

**Memorandum of Understanding  
Pursuant to the Workforce Investment Act of 1998  
For the Rock County Comprehensive Job Center**

**1. Parties: The parties to this Memorandum of Understanding (MOU) are:**

- a. **Name of WDB & its acronym:** Southwest Wisconsin Workforce Development Board (SWWDB)  
**Address:** 1370 N. Water Street, Platteville, WI 53818  
**Contact Person:** Dr. Robert T. Borremans **Phone Number:** 608-342-4220  
**Fax Number:** 608-342-4429 **Email Address:** r.borremans@swwdb.org
  
- b. **Name of CLEO:** Art Carter  
**Address:** Green County Board, N2659 Richland Road, Monroe, WI 5356  
**Contact Person:** NA **Phone Number:** 608-325-5453  
**Fax Number:** NA **Email Address:** juda@cngco.com
  
- c. **Name of OSO Agency:** Southwest Wisconsin Workforce Development Board (SWWDB)  
**Address:** 1900 Center Ave., Janesville, WI 53546  
**Contact Person:** Rhonda Suda **Phone Number:** 608-314-3300, ext. 305  
**Fax Number:** 608-741-3528 **Email Address:** r.suda@swwdb.org
  
- d. **Name of One Step Partner Organization:** Blackhawk Technical College (BTC)  
**Related Fund Source Description:** Property taxes, student tuition & fees, Carl Perkin Vocational Education Act and Adult Education Act  
**Address:** 6004 S CTY RD G Janesville, WI 53547  
**Contact Person:** Dr. Thomas Eckert **Phone Number:** 608-757-7772  
**Fax Number:** 608 743-4407 **Email Address:** tom.eckert@blackhawk.edu
  
- e. **Name of One Step Partner Organization:** Division of Vocational Rehabilitation (DVR)  
**Related Fund Source Description:** WIA Title IV  
**Address:** 1900 Center Ave., Janesville, WI 53546  
**Contact Person:** Robert White **Phone Number:** 608-935-9579  
**Fax Number:** 608-741-3579 **Email Address:** Robert.White@dwd.wisconsin.gov
  
- f. **Name of One Step Partner Organization:** Job Service  
**Related Fund Source Description:** Wagner/Peyser, Trade Adjustment Act, NAFTA, Unemployment  
**Address:** 1900 Center Ave., Janesville, WI 53546  
**Contact Person:** David Shaw **Phone Number:** 608-741-3561

## ATTACHMENT B

**Fax Number:** 608-741-3433 **Email Address:** Daved.shaw@dwd.wisconsin.gov

- g. **Name of One Step Partner Organization:** Rock County Human Services Department  
Welfare to Work, Temporary Assistance to Needy Families, WI  
**Related Fund Source Description:** W-2, Food Share, Long-term Support  
**Address:** 1900 Center Ave., Janesville, WI 53546  
**Contact Person:** Carla Blackcoon **Phone Number:** 608-741-3491  
**Fax Number:** 608 757-5116 **Email Address:** blackcn@co.rock.wi.us
- h. **Name of One Step Partner Organization:** Manpower Government Solutions  
**Related Fund Source Description:** WIA Title 1  
**Address:** 1900 Center Ave., Janesville, WI 53546  
**Contact Person:** Theresa Carroll **Phone Number:** 608-754-8148  
**Fax Number:** NA **Email Address:** Theresa.Carroll@manpower.com
- i. **Name of One Step Partner Organization:** Southwest Wisconsin Workforce Development Board  
**Related Fund Source Description:** Community Services Employment for Older Americans  
**Address:** 1370 N. Water St., Platteville, WI 53818  
**Contact Person:** Robert T Borremans **Phone Number:** 608-342-4220  
**Fax Number:** 608-342-4429 **Email Address:** r.borremens@swwdb.org
- j. **Name of One Step Partner Organization:** Veterans Employment and Training Programs  
**Related Fund Source Description:** Office of Veteran Services  
**Address:** 1900 Center Ave., Janesville, WI 53546  
**Contact Person:** Charles Jones **Phone Number:** 608-741-3522  
**Fax Number:** 608-741-3429 **Email Address:** charlese.jones@dwd.wisconsin.gov
- k. **Name of One Step Partner Organization:** Community Action, Inc.  
Community Services Black Grant and Housing and Urban  
**Related Fund Source Description:** Development  
**Address:** 200 W. Milwaukee  
**Contact Person:** Lisa Furseth **Phone Number:** 608-755-2470  
**Fax Number:** 608-755-2246 **Email Address:** lfurseth@community-action.org
- l. **Name of One Step Partner Organization:** Dynamic Educational Systems, Inc.  
**Related Fund Source Description:** Job Corps  
**Address:** 611 W. National Ave #209, Milwaukee, WI 53208

## ATTACHMENT B

**Contact Person:** Sean Stanbro **Phone Number:** 414-649-9005  
**Fax Number:** NA **Email Address:** stanbro.sean@jobcorps.org

The information above may be updated as needed by giving written notice to all parties.

