

March 26, 2015

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of a Memorandum of Understanding between Clackamas County and the Workforce Investment Council for the LEAP Forward's Strong Bond, a Continuation of an Innovative Partnership including, Clackamas County Jail, Clackamas County Community Corrections, Community Solutions for Clackamas County, Oregon Employment Department, and Clackamas Community College for Linking Employment Activities (LEAP)

Purpose/Outcomes	Provides individual job preparation, job search workshops and case management for 300 Clackamas County adults in the Clackamas County jail.
Dollar Amount and Fiscal Impact	Up to \$500,000. Revenue
Funding Source	Department of Labor; no County General Funds are involved.
Safety Impact	None
Duration	Effective June, 2015 and terminates May 31, 2017.
Previous Board Action	Original agreement was approved by Board of Commissioners on May 27, 2010.
Contact Person	Maureen Thompson 503 655-8842
Contract No.	n/a

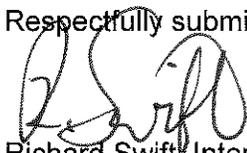
BACKGROUND:

Community Solutions for Clackamas County (CSCC) a division of Health, Housing and Human Services Department requests approval of a Memorandum of Understanding between Clackamas County and the Workforce Investment Council of Clackamas County in order to apply for a grant application to the Department of Labor. The grant will provide job preparation skills to inmates in the county jail to prepare them for employment once released. This grant is a continuation of the innovative partnership between the County Jail, Community Corrections, Community Solutions and other workforce partners in the county.

RECOMMENDATION:

Staff recommends Board approval of this continued partnership and that Richard Swift Interim Director be authorized to sign on behalf of the Board of County Commissioners.

Respectfully submitted,



Richard Swift, Interim Director

Healthy Families. Strong Communities.

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Memorandum of Understanding – LEAP Forward’s Strong Bond

LEAP Forward’s Strong Bond is a continuation of an innovative partnership of workforce, corrections, and education including the Workforce Investment Council of Clackamas County, Clackamas County Jail, Clackamas County Community Corrections, Community Solutions of Clackamas County, Oregon Employment Department, and Clackamas Community College known as Strong Bond.

The purpose of this Memorandum of Understanding is to define the roles and responsibilities of each organization in Strong Bond’s LEAP Forward project. Strategies to support each organization’s roles and responsibilities include collaborative resource sharing (co-resourcing); a rich array of training and employment services linked to growth industries; work-attachment activities; on-going employment activities; and an emphasis on building the organizational capacity necessary to initiate and sustain long-term systemic change.

PURPOSE: Optimize the efficiency and impact of workforce development services to locally incarcerated offenders by providing them services prior to release to the Clackamas County community. The partnership will work more efficiently by making strategic investments that nurture collaborative programming and reverse the effects of silo funding by linking them to a continuum of employment, training and education, and support services offered through our community-based AJC, WorkSource Clackamas.

Goal One: Strengthen existing partnerships to maximize resources for the incarcerated offender population of Clackamas County.

Goal Two: Increase the self-sufficiency of the county’s Clackamas County corrections clients by embedding pre-release case management services, soft skill development, work readiness activities and individual employment plan development into the Clackamas County Jail.

Goal Three: Encourage the efficient use of the region’s workforce development and Clackamas County resources by creating strong regional collaborations with the shared goal of eliminating program redundancies and increasing engagement in employment activities.

Goal Four: Engage industry representatives to expand the understanding of labor demands in high-demand sectors and break down barriers to ex-offenders gaining meaningful employment.

To achieve these goals, the partnership agrees to the following:

The Workforce Investment Council, the Local Workforce Investment Board in Clackamas County, will:

1. Fully participate in LEAP Forward’s Strong Bond team and coordinate with local partners to adhere to goals and reporting guidelines.
2. Work with local employers, the Columbia-Willamette Regional Workforce Collaborative, WorkSource Oregon, and additional business associations and groups to develop ongoing industry intelligence to inform training pathways, and to develop employment opportunities and work experiences for LEAP participants.
3. Designate a LEAP Program Manager to:
 - Manage and oversee the grant and its deliverables.
 - Provide program oversight and monitoring to ensure compliance.

