



**BOARD OF DIRECTORS**

**Chair**  
**Brett Channing**  
Assistant City Manager, City of Corona

**Vice Chair/Secretary**  
**Lydia Romero**  
City Manager, Lemon Grove

**Immediate Past Chair**  
**Teresa Acosta**  
Councilmember, Carlsbad

**Michele Beal Bagneris**  
City Attorney/City Prosecutor  
Pasadena

**Jaron Brandon**  
Supervisor, Tuolumne County

**Carolyn Coleman**  
CEO & Executive Director  
League of California Cities

**Rhonda Duggan**  
Supervisor, Mono County

**Ruben Duran**  
Partner, Best Best & Krieger LLP

**Randi Johl**  
Legislative Director & City Clerk  
Temecula

**James Keene**  
Retired City Manager & CSAC CEO

**Graham Knaus**  
Executive Director  
California State Association of Counties

**Justin Lovell**  
Director of Administrative Services  
Waste County Wastewater District  
MMANC Representative

**Pat Martel**  
Retired City Manager  
Cal-ICMA Representative

**Neil McCormick**  
Chief Executive Officer  
California Special Districts Association

**Judith Mitchell**  
Former Councilmember

**Richard Montgomery**  
Mayor, Manhattan Beach

**Lorenzo Rios**  
Chief Executive Officer  
Clovis Veterans Memorial District

**Johnathan Royas**  
Deputy City Manager  
City of Santa Paula  
MMASC Representative

**Nat Rojanasathira**  
Deputy City Manager, Monterey

**Hilary Straus**  
General Manager  
Citrus Heights Water District

**MEMORANDUM OF UNDERSTANDING**

For

**COLLABORATION, TECHNICAL ASSISTANCE and EDUCATION**

Between

**THE COUNTY OF YOLO**

And

**THE INSTITUTE FOR LOCAL GOVERNMENT**

**IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding as of the day and year of the last signature indicated below.**

By: \_\_\_\_\_

Name

Title

County of Yolo

Date: \_\_\_\_\_

By: \_\_\_\_\_

Erica L. Manuel

CEO & Executive Director

Institute for Local Government



## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between the Institute for Local Government (ILG) and the County of Yolo (Local Agency).

### 1. PURPOSE

The purpose of this MOU is to establish the framework through which the parties will collaborate and to articulate the specific objectives of the partnership, as well as the roles and responsibilities of each party to accomplish those objectives.

### 2. BACKGROUND

**WHEREAS**, ILG has developed expertise in providing impartial and easy-to-use resources for local agencies to assist with on-the-ground implementation of policies.

**WHEREAS**, ILG has been selected by the Irvine Foundation and the California Workforce Development Board to become an Intermediary and Program Sponsor that administers a Non-Traditional Registered Apprenticeship Demonstration Pilot Program to up to 10 local governments in California; and the local agency has been selected to participate in the Program.

**WHEREAS**, the Program is being designed to help local agencies:

- a. Build awareness of registered apprenticeships as a potential strategy to address workforce recruitment and retention challenges in the public sector.
- b. Identify high demand and emergent occupations that may be appropriate for non-traditional registered apprenticeships to meet future workforce goals.
- c. Optimize existing resources and build more capacity.
- d. Strengthen relationships with key stakeholders -- including state and local workforce development and higher education -- and identify new opportunities for regional engagement and collaboration.
- e. Explore innovative and equitable ways to address workforce needs.

**WHEREAS**, ILG is committed to helping local agencies navigate the apprenticeship development and registration process by providing right-sized intermediary services and technical assistance so they can build clearer, more equitable career pathways into the public sector.

**NOW, THEREFORE**, the undersigned Parties agree as follows:

### 3. OBJECTIVES

The objectives of this MOU are as follows:

- a. To allow the Parties to engage in discussion, collaborate and identify activities of mutual interest.
- b. Where appropriate and as mutually agreed upon, to jointly seek sources of external support to fund these planned collaborative efforts.
- c. To make available to other jurisdictions best practices that are discovered through their collaboration, and to share information that will expand the knowledge base and improve workforce outcomes for all California communities.



#### 4. EXPECTATIONS OF BOTH PARTIES

- a. ILG Responsibilities. ILG and its partner team will conduct the following activities:
  - i. Support & Planning: ILG will offer one-on-one coaching that includes education, training, stakeholder engagement, and development of a realistic and sustainable implementation plan.
  - ii. Consultation: ILG will support the Local Agency in identifying occupations and work closely with the Local Agency to develop the apprenticeship standards and register them with the appropriate agency.
  - iii. Collaboration: ILG will help to identify any appropriate funding sources through co-authored grants and other creative funding mechanisms.
  - iv. Training & Technical Assistance: ILG will assess the specific training, education and technical assistance needs of the Local Agency related to the program and provide support where possible to advance the program.
  
- a. Joint Responsibilities. Each party agrees to the following joint responsibilities:
  - i. Key Contacts: Each party will appoint a key contact person for the Program partnership.
  - ii. Regular & Timely Communication: These key contacts will maintain frequent communication to facilitate cooperation under this MOU.
  - iii. Established Timelines & Deadlines: These key contacts will work together to determine appropriate timelines for project updates and status reports throughout the program period. Agreed upon activities, projects and outcomes related to this partnership will be specified in a defined "Scope of Activities" to be determined after execution of the MOU.
  - iv. Communication: Each Party will collaborate on all communication and messaging associated with this Program and its activities.

#### 5. ASSURANCES

- a. Each party hereby assures and represents that it:
  - i. Has all requisite power and authority to execute this MOU;
  - ii. Is committed to working collaboratively to meet the responsibilities specified in this MOU in order to improve likelihood of Program success;
  - iii. Will comply with all the terms of the Program and all applicable Federal and State laws and regulations.

#### 6. FUNDING

This MOU does not necessarily anticipate any present exchange of monies between Parties or guarantee specific funding.

#### 7. EFFECTIVE DATE/DURATION/TERMINATION

This MOU is at-will and may be modified by mutual consent of authorized officials from either Party. This MOU shall become effective upon signature by the authorized officials from each organization and will remain in effect until modified or terminated by any one of the parties by mutual consent. In the absence of mutual agreement by the authorized officials, this MOU shall end upon the expiration of the Program period, on or around April 2027.



## APPENDIX A.

Based on discussions between ILG and the County of Yolo, the following are priorities for this partnership and potential activities that may achieve the desired outcomes.

### 1. SCOPE OF ACTIVITIES

DRAFT