aitkin, Hibbing, and Virginia. All services are delivered via professional, degreed Youth Career Counselors who case-manage, and support eligible youth who enroll in the Minnesota Youth program.

- D. **Additional Partner Services:** WIOA Section 121(b)(2)(B) describes the types of programs that may be included as "additional" programs in the One-Stop Delivery System. This section identifies the services each additional partner will provide and the method(s) of service delivery each partner will use.
-

Partner Name: *MN Department of Employment and Economic Development (DEED)*

Program Name: *State Services for the Blind (SSB)*

Services Provided: Job skills requirements; outreach, intake and orientation to the services available through the Workforce Center; comprehensive referral network on all services and organizations as well as basic eligibility information; information on availability and quality of education and training programs; job referrals; Americans with Disabilities compliance information; job search skills and placement assistance; follow up services for working individuals; specialized job development; resource center for assistive technology; on-the-job personal assistance services; reader services, rehabilitation teaching services, and

orientation and mobility services; transition services for students with disabilities; transportation in connection with vocational rehabilitation service; and financial assistance for training.

Service Delivery Method: SSB staff are based at the Hibbing Workforce Center only and are deployed throughout the region to provide services to eligible individuals.

Article V: Method of Referral

Pursuant to WIOA Section 121(c)(2)(A)(iii), the parties agree that the referral of individuals between the One-Stop partners' for the services and activities described in Article IV will be performed using the following methods: Referral to most programs covered under WIOA is simply a matter of the case manager deciding which program (or group of programs) among the options available will best meet the customer's needs. If other partners' programs seem appropriate, the case manager will initiate referral procedures according to procedures set by the receiving partner or provide information to the participant.

The Northeast Minnesota Partnership Group has agreed that participant recruitment, intake, assessment, and referrals among Partners and to other community organizations will be shared by all of the Partners in accordance with all data privacy requirements. Specific program requirements are still the primary responsibility of the respective designated agencies. NEMOJT, AEOA, VRS, and SSB agree to refer applicants to Job Service services (CJS, resume workshops, etc.) who are determined to be job-ready at the time of application and are not in need of program-specific services.

These agencies also agree to refer customers to Job Service resources who have completed pre-vocational or other training programs and are job-ready. Such customers will be registered with Job Service and served mutually. The Job Service will refer individuals to NEMOJT, AEOA, VRS, and SSB when it is determined the individual is in need of, will benefit from, and appears to be eligible for partner services.

Through this collaborative effort to mutually serve customers based on their need and circumstance, all agencies will strive to eliminate duplication of services. Other provisions of this system include prompt scheduling of appointments once a referral is made in order to assess the customer's exact needs, abilities, and what services are required, as well as timely follow-up to ensure the customer's needs were/are being met effectively.

Article VI: Funding/Resource Sharing

A. One-Stop Funding/Resource Sharing Requirements:

1. WIOA section 121 (c) and 20 CFR 662.270 require that the funding arrangements for services and operating costs of the One-Stop Centers must be described in this MOU.
2. The methodologies described herein must be allowable under each partner's respective program and under all applicable federal and state rules—including the Office of Management and Budget (OMB) Circulars applicable to each partner's type of organization. Per 66 Fed. Reg. 29638, this MOU must identify:
 - a. The shared One-Stop Center costs.
 - b. The methodologies that will be used to determine each party's proportionate "fair" share of those costs

- c. The methodologies that will be used to allocate each party's fair share of costs across the cost categories.
- d. The method(s) each party will use to fund its fair share of costs, which may include cash contributions, contributions of staff time, equipment, and/or other resources, or in-kind contributions from a third party.

B. One-Stop Operating/Infrastructure Funding Costs:

1. The shared One-Stop Center(s) operating costs, the projected cost amounts, and each party's method of funding its fair share of those costs are identified in the infrastructure funding agreements, which are attached to this MOU and hereby incorporated.