Agreement between WDB, Chief Local Elected Official, the One-Stop-Operator(s) and the WIA (and Gubernatorial) Mandatory One-Stop Partners

- 1) *Services to be provided through the Job Center System (Describe:)*
  - a) *The services/functions provided at each Comprehensive Job Center.*

The services and functions to be provided at the Rock County Job Center through this MOU are outlined in the Collaborative Service Plan (Enclosure B1).
  - b) *The Core services provided by each partner per their respective program/funding at Comprehensive Job Center, and the arrangements for providing those services.*

The core services provided by each partner per their respective program/funding at the Comprehensive Job Center, and the arrangements for providing those services are described in the Collaborative Service Plan (Enclosure B1)
  - c) *The Intensive and Training services provided by each partner, where appropriate, at each Comprehensive Job Center.*

The intensive and training services provided by each partner, where appropriate, at the Comprehensive Job Center are described in the Collaborative Service Plan (Enclosure B1).
- 2) *Costs of Services and Operating Costs for the Job Center System (Describe)*
  - a) *How the costs of such services and the operating costs of the One-Stop delivery system will be funded. (By Comprehensive Job Center and/or the system within the Workforce Development Area).*

The Site Costs and Contribution Staffing Plan (Enclosure B2) outlines how the cost of services and operating expenses at the one-stop Comprehensive Job Center will be funded.
  - b) *OPTIONAL: Any agreements among WIA partners and/or sub-contractors relating to access of employer's job openings and job order postings on JobCenterofWisconsin.*

There are no additional agreements in place.
- 3) *Methods for Referral of Individuals between One-Stop Operator and the Job Center Partners and between the Job Center Partners (Describe)*
  - a) *The methods for referral of individuals between the One-Stop Operator and the One-Stop Partners, for the appropriate services and activities at each Comprehensive Job Center.*

Long standing methods of referral between partner agencies will continue to be used. Job Seekers complete a General Information Form (GIF) upon entry into the system. Individuals requesting specific partner services or who have been identified by resource room staff as benefiting from services available from partners will be referred to appropriate service personnel. The GIF form is the "tracking" method of referral with verbal contact between partner agency staff the preferred method.

## ATTACHMENT B

- b) *OPTIONAL: Any special agreements for confidentiality and data sharing.*  
There are no additional agreements in place.

4) *Duration, Dispute Resolution, Withdrawal, Amendment and Severability*

- a) **Duration:** *This MOU shall remain in effect until terminated by the repeal of the Workforce Investment Act of 1998 (WIA), otherwise by action of law, or in accordance with this section.*  
The partner agencies will review and sign the MOU annually.

- b) **Dispute Resolution:** *The process for dispute resolution should describe the following: a) Withdrawal from the MOU – length of notice required before withdrawal; process for notifying all parties; and detail on what does remain in effect if any partner withdraws; b) Resolution of disputes; c) Amendment of the MOU; and d) Severability of the MOU.*

The Job Center partners involved in a dispute relating to the execution of the MOU should first attempt to resolve all disputes informally. Any Job Center Partner may call a meeting of all involved parties to discuss and resolve disputes.

Should informal resolution efforts fail, the dispute shall be referred to the Chair of the SWWDB's Executive Committee who shall place the dispute upon the agenda of a regular or special meeting of the Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute.

Should resolution at the Executive Committee level fail, the dispute shall be referred to the Department of Workforce Development for resolution, in keeping with the process and procedures outlined in Wisconsin's Workforce Investment Act State Plan.

c) **Withdrawal:**

Any party may withdraw from this MOU by giving written notice of intent to withdraw at least 120 calendar days in advance of the effective withdrawal date.

