

REGION 4

GULF COAST WORKFORCE BOARD

LOCAL WORKFORCE SERVICES PLAN

2016-2020

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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

Bay County, Florida

Mr. Mike Nelson, Chair

Bay County Board of County Commissioners

840 W. 11th Street

Panama City, FL 32401

(850) 248-8140

mnelson@baycountyfl.gov

Gulf County, Florida

Mr. Ward McDaniel, Chair

Gulf County Board of County Commissioners

1000 Cecil G. Costin, Sr. Boulevard

Port St. Joe, FL 32456

(850) 229-6106

bocc@gulfcounty-fl.gov

Franklin County, Florida

Mr. William Massey, Chair

Franklin County Board of County Commissioners

33 Market Street, Suite 305

Apalachicola, FL 32320

william@franklincountyflorida.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 attachment 1 - Interlocal agreements)

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

(See attachment 1 - Interlocal agreements)

D. Describe the by-laws established by the CEO to address the criteria contained in §679.310(g) of the proposed WIOA regulations:

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

Any member of the Board of Directors may be nominated as a candidate for any office of the Corporation with the following exception: only private sector representatives may be nominated as candidates for the office of Chairperson.

Nominations for membership shall be as follows:

Private Sector Appointments: Private sector appointments shall include representatives of business in the local area, who: are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority; represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and are appointed from among individuals nominated by local business organizations and business trade associations. A majority of the members of the local board shall be representatives of business in the local area as described in paragraph 107 (b) (2) (A) (i-iii), WIOA.

Education Appointments: Education representatives shall be appointed in accordance with the Workforce Investment and Opportunity Act, 113-128, which states that each local board shall include representatives of entities administering education and training activities in the local area and shall include a representative of eligible providers administering adult education and literacy activities under title II; shall include a representative of institutions of higher education providing workforce investment activities (including community colleges). 107 (b) (2) (C) (i, ii) WIOA. School Superintendents will serve on the Workforce Board until the expiration of their term with the respective School Board or until resignation. One School Superintendent will serve as a Board member and the position will rotate between the three counties' superintendents on an annual basis.

Labor Appointments: Representatives of labor organizations shall include representatives of labor organizations (for a local area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organizations) other representatives of employees and also shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in

the area, if such a program exists. Labor representatives will serve on the Workforce Board until the expiration of their position with their respective labor organization or until resignation. 107 (b) (2) (B) (i, ii), WIOA.

Economic Development Appointments: Shall include a representative of economic and community development entities. Economic Development positions will serve on the Workforce Board until the expiration of their county positions as Economic Development Council representatives. 107 (b) (2) (D) (i) WIOA.

Mandatory Partners: Representatives shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area and shall also include an appropriate representative of the programs carried out under Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the local area. 107 (b) (2) (D) (ii, iii) WIOA.

Other Appointments: May include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; may also include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth; may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment; may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; may include representatives of philanthropic organizations serving the local area; and each local board may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate. 107 (b) (2) (B) (iii, iv) (C) (iii) (D) (iv, v) E, WIOA 113-128; (CSGC by-laws, Pg. 6, #3, attachment 2)

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

Terms of Office: In order to comply with regulations, the initial appointment of Board members shall be staggered terms of one (1) to three (3) years. The initial appointment shall be as follows with all succeeding appointments to be for a term of three (3) years.

INITIAL TERMS OF BOARD MEMBERS

<u>Bay County</u>	
Private Sector	1, 2 & 3 years
Education	1 year
Labor	1 year
Economic Development	1 year
CBO	1 & 2 years
<u>Franklin County</u>	
Private Sector	1, 2 & 3 years
Economic Development	1 year
Education	1 year
CBO	1 year
<u>Gulf County</u>	
Private Sector	1, 2 & 3 years
Education	1 year
Labor	1 year
CBO	3 years

(See Attachment 2 - Bylaws) (CSGC Bylaws Pg. 7, #4)

- iii. The process to notify the CEO of a board member vacancy to ensure a prompt nominee; vacancies will occur on a routine basis.

In accordance with Section 107 (a), WIOA, a Local Workforce Development Board (LWDB) shall be certified by the Governor. LWDB vacancies will occur on a routine basis. Any vacancy shall be filled in the same manner as the original appointment in accordance with Section 107 (b) (1), WIOA 113-128. CareerSource Florida staff shall be advised of any changes in membership. Every effort will be made to fill vacancies within 45 days. (CSGC by-laws, Pg. 5, last paragraph, attachment 2)

- 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;

Board members who are statutorily designated members of the Board pursuant to WIOA may, at the Board member's discretion, appoint a permanent designee to

serve on the Board in the Board member's absence, subject to the Board's acceptance of the designee by regular vote. The Board member shall retain the right to attend and vote (except for non-voting members) at any and all regular meetings, but the permanent designee, once accepted by the Board, may, in the Board member's absence, attend and vote (except for those non-voting members) at any and all meetings. Such attendance and voting by the designee, shall be as if the Board member attended and voted himself/herself for all By Law attendance and voting requirements, including, but not limited to, establishing a Board quorum.

Members of the Board or their approved permanent designees that represent organizations, agencies, or other entities shall be individuals with optimum policy making authority within the organizations, agencies, or entities. A majority of the members of the local board shall be representatives described in paragraph (2) (a) (1) above. The importance of minority and gender representation shall be considered when making appointments to the Board. (CSGC by-laws, Pg. 5g, attachment 2)

- v. The use of technology, such as phone and Web-based meetings, that will be used to promote board member participation;
Regular meetings of the Corporation shall be announced electronically, and be held each month unless otherwise provided by the Board of Directors. The meetings will be video and teleconferenced between a site in Bay County and a site in Gulf or Franklin County that will be designated and noticed prior to the Board meeting. A calendar of times and sites of the regular meetings shall be distributed among all members of the Board of Directors in a timely manner.
(CSGC by-laws Page 9, #3, attachment 2)

- 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,
The Board of Directors shall meet in accordance with the provisions set forth in Article VII of these By-laws. It shall be the duty and responsibility of each Board member to attend the meetings, and any three consecutive unexcused absences, as determined by the Board, shall be deemed as sufficient reason for replacement of the Board member incurring such absences, unless such member is appointed specifically by law. Non-mandated Board members must attend 50 percent of the scheduled meetings in a six-month period. (CSGC by-laws, Page 3, Sect. 1, 2nd paragraph, attachment 2)

vii. Any other conditions governing appointments or membership on the local board. In accordance with Section 107 (a) of WIOA, a Local Workforce Development Board (LWDB) shall be certified by the Governor. LWDB vacancies will occur on a routine basis. Any vacancy shall be filled in the same manner as the original appointment in accordance with Section 107 (b) (1) of WIOA. CareerSource Florida staff shall be advised of any changes in membership. Every effort will be made to fill vacancies within 45 days. (CSGC by-laws, Page 5, last full paragraph, attachment 2)

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

Each Board of County Commissioners in our LWDA selects a member to attend regularly scheduled LWDB meetings. The local workforce services plan process (including a timeline) was approved by the LWDB, and a draft plan was provided to both the LWDB and CEOs for input/feedback prior to the approval by the respective CEOs.

(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.

CareerSource Gulf Coast Workforce Board – Region 4

John Reeves, Chair
Reeves Furniture & Refinishing Shop
310 Williams Avenue
Port St. Joe, FL 32456
Cell: (850) 625-6727
john@reevesfurniture.com

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

In the January meeting of the LWDB the past workforce services plan was made available to members to refresh them on the kinds of information that would be used in completing the new LWDB plan due to the enactment of WIOA. Board members were requested to give feedback and ideas regarding the development of the plan to staff. The workforce services draft plan was provided to board members prior to the March meeting and was reviewed, discussed and approved in the March meeting of the LWDB.

(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); 20CFR 679.420

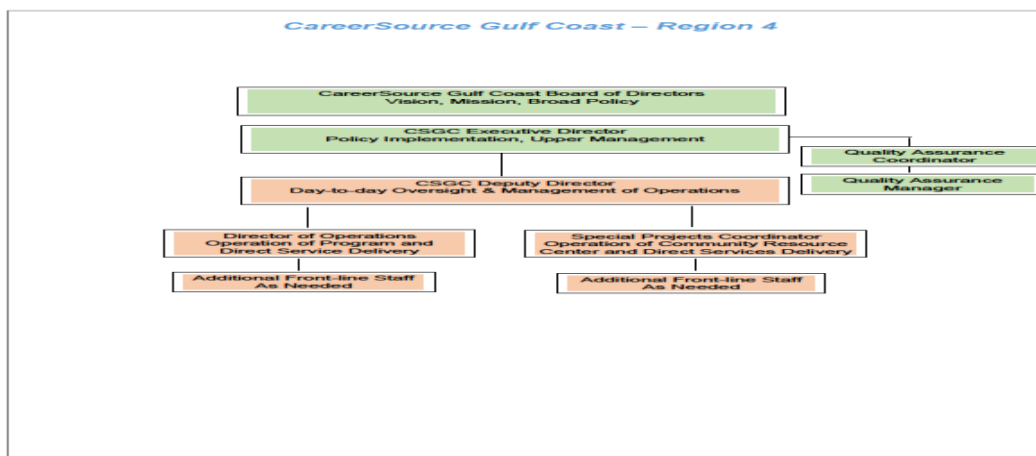
Gulf Coast State College was designated by the CEOs as the grant sub recipient/fiscal agent, selected to receive and disburse grant funds.

- 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 administrative entity for LWDB 4 is the Gulf Coast Workforce Board, d/b/a CareerSource Gulf Coast. Board members selected and hired an Executive Director, who in turn hires staff. Some staff members are empowered to hire additional staff with approval of the Executive Director.

- 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.

Gulf Coast State College (GCSC) has been the fiscal agent for the Gulf Coast Workforce Board d/b/a CareerSource Gulf Coast since the Board was established in 1996 (See Attachment 1 – Interlocal Agreement). GCSC is also the One Stop Operator for the region’s full service job center, an arrangement reached through a competitive process. Part of the mission of GCSC is to provide education and training as a public institution. While there is no contractual agreement with GCSC to provide workforce training, clients may elect to obtain training funded through workforce dollars at GCSC (See Attachment 3 - One Stop Operator Contract). Local Workforce Development Board staff also provide career services as authorized by FS445.07 (6). A firewall exists as described in the Board’s Approved Request to Provide Direct Services (see org. chart below)



(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).

The CareerSource Gulf Coast Job Center is operated by Gulf Coast State College (GCSC) at 625 Highway 231 in Panama City, Florida. The job center houses twelve staff employed by GCSC, eight employees funded through DEO (including Vet staff), special project board staff, Welfare Transition, and SNAP staff. Partner agencies such as Job Corps, Vocational Rehabilitation and others have visiting offices and CSGC provides office space to employers as needed for interviewing purposes. The job center is the front door to workforce services for Bay, Franklin and Gulf Counties. The CareerSource Gulf Coast Board also maintains satellite physical one-stop job centers in Franklin and Gulf Counties when funds permit. Services are also available on-line at www.careersourcegc.com.

- 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.

The hours of operation for the one-stop job center centers are as follows:

- Bay County Center (full service) – Monday through Friday from 8 am – 5 pm
- Gulf County* (satellite) – Monday through Friday from 8 am – 4 pm
- Franklin County* (satellite) – Monday through Friday from 8 am – 4 pm

*Hours of operations for the satellite locations are subject to change based on funding.

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

Gulf Coast State College is the entity that operates the full service one-stop job center. Satellite centers are currently operated by board staff.

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

Gulf Coast State College (GCSC) is the entity that was competitively procured to provide career services in the LWDA's comprehensive one-stop job center. GCSC staff work alongside DEO staff to provide career services in the comprehensive one-stop job center. In satellite centers, LWDB staff provide career services as approved by CareerSource Florida and in compliance with FS 445.

- 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.

Gulf Coast State College is the sole operator of the full service one-stop job center in the region. In conjunction with the CareerSource Gulf Coast Board, Gulf Coast State College 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. The college's CareerSource Gulf Coast Job Center 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.

Pending final policy from the state, CareerSource Gulf Coast (CSGC) has one comprehensive one-stop job center in the region's metro, Panama City. CareerSource Gulf Coast has a satellite Center in Gulf County and shared space in Franklin County.

The CSGC Job Center (one-stop job center) has met the criteria for One Stop Credentialing pursuant to reviews by the Florida Dept. of Economic Opportunity's Programmatic Monitoring Team. At this point, the CareerSource Gulf Coast Comprehensive One Stop meets the requirements of the as-yet unpublished CareerSource Florida Administrative Policy 89 (regarding certification). Based upon CareerSource Florida's white paper on One Stop Career Center Certification, there are only three additional areas (to current credential requirements) which CSGC will need to attest to in order to be considered in compliance.

Effectiveness: Based upon the region's historically high performance on one-stop job center based goals, the Center is very effective. In 2014, CSGC was the top ranked region for placements as defined by the Governor's placement report.

Physical and Programmatic Accessibility: CSGC staff remain abreast of developments regarding improvements to services for persons with disabilities and share that information with Center staff. The Center itself is equipped with wheelchair accessible computer desks, and computer monitors designed for use by the visually impaired. Information is shared with customers regarding the availability of auxiliary aids and services as needed.

Continuous Improvement: CSGC has procedures in place to address all issues related to achieving, managing, and improving performance. The region's EEO officer ensures that facilities and equipment meet the needs of jobseekers with disabilities. The Center Director and Regional Training Coordinator work together to ensure that staff attend training as needed, including Tier I certification and subsequent continuing education. Upon the release of Policy 89 and guidance, CSGC will review the Center's operations in comparison to requirements to make course corrections where necessary.

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 In the Local Workforce Development Area Four (LWDA 4), all but one of the existing Demand Occupations are low wage/high turnover jobs. That one occupation is registered nursing; other occupations in demand (but lower on the list) also fall into the healthcare occupations category, one of the area's emerging industries.

The existing demand occupation industry sectors are primarily hospitality (restaurant and lodging), sales and clerical.

Emerging industry sectors paint a brighter economic picture for the region with Scientific Research and Development services, Offices of Healthcare Practitioners, and other scientific and healthcare-related industries at the top of the list. The fastest growing occupations in the healthcare industry sector are physician assistants and occupational therapists; the professional services industry's top occupation is bioinformatics scientist. These professionals work in areas like pharmaceuticals, medical terminology and medical informatics. The clean tech industry sector, including energy sales, recycling and reclamation, and green construction are all part of the emerging economy to require more education and yield higher wages.

Over the past four years, the manufacturing sector has been trending upward; increasing by 5.4% between September 2014 and September 2015.

B. The employment needs of employers in those industry sectors and occupations. WIOA §108(b)(1)(A)

To meet the needs of employers in demand industry sectors, CareerSource Gulf Coast and its educational partners work closely together to determine the needs of employers and how to translate those needs into the training of potential employees or employed workers. The training institutions have advisory boards made up of representatives from the relevant sectors and also host ad hoc groups for growth sectors such as manufacturing and defense contracts. These relationships have, and continue to guide the development of training. ADN and LPN programs are producing nurses while other healthcare occupation programs prepare students for employment in that sector.

- 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)

Based on emerging and in-demand occupations determined by DEO, the skills and knowledge required to meet the current needs of employers are being met by citizens attending local training institutions. Some professionals have to be recruited from outside of the area (those degrees in higher level science and engineering fields), but most healthcare technician needs are being met. Although not listed as emerging industries, demand has been increasing for manufacturing and transportation (distribution and logistics). CareerSource Gulf Coast funds training in these industries, albeit on a limited basis since there are jobs available which pay a self-sufficient wage and have opportunities for advancement.

- 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)

CareerSource Gulf Coast Region (WDA4)

Panama City MSA

Labor Force and Unemployment

The unemployment rate has declined by 1 percentage point over the year to 5 percent in September 2015. Since the trough of the Great Recession (unemployment rate = 8.7 percent), the unemployment rate has decreased by 3.7 percentage points. The labor force has dropped slightly in recent years (December 2015 labor force = 93,123 from December 2010 labor force = 95,702). In addition, the number of unemployed persons has been declining in recent years (December 2015 unemployed persons = 4,761) The number of employed persons has been on a steady climb since 2010 aside from a brief 1.6% loss for December 2015 as compared to 2014.

Persons with Barriers to Employment

The most recent information on unemployment rates for persons with barriers to employment is for 2013. The WDA4 2013 unemployment rate was 18.7 for disabled persons, 17.2 percent for

American Indians and Alaska Natives, 0.0 percent for Native Hawaiians and Other Pacific Islanders, and 8.2 percent for persons 55 and older.

Education of the Workforce

In 2013, the most common educational attainment level of WDA4 workforce participants from 25 to 64 years old was some college or Associate degree at 37.4 percent, followed by high school diploma (including equivalency) at 30.6 percent, and then bachelor's degree or higher at 22.7 percent. Only 9.3 percent of workforce participants had attained less than a high school diploma.

Mining, Logging, and Construction

In September 2015, the employment was 4,500. The over the year change in September 2015 (+200 jobs, +4.7 percent) was 100 less when compared to September 2014 (+300 jobs, +7.5 percent). The number of jobs in this sector has remained fairly constant over the past year.

Manufacturing

In September 2015, the employment was 3,900. The over the year change in September 2015 (+200 jobs, +5.4 percent) was 200 more when compared to September 2014 (+0 jobs, +0 percent). The number of jobs in this sector has been trending upward over the past four years.

Trade, Transportation, and Utilities

In September 2015, the employment was 16,500. The over the year change in September 2015 (+400 jobs, +2.5 percent) was 100 more when compared to September 2014 (+300 jobs, +1.9 percent). The number of jobs in this sector has been trending upward over the past five years.

Information

In September 2015, the employment was 1,000. The over the year change in September 2015 (-100 jobs, -9.1 percent) was 100 less when compared to September 2014 (+0 jobs, +0 percent). The number of jobs in this sector has been fairly constant over the past two years.

Financial Activities

In September 2015, the employment was 4,500. The over the year change in September 2015 (+0 jobs, +0 percent) was 100 less when compared to September 2014 (+100 jobs, +2.3 percent). The number of jobs in this sector has remained fairly constant over the past two years.

Professional and Business Services

In September 2015, the employment was 8,700. The over the year change in September 2015 (-600 jobs, -6.5 percent) was 800 less when compared to September 2014 (+200 jobs, +2.2 percent). The number of jobs in this sector has been trending downward over the past two years.

Education and Health Services

In September 2015, the employment was 10,500. The over the year change in September 2015 (-300 jobs, -2.8 percent) was 400 less when compared to September 2014 (+100 jobs, +0.9 percent). The number of jobs in this sector has been fairly constant over the past three years.

Leisure and Hospitality

In September 2015, the employment was 14,600. The over the year change in September 2015 (+500 jobs, +3.5 percent) was 200 less when compared to September 2014 (+700 jobs, +5.2 percent). The number of jobs in this sector has been trending upward for over a decade.

Other Services

In September 2015, the employment was 2,800. The over the year change in September 2015 (+0 jobs, +0 percent) was 100 less when compared to September 2014 (+100 jobs, +3.7 percent). The number of jobs in this sector has been fairly constant over the past three years.

Government

In September 2015, the employment was 14,000. The over the year change in September 2015 (+500 jobs, +3.7 percent) was 400 more when compared to September 2014 (+100 jobs, +0.7 percent). The number of jobs in this sector has been fairly constant over the past three years.

Emerging Industries

Health care, professional and personal services industries top the lists of emerging industries. Emerging industries tend to employ a higher percentage in professional occupations.

- 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)

CareerSource Gulf Coast maintains an excellent relationship with local economic development and business organizations. These relationships, coupled with long term partnerships with Gulf Coast State College, Florida State University – Panama City and the local school districts allows us to broker education and training opportunities to meet workforce needs.

From a perspective of strengths, our education partners are led by people with vision and an understanding that flexibility is key to meeting the training needs of a changing economy. Bay County, our most populous, has a population in which 87% of persons twenty-five years of age

and older have at least a high school diploma. That provides a workforce capable of being trained to meet the needs of industry change.

As for weaknesses, only Bay County has experienced a population increase greater than the state average. The labor force for the region has shrunk approximately 1.6% since December of 2014; however, the labor force of the state as a whole has shrunk by nearly 10% over the same time period.

Another weakness in the region relates to educational infrastructure. In order to complete many health care professional certifications, clinical rotations are required. Unfortunately, qualified facilities in this area are at capacity. Some educational institutions are moving towards simulated clinical settings; in Florida, the legislature has passed into law (Chapter 2014-92) rules to allow up to 50% of clinical training to be conducted in a simulated session. While the law is catching up to the needs, the funds to provide the properly furnished environment are still lacking. Locally, Gulf Coast State College has begun integrating simulation technology into its curriculum.

- 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)

Employment & Training Activities – Description and Assessment

EMPLOYMENT

Description

CareerSource Gulf Coast Job Center – Operated by Gulf Coast State College. Comprehensive One Stop provides career services per WIOA (see 134 (c) (2), access to training houses Veteran’s programs, SNAP and WT Programs, SCEP, Wagner-Peyser, Labor Exchange Services, Access and referrals to all required partners.

Assessment

Meets One Stop Certification requirements. Met or exceeded all 2014-2015 Florida Workforce Common Measures. An average ranking of 3.7 for the 2015 monthly Job Placement Report. The Job Center staff attends and completes training as required.

EDUCATION

Gulf Coast State College was established in 1957 as the State’s first public 2-year institution after the Legislature established a network of Community Colleges. The school offers four vocational Bachelor’s Degrees, 13 AS Degrees, 16 AAS degrees and 41 technical, PSAV and Workforce College credit certificates as well as 75 AA degree transfer tracks. The College is accredited by the Southern Association of Colleges and Schools.

GCSC's students who complete vocational programs in demand occupations have high pass rates for state licensing exams. Five year average:

RN - 86.07%
 LPN – 91.2%
 Radiography – 92.7%
 Respiratory Therapy – 91.7%

Students sponsored by WIA/WIOA at GCSC in 2014-2015 had the following:

	ADULTS	DW
Entered Employment	99%	97%
Wage at Placement	\$17.36	\$17.38

Tom P. Haney Technical Center was established in 1968 and is a part of the Bay District Schools. The school offers 16 different programs including Adult Education, and GED. Workforce sponsored programs at Haney include: LPN, Welding, and as appropriate, Aviation Airframe Mechanics and Electrician.

Haney's Vocational programs have a high completion and placement rates:

<u>Program</u>	<u>Completion</u>	<u>Placement</u>
Welding	77%	90%
Aviation	91%	88%
Electrician	100%	100%
LPN	100%	98%

In some cases, individuals obtain sufficient skills to secure employment in the field before training completion

- 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)**

The region receives limited Workforce Innovation and Opportunity Act (WIOA) Youth formula funds and, therefore, depends upon foundation dollars and partner resources.

Program	Description	Assessment
Cornerstone – Gulf Coast State College serves Out of School Youth, aged 16-24,	Cornerstone is funded through WIOA-OSY dollars and other foundation and agency dollars. Cornerstone is	GCSC's Cornerstone Program is assessed for success by meeting performances related to WIOA and

Bay County	housed at the CSGC Job Center and focuses on assisting young people to obtain their GED/diploma and work towards employment that would make them self-sufficient. The program also teaches Financial Literacy and provides opportunities for leadership development through community service.	the Common Measures: (1) Attain a degree/Credential: 92% (2) Literacy/Numeracy Gains: 73% (3) Wage at Placement Rate; \$10.70 To receive credit for performance #1, the student must also be found in employment or post-secondary education after exit.
The Ladder – CareerSource Gulf Coast; serves unemployed, low income youth, aged 18-22, Port St. Joe, FL, Gulf County.	The Ladder is funded through the Jessie Ball DuPont Capacity Building Fund and housed in the Port St. Joe. It provides an intense 12 week classroom based program. Students are provided with uniforms (khaki pants and polos), internships and the opportunity to earn a training allowance. They complete the program with computer software certifications, employability skills training and Dale Carnegie training and a driver’s license.	The Program is the pilot upon which Cornerstone is modeled. It has gone from a 66% successful outcome rate at its beginning to a rate of 88% of youth attaching to the workforce, military service, or post-secondary education.
Growing Minds Center (GMC), Gulf County	GMC gives children and youth with autism and developmental disabilities after school and summer school programs. Activities are based on Applied Behavior Analysis.	CareerSource Gulf Coast provides Ladder interns to the Growing Minds Center.
High School/High Tech. Gulf County	Career exploration, work-based learning, youth leadership opportunities for high school students aged 14-22 with disabilities who are interested in technology-related careers	HS/HT students are offered internship opportunity at CSGC’s Summer Camp

- (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 strategic vision of CareerSource Gulf Coast (CSGC) is to develop strong partnerships that will result in the development of a globally competitive workforce.

Our goals are to:

- Create and sustain a network of partners to provide a guiding force for community prosperity through education, training, developing an economic climate for growing business and jobs, and support the success of our youth.
- Provide the very best service to every customer every day
- Create strong connections between Veterans and our business community
- Facilitate the creation and operation of community based initiatives which support CareerSource Gulf Coast’s goals.
- Partner to create a globally competitive workforce.

The primary indicators of performance under WIOA tie neatly to the details of CSGC’s strategy to support regional economic growth and economic self-sufficiency.

- 1)** Percentage of participants in unsubsidized employment in the second quarter after program exit;
- 2)** Percentage of program participants found in unsubsidized employment in the fourth quarter after program exit;
- 3)** The median earnings of participants referenced in (1), (Youth and Adults/DW);
- 4)** The percentage of Youth participants who obtain a recognized post-secondary credential, secondary school diploma or recognized equivalent while participating or within a year of exit (secondary credential only counts towards performance if the participant is found in employment, training leading to a post-secondary credential);
- 5)** Percentage of Youth participants in a program year who are participating in an education/training program (leading to credential or employment) who are achieving measurable skill gains;

- 6) Percentage of Youth participants found in education, training or employment during the second and fourth quarters after exit (2 measures) and
- 7) Effectiveness of services to employers (not yet defined)

LWDA 04 - CareerSource Gulf Coast									
PY 2014 - 2015 FLORIDA WORKFORCE COMMON MEASURES PERFORMANCE									
July 1, 2014 - June 30, 2015 Outcomes									
Common Measures	Performance 2009-2010	Performance 2010-2011	Performance 2011-2012	Performance 2012 -2013	Performance 2013 -2014	Performance 2014-2015	PY 2014-2015 Performance Goals	% of Performance Goal Met	PY 2015-2016 Performance Goals
Adults:									
Entered Employment Rate	90.80%	93.40%	86.10%	85.40%	94.47%	96.10%	86.00%	111.74%	86.00%
Employment Retention Rate	95.30%	94.70%	92.70%	95.00%	92.77%	95.72%	93.10%	102.81%	93.10%
Average 6-Months Earnings	\$19,247.80	\$20,300.50	\$20,834.60	\$19,718.30	\$17,574.98	\$17,967.07	\$19,093.90	94.10%	\$19,093.90
Dislocated Workers:									
Entered Employment Rate	100.00%	91.90%	76.00%	79.10%	88.04%	91.94%	78.60%	116.97%	90.39%
Employment Retention Rate	100.00%	84.40%	90.90%	91.40%	96.47%	88.17%	91.60%	96.26%	91.60%
Average 6-Months Earnings	\$15,655.80	\$14,989.30	\$15,058.10	\$14,056.60	\$14,669.50	\$16,676.79	\$12,607.20	132.28%	\$14,498.28
Youth Common Measures:									
Placement in Employment or Education	60.50%	55.60%	65.80%	73.70%	78.95%	90.91%	72.80%	124.88%	83.72%
Attainment of a Degree or Certificate	90.70%	71.00%	93.20%	95.50%	82.28%	95.83%	96.70%	99.10%	91.87%
Literacy and Numeracy Gains	0.00%	0.00%	40.00%	0.00%	50.00%	50.00%	36.70%	136.24%	73.40%
Wagner-Peyser:									
Entered Employment Rate	56.00%	58.00%	60.00%	Not Available	64.00%	64.14%	63.00%	101.81%	63.00%
Employment Retention Rate	76.00%	77.00%	73.00%	Not Available	81.00%	83.55%	78.50%	106.43%	78.50%
Average 6-Months Earnings	\$10,667.00	\$11,244.00	\$10,868.00	Not Available	\$11,196.00	\$11,688.05	\$11,100.00	105.30%	\$11,100.00
							Not Met (less than 80% of negotiated)		
							Met (80-100% of negotiated)		
							Exceeded (greater than 100% of negotiated)		

CSGC has a track record of meeting and exceeding performance goals similar to those found within WIOA:

CSGC carefully screens job seekers for referral to employers and also supports and encourages eligible participants in demand occupation training. These two strategies help ensure employment, retention and good wages. A workforce with solid employment and good wages contributes to a robust economy and acts as a resource to attract new business and industry (Goals 1, 2 and 3) and to support the prosperity of existing industry.

In our years of operating youth programming, we maintained a high level of performance of youth obtaining degrees or certificates and closing for education/employment. Our hand-

counts of retention indicate that those we've served "stick" in their positive outcome positions. Although "achieving measurable skills gains" has not been defined, CSGC training participants must provide mid-term and course ending information, which is used to track progress (Goals 4, 5 and 6).

- (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.

CareerSource Gulf Coast (CSGC) has been responsible for carrying out four of the six core programs listed at Section 116 (a) (3) (A)(II), WIOA. CSGC has worked with partners in Vocational Rehabilitation, Adult Education and Literacy Programs over the years and will expand on that base relationship to align resources to achieve our shared vision and accomplish shared goals in our region.

We have already met with our local Vocational Rehabilitation partners to discuss changes for service delivery under WIOA and are working through new and better referral processes to ensure a seamless transition for clients without duplication of services. We are in the early phases of weaving together our employer services for both entities so that we don't inundate employers with several staff visits from different agencies. We have also learned about our ability to use the Partnership Plus program to better serve our Ticket to Work Clients together. We have close connections to our Adult Education partners. All three school superintendents who oversee the Adult Education and Literacy programs for this region are rotating members on our board and we sponsor students into their 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 Gulf Coast (CSGC) has traditionally been a high-performing board and expects to continue this level of excellence under WIOA. Performance is carefully monitored by staff and service providers and corrective action pursued immediately. CSGC will apply the same performance management techniques to achieve efficiency in our operations consistent with factors developed by the State Board.

- (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.

CareerSource Gulf Coast (CSGC) was a recipient of funding under the Disability Employment Initiative and is an Employment Network. This experience has improved our staff's ability to serve jobseekers with disabilities. The full service and satellite job centers have been equipped with technology to assist the legally blind to access services. The full service job center hosts a Disabled Veterans Outreach (DVOP) unit. CSGC and service provider staff are culturally and ethnically diverse and dedicated to upholding non-discrimination standards. Representatives from Vocational Rehabilitation and the Division of the Blind Services attend our Board meetings and provide advice and technical assistance as requested.

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

CareerSource Gulf Coast's Executive Director regularly meets with area education, economic development, local elected officials, regional partners, and business partners to develop a vision and goals appropriate to the region's needs. Our vision and goals are reviewed annually by the LWDB, of which many of our partner agencies are members or attendees.

- (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)

The Federal performance accountability measures, as defined and executed by CareerSource Gulf Coast (CSGC) fully support economic growth and workforce self-sufficiency. By determining employer and business needs, CSGC's job center can make lasting placements which lead to wage increases. The relationship between CSGC, the employer community, economic development and education allows us to broker training that benefits all parties and contributes to economic growth and self-sufficiency.

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

Currently, the performance measures negotiated for CareerSource Gulf Coast (CSGC) are the common measures as expressed under WIA. When WIOA measures are negotiated, CSGC will strive to meet or exceed them.

Common Measures	PY 2015-2016 Performance Goals
Adults:	
Entered Employment Rate	86.00%
Employment Retention Rate	93.10%
Average 6-Months Earnings	\$19,093.90
Dislocated Workers:	
Entered Employment Rate	90.39%
Employment Retention Rate	91.60%
Average 6-Months Earnings	\$14,498.28
Youth Common Measures:	
Placement in Employment or Education	83.72%
Attainment of a Degree or Certificate	91.87%
Literacy and Numeracy Gains	73.40%
Wagner-Peyser:	
Entered Employment Rate	63.00%
Employment Retention Rate	78.50%
Average 6-Months Earnings	\$11,100.00

- (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)

CareerSource Gulf Coast (CSGC) uses a variety of methods to measure performance and effectiveness of the fiscal agent, service providers, and one-stop system. All of these components of the CSGC system are monitored by our Quality Assurance team and our fiscal department undergoes a state and independent audit annually, making for three reviews per year against approved tools. In addition to formal monitoring by the QA team, the CSGC system is reviewed by Department of Economic Opportunity teams.

On a monthly basis, CSGC staff produces a report using indicators of performance to meet state and federal goals (where possible). The data systems, queries and formulas to which we have access are used to allow management to review and make course corrections and to present a monthly “plain English” report to the Board.

<i>Indicator</i>	<i>Common Measures</i>	<i>Performance Funding Model</i>
Closed with Employment	Entered Employment and Retention Rate; found employed 2 nd quarter after exit	Unemployed Entered Employment, no earnings previous quarter
Wage at Placement (Entered Employment)	Average 6-month earnings-of those who entered employment	Average Earnings 2 quarters following exit-all exiters
Employer visits, Job Development, Referrals, Employers Served	*WIOA indicators of service for employers yet to be defined	Business engagement

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



Board Policies

25. TITLE: Self-Sufficiency Definitions
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1. **PURPOSE:**

In the process of developing the CareerSource Gulf Coast Local Workforce Services Plan, definitions of self-sufficiency had to be developed for certain customer groups. To this end, the following definitions apply in Region 4.

2. **POLICY:**

Adult and Welfare Transition:

Self-sufficiency is defined as an income, based on family size that exceeds 200% of the Federal Poverty Level or the LLSIL (Lower Living Standard Income Level), whichever is higher.

Dislocated Worker:

Self-sufficiency is defined in this case to be an income which is at least 80% of the income level at the time of dislocation.

Employed Worker:

The CareerSource Gulf Coast definition of a self-sufficient employed worker is defined as a worker earning over 200% of the federal poverty level or LLSIL (whichever is higher for family size) OR a worker not in danger of losing employment without training OR a worker who would not have an opportunity for advancement after training is considered self-sufficient.

Date Adopted/Amended: September 30, 2002

Date Amended and Approved: February 16, 2010

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

The Board maintains communication with and provides information to all partners detailing the services and resources available and makes training and use of the Job Center's facility available upon request. Under the direction of the CSGC management, joint meetings, workshops and webinars are used to maximize resources within the region and ensure all programs are aware of each other's' services. The continued involvement, close working relationships, and strong communication help to avoid duplication of services offered by other organizations.

All workforce providers will confirm that participants are not already being served by another provider and will enter participant data into appropriate databases promptly. To avoid duplication of services, the Job Center will promptly record all supportive services and case notes into the Employ Florida Management System and collaborate with other community partner agencies, as appropriate.

- (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 Gulf Coast has been a member of all economic development organizations, both regional and local, since it was chartered as a workforce region in 1996. Our board believes that close partnerships with both economic development and education partners are critical to successful workforce solutions for participants of our programs and for the business community, as well as for the economic prosperity of the region as a whole. Our administrative offices are co-located with the Bay County Economic Development Alliance on the campus of Gulf Coast State College where we work together in an Economic and Workforce Center of Excellence. Through this co-location and partnership we are constantly working together to assist in the attraction of new businesses to the region as well as sustaining and expanding existing businesses. We are aware of all project activities and are

often part of the team that works with new business prospects considering our region for re-location or start up. Additionally we are supportive of the Millaway Institute, located on the campus of Gulf Coast State College.

The Millaway Institute for Entrepreneurship (M.I.E.) is a commercial and social accelerator that supports our community of innovators and aspiring entrepreneurs. The Institute helps inventors and entrepreneurs as they explore transformation of ideas into commercial products, services, and companies.

CareerSource Gulf Coast's Executive Director is also a member of the Business Innovation Center's (BIC) Board of Directors, which is an entrepreneurial incubator housed at Florida State University - Panama City Campus. She works with the BIC to assist entrepreneurs forming new businesses with appropriate employment services and resources.

- (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 Gulf Coast (CSGC) has closely partnered with our counties' secondary and post-secondary training providers since our establishment in 1996. CSGC will continue to coordinate activities with our education partners in the local area, coordinating resources to avoid duplication of services. CSGC spearheaded the development of a Career and Technical Education Council, which resulted in the partnership between CSGC, the local State College and Bay District Schools to create a Career-Technical Education Director for the county. This person is charged with strengthening the linkage between secondary and post-secondary K-20 education. The CTE Director maintains close working relationships with Bay District Schools, Florida State University – Panama City, Gulf Coast State College, and Chambers of Commerce, economic development organizations, labor unions and business to broker training to meet workforce and employer needs.

In the spring of 2014 these primary partners (Bay District Schools, CSG, Gulf Coast State College and the Bay County Economic Development Alliance) came together to discuss the need to develop strategies to improve outcomes for youth, reaching as far down as birth. This initiative, Alignment Bay County, is patterned after and advised by Alignment Nashville (AN). This collective impact organization brought together community/business leaders,

community organizations, local government and education partners to coordinate resources for the benefit of the K-12 students. The organization develops desirable long term outcomes with mid-term and short-term goals along the way. The Alignment Nashville model has seen major successes in the 12 years since its establishment: a twenty percent increase in high school graduation, a dramatic reduction in teen birth rates (from 42.9 in 2007 to 15.6 in 2013), increases in attendance and reductions in healthcare issues.

Alignment Bay County (ABC) has passed its developmental stage and has begun establishing goals. The four long term goals developed by ABC are:

1. Support children’s health and well-being, birth to career
2. Improve student achievement for every student
3. Increase career and college readiness
4. Increase civic/community/family involvement in all schools

CareerSource Gulf Coast (CSGC) has been, and continues to be, engaged in education and community initiatives tied to workforce investment. CSGC currently supports the cross-regional Florida TRADE grant, the Bay-Walton Sector Plan (aka the West Bay Sector Plan) and is engaged in a proposal to USDOL with the University of West Florida, Pensacola Junior College, Okaloosa Walton State College, Chipola State College, Gulf Coast State College, and the CareerSource Board for the LWDAs 1-4.

- (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)

CareerSource Gulf Coast (CSGC) serves an area with extremely limited public transportation options. In Franklin and Gulf counties, public transportation is limited to serving the disabled, elderly, indigent transportation disadvantaged and veteran’s, to medical appointments and grocery shopping. Even those services are very limited and costly. In Bay County, there is a Trolley (bus) system, but it is still developing, has limited routes, hours, and funding. Services are difficult to use as timeliness and convenience are not guaranteed. It can take up to three hours for a mother to get her children to daycare and herself to work due to routes and transfers. Where applicable and when funds allow, CSGC provides Trolley passes and gas cards to allow participants to engage in employment and training activities. Trolley services do not run on Sunday or before 6:00 a.m. or after 8:00 p.m.

- (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)

CareerSource Gulf Coast Job Center houses all DEO partner programs available (LVER, DVOP, Wagner-Peyser), as well as WIOA, TANF/WT and Disability Program Navigator. Currently, the Senior Community Employment Program has office space in the job center. All partners are integrated into operations and function as part of the system as a whole.

- (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)

CareerSource Gulf Coast has existing partnerships with providers of adult education and literacy. We currently refer clients to adult education for Literacy, diploma attainment and General Equivalency diploma preparation and ESOL programs as appropriate. Any applications submitted to the Board will be reviewed consistent with the requirements of Title II, Section 232.

- (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.

CareerSource Gulf Coast partners with the Division of Vocational Rehabilitation and the Division of Blind Services through Memorandum of Understanding. The purpose of the MOU is to facilitate cooperative workforce training and employment placement efforts. The goal for the MOU and the work undertaken by all three entities is to facilitate cooperation,

collaboration and coordination including planning, referrals and preventing duplication for the advancement of our mutual clients. (See Attachment 4)

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.

All the required partners are involved with the one stop delivery system. The CareerSource Gulf Coast job center provides the full array of employment services and connects customers to work-related training and education. CareerSource Gulf Coast provides high-quality career services, referrals to education and training, and supportive services needed by customers to get good jobs and stay employed. The CSGC job center also provides excellent services to businesses so that they can find skilled workers.

CareerSource Gulf Coast's job center staff creates and nurtures ongoing relationships with employers to make them aware of education and training opportunities such as on the job training, incumbent worker training and employed worker training.

The local workforce development board directly manages or has administrative oversight of a wide-range of core programs. Coordination is managed within a direct line of supervision which ensures coordinated service delivery and accountability.

The Six CORE WIOA Programs are outlined below:

- WIOA Title I (Adult, Dislocated Worker and Youth formula programs) administered by Department of Labor (DOL)
- Title II – Adult Education and Literacy programs administered by the Department of Education (DoED)
- Title III – Wagner- Peyser employment services administered by DOL; and
- Title IV – Rehabilitation Act of 1973 programs administered by DoED.

WIOA Title I	Youth Employment & Training	WIOA Youth program services include the attainment of a high school diploma or its recognized equivalent, entry into postsecondary education, and individualized delivery of 14 types of career readiness opportunities.
	Adult Employment & Training	WIOA Adult program services include career services, training services and job placement assistance. Priority is given to recipients of public assistance, other low income individuals, veterans, and individuals who are basic skills-deficient.
	Dislocated Worker Employment & Training	WIOA dislocated worker program services target individuals who lost jobs due to plant closures, company downsizing, or some other significant change in market conditions. In most cases, eligible workers are unlikely to return to their occupations, and they must be eligible (or have exhausted) unemployment compensation.
WIOA Title II	Basic Education for Adults	Adult Education and Literacy services include: adult education; literacy, workplace, family literacy, and English language acquisition activities; and integrated English literacy and civics education, workplace preparation activities, and integrated education and training.
WIOA Title III	Wagner Peyser Employment Services	Wagner Peyser Employment Services, often referred to as basic labor exchange services provide access to employment services to all job seekers including job search preparation and placement assistance services. Employers may receive general or specialized recruitment services through self-service or staff assisted job orders.
WIOA Title IV	Vocational Rehabilitation Services	Vocational Rehabilitation programs provide training services to help eligible individuals with disabilities become employed. The priority is competitive, fulltime employment. Depending on the individual's disability and functional limitations, however, other outcomes such as part-time employment, self-employment, or supported employment are also appropriate. Services focus both on helping high school students plan as they prepare for transition to work, as well as delivery of a range of individualized adult services.

In addition to the core programs, for individuals with multiple needs to access the services, the following partner programs provide access through the LWDA job centers:

Programs	Contributors/Roles/Resources
Career and Technical Education (Perkins)	<ul style="list-style-type: none"> • Board and planning representation • Co-location of staff onsite at the campuses • Adult Education – basic skills training, GED training and testing • Post-Secondary- occupational Skills Training through ITAs • Job placement assistance • Promotes CareerSource Gulf Coast programs and services on their campuses by providing collateral materials flyers etc. • Involves CareerSource Gulf Coast management staff on their Advisory Boards
Job Corps	<ul style="list-style-type: none"> • Coordination of referral between entities • Provide access to space as needed onsite at the LWDA job centers • Adult education and occupational skills training • Job placement assistance • Promotes CareerSource Gulf Coast programs and services in their offices by providing collateral materials, flyers etc.
Local Veterans' Employment Representatives and Disabled Veterans' Outreach	<ul style="list-style-type: none"> • Co-located in CareerSource Gulf Coast job center • Promotes CareerSource Gulf Coast's programs and services as appropriate • Provides a linkage between CareerSource and Veteran Community • Job Placement assistance • Coordination of Services between Veteran's and partner programs
Senior Community Service Employment Program	<ul style="list-style-type: none"> • Planning and coordination of services • Co-location of staff onsite at the LWDA job centers

	<ul style="list-style-type: none"> • Job placement assistance • Promotes CareerSource Gulf Coast programs and services • in their offices by providing collateral materials flyers etc.
Temporary Assistance for Needy Families (TANF)	<ul style="list-style-type: none"> • Planning and coordination of services • Co-location of staff onsite at LWDA job centers
Trade Adjustment Assistance Programs	<ul style="list-style-type: none"> • Planning and coordination of services • Co-location of staff onsite at LWDA job centers
Unemployment Compensation Programs	<ul style="list-style-type: none"> • CareerSource Gulf Coast provides information and local navigation assistance to support DEO's centralized State Unemployment Compensation program.

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

CareerSource Gulf Coast continually seeks out opportunities within the region to develop Workforce Services Agreement with partner organizations including community-based, faith-based, and/or nonprofit organization, as well as employment, education, and training programs that align with our vision mission and strategic goals. Ongoing partnership development is paramount to our success by ensuring that we are sharing promising and proven practices by doing what is best for our communities to enhance the overall economic development.

To demonstrate this point, CareerSource Gulf Coast manages/oversees several optional workforce programs through its centers and CareerSource Gulf Coast staff, which include:

- Supplemental Nutrition and Assistance Program (SNAP) Employment and Training program;
- SSA Employment Network and Ticket to Work program;
- Military Family Employment Advocate Program
- Summer Youth Leadership Program (Gulf County Only)
- Older Youth "Ladder" Program (Gulf County Only)
- Apalachicola Oyster Shelling Program (Franklin County Only)
- TANF/WT

- 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).

The LWDB, with the agreement of the chief elected official, developed and entered into a Memorandum of Understanding between the local board and the following one-stop partners. Please find attached a copy partner agreements.

*DOE Division of Blind Services

*DOE Division of Vocational Rehabilitation

*Bay District Schools

These MOUs will be re-written as we work through improved referral/collaborative processes, but we have been told that the approval process may take months.

(See Attachments 4 and 5 for proposed MOUs with our core partners).

(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 job center delivery system, including one-stop job center operators and one-stop job center 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. Describe how the LWDB incorporates feedback received during consultations with local Independent Living Centers regarding compliance with Section 188 of WIOA. WIOA §108(b)(6)(C)

CareerSource Gulf Coast requires the one stop operator and all of its partners to comply with the Americans with Disabilities Act. At least once a year, the one stop center monitors program activities and performs facility accessibility checks to ensure universal access. The one stop center has software and equipment available to individuals with a disability including but not limited to handicap accessible doors, bathrooms, computers/computer desks, document reader/computer screen magnifier, and video phone. In addition, all one stop center staff and partners receive disability training as part of the on boarding process and are also required to complete additional disability training annually.

The CareerSource Gulf Coast region does not include a full Independent Living Center, however, the satellite center (The Disability Resource Center) was housed in

the Job Center and their input was sought and implemented in the process of ensuring that the Job Center was properly built for job seekers with disabilities.

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

CareerSource Gulf Coast job centers in our local area assist job seekers with disabilities in all programs, and our region annually assesses physical and programmatic accessibility. This includes, but is not limited to, ensuring assistive technology and materials are in place, and front-line staff members are trained in the use of this technology.

In addition, CareerSource Gulf Coast and its partners located within the career centers ascribe to the principles of universal design of the facility, materials, service delivery and technology whenever and wherever possible and practical, including the following seven core principles:

1. Equitable use – the design is useful for people with diverse abilities
 - a. The same means of use is provided for all users: identical whenever possible; equivalent when not.
 - b. We avoid segregating or stigmatizing any users.
 - c. Provisions for privacy, security, and safety are made equally available to all users.
2. Flexibility in Use - the design accommodates a wide range of individual preferences and abilities.
 - a. We provide choice in methods of use.
 - b. We provide adaptability to the user's pace.
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.
 - a. We eliminate unnecessary complexity.
 - b. We try to always meet user expectations.
 - c. We accommodate a wide range of literacy and language skills.
4. Perceptible Information - the design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities.

- a. We use different modes (pictorial, verbal, written) for redundant presentation of essential information.
- b. We maximize "legibility" of essential information.
- c. We make it easy to give instructions or directions.

5. Tolerance for Error- the design minimizes hazards and the adverse consequences of accidental or unintended actions.

- a. We arrange facility furniture, equipment and walkways to minimize hazards and hazardous elements are eliminated, isolated, or shielded.
- b. We provide fail safe features.

6. Low Physical Effort - the design can be used efficiently and comfortably and with a minimum of fatigue.

- a. Allow user to use reasonable operating forces.
- b. Minimize repetitive actions.
- c. Minimize sustained physical effort.

7. Size and Space for Approach and Use - appropriate size and space is provided for approach, reach, manipulation, and use regardless of user's body size, posture, or mobility.

- a. We always attempt to provide a clear line of sight to important elements for any seated or standing user.
- b. We make reach to all components comfortable for any seated or standing user.
- c. We provide adequate space for the use of assistive devices or personal assistance.

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 Gulf Board facilitates access to services by offering services at multiple physical locations. There is one comprehensive job center in the region (Bay County) along with satellite offices at Gulf Coast State College, Port St. Joe, and Apalachicola. In addition, the LWDB partners with local agencies including the public library system, educational institutions, local chambers of commerce, and military bases to promote services at the physical locations and through the Employ Florida Marketplace (EFM) website. Through EFM, both employers and jobseekers can access services at any time.

For clients accessing Welfare Transition services in the outlying counties, Skype is provided so that they connect with their case manager in Bay County. All documentation that requires collection is scanned and sent in by staff in the remote counties.

(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)

CareerSource Gulf Coast advocates and supports an integrated information system at the state and local level that would allow entities that carry out core programs to better coordinate service delivery for mutual customers and cross program referrals. We will work with state and local organizations to improve customer services and program management by exploring and possibly implementing integrated intake, case management and reporting systems. Wherever possible CareerSource Gulf Coast will maximize the utilization of technology to consolidate, streamline services and enhance the overall customer experience.

CareerSource Gulf Coast has established policies that address the integration of services for the region's career centers that support a customer-centered, fully integrated service delivery system that ensures customers and employers have maximum access to the full range of education, employment, training and supportive services offered through the programs available under WIOA.

These career center policies are clearly referenced in our MOUs and reflect that an appropriate combination and integration of services are made available directly or through partner program referrals. Customers experience a "common front door" at our centers for all one-stop partner programs supported by common registration where possible. Formal and informal assessments evaluating basic skills, career interests and aptitudes are shared with partner programs thus avoiding duplication in service provision.

Whenever possible our intake, case management, and data systems are also integrated between partners to allow for efficient service access. Where systems are not fully integrated at this time, conversations have been conducted between CareerSource Gulf Coast and the partners in an effort to promote this integration. It is our intent to continue this dialogue between partners to continue to advance our efforts. CareerSource Gulf Coast Memorandum

of Understanding (MOU) with core program entities and other key partners, document agreed-to strategies to enhance service provision to employers and jobs seekers.

(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)

CareerSource Gulf Coast follows the procurement process outlined in our Administrative Plan to select a one-stop operator: The board may issue a Request for Proposal (RFP) for Workforce Program services. The RFP shall provide a clear and accurate description of services to be provided, provide for open and fair competition encouraging small and minority-owned business sources to apply, specify information regarding when the proposals shall be due that will give the proposers sufficient time to prepare their proposals, and specify criteria which shall be used to determine the award. Requests for Proposals may be advertised a minimum of three (3) days in a daily paper and one (1) time in a weekly paper of the county(s) where Workforce Program services are being solicited. The Board will also seek to advertise in local minority publications when possible. When the RFP will result in a sub-recipient relationship, a committee as determined by the Board Chair will evaluate each proposal. Steps shall be taken to ensure that each rater adheres to the established Conflict of Interest Policy. Raters will be furnished with a copy of each proposal and a rating sheet for evaluating each proposal. Proposals will be judged on the potential contractors' ability to perform successfully under the terms and conditions of the proposal, with additional consideration given to such matters as contractor integrity, record of past performance (if available), financial and technical resources or accessibility of other necessary resources. Upon completion of the proposals' rating, a summary shall be made by averaging the ratings. The decision of the committee shall be presented to the CareerSource Gulf Coast Board for final consideration and approval. In instances where the RFP will result in a vendor relationship or agreement, staff members may rate said proposals without the Board Chair's appointment of a rating committee. The approval for vendor agreements by the board is given and understood by the board.

(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)

We will wait on the policy prior to implementing any additional criteria or any higher levels of service for system improvement.

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 Gulf Coast (CSGC) is charged with serving Bay, Franklin, and Gulf counties in Florida's northwest. CSGC is focused on creating a globally competitive workforce to facilitate economic development, and to promote prosperity for existing and future business and industry, as well as our communities.

CSGC contracts Job Center services to Gulf Coast State College for our full-service One Stop in Panama City, Florida. Two satellite centers, one in each of our rural counties, are staffed by Board employees. CSGC works closely with service providers and partners to ensure that programs are aligned to the greatest extent possible.

CSGC Workforce System Core Programs include:

- WIOA Adult, Dislocated Worker and Youth Services
- Wagner-Peyser Labor Exchange services
- Trade Adjustment Assistance through DEO staff
- Welfare Transition (TANF) services
- Local Veterans Employment & Disable Veterans Outreach Programs
- RESEA
- Senior Community Employment Program
- Supplemental Nutrition Assistance Program
- Ticket to Work

Referral Partnerships had been in place for Vocational Rehabilitation, Division of Blind Services and Adult Education. We are in the process of working with these partners to develop closer service delivery processes.

(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 Gulf Coast (CSGC) issues Requests for Proposals (RFP) for workforce program services. The RFPs provide a clear and accurate description of services to be provided, provide for an open and fair competition encouraging small and minority owned business sources to apply, specify information regarding when the proposals shall be due that will give the proposers sufficient time to prepare their proposals, and specify criteria which shall be used to determine the award.

Requests for Proposals are advertised a minimum of three (3) days in a daily paper and one (1) time in a weekly paper of the county(s) where workforce program services are being solicited. The Board also seeks to advertise in local minority publications when possible.

A rating committee as determined by the Board Chair evaluates each proposal. Steps are taken to insure that each rater adheres to the established Conflict of Interest Policy. Raters are furnished with a copy of each proposal and a rating sheet for evaluating each proposal. Proposals are judged in the potential contractors' ability to perform successfully under the terms and conditions of the proposal, with additional consideration given to such matters as contractor integrity, record of past performance (if available), financial, and technical resources or accessibility of other necessary resources. Upon completion of the proposals' rating, a summary is made by staff averaging the ratings. The decision of the committee is presented to the CareerSource Gulf Coast Board for final consideration and approval.

The approval of the proposal by the Board provides approval for only the program concept and the total funding amount, which may be contracted. It does not provide approval for any proposed unit cost(s) or for any specific terms and conditions. These details are negotiated after a full review and discussion of the proposed program and cost between proposer representatives and Board staff. Occasionally, special requirements may exist where commodities or services may be purchased on a "sole source" non-competitive basis. These conditions may exist when a commodity or service is available from one vendor, with no known competitors capable of satisfying the requirements; the necessity or emergency for the item will not permit a delay resulting from competitive solicitation; the awarding agent authorizes non-competitive process is found to be inadequate; on-the-job training (OJT) contracts, except OJT brokering contracts which are selected competitively; or enrollment of individual participants in classroom training. Educational services paid through Individual

Training Accounts are only procured from training providers on the Eligible Training Provider List. The Board minimizes the use of “sole source” procurements to the extent practicable, but in every case, the use of “sole source” procurements will be justified or documented.

CSGC staff may provide direct services as allowed under Florida statutes and the local direct services plan.

- (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)

The universal nature of the CareerSource Gulf Coast (CSGC) Job Centers allows individuals with barriers to employment easy access to services. In addition, to being the universal “go-to” site for assistance, job centers are home to Veterans Services (LVER, DVOP and Military Spouses), TANF and SNAP services and, in the full service job center, Ticket to Work programming. Area correctional institutions are well aware of and refer exiting inmates to employment, training, education and support services through the Centers. We also have staff participate on advisory boards of the prisons and present to groups of inmates as they go through the prison system’s exit program. Year-round marketing and community partners facilitate awareness of, and access to our programs.

CareerSource Gulf Coast maintains a website with access to the Employ Florida Marketplace and a calendar of hiring events and workshops. A “hot jobs” link is updated daily with new employment offerings. The website also provides information on pre-employment and skills training.

The comprehensive job center and satellite centers have computer labs and staff to assist clients in job search as needed. All locations host hiring events at employer request and work with partners to publicize the events to all populations, including individuals with barriers.

There are two primary providers of education and training in the LWDA. CareerSource Gulf Coast stations career managers at Gulf Coast State College, Panama City and the Gulf-Franklin campus. Tom P. Haney Technical Center, Panama City also hosts career managers on site. By

being co-located, CSGC can facilitate career pathway opportunities for eligible individuals. To maximize resources, students are co-enrolled (when possible) in other partner programs for which they are eligible. Career Managers are versed in the concept of career pathways and therefore able to knowledgeably present the opportunity to clients. Further, by maintaining career managers who understand the challenges of first time post-secondary students, CSGC ensures that individuals with barriers have the additional support needed to achieve success.

- (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)

Key industry sectors for our region are: Health Services, Manufacturing, Homeland Security/Law Enforcement, Logistics and Distribution, Information Technology, Financial and Professional Services and Aviation and Aerospace. We work well with our business partners as well as economic development and education partners to ensure that we are balancing the need to follow the targeted occupations list with horizon jobs. Since we operate as a demand driven system, we know that it is critical to align the timing of training individuals into key sectors to the availability of jobs for the graduates. We were instrumental in assisting our local technical center in developing an FAA certified Airframe and Powerplant Academy as our new airport was coming on line, in anticipation of attracting new aviation and aerospace businesses to the space available both inside and outside the fence at the airport. We continue to work closely with our economic development organization to attract industry to the airport, but have limited our funding for the A and P program as the jobs are not yet available. We continue to monitor this issue, and in fact are usually part of the team that meets with business prospects. Depending upon the needs of the employer or prospect we work closely to identify a training source, the local talent readily accessible through the Employ Florida Marketplace, (including those with transferable skills) and collaborate with local partners to develop a plan for providing the workforce needed. We work in partnership with CareerSource Florida as well to make sure that prospects are aware of all incentives at the state level, including training incentives. Initiatives that we have participated with are the Florida Trade Grant, a manufacturing sector initiative whereby we worked with our state college, the regional manufacturing council and manufacturing businesses to identify training candidates, provide training and placement into manufacturing jobs. We are currently working on a regional grant to provide training and internships for the health services sector and working with the Florida Healthcare Workforce Initiative to find out issues facing our

healthcare industry partners. Our process for aligning training for demand driven sector opportunities is fluid and entirely based upon the demands of our business partners.

- (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)

Initiatives with which we have participated are the Florida Trade Grant, a manufacturing sector initiative where we worked with our state college, the regional manufacturing council and manufacturing businesses to identify training candidates, provide training and placement of the participants into manufacturing jobs. We are currently working on a regional grant to provide training and internships for the health services sector and working with the Florida Healthcare Workforce Initiative to find out issues facing our healthcare industry partners. We have good relationships with business partners across a number of industry sectors. We participate with our chambers of commerce, regional and local economic development organizations, regional manufacturers' council, the defense contractors' roundtable group as well as ad hoc committees formed to focus on specific industry issues.

- (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)

CareerSource Gulf Coast (CSGC) staff receives the Regional and State Demand Occupations list annually from the Department of Economic Opportunity. Staff compare the Regional list with locally available training programs, historical employment needs and employer requests. Board staff strike through occupations without area approved training providers, insufficient local openings and historically (locally) low-paying occupations. For example, although Police and Sheriff's Patrol Officers has appeared on the Regional List for years, actual hiring is so limited that sponsoring individuals into Law Enforcement training (other than Corrections Officer) has rarely resulted in employment.

After performing these proposal edits and notifying ETPL providers (if applicable), staff request that providers submit any training programs they believe to be in demand. Staff review these applications and, for those that meet income and annual opening criteria, take the applications and proposed list to the Board. Members review and request additional information, sometimes suggesting additions to the list themselves. Staff research the latter and bring the proposed list back to the Board for discussion and final approval.

(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;

CareerSource Gulf Coast uses a variety of methods to engage employers in the region. As part of our strategy, the business services team sets annual goals for the number of employers engaged and retained. Specifically the team contacts employers through on-site visits, informational mailings, telephone contact, and electronically through email and social media. As part of that outreach, the team targets employers connected to in-demand industry sectors and small businesses. The CareerSource Gulf Coast Board also implements a marketing campaign that includes community/public relation activities, digital, radio, television and print advertising, and printed collateral material (brochures, flyers etc.) to build awareness and stimulate usage of the workforce system programs.

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

A large part of employer engagement strategy involves community relations. CareerSource Gulf Coast actively participates in economic development and local chamber of commerce activities, as well as other community/industry focused groups. As a result of community involvement, CareerSource Gulf Coast is able to establish and build strong relationships with area employers. These relationships allow us to understand their needs and then offer solutions through our services.

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

The CareerSource Gulf Coast Board actively participates in local and regional economic development activities which allows us to consistently be included in business roundtables regarding the state of the workforce, hear firsthand from prospective, existing and expanding employers the workforce and training needs that they have, and to understand the challenges and successes our education partners have in delivering training. We will continue to utilize these opportunities to better coordinate the delivery of services/programs. In addition, the CareerSource Gulf Coast Board recently partnered with the Bay County Economic Development Alliance (EDA) to form the Economic Development Center of Excellence whereby both organizations are located in the same building. The close proximity has allowed for improved communication and better coordination.

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

CareerSource Gulf Coast will continue to strengthen the linkage between one stop delivery services and unemployment insurance programs by actively promoting our services to individuals filing a claim or receiving benefits. For example, when individuals register in EFM and identify as a claimant, an ACSGC representative contacts them to provide an orientation of one stop services. In addition, CareerSource Gulf Coast actively participates in the RESEA program which provides assessments, labor market information, employment plans and job referrals to claimants likely to exhaust their benefits. Lastly the region, hosts workshops for employers Connect, the unemployment compensation system and also uses that as an opportunity to promote one stop services.

- (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.

CareerSource Gulf Coast's (CSGC) Board Policy #45 establishes that CSGC will ensure that priority of services will be given to recipients of public assistance, other low-income individuals and individuals who are basic skills deficient. Priority to these groups is woven into priority for veterans and eligible spouses. The procedure calls for staff and service providers to promote available services to participants in workforce system programs such as LVER, DVOP, Military Spouse, SNAP and Welfare Transition. Staff will also conduct outreach through community partners which serve the targeted groups.

Since we cannot predict the level at which individuals will access services, we must create an eligibility criterion for non-covered individuals. To that end, CSGC Policy 45 directs that these applicants must meet an income level equating to \$25 per hour or less OR a household income at or below 200% of the Lower Living Standard Income Level or Federal Poverty Level, whichever is higher.

- (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)

Training services will be provided using ITA's to institutions on the eligible training provider list.

(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)

Customers interested in training services must select a field from the Demand Occupations List and meet eligibility criteria. The eligible training provider list is on the CareerSourceGC.com website along with the Demand Occupations list. Information is also provided to interested individuals who come into workforce training offices.

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

An individual found eligible for training in a demand occupation is given an ITA document to use for those costs. The amounts on the ITA are updated for each new training period.

A. Describe any ITA limitations established by the board

The limit established on ITA's (the "cap") is \$6,000 per program of training.

B. Describe any exceptions to the use of ITA

Exceptions to the use of an ITA are On-the-Job training, customized training, test preparation, work-based training (i.e. work experience) and youth training.

(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)

Gulf Coast State College offers entrepreneurial training through the Millaway Institute of Entrepreneurship. CSGC supports the Institute by referring potential entrepreneurs/inventors to the program, and by marketing their events.

The college also offers a certificate program in Business Entrepreneurship which has applications to microenterprise as well.

(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

There are no active apprenticeship programs in our area, however, our state college partner has expressed a strong interest in establishing some. We will offer support to their effort and provide input when asked.

(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 Gulf Coast (CSGC) works with the business community to meet its training needs, whether for incumbent or customized training. On-the-job training is provided when funds permit and the project is advantageous to business and the training participant.

CSGC has supported career pathway programs in the healthcare field for several years. Clients who have begun their career ladder in WT or SNAP-funded CAN training are sponsored into practical nursing, sonography or other higher-level training. Eligible LPNs who have completed pre-requisites and been accepted into the RN program are supported by WIOA to receive their RN certification. In addition to creating more self-sufficient citizens, this process increases the number of needed healthcare professionals.

CSGC incorporates the incumbent worker training programs, on-the- job training programs, customized training programs, employed worker programs and industry and sector initiatives, career pathway initiatives, and other strategies to support the board’s vision and strategic goals. CareerSource Gulf Coast offers these programs to provide either occupational or educational training to employees of the local area’s businesses.

This very specific training (incumbent worker, customized job training and employed worker training) helps the incumbent workers retain a job with changing skill requirements, or helps the employee upgrade their skills, often qualifying them for advancement opportunities with the employer. Advancement often offers increased wages to the employee. The training addresses skill gaps of the incumbent workers which impacts the stability of the company, and enhances the employees’ continued employability. On-the-job training continues to provide a bridge between employers and workers, offering a timely and cost effective solution to meet the needs of both. On-the-job training is an effective option for upgrading skills and ultimately retaining employment.

(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 Gulf Coast employs two internal Quality Assurance staff who monitor all workforce programs. The results of monitoring are used for formal and informal training to improve performance. Additionally performance reports for all programs are discussed at every CSGC board meeting. If performance is not acceptable, the CSGC Deputy Director meets with provider staff to troubleshoot and review data down to the participant level. A plan for improvement is agreed upon and executed. Poor performance by a disproportionate share of students enrolled in a common training program are identified by career managers and referred to the Deputy Director for the corrective action process, which is the same as that listed for service providers, but may include the division chair or instructor of the training program.

- (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)

CareerSource Gulf Coast does not receive an allocation large enough to operate both In and Out of School Youth programs, therefore all program dollars are allotted for Out of School Youth. The limited amount of In School dollars available are taken up with indirect, shared costs and overhead, leaving a small amount invested in the support of a Career-Technical Education Director. The Framework for Cornerstone (CSGC's Out of School Youth Program) is based on student needs and required goals.

Assess: Students are assessed for basic and occupational skills, work experience, aptitudes and support service needs. The assessments used include the Test for Adult Basic Education, Career Scope, Kinexa's Prove It! and other assessments as indicated.

Strategies: Information revealed in the assessment process will be used to develop an Individual Service Strategy to assist the young person towards obtaining their goals.

Meet Goals: The Youth served through Cornerstone are dropouts with no diploma or equivalent so the first goal is to assist them in obtaining their high school diploma or equivalent. The population targeted is not monolithic, however, and the issues surrounding the lack of high school diploma/equivalent must be addressed and they are diverse. Goals are therefore both individualized and tied to performance outcomes.

A. Tutoring study skills and instruction leading to secondary school completion

WIOA youth enrolled at the Tom P. Haney Technical Center's Adult school receive an individual needs assessment which is then used to develop the plan for their individualized instruction module. Career Managers are familiarized with the plan and reinforce the goals with encouragement and other supports, such as tutors.

B. Dropout Retrieval

Gulf Coast State College, the local school district and community youth programs, including faith based programs) encourage high school drop outs to re-engage in the education process. Credit retrieval programs are available at the technical school and some of the alternative schools in the county.

Cornerstone is also providing outreach in terms of marketing and orientations to those who are considering re-entering school with the goal of high school diploma attainment or its equivalent.

C. Paid and Unpaid Work Experiences

Where appropriate apprenticeships, internships, pre-apprenticeships, job shadowing, and/or volunteer work experience opportunities will be made available to the participant. Organizations such as Zoo World, Gulf Coast Hospital, and the Gulf Coast State College IT department have job shadowing and volunteer opportunities available for work experience. Relationships with businesses will consistently be developed in order to create opportunities for growth for youth and development of a talent pipeline for businesses.

D. Occupational Skills Training

For Occupational Skills Training, online and web-based programs such as Prove-It![®](provides practice tutorials in a variety of different fields) and O*Net (My Next Move) will be used to provide the knowledge, skills, abilities, personality, education, job outlook, and technology that would be required to perform the selected job. Work readiness skills will be provided before the participant is linked to a job shadowing, on-the-job training, internship or pre-apprenticeship opportunity. Integrating basic skills training and job readiness training with occupational “hands-on” skills training is expected to increase engagement in learning and makes it more likely that participants will complete job training and enter post-secondary education or employment.

E. Education offered concurrently with workforce preparation activities and training for a specific occupation or occupational cluster

Where appropriate, students will be dual-enrolled in occupational skills while working towards a diploma or GED. For the most part, participants will be encouraged to obtain their secondary school credential and participate in work preparation activities.

F. Leadership development opportunities

Workshops dedicated to developing leadership are offered, along with opportunities to practice those skills through community projects. The Cornerstone has partnered with the downtown Panama City Redevelopment Agency to conduct blight removal and beautification projects in a historic neighborhood of the city.

G. Supportive services: performance incentives

The career manager will determine which supportive services are reasonably required based on the participant's circumstances and unique needs, as identified through the assessment process. Only documented needs outlined in the ISS will be addressed. However, this does not prevent newly identified needs from being added, as the career manager is made aware. Attention will be given to ensure that supportive services provided are not available through other agencies and that they are necessary for the client to participate in WIOA activities. Supportive services provided will be limited in amounts and duration; the participant must either be enrolled in the required WIOA program elements or eligible for follow-up services.

H. Adult Mentoring

The Cornerstone career manager will serve as the adult mentor for the older Out of School Youth. The career manager will be aware of all activities in the youth's ISS and will guide, assist in goal setting, act as an encourager, motivator and "champion" for the participant's success. Frequent meetings and opportunities for communication will be instrumental in building the relationship between participant and career manager. Additional mentoring relationships (with others such as employers, fellow co-workers, etc.) will be sought and encouraged to provide for other caring adults in the young person's life.

I. Follow-up Services

Contact with the participant will be maintained for a period of not less than one year. Phone calls and/or one-on-one interaction will be the primary form of contact. In instances where either of the two forms of communication cannot be maintained, emails will be used. Follow-up services shall consist of calling the client or employer to confirm continued employment, engagement in post-secondary training, education, military service, or qualified apprenticeship. If the WIOA youth loses a job or is no longer engaged in either of the aforementioned activities, additional support services specifically tailored to their need will be made available.

J. Comprehensive guidance and counseling; including mental health, drug and alcohol abuse counseling and referrals to such counseling is individualized and handled in accordance to the specific needs of each client. Where appropriate, career managers may refer clients to resources available within the community to address their specific concerns/issues. Pre-negotiated counseling rates have been secured with a local Licensed Mental Health Counselor (LMHC) who has over 20 years of experience in counseling services using cognitive behavioral, solution-focused and existential approaches in addiction/substance abuse, coping skills, depression, emotional disturbances, stress and as well as other related mental health issues.

K. Provide comprehensive Financial Literacy training and ensure that the training contains interactive components and is relevant to the lives of 16-24 year olds

Financial Literacy training will be provided via an on-line, off-the-shelf interactive product containing all of the program elements relevant to youth ages 16-24. Training shall consist of checking/savings account, spending, loans, credit/credit cards, financial products evaluation, identity theft, components, age appropriate financial education, budgeting and how to make informed financial decisions.

L. Entrepreneurial Skills Training

Participants who express an interest in entrepreneurship will be referred to the Business Innovation Center or Gulf Coast State College, where they can receive coaching, counseling, networking opportunities, workshops, seminars and other training services, as required.

M. Labor Market and Employment Information

One of the goals for Cornerstone to achieve with students is a successful transition into the world of work. To that end, career managers will assist them with becoming familiar with the Employ Florida Marketplace system and understanding how to use Labor Market and employment information. Cornerstone plans to assist students in becoming savvy job seekers who understand their rights in the workplace, the techniques to be successful in the labor force and the skills needed to search for opportunities suited to their interests and education.

N. Preparation for post-secondary educational opportunities

Based on a participant's chosen career field, additional training may be required to ensure that the client has the appropriate skills training to successfully enter employment. When the eligibility requirements for the WIOA training program are met, and skills deficiencies, if any, are recognized, the appropriate remediation and training tools will be determined. The applicant will have access to the CSGC Job Center Resource and Assessment Rooms for computer/equipment use. The computers in the Assessment Room have been pre-loaded with the Prove-It!® assessment. This assessment tool will allow practice testing of college admissions and placement tests as well as other practice tutorials in a variety of different fields and skill sets.

Students expressing interest in post-secondary training will be assisted in researching occupations, applying for financial aid and developing a realistic budget to live on during the training.

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

CareerSource Gulf Coast’s Out-of-School Youth service provider, Gulf Coast State College, as a part of its assessment process will review TABE results of students. Those who score at or below the ninth grade level will be considered basic skills deficient and therefore “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

Refer to WIOA Procedural Instruction #5 below:



5230 West Highway 98 Panama City FL 32401
P: 850.913.3285 F: 850.913.3269
careersourcegc.com

WIOA Procedural Instruction 5

TO: All Service Providers
FROM: Jennifer German, Deputy Director
DATE: July 1, 2015
SUBJECT: **Additional Barrier for Youth**
CC: Kim Bodine, Shannon Walding, Deb Blair, file

-
- 1. Purpose:** To provide guidance on documentation of the WIOA Youth Barrier described at Sec. 129 (a) (1) (B) (VIII) and (c) (VII)
 - 2. Authority:** PL 113-128
 - 3. Background:** As stated in our regional plan, the Sixth Youth Barrier is defined as follows and will be grandfathered in as the WIOA definition of "individual who requires additional assistance to enter or complete an educational program or to secure or hold employment." We will be using this barrier definition for WIOA Youth.

Resides in a county where the unemployment rate exceeds the state average and/or is the child of a person who was a teen parent or from a single parent family, or has been held back one or more grade levels, or is a member of an assistance group that has received within the last six months or is currently in receipt of food stamps or cash welfare, or is disabled or self-attests that he/she has left a job due to lack of basic skills, job skills or substance abuse problems, or receives public housing assistance, WIC, Medicaid or Free/reduced lunch, or resides in a county in which the percentage of poor persons is above the state average, resides in a county in which the percentage of persons under age 18 in poverty is above the state average, or resides in a county on which the percentage of teen births is above the state average.

- 4. Procedure:** WIOA Youth must be 16-24 years old if out of school, 14-21 if in school, and have an additional barrier. There are five traditional barriers and one locally defined barrier. The appropriate documentation for the five traditional barriers is listed in the attachment. In-school youth must be low income as must an out-of-school youth for whom this barrier is used.



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careersourcegc.com

Definitions:

Collateral Contact: Telephone, fax, mail or email contact with a school or other agency to verify information. Include name of agency and contact person, telephone number and contact person's title. Note barrier documented on collateral contact form; attach any documentation to form or note contact results on form.

Registration: Formerly eligibility. The act of collecting data for eligibility determination is registration.

Parent/Guardian Self-Attestation: Use the form included in this correspondence for parents or guardian to state that the barrier in question exists. Eligibility specialist may witness the attestation and sign as witness to the signature. Secure a copy of identification (Drivers License or Florida ID card) to prove the adult's identity.

Client Self-Attestation: Use for Youth only for job loss due to lack of basic skills, job skills or substance abuse. May be used for parent/guardian self-attestation items only if: A situation exists in which the youth is living in a dysfunctional situation where no parent or guardian is available and information is available from another adult or agency to verify that fact; OR the youth is 18 or older and therefore eligible to be considered an adult for contractually binding statements. Note the barrier being documented on the form.

Attachments:

WIOA Out-of-School Youth Eligibility

Additional Barrier Checklist

WIOA Collateral Contact Form

WIOA Client Statement/Parent or Guardian Statement

WIOA Out-of-School Youth Eligibility

	1) Aged 16 -24
	2) Not attending any school or college (adult school doesn't count) <u>AND</u> with an additional barrier:
	a) A Drop-out
	b) Homeless
	c) Subject to the juvenile/adult justice system (i.e. on probation)
	d) Pregnant or parenting
	e) Individual with a disability
	f) Low income and requires additional assistance to enter or complete an educational program or to secure or hold employment. (See P.I. 5)
	OR
	1) Aged 16 - 24
	2) Not attending any school
	3) Low income with a diploma or equivalent who is basic skills deficient OR an English language learner WITH one of the additional barriers listed above.



**Additional Barrier Instructions - Check & Document all that apply.
 Staple documentation to this form, include in Registration Packet.**

Barrier	Documentation
Resides in a county where unemployment rate is higher than state average.	Copy of State of Florida Labor Force Summary for most recent year.
Child of a person who was teen parent.	Self-Attestation from parent/guardian OR other collateral contact.
From a single parent family.	Self-Attestation from parent OR other collateral contact.
Has been held back one or more grade levels.	Self-Attestation from parent/guardian OR other collateral contact.
Current/past 6 months TANF/FS recipient.	Grant award Letter/FLORIDA screen-print, or collateral agency contact.
Disabled	Physician's statement or school records or parent/guardian statement.
Job loss due to skill level or substance abuse.	Client Self-Attestation and MIS screen-print showing lost job if available.
Public Housing Assistance	Landlord statement OR agency collateral contact.
WIC	Agency collateral contact OR copy of current WIC card.
Medicaid	Copy of Medicaid card OR agency collateral contact.
Free or Reduced Lunch	School records OR collateral contact.
Resides in a County in which the percentage of poor persons is above the state average.	Copy of appropriate table from the most recent Florida Statistical Abstract.
Resides in a County in which the percentage of teen births is above the state average.	Copy of appropriate table from the most recent Florida Statistical Abstract.



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Data for Teen Pregnancy and Poverty in Region 4

Teen Births

Area	Total Births	Teen	Percent
Bay	2,237	178	7.96% *
Franklin	113	8	7.1% *
Gulf	139	13	9.4%*
Florida	217,563	13,956	6.41%

Poor Persons

Area	Total Persons	Percent
Bay	170,781	18.0%*
Franklin	11,794	25.9% *
Gulf	16,543	22.4% *
Florida	3,268,130	16.7%

* = Above State Rate

Issued April 4, 2014

Monitor maintains source documentation from U.S. Census
Quickfacts and UF Bureau of Economic and Business Research



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WIOA Collateral Contact Form

I contacted _____, _____
Name Title

at _____ on _____
Agency Date

to document:

_____ for client _____
Barrier Name

Social Security Number

The results of that contact are attached or noted below:

Eligibility Worker Signature

Date

Printed Name



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WIOA Client Statement/Parent Guardian Statement

I hereby certify that I _____

I attest that the information stated above is true and accurate.

Signature/Date

Witness Signature

Printed Name

Witness' Relationship to Signatory

Signatory's Address

The above statement is being used to document the following eligibility criteria:

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

In the Local Workforce Development Area Four (LWDA 4), all but one of the existing Demand Occupations are low wage/high turnover jobs. That one occupation is registered nursing; other occupations in demand (but lower on the list) also fall into the healthcare occupations category, one of the area's emerging industries.

The existing demand occupation industry sectors are primarily hospitality (restaurant and lodging), sales and clerical.

Emerging industry sectors paint a brighter economic picture for the region with Scientific Research and Development services, Offices of Healthcare Practitioners, and other scientific and healthcare-related industries at the top of the list. The fastest growing occupations in the healthcare industry sector are physician assistants and occupational therapists; the professional services industry's top occupation is bioinformatics scientist. These professionals work in areas like pharmaceuticals, medical terminology and medical informatics. The clean tech industry sector, including energy sales, recycling and reclamation, and green construction are all part of the emerging economy to require more education and yield higher wages.

Over the past four years, the manufacturing sector has been trending upward; increasing by 5.4% between September 2014 and September 2015.

To meet the needs of employers in demand industry sectors, CareerSource Gulf Coast and its educational partners work closely together to determine the needs of employers and how to translate those needs into the training of potential employees or employed workers. The

training institutions have advisory boards made up of representatives from the relevant sectors and also host ad hoc groups for growth sectors such as manufacturing and defense contracts. These relationships have, and continue to guide the development of training. ADN and LPN programs are producing nurses while other healthcare occupations programs prepare students for employment in that sector.

Based on emerging and in-demand occupations determined by DEO, the skills and knowledge required to meet the current needs of employers are being met by citizens attending local training institutions. Some professionals have to be recruited from outside of the area (those degrees in higher level science and engineering fields), but most healthcare technician needs are being met. Although not listed as emerging industries, demand has been increasing for manufacturing and transportation (distribution and logistics). CareerSource Gulf Coast funds training in these industries, albeit on a limited basis since there are jobs available which pay a self-sufficient wage and have opportunities for advancement.

CAREERSOURCE GULF COAST REGION (WDA4)

Panama City MSA

Labor Force and Unemployment

The unemployment rate has declined by 1 percentage point over the year to 5 percent in September 2015. Since the trough of the Great Recession (unemployment rate = 8.7 percent), the unemployment rate has decreased by 3.7 percentage points. The labor force has dropped slightly in recent years (December 2015 labor force = 93,123 from December 2010 labor force = 95,702). In addition, the number of unemployed persons has been declining in recent years (December 2015 unemployed persons = 4,761) The number of employed persons has been on a steady climb since 2010 aside from a brief 1.6% loss for December 2015 as compared to 2014.

Persons with Barriers to Employment

The most recent information on unemployment rates for persons with barriers to employment is for 2013. The WDA4 2013 unemployment rate was 18.7 for disabled persons, 17.2 percent for American Indians and Alaska Natives, 0.0 percent for Native Hawaiians and Other Pacific Islanders, and 8.2 percent for persons 55 and older.

Education of the Workforce

In 2013, the most common educational attainment level of WDA4 workforce participants from 25 to 64 years old was some college or Associate degree at 37.4 percent, followed by high school diploma (including equivalency) at 30.6 percent, and then bachelor's degree or higher at 22.7 percent. Only 9.3 percent of workforce participants had attained less than a high school diploma.

Mining, Logging, and Construction

In September 2015, the employment was 4,500. The over the year change in September 2015 (+200 jobs, +4.7 percent) was 100 less when compared to September 2014 (+300 jobs, +7.5 percent). The number of jobs in this sector has remained fairly constant over the past year.

Manufacturing

In September 2015, the employment was 3,900. The over the year change in September 2015 (+200 jobs, +5.4 percent) was 200 more when compared to September 2014 (+0 jobs, +0 percent). The number of jobs in this sector has been trending upward over the past four years.

Trade, Transportation, and Utilities

In September 2015, the employment was 16,500. The over the year change in September 2015 (+400 jobs, +2.5 percent) was 100 more when compared to September 2014 (+300 jobs, +1.9 percent). The number of jobs in this sector has been trending upward over the past five years.

Information

In September 2015, the employment was 1,000. The over the year change in September 2015 (-100 jobs, -9.1 percent) was 100 less when compared to September 2014 (+0 jobs, +0 percent). The number of jobs in this sector has been fairly constant over the past two years.

Financial Activities

In September 2015, the employment was 4,500. The over the year change in September 2015 (+0 jobs, +0 percent) was 100 less when compared to September 2014 (+100 jobs, +2.3 percent). The number of jobs in this sector has remained fairly constant over the past two years.

Professional and Business Services

In September 2015, the employment was 8,700. The over the year change in September 2015 (-600 jobs, -6.5 percent) was 800 less when compared to September 2014 (+200 jobs, +2.2 percent). The number of jobs in this sector has been trending downward over the past two years.

Education and Health Services

In September 2015, the employment was 10,500. The over the year change in September 2015 (-300 jobs, -2.8 percent) was 400 less when compared to September 2014 (+100 jobs, +0.9 percent). The number of jobs in this sector has been fairly constant over the past three years.

Leisure and Hospitality

In September 2015, the employment was 14,600. The over the year change in September 2015 (+500 jobs, +3.5 percent) was 200 less when compared to September 2014 (+700 jobs, +5.2 percent). The number of jobs in this sector has been trending upward for over a decade.

Other Services

In September 2015, the employment was 2,800. The over the year change in September 2015 (+0 jobs, +0 percent) was 100 less when compared to September 2014 (+100 jobs, +3.7 percent). The number of jobs in this sector has been fairly constant over the past three years.

Government

In September 2015, the employment was 14,000. The over the year change in September 2015 (+500 jobs, +3.7 percent) was 400 more when compared to September 2014 (+100 jobs, +0.7 percent). The number of jobs in this sector has been fairly constant over the past three years.

Emerging Industries

Health care, professional and personal services industries top the lists of emerging industries. Emerging industries tend to employ a higher percentage in professional occupations.

(2) Specific milestones and timelines for consultation with:

A. Other local workforce development boards

CareerSource Gulf Coast has been a member of the Northwest Florida Workforce Consortium with Local Workforce Development Areas 1, 2, and 3 since 2005. This group has coordinated on projects over the years and acts as a loosely affiliated mutual support network.

Timeline	Milestone
January 11	Meeting 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. State workforce partners presented their mission/programs
February 18	Second Regional planning meeting; each county gave an overview including workforce and labor market information relative to planning.
February 19, 2016	Meeting of the Northwest Florida Workforce Consortium to discuss planning efforts and plan development, partner development

March 17, 2016	Next meeting with regional planning partners
April 2016	Regional Planning and Consortium meeting to discuss common labor market trends and service delivery methods. Final meeting to share local plan information prior to approval.
May 2016	Regional Planning and development of consortium agreement of cross over services.
June 2016	Regional Planning and consortium meeting to finalize cross over services agreement and LMI for the consortium

B. Local elected officials;

Timeline	Milestone
January 12, 2016 CSGC Board Meeting	Discussed the need for the plan and provided access to the past plan and requested input/feedback for the creation of the current plan
March 9, 2016	Draft plan sent to all Boards of County Commissions for review and feedback
Bay County – April 19, 2016 Franklin County – April 5, 2016 Gulf County – March 22, 2016 or 4/26	Approval of CEO agreement, by-laws and local workforce services plan.