- Provide training and ongoing technical assistance when/if needed to jail-based AJC pre-release case managers regarding the delivery of the workshops, delivery of Career Mapping, case management coordination, developing individual employment plans and using the WorkSource Clackamas system to implement them.
 - Provide pre- and post-release case managers with regular updates regarding best practices in workforce case management for offenders, WorkSource Clackamas procedures, performance progress and other related issues.
 - Trouble-shoot, in collaboration with partners and staff, issues that arise when inmates have difficulty accessing jail-based AJC or WorkSource Clackamas services or resources.
 - Analyze outputs and outcomes reports from tracking database to perform regular monitoring and reporting of service delivery, program progress and performance.
 - Meet regularly with LEAP pre and post-release teams to discuss program's progress and barriers.
4. Provide point-in-time and aggregate reports about participant success and activities.
 5. Convene pre- and post-release team members to evaluate the program and performance on a regular basis (monthly, at minimum).
 6. Set aside training resources as outlined in the grant proposal/budget narrative, to supplement the resources provided through the grant itself, to ensure that the following WorkSource Clackamas resources could be used for the participants in the LEAP program
 - Completion of the integrated WorkSource Oregon enrollment process at jail-based center so all participants are enrolled in WIA/WIOA and Wagner Peyser services,
 - Workshops and one-on-one staff assisted services
 - Work Experiences
 - Occupational Skills Training programs/certifications, and/or
 - On-the-Job Training programs, as appropriate.
 7. Continue to provide support for pre-release and post-release services after grant's end.
 8. Continue to look for opportunities to partner and build efficiencies.

Clackamas County Sheriff's Office - Jail Division, the county jail where the jail-based AJC will be housed, will:

1. Fully participate in LEAP Forward's Strong Bond team and coordinate with local partners to adhere to goals and reporting guidelines.
2. Provide space daily for the delivery of services in the jail-based center.
3. Cross-train and educate jail staff about the jail-based AJC program, and the referral process.
4. Recruit and refer prospective inmates to the pre-release case manager for further screening and possible enrollment.
5. Allow LEAP staff who have completed the jail security clearance process daily access to the Clackamas County jail-based AJC for orientations, assessments, workshops, individual development plan creation, post-release transition services and other one-on-one case management appointments with program participants as needed.
6. Regularly share information about the program with staff and inmates.

7. Continue to provide space and access for the delivery of services in the jail-based AJC after grant ends.
8. Continue to look for opportunities to partner and build efficiencies.

Clackamas County Community Corrections, Clackamas County's parole and probation department, will:

1. Fully participate in LEAP Forward's Strong Bond team and coordinate with local partners to adhere to goals and reporting guidelines.
2. Fund, when appropriate, post-release case management services through existing employment services contract with Community Solutions of Clackamas County. Funding for post-release case management will include staffing, training and education opportunities, placement services and supportive services that contribute to successful completion of participant's IDP.
3. Require the utilization of the WorkSource Clackamas data management system to input data and case notes regarding post-release enrollments, WorkSource services, education and job placement, and recidivism rates.
4. Community Corrections supervision staff will communicate regularly with LEAP post-release case managers to discuss participants' progress and barriers in order to support service coordination and delivery for post-release program participants receiving career planning and case management services, education, training and work-based learning opportunities, and job placement.
5. Continue to provide funding for pre-release and post-release services after grant's end.
6. Continue to utilize the WorkSource Clackamas data management systems to track outputs and outcomes after grant's end.
7. Continue to look for opportunities to partner and build efficiencies.

