



County of Solano Contract Review Worksheet

Contract Number:
(Dept., Division, FY, #)
Authority:
 Dept Head Execute
 CAO Execute
 BOS Approval Required

NOTE: Please review all instructions on the back of this worksheet before you begin processing.

1. Department/Division: Workforce Development Board		2. Date: 6/10/25	
3. Contract Administrator: Tammy Gallentine		4. Phone Ext: 707-863-3552	
5. Contract Attributes: <input type="checkbox"/> Expenditure <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Intergovernmental <input type="checkbox"/> Personal/Professional Svcs <input type="checkbox"/> Purchase of Goods <input type="checkbox"/> Lease <input type="checkbox"/> Construction <input type="checkbox"/> Other		<input type="checkbox"/> Original Bid/RFP Required? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Sole Source Contract? Bid/RFP No: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Date: _____ Please attach copy of Bid/RFP or justification.	
6. Description of Contract: <small>WDB/Solano County MOU for conduct of the America's Job Center of California System as required by the Workforce Innovation and Opportunity Act to develop and execute among mandated AJCC partners concerning the operations and infrastructure funding of the Solano AJCC delivery system</small>		<input checked="" type="checkbox"/> Amendment/Change Order Amendment/Change Order Number: _____ Contract No: _____ Date: 7/1/25 Please attach copies of original/amendments	
7. Name of Contractor: America's Job Center of California - Solano County		8. EIN: _____ SSN: _____	
9. Is Contractor a California Public Pension Plan Retiree? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes: Name of Public Pension Plan: _____ Date of Retirement: _____			
10. Does Contractor have a personal relationship in a direct line of supervision in your Department? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please describe relationship: _____ Does Contractor have a personal relationship with someone in another Department? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please provide Department and describe relationship: _____			
11. Has County contracted with Contractor previously during this fiscal year? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Please list County department if other than the department listed on number 1 above.			
12. Effective Date: Original Contract: 7/1/25 This amendment: _____		13. Termination Date: 6/30/28 By this amendment: _____	
14. Contract Budget: Original Contract Amount: \$ 0 Total of Previous Amendments: \$ 0 Current Amendment: \$ 0 Total Amount of Contract \$ 0		15. Payment Terms: <input type="checkbox"/> Prepaid <input type="checkbox"/> Monthly <input type="checkbox"/> Arrears <input type="checkbox"/> Quarterly <input type="checkbox"/> Fixed <input type="checkbox"/> Progress <input type="checkbox"/> Actual <input type="checkbox"/> Other <input type="checkbox"/> Estimate	
16. Source of Funds: <input checked="" type="checkbox"/> Fed/State Grant <input type="checkbox"/> Fed/State Funding <input type="checkbox"/> County Specify: _____ _ Fed Catalog No: _____ State Legislation: <input type="checkbox"/> AB <input type="checkbox"/> SB			
17. Fund: 903 Budget 7200 Unit: _____ Sub-object: _____		18. Current Appropriation Sufficient? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
19. Proposed Board of Supervisors Agenda Date, if required. Please attach agenda summary and ATR request. 6/24/25			
20. Remarks WIOA requires this Master MOU to be approved by the Chief Local Elected Official-Board of Supervisors and Workforce Development Board of Solano County			
21. Signature Route: <i>T Gallentine</i> Department Contract Administrator Tammy Gallentine Email tgallentine@solanowdb.org		HR Analyst (for Contract Employees) or Risk Management (for insurance changes) <i>Megan Richards</i> CAO Analyst Megan Richards Email merichards@solanocounty.org	
<i>Lauren Bender</i> Department Head or Designee Lauren Bender Email lbender@solanowdb.org		<i>Kimberly Glover</i> Authorizing Signature (CAO/DH) Email _____	
<i>Kimberly Glover</i> County Counsel Reviewer Kimberly Glover Email kgglover@solanocounty.org			



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

**WIOA
MASTER
MEMORANDUM OF
UNDERSTANDING**

Between the
Workforce Development Board of Solano County
And the
County of Solano

For the Conduct of the
Solano County “America’s Job Center of California” System
Effective July 1, 2025 through June 30, 2028

I. Preamble/Purpose

A. Preamble

The federal Workforce Innovation and Opportunity Act (WIOA) of 2014 strengthens the ability of the nation’s public workforce system to align investments in workforce development, education and training, and economic development efforts with regional in-demand jobs. WIOA focuses on the importance of providing customers with access to high-quality One-Stop centers (known as “America’s Job Centers of California” or “AJCC”) that connect customers with the full range of services available in their communities.