C. Changes to cost sharing agreements:

1. All parties expressly understand and agree that the initial costs listed in the infrastructure funding agreements will be subject to change as actual costs are incurred and paid throughout the effective period of this MOU.
2. Updates to the infrastructure funding agreements will require an amendment to this MOU.
3. Any time a infrastructure funding agreement is modified, the LWDB must provide all parties with notice of the modification and a copy of the modified Agreement.

Article VII: Termination/Separation

A. MOU Termination: This MOU will remain in effect until the end date specified in Article II, Section A, unless:

1. All parties mutually agree to terminate this MOU.
2. WIOA regulations are repealed.
3. Local area designations are changed.

B. Partner Separation: As stated in the Recitals, WIOA Section 121(c) mandates the execution of this MOU between the LWDB and partners. However, any single partner may request to terminate its participation as a party to this MOU. In such an event, the LWDB will provide written notice within sixty (60) days of the request to all remaining partners. The LWDB will amend this MOU per Article VIII if the termination request is granted. The termination of one or more partner's participation as a party will not result in a termination of this MOU unless the number or contribution of the terminating partner(s) is so substantial that it necessitates the negotiation of a new MOU.

C. Effect of Termination: Per WIOA Section 121 and 65 Fed. Reg. 49294, 49312, any partner that terminates its role as a party to this MOU is no longer eligible to participate as a partner in the One-Stop system and will not be permitted to serve on the LWDB as a One-Stop partner representative.

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

Article VIII: Amendment

- A. This MOU may be amended upon mutual agreement of the parties that is not inconsistent with federal, state, or local laws, plans, or policies; or for one or more of the following reasons:
1. The addition or removal of a partner from this MOU.
 2. Removal or addition of program responsibilities for any partner that administers more than one federal program.
 3. An extension of the effective ending date per Article II, Section B.
 4. A change in the One-Stop Operator or Fiscal Agent or a change in the physical location of a One-Stop center.
 5. A change in the services, service delivery methods currently utilized, or referral methods.
 6. A change in a cost sharing agreement.
 7. If funding cuts by one or more programs are so substantial that One-Stop operations cannot continue as specified herein and a new MOU must be negotiated.
- B. All parties agree that amendments need only be signed by authorized representatives of the LWDB, the Chief Elected Officials, and the affected partner(s). All amendments will involve the following process:
1. The party seeking an amendment will submit a written request to the LWDB that includes:
 - a. The requesting party's name.
 - b. The reason(s) for the amendment request.
 - c. Each Article and Section of this MOU that will require revision.
 - d. The desired date for the amendment to be effective.
 - e. The signature of the requesting party's authorized representative.
 2. If the request is approved, the LWDB will notify the remaining parties of the intent to amend and will provide each remaining party fifteen (15) days from the date of the notice (unless another timeframe is specified in the notice) to review the anticipated changes and to submit a response to LWDB. Failure by a party to respond within the prescribed timeframe will be deemed that party's approval of the proposed changes.
 3. In the event that a remaining party has questions and/or concerns regarding the proposed amendment, the party must list its questions and/or concerns in writing and submit the list to LWDB within the specified timeframe.
 4. LWDB will review the listed questions/concerns and will issue a response within thirty (30) days of receipt of the list. If LWDB deems it necessary, the listed questions/concerns will be sent to all other parties and/or a meeting with all parties will be scheduled to discuss the proposed changes and to achieve consensus on a final amendment draft.
 5. The final, approved amendment draft will be signed by authorized representatives of the affected partners, then submitted to LWDB for the final signature.
 6. LWDB will distribute copies of the fully executed amendment to all parties and to DEED upon execution.
- C. This writing constitutes the entire agreement among the parties with respect to each party's role and responsibility in the Area's One-Stop system. All parties agree that any amendments to any applicable laws

or regulations cited herein will result in the correlative modification of this MOU without necessitating a formal, written amendment.

- E. All parties agree to communicate details of the amendment to their respective staff members whose responsibilities may be impacted by changes and further agree to ensure that their respective staff members are referencing or utilizing the most current version of the MOU and attachments in the performance of responsibilities under this MOU.