1. Notice of withdrawal shall be given to all parties at the addresses shown in Section 1 of this MOU, and to the contact persons so listed, considering any information updates received by the parties pursuant to Section 1.
2. Should any Job Center Partner withdraw, the MOU shall remain in effect with respect to other remaining Job Center Partners until the MOU is renegotiated.
3. Any failure to execute an MOU between a local WDB and a required partner must be reported to the Governor or State Board. In addition, any local area in which a local WDB has failed to execute an MOU with all of the required partners is not eligible for State incentive grants.

d) **Amendments:**

The MOU may be amended at any time by written agreement of the parties. Assignment of responsibilities under this MOU by any of the parties shall be effective upon written notice to the other parties.

e) **Severability:**

If any part of this MOU is found to be null and void, or is otherwise struck, the rest of the MOU shall remain in force.

## ATTACHMENT B

- 5) *Other provisions.*
- a) Each signatory agrees to work toward Job Center System Measures and WIA Common Performance Measures as defined by the Department of Workforce Development and outlined in the Job Center and Program Performance Measures (Enclosure B3).
  - b) Each signatory agrees to strive to meet Job Center Standards of Service outlined in Enclosure B4.
  - c) Any partner that delivers service to business shall participate in the development and implementation of the Comprehensive Job Center's Business Services Plan and the Business Services Team.
  - d) Each signatory agrees to participate in cross-training of staff to facilitate understanding and attainment of performance outcome requirements for all Job Center partner agencies.
  - e) The Job Center partners agree to participate in the coordinated management of the Job Center through membership on the Job Center Management Team.
  - f) The Job Center partners agree to participate in a regular and ongoing process of system evaluation and continuous improvement.
  - g) The Job Center partners will retain responsibility for managing their own employees, but agree to commit staff to participate in multi-agency functions and events.
  - h) Job Center Partners agree to encourage Job Center customers to use the Virtual Job Center (jobcenter.org) and jobcenterofwisconsin.com to enable tracking of customer use of the various Job Center services.
  - i) Job Center Partners will use State of Wisconsin computer systems including Asset and JobCenterofWisconsin.com as requested by SWWDB staff to provide accurate information to customers using the Job Center and to facilitate data collection for the State DWD.

6) *Attachments:*

- a) Enclosure B1 - Collaborative Service Plan - Rock
- b) Enclosure B2 - Site Cost Contribution and Staffing Plan - Rock
- c) Enclosure B3 - Job Center and Program Performance Measures - Rock
- d) Enclosure B4 - Job Center Standards of Service - Rock

7) *Authority and Signatures*

*The individuals signing below have the authority to commit the party they represent to the terms of the MOU, and do so commit by signing below. Each signatory also agrees to work towards Job Center system measures and program performance measures*

**For the Southwest Wisconsin Workforce Development Board**



Signature

07/01/2012

Date

**ATTACHMENT B**

Scott Stocker  
Name

Chair, SWWDB Board of Directors  
Title

**For the Chief Local Elected Official**

  
Signature

07/01/2012  
Date

Art Carter  
Name

Chief Local Elected Official  
Title

**For the One-Stop Operator – Southwest Wisconsin Workforce Development Board**

  
Signature

07/01/2012  
Date

Dr. Robert T. Borremans  
Name

Chief Executive Officer  
Title

**For Blackhawk Technical College (BTC)**

  
Signature

Date

Thomas Eckert  
Name

President  
Title

**For Division of Vocational Rehabilitation (DVR)**

  
Signature

  
Date

Robert White  
Name

WDA Director  
Title

**For Job Service**


  
Signature

9/12/12  
Date

David Shaw  
Name

District Director  
Title

**For Rock County Human Services Department**

  
Signature

9/12/12  
Date

Carla Blackcoon  
Name

Controller  
ES Division Manager  
Title

**For Manpower Government Solutions**

**ATTACHMENT B**

*Theresa Carroll*

*9/12/12*

Signature

Date

Theresa Carroll

Branch Manager

Name

Title

**For Office of Veteran Services**

*Charles E Jones*

*9/12/2012*

Signature

Date

Charles Jones

Local Veteran Employment Representative

Name

Title

**For Community Action**

*Lisa Furseth*

*9/24/12*

Signature

Date

Lisa Furseth

Executive Director

Name

Title

**For Job Corps**

Signature

Date

Name

(JobCorps) Wisconsin OA/CTS Manager

Title

**ATTACHMENT B**

\_\_\_\_\_  
Signature

Theresa Carroll

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Branch Manager

\_\_\_\_\_  
Title

**For Office of Veteran Services**

\_\_\_\_\_  
Signature

Charles Jones

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Program Specialist

\_\_\_\_\_  
Title

**For Community Action**

\_\_\_\_\_  
Signature

Lisa Furseth

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Executive Director

\_\_\_\_\_  
Title

**For Job Corps**

\_\_\_\_\_  
Signature

Ralph A. Rockow

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Chairman

\_\_\_\_\_  
Title



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**Contact Person:** Dr. Thomas Eckert **Phone Number:** 608-757-7772  
**Fax Number:** 608 743-4407 **Email Address:** tom.eckert@blackhawk.edu
  