Title I, subtitle B, chapter 1 section 121(c)(I) of the WIOA requires that a Memorandum of Understanding (“MOU”) be developed and executed between the Workforce Development Board (“WDB”) of Solano County and the Solano County Board of Supervisors (“County”), as the Chief Local Elected Officials (collectively, “the Parties”) concerning the operations of the Solano AJCC delivery system.

The AJCC is a locally-driven system which develops partnerships and provides programs and services to achieve three main policy objectives established by the California Workforce Development Strategic Plan, which includes the following:

- Foster demand-driven skills attainment;
- Enable upward mobility for all Californians; and

- Align, coordinate, and integrate programs and services.

This MOU acts as a functional tool to inform and obtain the County’s agreement on how the WDB and AJCC partners will work together to create a unified service delivery system that best meets the needs of shared customers.

B. Non-Financial Agreement

This MOU is required to be approved by the WDB and the County prior to the establishment of guidelines regarding financial contributions between the WDB and the partners of the AJCC. Therefore, it is understood that any financial or fiduciary arrangements with the AJCC system are to be outlined in a separate agreement(s) between the partnering agencies.

C. Overall Purpose

The purpose of the MOU is to establish a county-wide agreement that establishes a cooperative working relationship between Solano’s workforce development entities that receive federal workforce funding. By establishing an agreement between workforce entities to work effectively together, the County will ensure access to a high-quality AJCC in Solano that provides comprehensive and multi-faceted workforce services in the community for all customers. Services include:

1. Support in securing, retaining, and advancing meaningful employment
2. Building of basic educational or occupational skills
3. Pathways to certificates or degrees, including secondary and postsecondary
4. Guidance on choosing and pursuing career pathways
5. Support in identifying, hiring, and advancing skilled workforce

D. Purpose of Master MOU

In accordance with guidance provided by the State of California, as WIOA grant recipient and administrator, the overall working partnership between agencies is to be commemorated in both this MOU and the AJCC Partner Agency Memorandum of Understanding incorporated herein by reference.

This Master MOU obtains the County’s agreement regarding service coordination and collaboration amongst the AJCC partners.

E. Partner Agency MOUs

The Partner Agency MOUs incorporated by reference to this Master MOU define individual AJCC partner contributions and commitments to Solano’s workforce system. Incorporated in each Partner Agency MOU is agreement on the implementation of services within the AJCC system as it relates to shared services, shared customers, referral systems, and shared resources and costs.

II. Parties to the MOU

The County and the WDB are the Parties to this Master MOU. Parties to the Partner Agency MOU include the following mandated WIOA partners. Additional non-mandated partners may be added throughout the MOU period.

Mandated Partner	Partner Agency
WIOA Title I Adult, Dislocated Worker, and Youth Programs	Workforce Development Board (WDB) of Solano County, Inc.
WIOA Title II Adult Education and Literacy	<ul style="list-style-type: none"> - Benicia Unified School District - Fairfield-Suisun Unified School District - Muzetta Thrower Adult Education Center-Vacaville - Vallejo Adult School
WIOA Title III Wagner-Peyser Programs	State of California Employment Development Department (EDD) – Workforce Services Division
WIOA Title IV Vocational Rehabilitation Programs	State of California Department of Rehabilitation (DOR)
Carl Perkins Career Technical Education (CTE)	Solano Community College
Title V Older Americans Act	ACC Senior Services
Job Corps	<i>No Job Corps programs in the immediate area</i>
Native American Programs (Section 166)	California Indian Manpower Consortium
Migrant Seasonal Farmworkers (Section 167)	California Human Development (CHD)
Veterans	State of California Employment Development Department – Veterans Services
Youth Build	<i>No Youth Build operator in Solano County</i>
Trade Adjustment Assistance Act	State of California Employment Development Department – TAA Services
Community Services Block Grant	Community Action Partnership of Solano Joint Powers Authority (CAP Solano JPA)
Housing & Urban Development (HUD)	<i>No HUD-sponsored/funded workforce development program in Solano County</i>
Unemployment Compensation	State of California Employment Development Department – Unemployment Insurance Division
Second Chance	<i>No “Second Chance” program operators in Solano County</i>
Temporary Assistance for Needy Families/CalWORKs	County of Solano Health and Social Services Agency