Article IX: Confidentiality

- A. All parties expressly agree to abide by all applicable federal, state, and local laws regarding confidential information.
- B. Each party will ensure that the collection and use of any information, systems, or records that contain personal identifying data will be limited to purposes that support the programs and activities described in this MOU as part of the One-Stop service delivery system.
- C. Each party will ensure that access to software systems and files under its control that contain personal identifying information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities provided as part of the One-Stop system and who must access the information to perform those responsibilities. Each party expressly agrees to take measures to ensure that no personal identifying information is accessible by unauthorized individuals.

Article X: Impasse—Dispute Resolution

In the event that all reasonable attempts to resolve the impasse at the local level are unsuccessful, the LWDB will report the impasse to the Governor's Workforce Development Board, which will intervene with the parties to resolve the disputed issue(s).

Article XI: Limitation of Liability

To the extent permitted by law, each party agrees to be responsible for any liability that directly relates to any and all of its own acts or omissions or the acts or omissions of its employees. In no event will any party be liable for any indirect or consequential damages caused by actions or omissions of another party or by the employees of another party.

Article XII: General Provisions

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

- A. **Jobs for Veterans Act.** As stated in Article III B 1, each party agrees to provide priority of service to veterans and covered spouses for any qualified job training program pursuant to 38 USC 2813.

- B. **Americans with Disabilities.** Each party, its officers, employees, members, and subcontractors hereby affirm current and ongoing compliance with all statutes and regulations pertaining to The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.
- C. **Drug-Free Workplace.** Each party, its officers, employees, members, subrecipient(s) and/or any independent contractors (including all field staff) associated with this MOU agree to comply with 29 CFR 94 and all other applicable state and federal laws regarding a drug-free workplace and to make a good faith effort to maintain a drug-free workplace. Each party will make a good faith effort to ensure that none of each party's officers, employees, members, and subrecipient(s) will purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way while working or while on public property.
- D. **Ethics Laws.** Each party certifies that by executing this MOU, it has reviewed, knows and understands the State of Minnesota's ethics and conflict of interest laws. Each party further agrees that it will not engage in any action(s) inconsistent with Minnesota Ethics laws.

Article XIII: Partial Invalidity

This MOU will be governed, construed, and enforced in accordance with all applicable federal, state, and local laws. Should any portion of this MOU be found unenforceable by operation of statute or by administrative or judicial decision, it is the intention of the parties that the remaining portions of this MOU will not be affected as long as performance remains feasible with the absence of the illegal or unenforceable provision(s).

Article XIV: Counterpart

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

MN DEED – Vocational Rehabilitation

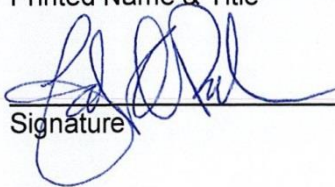
Kim Peck, Director, Voc. Rehab
Printed Name & Title


Signature

6/29/17
Date

MN DEED – State Services for the Blind

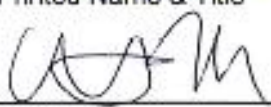
Carol Pan Kow, Director, SSB
Printed Name & Title


Signature

7/11/17
Date

MN DEED – Director, Employment & Training Programs

May Thao-Schuck, Director, ETP
Printed Name & Title


Signature

6/28/17
Date

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◆Kelly Zink, President
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◆Josh Goutermont, Manager/Employee & Labor Relations
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jgoutermont@allete.com

(WIBMEMBERS2017)

1) ABE Transitions Region	Northeast Region				
2) ABE Consortia within the Transitions Region	List ABE Consortia within the Transitions Region			Did the ABE Manager provide feedback and input regarding this plan? (Yes/No)	
	AEOA			Yes	
	Duluth Adult Education - ISD 709			Yes	
3) Local Workforce Development Area(s) within the Transitions Region	Local Workforce Development Area 4- Duluth and Local Workforce Development Area 3- NE MN				
4) American Job Centers (AJC), within the Transitions Region	Duluth Workforce Center, Grand Rapids Workforce Center, International Falls Workforce Center, Hibbing Workforce Center, Virginia Workforce Center, and Cloquet Workforce Center				
5) Key industries in regional economy	Medical, Manufacturing, Construction, Mining				
6) Minnesota State campuses within the Transitions Region	Lake Superior College, Rainy River Community College, Vermilion Community College, Mesabi Range College- Virginia and Eveleth, Hibbing Community College, Itasca Community College, and Fond du Lac Tribal and Community College				
7) Perkins Consortia within the Transitions Region	Lake Superior Consortium, Itasca County, Hibbing/Chisholm, East Range, and Carlton County Plus 2				
8) Individual completing this form	Patricia Fleege	E-mail	Patricia.fleege@isd709.org	Phone	218 336 8790
	Tracy Chase		tracy.chase@aeoa.org		218 259 4524
9) Designated Single Point Of Contact	Tracy Chase	E-mail	tracy.chase@aeoa.org	Phone	218 259 4524

