



2016 – 2020

Local Workforce Services Plan

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INTRODUCTION

These guidelines direct the first local plan submitted by your area under the Workforce Innovation and Opportunity Act. WIOA requires each local workforce development board (LWDB or local board) to develop and submit, in partnership with the local chief elected official, a comprehensive four-year plan to the state. The WIOA four-year plan will be effective July 1, 2016 – June 30, 2020. The law emphasizes the importance of collaboration and transparency in the development and submission of the plan. Affected entities and the public must have an opportunity to provide input in the development of the plan. The local board must make the plan available through electronic means and in open meetings in order to ensure transparency to the public.

The LWDBs must provide leadership in assembling their plan. LWDBs also should seek broad stakeholder involvement in the development of their local plan. Local elected officials, local workforce development board members, core program partners and mandatory one-stop partners must be an integral part of the planning process. WIOA encourages an enhanced, integrated system by including new core programs in its planning and performance requirements. Each plan will address how the LWDB will coordinate service delivery with the new core programs of Vocational Rehabilitation, Blind Services and Adult Education.

Each LWDB's plan should be based on the current and projected needs of the workforce investment system, placing an increased emphasis on coordination and collaboration at all levels to ensure a seamless system for job seekers, including those with disabilities, and employers. The plan must include an identification of the education and skill needs of the workforce and employment needs of the local area and include an analysis of the strengths and weaknesses of services to address these identified needs. The assessment must include the best available information or evidence of effectiveness and performance information for specific service models as well as a plan to improve the effectiveness of such programs by adopting proven or promising practices as a part of the local vision. The LWDB should provide a complete view of the system-wide needs of the local workforce development area.

The plan must address how the LWDB will foster strategic alignment, improve service integration and ensure that the workforce system is industry-relevant, responding to the economic needs of the local workforce development area and matching employers with skilled workers. The local plan must lead to greater efficiencies by reducing duplication and maximizing financial and human resources. These plan guidelines require LWDBs to address current and future strategies and efficiencies to address the continuous improvement of Florida's workforce system and its focus on customer service excellence. This plan should align with the business- and market-driven principles of the CareerSource Florida network.

PROCESS FOR PLAN SUBMITTAL

All plans must be submitted no later than 5:00 p.m. (EST) on April 30, 2016 by emailing the completed plan to both WIOA-LocalPlans@deo.myflorida.com and FloridaWIOA@careersourceflorida.com.

Prior to plan submission, please ensure:

- The local board has reviewed and approved the plan;
- The board chair and the chief elected official have signed the signature page , with an original submitted to CareerSource Florida by mail and a scanned copy sent to both WIOA-LocalPlans@deo.myflorida.com and FloridaWIOA@careersourceflorida.com;
- The structure and numbering follows the plan instructions format;
- The plan is one continuous and searchable PDF document that includes all attachments;
- Responses to all questions are informative and concise;
- The name of the region, the page number and plan submission date are listed in the footer of the document;
- A table of contents with page numbers is included and each page of the plan is numbered; and
- Text typed with a font size of 11 or greater.

Please send an email to both WIOA-LocalPlans@deo.myflorida.com and FloridaWIOA@careersourceflorida.com to confirm plan submission and begin its official Department of Economic Opportunity (DEO) review. Upon submission, all plans will be reviewed immediately for completeness and adherence to plan formatting requirements. If there are questions or concerns, LWDBs will be notified. The content of plans will be reviewed by both DEO and CSF staff with a recommendation for approval/disapproval provided to the CSF Board of Directors at its meeting scheduled for May 26, 2016. A recommendation for approval will be made unless the staff review indicates that: (1) there are deficiencies in local workforce investment activities that have not been addressed, or (2) the plan is determined inconsistent with WIOA and the regulations of WIOA, including required public comment provisions.

KEY DATES

Local Plan Guidelines Issued.....	November 12, 2015
Local Plan Consultation Meeting.....	November 18, 2015
Local Plan Instruction Webinar	December 8, 2015
WIOA State Plan Due	March 3, 2016
Local Plans Due.....	April 30, 2016
Local Plans Approved	May 26, 2016
WIOA Program Year 2016 Begins	July 1, 2016

FLORIDA'S VISION FOR IMPLEMENTING THE WORKFORCE INNOVATION AND OPPORTUNITY ACT

Through the implementation of the Workforce Innovation and Opportunity Act (WIOA), Florida will have a business-led, market-responsive, results-oriented and integrated workforce development system. The enhanced system will foster customer service excellence, seek continuous improvement and demonstrate value by enhancing employment opportunities for all individuals, including those with disabilities. This focused and deliberate collaboration among education, workforce and economic development networks will maximize the competitiveness of Florida businesses and the productivity of Florida's workforce, thus increasing economic prosperity. Florida's strategic vision for WIOA implementation will be realized by accomplishing these three goals:

- Enhance alignment and market responsiveness of workforce, education and economic development systems through improved service integration that provides businesses with skilled, productive, and competitive talent and Floridians with employment, education, training and support services that reduce welfare dependence and increase opportunities for self-sufficiency, high-skill and high-wage careers and lifelong learning.
- Promote accountable, transparent and data-driven workforce investment through performance measures, monitoring and evaluation that informs strategies, drives operational excellence, leads to the identification and replication of best practices and empowers an effective and efficient workforce delivery system.
- Improve career exploration, educational attainment and skills training for in-demand industries and occupations for Florida youth that lead to enhanced employment, career development, credentialing and post-secondary education opportunities.

ORGANIZATIONAL STRUCTURE

(1) Chief Elected Official(s) (CEO)

- A. Identify the chief elected official(s) by name, title, mailing address, phone number and email address.

Name/Title: Chuck Lockey, Chair
Company: Jackson County Board of County Commissioners
Mailing Address: 4374 River Forrest Road
Marianna, FL 32446
Phone: 850) 573-0997
Email: clockey@jacksoncountycommission.com

- B. If the local area includes more than one unit of general local government in accordance with WIOA sec. 107(c)(1)(B), attach the agreement that has been executed to define how the parties will carry out the roles and responsibilities of the chief elected official.

See Interlocal Agreement – Attachment A

- C. Attach a copy of the agreement executed between the chief elected official(s) and the Local Workforce Development Board.

See Interlocal Agreement – Attachment A

- D. Describe the By-Laws established by the CEO to address the criteria contained in §679.310(g) of the proposed WIOA regulations: **See By-Laws - Attachment B**

- i. The nomination process used by the CEO to elect the local board chair and members;

As specified in our By-Laws the local board chair is nominated by a nominating committee and elected by a majority vote of the Board of Directors of CSC.

- ii. The term limitations and how the term appointments will be staggered to ensure only a portion of membership expire in a given year;

The initial appointment of members to the board was for staggered terms of one to three years. Vacancies occurring are filled according to the initial county distribution and for the length of time remaining in the unexpired term.

- iii. The process to notify the CEO of a board member vacancy to ensure a prompt nominee;

Upon receiving a resignation notice from a private sector board member, board staff notifies the local chamber of commerce of the county where the vacancy occurs requesting nominations be made to the respective board of county commission. Upon receiving notice of an at-large member's resignation, board staff notifies the respective organization for a replacement and upon receiving nominations presents them to the

Consortium for their consideration. For at-large vacancies in addition to notification of the respective organization, CSC reaches out to the public through various means and directly to organizations qualified to nominate a vacancy replacement for nominations.

- iv. The proxy and alternative designee process that will be used when a board member is unable to attend a meeting and assigns a designee as per the requirements at §679.110(d)(4) of the proposed WIOA regulations;

CareerSource Chipola board members may assign a designee to attend a meeting in their place, but that designee does not have voting privileges.

- v. The use of technology, such as phone and Web-based meetings, that will be used to promote board member participation;

CareerSource Chipola has provisions for holding meetings by telecommunications or other electronic means that allow for vocal participation in the meeting. Members attending by such methods shall be deemed present for the purpose of a quorum, have full voting privileges, and the public is allowed access to the meeting by attendance in person at an announced location.

- vi. The process to ensure board members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities; and,

CareerSource Chipola board members are responsible for making policy decisions and providing direction to staff. They serve as an intermediary to assist in stimulating and providing for the involvement of the business community, including small business, minority business enterprises, labor and community based organizations, and in employment and training activities including all such other purposes described in WIOA Law. They actively work to increase private sector employment opportunities for the residents of the five counties we serve. This is accomplished by board staff keeping them informed and up-to-date on changes to workforce law, performance objectives and activities occurring in the workforce development area.

- vii. Any other conditions governing appointments or membership on the local board.

None. All appointments will be in accordance to Section 107 of the WIOA.

- E. Provide a description of how the CEO was involved in the development, review and approval of the plan.

The Chipola Regional Workforce Development Consortium is made up of one member, either the Chair or their designee, of each of the five county

commissions in our Region. They elected one member to serve as Chair of the Consortium that signs off on all vital documents. The staff has had meetings with the Consortium to obtain their input and to keep them updated on the changes that are taking place with the passage of the Workforce Innovation and Opportunity Act (WIOA) and to keep them as a vital partner in the planning and development of the plan. The CSC Executive Director has also met with members of the consortium to discuss the plan and obtain input directly from consortium members. They were mailed a draft of the plan to review and a meeting was held April 21, 2016 to review the plan and answer any questions or concerns they may have prior to release for public comment. Following approval, the Consortium Chair signed off on the plan prior to submission to CareerSource Florida.

(2) Local Workforce Development Board (LWDB)

- A. Identify the chairperson of the Local Workforce Development Board by name, title, mailing address, phone number and email address. Identify the business that the chair represents.

Name: Debbie Kolmetz, Owner
Company: Panhandle Realty
Mailing Address: Post Office Box 11
Ponce de Leon, FL 32455
Phone: (850) 259-1904
E-mail: panhandlefla@yahoo.com

- B. Provide a description of how the LWDB was involved in the development, review, and approval of the plan.

The members of the CSC board are well informed and have been involved in the transition from WIA to WIOA from the onset. Numerous meetings have been held with management staff, career center staff, the Executive Committee, the Programs Committee, and the full Board to discuss issues relating to the development of the plan and members were provided with a link to the plan for final review and comment prior to submission to CareerSource Florida. The workforce services draft plan was reviewed, discussed and approved at the April 14, 2016 meeting of the LWDB with the Board Chair signing off on the plan prior to submission to CareerSource Florida.

(3) Local Grant Subrecipient (local fiscal agent or administrative entity)

- A. Identify the entity selected to receive and disburse grant funds (local fiscal agent) if other than the chief elected official. WIOA section 107(d)(12)(B)(1)(iii); 20 CFR 679.420.

The Chipola Regional Workforce Development Board, Inc., dba CareerSource Chipola is the administrative entity/grant recipient for the region. (Refer to Attachment A – Interlocal Agreement)

- B. Identify the entity selected to staff the LWDB (commonly referred to as the administrative entity) and assist it in carrying out its responsibilities as a board organized under WIOA. (May be the same as the fiscal agent). 20 CFR 679.430.

The Chipola Regional Workforce Development Board, Inc., dba CareerSource Chipola is the administrative entity/grant recipient for the region. (Refer to Attachment A – Interlocal Agreement) Board members selected and hired the Executive Director who in turn hires staff.

- C. If a single entity has been selected to operate in more than one of the following roles: local fiscal agent, local board staff, one-stop operator or direct provider of career services or training services, attach the agreement that describes how the entity will carry out its multiple responsibilities including how it will develop appropriate firewalls to guard against any conflict of interest.

The Chipola Regional Workforce Development Board, Inc., dba CareerSource Chipola has operated as the fiscal agent and administrative entity since 1996 as approved in the Interlocal Agreement (Attachment A). Our annual budget is submitted and reviewed with the Chipola Regional Workforce Development Consortium and the Board of Directors. Our financial audit is performed by an independent accounting firm and is reviewed with both the Finance/Audit Committee and the full board. Additionally, all monitoring reports are presented and reviewed with the full Board of Directors.

(4) One-Stop System

- A. Provide a description of the local one-stop system (including the number, type and location of full-service and other service delivery points).

CareerSource Chipola currently operates three career centers with two being comprehensive centers and one being a satellite office. The largest center in the region is located in Marianna and primarily serves residents of Jackson County; the second largest center is located in Chipley and primarily serves residents of Holmes and Washington Counties; and the satellite office is located in Blountstown and serves the residents of Calhoun and Liberty Counties. The Blountstown office has electronic linkages and provides for veteran, employment and other on-site services.

CSC also operates a Career Resource Center on the campus of Chipola College. This center is designed to allow students to explore career options, apply for employment as well as access training services without having to make additional trips to a different career center. The Career Resource Center also works with Chipola staff to provide avenues for students to learn more about careers and employment through interaction between CSC staff and students in the classroom as deemed relevant and necessary by Chipola College instructors.

To the extent possible each of these locations is centrally located to population centers, governmental buildings and shopping centers making them convenient locations for most customers. Customers may choose any of the three centers for services to access core and intensive services as specified in the regulations. Centers are connected by a wide area network that spans the three locations providing e-mail, Internet access, state mainframe access, case management, data sharing and print sharing.

- B. Identify the days and times when service delivery offices are open to customers. Customers must have access to programs, services and activities during regular business days at a comprehensive one-stop center.

Each of the three career centers are open Monday – Thursday, 8:00 am – 5:00 pm and Friday, 8:00 am – 12 noon. These hours are posted at the entrance to each career center in the LWDB. Extended hours are available based on location and customer need. In addition, extended hours are available through electronic means allowing customers to access many of our services regardless of the time of day by using the Internet.

- C. Identify the entity or entities selected to operate the local one-stop center(s).

The LWDB initially received permission from the State to temporarily operate all three career centers in June 2012. Since that time our authority has been extended by CareerSource Florida through June 30, 2018.

- D. Identify the entity or entities selected to provide career services within the local one-stop system.

CareerSource Chipola is the only direct provider of services in the workforce development area; there are no other entities providing services within the area. All career services are provided by leased employees through Landrum Professional Services. Local center staff work alongside DEO staff to provide career services in all three centers.

- E. Identify and describe what career services will be provided by the selected one-stop operator and what career services, if any, will be contracted out to service providers.

CareerSource Chipola is the sole operator of the three centers in the region. Local staff manages and provides a complete array of services to job seekers and employers including a single point of entry, unassisted core services, assisted core services, intensive services, and referrals to training providers. Staff have the expertise to design, administer and deliver all workforce development activities and have demonstrated the ability to adapt and conform to changes in policy, practices and priorities to meet local community and customer-based needs.

- F. Pursuant to the CareerSource Florida Administrative Policy for One-Stop Certification, please provide the required attestation that at least one comprehensive one-stop center in your local area meets the certification requirements.

Both the Marianna and Chipley career centers are comprehensive one-stop centers that meet the requirements of CareerSource Florida's draft policy on One Stop Career Center Certification – Comprehensive One-Stop Center Requirements.

CareerSource Chipola consistently meets and exceeds performance measures, Employer Penetration Rates and Level 1 services provided to our business

community. These performance indicators substantiate our organization as an effective organization in the services we deliver.

All centers are reviewed annually for physical and programmatic accessibility by our EO officer. All centers are equipped with wheelchair accessible computer desks and monitors designed for use by the visually impaired. Information is posted on our website and all outreach materials noting the availability of auxiliary aids and services.

All staff meet the Tier I and Tier II certification requirements. In addition, staff is provided the opportunity to attend statewide training including the Florida Workforce Summit, as funding permits.

Our centers close once per quarter for a half day so that cross-training and other staff training can be conducted. This supports continuous improvement within our centers.

ANALYSIS OF NEED AND AVAILABLE RESOURCES

(1) Please provide an analysis (or existing analysis pursuant to WIOA section 108(c)) of the regional economic conditions, which must include:

- A. Information on existing and emerging in-demand industry sectors and occupations; and
- B. The employment needs of employers in those industry sectors and occupations. WIOA §108(b)(1)(A)

CareerSource Chipola's five rural counties face significant barriers that impact existing and emerging in-demand industry sectors and occupations in much the same way. An initial barrier faced by all industries in the region is the increase age of the population and the decline in number of existing workers.

As you can see in the chart at the end of this section, the region does not have a significant number of growing industry sectors. The largest area of growth is in government employment and much of this is related to the corrections field or education. We are experiencing some growth in manufacturing and we have worked with local education providers to increase training opportunities available within the region for the manufacturing sector.

CareerSource Chipola has used data from the supply/demand website provided by DEO to study the needs of our growth sectors as well as overall labor needs for the region. In addition, we have met directly with employers and local training providers to identify gaps between available labor and industry needs with an emphasis on working together to fill the identified gaps.

One example is the creation of the Engineering Technology program at Chipola College. Prior to starting the program, the College requested assistance for CSC to help them better understand needs. CSC worked with the College to examine existing data resources available from the Bureau of Labor Information as well as bringing various industry representatives to the table with the College to discuss actual versus perceived needs.

These discussions played a key role in the College's decision to create the program providing certification and degreed training that teaches skills related to programmable logic controls, hydraulics, pneumatics, drive systems, load rigging, three-phase electric current and low-voltage current.

This example is used to demonstrate how the LWDB works to not only identify existing and emerging in-demand industry sectors and occupations, but also how they work with those identified industries and sectors once identified.

CareerSource Chipola has also worked with local employers to identify training needed to help the existing workforce adjust to changes in technology or standards. For example, we are currently working with the Florida Panhandle Technical College on implementation of a specialty training program for a local manufacturer. The program is being developed based

directly upon the needs of the employer and their currently available labor force.

Total Industry Employment in CareerSource Chipola (RWB 3) Not Seasonally Adjusted					
Area	Employment			Change From	
	Current Month	Previous Month	Year Ago	January 2015	to January 2016
Region 3 Total Industry Employment	January 2016	December 2015	January 2015	Level	Percent
Total Employment	25,096	25,306	24,951	145	0.6
Agriculture, Mining, and Construction	2,386	2,431	2,395	-9	-0.4
Agriculture Forestry Fishing Hunting	634	640	628	6	1.0
Construction	1,671	1,709	1,681	-10	-0.6
Manufacturing	1,275	1,273	1,270	5	0.4
Trade, Transportation & Utilities	4,304	4,342	4,332	-28	-0.6
Trade	3,203	3,221	3,146	57	1.8
Transportation & Warehousing	923	943	989	-66	-6.7
Information	196	198	198	-2	-1.0
Financial Activities	744	742	734	10	1.4
Professional & Business Services	1,128	1,169	1,144	-16	-1.4
Education & Health Care Services	3,794	3,793	3,829	-35	-0.9
Leisure & Hospitality	2,389	2,426	2,404	-15	-0.6
Other Services	945	941	937	8	0.9
Government	7,935	7,991	7,708	227	2.9

Source: Florida Department of Economic Opportunity, Bureau of Labor Market Statistics, March 2016, Small Area Time Series Experimental Estimates.

- (2) Please provide an analysis of the knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations.
WIOA §108(b)(1)(B)

Multiple meetings with manufacturers in the region have indicated a strong need for individuals with skills that can best be described as those needed by millwrights. Training in areas such as welding, pneumatics, low voltage systems, programmable logic controls, gearing, hydraulics and other mechanic skills are in demand by manufacturers in the region. In a meeting with representatives from six manufacturing operations in the region, all six indicated a need for the some or all of the skills listed above.

Being a small workforce area, we have the advantage of getting to know our employers on a one to one basis. Instead of formal surveys or statistical reports we

make direct contact with employers to determine skill needs. We understand the significant need for correctional officers in the region and the training they must undergo in order to perform successfully on the job. Our logistics employers have increased need for individuals that can operate equipment, such as forklifts, that now have a high tech addition, such as computers that automatically scan and record loads and direct delivery to specified locations.

In the health care arena, we are in direct contact with local hospitals, rehabilitation facilities, assistance living facilities and other medical concerns. These facilities have indicated a need for trained health care professionals; however, in addition to traditional healthcare training they have indicated a need for greater training related to record keeping so that the medical facilities can comply with state and federal regulations as well as maximize reimbursements for actions at the facility.

- (3) Please provide an analysis of the workforce in the region, including current labor force employment (and unemployment) data, information on labor market trends, and the educational and skill levels of the workforce in the region, including individuals with barriers to employment. WIOA §108(b)(1)(C)

The five counties served by CareerSource Chipola are running counter to the labor trends in most of Florida. While the State of Florida has seen an increase in available labor force the five counties served by CareerSource Chipola have seen a significant decrease in both the available labor force and in the number of individuals residing in the county that are employed.

The chart below shows the labor force, employment and unemployment data for the five counties served by CareerSource Chipola over the last ten years.

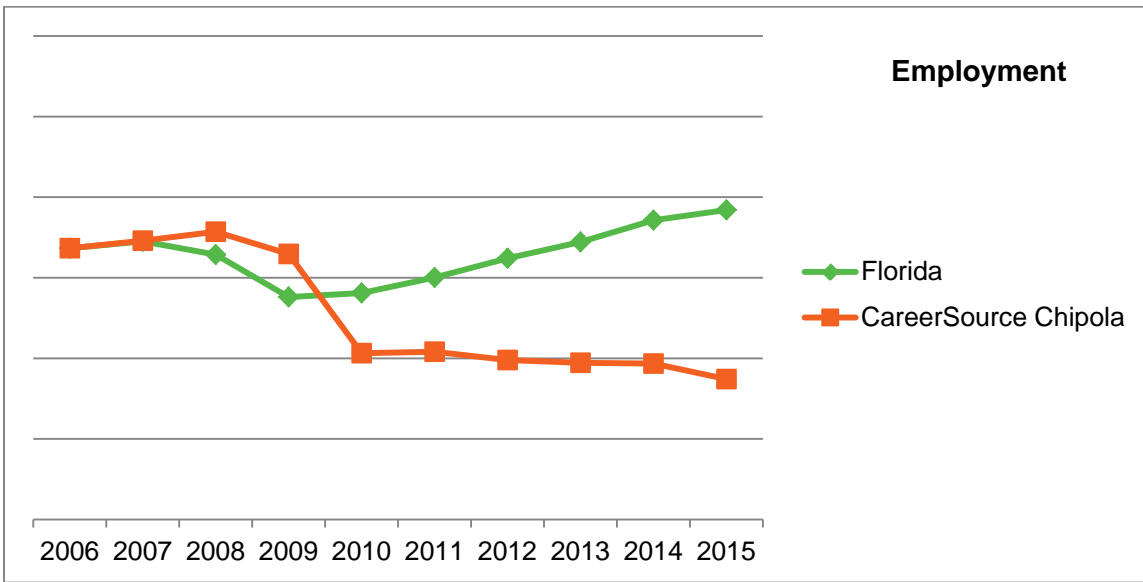
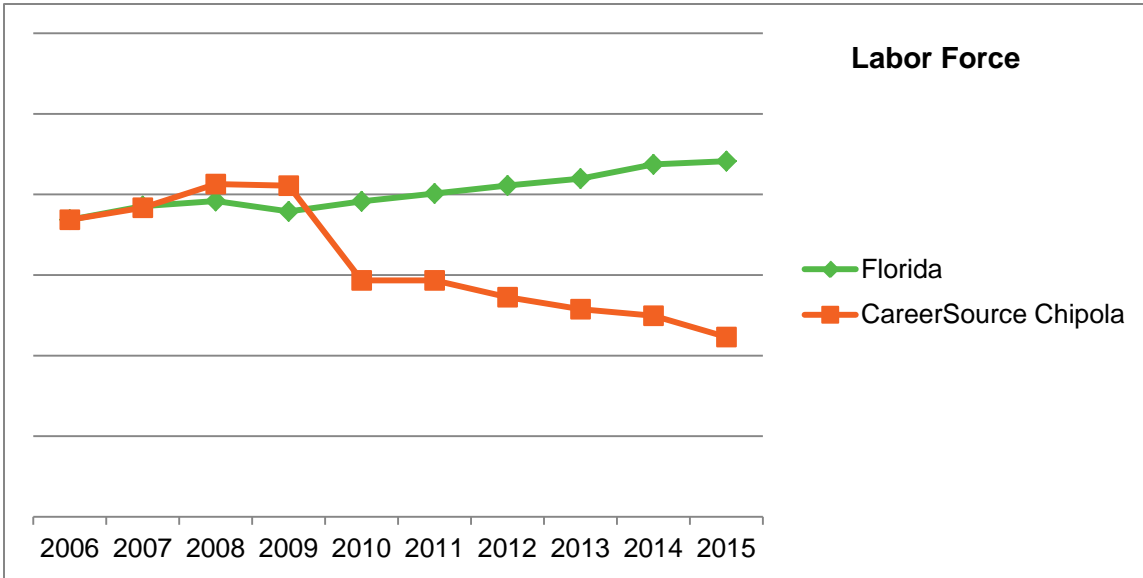
Labor Force	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Ten Year Change #	Ten Year Change %
Calhoun	5386	5550	5757	5917	5314	5296	5139	4956	4943	4913	-473	-8.8%
Holmes	8625	8769	8999	8884	7190	7218	7149	7004	6960	6721	-1904	-22.1%
Jackson	21288	21538	22155	21958	18938	18858	18447	18167	17948	17258	-4030	-18.9%
Liberty	3537	3667	3851	3867	2933	2873	2775	2836	2802	2661	-876	-24.8%
Washington	9598	9652	9881	9920	10298	10426	10114	9914	9824	9598	0	0.0%
CareerSource Chipola	48434	49176	50643	50546	44673	44671	43624	42877	42477	41151	-7283	-15.0%
Florida	9000000	9157000	9216000	9095000	9212000	9302000	9395000	9473000	9638000	9675000	675000	7.5%
Employment	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Ten Year Change #	Ten Year Change %
Calhoun	5216	5345	5439	5413	4777	4757	4681	4581	4603	4612	-604	-11.6%
Holmes	8362	8455	8531	8173	6445	6520	6530	6472	6485	6306	-2056	-24.6%
Jackson	20527	20679	20973	20328	17214	17140	16908	16878	16801	16252	-4275	-20.8%
Liberty	3444	3563	3683	3644	2676	2610	2557	2647	2621	2509	-935	-27.1%
Washington	9279	9259	9234	8922	9210	9380	9217	9142	9161	9035	-244	-2.6%
CareerSource Chipola	46828	47301	47860	46480	40322	40407	39893	39720	39671	38714	-8114	-17.3%
Florida	8710000	8790000	8637000	8148000	8194000	8372000	8595000	8783000	9034000	9153000	443000	5.1%

Unemployment	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Ten Year Change #
Calhoun	170	205	318	504	537	539	458	375	340	301	131
Holmes	263	314	468	711	745	698	619	532	475	415	152
Jackson	761	859	1182	1630	1724	1718	1539	1289	1147	1006	245
Liberty	93	104	168	223	257	263	218	189	181	152	59
Washington	319	393	647	998	1088	1046	897	772	663	563	244
CareerSource Chipola	1606	1875	2783	4066	4351	4264	3731	3157	2806	2437	831
Florida	290000	367000	579000	947000	1018000	930000	800000	690000	604000	522000	232000

Unemployment Rate	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Ten Year Change #
Calhoun	3.2%	3.7%	5.5%	8.5%	10.1%	10.2%	8.9%	7.6%	6.9%	6.1%	3.0%
Holmes	3.0%	3.6%	5.2%	8.0%	10.4%	9.7%	8.7%	7.6%	6.8%	6.2%	3.1%
Jackson	3.6%	4.0%	5.3%	7.4%	9.1%	9.1%	8.3%	7.1%	6.4%	5.8%	2.3%
Liberty	2.6%	2.8%	4.4%	5.8%	8.8%	9.2%	7.9%	6.7%	6.5%	5.7%	3.1%
Washington	3.3%	4.1%	6.5%	10.1%	10.6%	10.0%	8.9%	7.8%	6.7%	5.9%	2.5%
CareerSource Chipola	3.3%	3.8%	5.5%	8.0%	9.7%	9.5%	8.6%	7.4%	6.6%	5.9%	2.6%
Florida	3.2%	4.0%	6.3%	10.4%	11.1%	10.0%	8.5%	7.3%	6.3%	5.4%	2.2%

It is important to note that none of the counties served by CareerSource Chipola showed a gain in labor force and all five counties had a decrease in the number of residents actually employed. When you examine the unemployment percentage for the area it becomes clear that while there has been a recent decrease in the unemployment rate the decrease is actually due to the significant decline in the labor force and is not due to additional employment in the region. This is a challenge faced by our rural region that continues to have significant impact on employers as well as those seeking to train workers.

When you place the data above into chart form you can clearly see the difference between the upward trends for Florida as a whole versus the downward trend for the five counties served by CareerSource Chipola.



The area faces significant challenges regarding the workforce and the ability of both employers and workers to find opportunities that meet the need of both sides of the employment equation. The rural nature of our region and the lack of public transportation means that barriers to employment in this area go beyond the more traditional barriers found in more urban areas.

Workers in our area without sufficient personal transportation have very few options and find themselves limited to employment within a very short distance or limited to the same employment opportunities as their friends and neighbors they must rely upon for transportation.

The area does work with vocational rehabilitation for referrals as appropriate. Again, the limited the employment options along with limited transportation options tend to compound the impact on individuals with other barriers to employment.

Less than ten percent of the individuals registered in Employ Florida from our region have a high school diploma, an additional 44.89 percent have a high school diploma or equivalent. We also know that 6.85 percent have at least a bachelor's degree. These numbers show the challenge faced in the area with regards to matching employers and those seeking employment. As employers in our region continue the march forward towards using more and more technology we find the number of individuals prepared to utilize this technology in the workplace impacts the overall ability of the workforce to find employment.

We are working with our local education institutions to address this situation; however, the high cost of purchasing the technology necessary to provide such training prevents impacts the rural areas of the state to a much greater degree than it does the more urban areas. This disparity is due in large part to scale of investment related to number of students that can take advantage of the program. Rural areas tend to have smaller numbers of students and therefore the cost per student for significant purchases is much higher.

The challenges we face are significant, but we are aware of the issues and are working hard with our partners to address them.

- (4) Please provide an analysis of the workforce development activities (including education and training) in the region, including an analysis of the strengths and weaknesses of such services and the capacity to provide such services, to address the identified education and skill needs of the workforce and employment needs of employers in the region. WIOA §108(b)(1)(D) and §108(b)(7)**

LWDA 3 currently operates three (3) career centers with two (2) being comprehensive centers and one being a satellite office. The largest center in the region is located in Marianna and primarily serves residents of Jackson County; the second largest center is located in Chipley and primarily serves residents of Holmes and Washington Counties; and the satellite office is located in Blountstown and serves the residents of Calhoun and Liberty Countries.

To the extent possible each of these locations is centrally located to population centers, governmental buildings and shopping centers making them convenient locations for most customers. Centers are connected by a wide area network that spans the three locations providing e-mail, Internet access, state systems access, case management, and data/print sharing. The ATLAS electronic filing system provides access to case file and customer activity information through the internet. This electronic system allows staff(s) at any location to engage customers and provide services. Both virtual and center-based service delivery for job seekers, workers, and employers support the talent needs of the regional economy.

Customers may choose any of the three centers for services to access Wagner-Peyser, WIOA (Adult, Dislocated Worker and Youth) services as specified in WIOA regulations, TANF, SNAP, DVOP/LVER, RESEA and Ticket to Work. The Early Learning Coalition is co-located in the Marianna and Chipley career centers providing subsidized childcare and daycare facilities training and certification. The regional Senior Community Service Employed Program (SCSEP) is co-located in our Marianna career center providing employment opportunities for older individuals. Vocational Rehabilitation is electronically linked to the centers and a referral system is in place to ensure customers receive vocational rehabilitation assessments and services. Chemical Addiction and Recovery Effort (CARE) is available for referrals for drug screenings, testing and rehabilitation. The LWDA has strong partnerships with the two regional public institutions, Chipola College and Florida Panhandle Technical College, as well as the Adult Education centers located in each county. WIOA staffs have offices and provide services on the campuses of Chipola College and Florida Panhandle Technical College. There is also a Career Resource Center staffed by LWDA 3 at Chipola College to provide access to employment and training services.

Opportunities are available for individuals at all skill levels and levels of experience, including those with disabilities, through labor market, job-driving information, customer choice related to education and training, careers and service delivery options and both skill-development and job placement services. Education and training services include occupational skills training, paid and unpaid work experience, on-the-job training, and employed worker programs.

One of the LWDA's strengths is the centers' local presence and linkages to numerous resources in a rural community. Quality customer service most often means personal service. Meeting face-to-face with DCF is often needed but rarely available for WT and SNAP customers. Reemployment customers often need computer assistance or have questions concerning their claims and are unable to reach the state due to long waiting times on the state phone line. Job Seekers frequently request assistance, especially if they are new to the electronic process to seek for employment. Pre-employment workshops and employability skills benefit job seekers at various skill levels. The mobile unit is also utilized for employment services and serves individuals who reside furthest from the career centers.

Strong partnerships with training providers are a result of the LWDA's historical emphasis on providing opportunities to customers for in-demand and high wage training in the local area. Educational providers (Chipola College and Florida Panhandle Technical College) expand existing programs and create new programs in collaboration with the local board and economic development associations. School districts coordinate career academies and adult education programs with the board to ensure access to career paths and future employment. The LWDA utilizes CareerSource Florida/DEO staff and information resources in joint meetings with training providers to acquire the most up-to-date information concerning labor

projections, associated trainings, and grant information. Training providers are cognizant of industry needs and LWDA members and management staffs serve on business advisory boards to ensure training meets the current and future needs of business. Likewise education providers participate in LWDA meetings, serve on committees and support workforce events.

One of the weaknesses in our rural area is the lack of large businesses and businesses that pay higher wages. The majority of businesses have less than five employees and many are operated by families. The lack of large business results in the lack of some opportunities, such as apprenticeships and large numbers of OJT contracts. The LWDA strives to improve these areas by diligently working with economic development partners.

While the size of our employers is generally a weakness for the area it can also be a strength in that we are able to have a much closer relationship with our employers than you typically find in a more urban area. Relationships are able to be built over longer periods of time due to the lack of turnover in management in a significant portion of our employer base.

- (5) Please provide a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area. WIOA §108(b)(7)

LWDB 3 will be utilizing the three required types of career services: basic career services, individualized career services, and follow-up services. These services can be provided in any order; there is no sequence requirement for these services. Career services under this approach provide local areas and service providers with flexibility to target services to the needs of the customer. Participants in LWDB 3 will receive career and training services as appropriate to their assessed needs. LWDB 3 training activities include:

- **Comprehensive and specialized assessments of skill levels and service needs including The Adult Basic Education (TABE) test, CareerScope (Interest/Aptitude), interviewing and evaluation to identify barriers and appropriate employment goals;**
- **Development of an individual employment plan/Individual Service Strategy(ISS) to achieve employment goals by identifying appropriate objectives and appropriate services and information about eligible training providers and career paths;**
- **Individual career and on-going counseling/case management provided prior to enrollment and throughout the training experience by a WIOA Success Coach;**
- **Employability, employment preparation and job retention workshops to prepare and retain individuals in unsubsidized employment include Interviewing Techniques, Microsoft PowerPoint, Learn to Type, Creating an Effective Resume, Using Employ Florida Marketplace, What Employers are Looking For, Using Local Labor Market Information, Using Social Media in Your Job Search, Mock Interviewing and Effective Networking Skills.**
- **Paid and unpaid work experience that are linked to careers;**

- Occupational skills training, including training for nontraditional employment;
- On-the-job training;
- Skills upgrading and retraining;
- Adult education and literacy activities;
- Supportive services whenever necessary in order to enable an eligible participant to participate in WIOA activities and the participant is unable to obtain supportive services through other programs providing such service. Supports may include transportation, tuition, books and training supplies, employment uniforms & tools required but not purchased by the employer; and
- Follow-up Services for participants who are placed in unsubsidized employment, for up to 12 months after the first day of employment.

An on-going assessment of adult and dislocated worker employment and training programs are conducted by means of local monitoring and training vendor/provider outcome evaluations. Local performance accountability measures will determine the value and contribution of each vendor/provider towards the specific measures including placement, credential, wages, and retention. Additional training programs are currently being evaluated through the state's new Eligible Training Provider Policy approval process. Participant and staff surveys/comments provide valuable input concerning gaps in the provision of training services and resolution is readily implemented. Examples include issues with vendors of uniforms/supplies or requests for additional required materials to ensure participant success.

- (6) Please provide a description and assessment of the type and availability of youth workforce investment activities in the local area, including activities for youth who are individuals with disabilities. The description and assessment must include an identification of successful models of such youth workforce investment activities. WIOA §108(b)(9)

CareerSource Chipola's goal is to prepare youth and young adults ages 16-24 for successful careers through continued education and work-based learning in targeted industries. WIOA is designed to serve eligible young adults through high-intensity case management support to help this population achieve educational goals through career guidance and exploration, year-round work experience, and skills training in demand occupations and to provide support services to help ensure success and positive outcomes.

Based on WIOA's updated focus to increase the number of out-of-school youth enrollments, increase expenditures for work-based learning and development of career pathways, CareerSource Chipola is researching effective service delivery activities to enhance current programs and/or develop new innovative models to deliver services with a high degree of impact. The intent is to create a renewed interest in this initiative with the ability to demonstrate significant increases in positive outcomes. It is recognized that historical methods of outreach are not effective with this population; therefore the program management staff and Success Coaches have initiated meetings to discuss and explore alternative outreach efforts. CareerSource Chipola will collaborate and partner with community organizations/agencies to help recruit and potentially, identify best practices to support youth/young adults in the transition to training and employment

opportunities. CareerSource Chipola has a working relationship with the Department of Juvenile Justice (DJJ) to ensure juvenile offenders, under the supervision of DJJ, have information about and access to services provided by the workforce system. One of the new partnerships recently established is with the local Guardian Ad Litem Program. Through this partnership, youth will have an added layer of support to help enforce connections to educational and employment opportunities.

CareerSource Chipola is in the development stages of the Memorandum of Understanding (MOU) with Vocational Rehabilitation (VR) to outline the delivery of services for youth with disabilities. This MOU will combine roles and responsibilities of each partner to support educational and employment opportunities. CareerSource Chipola is committed to working with VR to better understand and how to coordinate services and address challenges for youth with disabilities.

WIOA section 129(c)(2) requires 14 program elements. In order to support the attainment of a GED, entry into postsecondary education, and career readiness for participants, the programs shall provide these 14 elements or referrals. LWDB 3 ensures that these 14 activities are available for eligible youth as part of a menu of services based on their objective assessment and Individual Service Strategy (ISS).

Based on the need for a skilled labor force with adequate credentials the following activities will be provided for LWDB 3 youth:

- Comprehensive youth assessments including academic, skills levels, and service needs to identify an appropriate mix of career pathways and supportive services;
- Career exploration activities including CareerScope, workshops, EFM career exploration tools and the development of employer site visits;
- Recruitment and engagement of youth without diplomas by enrolling these youth in GED prep/high school diploma programs and providing youth services until the diploma is earned and youth enroll in advanced education or become employed;
- Recruitment of out-of-school youth that have high school diplomas/GED certificates and enrolling these youth in OJT or Occupational Skills Training to secure a credential and subsequently unsubsidized employment;
- Targeting out-of-school youth who are basic skills deficient and providing opportunities for assistance to complete an educational program;
- Occupational Skills Training focused toward training programs that lead to a recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area;
- Working in partnership to provide Vocational Rehabilitation disabled youth pre-employment training workshops and access to WIOA youth services;
- Inspiring a career ladder mindset for youth who complete the GED or obtain a high school diploma by counseling, providing workshops that encourage additional training opportunities, and opportunities for job shadowing, mentoring or worksite training;
- Work with employers and community partners to provide value added youth worksite training services and linkages to employment opportunities. The

employer engagement initiative for young adult customers will help prepare the foundation for other programs.

- Hands-on strategic workshops (Critical thinking, coping skills, conflict resolution skills, comprehensive/intensive work readiness skills, mock interviewing, resume building, financial literacy, etc.).
- Utilize youth in volunteer positions (such as Robotics competitions, career fairs, etc. and offering incentives for participation).
- Supportive services will be provided whenever necessary in order to enable an eligible youth to participate in WIOA activities and the participant is unable to obtain supportive services through other programs providing such service. Supports may include transportation, tuition, books and training supplies, employment uniforms & tools required but not purchased by the employer
- Follow-up Services for a minimum of 12 months after the youth's employment and all services have been completed.
- WIOA shifts the primary program focus of Title I youth formula programs to support the educational and career success of out-of-school youth (OSY). A minimum of 75 percent of WIOA youth funds is required to be spent on OSY, which is an increase from the minimum of 30 percent under WIA. LWDB 3 is targeting older OSY for the majority of their youth workforce funding. A minimal amount (less than 25%) will be directed at serving youth with disabilities through a partnership with Vocational Rehabilitation.

An on-going assessment of the LWDB youth program is conducted by means of local monitoring and outcome evaluations. Local performance accountability measures will determine the value and contribution of each program component towards the specific measures including credentials, employment, wages, and retention.

Successful models of workforce investment activities were found on the *Workforce 3 One* website. The *WorkReady Philadelphia* outlined an Occupations Skills Training Model and Industry Pipeline Model that the LWDB can learn from the model and apply locally. Through classroom-based and/or field-based hands-on occupational skills training, professional development sessions, and internships, apprenticeships, participants gain occupational skills, attain an industry-recognized credential, and are ready for work. Participants completing training are placed in jobs in the industry by the youth-serving organization or its partners and/or enroll in postsecondary education. In addition to training and employment, the model provides support services for participants to focus on preparing for living wage, satisfying careers.

The Industry Pipeline Model provides two years of comprehensive, industry-specific training for 11th and 12th grade students. The model is designed to prepare participants to become successful employees in high-wage/high-demand careers upon high school graduation and/or to pursue postsecondary education. The model relies on a partnership between an employer or network of employers, a school or schools, and a youth-serving organization, as well as, ideally, an institute of higher education. The industry pipeline model is designed to connect youth to postsecondary programs, work-readiness training, and employment opportunities and to connect regional employers to a replenishing pool of talented employees. This component of the model could be applied to the in-school disabled youth who will be served through the Vocational Rehabilitation partnership.

LOCAL WORKFORCE DEVELOPMENT AREA VISION AND STRATEGIC GOALS

- (1) Please provide a description of the local board's strategic vision and goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment), including goals relating to primary indicators of performance described in WIOA section 116(b)(2)(A) in order to support regional economic growth and economic self-sufficiency. WIOA §108(b)(1)(E)

The main goal of LWDB 3 is to connect job seekers and employers in a manner that allows both to improve their current economic status while also improving their long-term economic position. This will be accomplished by working with our local and regional economic development partners as well as our education partners throughout the region.

In addition to the goals stated below, it is important to note the rural nature of the region and the declining labor force along with the steady decline in the number of employed individuals in the region. This has led the CSC Board of Directors and staff to become more involved in efforts to stem the current tide of job loss and decreased employment in the region.

The LWDB 3 goals are simply stated but are solidly aligned with the WIOA Common Measures. These performance goals include:

1. Percentage of participants in unsubsidized employment during second quarter after exit
2. Percentage of participants in unsubsidized employment during fourth quarter after exit
3. Median earnings of participants during second quarter after exit
4. Percentage of participants who obtain a postsecondary credential or secondary school diploma within one year after exit
5. Achievement of measureable skill gains toward credential or employment
6. Effectiveness in serving employers.

Preparing an educated and skilled workforce is at the heart of the area's economic development activities. Driven by business and targeted industry sectors the region seeks to provide career pathways, skills upgrades, and secondary/post-secondary credentials. The aggressive outreach to secure local employment opportunities through economic development organizations is highly valued by LWDB members. Strategies to address the needs of employers and job seekers are promoted through training, work experience, on-the-job training, employed worker programs, business development and employer human resource assistance. Local strategies address the core measures in the service delivery of Wagner Peyser, WIOA, Jobs-Driven NEG, Welfare Transition, SNAP, and Trade programs. Partnerships and special grants, such as H-1B Technical Skills Training, with training institutions enable the region to provide cost-effective training solutions that produce results to enhance regional performance.

The LWDB's strategic goals are to:

- **Align workforce processes to support WIOA implementation by creating strong partnerships with business and education to continue to provide and enhance quality services for outreach, hiring, training, retraining and retention of workers.**
- **Enhance the regional score card to include the core performance measures and include management tools so that individual programmatic staff performance can be evaluated.**

(2) Please describe the local area's strategy to work with entities that carry out the core programs to align resources available to the local area to achieve the strategic vision and goals established by the local board.

The LWDB will work with core program entities to align resources in order to achieve local goals by:

- **Engagement with community partners through Board memberships including the Early Learning Coalition, Opportunity Florida, Florida's Great Northwest, Transportation Disadvantage Coordinating Board, Chipola College and Florida Panhandle Technical College Advisory Boards, Juvenile Justice Advisory Councils, Chambers of Commerce, Area School Boards, Vocational Rehabilitation;**
- **Leveraging funds (without duplication) for supportive services to support mutual WIOA, Welfare Transition, SNAP, H-1B program customers;**
- **Execution of Memorandums of Understandings with core program entities and community partners to enhance the provision of employer and job seeker services and address/utilize sharing of information;**
- **Streamlining referral processes to Adult Education, GED Prep programs, vocational education, vocational rehabilitation and business partners; and**
- **Cross-training career center staffs so all staffs have a basic understanding of Wagner Peyser, WIOA, Welfare Transition, SNAP, and H-1B programs and are able to provide appropriate referrals to these programs.**

(3) Please describe the actions the local board will take toward becoming or remaining a high-performing board, consistent with the factors developed by the state board pursuant to section 101(d)(6) of WIOA.

CareerSource Chipola has historically met or exceeded performance goals with the exception of the 2014-2015 WIA Numeracy/Literacy youth goal. The LWDB expects to improve this goal during 2015-2016 (last year of goal). The high level of performance for the remaining WIOA goals will be accomplished by local monitoring and evaluations of services/processes and training for continuous improvement. All programs are monitored internally throughout the year and financially on a weekly basis. Performance reporting data retrieved from reporting systems and SQL query reports assist management with measuring and determining staff productivity and setting individual staff performance goals. Incentivizing career center staff for meeting individual goals is being developed and will soon be implemented.

Customer satisfaction surveys provide feedback to identify areas needing improvement. Worksite training (work experience/OJT/employed worker training) is being aggressively promoted to ramp up WIOA services to job seekers and employers. Front-line staffs are required to have at least minimum skills standards in customer service training, communication skills training, basic computer software training, and specific programmatic training as well as receive the 15 hours continuing education training yearly.

- (4) Please describe service strategies the LWDB has in place or will develop that will improve meeting the needs of customers with disabilities as well as other population groups protected under Section 188 of WIOA and 29 CFR Part §38.

The LWDB will coordinate services and resources with core programs and other partners to provide services to individuals with disabilities and other populations protected under the Act. Streamlined customer access is available for all populations with special services for disabled individuals. Success coaches continually assess barriers and authorize necessary services in an efficient and timely manner to facilitate full participation in the program and transitional activities.

Vocational Rehabilitation is electronically linked to the centers and a referral system is in place to ensure customers receive vocational rehabilitation assessments and services. A Vocational Rehabilitation representative utilizes the Marianna Career Center to meet and provide services to disabled participants. A contract to provide disabled youth pre-employment training workshops and access to WIOA youth services is being developed with Vocational Rehabilitation.

In addition to website services, computers, fax machines, copy machines, phones, there are additional services. These include the Welfare Transition, SNAP, Ticket-to-Work Program for SSI and SSDI recipients, Disabled Veterans Outreach Program, ADA compliant computers, Interpretive system for hearing impaired, sign language communication assistance, Spanish/English speaking staff and center staff providing one-on-one assistance as needed.

Participants are also notified of the Grievance Process at several points in our centers to include universal services, as well as program specific services. The EEO tag line is included on all outreach and recruitment materials and advertisements for staff vacancies.

- (5) Describe the process used to develop your area's vision and goals, including a description of the participants in the process.

Since the creation of the Chipola Regional Workforce Board, d.b.a., CareerSource Chipola, the membership has remained focused on *connecting job seekers and employers in a manner that allows both to improve their current economic position*. The Executive Director, Board Chair and members have met with economic development partners, vocational and adult education partners, local elected officials, community agencies and business partners to obtain comments and opinions on the vision and goals. The Board's past Careers and Youth Committees have provided insights to new strategies and enhancements to processes. The current Programs Committee was also involved in the local plan process and encouraged a WIOA youth

committee be formed to address the youth to employment career pathway connections. The LWDB vision statement is simple but challenging. Strategies will be transformed as needed by keeping a pulse on business and industry demands and job seekers barriers.

- (6) Describe how the LWDB's goals relate to the achievement of federal performance accountability measures to support economic growth and self-sufficiency. WIOA §108(b)(1)(E)

WIOA §108(b)(1)(E) addresses the positive outcomes for federal performance accountability for the Adult, Dislocated Worker, Wagner Peyser, Adult Education and Literacy and Rehabilitation programs. The measures include:

- Percentage of participants in unsubsidized employment during second quarter after exit;
- Percentage of participants in unsubsidized employment during fourth quarter after exit;
- Median earnings of participants during second quarter after exit;
- Percentage of participants who obtain a postsecondary credential or secondary school diploma within one year after exit;
- Achievement of measureable skill gains toward credential or employment; and
- Effectiveness in serving employers.

Each of the employment measures relates to the vision of connecting job seekers and employers and improving the current economic position of both customers. Positive outcomes on the credential or secondary-school measures for individuals served by core programs will increase the individual's progression to self-sufficiency while growing the workforce skills needed in the local economy or to attract future businesses. Effectiveness in serving employers will be realized as employment opportunities are developed and sustained through quality workforce services and economic development activities.

- (7) Please indicate the negotiated local levels of performance for the federal measures. WIOA §108(b)(17)

The 2015-2016 Common Measures for LWDB 3 are:

ADULTS:

Entered Employment Rate	80.27%
Employment Retention Rate	88.60%
Average 6-Month Earnings	\$12,500.00

DISLOCATED WORKERS:

Entered Employment Rate	90.00%
Retention Rate	90.00%
Average 6-Month Earnings	\$11,000.00

YOUTH:

Placement in Employment or Education	66.82%
Attainment of Degree or Credential	75.20%
Literacy and Numeracy Gains	64.60%

WAGNER-PEYSER:

Entered Employment Rate	55.00%
Employment Retention Rate	78.00%
Average 6-Month Earnings	\$10,250.00

(8) Please describe indicators used by the LWDB to measure performance and effectiveness of the local fiscal agent (where appropriate), contracted service providers, and the one-stop delivery system in the local area. WIOA §108(b)(17)

LWDB 3 is a direct service provider and as such is careful to measure performance and effectiveness. Indicators include:

- **Weekly programmatic monitoring by management staff who review each invoice or voucher to ensure payment is allowable under the funding stream charged;**
- **DEO Fiscal and Programmatic annual Quality Assurance Reviews;**
- **Annual Independent Audit conducted by an independent CPA firm;**
- **Financial record keeping, cost principals and cost allocation maintained on all financial records;**
- **Monthly and year-end financial statements provided to the board;**
- **Report to the board of issues that have a negative impact on services or performance;**
- **A quarterly score card on local performance is provided at committee meetings and discussed at full board meetings;**
- **Reports available through tracking local performance through Employ Florida Marketplace reporting systems, Florida Workforce Integrated Performance Reporting System (FWIPRS), and SQL queries from the EFM Data Base;**
- **DEO reports available on the website (Common Measures and MMR) and**
- **On-going reviews of expenditure rates for out-of-school youth, work experience, Individual Training Accounts (ITAs), administrative costs and the negotiated indirect rate.**

(9) Please describe the definition of “self-sufficiency” utilized by your local area. WIOA §108(b)(1)

The CSC local self-sufficiency wage for WIOA Adult, Dislocated Worker and TANF funds is defined as being at or above 200% of the Federal Poverty Level based on family size.

COORDINATION OF SERVICES

- (1) **Coordination of programs/partners:** Please describe how individualized career services will be coordinated across programs/partners in the one-stop centers, including Vocational Rehabilitation, TANF and Adult Education and Literacy activities. Specify how the local area will coordinate with these programs to prevent duplication and improve services to customers. TEGL 3-15

Individualized services are coordinated across programs/partners by utilizing multiple approaches. CareerSource Chipola management communicates with representatives of partner programs and cooperative agreements are developed that outline conditions for coordination and responsibilities of parties. Referral processes are in place to refer individuals appropriately across programs. Shared planning and activities are ongoing as individuals mutually served are provided efficient and non-duplicated services as appropriate to their needs. Success coaches and customer service career center staffs are cross-trained to identify possible partner participation and make referrals to partner programs.

