

## MEMORANDUM OF AGREEMENT

between Blue Ridge Community College, Skyline Literacy,  
and Shenandoah Valley Workforce Development Board, Inc.  
July 1, 2022, through June 30, 2023

**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 \$10,000.00, to facilitate literacy outreach on behalf of BRCC, SL, and Virginia Career Works. SL will use the funding to provide designated staff and time (minimum of 7 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 the above-stated assistance throughout the community
2. Perform weekly outreach to community agencies, churches, and schools to provide assistance and information to job seekers and those needing additional training/education.
3. Provide preliminary skills and needs assessment, guidance, information, and interpretation services to job seekers 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.

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, 2023, and will be subject to renewal at the discretion of each of the three parties,

*Anastasia O. Triplett*

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Anastasia Triplett, Vice President of Financial and Administrative Services  
Blue Ridge Community College

11/30/22

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Date

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Nelly Moreno Shenk, Executive Director  
Skyline Literacy

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Date

DocuSigned by:  
*Sharon Johnson*  
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Sharon Johnson, Chief Executive Officer  
Shenandoah Valley Workforce Development Board, Inc.

12/9/2022

\_\_\_\_\_  
Date