Federal Fiscal Year 2018 / ABE Regional Transitions Aid Plan

10) ABE Representative/s on the Local Workforce Development Board/s (LWDBs)	Patricia Fleege Tracy Chase	E-mail	Patricia.fleege@isd709.org tracy.chase@aeoa.org	Phone	218 336 8790 218 259 4524
12) Plan Rationale					
<p>The Northeast Region of Minnesota is a broad area of the state that is comprised primarily of rural areas and small towns but also includes the City of Duluth and larger towns on the Iron Range like Grand Rapids, Virginia and Eveleth. The primary industries within the City of Duluth are healthcare, manufacturing, construction, and hospitality. The primary industries outside of the City of Duluth are mining, construction and tourism. Creating capacity for building Career Pathways within these industries and creating alignment in academic scope and sequence in these pathways when most appropriate all within the vision and framework of WIOA, is of primary importance. ABE's primary goal is to meet or improve the academic and basic skill needs of people in the Northeast Region for greater success in their personal, academic, and work lives. Creating opportunity in partnership with our Regional ABE providers, Workforce Boards and Workforce Systems as well as, Secondary Education Partners and Community Based Partner Organizations will create capacity and a regional environment ready to assist learners meet the employment, personal, and academic goals of their lives.</p>					
13) Goal 1:	Provide high-quality, best practice, in time literacy skills to meet the needs of students.				
Is this a goal that the region will continue implementing during 2018-2019? (Yes or No)	Yes				
S.M.A.R.T. Objectives	Proposed Activities: Description Explain how this activity will benefit the entire transitions region	Timeline	Proposed/Actual Outcomes and Budget		
<p>Provide Aligned Financial Literacy across the NE Region- Clientele will be from WFC referrals, general public, agency referrals, Adult Ed classrooms, etc.</p> <p>Highlighted area is an update.</p>	<p>Northeast ABE will pilot Financial Literacy at Workforce Centers and other Regional Locations. The content of these classes will be regionally determined, refined, delivered and reviewed.</p> <ol style="list-style-type: none"> 1. Regional curriculum development meetings among instructional and managerial staff will be convened. 2. Pilot curriculum at various Workforce Centers. 3. Regional review of curriculum among instructional and managerial staff will be convened. 	7/1/17-6/30/18	<p>Clients (identified by Workforce Counselors or self-interested clients) will learn basic financial literacy skills designed to assist in sound family financial decisions.</p> <p>Duluth:</p> <ol style="list-style-type: none"> 1. 2 staff x \$40 x 5 hours + 1 staff x \$60 x 5 hours = \$700 		

