

IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI

A RESOLUTION authorizing the County Executive to execute a Memorandum of Understanding with the Full Employment Council, Inc., of Kansas City, Missouri, for the furnishing of employment training and support services for use by the Department of Corrections, at no cost to the County.

RESOLUTION NO. 18770, March 23, 2015

INTRODUCED BY Alfred Jordan, County Legislator

WHEREAS, the County desires to make available to locally incarcerated individuals with employable skills by providing them with training, education, and support services prior to release from incarceration; and,

WHEREAS, the Full Employment Council, Inc. (FEC), of Kansas City, Missouri has submitted a proposal to the County to provide these services at a site located within the County's correctional facilities; and,

WHEREAS, the proposal submitted by the FEC is in partnership with the U.S. Department of Labor Employment and Training Administration Pilot Demonstration Project grant program titled, *Linking to Employment Activities Pre-release Specialized American Job Centers*, that is part of the Workforce Investment Act and Section 212 of the Second Chance Act of 2007; and,

WHEREAS, the implementation of this program is dependent upon the FEC receiving a grant award to provide funding for this program, at no cost to the County; and,

WHEREAS, the attached Memorandum of Understanding (MOU) with the FEC adequately sets out the rights and obligations of the parties with regard to this arrangement, at no cost to the County; and,

WHEREAS, the execution of this MOU is in the best interests of the health, safety, and welfare of the citizens of Jackson County; now therefore,

BE IT RESOLVED by the County Legislature of Jackson County, Missouri, that the County Executive be and hereby is authorized to execute a Memorandum of Understanding with the Full Employment Council, Inc., of Kansas City, MO, in a form substantially similar to that attached, as approved by the County Counselor, and any other documents necessary to effect this Resolution.

Effective Date: This Resolution shall be effective immediately upon its passage by a majority of the Legislature.

APPROVED AS TO FORM:

[Signature]
Chief Deputy County Counselor

[Signature]
County Counselor

Certificate of Passage

I hereby certify that the attached resolution, Resolution No. 18770 of March 23, 2015, was duly passed on March 23, 2015 by the Jackson County Legislature. The votes thereon were as follows:

Yeas 9

Nays 0

Abstaining 0

Absent 0

3/23/15
Date

[Signature]
Mary Jo Spino, Clerk of Legislature

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (this “MOU”) is made and entered into (is executed and agreed to) between (1) Jackson County, Missouri, and (2) the Full Employment Council, Inc., a Missouri nonprofit corporation (“FEC”) designated as the One-Stop Operator / Fiscal Agent. These parties may also be identified as “Partners.”

Description of the Jail-Based Specialized AJCs Program:

The County agrees to partner with the FEC in the U.S. Department of Labor Employment and Training Administration Pilot Demonstration Projects of the Workforce Investment Act and Section 212 of the Second Chance Act of 2007 *Linking to Employment Activities Pre-release Specialized American Job Centers (AJCs)* grants.

The purpose of this program is to provide locally incarcerated offenders with employability skills by providing them workforce services prior to release from local incarceration and linking them to a continuum of employment, training, education, and support services offered through their community-based AJCs post-release, as well as building connections to local employers that will enable transitioning offenders to secure employment pre-release.

The jail-based specialized AJCs provides the Opportunity for Local Workforce Investment Boards (LWIBs) to develop and operate specialized AJCs inside of county, municipal, or regional jails and correctional facilities and to provide a range of AJC services that will assist and enable transitioning soon to be released local offenders to prepare for employment prior to release and continue with individual development and service plans in the community once released and to increase their opportunities for successful reentry into their home communities.

Services shall be provided on-site at the County Jail site located at 1300 Cherry Street, Kansas City, Missouri. FEC staff under this initiative will be provided office space at the County Jail site on a full-time basis. Additional FEC staff will rotate staff to the site in order to maintain full-time staffing at the facility to ensure comprehensive AJC services are provided.

