

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 18770

Sponsor(s): Alfred Jordan

Date: March 23, 2015

<p>SUBJECT</p>	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Requesting a Resolution authorizing the County Executive to enter into a Memorandum of Understanding with the Full Employment Council, Inc., a Missouri nonprofit corporation.</u></p>												
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Amount authorized by this legislation this fiscal year:</td> <td style="width: 20%; text-align: right;">\$</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM / TO</td> <td>FROM ACCT</td> </tr> <tr> <td></td> <td>TO ACCT</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input checked="" type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number; FROM / TO	FROM ACCT		TO ACCT
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<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date):</p> <p>Prior resolutions and (date):</p>												
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Mary Lou Brown, Chief Administrative Officer, 816-881-3064 on March 17, 2015</p>												
<p>REQUEST SUMMARY</p>	<p>Resolution authorizing the County Executive to enter into a Memorandum of Understanding (MOU) with the Full Employment Council, Inc., (FEC) a Missouri nonprofit corporation. Jackson 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.</p> <p>The FEC is applying for a grant which will provide funding for the costs associated with the implementation of a specialized AJC inside the Jackson County jail. The purpose of the program is to provide locally incarcerated offenders with employability skills by providing them workforce services prior to release from incarceration and linking them to a continuum of employment, training, education and support services offered through the community-based AJCs post-release, as well as building connections to local employers that will enable transitioning offenders to secure employment pre-release.</p>												

	<p>Services will be provided at the Jackson County jail and FEC staff will be provided office/training space at the Jail on a full-time basis. FEC staff will maintain full-time staffing at the facility to ensure comprehensive AJC services are provided.</p> <p>The County will provide the space for the AJC and will not incur any costs specific to the program.</p> <p>The approved MOU is part of the required documentation to be submitted with the grant request which must be filed by April 3, 2015.</p>	
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS		
REVIEW	Department Director: <i>Mary Lou Brown</i>	Date: <i>3/17/15</i>
	Finance (Budget Approval): <i>If applicable</i>	Date:
	Division Manager:	Date:
	County Counselor's Office:	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in ____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance #
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

