

**Memorandum of Understanding (MOU)
between the Workforce Center of Will County
and the Village of Romeoville**

This MOU is an Agreement between the Workforce Center of Will County (Workforce Services Division) and Romeoville Recreation Center, (collectively the “Parties”).

Workforce Center of Will County
2400 Glenwood Ave, Joliet, IL 60435
815.727.4444

Name: Romeoville Recreation Center
Address: 900 W. Romeo Rd., Romeoville, IL, 60446
Phone: 815.886.6222

***WHEREAS** both Parties work toward providing assistance to and addressing the needs of residents of Will County, including those from historically marginalized communities, those who have been unemployed or underemployed for an extended period, and/or those from vulnerable populations.*

***AND WHEREAS** both Parties understand that State funds made available by the Illinois Department of Commerce & Economic Opportunity (DCEO) by way of the State Legislature in the form of a Supplemental Grant will support this effort to connect Will County residents with employment and training services.*

***AND WHEREAS** both Parties acknowledge the importance of implementing technology to make such services accessible to all.*

***THEREFORE**, the Parties agree to provide a community-based access point wherein residents can connect directly with the local workforce system and its full array of training and employment services through technological means.*

ROLES & RESPONSIBILITIES

Workforce Center of Will County agrees to:

- Provide all kiosk hardware, signage, and other related marketing materials to the host location
- Design, control, and oversee the kiosk interface and software
- Handle any physical relocation or moving of the kiosk
- Visit the host site bi-monthly to inspect, update, and deep clean the kiosk
- Troubleshoot issues and communication with kiosk vendor support in the event an issue cannot be resolved by Workforce Center staff
- Provide a basic orientation to on-site staff who may need to field questions about Workforce Services, Workforce Center of Will County and/or the kiosk
- Track and analyze kiosk usage
- Provide prompt customer service upon receipt of contact forms through the kiosk platform
- Assume liability should the kiosk hardware be damaged at the host location

Village of Romeoville agrees to:

- Keep the kiosk clearly visible, accessible, and unobstructed for the use of any individuals/visitors to the host location
- Allow kiosk to utilize onsite Wi-Fi network
- Make reasonable efforts to ensure the physical safety of the kiosk and proper usage thereof
- Agree to follow the cleaning procedures (as outlined on the back of kiosk base)
- Communicate technical problems to Workforce Center staff as listed in this MOU promptly upon realization of an issue, while not attempting to fix or troubleshoot independently
- Communicate any plans or needs to move the kiosk to Job Center staff as listed in this MOU, while not attempting to relocate or move independently

TERMS OF AGREEMENT

- This project and Kiosks are made possible through a Supplemental Funding Grant. Although this grant funding is effective from December 1, 2023, and expires June 30, 2024, the Kiosks can continue being utilized past the expiration of the grant. The Kiosks become property of Workforce Services Division of Will County and will be inventory tagged as required.
- Continued utilization of the kiosk at the host location will be evaluated periodically to determine utilization and effectiveness, as well as adherence to this agreement.
- It is understood by all parties that the kiosk can be relocated at any time by the Workforce Center of Will County staff. It is also understood that the host location can choose to have the kiosk removed from the property at any time. Notice of this decision shall be sent to the Workforce Center staff listed within this MOU, and removal of the kiosk shall take place within 3-5 business days.

The host site's willingness to provide the space and oversight of the kiosks as outlined above is essential to the success of this project. We appreciate the partnership to provide program information to the residents of Will County.

Accepted:

Dawn Caldwell
Village Manager- Romeoville
Village of Romeoville
815.886.0279

Date

Accepted:

Michelle Stiff
Director
Workforce Center of Will County
815.740-8370

Date