Community Solutions for Clackamas County, a division of Clackamas County's Department of Health, Housing and Human Services and the Workforce Investment Council's barriered population WIA service provider and Community Corrections contracted employment services provider, will:

1. Fully participate in LEAP Forward's Strong Bond team and coordinate with local partners to adhere to goals and reporting guidelines.
2. Deliver pre-release services at the jail-based AJC through the LEAP Forward Contract with the Workforce Investment Council.
3. Deliver post-release services through the Community Corrections contract.
4. Screen and enroll, pre and post assess work readiness, and provide all pre-release services in the jail-based AJC for 300 incarcerated offenders in the LEAP program.
5. Ensure participants are co-enrolled in WorkSource Clackamas, thereby WIA.
6. Deliver daily workshops, over repeating 4-week periods of time, to program participants.
7. Develop individual development plans with participants.
8. Ensure warm hand off and coordinated case management with post-release case managers by setting up case management meeting before inmate is released that includes inmate, pre- and the post-release case managers.
9. Make referrals, when appropriate, to community partners for support services.
10. Meet regularly with LEAP pre and post-release teams to discuss program's progress and barriers.

11. Utilize data tracking system through WorkSource Clackamas to input data and case notes regarding pre-release enrollments, jail based WorkSource services, pre and post work readiness assessments and other services as needed.
12. Continue to reach out to businesses and encourage them to use and become involved in workforce system.
13. Serve on pertinent regional industry skill panels with area businesses to support the development of the overall project model, and to best inform the content of the material delivered in industry-contextualized trainings.
14. Continue to provide pre-release and post-release services after grant's end through the Community Corrections contract.
15. Continue to look for opportunities to partner and build efficiencies.

Oregon Employment Department, the Wagner Peyser partner, will:

1. Fully participate in LEAP Forward's Strong Bond team and coordinate with local partners to adhere to goals and reporting guidelines.
2. Provide job matching and placement services in coordination with the post-release team members.
3. Make referrals, when appropriate, to community partners for support services.
4. Utilize data tracking system through WorkSource Clackamas
5. Continue to reach out to businesses and encourage them to use and become involved in workforce system.
6. Serve on pertinent regional industry skill panels with area businesses to support the development of the overall project model, and to best inform the content of the material delivered in industry-contextualized trainings.
7. Meet regularly with LEAP post-release team to discuss placement strategies to address participants' progress and barriers to employment.
8. Meet regularly with LEAP pre and post-release teams to discuss program's progress and barriers.
9. Provide partners with labor market information which will assist job seekers in their work search/employment search.
10. Provide specialized placement services for Veterans.
11. Continue to provide post-release placement services to participants at grant's end.
12. Continue to look for opportunities to partner and build efficiencies.

Clackamas Community College's Workforce Development Department, the Workforce Investment Council's primary WIA/WIOA service provider, will:

1. Fully participate in LEAP Forward's Strong Bond team and coordinate with local partners to adhere to goals and reporting guidelines.
2. Provide post-release case management staffing, training and education opportunities, placement services and supportive services that contribute to successful completion of participant's IDP through contract with the Workforce Investment Council.
3. Make referrals, when appropriate, to community partners for support services.
4. Participate in ensuring warm hand off and coordinated case management with pre-release case managers by attending management meeting before inmate is released that includes inmate, pre-and the post-release case managers.
5. Meet regularly with LEAP pre and post-release teams to discuss program progress and barriers.

6. Utilize data tracking system through WorkSource Clackamas to input data and case notes regarding post-release enrollments, WorkSource services, education and job placement, and recidivism rates.
7. Continue to provide post-release services after grant's end through contract with the Workforce Investment Council.
8. Serve on pertinent regional industry skill panels with area businesses to support the development of the overall project model, and to best inform the content of the material delivered in industry-contextualized trainings.
9. Continue to look for opportunities to partner and build efficiencies.

Clackamas County, the municipal government partner, will:

1. Support the Strong Bond partnership which includes three County agencies (Clackamas County Sheriff's Office - Jail Division, Clackamas County Community Corrections and Community Solutions for Clackamas County) and the LEAP Forward initiative.

PROGRAM CONTACTS

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