

MEMORANDUM OF AGREEMENT

between Blue Ridge Community College, Skyline Literacy,
and Shenandoah Valley Workforce Development Board, Inc.
July 1, 2019 through June 30, 2021

Blue Ridge Community College (BRCC), Skyline Literacy (SL), and Shenandoah Valley Workforce Development Board, Inc. (SVWDB) are committed to providing access to literacy, employment, and employment training opportunities for the constituents they serve. This partnership between the three agencies capitalizes on the strengths of each organization to address the critical workforce and literacy needs of the Central Shenandoah Valley region of Virginia.

Therefore, in order to address the growing literacy, education, and training needs of clients in the region, BRCC, SL, and SVWDB enter into the following memorandum of agreement:

BRCC, SL, and SVWDB through Virginia Career Works will partner to assist jobseekers with limited literacy skills by providing information about literacy classes and/or tutoring, career counseling, job skills training, and other educational opportunities provided through BRCC, SL, and Valley Workforce Centers,

BRCC agrees to provide funding to **SL**, not to exceed an annual contribution of \$6000.00, to facilitate literacy outreach on behalf of BRCC, SL, and Virginia Career Works. **SL** will use funding to provide designated staff and time (minimum of 8 hours weekly) to disseminate information about employment training opportunities and services available through BRCC. Such programs and services include non-credit employment training offered through Workforce Services and Continuing Education and/or credit instructional courses and programs of study leading to a certificate, diploma or degree. **BRCC** agrees to provide relevant training as needed to **SL** staff related to the programs and services offered at the College. **BRCC** also agrees to provide relevant written materials and website informational access for **SL** to disseminate, as appropriate, to eligible clients in need of such services.

SL will provide designated staff to perform literacy outreach to identify and assist low-literate jobseekers whose limited English skills create a barrier to employment, job retention, and self-sufficiency, **SL** agrees to provide training to designated **SL** outreach staff with regard to all aspects of the activities of this agreement. **SL** Executive Director will oversee all literacy outreach performed by **SL** staff on behalf of all three participating agencies. **SL** will perform/achieve the following activities and outcomes:

Activities:

1. Create an outreach plan to provide above-stated assistance throughout the community
2. Perform weekly outreach to community agencies, churches, and schools to provide assistance and information to jobseekers and those needing additional training/education
3. Provide preliminary skills and needs assessment, guidance, information, and interpretation services to jobseekers whose limited English skills create a barrier to employment, job retention, and self-sufficiency
4. Provide assistance to low-literate jobseekers as a partner at Virginia Career Works
5. Maintain current **SL** and **BRCC** program flyers and brochures within **SL** and Virginia Career Works, and at other community agencies.
6. Attend and present **BRCC**, **SL**, and Virginia Career Works program information at events held through **BRCC**, Virginia Career Works, **SL**, Massanutten Technical Center, local universities, and other community agencies
7. Provide and record referrals made to **BRCC**, Virginia Career Works, and other community


- service providers
8. Provide an annual report of services provided by SL and referrals made to BRCC and Virginia Career Works
 9. Schedule and facilitate meetings with BRCC, SL, Virginia Career Works partners, and SVWDB to share literacy outreach reports and progress.

Outcomes:

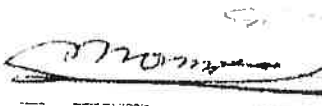
- 50 referrals made to Valley Workforce Center and/or BRCC job training programs
- 15 low-literacy job seekers receive literacy instruction and qualify for Career Works Center and BRCC programs
- 5 BRCC students (skills training programs) receive tutoring through SL tutors as needed for program completion

It is also agreed, none of the applicable provisions of this agreement will be contrary to any policies of the VCCS, SVWDB, and/or SL. Any such policy statements will supersede the provisions of this MOA.


This agreement will remain in effect through June 30, 2021, and will be subject to renewal at the discretion of each of the three parties.


Cynthia Page, Vice President of Financial and Administrative Services
Blue Ridge Community College

7-9-19
Date


Nelly Moreno Shenk, Executive Director
Skyline Literacy

7.1.19
Date


Sharon Johnson, Ph.D., Chief Executive Officer
Shenandoah Valley Workforce Development Board, Inc

7.1.19
Date