PARTNERSHIPS – ROLES AND RESPONSIBILITIES OF REQUIRED PARTNERS

1. Tangible resources (space use) contributed and strategy to secure space use within the facility for the AJC.

The County will provide dedicated office space to support physical location within the Jail facility for the AJC services, will include resource materials, video equipment, interviewing room/area, and will provide space for workshops and conferences and meetings such as conference rooms, break room, reception area, storage room, bathrooms, resource rooms and hallways.

2. Description of the Jackson County Department of Corrections facility’s operational structure.

Attached as Exhibit A

3. Plan for partner providers to have access to the correctional facility - Identification of any requirements for the program staff to access the correctional facility.

The County will provide necessary security clearances, identifications, and permissions for FEC-AJC staff to access the designated office space and other space or common areas, such as conference rooms or other designated space for workshops

4. Strategy for internet access use within the facility.

The County will provide necessary identifications and permissions for FEC-AJC staff and all program participants to have internet access in order to be linked electronically to the One-Stop Center System, provide space for computers and software within the facility for FEC to administer electronic intake and assessments, to register in the state labor exchange AJC system, toolbox registry for participant registration, conduct labor market research and conduct job search, etc.

5. Plan for inmates' movement throughout the facility to ensure that all program participants have adequate opportunities to access the jail-based specialized AJC.

The County will provide necessary identifications and permissions for movement throughout the facility to ensure that all program participants have adequate opportunities to access the jail-based specialized AJC space.

6. Schedule of facility activities affecting jail-based specialized AJC operations.

Sample Schedule

- a. Minimum two (2) hours Program Orientation.
- b. Minimum two (2) hours in-depth one-on-one interview, enrollment, and assessment to identify employment barriers and appropriate employment goals and develop an Employment Plan (EP).
- c. Minimum of four (4) workshops (Job Readiness/Workplace Readiness Skills and Life Skills Training Job Clinic, Job Search Workshop, Resume Writing, LMI Information Sessions, Interview Techniques Workshop, Resume Development, Interviewing Techniques, WIN Career Readiness, Financial Education, Basic Computer Literacy Skills (Logging On, How to Use a Mouse, Word Processing, Internet, and E-mail) and Soft Skills Training:
 - Time Management
 - Goal Setting
 - Stress
 - Resume Writing
 - WIN Remediation

- Interview Techniques
- Job Searching on-line
- Networking
- Computer Literacy
- Financial Aid Workshop

d. Pre-Release Re-entry Workshop – 30 days from release – Orientation to the Community-based AJC - will be scheduled to meet with AJC Job developer (WDE) or Job Matcher (CPS), subject to the approval of the court with jurisdiction over the offense.

7. Plan for identifying and selecting participants.

- a. Eligibility Determination - (1) Release date scheduled within 180 days of the individual's enrollment, (2) convicted as an adult and imprisoned under municipal, county, federal, or state law, (3) not been convicted of a sexual offense other than prostitution, and (4) sentenced offender confined in AJC municipal, county, or regional correctional facility, priority of service to veterans.
- b. The County will work with the FEC-AJC to facilitate the identification of those detainees who will participate in the program and to assist the FEC staff to coordinate services for those individuals. The County will partner with FEC on outreach materials and efforts, and provide marketing material provided by FEC to potential participants. The County will initiate recruitment and outreach effort for the enrollment of participants, and refer interested participants to FEC-AJC through a Systematic Referral Process for AJC Customers.

8. Coordination Plan with corrections, workforce, and reentry professionals and other service providers.

- a. The Partners agree to work collaboratively to participate in an integrated consortium that will carry out the goals of the FEC-AJC at the facility and will jointly plan the processes for client flow, assessment/case management, job development, referral, and placement processes, staff capacity, space requirements, standards of operation, and resolution of disputes.
- b. The Partners agree to designate management committee representatives who will participate in joint planning process which will assist in identifying the needs of the participants and set priorities for services based on those needs.
- c. The County will appoint a coordinator to facilitate the operation of the AJC initiative and will act as a liaison between the jail and FEC-AJC.
- d. The Partners will hold regular planning meetings to ensure successful program delivery of services (weekly, bi-weekly, or monthly).

