



DATE: August 13, 2025
TO: Executive Committee
FROM: Maureen Nelson, Administrator, AJCC
RE: **Approve Updated Memorandum of Understanding with AJCC Mandated Partners**

RECOMMENDATION

That the Executive Committee approve and authorize the Workforce Board Chair, or designee, to execute a Memorandum of Understanding with all mandated partners of the American Job Center of America (AJCC) pending final changes to the embedded Infrastructure Funding Agreement.

BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) requires development of Memorandums of Understanding (MOUs) with all required AJCC partners in order to outline how agencies a) will coordinate and collaborate to deliver career services, and b) fairly share the cost of delivering those services. Additionally, the MOU process captures the investment that all partners make in the public workforce system. The MOU is another opportunity for the WDB, AJCC and its partners to reiterate their commitment to equity, inclusion and diversity. All parties agree to review and update the MOU every three years and the contained Infrastructure Funding Agreement (IFA) annually.

CURRENT SITUATION

On April 15, 2025, and June 17, 2025, WDB staff convened MOU partners to review and update the MOU. While there is no change to the agreed-upon cost methodology based on full-time space allocations, rent has increased and there are updated infrastructure costs. Currently, the EDD is the only entity that meets the criteria of co-located partner. The completed MOU has been sent to partners for signatures; more than half the signatures have been received. Some Adult Education partners will be sending their signatures after their board meetings later in August.

FISCAL IMPACT

The WDB, under the umbrella of the Employment and Human Services Dept. (EHSD), carries the lease and operational obligation of the Concord AJCC. Under the cost sharing methodology agreed upon in this MOU, co-located partners will share in these operating costs resulting in cost savings to the WDB and EHSD.

SCHEDULE

The WDB submitted its draft MOU by the State's deadline of June 30, 2025 and was granted an extension until September 30, 2025 for gathering partner signatures. Subsequent to the Chair signing, the MOU will go before the Board of Supervisors for the signature of the Chief Local Elected Official.

D. ATTACHMENTS

A3a [AJCC Partner Memorandum of Understanding](#)

A3b EDD Directive **WSD 18-12 WIOA Memorandums of Understanding**
[Workforce Services Directives \(ca.gov\)](#)

For any questions, please contact Maureen Nelson, Administrator at 925-655-3810 or email at mnelson@ehsd.cccounty.us.