III. Role of the Workforce Development Board of Solano County

A. Policy-setting and Oversight Role

In accordance with the WIOA the WDB serves as the policy-making and oversight body for the administration and operation of the local Solano AJCC.

B. Establishment of Two Solano AJCC Sites

The WDB shall carry out site selection, and lease-holding obligations as needed, for a comprehensive Solano AJCC site in the City of Vallejo and an affiliated Solano AJCC site in the City of Fairfield.

IV. Role of the County

By executing this Master MOU, the County shall approve the WDB plan as described herein for the administration and operation of the AJCC, including the WDB's intention to enter into Partner Agency MOU with the listed mandated WIOA partners. Additional non-mandated partners may be added throughout the MOU period.

V. AJCC Services

The range of AJCC services shall include the following, as described in detail in Attachment A of the Partner Agency MOU.

A. Service provided in AJCC Centers (Fairfield and Vallejo)

1. Basic Career Services
2. Individualized Career Services
3. Follow-up Services
4. Training Services
5. Business Services

B. Services provided by each AJCC partner

In accordance with the associated Partner Agency MOU each AJCC partner agency shall contribute to the day-to-day conduct of Solano AJCC as follows:

1. In providing access to Partner Agency services as outlined in Attachment A of the Partner Agency MOU.
2. In providing on-site staff assistance for one or both Solano AJCC sites (in Fairfield and Vallejo).
3. In providing any added services as specified in the Partner Agency MOU.

VI. Funding of Services and Operating Costs – Shared Costs

The costs for services, operating costs, and infrastructure costs of the system will be funded by all AJCC partners through a separately negotiated Partner Agency MOU – AJCC Infrastructure Cost Budget to include a cost sharing agreement based on an agreed upon formula or plan, including proportionate use and/or other methodologies.

All parties to the Partner Agency MOU shall agree to develop this cost sharing agreement at a future, appropriate time.

Partnering agencies will ensure that the shared costs are supported by accurate data, the shared costs are consistently applied over time, and the methodology used in determining the shared costs are reflected in a separate Partner Agency MOU – AJCC Infrastructure Cost Budget that will be attached to the Partner Agency MOU.

Any financial or fiduciary arrangements within the AJCC system are, outlined in the Partner Agency MOU.

VII. Methods for Referring Customers

WDB shall require AJCC partner agencies to agree to mutually implement processes for the referral of customers: 1) to the Solano AJCC sites for on-site assistance; 2) from the sites out to partner agency sites for assistance; and/or 3) to any of the partner agency sites, as simple cross referrals - without involvement of the AJCC sites.

VIII. Administrative and Operational Management

WDB understands that implementation of the AJCC system is dependent on the good faith effort of every agency partner to work together to improve services to the community, although different ways of working together and providing services are envisioned.

To achieve this outcome, WDB shall develop and abide by a set of common administrative and operational systems and procedures, as agreed to by the partner agencies, for such a joint, collegial enterprise.

IX. Access to AJCC Services, Including Individuals with Barriers to Employment

WDB shall require that all partner agencies agree to promote and assist with open, all-inclusive access for jobseekers and employers to AJCC services, especially for jobseeker individuals with barriers to employment.