- e. The Partners will participate in a process of program review and continuous improvement to offer the best possible services and maximize opportunities for further integration and agrees to survey customer satisfaction to assure services are responsive to the needs of the participants.

9. Plan for pre-release supervision planning.

- a. The Partners will jointly collaborate to provide career support and job search services.
- b. The Partners will participate in collaborative case management.
- c. The Partners will plan for integrated service delivery.

10. Plan for post-release supervision planning.

- a. The Partners will jointly collaborate to provide career support and job search services.
- b. The Partners will participate in collaborative case management.
- c. The Partners will plan for integrated service delivery.
- d. The County will refer low to moderate risk candidates for the program participation.
- e. The County will communicate needs and risk assessment results.

11. The County will provide tangible resources, including income supports that will enable participants to fully participate in post-release services, as indicated below.

- a. Program services supervisor
- b. Corrections community outreach coordinator services
- c. Inmate services coordination services
- d. Inmate services administrator services
- e. Office space
- f. Training room
- g. Conference room
- h. Program rooms
- i. Internet access

12. Plan for “hand-off” of participants from the jail-based specialized AJC to the community-based AJC staff members.

Participants shall be referred to the nearest AJC for services. Participants will be provided with a standardized referral form to make services more efficient and readily accessible. A feedback mechanism shall be established to enable referred AJC to provide data for reports of the results of referrals. Reports shall be generated quarterly, at a minimum, with the results of referral forwarded back to the Jail-based AJC.

13. Communication strategy with Partners – pre-release and post-release.

- a. The Partners will coordinate and facilitate introductory and any necessary subsequent organizational meetings regarding the Project.
 - b. The Partners will meet weekly or monthly for coordination to regular community meetings regarding the program.
 - c. The County will communicate any questions or concerns to Coordinator and Staff.
 - d. The County will provide training for Partner Staff Members; four (4) hour security orientation training will be provided, as well as additional training will be made available.
 - e. The Partners will work with designated officials to obtain security clearance and follow all institutional guidelines for safety and security.
 - f. The County will provide administrative and other support to staff regarding the project.
 - g. The Partners will share and exchange relevant participant information through electronic interface or through personalized service in order to access eligibility criteria and to identify eligibility documentation required by law, to track applicants, and provide feedback on client participation and outcomes.
 - h. The Partners will honor the following information release guidelines:

Exchanged information shall remain private and confidential in accordance with the most restrictive confidentiality requirements governing collecting, receiving, or sharing information. The Partners will maintain confidentiality as required by state standards and policies and procedures.
 - i. The Partners will monitor and evaluate the effectiveness of the Project.
 - j. The County will facilitate the placement of informational materials in the areas in facility visible to inmates.
 - k. The Partners will coordinate and facilitate introductory and any necessary subsequent organizational meetings regarding the Project.
14. The Partners will determine how services to participants will be continued for a minimum of two years after the grant's period of performance.
- a. The FEC will cost share and locate on a full-time or part-time basis staff at the facility location and to be linked electronically to the AJC.

- b. The Partners will provide space and an allotted time to FEC staff to conduct intake, eligibility determinations, and client interviews. The FEC representative should have access to a telephone, fax, and copy machine.
- c. The Partners will provide weekly visits of counseling staff and scheduled monthly workshops at the facility.

15. If the FEC's grant application is approved, this MOU shall remain in effect until such time as the parties have entered into a more formal successor contract.

16. If the FEC's grant application is denied, this MOU shall cease to remain in effect.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding on this _____ day of _____, 2015.

APPROVED AS TO FORM:

JACKSON COUNTY, MISSOURI

W. Stephen Nixon
County Counselor

Michael D. Sanders
County Executive

ATTEST:

FULL EMPLOYMENT COUNCIL, INC.

Mary Jo Spino
Clerk of the Legislature

Clyde McQueen
President/CEO

Jackson County Department of Corrections

EXHIBIT A

2014

Regional
Correctional
Facility Director
Ken Conlee