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**Related Fund Source Description:** WIA Title IV  
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**Fax Number:** 608-342-4429 **Email Address:** r.borremens@swwdb.org
- j. **Name of One Step Partner Organization:** Veterans Employment and Training Programs  
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**Address:** 1900 Center Ave., Janesville, WI 53546  
**Contact Person:** Charles Jones **Phone Number:** 608-741-3522  
**Fax Number:** 608-741-3429 **Email Address:** charlese.jones@dwd.wisconsin.gov
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**Contact Person:** Lisa Furseth **Phone Number:** 608-755-2470  
**Fax Number:** 608-755-2246 **Email Address:** lfurseth@community-action.org
- l. **Name of One Step Partner Organization:** Dynamic Educational Systems, Inc.  
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**Address:** 611 W. National Ave #209, Milwaukee, WI 53208

## ATTACHMENT B

**Contact Person:** Sean Stanbro **Phone Number:** 414-649-9005

**Fax Number:** NA **Email Address:** stanbro.sean@jobcorps.org

m. **Name of One Step Partner Organization:** Forward Services

**Related Fund Source Description:** W2

**Address:** 1900 Center Avenue Janesville, WI 53545

**Contact Person:** Latreece Sandlin **Phone Number:** 608-741-3458

**Fax Number:** 608-741-3486 **Email Address:** lsandlin@fsc-corp.org

The information above may be updated as needed by giving written notice to all parties.

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- 1) *Services to be provided through the Job Center System (Describe:)*
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  - a) *How the costs of such services and the operating costs of the One-Stop delivery system will be funded. (By Comprehensive Job Center and/or the system within the Workforce Development Area).*  
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There are no additional agreements in place.
- 4) **Duration, Dispute Resolution, Withdrawal, Amendment and Severability**
- a) **Duration:** *This MOU shall remain in effect until terminated by the repeal of the Workforce Investment Act of 1998 (WIA), otherwise by action of law, or in accordance with this section.*  
The partner agencies will review and sign the MOU annually.
- b) **Dispute Resolution:** *The process for dispute resolution should describe the following: a) Withdrawal from the MOU – length of notice required before withdrawal; process for notifying all parties; and detail on what does remain in effect if any partner withdraws; b) Resolution of disputes; c) Amendment of the MOU; and d) Severability of the MOU.*  
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- Should informal resolution efforts fail, the dispute shall be referred to the Chair of the SWWDB's Executive Committee who shall place the dispute upon the agenda of a regular or special meeting of the Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute.
- Should resolution at the Executive Committee level fail, the dispute shall be referred to the Department of Workforce Development for resolution, in keeping with the process and procedures outlined in Wisconsin's Workforce Investment Act State Plan.
- c) **Withdrawal:**  
Any party may withdraw from this MOU by giving written notice of intent to withdraw at least 120 calendar days in advance of the effective withdrawal date.
1. Notice of withdrawal shall be given to all parties at the addresses shown in Section 1 of this MOU, and to the contact persons so listed, considering any information updates received by the parties pursuant to Section 1.
  2. Should any Job Center Partner withdraw, the MOU shall remain in effect with respect to other remaining Job Center Partners until the MOU is renegotiated.
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5) *Other provisions.*

- a) Each signatory agrees to work toward Job Center System Measures and WIA Common Performance Measures as defined by the Department of Workforce Development and outlined in the Job Center and Program Performance Measures (Enclosure B3).
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- c) Enclosure B3 - Job Center and Program Performance Measures - Rock
- d) Enclosure B4 - Job Center Standards of Service - Rock


7) *Authority and Signatures*

*The individuals signing below have the authority to commit the party they represent to the terms of the*

**ATTACHMENT B**

MOU, and do so commit by signing below. Each signatory also agrees to work towards Job Center system measures and program performance measures

**For Forward Services**

	<u>01-08-2013</u>
Signature	Date
<u>Tony Dziezic</u>	<u>Regional Manager, FSC</u>
Name	Title