A. Access

The term “access” refers to providing services that are accessible to all Solano AJCC customers, including those with disabilities, through any of the following methods:

1. Co-location, with program staff from partner agencies physically present at the Solano AJCC site(s);
2. Cross information sharing, with staff physically present at the AJCC who are properly trained to provide information about all programs, services, and activities that may be available to the customer through other partners (as appropriate and “do-able”); and/or,
3. Direct access through real-time technology, with access through two-way communication and interaction between customers and AJCC partners that result in services being provided.

X. Confidentiality

WDB shall require the partnering agencies to agree to comply with the provisions of WIOA as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and any other appropriate statute or requirement to assure

confidentiality.

XI. Non-Discrimination and Equal Opportunity

All parties to the partner MOUs shall not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation or marital status. The AJCC partner will agree to comply with the provisions of the Fair Employment and Housing Act (Government Code 12990) and all related, applicable federal, state and local laws and regulations.

XII. Grievances and Complaints Procedure

All parties to the partner MOUs will agree to establish and maintain a procedure for grievance and complaints in compliance with WIOA rules and regulations. The process for handling grievances and complaints is applicable to customers and partners. These procedures will allow the customer or entity filing the complaint to exhaust every administrative level in receiving a fair and complete hearing and resolution of their grievance.

All parties to the partner MOUs will further agree to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

XIII. American’s with Disabilities Act and Amendments Compliance

WDB shall require all partner agencies to agree to ensure that the policies and procedures as well as the programs and services provided at AJCC are, in compliance with the Americans with Disabilities Act of 1990 and its implementing regulations (28 CFR parts 35 & 36).

Additionally, all parties to the partner agency MOUs will agree to fully comply with the provisions of WIOA, Title VII of the Civil Rights act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

XIV. Effective Dates and Term of MOU

The parties to this Master MOU agree that this MOU shall be binding upon execution by both parties.

The term of this MOU shall be July 1, 2025 through June 30, 2028 unless otherwise modified.

The Master MOU will be reviewed and updated, at a minimum, every three (3) years to ensure it contains up-to-date information regarding funding, delivery of services, and changes in the signatory official of the Local Board, CEO, or AJCC partner(s). The “AJCC System Costs Funding” and the “AJCC Infrastructure Shared Cost Budget” will be reviewed annually and updated as needed to ensure up to date accurate information.

Additionally, the Master Agreement will be reviewed and, if necessary, updated after Local and Regional WIOA Plans are developed or modified. This is to ensure the MOU is properly aligned with the local priorities and strategies identified in both Plans.

XV. Jurisdiction and Venue

The area served by this Master MOU shall be the County of Solano in California. Venue shall lie in Solano County and the laws of the State of California shall govern the interpretation of this MOU.

XVI. Complete Agreement

It is agreed that this MOU constitutes the entire agreement between the parties and no oral understanding not incorporated herein shall be binding on any of the parties hereto.

XVII. Severability

Should any part of the Agreement be invalidated or otherwise rendered null and void, the remainder of this Agreement shall remain in full force.

XVIII. Notices

All communications regarding this Master MOU shall be sent via personal delivery or first-class mail to the following addresses:

County of Solano
County Administrator
675 Texas Street, Suite 6500
Fairfield, CA 94533

WDB of Solano County
President/Executive Director
500 Chadbourne Rd, Suite A
Fairfield, CA 94534

XIX. Hold Harmless/Indemnification/Liability

The Parties to this MOU agree to indemnify, defend and hold harmless each other from and against all court costs and attorney's fees arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

XX. Incorporated

AJCC Partner Agency Memorandum of Understanding, and its attachments.

- Attachment A – AJCC System Costs Funding
- Attachment B – AJCC Shared Infrastructure Cost Budget
- Attachment C – AJCC Shared System Services
- Attachment D – System Points of Access

XXI. Signatures

Workforce Development Board of
Solano County


Chris Churchill (Jun 10, 2025 15:53 PDT)

Chris Churchill, Chair
Date:

Solano County Board of Supervisors



Mitch Mashburn, Chair
Date: