

Memorandum of Understanding

Purpose

Pursuant to Minnesota Statute 124D.52 Subd. 1 the following partner agencies have agreed to enter a memorandum of understanding concerning their respective roles and responsibilities in providing service to adult basic education learners in the city of Minneapolis.

- International Education Center/Lincoln Adult Education Center (LAEC)
- Minneapolis Public Schools Adult Education (and all its community partners)
- Goodwill/Easter Seals Minnesota (G/ESM)
- Project for Pride in Living (PPL)
- Minneapolis WorkForce Centers

This memorandum of understanding ensures that the adult basic education programs, employment and training programs and the workforce development centers in Minneapolis will cooperate and coordinate services to provide unduplicated, efficient, and effective services to clients.

Introduction

The parties enter into this agreement to ensure that the following principles, based on the Workforce Investment Act of 1998, are implemented:

Improve Accountability – State, localities and providers will be accountable for their performance. The design and management of the ABE programs, the employment and training services and the WorkForce Centers must be responsive to meeting the needs of the employers and job seekers. Partners will keep track of the results of the people they serve.

Inclusiveness – All residents seeking adult education or jobs, including those with special needs and barriers to employment, will have access to a core set of services at each WorkForce Center, and services through Goodwill Easter Seals and PPL for which they qualify and/or adult basic education programs in Minneapolis. Some services may be made available to adults at their place of employment. All job seekers may explore work preparation and career development services and have access to information on a range of employment, training, and adult occupational education programs.

Individual Choice – Employers and job seekers will have access to a multitude of career, skill employment, labor market and training information to obtain the services and skills they need.

Services Provided by Partners

In an effort to focus on what each partner's mission is and what each does best, all partners are aware of the services provided by each other. Staff from all partners will be continuously updated in the services provided by individual programs that make up this Minneapolis delivery system.

Minneapolis WorkForce Centers are "one stop shops" that assist people with various aspects of career planning and job searching. The two Minneapolis Workforce Centers and affiliates are connected together electronically. All service providers work with customers to ensure that the most appropriate service provided by all partners is selected. Services include career counseling, job search, free assessments for indentifying job interests and skills, free access to computers, Internet, printers, fax machines, copiers and telephones for job search related activities and access to local, state and national job listings.

Minneapolis Public Schools Adult Education (MPS-AE) has two school-based sites and eleven community-based sites serving over 9,500 adults annually. This AE consortium provides free adult classes to prepare community members for job training, post-secondary education or a career pathway. Specific areas of instruction include reading, writing, listening, speaking, computation and technology skills. Students can work toward a high school credential, U.S. Citizenship, and prepare for work and college. It also maintains the only GED Testing Center in Minneapolis. The consortium's mission is to design and deliver exceptional programming for adults needing life and work, literacy and academic skills. MPS-AE recognizes the multiple roles our learners play within families, the workplace and their communities.

The learners who participate in MPS AE programming represent a cross section of the entire community. The AE population is comprised of 43% African, 21% African-American, 19% Hispanic; 8% Asian and Pacific Islanders; 8% White and 1% American Indians/Native Alaskans. About 47% of the learners served are unemployed and/or receiving welfare or other forms of assistance. Over 84% of the learners who participate 12 hours or more make academic progress.

MPS-AE works through partnerships to expand its services and connections to Minneapolis residents and employers. MPS-AE prepares learners to transition to college and have adequate skills to be successful once they enroll. Currently MPS-AE is working on integrated instruction with the local community college in math for the culinary and machinist/welding career paths. Minneapolis Public Schools has provided adult basic education for 50 years.

Lincoln Adult Education Center (LAEC) is an independent Adult Basic Education consortium which provides English as a second language, computer, citizenship, math, job readiness and GED instruction to approximately 1,300 adults per year, mainly immigrants and refugees. ELI students can receive instruction at all levels of English proficiency from literacy to pre-academic. ESL curriculum focuses on English language, life skills and civics. GED curriculum focuses on preparing students for the GED exam, and utilizes a classroom-based model with computer-based distance learning as an option where

possible for students. Both ESL and GED students can supplement their core coursework with computer and math classes.

Project for Pride in Living (PPL) is a multi-service agency with 40 years of history that works with lower-income individuals and families to achieve greater self-sufficiency through housing, employment training, support services, and education. Within the Economic Advancement work, we provide programs that aim to increase the employability of adults through training, work experience, education and/or access to resources. The PPL Learning Center is a south Minneapolis hub which provides a spectrum of job training, employment and educational resources and programs, including sector-based classroom-based job training, customized training programs for specific audiences, short-term certificates with Minneapolis Community and Technical College, the Computer Access Lab, professional development and computer training workshops, employment coaching and non-sector job placement, GED/ABE instruction, and financial coaching.

Goodwill/Easter Seals Minnesota (G/ESM) has provided employment and training services in Minnesota for over 90 years. G/ESM is an affiliate of both Goodwill Industries International (since 1919) and National Easter Seals (since 1984). Its mission is to "assist people with barriers to education, employment, and independence in achieving their goals." G/ESM provides workforce development services that are comprehensive and effective in assisting people to prepare for work and take other significant steps toward self-sufficiency. Programs and Services include: Industry-Specific Skills Training in Automotive Service Technician, Banking and Finance, Construction, Customer Service Call Center, Medical Office, and Retail; FastTRAC; Employment Readiness Training; Job Placement, Retention and Career Advancement; Transitional Employment; Situational Assessment/Evaluation; SSI Advocacy; Work Incentives Connection Services; Financial Literacy Training; Adult Rehabilitative Mental Health Services; Working Well Mental Health Clinic; FATHER Project; MFIP (Minnesota Family Investment Program) Services; ReEntry Services and Community Assistance Services.

Referrals

The goal of these partnerships is to ensure that duplication of services is limited and that referrals are made in the best interest of the learners to services that will assist the learner in achieving his/her goals. Partners agree that the primary method for distributing information with each other is through e-mail and that information provided in this way will be forwarded to appropriate partner staff.

Duration and Modification of this Agreement

This MOU shall commence on the date it is executed and remain in effect until amended. A partner may terminate their participation in this MOU upon 30 day written notice to all other partners to this MOU. With the agreement of all partners, this MOU can be amended, including the addition of a new partner, by mutual agreement of affected partners.

Certification

By signing this agreement, all parties agree that the provisions contained herein are subject to all applicable Federal, State and local laws, regulations and guidelines relating to nondiscrimination, veterans priority of service, equal opportunity, displacement, privacy rights of participants, and maintenance of records and other confidential information relating to our customers.



David Gaither, International Education Center/Lincoln Adult Education Center

5/8/12

Date



Carlye Peterson, Mpls Public Schools Adult Education

5/10/12

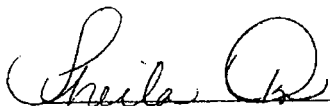
Date



Terrell Towers, Minneapolis Workforce Center

5/22/12

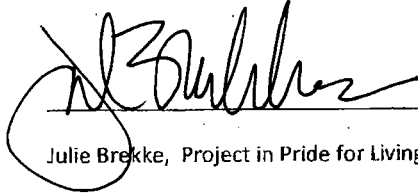
Date



Sheila Olson, Goodwill/Easter Seals Minnesota

5/24/12

Date



Julie Brekke, Project in Pride for Living

5.30.12

Date