

**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 (WIA) 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.

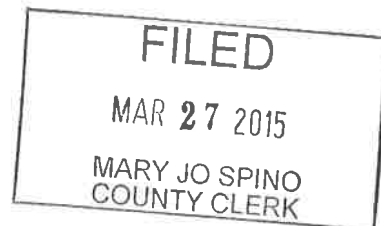
If the FEC's grant application is approved, this MOU shall remain in effect until such time as the parties have entered into a more formal successor contract.

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

**PARTNERSHIPS – ROLES AND RESPONSIBILITIES OF REQUIRED PARTNERS**

**A. JACKSON COUNTY, MISSOURI SHALL BE RESPONSIBLE FOR PROVIDING THE FOLLOWING:**

Draft Jail Based Grant proposal MOU 3/20/15



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FILED  
MAR 27 2015  
MARY JO SPINO  
COUNTY CLERK

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 areas of the 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.

**B. Full Employment Council, designated American Job Center operator of the Kansas City and Vicinity and East Jackson County Workforce Investment Boards (LWIBs) Shall Be Responsible For Providing The Following:**

The FEC jail-based AJC to be called, the "Keep Moving Career Development Project" is designed to provide American Job Center services to a unique joint County correctional facility. This program will be implemented in a two-phase program that is uniquely suited for the operational structure of the Jackson County Detention Center (JCDC). The pool of participants are those individuals who are incarcerated in the JCDC who are pre-conviction, serving County time, or awaiting a probation hearing. In 2014 79.1% of JCDC inmates were pretrial, 4.3% were post trial, 8.4% were probation violators, and 4.2% were serving County time for one year or less. The remaining were holds for other jurisdictions and minor violations. Jackson County also operates the Regional Correctional Center (RCC), which accepts municipal detainees from the Kansas City Police Department and City Municipal Court. Sentenced municipal inmates will also be in the pool of participants.

The majority of individuals from both facilities (JCDC and RCC) will be returning to the community. A major goal of all those involved in this project is providing them with the services that will reduce the chance of re-incarceration.

1. FEC Jail-based AJC will structure AJC services to accommodate this unique arrangement.
  - a. The 1<sup>st</sup> tier of participants is those individuals who are pre-trial or pending bond and are low income, poor, economically disadvantaged, and/or at-risk adult.

- b. The 2<sup>nd</sup> tier of participants is that group of detainees who are convicted and sentenced.
  - c. The individuals who are 1<sup>st</sup> tier will be provided leveraged Workforce Investment Act (WIA) funded job preparation services and activities. The 2<sup>nd</sup> Tier participants who are convicted, sentenced, and confined will be provided jail-based funded on-site services through the grant.
2. 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 a management committee representative who will participate in joint planning processes which will assist in identifying the needs of the participants and set priorities for services based on those needs.
    - c. The Partners will hold regular planning meetings to ensure successful program delivery of services (weekly, bi-weekly or monthly).
    - d. 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 agree to survey customer satisfaction to assure services are responsive to the needs of the participants.
  3. Coordinate and schedule individual and group client activities with FEC staff, as appropriate.
    - a. The Partners will attend monthly and weekly meetings at FEC-AJC office or other designated place.
  4. Tangible resources contributed that support program implementation and goals.
    - a. FEC shall provide sufficient qualified staff to operate the FEC jail-based AJC. Staffing includes:
      - i. Coordinator/Counselor - will provide career counseling, job readiness job skills assessments to determine needs and to remove barriers, job preparation, resumes development assistance, directed, and self-directed job search, referrals to job developers and referral to other services post release.



- ii. Job Placement/Job Matcher - will provide dedicated job matching.
  - iii. Instructor/Facilitator - will schedule, administer, provide job skills testing and assessments, remediation GED/HiSet instruction, and will conduct workshops;
  - iv. Post-grant Instructor/Facilitator - will be on site 50% of time and workshops will be provided on-demand through a mobile team, job development services will be provided through the local community-based AJC pre- and post-release.
5. The project shall be located at 1300 Cherry Street, Kansas City, MO 64106.
  6. FEC's principal office and place of business is 1740 E. Paseo, KCMO 64108.
  7. Locations and/or facilities at which activities/tasks are to be performed:
    - a. Primary activities will take place at the local career centers in Jackson County located at:  
  
**American Job Center/Full Employment Council/Central City/Central Kansas City**  
1740 Paseo  
Kansas City, MO 64108  
  
**American Job Center/Full Employment Council/Independence/Eastern Jackson County**  
15301 East 23rd Street South  
Independence, MO 64055-1698
    - b. The FEC AJC activities may take place at alternate sites operated by the FEC in the four (4) surrounding counties that are convenient to program participants.
  8. Communication strategy with partners - pre-release and post-release.
    - a. The FEC will partner with Jackson County in establishing a regional advisory committee to ensure timely execution of deliverables and to support curriculum design
    - b. The FEC will coordinate and facilitate introductory and any necessary subsequent organizational meetings regarding the project.
    - c. The FEC staff will meet weekly or monthly for coordination of regular community meetings regarding program.
  9. Communicate any questions or concerns to coordinator and staff.
    - a. The Partners will agree to 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