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

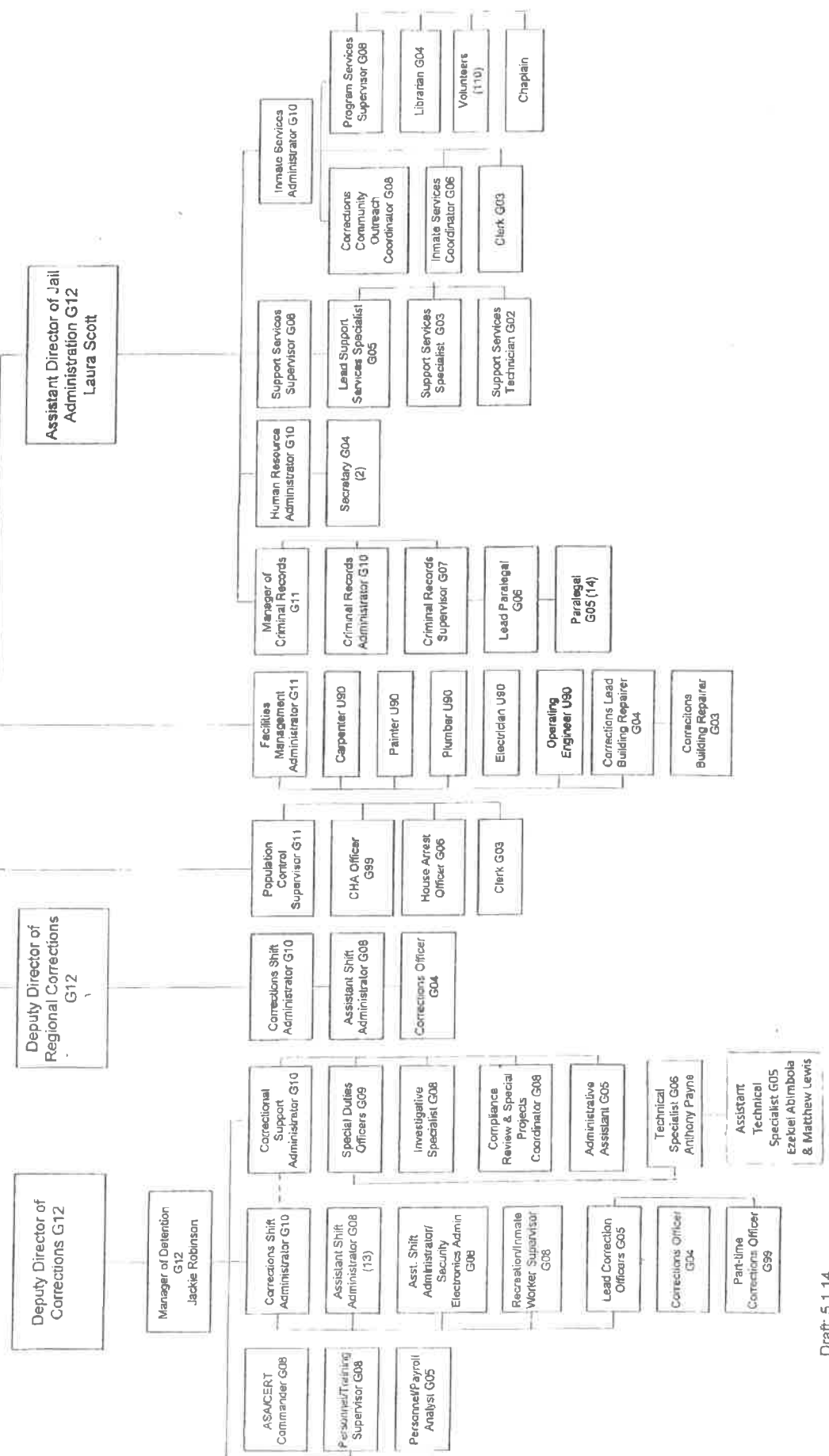
Clyde McQueen
President/CEO

Jackson County Department of Corrections

EXHIBIT A

2014

Regional
Correctional
Facility Director
Ken Conlee



JAIL REQUEST FOR PROPOSAL (RFP)

TIME PERIOD

- Start-up date: June 2015
- 24-month program
 - Planning Period-UP TO 9 months
 - Milestones to be achieved during planning period: secure program space with access provided to key personnel; hire core program staff; establish management committee with representatives from all required partners, which include county or municipal governments and their correctional facilities; initiate recruitment and outreach efforts
 - Implementation Period-15 months (if 9 month planning period)

ELIGIBILITY

- Release date 180 days prior to enrollment into the program
- Not convicted of sexual offense other than prostitution
- Confined in jail in county in which American Job Center is located
- Priority given to veterans or spouses of veterans

REQUIRED OUTCOMES

- System to track and report interim measures for participants prerelease
- Identify strategies to ensure post-release services, and the tracking and reporting of employment and recidivism outcomes
- Identify how outcomes will be reported through the Full Employment Council
 - Enrollment Rate: number of participants enrolled into the program
 - Continued participation in the program
 - Work Readiness Indicator: the percentage of persons deemed work ready or demonstrate an increase in work readiness after pre-release services which include pre-and-post-test assessment at the times of enrollment and assessment
 - Criminogenic needs-based on the council of state government and Department of Labor
- Post-Release Tracking
 - Enrolled at the American Job Center
 - Job placement rate
 - Retention Rate: those who remain in employment in the third quarter after program exit
 - Recidivism Rate - Those who reoffend or are incarcerated one year after program exit
- WIOA Common Measures
 - Entered Employment
 - Retention Rate
 - Average Earnings

PROGRAM DESIGN

- Access to facility
- Hiring plan
- Identification of partners
- Timeline
- Operations
 - Individual employment plans
 - Community coordination: Parole officers
 - Support services
 - Schedule of activities
 - Case management
 - Need assessment
 - Job seeking services
 - Opportunities for inmates to move through the facility
- Partnerships
 - Description of how partners will support program operations
 - Identify how partners will work together
 - Communication
 - Describe how employers will be engaged
 - Internet access, space, and program access by staff