

The Greater Louisville Workforce Development Board, Inc.

Contract No.: 211-400-21

Funding Source: Workforce Innovation & Opportunity Act

**Contractor: Board of Education of Jefferson County, Kentucky
Adult and Continuing Education**

Modification 01

THIS MODIFICATION, made and entered into as of this 28th day of October, 2020, by and between The Greater Louisville Workforce Development Board, Inc. d/b/a/ KentuckianaWorks, 410 West Chestnut Street, Suite 200, Louisville, Kentucky 40202 ("the Board"), as the Administrative Entity for the Greater Louisville Workforce Development Area and the Board of Education of Jefferson County, Kentucky, 3332 Newburg Road, Louisville, Kentucky 40218 ("the Contractor").

W I T N E S S E T H:

Modification to Previous Agreement:

Pursuant to Part 11, "Modifications to Agreement," the parties to this Modification Agreement No. 01 mutually agree to make the following modification to the Original Agreement previously entered into by and between the Board and the Contractor in Contract No. 211-400-21.

The purpose of this modification is to make the following adjustments:

Budget Adjustment

This adjustment is being made to correct a calculation error in the budget in the original contract. No budget line items are being changed, but the total budget amount is being changed to accurately reflect the sum total of the individual line items.

The overall contract amount is being decreased by \$888.94. The original contract amount was \$345,098.10. The new contract amount will be \$344,209.16.

Detail of Positions and Qualifications Adjustment

The descriptions for the Program Coordinator and Career Services Manager positions are being revised to reflect their level of effort in contributing to work based learning activities. Work based learning activities must meet a spending threshold per federal regulations so staff time spent on these activities must be documented. These changes are reflected in the attached detail of positions and qualifications.

APPROVED AND CERTIFIED: To be a grant of funds previously approved by the Mayor of the Louisville/Jefferson County Metro Government, or his authorized representatives, and The Greater Louisville Workforce Development Board, Inc., as contained in the Greater Louisville Workforce Investment Area's Workforce Investment Plan; or to be a grant of funds in accordance with procedures contained in the Inter-local Cooperation Agreement between the Louisville Jefferson County Metro Government and the Counties of Bullitt, Henry, Oldham, Shelby, Spencer, and Trimble.

WITNESS the Agreement of the parties hereto and attested by their signatures affixed hereon.

The Board

The Contractor

The Greater Louisville
Workforce Development Board,
Inc.

Board of Education of Jefferson County, Kentucky

By:

By:

Michael B. Gritton
Executive Director

Dr. Marty Pollio
Superintendent

Date

Date

APPROVED AS TO FORM:
MICHAEL J. O'CONNELL
JEFFERSON COUNTY ATTORNEY

By: _____
Stephanie Malone
Assistant Jefferson County Attorney

Date

Detail of Positions and Qualifications

Position Title: Program Coordinator

Specific Duties Related to Proposed Service:

- A.** Will serve as team leader.
- B.** Responsible for the day-to-day management of the center, staff supervision, and program design.
- C.** Responsible for developing and maintaining relationships with employers, social service agencies, and partners.
- D.** Responsible for the recruitment of customers.
- E.** Responsible for monitoring WIOA, state, and local performance outcomes.
- F.** Oversight of required WIOA Work-Based Learning (WBL) activities, including program design, youth and employer recruitment (as needed), reporting, budgeting, outreach, and leading the WBL team in planning and decision-making in all WBL activities.*
- G.** Other duties as assigned.

Minimum Qualifications:

1. Education: Minimum Requirement: Bachelor's Degree, Master's Degree preferred.
2. Experience: Successful experience in providing services to at-risk populations, especially youth, preferred.

Other: Successful experience in organizational development and program management

*7% of Program Coordinator WIOA salary should be allocated to WBL activities.

(Program staff are paid for out of two budgets- WIOA and Metro. 5% of overall Program Coordinator's time equates to 7% of time paid for by WIOA portion of salary.)

Position Title: Career Services Manager

Specific Duties Related to Proposed Service:

- A. Responsible for the recruitment of employer partners and maintaining relationships with employers.
- B. Responsible for working with customers for employment placement.
- C. Responsible for contact with employers.
- D. Responsible for conducting outreach programs for employers or other partners.
- E. Responsible for overseeing and supervising staff in prospective areas (e.g. career services and intake team), and generating monthly reports as needed.
- F. Responsible for employer outreach and placement activities for required WIOA Work-Based Learning (WBL) activities, including outreach to potential new internship placement sites, working with placement supervisors to complete internship site paperwork (worksite agreement, job description, etc.), setting up placement site and intern interview sessions, and participating as member of WBL team in planning and decision-making in all WBL activities.*
- G. Other duties as assigned.

Minimum Qualifications:

1. Education: Minimum Requirement: Bachelor's Degree. Master's Degree preferred
2. Experience: Successful experience in providing services to at-risk populations, especially youth, preferred.
3. Other Qualifications: Successful experience in workforce development and program management.

*58% of Career Services Manager WIOA salary should be allocated to WBL activities.

(Program staff are paid for out of two budgets- WIOA and Metro. 35% of overall Career Service Manager's time equates to 58% of time paid for by WIOA portion of salary.)