

MEMORANDUM OF UNDERSTANDING

COUNTY OF MONTEREY COMMUNITY ACTION PARTNERSHIP

AND

CENTER FOR EMPLOYMENT TRAINING

August 1, 2022 – June 30, 2025

This Memorandum of Understanding is entered into by and between the **County of Monterey, Community Action Partnership** (hereafter referred to as CAP) and the **Center for Employment Training** (hereafter referred to as CET).

1. Purpose

The purpose of this agreement is to establish a linkage between CAP and CET to facilitate coordination and collaboration and leverage each respective agency's service delivery strengths to assist with employment training and placement for individuals served by CAP and/or local service providers.

2. Term and Termination

This agreement is effective from August 1, 2022 through June 30, 2025. Either party may terminate the agreement upon thirty (30) days written notice.

Both parties mutually agree that as either agency identifies program areas in which joint cooperative efforts can be of significant benefit to the public and their respective programs, this agreement will be reviewed, updated and amended as appropriate.

3. Duties and Responsibilities

CET will:

- a. Exchange referrals and information within the scope of their contractual requirements.
- b. Create and maintain a participant tracking system to record referrals and report activities and services provided.
- c. Share client data and other relevant information as needed and as appropriate, in accordance with the confidentiality provisions in Section 4 below.
- d. Establish a line-level contact person who will identify and recommend resolution of barriers to facilitate/appropriate coordination.
- e. As appropriate, review, and recommend joint venture projects, which improve the customer service delivery capability for each agency.
- f. Increase community awareness of CAP.
- g. Increase effective use of existing resources between CET and CAP.
- h. Cooperate in joint needs assessment, planning and service delivery.
- i. Collaborate in training participants and staff on services in an effort to provide quality service.

CAP will:

- a. Exchange referrals and information within the scope of their contractual requirements.
- b. Create and maintain a participant tracking system to record referrals and report activities and services provided.

- c. Share client data and other relevant information as needed and as appropriate, in accordance with the confidentiality provisions in Section 4 below.
- d. Establish a line-level contact person who will identify and recommend resolution of barriers to facilitate/appropriate coordination.
- e. As appropriate, review, and recommend joint venture projects, which improve the customer service delivery capability for each agency.
- f. Increase community awareness of CET.
- g. Increase effective use of existing resources between CET and CAP.
- h. Cooperate in joint needs assessment, planning and service delivery.
- i. Collaborate in training participants and staff on services in an effort to provide quality service.

4. Confidentiality

CAP and CET will adhere to all Federal and State requirements regarding the confidentiality of client information as well as those of each party to this agreement. Prior to any client referral for which confidential client information is shared, the client will be asked to sign a release of information, a copy of which will be provided to the other party.

(signature page to follow)

IN WITNESS HEREOF, the parties agree to hereby execute the agreement as follows:

Lori A. Medina, Director
Monterey County Department of Social
Services

Date

Paredes COO, CET

Center Director
Center for Employment Training

5/24/2022
Date

Approved as to Form:

DocuSigned by:
Anne Brenton, County Counsel

Deputy County Counsel

6/30/2022 | 12:14 PM PDT

Date