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			<p>2. 1 staff x 2 hours x 17 weeks x \$40 = \$1360</p> <p>3. 2 staff x \$40 x 5 hours + 1 staff x \$60 x 5 hours = \$700</p> <p>Total = \$2760.00</p> <p>AEOA:</p> <p>1. 6 staff X 5 hours X \$30 + 1 staff X 5 hours X \$45= \$1125</p> <p>2. --</p> <p>3. 6 staff X 5 hours X \$30 + 1 staff X 5 hours X \$45= \$1125</p> <p>Total= \$1,250.00</p>
<p>Provide continued ACES, NorthStar Digital Literacy, and CCRS Development and Alignment utilizing <u>The Power of Yet</u></p> <p>The highlighted yellow areas in this segment represent an update.</p>	<p>Northeast ABE will be trained in the “Power of Yet” and continued ACES instruction and create classroom curriculum to supplement the concept utilizing and meeting ACES, NorthStar Digital Literacy and CCRS standards. Northeast ABE will accomplish this by:</p> <ol style="list-style-type: none"> 1. Conducting staff wide training in The Power of Yet as well as viewing and discussing the Tuesday Feb 27 webinar. and ACES/NorthStar Digital Literacy. This will be accomplished by Theresa Luther-Dolan and Stephanie Sommers presenting on the Power of Yet in the AM and then training, using the Power of Yet, in ACES/NorthStar Digital Literacy in the PM. Review of the 2/27 webinar will not take place. 2. Providing dedicated curriculum development time. 3. Conducting a Regional Day of curriculum pair and share across ABE providers as a means of creating Regional alignment. 	<p>1/1/18 – 6/30/18</p>	<p>Develop or adjust curricula for ABE classrooms that support the “Power of Yet” message that are aligned to the ACES and CCRS standards.</p> <p>Duluth</p> <ol style="list-style-type: none"> 1. 2 teachers’ x \$25 x 8 hours + 2 teachers’ x \$40 x 8 + 1 manager x \$60 x 8 = \$1520 2. 2 teachers’ x 10 hours x \$25 + 2 teachers’ x 10 hours x \$40= \$1300

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			<p>3. 2 teachers' x \$25 x 8 hours + 2 teachers' x \$40 x 8 + 1 manager x \$60 x 8 = \$1520</p> <p>Total = \$4340.00</p> <p>AEOA</p> <p>1. 13 teachers' X \$30 X 8 hours + 1 manager X \$45 X 8= \$3480</p> <p>2. 13 teachers' X \$30 X 10 hours= \$3900</p> <p>3. 13 teachers' X \$30 X 8 hours + 1 manager X \$45 X 8= \$3480</p> <p>Total= \$10,860.00</p>
<p>Develop and provide ABE/GED classes – contextualizing math for construction and medical; computer basics; and employment skills- to outlying sites that do not have present day access using ITV at local schools in the IASC area/ and Go To meeting.</p> <p>Highlighted areas represent changes.</p>	<p>AEOA will use the ITV system/ Go To meeting at local schools in the Itasca Area Schools Collaborative (IASC). Because there are potential students in areas that do not have access to ABE/GED services, the ITV option may help to reach these students. Depending on success and interest, this may become a model for other AEOA service area districts.</p> <ol style="list-style-type: none"> 1. Survey the IASC area to see if potential people would access the ITV option. 2. Meet with area school representatives- superintendents, principals, etc. to see about buy-in for the ITV option. 3. ITV instruction- equipment use, set up, delivery. 	<p>10/1/17-6/30/18</p>	<p>Seek out potential students and enroll them in the ABE/GED ITV instruction.</p> <p>AEOA</p> <p>1 & 2. 1 staff X \$ 30 X 10 hours= \$300 + 1 manager X \$45 X 10 hours= \$450</p> <p>3. 1 staff X \$30 X 30 hours= 900</p> <p>Total= \$1,650.00</p>

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14) Goal 2: Provide high-quality, innovative Career Pathway opportunities in partnership with employers and other community partners			
Is this a goal that the region will continue implementing during 2018-2019? (Yes or No)		Yes	
S.M.A.R.T. Objectives	Proposed Activities: Description	Timeline	Proposed/Actual Outcomes and Budget
Develop a Transition/Advisory Class to inmates at the Saint Louis County Jail.	Duluth Adult Ed will develop a Transitions Advisory Class specifically for inmates at St. Louis County jail that allows inmates to make progress towards educational and employment goals while incarcerated and create an feasible plan of action for when they are released. This class would focus on ACES TIF categories and skills of self-management, navigating systems, developing future pathways and effective communication. The development of this class will require significant time in: <ol style="list-style-type: none"> 1. Gathering appropriate community contacts/resources and processes for students to access post release Basic Needs (housing, safety and food) 2. Gathering appropriate community contacts/resources and processes for students to access post release mental health and addiction services. 3. Gathering appropriate community contacts/resources and processes for students to access post release education and employment services. 4. Creating "structure" within the St. Louis Co. Jail system to value these goals for inmates and embrace the plan for this kind of class. 	1/1/18 – 6/1/18	54 hours x \$40 = \$2160.00
Develop and Provide and Implement Contextualized Soft Skills Training in	<ol style="list-style-type: none"> 1. Work with Duluth Workforce Dev Board’s Career Pathways Soft Skills working group in selection of a soft skills assessment to be utilized by local employers and in 	9/1/17 - 6/30/18	Duluth <ol style="list-style-type: none"> 1. 12 hours committee time x \$60 manager = \$720

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<p>Workforce Development and Career Pathway Opportunities</p> <p>The portions highlighted in yellow I am requesting to move to the 18/19 plan. This Soft Skills/Work Readiness has stalled for now, but will be revisited in the fall according to the Duluth WFC Director, Paula Reed. In its place at this time, I have inserted upon ok by Julie Dincau the St. Louis Co. Jail Transition/Advisory Class Development.</p>	<p>development of a process by which employees can be assessed.</p> <p>2. Development of contextualized soft skills curriculum to address the needs of local industry utilizing soft skills assessment opportunities through the Workforce Center.</p> <p>3. Piloting of Soft Skill Curriculum with selected local industry (hospitality).</p> <p>4. Development of generalized employment soft skill seminars to be provided through Community Education and the Duluth Workforce Center.</p> <p>2. Development of contextualized soft skills curriculum in alignment with and utilizing ACES Transition Integration Framework to address the needs of local industry utilizing soft skills assessment opportunities through the Workforce Center. TIF categories of focus: Effective Communication, Critical Thinking, Self-Management and Navigating Systems.</p> <p>3 Piloting of Soft Skill Curriculum with selected local industry (hospitality and health care).</p> <p>4. Development of generalized employment work readiness soft skill seminars to be provided through Community Education and the Duluth Workforce Center.</p>		<p>2. 25 hours x \$40= \$1000 3. 20 hours x \$40= \$800 4. 10 hours x \$25= \$250</p> <p>Total = \$2270.00</p>
<p>Develop and Implement Bridge Instruction for Welding Training across the NE region.</p>	<p>Develop a Regional CP Contextualized Bridge Training for In-Demand Welders</p> <ol style="list-style-type: none"> Attend Regional Bridge Planning Meetings with employers and Workforce Develop Employer Informed Bridge Instruction 	<p>10/1/17-6/30/18</p>	<p>Duluth:</p> <ol style="list-style-type: none"> 8 hours (manager) x \$60= \$480 8 hours (teacher) x \$40 = \$320 22 hours x \$40= \$880

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			Total = \$1680.00 AEOA: 1. 8 hours X \$45 = \$360 + 8 hours X \$30= \$240 2. 24 hours X \$ 30= \$720 Total= \$1,320.00
Maintain and Develop Future CP opportunities locally and regionally	Duluth: 1. Attend Regional Workforce Development Board meetings twice per year 2. Attend Monthly Duluth WFDB Career Pathway meetings	9/1/17-6/30/18	Duluth: 1. 8 hours x \$60= \$480 2. 15 hours x \$60= \$900 Total = \$1380.00
Develop Job-Seekers Skill cohort	Duluth: In Partnership with Duluth Public Library and the Duluth Workforce Center develop a Job Seekers Skill Cohort prior to the Duluth Career Fair that focuses on Microsoft Word, Excel and PowerPoint including the development of resumes, letters of introduction, spreadsheets and power points and including on-line job applications. North Star Digital Literacy will be included.	1/1/17 – 6/30/18	Duluth: 1. 8 hours Development meetings x \$60= \$480 hours instruction 20 x \$40= \$800 Total = \$1280.00
15) Goal 3:	Provide academic support and skill development at two-year Minnesota State Colleges		
Is this a goal that the region will continue implementing during 2018-2019? (Yes or No)	Yes		
S.M.A.R.T. Objectives	Proposed Activities: Description	Timeline	Proposed/Actual Outcomes and Budget
Develop integrated ABE support in the Developmental Math	Duluth Adult Ed has been queried by LSC Developmental Ed to offer support in Algebra I potentially by fall semester 2018. 1. Provide TABE assessment for 5 Algebra I classes 2. Attend Developmental Education Planning meetings 3. Develop integrated classroom curriculum in conjunction with LSC Math Dev Ed instructors	9/1/17-6/30/18	1. 40 hours x \$25= \$1000 2. 18 hours x \$40 = \$720 3. 25 hours x \$40= \$1000 Total = \$2720.00

