

FILED

SEP 27 2018

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COMMITTEE RESOLUTION

Don J. Hays
Sangamon County Clerk

WHEREAS, the Land of Lincoln Workforce Alliance and CEFS Economic Opportunity Corporation have reviewed and approved the contract listed below for the Land of Lincoln Workforce Alliance WIOA Program.

WHEREAS, the Land of Lincoln Workforce Alliance and CEFS Economic Opportunity Corporation will begin a formal referral process so clients in Christian County will have access to workshops, employment resources, and budgeting, housing, utilities and emergency assistance services.

NOW, THEREFORE, BE IT RESOLVED that the Sangamon County Board Approves the MOU between Land of Lincoln Workforce Alliance and CEFS Economic Opportunity Corporation.

Name of Agency: LAND OF LINCOLN WORKFORCE ALLIANCE

Address: 1300 SOUTH 9th STREET, SPRINGFIELD, IL 62704

Program Activity: MEMORANDUM OF UNDERSTANDING for financial literacy workshops and a formal referral process

Amount of Contract: \$00.00

Period Covered by the Contract: INDEFINITE

Participants to be served: CHRISTIAN COUNTY RESIDENTS

Respectfully Submitted:

FILED

SEP 27 2018

Don J. Hays
Sangamon County Clerk

<i>Community Resources</i>	<i>Finance</i>
<i>Lucinda L. Sulgenzi</i> , Chair	_____, Chair
<i>[Signature]</i> , Member	_____, Member
<i>[Signature]</i> , Member	_____, Member
<i>Jason Pitt</i> , Member	_____, Member
<i>[Signature]</i> , Member	_____, Member
_____, Member	_____, Member
_____, Member	_____, Member
_____, Member	_____, Member
_____, Member	_____, Member

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Memorandum of Understanding **RECEIVED**

2660

SEP 24 2018

**C.E.F.S. Economic Opportunity Corporation
and
Land of Lincoln Workforce Alliance**

Andy Goleman
SANGAMON COUNTY AUDITOR

Description of Services

C.E.F.S. Economic Opportunity Corporation wishes to establish coordination of services with Land of Lincoln Workforce Alliance. Services to be provided will include financial literacy workshops geared towards budgeting, credit counseling, balancing bank accounts and understanding bill payment. This collaboration will work towards the mission of assisting people to become more aware of their financial well-being. Additionally, C.E.F.S. and Land of Lincoln Workforce Alliance will establish a referral relationship. C.E.F.S. will refer people needing employment and assistance in obtaining skills and education towards a career to the Land of Lincoln Workforce Alliance. Land of Lincoln Workforce Alliance will refer people needing assistance with budgeting, housing, utilities and emergency assistance to C.E.F.S. In addition, Land of Lincoln Workforce Alliance will refer people seeking assistance in receiving training in a "non-high demand field" to C.E.F.S for assistance through the CSBG program.

Service Area

Workshops will be conducted at Land of Lincoln Workforce Alliance facility and will be available to anyone residing in Christian County.

Referral Process

Land of Lincoln Workforce Alliance will refer participants to the workshops and will maintain a registration method to track Workforce Alliance participants attending the workshops. Additionally, C.E.F.S. will refer people to the workshops as workshops will be open to the public as well as Workforce Alliance participants. Referrals for services may be made by phone or in-person.

Confidentiality

All client information, written or oral, is confidential and will only be released upon written consent of the client. C.E.F.S. utilizes a release of information that all clients sign and mark if information can be shared with other providers. C.E.F.S. will provide demographic, non-identifying information for reporting purposes if necessary.

Additionally, client information will be kept in locked file cabinets and in password secured databases. All C.E.F.S. Outreach computers have a lock feature and require a password to use the computer.

Land of Lincoln Workforce Alliance Agrees to Provide:

- 1) Space to host workshops including paper and the ability to print copies
- 2) Referrals to C.E.F.S. Economic Opportunity Corporation
- 3) Required Land of Lincoln Workforce Alliance documentation (i.e. necessary forms, contact information, etc.)
- 4) Regular communication with C.E.F.S. Christian County Outreach (as necessary)
- 5) A list of participants registered for each workshop
- 6) Assistance in promoting workshops via website, flyers, etc.

C.E.F.S. Economic Opportunity Corporation Agrees to Provide:

- 1) Referrals to and from Land of Lincoln Workforce Alliance
- 2) Preparation and presentation of Financial Literacy Workshops
- 3) Necessary referrals to other C.E.F.S. programs and other service providers to ensure all client needs are addressed
- 5) Budget counseling to those seeking assistance

- 6) As necessary, reports to Land of Lincoln Workforce Alliance
- 7) Regular communication with Land of Lincoln Workforce Alliance (as necessary)


Additional Comments

Term of Agreement

This Memorandum of Understanding (MOU) becomes effective on the date it is signed by both parties. The MOU will remain in effect indefinitely except that either party may end the MOU by giving a 30-day written notice to the other party. By signing below, both parties agree to the terms of this document and agree to enter this Memorandum of Understanding.

Date: 8/3/2018

Date: _____


 Chief Executive Officer
 C.E.F.S. Economic Opportunity Corporation

 Authorized Representative
 Land of Lincoln Workforce Alliance