The LWDB expects to deliver Vocational Rehabilitation Pre-Employment Transition Services to disabled in-school youth. These services include career exploration, work readiness training and work experiences. Coordination between the partners will identify practices to remove effective participation and enable youth to have a smooth transition to employment or education.

The Welfare Transition and WIOA programs are co-located in the centers and coordination with the delivery of basic and individualized services is continuous and efficient. The individual career planning, coordination of services (including supportive services), information collection and sharing between Welfare Transition, WIOA, Adult Education and Vocational Rehabilitation is cost-effective, appropriately delivered and maximizes benefits to the job seekers and the employers.

Career center programs coordinate with the Adult Education programs in each of the five counties in the region. Program funds are utilized to assist with costs by enrolling an eligible participant in dual programs. Coordination of services and supportive services is communicated between programs so non-duplication of payments and services is in place.

- (2) **Coordination with Economic Development Activities:** Please provide a description of how the local board will coordinate workforce investment activities carried out in the local areas with economic development activities carried out in the region (or planning region) in which the local area is located, and promote entrepreneurial training and microenterprise services. WIOA §108(b)(4)(iii)

CareerSource Chipola is a founding member of Opportunity Florida, a nine-county rural economic development organization. The two groups are currently working on a contractual agreement that would result in a much closer alignment and would directly tie the goals of the two organizations together in ways that would serve to benefit both organizations.

CSC is also a member of Florida's Great Northwest, a ten county economic development organization. In addition, LWDB 3 is directly involved with the lead economic development organization in all five counties we represent. CSC has been involved in every major employment announcement within the region in the last ten years.

CSC also recognizes the need for entrepreneurial and microenterprise training and is working with Chipola College to further available opportunities within the area.

- (3) **Coordination of education and workforce investment activities:** Please describe how the local board will coordinate education and workforce investment activities carried out in the local area with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services. WIOA §108(b)(10)

CareerSource Chipola has historically focused on developing and providing customers pathways to high wage/high occupations through secondary and post-secondary education programs. The working relationships established with eligible training providers includes the alignment of programs and services to deliver training for in-demand occupations that move customers to self-sufficiency.

Strategies to coordinate and enhance training services include the following:

- Careers Committee review of all training services and supports to ensure quality/quantity is sufficient for the local demands with recommendations for any revisions subsequently presented to the full Board;
- Regional career fair targeting high school students jointly sponsored by the LWDB, training institutions, and school districts;
- LWDB membership on business/industry advisory councils at area training institutions;
- Representation from educational providers on the LWDB and committees;
- Updating the Eligible Training Provider List to offer local programs related to skill gaps and industry needs;
- Coordination between training institutions, adult education programs and career center coaches for participant referrals and payment processes;
- Coordination of services and support benefits between programs, partners and community organizations to ensure non-duplication while maximizing training assistance;
- Periodic (usually weekly) communication between adult education instructors and career center staffs to ensure out-of-school youth are engaged;
- Career center staff engagement with business to provide employment opportunities; and

- **Chipola College has used CSC to collect data related to in-demand occupations as well as survey industry need. The College then used this data to aid in determining if certain new programs were needed and should be funded as well as used the data as part of a review of existing programs.**

(4) Coordination of transportation and other supportive services: Please describe how the local board will coordinate workforce investment activities carried out under this title in the local area with the provision of transportation, including public transportation, and other appropriate supportive services in the local area. WIOA §108(b)(10)

Supportive services are provided or eligible WIOA participants to participate in training. Supports include fuel cards, uniforms, books and uniforms/tools necessary for employment. Success coaches work closely with training providers to use resources from multiple sources so that the individual is provided a complete package of assistance that allows the individual to concentrate on studies and not on meeting financial hardships.

The LWDB five-county area does not have any public transportation services. Transportation expenses are provided through gift cards, based on days in attendance and mileage ranges approved by the board.

Participants who are dually enrolled in workforce programs benefit by having services coordinated between programs but may receive non-duplicated services. While WIOA does not provide child care, this may be provided through the Welfare Transition program. Some in-demand pathway programs are not included on the WIOA ITA list but may be funded through Welfare Transition. Special grants, like H-1B, also provide some supports that are not included in WIOA services. Local program procedures clearly outline the supportive services and amounts allowable in each workforce program.

(5) Coordination of Wagner-Peyser Services: Please provide a description of plans and strategies for, and assurances concerning, maximizing coordination of services provided by the state employment service under the Wagner-Peyser Act (29 U.S.C 49 et seq.) and services provided in the local area through the one-stop delivery system to improve service delivery and avoid duplication of services. WIOA §108(b)(10)

All Wagner-Peyser employment services are available to customers in the three LWDB career centers. DEO merit-based public employees are located in the centers and provide Wagner-Peyser Act funded labor exchange activities in accordance with DOL regulations. LWDB management has oversight and manage the daily functions and delivery of Wagner Peyser functions and services in coordination with all other programs and services. Employment services are integrated in WIOA, WT, SNAP, H-1b special project, and business services through local procedures, daily operations and delivery of programs.

Within six months of hire, all front-line staff must successfully pass the exam to be considered Tier I certified and proficient to assist job seekers and employers. Yearly

continuing education training updates are required and training affords a means to provide cross training opportunities. The Tier II certification is encouraged and includes WIOA, Wagner-Peyser, TAA, and SNAP programs. In addition, management and center staff participate in on-site and web-based trainings provided by DEO to keep abreast of new employment policies, service delivery and best practices.

Each LWDB career center has a resource room that is equipped with computers for customers to use. Any individual interested in filing a claim may connect to the state's Reemployment Assistance (RA) claims and benefits system to complete the online application and subsequent work registration steps. Career center staff are available to assist customers with general computer and unemployment application questions. The career centers are also equipped with telephones which customers may use to contact a representative for initial claims questions and assistance.

Reemployment Assistance claimants are registered in EFM within 24 hours of filing for benefits and this information is available to career center staff that may contact and provide career center information. Any individual who visits the career center or utilizes the region's website may receive reemployment assistance services regardless of whether or not the individual has filed a RA claim.

Employ Florida Marketplace (EFM) provides a single statewide integrated system to track self-service and staff assisted employment services for workers, job seekers and businesses. In addition, the LWDB utilizes an electronic filing system (ATLAS) that, like EFM, is internet based and can be accessed from any location. ATLAS provides customers' documents (case file), visits to the centers and activities conducted on line and in the centers. These systems are utilized by all LWDB management and workforce staffs and promote coordination and reduces duplication of services.

- (6) **Coordination of Adult Education and Literacy:** Please describe how the local board will coordinate workforce investment activities carried out under this title in the local area with the provision of adult education and literacy activities under Title II in the local area, including a description of how the local board will carry out, consistent with subparagraphs (A) and (B)(i) of section 107(d)(11) and section 232, the review of local applications submitted under Title II. WIOA §108(b)(10)

Historically Adult Education and Literacy programs have worked collaboratively with board management and success coaches to provide adult education services in each of the five LWDB counties. Memorandums of Understanding are executed between the local board and the Adult Education and Literacy programs. WIOA, Welfare Transition, SNAP and other career center customers benefit from these partner services to attain a secondary diploma or the GED and subsequently transition to postsecondary education and training or employment.

There are local processes in place for cross-referrals and outcomes to maximize student access and achievement. Use and sharing of information, resources, and cooperative efforts with employers increase coordinated success. Career center assessments (T.A.B.E. and other tools/counseling) identify individuals who are basic skills deficient; or do not meet grade levels to enter training; or do not have a high school diploma. These are significant barriers to employment and educational information is provided to individuals. Center staffs coordinate with partner

programs and provide eligible individuals with tuition, supplies, testing or refer individuals to financial aid resources as appropriate.

WIOA requires LWDB's to coordinate with eligible Adult Education and Literacy providers and review applications to determine whether they are aligned with the local plan and make recommendations to the state agency administering adult education alignment. Career Source Chipola ensures it will review the applications to provide adult education and literacy activities under WIOA for the local area and determine whether such applications are consistent with the local plan and make recommendations to the eligible agency (FDOE/CSF) to promote alignment with such plan.

- (7) Cooperative Agreements:** Please provide a description of the replicated cooperative agreements (as defined in WIOA section 107(d)(11)) between the local board or other local entities described in section 101(a)(11)(B) of the Rehabilitation Act of 1973 (29U.S.C 721(a)(11)(B)) and the local office of a designated state agency or designated state unit administering programs carried out under Title I of such Act (29 U.S.C. 721(a)(11) with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross-training staff, technical assistance, use and sharing of information, cooperative efforts with employers and other efforts of cooperation, collaboration and coordination.

CSC currently has Agreements with various agencies and organizations. We have a standing agreement with vocational rehabilitation as well as various agreements with school districts and other partners that address the provision of services. Additional agreements are currently under development and will be in place prior to June 30, 2016.

DESCRIPTION OF THE LOCAL ONE-STOP SYSTEM

(1) General System Description: Describe the one-stop delivery system in your local area, including the roles and resource contributions of one-stop partners. WIOA §108(b)(6)

- A. Is each of the required WIOA partners included in your one-stop delivery system? Describe how they contribute to your planning and implementation efforts. If any required partner is not involved, explain the reason.

The LWDB one-stop delivery system includes all the required WIOA core program partners (WIOA Adult, Dislocated and Youth, Wagner-Peyser, Adult Education and Literacy and Vocational Rehabilitation). Partners co-located and paying a proportionate infrastructure cost include WIOA Adult/Dislocated/Youth, Wagner-Peyser, Local Veterans Employment Representative (LVER), Disabled Veterans Outreach Program (DVOP), Welfare Transition (TANF), Supplemental Nutrition Assistance Program (SNAP), Trade Adjustment Assistance (TAA), Early Learning Coalition of NW Florida, Senior Community Service Employment Program, Opportunity Florida, and Ticket-to-Work Program. Division of Vocational Rehabilitation, though not co-located, utilizes office space in the Marianna center on a weekly basis. A cooperative agreement with the agency is being developed to serve disabled in-school youth in our centers. The on-going Adult Education and Literacy partnership has recently been strengthened and enlarged to include expanded age categories for WIOA youth.

Each partner is actively involved in the planning and sharing of resources to enable dual enrollment to assist customers to upgrade skills and/or achieve the high school or GED credentials. The Vocational Rehabilitation representative is an active LWDB member and meetings have been held with core partners to develop the local plan.

- B. Identify any non-required partners included in the local one-stop delivery system.

Non-required partners included in the local one-stop delivery system include Local Veterans Employment Representative (LVER), Disabled Veterans Outreach Program (DVOP), Welfare Transition (TANF), Supplemental Nutrition Assistance Program (SNAP), Trade Adjustment Assistance (TAA), Early Learning Coalition of NW Florida, Senior Community Service Employment Program, Ticket-to-Work, Opportunity Florida, Florida's Great Northwest, Chambers of Commerce, County School Boards, Tobacco Free Florida, Chipola College, Florida Panhandle Technical College and Tri-County Community Council.

- C. The LWDB, with the agreement of the chief elected official, shall develop and enter into a memorandum of understanding between the local board and the one-stop partners. Please provide a copy of any executed MOUs. WIOA §108(b)(6)(D).

See Attachment C.

(2) Customer Access: Describe actions taken by the LWDB to promote maximum integration of service delivery through the one-stop delivery system for both business customers and individual customers.

- A. Describe how entities within the one-stop delivery system, including one-stop operators and one-stop partners, will comply with the Americans with Disabilities Act regarding physical and programmatic accessibility of facilities, programs and services, technology and materials for individuals with disabilities, including providing staff training and support for addressing needs of individuals with disabilities. WIOA §108(b)(6)(C).

Our career centers are ADA compliant providing job seekers, including individuals with barriers to employment, such as individuals with disabilities, with the skills and credentials necessary to secure and advance in their lives. We promote accessibility for all job seekers and our centers are fully compliant with accessibility requirements for individuals with disabilities within our centers, whenever possible. We have a reasonable accommodation policy that ensures that all center staff understand and recognize the processes and procedures to follow should a job seekers request or appear to need an accommodation.

We have on staff a Special Projects Coordinator that works with the Ticket to Work program assisting SSI and SSDI recipients with enrollment and participation in the Ticket to Work Program. A DVOP (DEO) staff member provides one-on-one services to disabled veterans. Since we no longer have a Disability Navigator, we would either call Tallahassee or Jacksonville and schedule an appointment for our client.

Individuals with disabilities are provided universal services with some basic assistive technology tools available. These include an ADA compliant computer and the Interpretive system for the hearing impaired. Additionally, staff are knowledgeable of using Google Translator.

Individuals with limited English-speaking proficiency are provided universal services and communication assistance through the Spanish/English speaking staff located at the Marianna center. This population is not generally recruited but Spanish speaking parents of children enrolled in local schools may be referred through the school districts. In addition, we have agreements with several of the school systems in the region as well as private individuals that have made themselves available should the need arise for the services of a translator. Front desk personnel at each of our centers have a Resource Guide that includes contact information for these individuals.

Individuals that are hearing impaired can receive communication assistance through employees who are proficient in sign language. These individuals have been identified and are included in our Resource Guide.

There are three different trainings available to staff which all center staff must complete: 1) Sexual Harassment Awareness Training, 2) Diversity Training; and 3) Americans with Disabilities Act (ADA) Training.

- B. Please describe how entities within the one-stop delivery system are utilizing principles of universal design in their operation.

In addition to our Reasonable Accommodation Policy, each center has multiple copies of our Resource Guide for Serving Individuals with Disabilities. This guide contains guidance for staff to use when serving customers who are deaf or hard of hearing, blind or visually-impaired; those that have cognitive disabilities; mobility impairments; and speech impairments. This guidance directs career center personnel on the correct etiquette to use so as to make the individual with specific needs experience as close to the experience of other customer's to the center so as to avoid segregating or stigmatizing them. Common spaces in our centers are designed to provide equal privacy, security and safety for all customers. Staff are assigned to assist all customers in the Resource Area of each center with computers, fax machines, copy machines, etc. which also helps to minimize accidental or unintended actions.

In addition, CareerSource Chipola and partner agencies located within the career centers adhere to the principles of universal design in our facilities, materials, service delivery and technology whenever and wherever possible and practical, including the following core principles:

- 1) Equitable Use – The design is useful for people with diverse abilities.**
- 2) Flexibility in Use – The design accommodates a wide range of individual preferences and abilities.**
- 3) Simple and Intuitive Use – Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills or current concentration level.**
- 4) Perceptible Information – The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities.**
- 5) Tolerance for Error – The design minimizes hazards and the adverse consequences of accidental or unintended actions.**
- 6) Low Physical Effort – The design can be used efficiently and comfortably and with a minimum of fatigue.**
- 7) Size and Space for Approach and Use – Appropriate size and space is provided for approach, reach, manipulation and use regardless of the user's body size, posture or mobility.**

- C. Please describe how the LWDB facilitates access to services provided through the local delivery system, including remote areas, through the use of technology and through other means. WIOA §108(b)(6)(B)

CareerSource Chipola facilitates access to services through our website and center facilities located throughout our five counties and we offer many online workshops for job seekers. Our centers are strategically located to provide physical access to all job seekers and employers.

- (3) Integration of Services:** Please describe how one-stop career centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system

for programs carried out under this Act and programs carried out by one-stop career center partners.
WIOA §108(b)(21)

The LWDB utilizes the state's case management systems including Employ Florida Marketplace (EFM), One-Stop Service Tracking (OSST), FLORIDA (DCF), and CONNECT to integrate WIOA, TANF and Wagner-Peyser employment services. Individuals may apply for benefits, complete job searches and other work requirements, communicate with program contacts, and utilize the on-line system(s) as needed, 24 hours a day, 7 days a week.

In November 2011, CareerSource Chipola initiated an electronic filing process and within a year all programmatic case files were paperless. The system (ATLAS) is web-based and enables secure document storage and also records career center activities. Upon entering our career centers customers login at a kiosk and co-located partners are alerted of appointment arrivals or someone needing to speak with a program contact. Customers are able to submit documents for specific program requirements. The system has streamlined the job seeker, business and program participation process and allowed integration between partners who are co-located in any of the region's centers. Since the system is web-based it is used at career and job fairs to capture data that is integrated into business services. The CareerSource Chipola website technology allows individuals to access workforce information, E-courses, program orientations, workshops and WIOA pre-applications.

- (4) Competitive Selection of OSO:** Describe the steps taken or to be taken to ensure a competitive process for selection of the one-stop operator(s). WIOA §121(d)(2)(A)

When the state provides further direction CareerSource Chipola will follow the requirements outlined to ensure the competitive process is observed in the selection of the one-stop operator(s) if needed.

- (5) System Improvement:** The state's certification policy has not been finalized by the state workforce board. Following its completion and issuance, please describe any additional criteria or higher levels of service than required in order to respond to labor market, economic and demographic conditions and trends in the local area. WIOA §108(b)(6)(A)

CareerSource Chipola will adhere by any requirements developed as part of the certification process. In addition, the members of the Board of Directors of CSC view each meeting of the Board as an opportunity to improve services, respond to changes in the local labor market, local economy or demographic conditions. As such, we are in a constant state of seeking ways to improve our services to individuals and business customers.

DESCRIPTION OF PROGRAM SERVICES

(1) System description: Please describe the local workforce development system. Identify the programs that are included in the system and how the local board will work with the entities carrying out core programs and other workforce development programs to support alignment in provision of services, including programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.), that support the strategy identified in the State Plan under WIOA section 102(b)(1)(E). WIOA §108(b)(2)

CareerSource Chipola oversees the local workforce development system and is the One-Stop Operator for the region's three (3) career centers located in Marianna, Chipley and Blountstown. Workforce programs operated by the board include Workforce Innovation Opportunity Act (WIOA), Wagner-Peyser, Welfare Transition, Supplemental Nutrition Assistance Program (SNAP), Trade Assistance Act (TAA), Jobs Driven National Emergency Grant (JD NEG), Ticket-to-Work and Veterans Programs. Each of these programs are located in the centers. Other partners co-located include Early Learning Coalition of NW Florida, Opportunity Florida, and Senior Community Service Employment Service. Partners electronically linked include Vocational Rehabilitation (VR), Department of Children and Families, Tobacco Free Florida, Chipola College and Florida Panhandle Technical College.

CareerSource Chipola coordinates workforce investment activities with providers of education and training, adult education and literacy activities, career and technical education and vocational rehabilitation by providing opportunities and approving processes for integration of services. Collaborative meetings with partners, board members and management staffs have helped the region develop career pathways with streamlined access to employment and training. The Board's Programs Committee reviews and recommends to the full board for approval the eligible training providers, in-demand training programs, financial decisions for training, allowable training services and types and amounts of supportive services.

Chipola College and Florida Panhandle Technical College have been strong supporters and contributors of workforce programs. The LWDB has office space on these campuses and WIOA staffs are on site a designated day each week to serve students enrolled in career and technical education programs. The provision of an onsite WIOA career coach promotes success by developing closer working relationships with instructors allowing progress to be consistently followed. Students may also pick up supportive service benefits rather than traveling to the career center. In addition, student issues or barriers are easily addressed and resolved on site. A Career Resource Center (CRC) is located on the Chipola College campus and customers have full access to Wagner Peyser, WIOA services and workshop trainings. The CRC is staffed by a CareerSource Chipola Customer Service Representative.

WIOA provides great opportunities for VR to increase transition services and opportunities to youth with disabilities. The LWDB is developing a contract with VR

to serve disabled youth by providing pre-employment transition services. The LWDB approved this initiative as the focus for the in-school youth services.

The LWDB has historically emphasized and directed resources to provide opportunities for individuals in the community to gain credentials, acquire workforce skills, obtain and retain employment that leads to economic self-sufficiency. WIOA supports the alignment of these partner services and local cross-referrals are already in place. Through WIOA State partnerships should strengthen local processes and alignment even more.

- (2) **Subgrants and contracts:** Please provide a description of the competitive process to be used to award subgrants and contracts in the local area for WIOA-funded activities. WIOA §108(b)(16)

CareerSource Chipola will follow the requirements as spelled out in our approved Procurement Policy and Procedures which meet all applicable federal or state procurement guidelines for all services. Prior to a Request for Proposal being issued independent cost estimates will be completed. These estimates will be used as a guide to determine whether the overall cost is within market limits. RFP's are required to provide a clear and accurate description of services to be procured, all requirements that must be fulfilled and all other factors used in evaluation of bids or proposals, technical requirements described in terms of functions to be performed or performance required, provide for open and fair competition, specify due dates that will give proposers sufficient time to prepare their proposals, and specify the criteria used to determine the award. Proposals will be evaluated by a review committee consisting of individuals knowledgeable in the program area affected and are judged on the potential contractor's ability to perform successfully under the terms and conditions of the proposal with additional consideration given to such matters as demonstrated ability, ability to perform, past performance and technical and financial resources. An evaluation summary will be furnished to the CSC board for final consideration and approval.

- (3) **Expanding access to employment:** Please describe how the local board, working with entities carrying out core programs, will expand access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment, including how the local board will facilitate the development of career pathways and co-enrollment, as appropriate, in core programs, and improve access to activities leading to recognized postsecondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable). WIOA §108(b)(3)

CareerSource Chipola has a widespread network to provide eligible individuals access to employment, training, education and supportive services. Our three centers are strategically located to provide physical access to job seekers and employers. Services are facilitated through the CSC website and include many online workshops for job seekers and WIOA pre-application processes. Local WIOA priority services are in place to target and provide services to individuals with barriers to employment including veterans, eligible spouses, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. Individuals with disabilities are provided access through our Reasonable

Accommodation Policy and center staffs are trained to use the CSC Resource Guide for Serving Individuals with Disabilities.

The CSC board recently approved training that supports Career Pathways as authorized under WIOA. LWDB eligible WIOA participants may now be funded for approved trainings that move them up their career path. For Individual Training Accounts (ITAs) the region will focus on funding credential/certification based programs that are on the statewide or regional high skill/high wage list rather than narrowing to a specific sector. Short-term on-line programs are also approved to better prepare job seekers with pre-vocational and/or work skills. Assessments, individualized career plans, and supportive services to enable participation and completion of training are in place and reviewed for needed enhancements. Center staffs are cross-trained to refer individuals across programs to benefit the customer. Individuals who are co-enrolled with core partners are provided unduplicated supports with unsubsidized employment as a common goal among partners.

CareerSource Chipola strives to be the top resource to provide qualified employees to employers. This is accomplished by responsiveness, customizing services and targeting marketing. The LWDB meets with business and industry employers to better align training with employment needs and create a pipeline of qualified candidates. On-going needs and employment qualifications are communicated to center staffs. Strengthening efforts with business partners is currently being promoted by an aggressive initiative to facilitate worksite trainings and generate a more efficient referral system. Work Experience, OJT the Ticket-to-Work Employment Network provide additional opportunities for disabled individuals and those with barriers to employment.

- (4) Key Industry Sectors:** Identify how the LWDB plans to better align its resources to support and meet the training and employment needs of key industry sectors in the local area. Describe policies adopted or planned for aligning training initiatives and Individual Training Accounts (ITAs) to sector strategies and demand occupations. WIOA §134(c)(1)(A)(v)

The LWDB recently approved funding training(s) that align with Career Pathways. Under the WIA policy, individuals could train and complete only one program certification or credential unless an exception was requested and approved. WIOA participants may now be funded for additional approved training(s) that move them up their career path. All regionally funded programs must be in demand. For Individual Training Accounts (ITAs) the region continues to focus on funding high skill/high wage programs that are on the statewide or regional demand list. With limited employment in our rural area, the board will continue to provide training and employment opportunities in health care and manufacturing, but will not limit training resources to these sectors.

- (5) Industry Partnerships:** Describe how the LWDB will identify and work with key industry partnerships where they exist within the local area, and coordinate and invest in partnership infrastructure where they are not yet developed. WIOA §134(c)(1)(A)(iv)

CareerSource Chipola serves a rural area and as such staff has an opportunity to personally know key industry leaders. This personal relationship leads to a closer

working relationship and coordination of services to meet the needs of both the job seeker and the employer. In addition, Career Source Chipola is seen as a convener of resources within the area. We are often called upon by industry to help them determine where they can best partner to meet a need. We are grateful to our partners, including CareerSource Florida and the Florida Department of Economic Opportunity, for the way they work with CSC to bring additional resources to the area when the situation requires such resources.

We continuously evaluate our partnership and are constantly looking for additional ways to partner; especially with the business community and our key industry sectors.

- (6) **In-demand training:** Describe the process utilized by the local board to ensure that training provided is linked to in-demand industry sectors or occupations in the local area, or in another area to which a participant is willing to relocate. WIOA §134(c)(G)(iii)

The CSC policy for approving training programs establishes a method for automatic review of programs eligible for WIOA funding. The policy is designed to be rigorous while also allowing the LWDB Board an ability to have direct input to add additional programs based upon local need that may not yet be evident due to data lag.

In order to receive WIOA funds all training providers must submit data to FETPIP. Failure to submit data to FETPIP is grounds for immediate removal of any program not reported. A training provider that has all training programs removed shall no longer be considered an approved training provider and must complete a full training provider application in order to be recertified as a training provider.

Training Providers shall be evaluated without requirement of a previous relationship with the CSC and once approved all training programs shall be subject to the same criteria regardless of training provider.

BASIS FOR EVALUATION

The State Demand Occupation List (DOL) be used as the basis for determining which programs should be reviewed for inclusion on the WIOA training list with the Board retaining the ability to add programs based upon a proven need local need. Programs on the DOL must have a High Skill High Wage (HSHW) designation or be added by the board based upon the proven local need.

Programs will first be evaluated using FETPIP for public training providers in the five counties served by the CSC, the counties served by LWDB 4 and LWDB 5. In addition, all other training providers approved or seeking approval from the CSC will have their training programs evaluated using FETPIP data.

Evaluations shall be made using the percentage of employed completers, percentage of completers in full-time employment, percentage of completers' continuing education, percentage of completers employed in training related field and continuing education, average yearly income compared to Lower Living Standard Income Level (LLSIL). Evaluations will be made of individual training providers by training program as well as training programs regardless of training provider.

After evaluation using FETPIP data any program currently sponsored by the region designated for removal will be reviewed using the previous two years of WIA/WIOA exit data for the program. The second test will test two year exit data using data for

training completion, employment in the field of training, and wage rate. Training programs failing to meet this second test will no longer be funded by WIOA.

Programs that have been offered by a training provider for at least one year must meet the FETPIP criteria in order to be funded by the WIOA program. New programs will be evaluated by staff for inclusion and a recommendation will be made to the CSC Programs Committee. Programs rejected must wait at least six months for another review. Approved programs shall be forwarded to the full board for approval. Programs approved by the Programs Committee but rejected by the full board must wait at least three months for another review.

Evaluation of new programs shall be based upon the following criteria:

- Inclusion on the TOL as a HSHW program or a proven local need.
- Estimated wage at employment.
- Certification available to those completing training.
- Significant investment in the training program by the institution indicating a commitment to the program including, but not limited to, purchase or use of industry standard equipment, certified instructor(s), and outcomes tied to industry standards.
- If the program is in an area previously disallowed for WIA/WIOA funding by the region the program shall also be required to show significant differences between the planned program and existing programs no longer eligible for WIOA enrollment.
- Programs subject to removal may request continuation and will be evaluated based upon new program criteria.

REQUIRED STANDARDS

Programs will be reviewed by training provider and the following standards must be met:

Existing Programs FETPIP Review

Programs must meet at least one of the following:

- At least 80% completers and 70% of LLSIL
- At least 70% completers and 80% of LLSIL
- Be above state average on at least three of the following six measures and at least 90% of LLSIL
- % of Employed Completers
- % of Completers in Full-Time Employment
- % of Completers Continuing Education
- % of Completers Employed and Continuing Education
- % of Completers Employed in Training Related Field or Continuing Education
- Average Yearly Earnings
- At least 60% completers and 100% of LLSIL

WIOA Two Year Exit Review

Programs scheduled for removal will be evaluated against the previous two years of WIA/WIOA exit information. Programs shall not be removed if they meet the following criteria.

- At least 90% of those exiting have completed training.
- At least 90% of those completing training are employed first quarter after exit.
- The average yearly earnings are at least 100% of the LLSIL.

APPLICATION OF STANDARDS REVIEW FOR EXISTING PROGRAMS

Standards shall be applied using two approaches. The first approach shall be to review each program by training provider. Training provider programs that meet the standards shall be eligible for continued enrollment with no further review. Training provider programs that fail to meet the standard over two years of FETPIP data shall no longer be eligible to have new individuals funded in that particular program at their institution.

Training programs shall also be grouped by all training providers offering the training program and reviewed. If all training providers for any training program fail to meet the required standards then the training program shall be deemed to have failed the standards. If all training providers for any training program fail to meet the required standards for two consecutive years then the training shall no longer be eligible for new enrollment using WIOA funds.

New Training Providers seeking approval of a training program that has been offered for at least one year must submit a full Training Provider Application and provide all required data. This training program will be evaluated against the standards set using FETPIP data. Programs not meeting the FETPIP requirement shall not be approved.

REVIEW OF TRAINING PROGRAMS NOT INCLUDED ON A FETPIP REPORT

Training Programs eligible for WIOA funding due to inclusion on the TOL with a HSHW designation that are not included in the FETPIP system shall be evaluated based upon the previous two years of WIA/WIOA exiters. Programs with no FETPIP report and no WIA/WIOA exiters shall not be eligible for WIOA funding and shall not become eligible unless a Training Provider completes a successful Training Provider application for the program in question.

It shall be the responsibility of the Training Provider to submit the application for approval; however, if data indicates need for a program offered at a currently approved training provider board staff may seek approval by providing the same information required in the Training Provider Application.

AUTOMATIC REMOVAL OF TRAINING PROGRAMS AND APPEALS PROCESS

Removal of Training Programs from the WIOA Approved Training list shall be automatic upon determination the program no longer meets the necessary requirements per this policy. Removal shall occur in two steps. Once a determination has been made that a program no longer meets the requirements as established in this policy no further enrollments in the program shall be allowed until the decision to remove has been reported to the CSC Programs Committee at a committee meeting. Training Providers wishing to appeal the decision to remove shall twenty days from the date of the report to the committee to request an appeal and are required to provide a written appeal to CSC within thirty days of the report to the committee.

The appeal shall, at a minimum, include information indicating why the information used to make the decision was incorrect or shall provide sufficient information to allow the committee to determine significant changes have been made to the program that will cause the program to experience significant outcome improvements. The committee shall consider information provided by the Training Provider and staff in considering the appeal. The committee shall deny or approve the appeal. If an appeal is denied the Training Provider can request consideration by the full Board providing such an appeal is made in writing within five working days of the decision to deny by the CSC Programs Committee. If further appeal is made information provided to the committee shall be provided to the full Board of Directors. A decision of the Board is not subject to appeal.

If the committee approves the appeal enrollments shall be open for the Training Program immediately. The program would still be subject to removal after the next program review if existing standards are not met. If an appeal is not made by the required deadline, or if the appeal is denied, a Training Program shall cease to be eligible for WIOA funding. Training Programs deemed no longer eligible for funding may either reapply one year after the decision or may be reinstated automatically if the program meets the required standards in the future.

NEW TRAINING PROGRAM APPLICATION

Existing training providers seeking to add a new program must request the addition of the new program by letter or email to the CSC Executive Director. Upon receipt of the request the Executive Director shall implement a review of the requested program and prepare a report for the CSC Programs Committee that, at a minimum, examines the following items:

- Inclusion on the DOL as a HSHW program or a proven local need.
- Estimated wage at employment.
- Certification available to those completing training.
- Has the Training Provider made a significant investment in the training program that indicates a commitment to the program including, but not limited to, purchase or use of industry standard equipment, certified instructor(s), and outcomes tied to industry standards.
- If the program is in an area that is scheduled to be deleted from the approved list within one year or was disallowed for WIOA funding by the region within the previous two years the program shall also be required to show significant differences between the planned program and existing, or previously existing, programs no longer eligible for WIOA enrollment.
- A staff recommendation for approval or denial of the request.
- Additional information may be provided within the report if it is determined such information is necessary for Programs Committee or the full Board to make an informed decision.

A report that includes a staff recommendation for denial must be provided to the institution no later than two weeks prior to the scheduled CSC Programs Committee meeting. The institution shall be allowed to submit a written response as long as the written response is received no later than three work days prior to the committee meeting.

New Training Providers seeking to have a training program approved that has been in existence for at least one year must complete a full Training Provider application and shall be evaluated using the information contained in the application.

Training Providers denied approval based upon information about the Training Provider and not their Training Program may appeal the decision. An appeal must be made in writing within twenty days of the decision by the committee to deny.

The Training Program shall be evaluated using the same six criteria listed in this New Training Program Application section. In order for a new Training Program from a New Training Provider to be approved both the institution and the program must be approved.

Training Providers shall be evaluated without requirement of a previous relationship with CSC and once approved all training programs shall be subject to the same criteria regardless of Training provider. New Training Programs approved by this method shall automatically be eligible for funding for two years. After two years the program shall be subject to review under the same guidelines as other programs.

REMOVAL OF A TRAINING PROVIDER AND APPEALS

Training Providers that do not provide information to FETPIP shall be automatically removed and this action is not eligible for appeal. Training Providers that have all programs deemed no longer eligible for funding may not appeal to remain as an approved training provider as they have no programs eligible for training.

(7) Employer Engagement: Please describe the strategies and services that will be used in the local area to:

- A. facilitate engagement of employers, including small employers and employers in in-demand industry sectors and occupations, in workforce development programs;

We work with employers through our various economic development contacts as well as through direct outreach to employers within our region. In addition, we use direct mail, direct personal contact as well as social media for outreach.

- B. support a local workforce development system that meets the needs of businesses in the local area;

Our mission requires us to meet the needs of job seekers and employers. Our efforts with employers are well documented. Through our constant contact with industry leaders and the involvement of private sector board members, CSC has developed a system that is flexible and able to continuously develop to meet the needs of employers.

- C. better coordinate workforce development programs and economic development; and

As a founding partner of Opportunity Florida, a long-standing member of Florida's Great Northwest, is a key partner of all five local economic development organizations, we are ingrained with economic development. Opportunity Florida is housed in our Marianna center and we work with their staff on a daily basis.

- D. Strengthen linkages between the one-stop delivery system and unemployment insurance programs. WIOA §134(c)

The Wagner-Peyser Unemployment Insurance (UI) program is a mandatory partner under WIOA and is a vital program within the workforce delivery system. The employment of individuals is a key performance goal of each core partner and LWDB 3 has strategized to strengthen these partner linkages.

Wagner-Peyser is the State's labor exchange program and it brings together individuals who are seeking employment with employers who are seeking employees. CareerSource Chipola administers a labor exchange program that provides services to assist job seekers to find employment; assist employers in filling jobs and facilitates the match between job seekers and employers. Wagner-Peyser participates in a system for clearing labor between the States, including the use of standardized classification systems issued by the Secretary of Labor under Section 15 of the Wagner-Peyser Act; and it meets the work test requirement of the State Reemployment Assistance system.

LWDB 3 ensures self-services are available to all job seekers and employer customers. Services may be accessed from computer workstations at the career centers or personal desktop computers through the Internet. In addition to accessing information electronically, customers may choose to receive printed information material which will be available at the career centers. Career Services such as WIOA intensive services and training/retraining through the ITA (Individual Training Account) systems will be offered to eligible individuals unable to secure employment through core services.

All LWDB 3 partners will coordinate, collaborate, and integrate resources, ideas, and services to serve the customer in the most effective manner. Career center staffs are cross-trained and are able to identify and refer unemployed individuals to partner programs for additional services or benefits. Dual enrollment in Wagner Peyser, RESEA, SNAP, Welfare Transition, WIOA, TAA and JD NEG is encouraged for eligible individuals and maximizes opportunities and benefits for a successful outcome.

Stronger linkages are being developed with Adult Education and Literacy as well as Vocational Rehabilitation. Agreements with these partners promote the Wagner Peyser services available to the partners' participants. Joint employment goals provide a win-win situation for core partner programs. A cross referral process has been developed between the partners.

- (8) Priority for Services:** Describe the local policy and procedures that have been established to give priority to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient in the provision of individualized career services and training services in the Adult program.

The LWDB approved the following priority of service policy for WIOA individualized career and training services:

- (1) First, to veterans and eligible spouses who are also included in the groups given statutory priority for WIOA adult formula funds. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA formula funds.
- (2) Second, to non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA formula funds. (Recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient.)
- (3) Third, to veterans and eligible spouses who are not included in WIOA priority groups.
- (4) Lastly, to non-covered persons outside the groups given priority under WIOA.

Priority is given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. The priority is processed on a *daily basis* with WIOA staffs utilizing a regional decision tool to document the provision of priority service. The decision tool is housed electronically in the LWDB shared folder and accessible to all staffs at any point in the region.

Priority of service begins when the individual registers for services at the point of entry. Point of entry includes physical locations, such as the CSC career centers, Employ Florida Marketplace (EFM) web site, career/job fairs and mass recruitments. Strategies to provide training services to this targeted population include assessments, career counseling, assignment of an individual career coach, case management, pre-employment services, coordination with the training institution and authorizations for supportive services.

- (9) **Training Services:** Please describe how training services will be provided, including, if contracts for training services are to be used, how such contracts will be coordinated with the use of ITAs. WIOA §134(c)(1)(A)(v)

WIOA case managers determine the customer's need for WIOA funded training services by completing an interview, evaluation, or assessment, and career planning based on the following criteria:

- Eligible individual is unable or unlikely to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment;
- Eligible individual is in need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment;

- **Eligible individual has selected a training program that are directly linked to the demand occupations that will lead to employment opportunities in the local area or the planning region;**
- **Eligible individual has the skills and qualifications to successfully participate in the selected training program;**
- **Eligible individual doesn't currently possess skills in a demand occupation; and**
- **Eligible individual has limited skills in the chosen training program that will significantly reduce employment opportunities.**

Training services are provided through the use of educational programs offered to individuals by both public and private training institutions. These training providers have responded to requests for credentials from LWDB 3 in accordance with the local and DEO/CSF policy. Providers are not limited geographically to the workforce region but cover areas beyond the region. The limitation on the variety of training services and programs is set to adhere to the region's demand occupation list (DOL).

Customers will access these approved training providers through CSC website and in its resource room. The customer choice process allows them research and select the training provider they wish to use.

(10) Customer choice process: Describe processes utilized by the local board to ensure customer choice in the selection of training programs, regardless of how the training services are to be provided. WIOA §108(B)(19)

WIOA success coaches and resource staffs are instructed that they may not advocate for any particular provider or program. They are allowed to advise the customer while developing a workable training and employment plan to ensure adequate support is available and that successful completion is obtainable. CSC success coaches ensure that each customer is aware of the full array of training services available under WIOA.

The customer has total choice of the training program he or she wishes to pursue as long as the training occupation is listed on the region's demand occupation list (DOL) and available through an approved training provider. Customers interested in pursuing training services are encouraged to review these tools to explore and research the training programs listed prior to selecting a training program in a demand occupation. Training provider websites and training program specifics are made available to assist customers in the process.

(11) Individual training accounts: Describe the process and criteria for issuing Individual Training Accounts. WIOA §108(b)(19)

- A. Describe any ITA limitations established by the board

ITA's are utilized for workforce funded Occupational Skills Training activities. The total value, provided funds are available, of an ITA will be no

greater than the cost of the required tuition, books, and supplies at the chosen training institution. After appropriate assessment of a customer's interests, grade level completion, aptitude, and support service needs, a WIOA Success Coach will make a determination of the customer's ability to successfully complete the training program chosen by the customer. After confirming the customer's enrollment/acceptance into the training program, an ITA will be completed by the Success Coach for the period being enrolled (semester, quarter, or open-entry). The value will be not greater than the tuition for the courses being taken that period, the required books (used if available), and required supplies as stipulated by the training institution. Required tools, uniforms, safety equipment, etc. should be included under supplies. The costs of paper and pencils shall not be covered unless it is a general requirement for all students.

As of February 12, 2015, the CSC Board approved a policy to allow WIOA participants to have an ITA expenditure of \$2,500 per year for two years (maximum of \$5,000) and eliminated the ITA yearly expenditure limit. This change will assist students in welding, commercial vehicle driving as well as assist nursing students that do not receive PELL.

CSC does not have adequate funds to pay for childcare and other high cost support services, so the Pell Grant is used in conjunction with the WIOA training funds in order to ensure successful completion of the training program with a maximum leveraging of funds. The use of PELL funds will be up to the discretion of the Success Coach based on student's documented need and training costs.

The training provider must be on the CSC approved Eligible Training Provider List and the program of study must be listed on the Regional Targeted Occupations List as HS/HW or must a demand occupation approved by the Board. The State Targeted Occupation List for HS/HW occupations may also be utilized when suitable for participants. Suitability is based on the ability to find work as well as relocate to another area. The CSC Executive Director must approve, in writing, requests and exceptions to this.

An ITA may be for a training program that is up to two (2) years in length. Note: CSC does not authorize payment from workforce funds for pre-requisites or developmental classes that must be taken for some programs, i.e. nursing. An ITA is valid up to the last day a student may begin classes at the training institution.

CSC provides a budget for each Success Coach to track their overall allowable amount to be used for training and training-related expenses. It is the duty of each Success Coach to track this budget in an ongoing manner and make adjustments as needed. As needed, CSC Success Coaches may request additional amounts for training.

In cases where the participant selects a training program offered outside of the Region, an ITA may be issued so long as the training will lead to high

wage/high skill employment, the training program is listed on the Targeted Occupations List and the provider is on the Eligible Provider Training List.

B. Describe any exceptions to the use of ITA

The CSC will award training funds through ITA's with limited exceptions that will be enforced through its' RFP's and contractual agreements with provider (when not providing direct services.) The exceptions include:

- **When the services provided are for on-the-job training (OJT), customized training, incumbent worker training or transitional jobs**
- **When CSC determines that there are an insufficient number of eligible providers in the local area to accomplish the purpose of a system of ITAs.**
- **When the CSC determines that there is a training program of demonstrated effectiveness in the CSC that is operated by a community-based organization or other private organization to serve individuals with barriers to employment displaced homemakers, low income individuals, individuals with disabilities, older individuals, i.e., those aged 55 or over; ex-offenders; homeless individuals, youth who are in or have aged out of the foster care system), individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers, eligible migrant and seasonal farmworkers, individuals within 2 years of exhausting lifetime eligibility under Temporary Aid for Needy Families (TANF), single-parents (including single pregnant women), long-term unemployed individuals, other groups determined by the Governor to have barriers to employment.**

(12)Microenterprise and Entrepreneurial Training: Please describe mechanisms that are currently in place or will be in place to provide microenterprise and entrepreneurial training, and support programs and co-enrollment, where appropriate, in core programs as described in WIOA section 134(a)(3)(A)(i). WIOA §108(b)(5)

CareerSource Chipola is working with Chipola College on efforts to expand training for both microenterprise and entrepreneurial training. Discussions have been held with both the college president as well as the dean of the business school within the college. The dean of the business school has recently resigned and these discussions are on hold until a replacement has been named. The resources available for such training in a rural area is limited; however, the LWDA is aware of the value of such programs and is committed to working with other partners to increase training opportunities.

(13)Enhancing Apprenticeships: Please describe how the LWDB enhances the use of apprenticeships to support the local economy and individuals' career advancement. Describe how job seekers are made aware of apprenticeship opportunities in the area's career centers. TEGL 3-15\

We currently have no available apprenticeship programs within the region. We do have a union representative on our board of directors that works with a union based apprenticeship program. This board member is currently working with staff to explore opportunities to provide apprenticeship opportunities within the region.

(14)Other Program Initiatives: Describe the services to be provided that may include the implementation of initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies career pathway initiatives, utilization of effective business intermediaries, and other initiatives in the support of the board's vision and strategic goals described in Section III. WIOA §134(c)

CareerSource is engaged in several special projects that involve industry specific strategies and opportunities to align career pathways. The Programs Coordinator and Assistant Programs Coordinator provide oversight and performance management activities for these special projects that include on-the-job training, work experience, and career pathways.

Sector Partnership National Emergency Grant (NEG) Grant: CareerSource Chipola is one of 10 local areas to partner with CareerSource Florida and the Department of Economic Opportunity (DEO) on an approximately \$7 million Sector Partnership NEG to build sector strategies in manufacturing and health care. The NEG resources allows for CareerSource Chipola to provide work-based learning opportunities to individuals who lack the experience to enter the industry. These services include intensive level engagement with a Success Coach to provide support and enhanced case management.

Florida HIRE Ed: Complete to Compete: CareerSource Chipola partnered with the Chipola College consortium (including Florida Panhandle Technical College and Chipola College) with the University of West Florida as the lead institution for the overall project for this grant opportunity. The H-1B grant is designed to increase the number of individuals trained for employment in healthcare and information technology. Students earn industry certifications as they progress through the program. The Chipola consortium received \$1.84 million of the \$3.94 million grant award for the period April 2012 through September 30, 2016.

(15)Service Provider Continuous Improvement: Describe the local board's efforts to ensure the continuous improvement of eligible providers of services, including contracted services providers and providers on the eligible training provider list, through the system and ensure that such providers meet the needs of local employers, workers and jobseekers. WIOA §108(b)(6)(A).

CareerSource Chipola's Programs Coordinator and Assistant Programs Coordinator (Program Team) provide oversight for all workforce programs for quality and federal/state/local compliance. The Program Team is responsible for conducting quality program reviews, providing oversight of business and employer services, assessing service delivery methods, and ensuring the local area is progressing toward positive performance outcomes.

Continuous improvement is managed through ongoing meetings, reinforcement of policies and procedures, and recommendations for improvement. CareerSource

Chipola conducts periodic desk reviews for: Wagner-Peyer (WP) job seekers and job orders; Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Workers and Youth; Supplemental Nutrition and Assistance Program (SNAP); Welfare Transition (WT), and Special Projects. As part of compliance, all stages of program operations are reviewed from eligibility determination to allowable financial transactions.

CareerSource Chipola continues to assess effectiveness of programs and services to ensure that these services align with labor market relevance and that the local area adjusts its strategies to respond to the changing economic conditions and workforce needs in the five county service delivery area.

The Eligible Training Provider performance is reviewed annually by the Board/Committees to ensure training resources are utilized to increase the skills of individuals in targeted industries. The Board's Program Committee reviews training provider completion rates, placement rates, and average wages for those who complete programs. CareerSource Chipola will update its Local Operating Procedures to establish how it will determine the eligibility of training providers consistent with the state's policy to establish a statewide list approved by the Governor.

(16) Youth Program Design: Describe the design framework for youth programs in the local area, and how the 14 program elements required in §681.460 of the proposed WIOA regulations are to be made available within that framework. WIOA §129(c)(1)

- A. **Definition of the term “a youth who is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual’s family, or in society.”** Describe how the local board defines whether a youth is unable to demonstrate these skills well enough to function on the job, in their family, or in society and what assessment instruments are used to make this determination. 20 C.F.R. §681.290

WIOA eligible youth in LWBD 3 are provided an academic and skills assessment during the eligibility and counseling process. The academic assessment includes The Adult Basic Education Test (TABE) which determines if the youth is Basic Skills Deficient (below 9.0 grade level). The local LWDB defines a youth who meets the Basic Skills Deficient criteria as a youth unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual’s family, or in society.

- B. **Definition of “requires additional assistance.”** Describe how the local board defines the term “requires additional assistance” used in determining eligibility for WIOA-funded youth programs. 20 CFR §681.300

The definition for Region 3 for “requires additional assistance” is defined as a youth requiring support services or participation in pre-employment activities to enable them to complete their education and/or successfully enter employment, i.e., transportation, child care, leadership training, tutoring, job shadowing, etc.

The LWDB applies the criterion "requiring support services or participation in pre-employment activities to enable them to complete their education and/or successfully enter employment" when:

- **The school counselor/official provides written documentation that the youth has specific barrier(s) or needs that create a higher risk of dropping out of high school prior to graduation, or**
- **The Success Coach determines through assessment that the youth has little or no work experience or a poor work history and needs employability/soft skills that may include resume writing, interviewing skills, assisted job search, etc. in order to obtain employment.**

REGIONAL PLANNING ANALYSIS

The Workforce Innovation and Opportunity Act (WIOA) provides for a new regional planning process designed to promote alignment with economic development and education, improved services to employers, workers and job seekers, improved performance in the delivery of workforce services and more efficient delivery of services through coordinated administrative arrangements. The CareerSource Florida Network and its partners have a unique opportunity to engage in regional planning in order to meet the goals of both WIOA and, more importantly, Florida's vision for talent development.

Please describe your strategy toward analyzing potential WIOA planning regions as defined in WIOA section 106(a)(2). Such strategy should include, but not be limited to:

- (1) An analysis of the regional economy, labor market areas, and industry sectors in a region that include your local area

Total Industry Employment in CareerSource Chipola (RWB 3) Not Seasonally Adjusted					
Area	Employment			Change From	
	Current Month	Previous Month	Year Ago	January 2015	to January 2016
Region 3 Total Industry Employment	January 2016	December 2015	January 2015	Level	Percent
Total Employment	25,096	25,306	24,951	145	0.6
Agriculture, Mining, and Construction	2,386	2,431	2,395	-9	-0.4
Agriculture Forestry Fishing Hunting	634	640	628	6	1.0
Construction	1,671	1,709	1,681	-10	-0.6
Manufacturing	1,275	1,273	1,270	5	0.4
Trade, Transportation & Utilities	4,304	4,342	4,332	-28	-0.6
Trade	3,203	3,221	3,146	57	1.8
Transportation & Warehousing	923	943	989	-66	-6.7
Information	196	198	198	-2	-1.0
Financial Activities	744	742	734	10	1.4
Professional & Business Services	1,128	1,169	1,144	-16	-1.4
Education & Health Care Services	3,794	3,793	3,829	-35	-0.9
Leisure & Hospitality	2,389	2,426	2,404	-15	-0.6
Other Services	945	941	937	8	0.9
Government	7,935	7,991	7,708	227	2.9

Source: Florida Department of Economic Opportunity, Bureau of Labor Market Statistics, March 2016, Small Area Time Series Experimental Estimates.

(2) Specific milestones and timelines for consultation with:

A. Other local workforce development boards

Local Workforce Development Board's 1 – 4 met on February 19, 2016 at the Fort Walton Beach Career Center. The four directors discussed the plan and local initiatives. In addition, the Directors have met on several occasions in conjunction with other meetings that were convened by Florida's Great Northwest and stay in constant contact to discuss any other issues of relevance to the planning process. Another formal meeting of LWDB's 1 – 4 is scheduled in April to discuss common labor market trends and service delivery methods and it will be the final meeting to share local plan information before submission of the Workforce Services Plan.

B. Local elected officials;

Our LEO's were notified of the local planning process on December 14, 2015 at a meeting of the Consortium. They received a draft of the plan and were asked to provide comments throughout the process. At the conclusion of the public comment period any public comments received and the final plan will be presented to the five county Consortium for final approval.

C. Economic development organizations;

On January 11, 2016, a meeting was held with regional/local economic development partners regarding comprehensive regional planning involving all topics from geographical strengths to roadways, social services, business climate, etc. There was consensus to move forward with a regional planning effort to stretch over the course of the year. A second regional planning meeting was held February 18, 2016 where each county discussed an overview of the workforce and labor market information relative to planning. On March 4 and March 17, 2016, meetings were held with Opportunity Florida for strategic planning where the current employment and labor situation as well as future plans for economic growth in the region were discussed. These agencies were provided with a draft of the plan and were asked to provide public comments.

D. Core and mandatory one-stop partners for potential regional implications;

Throughout the planning process meetings have been held with various one-stop partners including Vocational Rehabilitation, Early Learning Coalition of NW Florida, National Caucus of Black Aged, etc., and they were notified that a rough draft of the plan would be made available to them. They were asked to review the draft and provide comments throughout the process.

E. Analysis of coordination of services with potential regional implications.

Local Workforce Development Areas 1 – 4 meet quarterly to discuss services and programs and how to coordinate within Northwest Florida. They also interact with Florida's Great Northwest for economic development initiatives and understand our shared labor market areas and commuting patterns.

PUBLIC COMMENT PROCESS

Please describe the process used, in accordance with the five criteria below, to provide an opportunity for public comment and input into the development of the local plan:

- (1) Make copies of the proposed local plan available to the public through electronic and other means, such as public hearings and local news media. WIOA §108(d)(1)

On March 31, 2016, the plan was provided in draft form to CSC Board members, local elected officials, area School Board, local labor organizations, County Commissions, Chamber of Commerce, was placed on CSC's website, www.careersourcechipola.com, and was advertised in the three major newspapers in the region, the Jackson County Floridan, Calhoun/Liberty Journal and Washington County News.

- (2) Provide no more than a 30-day period for comment on the plan before its submission to the Governor, beginning on the date on which the proposed plan is made available, prior to its submission to the Governor. WIOA §108(d)(2)

A thirty (30) day period for comment beginning on March 31, 2016, will be provided prior to submission, which may run concurrent to the submission of the plan, with the comment period remaining open for the full thirty (30) day period.

- (3) Provide a description of the process used by the board to obtain input and comment by representatives of businesses and labor organizations for the development of the plan. WIOA §108(d)(2)

Meetings were set up with CSC staff, center staff members and the Program Committee, Executive Committee and the Chipola Regional Workforce Development Board Consortium, Opportunity Florida, all of which are made of various representatives of business, labor and other partner organizations throughout our five county area. All of these meetings have been advertised to the general public.

- (4) Describe any other efforts to coordinate with other workforce partners to obtain input into the development of the plan.

Meetings were held with other workforce partners including Vocational Rehabilitation, Early Learning Coalition and the school systems within our region.

- (5) Include, as an attachment with the plan to the Governor, any comments that express disagreement, the LWDB's response to those comments, and a copy of the published notice. WIOA §108(d)(3)

No comments have been received thus far, but public comment will continue through April 30, 2016. Any comments received will be reviewed and may or may not affect the final plan as determined by CSC management staff. See Attachment D.

SIGNATURE PAGE

This plan represents the efforts of CareerSource CHIPOLA to implement the Workforce Innovation and Opportunity Act in the following counties:

- Calhoun, County
- Holmes County
- Jackson County
- Liberty County
- Washington County

We will operate in accordance with this plan and applicable federal and state laws, rules, and regulations.

Workforce Development Board Chair

Chief Elected Official

**See Signature Sheet – Pg. 56

**See Signature Sheet – Pg. 57

Signature

Signature

Debbie Kolmetz

Chuck Lockey

Board Chair

Consortium Chair

Date

Date

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Workforce Development Board Chair

Debbie Kolmetz
Signature

Debbie Kolmetz
Board Chair

April 14, 2016
Date

Chief Elected Official

Signature

Chuck Lockey
Consortium Chair

Date

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Workforce Development Board Chair

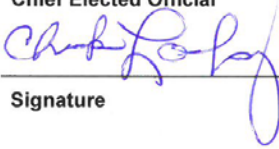
Signature

Debbie Kolmetz

Board Chair

Date

Chief Elected Official



Signature

Chuck Lockey

Consortium Chair

4/21/16

Date



ATTACHMENT A

Interlocal Agreements**

****We are in the process of getting our updated Interlocal Agreements approved and signed. They have been sent out to all five counties in our Region but we have only received them back from Calhoun and Holmes Counties. They are on the county commission agendas of Jackson, Liberty and Washington Counties. We are attaching our current Interlocal Agreements that are still in effect for those counties. The new Agreements for Jackson, Liberty and Washington Counties will be forwarded upon receipt.**

RESOLUTION
INTERLOCAL AGREEMENT AMENDING THE WORKFORCE
DEVELOPMENT CONSORTIUM

This Agreement made and entered into pursuant to the authority of Section 163.01, Florida Statutes, by and between the following five (5) counties passing resolutions to that effect, the Counties of Calhoun, Holmes, Jackson, Liberty, and Washington, of the State of Florida,

WITNESSETH THAT:

WHEREAS, Public Law 113-128 enacted by the Congress of the United States effective July 22, 2014, which is known as the Workforce Innovation and Opportunity Act (hereinafter called the WIOA) establishes a program to prepare youth and unskilled adults for entry into the labor force and to afford job training to those economically disadvantaged individuals and other individuals facing serious barriers to employment, who are in special need of such training to obtain productive employment; and

WHEREAS, the WIOA replaces the Workforce Investment Act of 1998 under which Federal job training monies were administered and the adoption of the WIOA necessitates the amendment of the Interlocal Agreement creating the Chipola Regional Workforce Development Consortium, representing Calhoun, Holmes, Jackson, Liberty and Washington Counties; and

WHEREAS, the WIOA creates a partnership among the state and local governments and the private sector, with the primary emphasis being upon the coordination of workforce development programs; and

WHEREAS, the WIOA requires the Governor to designate Regional Workforce Development Areas (WDA) to promote the effective delivery of workforce development programs and further provides that a consortium of units of general local government may constitute such a WDA; and

WHEREAS, Calhoun, Holmes, Jackson, Liberty and Washington Counties desire to form a WDA for WIOA and for workforce development; and

WHEREAS, the Board of County Commissioners of each of the parties to this Agreement desires that its county be included in an area workforce services plan to avail its citizens of the benefits of the WIOA; and

WHEREAS, the Governor has grandfathered the parties to this Agreement as a WDA for the purposes of the WIOA; and

WHEREAS, the WIOA requires the establishment of a Workforce Development Board (WDB) to provide policy guidance for, and exercise oversight with respect to activities under the workforce programs for its WDA in partnership with local government within its WDA; and

WHEREAS, it is the responsibility of the Board of County Commissioners of each county in the WDA to appoint members to the WDB in accordance with the WIOA and an agreement entered into by the Board of County Commissioners of each county; and

WHEREAS, it is the responsibility of the WDB, in accordance with an agreement with the Board of County Commissioners of each County in the WDA, to determine procedures and select an entity to develop a workforce services plan; and

WHEREAS, the workforce services plan must be approved and submitted jointly by the WDB and the Board of County Commissioners of each county in the WDA; and

WHEREAS, within the service delivery region comprised of Calhoun, Holmes, Jackson, Liberty and Washington Counties, there currently exists an efficient and effective delivery system of federally and state-funded employment and training programs which are customer-centered; and

WHEREAS, Calhoun, Holmes, Jackson, Liberty and Washington Counties now desire to enter into an Interlocal Agreement to provide for the creation of a local WDB and to provide for the provision of workforce development services under WIOA; and

WHEREAS, the U.S. Department of Labor has encouraged the development of a workforce development system governed by local WDBs; and

WHEREAS, the purpose of these local boards is to develop local workforce development policies and strategies; to oversee the management and administration of those policies and strategies; and to develop an approach which consolidates the delivery of those workforce development strategies into a comprehensive, customer centered system at the local level in concert with the chief elected officials of the local governments of the WDA; and

WHEREAS, the programs envisioned under the control of the local workforce development boards include, but are not limited to, those currently funded through the WIOA, the Florida Welfare Transition Program, the Wagner Peyser Act, Perkins vocational training, school-to-work transition programs, vocational rehabilitation, Job Opportunity Basic Skills Programs (JOBS), Welfare to Work (WTW), Supplemental Nutritional Assistance Program (SNAP), Reemployment Services and other workforce development programs; and

WHEREAS, Counties are to appoint members to serve on the CareerSource Chipola (CSC) board;

NOW, THEREFORE BE IT RESOLVED, the parties hereto agree as follows:

1. **Re-Authorization of the Chipola Regional Workforce Development Consortium**

There is here re-authorized a multi-jurisdictional arrangement known as the Chipola Regional Workforce Development Consortium, (hereinafter called the ("Consortium") among all the parties hereto for the express purpose of collectively carrying out the individual responsibilities of each party to this Agreement under the WIOA. The Consortium shall consist of five (5) members. The Chairman of the Board of County Commissioners of each county shall serve as the county's representative on the Consortium; however, provided that any such County Board of Commission Chairman may designate a representative to attend meetings of the Consortium on their behalf, any such designee shall have full voting rights and privileges.

2. **Parties To This Agreement**

Each of the parties to the Agreement is a county of the State of Florida and as such is a general purpose political subdivision which has the power to levy taxes and expend funds, as well as general corporate and police powers. The governing body of each of the parties to this Agreement is its Board of County Commissioners and each party to this Agreement is identified as follows:

NAME / ADDRESS

Board of County Commissioners
Calhoun County, Florida
20859 East Central Avenue East, #130
Blountstown, FL 32424

Board of County Commissioners
Holmes County, Florida
201 North Oklahoma Street
Bonifay, FL 32425

Board of County Commissioners
Jackson County, Florida
Post Office Drawer 510
Marianna, FL 32446

Board of County Commissioners
Liberty County, Florida
Post Office Box 399
Bristol, FL 32321

Board of County Commissioners
Washington County, Florida
1331 South Boulevard, Suite 400
Chipley, FL 32428

4. **Population To Be Served**

The population to be served within the five (5) county area covered by this Agreement is 117,955, based upon the 2010 Census data.

5. **Duties and Responsibilities of the Chipola Regional Workforce Development Consortium (Consortium)**

The parties to this Agreement hereby authorize and empower the Consortium to exercise the following designated decision-making powers, delegated to the Board of County Commissioners of each county pursuant to the WIOA, over all plans, programs, and agreements and to enter into agreements and contracts to provide those services currently provided or contemplated to be provided under Florida's Welfare Transition Program, the Wagner-Peyser Act, Perkins vocational training, school-to-work transition programs, vocational rehabilitation, JOBS, WTW, Supplemental Nutritional Assistance

Program (SNAP), Re-Employment Services and other workforce development programs. More specifically, the Consortium is hereby authorized and empowered:

(1) to establish the Chipola Regional Workforce Development Board, doing business as CareerSource Chipola (CSC) where such authority is delegated by an individual Board of County Commissioners to its Consortium member, to appoint local members to CSC, all in accordance with Section 107 of the WIOA and F.S. 445. CSC board members shall serve the functions described in Section 107 of the WIOA. In the absence of such delegation, the authority to appoint local CSC board members shall reside in the individual Boards of County Commissioners for the county from which the individual CSC board member is to be appointed. The authority to appoint at-large members to CSC shall reside in the Consortium; and

(2) to enter into an agreement(s) with CSC to determine the selection of a grant recipient and an entity to administer the workforce services plan, the one stop operator, if needed, and to determine the procedures for development of the workforce services plan as described in Section 108 of the WIOA; and

(3) to review and approve all workforce services plans prepared under Section 108 of the WIOA and jointly submit, along with the CSC, said plans to the Governor; and

(4) to perform any other appropriate duties necessary for the accomplishment of and consistent with the purposes of this Agreement and the WIOA; and

(5) to further empower CSC to enter into agreements with the State of Florida Department of Economic Opportunity (DEO) or any other selected entity to

administer Florida's Welfare Transition Program, Wagner-Peyser Act Funds, Perkins vocational training, school-to-work transition programs, vocational rehabilitation, JOBS, WTW, Supplemental Nutritional Assistance Program (SNAP), Re-Employment Services and other workforce development programs; and to manage and control all those functions traditionally managed and controlled by the DEO and,

(6) to further empower CSC to enter into agreements to provide marketing services for the above referenced functions; and,

(7) to elect one member of the Consortium to serve as Chair of the Consortium that shall serve as the chief elected official for the WDA; and

(8) to establish rules for the conduct of business.

6. Quorum and Voting

At all meetings of the Consortium, the presence in person, or by electronic means, of representatives of not less than three (3) member counties shall be necessary to constitute a quorum for the transaction of business. If one or more members are present by electronic means a location within the counties served by the Consortium must be available to the public that allows the public to hear all communication between Consortium members and provide public input that may be heard by all Consortium members. At all meetings of the Consortium at which a quorum is present, all matters shall be decided by the majority vote of said members.

7. Appointment of the CareerSource Chipola (CSC) Board

There is hereby established CSC, which shall be in accordance with the requirements of Section 107 of the WIOA and Section 7 of this Agreement which shall

be called "CSC". The number of members of the CSC board shall be determined by CSC with approval of the Consortium.

As vacancies occur, CSC will advise the respective County Commission, or the Consortium if an at-large vacancy occurs, of the vacancy by letter. The Board of County Commission where the vacancy occurs, or the Consortium in the event of an at-large vacancy, will fill the vacancy as expediently as possible notifying CSC by letter of the individual appointed to fill the vacancy.

Each county shall have an equal number of private sector representatives on the CSC board and all other members shall be considered at-large members.

8. Workforce Investment Area Designation

Pursuant to the designation by the Governor, the five (5) counties constituting the Consortium shall be the Workforce Development Area as provided for in Section 106 of the WIOA for the geographical area covered by this Agreement.

9. No Local Funds Required of Counties

No funds will be provided from the treasuries of any of the parties to this Agreement for implementation of the WIOA program, it being the intent hereof that all funding of the WIOA program and the other programs contemplated to be managed pursuant to this Agreement shall be accomplished entirely by grants pursuant to the WIOA and any other available State or Federal grants. However, in accordance with Section 107(d)(12)(B)(i)(II) of the WIOA, each county recognizes that appointing a local board does not release the local elected officials or the Governor of the State of Florida for liability for misuse of grant funds obtained under WIOA.

10. Legal Requirements

a. All Federal, State and Local laws shall be complied with by all parties to this Agreement.

b. All Workforce Services Plans shall be approved by the Consortium or by the designated Chief Elected Official if granted authority by the Consortium.

11. Duration of Agreement

This Agreement shall have the duration equal to the period that the Workforce Development Area designation remains in effect for the geographical area identified herein. Any parties to this Agreement may withdraw from this Agreement by passing a resolution to such effect and providing thirty (30) days notice to the other parties to this Agreement. However, the validity, force, and effect of this Agreement shall not be affected by the withdrawal of one (1) or more parties to this Agreement.

12. Dispute Resolution Process

If, during the course of this Agreement, there is a dispute between the parties, the following procedures will apply:

(1) The party which has the dispute shall notify the other parties of the nature of the dispute, in writing, with a copy to the Governor of the State of Florida;

(2) All disputes and controversies of every kind and nature between the parties named above arising out of or in connection with this Interlocal Agreement as to its existence, construction, validity, interpretation or meaning, performance, nonperformance, enforcement, operation, breach, continuance, or termination shall be submitted to non-binding mediation. If the parties cannot agree upon a mutually satisfactory mediator within sixty (60) days of receiving a request for appointment of a mediator from any party to this agreement, then the Governor shall be requested to

select a mediator to mediate the dispute. The cost of the mediator shall be shared equally by the parties.

(3) If, after hearing the dispute, accord is not reached on the resolution of the dispute, the party that raised the dispute may, by giving one hundred eighty (180) days written notice, before the end of the program year (before June 30th) withdraw from the Consortium, effective July 1st of the following program year, or at such later time as designated by the Governor of the State of Florida.

13. Effective Date

This Agreement and any amendments hereto shall be effective between and among each county passing a resolution adopting this Agreement and any amendments hereto, and upon filing said resolution of adoption and this Agreement and any amendments hereto with the Clerk of the Circuit Court in their county.

THIS RESOLUTION ADOPTED THIS 19th DAY OF April, 2016.

**BOARD OF COUNTY COMMISSIONERS
CALHOUN COUNTY, FLORIDA**

By: M. L. Brown
Chairman

RESOLUTION
**INTERLOCAL AGREEMENT AMENDING THE WORKFORCE
DEVELOPMENT CONSORTIUM**

This Agreement made and entered into pursuant to the authority of Section 163.01, Florida Statutes, by and between the following five (5) counties passing resolutions to that effect, the Counties of Calhoun, Holmes, Jackson, Liberty, and Washington, of the State of Florida,

WITNESSETH THAT:

WHEREAS, Public Law 113-128 enacted by the Congress of the United States effective July 22, 2014, which is known as the Workforce Innovation and Opportunity Act (hereinafter called the WIOA) establishes a program to prepare youth and unskilled adults for entry into the labor force and to afford job training to those economically disadvantaged individuals and other individuals facing serious barriers to employment, who are in special need of such training to obtain productive employment; and

WHEREAS, the WIOA replaces the Workforce Investment Act of 1998 under which Federal job training monies were administered and the adoption of the WIOA necessitates the amendment of the Interlocal Agreement creating the Chipola Regional Workforce Development Consortium, representing Calhoun, Holmes, Jackson, Liberty and Washington Counties; and

WHEREAS, the WIOA creates a partnership among the state and local governments and the private sector, with the primary emphasis being upon the coordination of workforce development programs; and

WHEREAS, the WIOA requires the Governor to designate Regional Workforce Development Areas (WDA) to promote the effective delivery of workforce development programs and further provides that a consortium of units of general local government may constitute such a WDA; and

WHEREAS, Calhoun, Holmes, Jackson, Liberty and Washington Counties desire to form a WDA for WIOA and for workforce development; and

WHEREAS, the Board of County Commissioners of each of the parties to this Agreement desires that its county be included in an area workforce services plan to avail its citizens of the benefits of the WIOA; and

WHEREAS, the Governor has grandfathered the parties to this Agreement as a WDA for the purposes of the WIOA; and

WHEREAS, the WIOA requires the establishment of a Workforce Development Board (WDB) to provide policy guidance for, and exercise oversight with respect to activities under the workforce programs for its WDA in partnership with local government within its WDA; and

WHEREAS, it is the responsibility of the Board of County Commissioners of each county in the WDA to appoint members to the WDB in accordance with the WIOA and an agreement entered into by the Board of County Commissioners of each county; and

WHEREAS, it is the responsibility of the WDB, in accordance with an agreement with the Board of County Commissioners of each County in the WDA, to determine procedures and select an entity to develop a workforce services plan; and

WHEREAS, the workforce services plan must be approved and submitted jointly by the WDB and the Board of County Commissioners of each county in the WDA; and

WHEREAS, within the service delivery region comprised of Calhoun, Holmes, Jackson, Liberty and Washington Counties, there currently exists an efficient and effective delivery system of federally and state-funded employment and training programs which are customer-centered; and

WHEREAS, Calhoun, Holmes, Jackson, Liberty and Washington Counties now desire to enter into an Interlocal Agreement to provide for the creation of a local WDB and to provide for the provision of workforce development services under WIOA; and

WHEREAS, the U.S. Department of Labor has encouraged the development of a workforce development system governed by local WDBs; and

WHEREAS, the purpose of these local boards is to develop local workforce development policies and strategies; to oversee the management and administration of those policies and strategies; and to develop an approach which consolidates the delivery of those workforce development strategies into a comprehensive, customer centered system at the local level in concert with the chief elected officials of the local governments of the WDA; and

WHEREAS, the programs envisioned under the control of the local workforce development boards include, but are not limited to, those currently funded through the WIOA, the Florida Welfare Transition Program, the Wagner Peyser Act, Perkins vocational training, school-to-work transition programs, vocational rehabilitation, Job Opportunity Basic Skills Programs (JOBS), Welfare to Work (WTW), Supplemental Nutritional Assistance Program (SNAP), Reemployment Services and other workforce development programs; and

WHEREAS, Counties are to appoint members to serve on the CareerSource Chipola (CSC) board;

NOW, THEREFORE BE IT RESOLVED, the parties hereto agree as follows:

1. Re-Authorization of the Chipola Regional Workforce Development Consortium

There is here re-authorized a multi-jurisdictional arrangement known as the Chipola Regional Workforce Development Consortium, (hereinafter called the ("Consortium") among all the parties hereto for the express purpose of collectively carrying out the individual responsibilities of each party to this Agreement under the WIOA. The Consortium shall consist of five (5) members. The Chairman of the Board of County Commissioners of each county shall serve as the county's representative on the Consortium; however, provided that any such County Board of Commission Chairman may designate a representative to attend meetings of the Consortium on their behalf, any such designee shall have full voting rights and privileges.

2. Parties To This Agreement

Each of the parties to the Agreement is a county of the State of Florida and as such is a general purpose political subdivision which has the power to levy taxes and expend funds, as well as general corporate and police powers. The governing body of each of the parties to this Agreement is its Board of County Commissioners and each party to this Agreement is identified as follows:

NAME / ADDRESS
Board of County Commissioners
Calhoun County, Florida
20859 East Central Avenue East, #130
Blountstown, FL 32424

Board of County Commissioners
Holmes County, Florida
201 North Oklahoma Street
Bonifay, FL 32425

Board of County Commissioners
Jackson County, Florida
Post Office Drawer 510
Marianna, FL 32446

Board of County Commissioners
Liberty County, Florida
Post Office Box 399
Bristol, FL 32321

Board of County Commissioners
Washington County, Florida
1331 South Boulevard, Suite 400
Chipley, FL 32428

4. Population To Be Served

The population to be served within the five (5) county area covered by this Agreement is 117,955, based upon the 2010 Census data.

5. Duties and Responsibilities of the Chipola Regional Workforce Development Consortium (Consortium)

The parties to this Agreement hereby authorize and empower the Consortium to exercise the following designated decision-making powers, delegated to the Board of County Commissioners of each county pursuant to the WIOA, over all plans, programs, and agreements and to enter into agreements and contracts to provide those services currently provided or contemplated to be provided under Florida's Welfare Transition Program, the Wagner-Peyser Act, Perkins vocational training, school-to-work transition programs, vocational rehabilitation, JOBS, WTW, Supplemental Nutritional Assistance

Program (SNAP), Re-Employment Services and other workforce development programs. More specifically, the Consortium is hereby authorized and empowered:

(1) to establish the Chipola Regional Workforce Development Board, doing business as CareerSource Chipola (CSC) where such authority is delegated by an individual Board of County Commissioners to its Consortium member, to appoint local members to CSC, all in accordance with Section 107 of the WIOA and F.S. 445. CSC board members shall serve the functions described in Section 107 of the WIOA. In the absence of such delegation, the authority to appoint local CSC board members shall reside in the individual Boards of County Commissioners for the county from which the individual CSC board member is to be appointed. The authority to appoint at-large members to CSC shall reside in the Consortium; and

(2) to enter into an agreement(s) with CSC to determine the selection of a grant recipient and an entity to administer the workforce services plan, the one stop operator, if needed, and to determine the procedures for development of the workforce services plan as described in Section 108 of the WIOA; and

(3) to review and approve all workforce services plans prepared under Section 108 of the WIOA and jointly submit, along with the CSC, said plans to the Governor; and

(4) to perform any other appropriate duties necessary for the accomplishment of and consistent with the purposes of this Agreement and the WIOA; and

(5) to further empower CSC to enter into agreements with the State of Florida Department of Economic Opportunity (DEO) or any other selected entity to

administer Florida's Welfare Transition Program, Wagner-Peyser Act Funds, Perkins vocational training, school-to-work transition programs, vocational rehabilitation, JOBS, WTW, Supplemental Nutritional Assistance Program (SNAP), Re-Employment Services and other workforce development programs; and to manage and control all those functions traditionally managed and controlled by the DEO and,

(6) to further empower CSC to enter into agreements to provide marketing services for the above referenced functions; and,

(7) to elect one member of the Consortium to serve as Chair of the Consortium that shall serve as the chief elected official for the WDA; and

(8) to establish rules for the conduct of business.

6. Quorum and Voting

At all meetings of the Consortium, the presence in person, or by electronic means, of representatives of not less than three (3) member counties shall be necessary to constitute a quorum for the transaction of business. If one or more members are present by electronic means a location within the counties served by the Consortium must be available to the public that allows the public to hear all communication between Consortium members and provide public input that may be heard by all Consortium members. At all meetings of the Consortium at which a quorum is present, all matters shall be decided by the majority vote of said members.

7. Appointment of the CareerSource Chipola (CSC) Board

There is hereby established CSC, which shall be in accordance with the requirements of Section 107 of the WIOA and Section 7 of this Agreement which shall

be called "CSC". The number of members of the CSC board shall be determined by CSC with approval of the Consortium.

As vacancies occur, CSC will advise the respective County Commission, or the Consortium if an at-large vacancy occurs, of the vacancy by letter. The Board of County Commission where the vacancy occurs, or the Consortium in the event of an at-large vacancy, will fill the vacancy as expediently as possible notifying CSC by letter of the individual appointed to fill the vacancy.

Each county shall have an equal number of private sector representatives on the CSC board and all other members shall be considered at-large members.

8. Workforce Investment Area Designation

Pursuant to the designation by the Governor, the five (5) counties constituting the Consortium shall be the Workforce Development Area as provided for in Section 106 of the WIOA for the geographical area covered by this Agreement.

9. No Local Funds Required of Counties

No funds will be provided from the treasuries of any of the parties to this Agreement for implementation of the WIOA program, it being the intent hereof that all funding of the WIOA program and the other programs contemplated to be managed pursuant to this Agreement shall be accomplished entirely by grants pursuant to the WIOA and any other available State or Federal grants. However, in accordance with Section 107(d)(12)(B)(i)(II) of the WIOA, each county recognizes that appointing a local board does not release the local elected officials or the Governor of the State of Florida for liability for misuse of grant funds obtained under WIOA.

10. Legal Requirements

a. All Federal, State and Local laws shall be complied with by all parties to this Agreement.

b. All Workforce Services Plans shall be approved by the Consortium or by the designated Chief Elected Official if granted authority by the Consortium.

11. Duration of Agreement

This Agreement shall have the duration equal to the period that the Workforce Development Area designation remains in effect for the geographical area identified herein. Any parties to this Agreement may withdraw from this Agreement by passing a resolution to such effect and providing thirty (30) days notice to the other parties to this Agreement. However, the validity, force, and effect of this Agreement shall not be affected by the withdrawal of one (1) or more parties to this Agreement.

12. Dispute Resolution Process

If, during the course of this Agreement, there is a dispute between the parties, the following procedures will apply:

(1) The party which has the dispute shall notify the other parties of the nature of the dispute, in writing, with a copy to the Governor of the State of Florida;

(2) All disputes and controversies of every kind and nature between the parties named above arising out of or in connection with this Interlocal Agreement as to its existence, construction, validity, interpretation or meaning, performance, nonperformance, enforcement, operation, breach, continuance, or termination shall be submitted to non-binding mediation. If the parties cannot agree upon a mutually satisfactory mediator within sixty (60) days of receiving a request for appointment of a mediator from any party to this agreement, then the Governor shall be requested to

select a mediator to mediate the dispute. The cost of the mediator shall be shared equally by the parties.


(3) If, after hearing the dispute, accord is not reached on the resolution of the dispute, the party that raised the dispute may, by giving one hundred eighty (180) days written notice, before the end of the program year (before June 30th) withdraw from the Consortium, effective July 1st of the following program year, or at such later time as designated by the Governor of the State of Florida.

13. Effective Date

This Agreement and any amendments hereto shall be effective between and among each county passing a resolution adopting this Agreement and any amendments hereto, and upon filing said resolution of adoption and this Agreement and any amendments hereto with the Clerk of the Circuit Court in their county.

THIS RESOLUTION ADOPTED THIS 12th DAY OF April, 2016.

**BOARD OF COUNTY COMMISSIONERS
HOLMES COUNTY, FLORIDA**

By:  _____
Chairman

RESOLUTION

INTERLOCAL AGREEMENT RE-AUTHORIZING THE WORKFORCE DEVELOPMENT CONSORTIUM

This Agreement made and entered into pursuant to the authority of Section 163.01, Florida Statutes, by and between the following five (5) counties passing resolutions to that effect, the Counties of Calhoun, Holmes, Jackson, Liberty, and Washington, of the State of Florida,

WITNESSETH THAT:

WHEREAS, Public Law 105-220 enacted by the Congress of the United States effective August 7, 1998, which is known as the Workforce Investment Act (hereinafter called the WIA) provides the framework for a unique program for adults to enter into the labor force and to afford job training to those economically disadvantaged individuals and other individuals facing serious barriers to employment, who are in special need of such training to obtain productive employment; and

WHEREAS, Florida Statutes Chapter 445, the "Workforce Innovation Act of 2000," establishes the principles and laws governing the implementation of Florida's Workforce Development System; and

WHEREAS, the WIA creates a partnership among the state and local governments and the private sector, with the primary emphasis being upon the coordination of job training and placement; and

WHEREAS, the WIA requires the Governor to designate Regional Workforce Development Boards and Workforce Investment Regions to promote the effective delivery of job training and placement; and

WHEREAS, the Board of County Commissioners of each of the parties to this Agreement desires that its county be included in a regional training program to avail its citizens of the benefits of the WIA; and

WHEREAS, the Governor has designated the parties to this Agreement as a service delivery region for the purposes of the WIA; and

WHEREAS, the WIA requires the establishment of a Workforce Development Board (WDB) to provide policy guidance for, and exercise oversight with respect to activities for the workforce preparation and employment system for its Workforce Investment Region in partnership with the units of general purpose local government within its region; and

WHEREAS, it is the responsibility of the Board of County Commissioners of each county in the Workforce Investment Region to appoint members to the WDB in accordance with the WIA and an agreement entered into by the Board of County Commissioners of each county; and

WHEREAS, the job training plan must be approved and submitted jointly by the WDB and the Board of County Commissioners of each county in the Workforce Investment Region; and

WHEREAS, the Florida Workforce Act of 1996 designated Calhoun, Holmes, Jackson, Liberty and Washington Counties as Region #3, with the responsibility for policy, planning, and accountability for the region's workforce development system; and

WHEREAS, Counties are to appoint members to serve on the Chipola Regional Workforce Development Board;

NOW, THEREFORE BE IT RESOLVED, the parties hereto agree as follows:

1. Re-Authorization of the Chipola Regional Workforce Development Consortium

There is here re-authorized a multi-jurisdictional arrangement known as the Chipola Regional Workforce Development Consortium, (hereinafter called the "Consortium") among all the parties hereto for the express purpose of collectively carrying out the individual responsibilities of each party to this Agreement under the Workforce Investment Act. The Consortium shall consist of five (5) members. The Chairman of the Board of County Commissioners of each county shall serve as the county's representative on the Consortium; however, provided that any such County Board of Commission Chairman may designate a representative to attend meetings of the Consortium on their behalf, any such designee shall have full voting rights and privileges.

2. Parties To This Agreement

Each of the parties to the Agreement is a county of the State of Florida and as such is a general purpose political subdivision which has the power to levy taxes and expend funds, as well as general corporate and police powers. The governing body of each of the parties to this Agreement is its Board of County Commissioners and each party to this Agreement is identified as follows:

<u>NAME</u>	<u>ADDRESS</u>
Board of County Commissioners Calhoun County, Florida	425 East Central Avenue Blountstown, FL 32424
Board of County Commissioners Holmes County	201 North Oklahoma Street Bonifay, FL 32425
Board of County Commissioners Jackson County, Florida	Post Office Drawer 510 Marianna, FL 32446

Board of County Commissioners
Liberty County, Florida

Post Office Box 399
Bristol, FL 32321

Board of County Commissioners
Washington County, Florida

1330 South Boulevard
Chipley, FL 32428

3. Geographical Area To Be Served By This Agreement

The geographical area to be served by this Agreement is the combined geographical areas of each of the five (5) member counties whose geographical areas are legally described in Chapter 7, Florida Statutes.

4. Population To Be Served

The population to be served within the five (5) county area covered by this agreement is 117,955, based upon the 2010 Census data.

5. Duties and Responsibilities of the Chipola Regional Workforce Development Consortium (Consortium)

The parties to this Agreement hereby authorize and empower the Consortium to exercise the following designated decision-making powers, delegated to the Board of County Commissioners of each county pursuant to the WIA, over all plans, programs, and agreements and to enter into agreements and contracts to provide those services currently provided or contemplated to be provided under Florida's Welfare Transition Program, the Wagner-Peyser Act, Perkins vocational training, school-to-work transition programs, vocational rehabilitation, JOBS, Supplemental Nutritional Assistance Program (SNAP), Re-Employment Services and other workforce development programs. More specifically, the Consortium is hereby authorized and empowered:

(1) to establish the Chipola Regional Workforce Development Board (hereinafter referred to as CRWDB) and, where such authority is delegated by an

individual Board of County Commissioners to its Consortium member, to appoint local members to the CRWDB, all in accordance with Section 117 of Title I of the WIA and F.S. 445. CRWDB board members shall serve the functions described in Section 117 of Title I of the WIA. In the absence of such delegation, the authority to appoint local CRWDB Board members shall reside in the individual Boards of County Commissioners for the county from which the individual CRWDB Board member is to be appointed. The authority to appoint at-large members to the CRWDB shall reside in the Consortium; and

(2) to enter into an agreement(s) with the CRWDB to determine the selection of a grant recipient and an entity to administer the job training plan, the one stop operator and to determine the procedures for development of the job training plan as described in Section 118 of Title I of the WIA; and

(3) to review and approve all workforce development plans prepared under Section 118 of Title I of the WIA and jointly submit, along with the CRWDB, said plans to the Governor; and

(4) to perform any other appropriate duties necessary for the accomplishment of and consistent with the purposes of this Agreement and the WIA; and

(5) to further empower the CRWDB to enter into agreements with the State of Florida Department of Economic Opportunity(DEO) or any other selected entity to administer Florida's Welfare Transition Program, Wagner-Peyser Act Funds, Perkins vocational training, school-to-work transition programs, vocational rehabilitation, JOBS, Supplemental Nutritional Assistance Program (SNAP), Re-Employment Services and

other workforce development programs; and to manage and control all those functions traditionally managed and controlled by the DEO and,

(6) to further empower the CRWDB to enter into agreements to provide marketing services for the above referenced functions; and,

(7) to elect one member of the Consortium to serve as Chair of the Consortium. This individual shall serve as the chief elected official for the workforce region.

(8) to establish rules for the conduct of business.

6. Quorum and Voting

At all meetings of the Consortium the presence in person, or by electronic means, of representatives of not less than three (3) member counties shall be necessary to constitute a quorum for the transaction of business. If one or more members are present by electronic means a location within the counties served by the Consortium must be available to the public that allows the public to hear all communication between Consortium members and provide public input that may be heard by all Consortium members. At all meetings of the Consortium at which a quorum is present all matters shall be decided by the majority vote of said members.

7. Appointment of the Chipola Regional Workforce Development Board (CRWDB)

There is hereby established the CRWDB, which shall be in accordance with the requirements of Section 117 of Chapter 2 of the WIA and Section 7 of this Agreement which shall be called the "CRWDB". The initial number of members of the CRWDB

shall be thirty-nine (39). Thereafter, the number of members of the CRWDB shall be determined by the CRWDB.

As vacancies occur the CRWDB will advise the respective County Commission of the vacancy by letter. The Board of County Commission where the vacancy occurs will fill the vacancy as expediently as possible notifying the CRWDB by letter of the individual appointed to fill the vacancy.

8. Workforce Investment Area Designation

Pursuant to the designation by the Governor, the five (5) counties constituting the Consortium shall be the Workforce Investment Area as provided for in Section 116 of Chapter 2 of Subtitle B of the WIA and Workforce Florida for the geographical area covered by this Agreement.

9. No Local Funds Required of Counties

No funds will be provided from the treasuries of any of the parties to this Agreement for implementation of the WIA program, it being the intent hereof that all funding of the WIA program and the other programs contemplated to be managed pursuant to this Agreement shall be accomplished entirely by grants pursuant to the WIA and any other available State or Federal grants. However, in accordance with Section 117(d)(3)B of the WIA, each county recognizes that appointing a WFB does not release the local elected officials or the Governor of the State of Florida for liability for misuse of grant funds obtained under the WIA.

10. Legal Requirements

a. All Federal, State and Local laws shall be complied with by all parties to this agreement.

b. All Workforce Development Plans shall be approved by the Consortium or by the designated Chief Elected Official if granted authority by the Consortium.

11. Duration of Agreement

This Agreement shall have the duration equal to the period that the Workforce Investment Area designation remains in effect for the geographical area identified herein. Any parties to this Agreement may withdraw from this Agreement by passing a resolution to such effect and providing thirty (30) days notice to the other parties to this Agreement. However, the validity, force, and effect of this agreement shall not be affected by the withdrawal of one (1) or more parties to this Agreement.

12. Dispute Resolution Process

If, during the course of this Agreement, there is a dispute between the parties, the following procedures will apply:

(1) The party which has the dispute shall notify the other parties of the nature of the dispute, in writing, with a copy to the Governor of the State of Florida;

(2) All disputes and controversies of every kind and nature between the parties named above arising out of or in connection with this Interlocal Agreement as to its existence, construction, validity, interpretation or meaning, performance, nonperformance, enforcement, operation, breach, continuance, or termination shall be submitted to non-binding mediation. If the parties cannot agree upon a mutually satisfactory mediator within sixty (60) days of receiving a request for appointment of a mediator from any party to this agreement, then the Governor shall be requested to select a mediator to mediate the dispute. The cost of the mediator shall be shared equally by the parties.

(3) If, after hearing the dispute, accord is not reached on the resolution of the dispute, the party that raised the dispute may, by giving one hundred eighty (180) days written notice, before the end of the program year (before June 30th) withdraw from the Consortium, effective July 1st of the following program year, or at such later time as designated by the Governor of the State of Florida.

13. **Effective Date**

This Agreement and any amendments hereto shall be effective between and among each county passing a resolution adopting this Agreement and any amendments hereto, and upon filing said resolution of adoption and this Agreement and any amendments hereto with the Clerk of the Circuit Court in their county.

THIS RESOLUTION ADOPTED THIS 20th DAY OF November, 2012.

BOARD OF COUNTY COMMISSIONERS
LIBERTY COUNTY, FLORIDA

By: Jim Johnson
Chairman

ATTEST: Vanessa E. Bunn
Clerk

(3) If, after hearing the dispute, accord is not reached on the resolution of the dispute, the party that raised the dispute may, by giving one hundred eighty (180) days written notice, before the end of the program year (before June 30th) withdraw from the Consortium, effective July 1st of the following program year, or at such later time as designated by the Governor of the State of Florida.

13. Effective Date

This Agreement and any amendments hereto shall be effective between and among each county passing a resolution adopting this Agreement and any amendments hereto, and upon filing said resolution of adoption and this Agreement and any amendments hereto with the Clerk of the Circuit Court in their county.

THIS RESOLUTION ADOPTED THIS 13th DAY OF November, 2012.

**BOARD OF COUNTY COMMISSIONERS
JACKSON COUNTY, FLORIDA**

By: Chuck Leiby
Chairman

ATTEST: David McFarland
Clerk

(3) If, after hearing the dispute, accord is not reached on the resolution of the dispute, the party that raised the dispute may, by giving one hundred eighty (180) days written notice, before the end of the program year (before June 30th) withdraw from the Consortium, effective July 1st of the following program year, or at such later time as designated by the Governor of the State of Florida.

13. **Effective Date**

This Agreement and any amendments hereto shall be effective between and among each county passing a resolution adopting this Agreement and any amendments hereto, and upon filing said resolution of adoption and this Agreement and any amendments hereto with the Clerk of the Circuit Court in their county.

THIS RESOLUTION ADOPTED THIS 18 DAY OF Dec., 2012.

BOARD OF COUNTY COMMISSIONERS
WASHINGTON COUNTY, FLORIDA

By: *Alan Burt*
Chairman


Linda Hayes Cook
Clerk

CERTIFIED A TRUE COPY
LINDA HAYES COOK, Clerk of The Circuit Court
Washington County, Florida

BY *Risha Bantley*
Deputy Clerk

BOOK 937 PAGE 073



ATTACHMENT B

By-Laws

ATTACHMENT B

**CHIPOLA REGIONAL WORKFORCE
DEVELOPMENT BOARD, INC.
dba CareerSource Chipola**

BY-LAWS

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BY-LAWS
CHIPOLA REGIONAL WORKFORCE
DEVELOPMENT BOARD
A CORPORATION NOT FOR PROFIT

ARTICLE I
Name

The name of the Corporation shall be CHIPOLA REGIONAL WORKFORCE DEVELOPMENT BOARD, Inc., dba CareerSource Chipola and it is sometimes referred to in these By-Laws as the "Corporation", the "WDB", or the "Board".

ARTICLE II
Purpose

1. The purposes for which the Corporation is formed are those set forth in its Articles of Incorporation. The Corporation is not formed for pecuniary or financial gain, and no part of the assets, income or profit of the Corporation is distributable to, or will inure to the benefit of its directors or officers. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting, to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

2. The purpose of this organization is to:

A. Serve as an intermediary to assist in stimulating and providing for the involvement of the business community, including small businesses, minority business enterprises, labor and community based organizations, in the employment and training activities including all such other purposes described in the federal Workforce Innovation and Opportunity Act (WIOA) of 2014, Public

Law 113-128, and to increase private sector employment opportunities for the residents of Calhoun, Holmes, Jackson, Liberty and Washington Counties, with a special focus on economically disadvantaged persons.

B. Serve as the business and industry contact point in the local employment and training system, to present the private sector's views and recommendations for making programs more responsive to local employment needs.

ARTICLE III
Basic Policies

The following are the basic policies of the Corporation:

1. The Corporation shall be noncommercial, nonsectarian, and nonpartisan.
2. The name of the Corporation or the names of directors in their official corporate capacity shall not be used in any connection with a commercial concern or with any partisan interest.

ARTICLE IV
Membership

Any individual who subscribes to the purpose and basic policies of the Corporation may be designated a member of the Corporation subject only to compliance with the provisions of the By-Laws. Membership in the Corporation shall be available without regard to sex, race, color, creed, or national origin.

ARTICLE V
Officers

1. The elected officers of the Corporation shall consist of a Chair, a Vice-Chair, and a Secretary-Treasurer. The Board of Directors may appoint Assistant Secretaries and Assistant Treasurers as the need arises to serve at the pleasure of the Board.

2. Chair

The Chair shall conduct and preside at all meetings of the Corporation and the Board of Directors. The Chair shall be the official spokesperson of the Corporation and the Board of Directors. The Chair shall be the Chief Executive of the Corporation, and shall be vested with full power to exercise whatever functions may be necessary or incident to the full exercise of any power bestowed upon him or her by the Board of Directors not inconsistent with the provisions of the Articles of Incorporation. It shall be the duty and obligation of the Chair to furnish leadership in the accomplishment of the aims and purposes of the Corporation. The Chair shall have the authority to appoint one Board member to serve as Parliamentarian of the Board. The Parliamentarian shall have a solid understanding of Robert's Rules of Order, and shall be called upon as needed to help the membership conduct meetings according to Robert's Rules of Order. (Revised 3/9/06)

3. Vice-Chair

It shall be the duty of the Vice-Chair to render every assistance and cooperation to the Chair, and to provide the Chair with the fullest measure of counsel and advice. In the event of the absence of the Chair, or the Chair's inability to act, the Vice-Chair shall fulfill the duties of the Chair. The Vice-Chair shall familiarize himself/herself with all activities and affairs of the Corporation, and shall have such other duties as may be assigned to him or her by the Board of Directors. In the event the Vice-Chair is absent or unable to act, or in the event of his or her death, disability, or resignation, the Board of Directors shall select a private sector member as acting Vice-Chair to hold office until a successor is elected by the Board of Directors.

4. Secretary-Treasurer

The Secretary-Treasurer, and his/her assistants, if any, shall perform all duties usually required of those officers, and such other duties as may be assigned to them by the Board of Directors. All financial records shall be kept by the WDB bookkeeper and shall be available for review by the Treasurer or any member of the Board of Directors.

5. Qualifications

Only members of the Board of Directors, in good standing, shall be eligible to hold any elective office of the Corporation.

6. Election

The Board of Directors shall elect annually all of the officers of the corporation. The election shall be by non-secret written ballot when there is more than one nominee for any office. The election shall take place at the general meeting preceding the Corporation's annual meeting.

7. Nominations

Any member of the Board of Directors may be nominated as a candidate for any office of the Corporation, with the following exceptions: only private sector representatives may be nominated as candidates for the offices of Chair or Vice-Chair, and the Chair or Vice-Chair may not be from the same county.

8. Term of Office

Elected officers shall assume their official duties following the close of the annual meeting and shall serve for a term of one (1) year or until the election of their successors. A person shall not be eligible to serve more than two consecutive terms in the office as Chair or Vice-Chair.

A person having served two consecutive terms in office as Chair or Vice-Chair shall be eligible for election as Chair or Vice-Chair if a one year break in service has occurred.

Consecutive terms only apply for the individual office and do not disallow an individual from serving two terms in one office and then immediately serving two terms in another office.

9. Vacancies

A vacancy occurring in the office of Chair, Vice-Chair, or Secretary-Treasurer of the Corporation shall be filled for the unexpired term by the Board of Directors, in accordance with the provisions of these By-Laws.

ARTICLE VI
Board of Directors

1. Duties and Responsibilities

The Board of Directors, as the governing body of the Corporation, shall be vested with exclusive power and authority to formulate, fix, determine, and adopt matters of policy concerning their activities, affairs, or organization of the Corporation, subject to any limitations imposed by the United States Department of Labor, and/or the Florida Department of Economic Opportunity, and/or CareerSource Florida, or the successors of said agencies. The Board of Directors shall be charged with the duty and responsibility of enforcing and carrying into effect the provisions of the Articles of Incorporation and the accomplishment of the aims and purpose of the Corporation. The Board of Directors shall direct the manner in which all funds of the Corporation are disbursed and for the purpose therefore, and shall adopt and approve a budget for each fiscal year which begins July 1 and ends June 30 each year. The Board

of Directors shall perform all other duties imposed under the Articles of Incorporation and shall have full power to exercise such functions as may be necessary, expedient, or incidental to the full exercise of any powers bestowed upon it by the Articles of Incorporation or any amendment thereto or by these By-Laws.

The Board of Directors shall meet in accordance with the provisions set forth in Article VIII of these By-Laws. It shall be the duty and responsibility of each Board member to attend the meetings. Any member missing two consecutive meetings shall be referred to the Executive Committee for the purpose of membership review. If the Executive Committee makes a recommendation for removal of the member due to non-attendance, the recommendation will be subject to action at the next meeting of the Board of Directors. A two-thirds vote of the membership present at a duly called meeting shall be required to approve removal of a Board Member after recommendation by the Executive Committee. (Revised 9/9/10)

Attendance records for each member shall be sent to the nominating or appointing body on an annual basis. Such records shall reflect attendance at all meetings of the organization for which attendance of the member was requested. An attendance report shall also be provided to the full membership of the Board on no less than an annual basis. (Revised 9/9/10)

2. Membership

Each of the five counties in the local area will have three (3) private sector members which shall be representatives of business in the local area in accordance with Sec. 107(b)(2)(A), and which shall represent a majority of the members on the Board. Private sector vacancies shall be appointed by each of

the five county's Board of Commissioners. At large members will be nominated by the agency they represent, must meet requirements set forth by the Board and are subject to the final approval of the Chipola Regional Workforce Development Consortium. The Board's membership shall at all times remain in compliance with federal and state law either in existence or as shall be adopted in the future. The Board shall have the authority to change the membership as long as it stays within the parameters of Sec. 107 of the WIOA Law, any applicable law, and with the approval of the Consortium.

Efforts are to be made to include representation of small business, minority-owned business, businesses owned by women, and others reflective of commercial and industrial make-up of the area. Half of the industry and business positions shall be delegated to representatives of small business, with small business being defined as those employing 500 or fewer employees. Representation of minority-owned business enterprises should be consistent with their representation in the business community.

In accordance with applicable federal and/or state law, a Workforce Development Board that has been certified by the Governor may determine the need to expand its membership. Additionally, vacancies will occur on a routine basis. Any vacancy shall be filled in the same manner as the original appointment in accordance with applicable federal and/or state law. Appropriate state agencies shall be advised of any changes in membership.

3. Nominations

Nominations of WDB membership shall be as follows:

A. Private Sector Appointments. Private sector appointments shall be owners of business concerns, chief executives or chief operating officers of non-

governmental employers, or other private sector executives who have substantial management or policy responsibility in accordance with WIOA Law Sec. 107(2)(A)(i-iii). Representatives of the private sector must constitute a majority of the membership of the WDB. Private sector representatives on the Board shall be selected from among individuals nominated by the chamber of commerce in the county they are to represent and approved by that county's Board of County Commissioners.

B. At Large Appointments. At large appointments to the Board must be approved by a majority vote of the Consortium and must be in accordance with WIOA Law Sec. 107 (B-E).

4. Terms of Office

Appointments shall be for a term of three (3) years. Any vacancy which occurs shall be filled according to the initial county distribution and for the length of time remaining in the unexpired term.

5. Expenses

By resolution of the Board, the members may be reimbursed or paid their actual expenses arising out of their service as WDB members, but shall not be paid compensation for their services.

ARTICLE VII
Committees

1. Committees

The WDB shall create from time to time such committees as it may deem advisable and necessary and shall define the powers, duties, functions, and scope of each committee. As soon as it is practicable, after each annual meeting of the Corporation, the Chair, with the advice and consent of the Board of

Directors, shall appoint the members of all committees for the ensuing administrative year, and may name and designate the Chair and Vice-Chair of each committee. If the Chair of the Board does not designate the Chair and Vice-Chair of a committee, then the Executive Director of the organization shall call the first meeting of the committee and the first item of business for the committee shall be the designation of a Chair and Vice-Chair. The members of such committees shall serve for the term of the Chair appointing them except the Board of Directors may provide for members of any standing committee to serve for staggered terms beyond the current administrative year. Vacancies occurring in the membership of such committee shall be filled by the Chair, with the advice and consent of the Board of Directors. For the remainder of the unexpired term, each committee may select from its membership such officers, other than Chair and Vice-Chair of said committee, as it deems advisable, and sub-committees may be designated from the committee membership. The WDB Chair, with the advice and consent of the Board of Directors, may appoint additional members to a committee or remove members from a committee.

With approval of the Chair, a committee may create a sub-committee with non-Board members as members of the sub-committee as long as said sub-committee is chaired by a member of the Board and as long as the sub-committee is acting only in an advisory role.

The Board of Directors may dissolve a committee or sub-committee when it deems that the work of such committee has been completed, or when it deems that a committee is no longer necessary. Each committee shall meet at such times and places as may be designated by the Committee Chair or Vice-Chair.

Each committee or sub-committee shall file with the Secretary such interim reports as desired, or as may be requested, by the Chair of the Board of Directors. Upon the termination of its duties or term, each committee shall deliver to the successor membership, if such there be, or to the Secretary, all files, reports, records and data, and information accumulated by the committee. No action, report, or recommendation of any committee shall be binding on the Corporation unless adopted and approved by the Board of Directors.

2. Standing and Special Committees

The Board of Directors, as soon as is practicable, shall determine and designate which committees shall be considered a standing committee and which committees shall be considered a special committee, and shall define the specific powers and duties thereof.

3. Executive Committee

The Executive Committee shall be charged with the duty of advising and counseling the Chair, and rendering assistance and cooperation to such officer. The Executive Committee shall have authority to exercise the functions of the Board of Directors during the interim between meetings of the Board of Directors. All actions taken by the Executive Committee shall be subject to the approval, confirmation, or ratification by the Board of Directors. The Executive Committee shall act as the WDB's personnel committee. They will recommend personnel policies and benefits for the administrative entity. The Executive Committee shall exercise other functions as may be delegated to it by the Board of Directors.

The Executive Committee shall be appointed by the chair with the consent of the majority of the Board of Directors. The Executive Committee shall consist

of the Chair, the Vice-Chair, and one additional member from each county served by the Board. (Revised 3/9/06)

If the previous Chair is still a member of the Board of Directors, the previous Chair shall be appointed to the Executive Committee in one of the member county positions.

4. Finances of Committees

With the exception of the Executive Committee, no committee or sub-committee shall incur any debt payable by the Corporation without prior approval of the Board of Directors. Each committee shall file with the Secretary a detailed statement setting forth any funds needed or required in connection with the work of such committee during the ensuing administrative year for consideration by the Budget Committee and inclusion in the annual budget of the Corporation after approval by the Board of Directors.

ARTICLE VIII
Meetings

1. Annual Meeting

The Chair shall cause a program for the annual meeting of the Corporation to be developed. Such program when approved by the Board of Directors, shall be the order of business for the annual meeting, and such order of business shall not be altered, except by consent of two-thirds (2/3) of the active members of the Board of Directors present and voting. Only the Chair, with the advice and consent of the Board of Directors, shall have the authority to extend invitations to non-members to attend the annual meeting as honored guests or speakers at the expense of the Corporation. No committee shall create any debt of the Corporation in connection with an annual meeting without prior

approval of the Board of Directors. All papers, addresses, and reports read before or submitted at a meeting shall become the property of the Corporation and may be published by the Corporation.

2. Rules of Procedure

Only the Board of Directors, which comprises the entire membership of the Corporation, shall be entitled to vote at any committee or general WDB meeting. Resolutions for consideration at the annual meeting may be proposed by a member of the Board of Directors or by a Resolutions Committee, provided the same shall be presented and handled in accordance with the procedure which shall be established by the Board of Directors within a reasonable amount of time prior to each annual meeting. Resolutions may be offered by any member of the Board of Directors. The Chair shall have the authority to limit debate so that no person shall speak for more than ten (10) minutes or more than twice on any matter, except upon consent of a majority of the members of the Board of Directors present and voting at the meeting.

3. Regular Meetings

Regular meetings of the Corporation shall be held bi-monthly (Revised 1/13/05) unless otherwise decided by the Board of Directors.

4. Special Meetings

Special meetings of the Corporation may be called at any time by the Chair or by a majority of the Board of Directors or upon a petition signed by not less than one-third (1/3) of the membership of the Board of Directors.

5. Public Access to Meetings

The annual meeting and all regular and special meetings of the Board of Directors shall be open to the public. Meetings of the Board, and any committee

thereof, may be held using telecommunications or other electronic means that allow for vocal participation in the meeting. Members attending by such methods shall be deemed present for the purpose of a quorum. If meetings are held in which members are allowed to attend using telecommunications or other electronic means, the public must be allowed access to the meeting by attendance in person at a location within the region. (Revised 3/9/06)

6. Quorum

Forty percent (40%) of the membership of the Board of Directors, with the majority being from the private sector (Revised 3/20/97), or a majority of the membership of the Board of Directors (Revised 11/19/98), shall constitute a quorum for the transaction of any corporate business.

7. Voting (Added 6/22/10) Unless otherwise required in the By-Laws or by generally accepted guidelines in the latest edition of Roberts Rules of Order, all matters before the Board shall be determined by a majority vote of members present at the meeting with a quorum present, with the exception of amendments to the Bylaws as noted in Article XI and related party transactions which must be approved by two-thirds of the Board's total membership including non-voting members. Whenever a conflict of interest exists, or is thought to exist, same shall be declared in an open meeting to the entire Board or committee, by the member having such conflict, and the member shall abstain from voting as is provided herein.

ARTICLE IX
Indemnification and Bonding

The Board of Directors is specifically authorized, pursuant to Florida Statute and by these By-Laws to indemnify all persons from any liability and

expense incurred or arising out of activities undertaken on behalf of the Corporation.

Additionally, the Corporation is specifically authorized to provide bonding, as required, as a condition to enter into any contract. Any officer, director, or employee of the Corporation authorized to make distributions on behalf of the Corporation shall be bonded in a sum as may be determined from time to time by the Board of Directors. All premiums payable to any insurance company for any contract of insurance of indemnity or bonding may be paid from the funds of the Corporation for the benefit of any officer, director, or employee of the Corporation. Officers, directors, or employees of the Corporation may be indemnified by the Corporation for liabilities to third parties incurred in the discharge of their duties as officers, directors, and/or employees, including legal fees and out-of-court settlements, provided that the officers, directors, and/or employees acted in good faith and in a reasonable belief that their actions were in the best interest of the Corporation. The Corporation shall provide further indemnification to the officers and members of the Board of Directors by purchasing for their benefit an insurance policy insuring said parties against any liability, and the Corporation shall be responsible for the payment of any deductible provisions contained in said insurance policies.

ARTICLE X
Rules of Procedure

Roberts Rules of Order shall govern the conduct of all meetings of the Corporation unless such rules conflict with requirements, rules, and/or the laws of the United States and the State of Florida.

ARTICLE XI
Amendments to the By-Laws

These By-Laws, and any amendments hereafter adopted, may be amended, modified, altered, or repealed by a two-thirds vote of the members of the Board of Directors present and voting at any meeting of the Board of Directors. All members shall be notified with written copies of the changes at least two weeks in advance of any meeting which is scheduled for the amendment, modification, and repeal of the By-Laws.

These amended By-Laws were adopted March 10, 2016 by at least a two-thirds majority vote of the Board of Directors.



ATTACHMENT C

Memorandum of Understandings

MEMORANDUM OF UNDERSTANDING
#IA-459
Region 3 Chipola Regional Workforce Development Board, Inc.
and
Department of Education,
Division of Vocational Rehabilitation

Purpose:

This Memorandum of Understanding (MOU) is entered into pursuant to Rehabilitation Act of 1973, 29 U.S.C. §721(a)(11) and the Workforce Investment Act of 1998, Pub.L. 1050-220 between the Chipola Regional Workforce Development Board, Inc. (CRWDB), and the Division of Vocational Rehabilitation (DVR), for coordination regarding Chipola's One-Stop Career Centers.

The purpose of this MOU is to coordinate resources to prevent duplication and ensure the effective and efficient delivery of workforce services in Calhoun, Holmes, Jackson, Liberty and Washington Counties. In addition, this MOU will establish joint processes and procedures that will enable partners to integrate the current service delivery system resulting in a seamless and comprehensive array of education, human service, job training, support services, and other workforce development services to Calhoun, Holmes, Jackson, Liberty, and Washington Counties.

Roles and Responsibilities:

Jointly, the parties to this MOU agree to establish and maintain a One-Stop service delivery system to increase their capacity to further their mission and serve their customers. This partnership is dedicated to developing strong strategic alliances that link employers and job seekers to services. These services include, but are not limited to, employment, training, education, human resource assistance to employers, and career and business development to further the economic growth of our counties.

By using a shared placement concept, problem issues can be addressed to ensure non-duplication of services; otherwise, local employers will continue to be inundated from special interest groups which allows for confusion and duplication of services.

Both CRWDV and DVR agree that their respective duties and responsibilities, to the extent possible, under this MOU shall be as follows:

- Have a clear vision of the mission and goals adopted by CRWDB;
- Measure progress and fostering continuous improvement towards customer satisfaction, quality service, and outcomes;
- Draw on the strengths and contributions of all partners and have the responsibility to contribute resources, expertise, and talents;

MOU #IA-459, Page 1 of 4

- Provide training to the other partners in an effort for all partners in the One-Stop system to understand each partner organization, their services, and their goals;
- Labor Market Information (LMI) and employer/customer data such as performance outcomes will be shared to the extent allowed by law;
- Commit to a unified, collaborative marketing strategy that will effectively inform job seekers, training and education seekers, employers and the community at large about the services available through the One-Stop system in Calhoun, Holmes, Jackson, Liberty, and Washington Counties;
- Cooperate and assist the One-Stop Career Center with necessary customer data to ensure timely entry of information and corrections to the shared customer records;
- Bring technical questions and customer service issues to the attention of the One-Stop Center for a quick and efficient resolution; and
- Formally demonstrate commitment to the One-Stop system by entering into this MOU.

Cost Sharing:

DVR will assume the costs associated with supplying any informational brochures including printing and shipping to CRWDB.

Confidentiality Policy:

All customer files and related information will be processed and maintained in accordance with applicable federal, state, and local confidentiality policies. Information sharing of such specifics is allowed on a strict, professional need-to-know basis. Information exchanges are permitted only after the organization/staff possessing the information cites the client's written authorization for the release of information, identifies the person/organization requesting the information, determines that the person/organization is authorized to receive the information, confirms that the person/organization requires the information for official business purposes, and verifies that the other person/organization will handle/maintain the information as confidential in nature.

Hold Harmless:

Chipola shall indemnify and hold harmless DVR, its agents and employees, from and against any and all third party claims, suits, damages, and causes of action, whatsoever, whether arising in law or equity, arising out of or relating to the performance of this MOU or the actions of the One-Stop personnel. The indemnification shall include reasonable attorney fees and costs incurred by DVR, its attorneys, agents or employs in defense of any such claim, suits or causes of action. Nothing in this MOU waives the sovereign immunity of DVR with regard to any such third party claims, suits, damages or causes of action.

Dispute Resolution:

If a dispute shall arise with any partner within CRWDB's One-Stop Center system, the following shall be followed:

1. Contact the One-Stop Operator and try to resolve the dispute.

MOU #IA-459, Page 2 of 4

2. If you are unable to resolve the dispute with the One-Stop Operator, contact the CRWDB.

Amendments:

Amendments to this MOU shall be valid only through execution of a formal written amendment to the MOU.

Effective Date, Duration and Cancellation:

This MOU shall begin on the date on which the last party has signed the MOU, and shall remain in effect until notification of cancellation by either party.

Either party may unilaterally cancel this MOU providing thirty (30) days written notice to the other party.

Choice of Law:

This Memorandum of Understanding will be interpreted under the laws of Florida and any dispute not resolved above can only be enforced in the appropriate forum in Tallahassee, Florida.

Agreement Management:

The parties have identified the following individuals as MOU Managers. These individuals are responsible for enforcing performance of the MOU terms and conditions and shall serve as liaison/contact regarding issues arising out of this MOU.

DEPARTMENT OF EDUCATION

Name: Monica Edwards
Title: Vocational Rehabilitation Administrator
Program Office: Division of Vocational Rehabilitation
Address: 2002 Old St. Augustine Road
Building A
Tallahassee, FL 32301
Phone: 850/245-3344
Fax: 850/245-3366
Email: monica.edwards@vr.fldoe.org

CHIPOLA REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.

Name: Richard Williams
Title: Executive Director
Address: 4636 Highway 90 East
Rim Plaza, Suite K
Marianna, FL 32446
Phone: 850/718-0456
Fax: 850/482-3590
Email: richardw@onestopahead.com

Certification:

By signing this MOU, all parties agree that the provisions contained herein are subject to all applicable, Federal, State and local laws, regulations and/or guidelines relating to nondiscrimination, equal opportunity, displacement, privacy rights of participants, and maintenance of records and other confidential information relating to one-stop customers.

MOU #IA-459, Page 3 of 4

IN WITNESS WHEREOF, the parties hereto cause this MOU to be executed by their undersigned officials as duly authorized.

**CHIPOLA REGIONAL WORKFORCE
DEVELOPMENT BOARD, INC.**

**DEPARTMENT OF EDUCATION,
DIVISION OF VOCATIONAL
REHABILITATION**

By: 
Richard Williams, Executive Director

By: 
Dr. Tony Bennett, Commissioner
Pam Stewart

Date: 7/24/13

Date: 8/29/13

MOU #IA-459, Page 4 of 4

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
FLORIDA DEPARTMENT OF EDUCATION
DIVISION OF BLIND SERVICES AND
Chipola Regional Workforce Development Board, Inc.**

Purpose:

This Memorandum of Understanding (MOU) is entered into between the Chipola Regional Workforce Development Board, Inc., ("Center Partner") and the Division of Blind Services (DBS) (Partner Agency) for Region 3 One-Stop Center(s).

The purpose of this MOU is to establish an agreement between the above-mentioned entities concerning their respective roles and responsibilities for implementation of the provisions of Section 121(c)(2) of Title I of the Workforce Investment Act of 1998.

This Agreement is to coordinate resources to prevent duplication and ensure the effective and efficient delivery of workforce services in Calhoun, Holmes, Jackson Liberty, and Washington County(ies).

Parties to this document shall coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties' respective programs, services, and agencies.

Introduction:

The Region 3 One-Stop Center(s), the Center Partner, and the Partner Agency enter into this Agreement to ensure that the principles of the Workforce Investment Act of 1998 are implemented.

Period of Performance

This Agreement shall commence on the date it is executed 10/26/09 and shall remain in effect unless either entity notifies the other in writing that the agreement will be cancelled or terminated. A 60-day notice shall be given prior to termination.

Attachments:

- Attachment A: Regional One-Stop Center Directory
This attachment is for One-Stop Center contact information for the Center Partner's Regions.

Scope of Work:

It is the intent of the Chipola Regional Workforce Development Board to participate in the One-Stop Center(s) as a Center Partner with the Division of Blind Services (DBS) (Partner Agency). In so doing, the partners agree to the following:

1. Informational Materials:
 - a. The informational materials will identify local points of contact, contact phone numbers, description of services, and website address for prospective clients. The informational materials will be available in the following formats: regular print, large print, Braille, and electronic format on CD.
 - b. The Center Partner will identify the quantity of informational materials needed for each of the One-Stop Centers.
 - c. The Partner Agency will provide the specified quantities to the Center Partner.
 - d. The Center Partner will distribute the informational materials to their respective One-Stop Center(s) in their regions as contained in Attachment A.
2. The Center Partner's respective One-Stop Centers will identify a client who is blind or visually impaired.
3. The One-Stop Centers will provide the client an informational brochure, which refers client to DBS.

Cost Sharing:

The Partner Agency will not be physically located in the One-Stop Centers and therefore will not assume financial responsibilities for the day-to-day operational costs, i.e., utilities, phone services, etc.

The Partner Agency will assume the costs associated with supplying the informational brochures including printing and shipping to the Center Partner.

Amending/Modifying the MOU:

1. The MOU can be modified by mutual agreement of Partner Agency and Center Partner. Any such modification will be preceded by written notice or intent to modify and the purpose of such modification. All modifications shall be in writing and signed by both parties.
2. The MOU can be modified at any time to add additional one-stop partners who will sign the Agreement in its current form at the time they are being added. All parties to the MOU will be notified in writing of additional parties joining the Agreement.

3. Any party to the MOU can request a modification to the Agreement by making such request in writing to the Center Partner. If such a request affects any other party to the Agreement, the Center Partner will follow notification procedures specified in the #1 above for notifying the other parties in the event the modification request is to be approved.

Certification:

By signing this Agreement, all parties agree that the provisions contained herein are subject to all applicable Federal, State and local laws, regulations and/or guidelines relating to nondiscrimination, equal opportunity, displacement, privacy rights of participants, and maintenance of records and other confidential information relation to One-Stop customers.

By signatures affixed below, the parties specify their Agreement:

Division of Blind Services

Chipola Regional Workforce Development Board, Inc.

By: Joyce Hildreth
Signature

By: Richard Williams
Signature

Name: Joyce Hildreth
Typed

Name: Richard Williams
Typed

Title: Director
Typed

Title: Executive Director
Typed

Date: 11/02/09

Date: 10-26-09

Division of Blind Services Contact

Chipola Regional Workforce Development Board Contact

Name: Michael Elliott
Typed

Name: Rose Adams
Typed

Title: Bureau Chief
Typed

Title: Programs Coordinator
Typed

Phone: (850)245-0300
Exf. 0355

Phone: 850-718-0456, Ext. 106

MEMORANDUM OF UNDERSTANDING
Jackson County School Board
And
CareerSource Chipola

Purpose: This Memorandum of Understanding (MOU) is entered into between CareerSource Chipola (CSC); located at 4636 Highway 90 East, Suite K, Marianna, FL and Jackson County School Board (JCSB); located at 2903 Jefferson Street, Marianna, FL on April 21, 2015, to support services between July 1, 2015 and June 30, 2016.

The purpose of this MOU is to set guidelines and establish responsibilities for services to the youth and citizens of Jackson County that attend schools operated by JCSB, including the Adult Education Program. It is designed to eliminate duplication and provide services to those that meet eligibility guidelines of the programs operated by CSC.

Responsibilities of Each Party

CareerSource Chipola agree to:

- Provide assistance and/or activities to eligible clients who are participating in a program operated by CSC and that are enrolled in a school located in Jackson County.
- Provide training JCSB staff and/or students, upon request by JCSB school administrators, on work readiness.
- Maintain files for each enrolled applicant for the duration of their training and the twelve (12) month follow-up period.
- Be responsible for providing any materials needed for any youth service activity sponsored by CSC and provided in a school operated by JCSB.
- Coordinate with JCSB during audits of programs where documentation from CSC will support compliance.

The Jackson County School Board agrees to:

- Provide documentation, including grades and attendance, to CSC for any participant enrolled in a program operated by CSC.
- Complete time, attendance and grades including evaluations on participants, as requested.
- Support program activities to students by CSC on JCSB campuses, providing space as needed.
- Coordinate with CSC during audits of programs where documentation from JCSB will support compliance.

Confidentiality Policy: All files and related information of participants will be processed and maintained in accordance with applicable federal, state and local confidentiality policies. Information sharing of such specifics is allowed on strict and professional basis to support program implementation. Information exchanges are permitted only after the organization/staff possessing the information cites the client's written authorization for the release of information, determines that the person/organization is authorized to receive the information, confirms that the person/organization requires the information for official business purposes, and verifies that the other person/organization will handle/maintain the information as confidential in nature.

Amendments/Cancellation/Termination of MOU: Amendments to this MOU must be presented in writing by the party proposing the amendment to the other party and signed by both parties prior for the amendment to take effect. Cancellation notification must be submitted in writing with a 30 day waiting period to facilitate communication to defer cancellation. Should an agreement between both parties not be reached within the 30 days, the MOU shall be cancelled on the 31st day after initial communication. This MOU is formally terminated on June 30, 2016, upon which a new MOU shall be established for continuation of services.

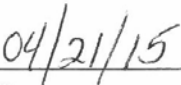
Certification: By signing this MOU, all parties agree that the provisions contained herein are subject to all applicable, federal, state and local laws, regulations and/or guidelines relating to nondiscrimination, equal opportunity, displacement, privacy rights or participants, maintenance of records and other confidential information relating to CSC and JCSB clients and students.


Background Screening: CSC staff that will provide services to students on JCSB campuses will submit to a Level 1 background screening and receive a JCSB identification badge.


Memorandum of Understanding
Signature Page


This Memorandum of Understanding is not a legal undertaking. The two parties, Jackson County School Board and CareerSource Chipola, are implementing guidelines to support services between the two agencies to support students and clients of the two parties. The parties will abide by the terms and implement their responsibilities to the best of their ability.

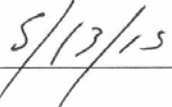

Charlotte Gardner
Board Chair
Jackson County School Board


Date


Steve R. Benton Sr.
Superintendent of Schools
Jackson County School District


Date


Mr. Richard Williams
Executive Director
CareerSource Chipola


Date

MEMORANDUM OF UNDERSTANDING
Chipola Regional Workforce Development Board, Inc.
and
National Caucus and Center on Black Aged, Inc. as operators of
The Senior Employment Program (SEP)

Purpose:

This Memorandum of Understanding (MOU) is entered into between the Chipola Regional Workforce Development Board, Inc., hereinafter referred to as "Provider" and the National Caucus and Center on Black Aged, Inc., as operators of the Senior Employment Program (SEP), herein referred to as "Agency" for coordination with the Workforce Development Board and its One-Stop Career Centers.

The purpose of this MOU is to establish an agreement between the above mentioned entities concerning their respective roles and responsibilities for implementation of the provisions of Section 121(c)(2) of Title I of the Workforce Investment Act of 1998 and the roles and responsibilities of the "Agency".

This Agreement is to coordinate resources to prevent duplication and ensure the effective and efficient delivery of workforce services in Calhoun, Holmes, Jackson, Liberty and Washington Counties. In addition, this Agreement will establish joint processes and procedures that will enable partners to integrate the current service delivery system resulting in a seamless and comprehensive array of education, human service, job training, support services, and other workforce development services to Calhoun, Holmes, Jackson, Liberty, and Washington Counties.

Roles and Responsibilities: Jointly, the parties to this MOU agree to establish and maintain a One-Stop service delivery system to increase their capacity to further their mission and serve their customers. This partnership is dedicated to developing strong strategic alliances that link employers and job seekers to services. These services include, but are not limited to, employment, training, education, human resource assistance to employers, and career and business development to further the economic growth of our counties.

Both the Provider and Agency agree that their respective duties and responsibilities, to the extent possible, under this Agreement shall be as follows:

- Having a clear vision of the mission and goals adopted by the CRWDB;
- Measuring progress and fostering continuous improvement towards customer satisfaction, quality service, and outcomes;
- Draw on the strengths and contributions of all partners and have the responsibility to contribute resources, expertise, and talents;
- Providing training to the other partners in an effort for all partners in the One-Stop system to understand each partner organization, their services, and their goals;

- Labor Market Information (LMI) and employer/customer data such as performance outcomes will be shared to the extent allowed by law;
- Commit to a unified, collaborative marketing strategy that will effectively inform job seekers, training and education seekers, employers and the community at large about the services available through the One-Stop system in Calhoun, Holmes, Jackson, Liberty, and Washington Counties;
- Cooperate and assist the One-Stop Career Center with necessary customer data to ensure timely entry of information and corrections to the shared customer records;
- Bring technical questions and customer service issues to the attention of the One-Stop Center for a quick and efficient resolution; and
- Formally demonstrate commitment to the One-Stop system by entering into this MOU.

The Agency will have one Job Developer stationed in the Marianna One-Stop Center on a part-time basis. They will provide screening, certification and referrals for the Senior Employment Program as well as Work Experience to older workers that meet the qualifications. They will communicate with One-Stop staff on hires.

Cost Sharing: The Provider will provide the following: Cubicle space, chair, computer/hardware and software, telephone access, receptionist services, utilities, server/internet connectivity and maintenance, copier/fax systems, janitorial services (common areas). The Agency will provide the following: One (1) senior worker to assist with whatever activities the One-Stop Career Center in Marianna is in need of, i.e., shredding, copying, answering phones, etc.

Performance Incentives: N/A

Confidentiality Policy: All client files and related information will be processed and maintained in accordance with applicable federal, state, and local confidentiality policies. Information sharing of such specifics is allowed on a strict, professional need-to-know basis. Information exchanges are permitted only after the organization/staff possessing the information cites the client's written authorization for the release of information, identifies the person/organization requesting the information, determines that the person/organization is authorized to receive the information, confirms that the person/organization requires the information for official business purposes, and verifies that the other person/organization will handle/maintain the information as confidential in nature.

Dispute Resolution: If a dispute shall arise with any partner within CRWDB's One-Stop Center system, the following shall be followed:

1. Contact the One-Stop Operator and try to resolve the dispute.
2. If you are unable to resolve the dispute with the One-Stop Operator, contact the CRWDB.

Amendments/Cancellation: Amendments to this MOU must be presented in writing to the Chipola Regional Workforce Development Board Executive Director and must be signed by both parties. Either party providing thirty (30) days written notice to the other for convenience or failure of either party to fulfill the terms of this MOU may unilaterally cancel an Amendment.

This MOU becomes effective on the date signed by both parties and remains in effect for a maximum period of two (2) years.

Certification: By signing this Agreement, all parties agree that the provisions contained herein are subject to all applicable, Federal, State and local laws, regulations and/or guidelines relating to nondiscrimination, equal opportunity, displacement, privacy rights of participants, and maintenance of records and other confidential information relating to one-stop customers.

IN WITNESS WHEREOF, the parties hereto cause this MOU to be executed by their undersigned officials as duly authorized.

**CHIPOLA REGIONAL WORKFORCE
DEVELOPMENT BOARD, INC.**

"AGENCY" SIGNATURE

By: Richard Williams
Richard Williams, Executive Director

By: Toni Beck

Date: 6/30/2015

Date: 6-30-2015

**Strengthening Families
Memorandum of Understanding**

Between

North Florida Child Development, Inc.

And

**Chipola Regional Workforce Development Board,
d.b.a. CareerSource Chipola, Blountstown Center**

August 1, 2013 – July 31, 2016

CONTACT PAGE

North Florida Child Development, Inc.
 PO Box 38
 Wewahitchka, FL 32465
 (850)639-5080
 Fax (850)639-6167
www.floridachildren.org

NFCD-Mayhaw Center
 21089 Mayhaw Ave.
 Blountstown, FL 32465
 (850)674-2600
 Fax (850)674-4337

CSC Blountstown Center
 16908 NE Pear St., Suite 2
 Blountstown, FL 32424
 (850)674-5088
 Fax (850)674-1267

CSC Management Office
 4636 Hwy 90, Suite K
 Marianna, FL 32446
 (850) 633-4417
 Fax (850) 638-6093

NFCD Executive Team:		
Sharon T. Gaskin	Chief Executive Officer	sgaskin@floridachildren.org
Curtis Green	Chief Operating Officer/Health Svcs. Specialist	cgreen@floridachildren.org
Sebrina A. McGill	Executive Assistant/Human Resource Manager	smcgill@floridachildren.org
	Early Child Development & Disabilities Specialist	
Stacy Treglown	Family & Community Partnership Specialist	streglown@floridachildren.org
Rochelle Priest	Nutrition Specialist	rpriest@floridachildren.org

Fiscal Department:		
Gerald Thompson	Chief Financial Officer	gthompson@floridachildren.org
Barbara Lynn	Accounts Payable	blynn@floridachildren.org

NFCD- Mayhaw Center:		
Amy Branton	Center Manager	abranton@floridachildren.org

CareerSource Chipola:			Fax (850)482-3590
Richard Williams	Executive Director	(850)633-2732	richard.williams@careersourcechipola.com
Rose Adams	Programs Coordinator	(850)633-2735	rose.adams@careersourcechipola.com
Kenny Griffin	Center Manager	(850)633-2737	kenny.griffin@careersourcechipola.com
Joyce Bramlage	Success Coach	(850)674-5088 Ext. 2301	joyce.bramlage@careersourcechipola.com
Carmen Gay	Resource Clerk	(850)674-5088	carmen.gay@careersourcechipola.com

BACKGROUND

Since its beginning in 1993, NCFCD has demonstrated an ability to limit duplication through the development, facilitation, and maintenance of partnering relationships. NCFCD believes that the increased level of participation can result in meeting the goal of promoting and supporting increased accessibility to stabilize families in a culturally competent way within this geographic service area. This cooperative effort toward the delivery of family-strengthening service will also have a positive impact on the comprehensiveness, consistency, and quality of care to the children and families in our program.

NCFCD's commitment to our community embraces a comprehensive family-strengthening service for our children, families and staff. Our objective is to meet the highest level of quality assurance accessible. NCFCD will ensure that, through collaboration among families, staff, and Workforce professionals, all family oriented concerns are identified, and children and families are linked to an ongoing source of continuous, accessible care to meet their basic family and community needs.

This agreement is made by and between North Florida Child Development, Inc., (hereinafter referred to as NCFCD) a Florida non-profit corporation whose corporate office is located at 200 North Second Street, Wewahatchka, FL 32465, and Chipola Regional Workforce Development Board, d.b.a. CareerSource Chipola Blountstown Center, located at 16908 NE Pear St., Suite 2, Blountstown, FL 32424.

This agreement is made and entered into this date, 01st day of August, 2013. Services will begin on August 1st and will be completed no later than July 31st of each program year. The contract will continue until July 31, 2016, subject to earlier termination.

I. PARTIES:

This is a Memorandum of Understanding (MOU) among NFCD and CareerSource Chipola (CSC) Blountstown Center.

II. GOALS:

- a) To promote, support, and maintain stable, strong and healthy families in local communities.
- b) To provide comprehensive family-strengthening services in a culturally competent way, consistent with the beliefs, values, customs and traditions of the NFCD families.
- c) To increase access to parenting education for all NFCD parents.

III. PURPOSE:

To build capacity within the local community service providers' collaborative system and broader community to meet the multiple needs of NFCD families and fathers in a systematic and cost effective way.

IV. ROLES AND RESPONSIBILITIES:

All parties to this MOU agree to work in partnership with parents and respect their contribution to decision making. Each entity agrees to support the implementation this MOU by participating in good faith in the following agency specific activities:

NFCD Center will:

- With concurrence from all parties to this MOU, work to implement policies and procedures to establish a strong working and mutually beneficial relationship for all members of the local community collaborative.
- Accept and expedite referrals from CSC Blountstown Center.
- Provide case management services for all referrals from NFCD to the CSC Blountstown Center.

- Work with other community partners to eliminate duplication of services where appropriate.
- Share marketing information, including brochures and advertising strategies to reach out to families and fathers in the community.
- Conduct family and father engagement activities and make them available, when possible to CSC Blountstown Center.

CSC Blountstown Center Will Provide:

- Access to career centers and one-stop shops
- Job training referral assistance
- Access to computers, phone and fax to assist with employment applications
- Career counseling and planning
- Job readiness support
- Resume writing assistance
- Direct job placement
- Paid and unpaid internships referrals
- Access to network job banks
- Other employment readiness and services to eligible participants
- Assessments of educational skill levels
- GED and Adult Basic Education assistance and referrals
- English as a second language training referrals
- Other soft skills development

V. REVIEW AND EFFECTIVE DATE:

This MOU will be reviewed periodically but not less than annually, and it may be amended only as agreed to in writing by all parties. This MOU will become effective upon the signature of the authorized official of each of the parties, and will remain in effect until terminated by mutual agreement or with thirty day advance written notice by one of the parties. Services are all in-kind. No monies will be exchanged for services.


VI. TERMS AND TERMINATION OF AGREEMENTS:

Contract Term: The term of this agreement shall commence on August 1, 2013 and shall continue until July 31, 2016, subject to earlier termination.

Termination without Cause: Both parties reserve the right to terminate the contract without cause by giving the other party no less than 30 days written notification by certified carrier, express delivery, or certified mail with return receipt.

Treglown, Stacey- Central

From: DocuSign System [dse@docusign.net] on behalf of Richard Williams via DocuSign [dse@docusign.net]
Sent: Tuesday, February 25, 2014 2:56 PM
To: Treglown, Stacey- Central
Subject: Revised Mou Chipola

Carbon Copy 

From: **Richard Williams (richardw1275@fairpoint.net)**
[Richard Williams] - DocuSign Ink

Hallo Stacey Treglown,

Richard Williams has added you as a carbon copy recipient of an electronic signature envelope on the DocuSign Service.

To view the documents, recipients, and other information, please click "View" below.

View Documents

Your browser cannot display this image because it is too large. To view this image, click the link below.
Do not use this email address to request a copy of this document.

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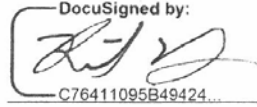
DocuSign: The fastest way to get a signature.®

This message was sent to you by Richard Williams who is using the DocuSign Electronic Signature Service. If you would rather not receive email from this sender you may contact the sender with your request.

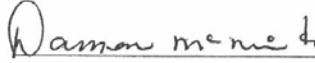
In witness thereof, the parties have executed this instrument to be effective on the date and year above.

 02/26/14

Sharon T. Gaskin Date
North Florida Child Development, Inc.
CEO

DocuSigned by:
 02/25/14
C76411095B49424...

Richard Williams Date
CareerSource Chipola
Executive Director

 3/7/14

Damon McNair, Jr. Date
North Florida Child Development, Inc.
Chairman of the Board of Directors

MEMORANDUM OF UNDERSTANDING

CareerSource Chipola and Take Stock in Children Chipola College

PURPOSE: This Memorandum of Understanding (MOU) is entered into between CareerSource Chipola (CSC) located at 4636 Highway 90 East, Suite K, Marianna, Florida 32446, and Take Stock in Children (TSIC) located at 3094 Indian Circle, Marianna, Florida 32446, for coordination with the CSC and its career centers located in Blountstown, Chipley and Marianna, Florida.

The purpose of this non-financial Agreement is to set guidelines and establish responsibilities for services to the TSIC youth of Calhoun, Holmes, Jackson, Liberty and Washington Counties. It is designed to eliminate duplication and to provide services to those that meet the eligibility guidelines of the programs operated by the CSC.

Responsibilities of Each Party:

CareerSource Chipola and its career centers agree to:

- Aid in workshops for TSIC students that are geared towards College Readiness.
- Help provide financial assistance for TSIC students who qualify under any CSC grants or programs.
- Allow TSIC staff access to the CSC mobile unit when arrangements have been made in advance and there is no schedule conflict with the CSC.
- Continue to brainstorm and communicate ways to partner together for the benefit of youth in our 5 county region.

Take Stock in Children agrees to:

- Offer the opportunity to all 2015 seniors and parents/guardians to sign a confidentiality waiver allowing CSC to access records to determine whether or not the student qualifies for further financial workforce services.
- Provide opportunity for the CSC to share and network their resources and services with TSIC's sphere of influence.
- Present and encourage all 2015 Take Stock in Children Seniors with opportunities to apply for the WIA and other available workforce programs.
- Utilizes and help facilitate some of the resources and workshops that the CSC provides that would benefit TSIC students according to CSC policies.
- Continue to brainstorm ways to partner together for the benefit of students in our five county region.

Confidentiality Policy: All client files and related information will be processed and maintained in accordance with applicable federal, state, and local confidentiality policies. Information sharing of such specifics is allowed on a strict, professional need-to-know basis. Information exchanges are permitted only after the organization/staff possessing the information cites the client's written authorization for the release of information, identifies the person/organization requesting the information, determines that the person/organization is authorized to receive the information, confirms that the person/organization requires the information for official business purposes, and verifies that the other person/organization will handle/maintain the information as confidential in nature.

Amendments/Cancellation: Amendments to this MOU must be presented in writing to the CareerSource Chipola Executive Director and must be signed by both parties. Either party providing thirty (30) days written notice to the other for convenience or failure of either party to fulfill the terms of this MOU may unilaterally cancel an Amendment.

This MOU becomes effective on the date signed by both parties and remains in effect for a maximum period of two (2) years.

Certification: By signing this Agreement, all parties agree that the provisions contained herein are subject to all applicable, Federal, State and local laws, regulations and/or guidelines relating to nondiscrimination, equal opportunity, displacement, privacy rights of participants, and maintenance of records and other confidential information relating to career center customers.

IN WITNESS WHEREOF, the parties hereto cause this MOU to be executed by their undersigned officials as duly authorized.

CAREERSOURCE CHIPOLA

By: 
Richard Williams, Executive Director

Date: 10/9/14

TSIC CHIPOLA COLLEGE

By: 
Dr. Jason Hurst, President

Date: 10/9/14

MEMORANDUM OF UNDERSTANDING

CareerSource Chipola And Tri-County Community Council, Inc.

PURPOSE:

This Memorandum of Understanding (MOU) is entered into between the CareerSource Chipola and Tri-County Community Council, Inc. for coordination with the Workforce Development Board and its career Centers in Chipley and Marianna, Florida.

The purpose of this MOU is to establish an agreement between the above mentioned entities concerning their respective roles and responsibilities for implementation of the provisions of section 121(c)(2) of Title I of the Workforce Investment & Opportunity Act and the roles and responsibilities of the designated Community Action Agency for Holmes, Jackson and Washington Counties and Disadvantaged Transportation Provider for Holmes and Washington County.

This agreement is to coordinate resources to prevent duplication and ensure the effective and efficient delivery of workforce services in Holmes, Jackson, and Washington Counties. In addition, this agreement will establish joint processes and procedures that will enable partners to integrate the current service delivery system resulting in a seamless and comprehensive array of education, human service, job training, support services, and other workforce development services to Holmes, Jackson, and Washington Counties

Parties to this document shall coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties' respective programs, services, and agencies.

TERMS OF AGREEMENT:

The CareerSource Chipola and its career centers agree to:

- Recognize Tri-County Community Council, Inc. as the designated Community Action Agency for Holmes, Jackson, and Washington and transportation provider for Holmes and Washington County
- Promote, encourage, and help to facilitate using the Fixed Route transportation services provided by Tri-County Community Council, Inc.
- Fund eligible participants transportation needs on a case by case basis based on eligibility and referral by career centers.
- Contact Tri-County Community Council with any additional, unique needs for individual or groups requiring transportation to determine whether or not Tri-County can provide the needed services

- Provide space, on an as needed and as available basis, in the Chipley and Marianna career center for any information sessions, outreach activities, or eligibility determination that may be necessary to assist the Tri-County Community Council, Inc. mission in providing program assistance in Holmes, Jackson, and Washington Counties and transportation for the citizens of Holmes and Washington County
- Invite a representative of Tri-County Community Council, Inc. to participate in routine orientation sessions conducted at the career centers
- Distribute and display information and promotional materials in the career center regarding services provided by Tri-County
- Include Tri-County Community Council, Inc. representatives in any community services networking meeting conducted by the CSC and its Program Committee
- Invite Tri-County Community Council membership on the Program Committee of the CSC when vacancies occur
- Participate in proposal development for joint projects that will mutually benefit both organizations in meeting their respective missions, goals, and objectives

Tri-County Community Council, Inc. agrees to:

For Jackson County

- Deliver services as specified for the Community Services Block Grant

For Holmes and Washington County

- Deliver services specified for: Community Services Block Grant, Low Income Home Energy Assistance Program, Transportation Disadvantage Grants, HEAD START Grant, and Emergency Food & Shelter

For Holmes, Jackson, and Washington Counties

- Provide promotional materials about Tri-County Community Council programs and services
- Refer citizens for assistance to all other existing services and programs, provided by other agencies
- Serve on Boards, Committees, and Coalitions that are required for the maximum impact for delivery of program services

PERIOD OF PERFORMANCE

This agreement shall commence on the date it is executed and terminate on **September 30, 2018**, unless otherwise renewed or terminated by agreement of all parties.

CERTIFICATION:

By signing this agreement, all parties agree that the provisions contained herein are subject to all applicable, Federal, State and local laws, regulations and/or guidelines relating to nondiscrimination, equal opportunity, displacement, privacy rights of participants, and maintenance of records and other confidential information relating to one-stop customers.

By signatures affixed below, the parties specify their agreement:



Tri-County Community Council, Inc.
Joel Paul, Jr., Executive Director

9/17/15
Date



CareerSource Chipola
Richard Williams, Executive Director

9/17/15
Date

Memorandum of Understanding

between

CareerSource Chipola
4636 Highway 90 East, Suite K
Marianna, FL 32446
and

Unlimited Path, Inc.

This Memorandum of Understanding (MOU) establishes a collaborative partnerships between The Unlimited Path, Inc. and CareerSource Chipola.

MISSION

The mission of Unlimited Path is to improve the quality of life within the community by serving offenders and their family members through re-entry services provided while incarcerated. Services include substance abuse counseling, education, vocational, prevention activities, and reentry planning enabling offenders to become productive law-abiding citizens.

Together, the parties enter into this Memorandum of Understanding to mutually promote the Gadsden Re-Entry Center serving male offenders returning to the Panhandle area.

PURPOSE

CareerSource Chipola and Unlimited Path will work together to ensure adequate services are provided to offenders while in prison and after release. The targeted population is male offenders being released from Gadsden Re-Entry Center and returning to the community in the Panhandle area of Florida. Research shows that those who complete prison-based treatment and re-entry services and continue with linkages in the community experience better outcomes and are more successful at re-entering society.

RESPONSIBILITIES

The organizations agree to the following tasks for this MOU:

For individuals returning to Calhoun, Holmes, Jackson, Liberty or Washington County CareerSource Chipola will:

- Provide linkages for staffing resources, including job referrals and job placement via the Employ Florida Marketplace

[1]

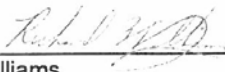
- Provide information to assist in accessing funds for training and temporary employment, skills assessments and other as needed services
- Linkages to employment, training and career development opportunities to ex-offenders released from the Gadsden Re-entry Center.
- Provide a staff person to work directly with incarcerated veterans both prior to and post release.

Unlimited Path will:

- Provide referrals to aid in post-release planning.
- Participate in pre-release staffing sessions and work with to coordinate needs beyond release.
- When able, acquire and provide any identification or birth certificates for offenders prior to release from prison.

AUTHORIZATION

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach the stated objectives to the best of their ability.



 Richard Williams
 Executive Director
 CareerSource Chipola

3/30/2016

 Date

 Bertrand Randolph
 Executive Director
 Unlimited Path, Inc.

 Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CAREERSOURCE CHIPOLA
AND
LIBERTY COUNTY SCHOOL BOARD/
LIBERTY COUNTY ADULT EDUCATION**

- I. **Parties to this Memorandum of Understanding:** This Memorandum of Understanding (MOU) is hereby entered into by and between CareerSource Chipola, as the duly appointed and certified Workforce Development Board for the Workforce Investment and Opportunity Act (WIOA) and Liberty County School Board/Liberty County Adult Education as the designated agency to offer programs in Adult Basic Education, Adult High School Credit Completion, and GED (General Educational Development) Preparation in Liberty County.
- II. **Purpose of this MOU:** The purpose of this MOU is to establish an Agreement between the above mentioned entities concerning their respective roles and responsibilities for implementation of the provisions of Section 121(c)(2) of Title I of the Workforce Investment and Opportunity Act for Liberty County and the Liberty County School Board/Liberty County Adult Education.

This Agreement is to coordinate resources to prevent duplication and ensure the effective and efficient delivery of workforce services in Liberty County. In addition, this Agreement will establish joint processes and procedures that will enable partners to integrate the current service delivery system resulting in a seamless and comprehensive array of services, i.e., General Educational Development (GED) Preparation, support services, and other workforce development services to qualifying individuals in Liberty County.

Parties to this document shall coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties' respective programs, services, and agencies.

CareerSource Chipola and its career centers agree to:

- Recognize the Liberty County School Board as the designated Liberty County Adult Education provider for Adult Basic Education services;
- Promote, encourage and help to facilitate using the services offered by Liberty County School Board/Liberty County Adult Education;
- Utilize the Referral Form/Information Sharing Form to provide referral services to customers desiring additional information about services provided by Liberty County Adult Education.
- Contact Liberty County School Board/Liberty County Adult Education with any additional, unique needs for individuals or groups requiring similar

- needs to determine whether Liberty County School Board can provide the needed services;
- Invite a representative of Liberty County School Board/Liberty County Adult Education to participate in routine orientation sessions conducted at the career centers; and
- Display and distribute information and promotional materials in the career center regarding services provided by Liberty County School Board/Liberty County Adult Education.

Liberty County School Board/Liberty County Adult Education agrees to offer the following services in Liberty County to qualifying individuals interested in GED Preparation services:

- Test of Adult Basic Education (TABE) Testing;
- Referral of out-of-school youth ages 16-24 to CareerSource Chipola for screening and assistance utilizing the designated Referral Form/Information Sharing Form;
- Qualified instructional and non-instructional personnel;
- Promotion of CareerSource Chipola workforce programs and services; and;
- Appropriate educational materials and supplies, as needed.

III. **Confidentiality Policy:** All client files and related information will be processed and maintained in accordance with applicable federal, state, and local confidentiality policies. Information sharing of such specifics is allowed on a strict, professional, need-to-know basis. Information exchanges are permitted only after the organization/staff possessing the information cites the client's authorization for release of information, identifies the person/organization requesting the information, determines that the person/organization is authorized to receive the information, confirms the person/organization requires the information for official business purposes, and verifies the other person/organization will handle/maintain the information as confidential in nature. A detailed record of all information exchanges shall be maintained.

IV. **Amendments/Cancellation**

Amendments to this Memorandum of Understanding must be presented in writing to CareerSource Chipola and must be signed by both parties. Either party must provide thirty (30) days written notice to the other for convenience or failure of either party to fulfill the terms of the Memorandum of Understanding and may unilaterally cancel an Amendment.

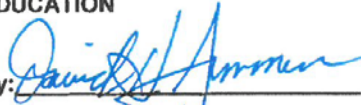
V. Authorization for Signature

IN WITNESS WHEREOF, the parties hereto cause this Memorandum of Understanding to be executed by their undersigned officials as duly authorized.

CAREERSOURCE CHIPOLA

LIBERTY COUNTY SCHOOL
BOARD/LIBERTY COUNTY ADULT
EDUCATION

By: _____

By:  _____

Date: _____

Date: 4/12/16 _____

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CAREERSOURCE CHIPOLA
AND
WASHINGTON COUNTY SCHOOL BOARD/
FLORIDA PANHANDLE TECHNICAL COLLEGE ADULT EDUCATION**

- I. **Parties to this Memorandum of Understanding:** This Memorandum of Understanding (MOU) is hereby entered into by and between CareerSource Chipola, as the duly appointed and certified Workforce Development Board for the Workforce Investment and Opportunity Act (WIOA) and Washington County School Board/Florida Panhandle Technical College Adult Education as the designated agency to offer programs in Adult Basic Education, Adult High School Credit Completion, and GED (General Educational Development) Preparation in Washington County.
- II. **Purpose of this MOU:** The purpose of this MOU is to establish an Agreement between the above mentioned entities concerning their respective roles and responsibilities for implementation of the provisions of Section 121(c)(2) of Title I of the Workforce Investment and Opportunity Act for Washington County and the Washington County School Board/Florida Panhandle Technical College Adult Education.

This Agreement is to coordinate resources to prevent duplication and ensure the effective and efficient delivery of workforce services in Washington County. In addition, this Agreement will establish joint processes and procedures that will enable partners to integrate the current service delivery system resulting in a seamless and comprehensive array of services, i.e., General Educational Development (GED) Preparation, support services, and other workforce development services to qualifying individuals in Washington County.

Parties to this document shall coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties' respective programs, services, and agencies.

CareerSource Chipola and its career centers agree to:

- Recognize the Washington County School Board/Florida Panhandle Technical College as the designated provider for Adult Basic Education services;
- Promote, encourage and help to facilitate using the services offered by Washington County School Board/Florida Panhandle Technical College Adult Education;

- Utilize the Referral Form/Information Sharing Form to provide referral services to customers desiring additional information about services provided by Washington County School Board/Florida Panhandle Technical College Adult Education.
- Contact Washington County School Board/Florida Panhandle Technical College Adult Education with any additional, unique needs for individuals or groups requiring similar needs to determine whether Washington County School Board/Florida Panhandle Technical College can provide the needed services;
- Invite a representative of Washington County School Board/Florida Panhandle Technical College Adult Education to participate in routine orientation sessions conducted at the career centers; and
- Display and distribute information and promotional materials in the career center regarding services provided by Washington County School Board/Florida Panhandle Technical College Adult Education.

Washington County School Board/Florida Panhandle Technical College Adult Education agrees to offer the following services in Washington County to qualifying individuals interested in GED Preparation services:

- Test of Adult Basic Education (TABE) Testing;
- Referral of out-of-school youth ages 16-24 to CareerSource Chipola for screening and assistance utilizing the designated Referral Form/Information Sharing Form;
- Qualified instructional and non-instructional personnel;
- Promotion of CareerSource Chipola workforce programs and services; and;
- Appropriate educational materials and supplies, as needed.

III. **Confidentiality Policy:** All client files and related information will be processed and maintained in accordance with applicable federal, state, and local confidentiality policies. Information sharing of such specifics is allowed on a strict, professional, need-to-know basis. Information exchanges are permitted only after the organization/staff possessing the information cites the client's authorization for release of information, identifies the person/organization requesting the information, determines that the person/organization is authorized to receive the information, confirms the person/organization requires the information for official business purposes, and verifies the other person/organization will handle/maintain the information as confidential in nature. A detailed record of all information exchanges shall be maintained.

IV. **Amendments/Cancellation**

Amendments to this Memorandum of Understanding must be presented in writing to CareerSource Chipola and must be signed by both parties. Either party must

provide thirty (30) days written notice to the other for convenience or failure of either party to fulfill the terms of the Memorandum of Understanding and may unilaterally cancel an Amendment.

V. Authorization for Signature

IN WITNESS WHEREOF, the parties hereto cause this Memorandum of Understanding to be executed by their undersigned officials as duly authorized.

CAREERSOURCE CHIPOLA

**WASHINGTON COUNTY SCHOOL
BOARD / FLORIDA PANHANDLE
TECHNICAL COLLEGE ADULT
EDUCATION**

By: _____

By:  _____

Date: _____

Date:  _____



ATTACHMENT D

Public Comments

**None received at this time. Closing date is 4/30/16.
Any comments received will be forwarded.**

CALHOUN - LIBERTY JOURNAL

Published Weekly in Bristol, Liberty County, Florida 32321
11493 NW Summers Road • Post Office Box 536
Phone: (850) 643-3333 • Fax: (888) 400-5810
Web: www.cljnews.com

*A weekly newspaper of general circulation
in Calhoun and Liberty County, Florida*

STATE OF FLORIDA
COUNTY OF LIBERTY:

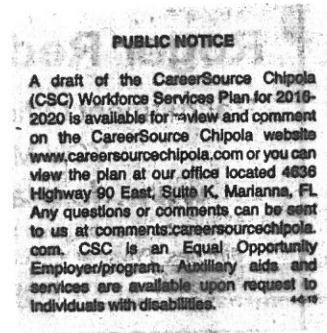
BEFORE ME, the undersigned authority, personally appeared, **JOHNNY EUBANKS**, who on oath says that he is Publisher, of the Calhoun-Liberty Journal, a newspaper published in Bristol, Liberty County, Florida, that the attached copy of advertisement, being a Public Notice, Workforce Services Plan for 2016-2020 is available for review in the matter of CareerSource Chipola was published in said newspaper in one (1) issue(s) on April 6, 2016.

Affiant further says that the said Calhoun-Liberty Journal is a newspaper published at 11493 NW Summers Road in said Liberty County, Florida and has heretofore been continuously published in said Liberty County, Florida each week since February 4, 1981, and has been entered as periodicals matter at the post office in Bristol, in said Liberty County, Florida, for a period of one (1) year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Sworn to and subscribed before me this 6th day of April, 2016, by Johnny Eubanks, who is personally known to me.

Johnny Eubanks
Signed, **JOHNNY EUBANKS**, Publisher

Effie C. Brown
EFFIE C. BROWN, NOTARY PUBLIC



Jackson County Floridan
Advertising Affidavit

Jackson County Floridan
4403 Constitution Lane
Marianna, FL 32448
850-526-3614

Account Number

2150679

Date

April 10, 2016

CAREERSOURCE CHIPOLA
4636 HWY 90 W STE K
MARIANNA, FL 32446-3508

Date	Category	Description	Ad Size	Total Cost
04/10/2016	_Legal Notices	L1702 Draft Workforce Services Plan 2016	1 x 13 L	57.70

L1702 PUBLIC NOTICE

A draft of the CareerSource Chipola (CSC) Workforce Services Plan for 2016-2020 is available for review and comment on the CareerSource Chipola website www.careersourcechipola.com or you can view the plan at our office located 4636 Highway 90 East, Suite K, Marianna, FL. Any questions or comments can be sent to us at comments.careersourcechipola.com. CSC is an Equal Opportunity Employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Affidavit of Publication of Legal Notice

Jackson County Floridan

Affidavit of Publication of Legal Notice

State of Florida
County of Jackson

Before the undersigned authority personally appeared

Valeria Roberts, who on oath says that she is the Legal Manager of Jackson County Floridan, a daily newspaper published at Marianna in Jackson County, Florida; that the attached copy

In the matter of Legal Notices
L1702 Draft Workforce Services Plan 2016

was published in said newspaper in the issues of 04/03, 04/10/2016

Affiant further says that the said Jackson County Floridan is a newspaper published at Marianna in said Jackson County, Florida, and that the said newspaper has heretofore been continuously published in said Jackson County, Florida, each day and has been entered as second class mail matter at the post office in Marianna, in said Jackson County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid nor promised any person, this advertisement for publication in the said newspaper.

Sworn to and subscribed by me, this 11th day of April, A.D. 2016

Notary Public

Kim S. Williams

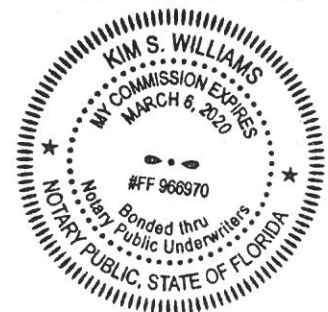
Supervisor

[Signature]

State of Florida

My Commission expires: _____

RECEIVED
4/15/16



Washington County News
P.O. Box 627 • Chipley, FL 32428
Published Bi-Weekly
Chipley, Washington County, Florida

**STATE OF FLORIDA
COUNTY OF WASHINGTON:**

Before the undersigned authority personally appeared Nicole Barefield who on oath says that she is Publisher of the Washington County News, a bi-weekly newspaper published at Chipley in Washington County, Florida; that the attached copy of the advertisement, being a TRUE COPY

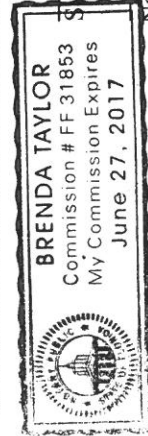
in the matter Public Notice

in the _____ Court, was published in said newspaper
in the issues of April 6, 2016

Affiant further says that the Washington County News is a newspaper published at Chipley, in said Washington County, Florida, each Wednesday and Saturday and has been entered as second-class mail matter at the post office in Chipley, in said Washington County, Florida, for a period of 1 year next preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Nicole P. Barefield
Signature of Affiant

Sworn to and subscribed before me this 6 day of April, 2016



Brenda Taylor
Signature of Notary Public
Brenda Taylor
Name of Notary typed, printed or stamped

Personally Known XX or produced identification _____

Type of Identification Produced _____

PUBLIC NOTICE
A draft of the CareerSource Chipola (CSC) Workforce Service Plan for 2016-2020 is available for review and comment on the CareerSource Chipola website, www.careersourcechipola.com, or you can view the plan at our office located 4636 Highway 90 East, Suite K, Marianna, FL. Any questions or comments can be sent to us at comments.careersourcechipola.com. CSC is an Equal Opportunity Employer/ Program. Auxiliary aids and services are available upon request to individuals with disabilities.

RECEIVED
4-8-16
CSC