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Provide North Star Digital Literacy to students needing computer literacy on campus	Duluth Adult Ed has been queried to pilot Digital Literacy on campus to students who need to develop specific digital literacy skills to be successful in dev ed or college ready courses. Students would be able attend the sessions that specifically meet their needs over the course of a three-week session x 2 sections	1/1/18 – 6/1/18	1. 54 39hours x \$40 = \$2160.00 \$1560.00
Provide evening academic support to struggling students.	AEOA will provide two evenings per week academic support at Itasca Community College for struggling students. There are not a lot of evening options for students, and this will be an opportunity for the students who cannot attend during the daytime to receive services. The ICC instructors will make student referrals and the ICC instructors and ABE staff will work together to help the students be successful. <ol style="list-style-type: none"> 1. TABE & Diagnostic all students for benchmark skills. 2. Participate in instructor meetings to discuss progress. 3. Develop curriculum to aid in skill development in math, reading, and writing. 	9/01/17-6/30/18	Academic support for students. AEOA: <ol style="list-style-type: none"> 1. 5 hours X \$35= \$175 2. 10 hours X \$35 = \$350 3. 40 hours X \$35 = \$1400 Total= \$1925.00
Engage Rainy River Community College, Mesabi Range College, and Vermilion Community College.	AEOA will seek out additional partnerships with RRCC, MRC, and VCC. Although we have been on campus in the past at MRC and VCC and we are on campus at RRCC, our collaborative efforts have been lacking. <ol style="list-style-type: none"> 1. Contact RRCC, MRC, and VCC and meet with administration to see about building programming. 2. Program building 	10/1/17-6/30/18	Build capacity. AEOA: <ol style="list-style-type: none"> 1. 15 hours X \$45=\$675 2. 3 staff X \$30 X 18 hours= \$1620 Total= 2295.00
15) Goal 4:	Maintain Awareness of current and future Transition Opportunities		
Is this a goal that the region will continue implementing during 2018-2019? (Yes or No)		yes	
S.M.A.R.T. Objectives	Proposed Activities: Description	Timeline	Proposed/Actual Outcomes and Budget

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<p>Continue to access current transition information and participate in future planning.</p>	<ol style="list-style-type: none"> 1. Attend quarterly RTC meetings 2. Attend regional manager meetings 	<p>7/1/17-6/30/18</p>	<p>Duluth:</p> <ol style="list-style-type: none"> 1. 32 hours x \$60.00 = \$1920 2. 2.5 hours x 6 mtgs x \$60.00 = \$900 <p>Total = \$2820.00</p> <p>AEOA:</p> <ol style="list-style-type: none"> 1. 32 hours X \$45= \$1440 2. 2.5 hours X 6 mtgs X \$45= \$675 <p>Total= \$2115.00</p>
<p>AEOA Fiscal Administration Fees</p>	<p>AEOA fiscal administration fees are for audit and other expenses</p>	<p>7/1/17-6/30/18</p>	<p>Audit is \$3.30 per \$1,000 and fiscal administration is 4.5% of grant total each year. Audit is approximately \$150.00 and Fiscal Admin fees are @ \$ 2,025.00</p>
			<p>Duluth Total = \$21,410.00</p> <p>AEOA Total= \$21415.00 +Fiscal \$2,025.00 + Audit @\$150.00= \$23,590.00</p> <p>Grand Total= \$45,000.00</p>

Revision History

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Date	Description / Reason for Changes	Version

Reviewer Notes: