

First Amendment to the
INTRACOUNTY MEMORANDUM OF UNDERSTANDING
BETWEEN

Sonoma County Human Services Department

AND

**Sonoma County Economic Development Board
Workforce Projects**

Funding Amount: \$600,000

Term 07/01/2019 to 06/30/2022

HSD Agreement Number: ET-EDB-WIB-1920

This First Amendment ("Amendment"), dated as of December 1, 2019, is by and between the Sonoma County Economic Development Board (hereinafter "EDB") and the County of Sonoma Human Services Department (hereinafter "Human Services").

WHEREAS, Human Services and EDB, entered into an Intracounty Memorandum of Understanding (MOU) for Workforce Projects, dated July 1, 2019; and

WHEREAS, Human Services and EDB wish to amend the MOU to extend the term, add services, and increase the funding amount.

NOW, THEREFORE, in consideration of the mutual promises hereinafter contained, the parties hereto agree as follows:

1. Section II.A., Term of Memorandum of Understanding, shall be amended to read as follows:

A. The term of this Memorandum of Understanding shall be from July 1, 2019 through June 30, 2022 unless terminated earlier in accordance with the provisions in II.B. below.

2. Exhibit A, Scope of Work, shall be amended to read as attached.

3. Exhibit B, Fiscal Provisions & Budget, shall be amended to read as attached.

Except to the extent that the MOU is specifically amended or supplemented hereby, the MOU, together with exhibits is, and shall continue to be, in full force and effect as originally executed, and nothing contained herein shall or shall be construed to modify, invalidate or otherwise affect any provision of the MOU.

Human Services and EDB have carefully read and reviewed this amendment and each term and provision contained herein and by execution of the amendment, show their informed and voluntary consent thereto.

Exhibit A: Scope of Work

A. WORKFORCE PROJECT

The project provides support to the Sonoma County Workforce Investment Board (WIB), and the Sonoma County Human Services Department Employment and Training Division. The objectives of the Workforce Project are to assist the Employment & Training Division with accessing up-to-date labor market analysis, to collaborate on strategies to engage Sonoma County businesses and to connect businesses with employment services at Sonoma County Job Link.

1. EDB RESPONSIBILITIES

- a. Employ two Economic Development Interns to coordinate and develop research studies, surveys and programs in order to assist in business retention or expansion, identification of employment opportunities for SonomaWORKS and Workforce Innovation & Opportunity Act (WIOA) participants, and in general support of workforce development activities.
 - i. EDB Interns and staff may be located at the EDB office with as-needed work space provided at the Human Services Employment & Training Division office at 2227 Capricorn Way, Santa Rosa, CA.
- b. Coordinate the work of the Interns based on regular consultation with Human Services Leadership. Oversee the day-to-day work of the Interns with projects agreed upon in advance by Human Services Leadership.
- c. Share information about employer and industry trends with Human Services and employment and training service providers and ensure that activities directly promote employment opportunities.
- d. The Department Program Manager will actively and routinely collaborate with the E&T Business Services and Training team by providing linkages to businesses in target industries of construction, health care and hospitality.
- e. The Department Program Manager will refer businesses to the E&T Business Services and Training team and Sonoma County Job Link for assistance with job seeker, training and business services.
- f. Coordinate in-depth research projects to analyze the employment opportunities and demographic changes in Sonoma County's major economic sectors. The research will evaluate existing job opportunities and anticipate future areas of growth.
- g. Organize and plan quarterly meetings between EDB and WIB staff.
- h. Provide research and guidance in the identification of new revenue streams, including potential grant sources, and provide direction in building public/private partnerships.
- i. Involve the WIB in the activities of Strategic Sonoma, especially those that pertain to workforce development on which the WIB can add value.

2. HUMAN SERVICES RESPONSIBILITIES

- a. Provide support and technical assistance to EDB staff regarding Human Services and Employment & Training policies and procedures.
- b. Develop, supply, and provide instructions for all documents and procedures required during the course of this MOU.
- c. Provide staff support in the development of grant applications and securing revenues.
- d. Provide management, guidance, and support for the EDB Interns and Administrative Aide.

Exhibit B: Fiscal Provisions & Budget

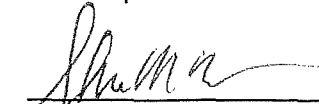
1. As compensation for services contemplated by this MOU, EDB shall receive a not to exceed amount of \$200,000 each fiscal year for a **total not to exceed amount of \$600,000**.
2. EDB shall receive the following, each fiscal year of the MOU, in accordance with the annual budget set forth below:

Extra Help Interns (2)	120,000
Department Program Manager	65,000
Web Tools	15,000
Talent Attraction	-
TOTAL	200,000

3. Based on the expenses identified in the budget detailed above, EDB shall initiate and submit transfer documents and reports to Human Services for approval.
4. Human Services reserves the right to modify levels of funding and renegotiate MOU budgets if needed due to increases or decreases in funding. Notification of any funding changes shall be made in writing thirty (30) days in advance of change which may necessitate increases or reductions in the level/amount of services provided by EDB. Human Services also reserves the right to request changes in program design in order to accommodate changes made by the state.
5. EDB shall not claim reimbursement under this MOU for expenditures reimbursed or financed by any other federal, state, or local government source. No supplantation of program financing by EDB is contemplated or allowed.
6. EDB is responsible for the repayment of all audit exceptions and disallowances taken by county, state, or federal agencies related to the MOU when EDB procedures or personnel have been determined to be the cause of the audit exception.

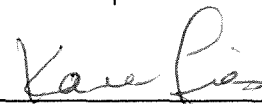
IN WITNESS WHEREOF, the parties hereto have executed this MOU as of the Effective Date.

Economic Development Board

By: 
Name: Sheba Person-Whitley
Title: Director, Economic
Development Board

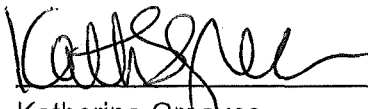
Date: 12/12/19

Human Services Department

By: 
Name: Karen Fies
Title: Director, Human Services
Department

Date: 1/9/20

Reviewed for Content

By: 
Name: Katherine Greaves
Title: Director, Employment & Training
Division