

## XIV. COOPERATIVE AGREEMENTS

Memoranda of Understanding agreements are intended to define the roles and responsibilities of Local Chief Elected Officials, the Workforce Development Board, and the American Job Center and Partners. These agreements support co-location and integration of American Job Center Partners and to establish very clear guidelines aimed at accomplishing legislative goals and objectives.

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Key Agreements in effect for the period July 1, 2016, to June 30, 2017.

### □ **Memorandum of Understanding between the Union County Workforce Development Board and the Union County Board of Chosen Freeholders, Local Chief Elected Officials**

This agreement details roles and responsibilities of the Local Chief Elected Officials including **such** items as defining:

- Specific role as grant recipient of workforce funds including fiscal responsibilities and reporting requirements
- Approval of grants role
- Approval role for designation or certification of American Job Center(s) or termination of AJC(s) for cause
- Award grants, subgrants, and contracts
- Oversight of American Job Center jointly with the Workforce Development Board
- WDB membership requirements, committee structure, and guidelines
- The role of the Workforce Development Board.

Signatures to this agreement include Union County Manager on behalf of the Local Chief Elected official and Union County Workforce Development Board Chairman.

### □ **Memorandum of Understanding between Union County Workforce Development Board and American Job Center Partners**

This agreement details roles and responsibilities of the WDB and AJC Partners, including Local Chief Elected Officials including **such** items as:

- The specific role of Workforce Board and American Job Center Partner (Union County Department of Human Services and New Jersey Department of Labor and Workforce Development)
- Emphasis on teamwork
- Oversight responsibility role of WDB

- Budgeting responsibilities of WDB
- Planning and evaluation role of WDB
- Resource Sharing Cost Allocation defined
- Customer Bill of Rights
- Encouraging colocation of partner staff
- AJC Operator acting as a facilitator to AJC Partners to resolve issues
- AJC Operator, Human Services, as the primary link between partners.

Signatures to this agreement include: County Manager on behalf of LCEO, WDB Board Chair, UCWDB Director, NJLWD Director Field Services and Director of Department of Human Services (the American Job Center)

The full agreement document is presented in **(Attachment P)**.