- b. The Parties agree to honor the confidential information release guidelines. Exchanged information shall remain private and confidential in accordance with the most restrictive confidentiality requirements collecting, receiving or sharing information. The Partners will maintain confidentiality as required by state standards and policies and procedures.
  - c. The Parties will monitor and evaluate the effectiveness of the Project.
  - d. The Parties will provide informational materials to be distributed in the areas in facility visible to inmates.
10. The American Job Center Operator authorized under WIA shall provide core services, intensive services, and access to training services inside of correctional facilities to address the employment barriers of incarcerated offenders prior to and as they transition into the community and the workforce, and effective July 1, 2015, the community-based AJC's, under the Workforce Innovation and Opportunity Act (WIOA), will transition into providing "career services."
11. The FEC jail-based AJC integrated service delivery and integrated customer flow will include three major functions of the Next Generation Career Center.
- a. Welcome/assessment.
  - b. Skill development.
  - c. Employment. This includes the following employment and career services components. (Core and Intensive)
    - (1) Eligibility determination for Workforce Investment Act, client eligibility for FEC services will be determined by the FEC.
    - (2) Outreach and orientation to the information and other support services available through the American Job Center Delivery System, attend an orientation on the services they may access through the Full Employment Council Missouri Career Center One-Stop system, purpose and philosophy of the program, complaint/rights/grievance policy procedures (Customer Complaint and Grievance Form), counseling services available, participant responsibilities, conditions for termination from the program.
    - (3) The FEC will utilize an in-depth intake and assessment process including interviews and evaluations to identify employment barriers and appropriate employment goals. The Partners shall be coordinated to ensure consistency with the Full Employment Council, Inc. assessment procedures. The results of all counseling, testing, and assessment activities shall be documented on the Employment Plan and used to identify individual service strategies.

customers referred for services will receive a written referral form with the date, time, and contact.

- d. A feedback mechanism shall be established by jail-based FEC-AJC and local FEC-AJC to enable each to provide data for reports of the results of referrals.
- e. The FEC staff will complete the feedback section of the referral form and send a copy back to the referring agency within five (5) days after the scheduled orientation date.
- f. Reports shall be generated quarterly, at a minimum, with the results of referral forwarded to the referring agency.

**American Job Center/Full Employment Council/Central City/Central Kansas City**  
1740 Paseo  
Kansas City, MO 64108

**American Job Center/Full Employment Council/Independence/Eastern Jackson County**  
15301 East 23rd Street South  
Independence, MO 64055-1698

- 14. The FEC will provide recruitment and outreach services. Referrals received from jail-based AJC and shall conduct outreach immediately to engage clients. Participants will receive a written referral form with the date, time, and place of the appointment, with the maximum amount of time to schedule a customer appointment should not exceed three working days. The individual making the appointment will be responsible for follow-up.
- 15. The FEC will provide comprehensive case management for participants seeking training services. Progress reviews shall be completed every 30 days to evaluate and document the extent to which the client is achieving pre-established goals and overcoming identified barriers. Progress reviews shall document counseling services and shall include client problems and recommended solutions, and accomplishments. Progress reviews shall be completed more frequently when needed to assist clients in resolving training-related problems. The employment plan shall periodically be updated and revised when client goals, needs, and/or barriers to employment change.
- 16. The FEC will plan to link participants to employment or income supports that will enable participants to fully participate in post-release services
- 17. Upon the clients' release to community-based Next Generation Missouri Career Centers, the FEC will continue to provide the Core and Intensive services as described above. The FEC will continue to provide integrated service delivery training services for jobs in targeted industries, based on informed decisions using LMI and other workforce intelligence, that are high-skilled, high wage jobs focus on specific occupations, industries, and types of training, include, but are not limited to:

- a. Short-term training in pre-vocational services
- b. Learning skills
- c. Communication skills
- d. Interviewing skills
- e. Punctuality
- f. Personal maintenance skills
- g. Professional conduct
- h. Preparation for unsubsidized employment or graining
- i. Occupational skills training
- j. training for non-traditional employment
- k. Individual Training Accounts (ITAs)
- l. Occupational Skill Training

18. The FEC will provide programs that combine workplace training with related instruction, which may include cooperative education programs.
19. The FEC will provide supportive services and the provision of information relating to the availability of supportive services including, at a minimum, child care, transportation available in the local area and referral to such services as appropriate.
20. The FEC will provide follow-up services, including counseling regarding the workplace and monthly follow-up.
21. The FEC will plan for tracking and reporting WIA/WIOA common measures and seven pre- and post-release outcomes and outputs.
22. The FEC agrees to work collaboratively to develop performance reporting systems to track and report on the outcomes and to reach agreement on Department of Labor performance measurement levels and any additional measures of the Local WIB Boards or the Governor. The career counselor will provide ongoing tracking of participants' progress toward established goals and program outcomes using the Efforts to Outcomes (ETO) software. A participant's information is entered into the database within 48 hours after meeting with the career counselor. Monthly reports will be completed using the ETO software and quarterly narrative reports will be submitted to the program director.
23. The FEC will provide services to participants for a minimum of two years after the grant's period of performance.
- a. This two-phase design will enable the program services to be sustained after the grant funding ends.
  - b. Leveraged services provided by the Jackson County Department of Corrections, funded by two WIA regions, the urban Jackson County KCV WIA and suburban Jackson County EJAC WIA region, will provide partial funding to support

services for those individuals who are 1<sup>st</sup> tier and will provide leveraged WIA funded job preparation services and activities.

- c. 2nd Tier participants who are convicted and sentenced and confined will be provided jail-based funded on-site services.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding on this 27<sup>th</sup> day of March, 2015.

APPROVED AS TO FORM:

JACKSON COUNTY, MISSOURI



W. Stephen Nixon  
County Counselor



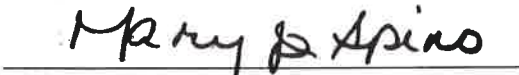
Michael D. Sanders  
County Executive



Kenneth Conlee  
Director, Department of Corrections

ATTEST:

FULL EMPLOYMENT COUNCIL, INC.



Mary Jo Spino  
Clerk of the Legislature



Clyde McQueen  
President/CEO

# EXHIBIT A

## Jackson County Department of Corrections

2014

Regional  
Correctional  
Facility Director  
Ken Conlee