C. Economic development organizations;

CareerSource Gulf Coast has maintained seats on the Board of Florida’s Great Northwest, Bay County Economic Development Alliance, Gulf County Economic Development Alliance and Opportunity Florida (RACEC) in Franklin County.
(See #2A this section)

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

One stop core and mandatory partners are: WIOA Adult, Youth and Dislocated Workers; Basic Education for Adults –WIOA title II; Wagner Peyser-WIOA title III; Vocational

Rehabilitative Services-WIOA Title IV. CareerSource Gulf Coast (CSGC) maintains positive, productive relationships with all of the core and mandatory providers and has met with each provider to clarify and improve referral processes. Since each of these entities have a representative that has been seated on our board for at least 10 years, we have good working relationships and are consistently looking for ways to work more effectively and efficiently together.

We met last year with education partners to work through a referral process for youth served in the WIOA youth program, and make referrals of one stop customers as appropriate, we also refer those who are not native English speakers to ESOL classes held by both Adult Education providers as well as other ESOL providers. We recently met with our local Vocational Rehabilitation staff as well as the state and regional director to refresh everyone's understanding of available services and will have a formalized referral process for both youth and adults by month's end. We have meetings planned for the employer services piece of our mutual work this month, with referral and work processes to be refined in April. Finally, we will also work with Vocational Rehabilitation on the Partnership Plus component of Ticket to Work with training and referral processes to be complete this month.

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

CareerSource Gulf Coast has met with the State Director of Vocational Rehabilitation and the Area One Supervisor (as well as local staff) to develop the details of our working partnership. Strategies developed will be of assistance to the surrounding regions.

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)

The CareerSource Gulf Coast Local Workforce Development plan 2016-2020 was made available for public comment on the careersourcegc.com website on March 10, 2016. Additionally, the plan was sent to all three Boards of County Commissioners for review and input. The plan was advertised for public review and comments on March 11th, 12th and 13th 2016 in the daily Panama City News Herald newspaper and March 17th 2016 weekly in The Star in Gulf County and Apalachicola Times.

- (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)

The plan was made available electronically on the CSGC website on March 10, 2016, sent to each Board of County Commission for review and comment, as well as the plan advertised in each county newspaper welcoming public comment. (See attachment 6 - Copies of advertisements in daily/weekly newspapers as submitted)

- (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)

The Executive Director of CareerSource Gulf Coast introduced the WIOA and CSFL requirements for a Local Workforce Services Plan to the CareerSource Gulf Coast Board members on January 12, 2016. The Board's membership includes business representatives and Labor Organizations as well as community leaders from the public and private sector. A copy of the previous plan was made available to members so that they had an idea of the kind of information that would be included in the new plan, and members were asked to provide ideas and feedback for the new plan. Additionally, board members were made aware that the new draft plan would be available at the March meeting, and upon board approval placed on the website and advertised in local papers.

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

The CareerSource Gulf Coast Executive Director and staff have met with required partners to discuss plan development and solicit input. Many of those partners attend our monthly board meetings as well.

- (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)

None submitted thus far.

CEO/INTERLOCAL AGREEMENT

BOARD OF COUNTY COMMISSIONERS OF BAY COUNTY, FLORIDA
AND
GULF COAST WORKFORCE DEVELOPMENT BOARD, INC dba CAREERSOURCE GULF
COAST
AND
GULF COAST STATE COLLEGE

THIS AGREEMENT is made and entered into this 19th day of April, 2016, between the BOARD OF COUNTY COMMISSIONERS OF BAY COUNTY, FLORIDA ("County"), GULF COAST WORKFORCE DEVELOPMENT BOARD, INC. (Board") dba CAREERSOURCE GULF COAST (hereinafter referred to as the "Board"), and GULF COAST STATE COLLEGE ("GCSC"), (fiscal agent for GULF COAST WORKFORCE DEVELOPMENT BOARD, INC. dba CAREERSOURCE GULF COAST).

WITNESSETH

WHEREAS, the United States Congress has enacted the Workforce Innovation and Opportunity Act, PL 113-128, July 1, 2015, ("WIOA") and charged the State of Florida with the establishment of local Service Delivery Areas; and

WHEREAS, the Board has been designated as the Local Workforce Development Area to set policy for the portion of the statewide workforce investment system within the local area; and

WHEREAS, the County has been designated as part of the Local Workforce Development Area ("LWDA") for the unincorporated and incorporated areas within the confines of the boundaries; and

WHEREAS, a representative of each county's Board of County Commission are encouraged to attend and participate with the local workforce development board; and

WHEREAS, the County is comprised of the Chief Elected Officials and the Chair of the Board of County Commissioners serves as the Chief Elected Official in the LWDA; and

WHEREAS, the Chair of the Board is signatory to agreements with the Board and has been authorized to represent the Board; and

WHEREAS, the parties desire to enter into an agreement to engage employers and local and regional partners, such as economic development, education, and other community organizations to prepare an educated and skilled workforce under the WIOA regulations to residents in the LWDA.

NOW, THEREFORE, IT IS MUTUALLY AGREED:

1. Grant Recipient and Administrative Entity: Pursuant to PL 113-128, Sec. 107 (d) (12) (B) (i) (II), the Chief Elected Official shall serve as the local grant recipient and the Chief Elected Official hereby designates the Gulf Coast State College ("GCSC") to serve as the Fiscal Agent, and the Grant Recipient for all WIOA funds, as well as those funds allocated to the Local Workforce Development Area for other workforce related programs by both the Federal and State governments. However, the Chief Elected Official is not relieved of the liability for any misuse of grant funds. GCSC shall disburse such grant funds immediately for workforce investment activities at the direction of the Board pursuant to the requirements of the WIOA and for other related programs in the appropriate manner authorized by State and Federal laws. The Board may solicit and accept grants and donations from sources other than Federal funds made available under the WIOA, and other related legislation.
2. Development of the Local Workforce Services Plan: Pursuant to PL 113-128, Sec. 106 (c) (2), the Board will prepare the local WIOA Plan consistent with PL Sec. 108 (a) and (b). Prior to submittal of the Plan to the Governor, the Board shall make available copies of the proposed Plan to the public through such means as public hearings and local news media. The Board will allow members of the Board and members of the public, including representatives of business and representatives of labor organizations, to submit comments on the proposed Plan to the Board not later than the end of the 30-day period beginning on the date on which the proposed Plan is made available. The Board will also include in the local Plan submitted to the Governor any such comments that represent disagreement with the Plan. Following development of the Local Workforce Services Plan, the Board will submit it to the Governor.
3. Negotiation of Local Performance Standards: Pursuant to PL 113-128, Sec. 116 (c) (2), the Board and will negotiate local performance measures with the Governor.
4. Employment Statistics: The Board shall assist the Governor in developing the statewide employment statistics system described in Sec. 107 (d) (2) (B) of the Wagner-Peyser Act.
5. Policy Guidance/Oversight: The Board shall set broad general policy for WIOA programs in partnership with the County, and pursuant to PL 113-128, Sec. 107 (d) (8), shall conduct oversight with respect to youth activities, local employment and training activities and the One-Stop delivery system in the local area.
6. One-Stop Operator: Pursuant to PL 113-128, Sec. 121(d) (1) The LWDB, with the agreement of the chief elected official, is authorized to designate or certify one-stop operators and to terminate for cause the eligibility of such operators. The one-stop operator shall be designated or certified as a one-stop operator through a competitive

process; and shall be an entity (public, private or nonprofit), or consortium of entities which may include an institution of higher education; an employment service State agency established under the Wagner-Peyser Act on behalf of the local office of the agency; a community-based organization, nonprofit organization, or intermediary; a private for-profit entity; a government agency; and another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

7. Employer Linkages: The Board shall coordinate the workforce investment activities authorized under by law and carried out in the local area with economic development strategies and develop other employer linkages with such activities.
8. Connecting, Brokering and Coaching: The Board shall promote the participation of private sector employers in the statewide workforce investment system and ensure the effective provision, through the system, of connecting, brokering and coaching activities to assist employers in meeting hiring needs.
9. Budget: The Board shall develop a budget for the purpose of carrying out the duties of the Board under WIOA, subject to the approval of the Chief Elected Official.
10. Memorandum of Understanding: 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.
11. Composition of Board: The Board will be comprised of members pursuant to PL 113-128, Sec. 107 (b) (2) and State law. The CEO has been presented and approved of bylaws related to governing appointments or membership on the local board pursuant to PL 113-128, Sec. 679.36 (g).
12. Government in the Sunshine: The activities of the Board shall be governed by Chapters 119 and 286, Florida Statutes, in accord with PL 113-128, Sec. 107 (e).
13. Limitations on the Board: The Board is limited in activity and authority by the provisions of PL 113-128, Sec. 107 (g) (1).
14. Standing Committees: PL 113-128, Sec.107 (b) (4) (A)
 - A. IN GENERAL. - The local board may designate and direct the activities of standing committees to provide information and to assist the local board in carrying out activities under this section. Such standing committees shall be chaired by a member of the local board, may include other members of the local board, and shall include other individuals appointed by the local board who are not members of the local board and who the local board determines have appropriate experience and expertise. At a minimum, the local board may designate each of the following:
 - i. A standing committee to provide information and assist with operational and other

issues relating to the one-stop delivery system, which may include as members representatives of the one-stop partners.

- ii. A standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth.
- iii. A standing committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues relating to compliance with PL 113-128, Sec.188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

15. Identification and Selection of Eligible Providers of Youth Activities: The Board shall identify eligible providers of youth programs pursuant to PL 113-128, Sec.107 (d) (10) (B) and Sec. 123, by awarding grants or contracts on a competitive basis, based upon the criteria of the State Plan. Contracts may be renewed for up to three years.

16. Identification of Eligible Providers of Training Services: Consistent with PL 113-128, Sec. 122 (b) (3), the Board shall identify eligible providers of training services within the LWDA.

17. Identification of Eligible Providers of Career Services: If the one-stop operator does not provide career services described in PL 113-128, Sec. 134(c) (2) in a local area, the local board shall identify eligible providers of those career services in the local area by awarding contracts.

18. Conflicts of Interest: Actions by Board members are restricted pursuant to PL, Sec. 107 (h), and other applicable law concerning voting and engaging in certain activities.

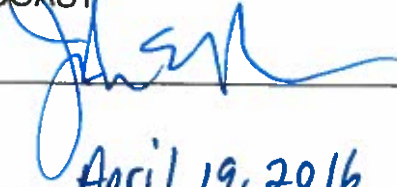
19. Non-Discrimination: During the performance of this Agreement, the County and the Board assure, both individually and jointly, that they will not engage in any form or manner of discrimination on the basis of race, color, sex, national origin, handicap, marital status, religion or age in the performance of their individual and/or joint functions under this Agreement. The County and the Board individually and jointly assure compliance with Title VI of the Civil Rights Act of 1964; Title VII of the 1964 Civil Rights Act, as amended; the Florida Human Rights Act of 1977; and all other applicable Federal and State laws, Executive Orders and regulations prohibiting discrimination as hereinabove referenced. These assurances shall be interpreted to include Vietnam-Era Veterans and Disabled Veterans, as applicable.

Furthermore, the County and the Board individually and jointly understand that this Agreement is conditioned upon the variety of these assurances, and that the County and the Board members bind themselves to such assurances by execution of this Agreement.

20. Severability: If any terms or provisions of this Agreement or the application thereof to any person or circumstance shall, to any extent be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provisions to persons or circumstances other than those as to which it is held invalid or enforceable, shall not be affected thereby and every other term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.
21. Board Attestation: The Board represents and warrants that its members have not offered or given any gratuity to any official employee or agent of the County or any political party, with the purpose or intent of securing an agreement or securing favorable treatment with respect to the awarding or amending of an agreement or the making of any determinations with respect the performance of an agreement, and that each member has read and is familiar with this provision.


IN WITNESS WHEREOF, the parties hereto, by and through the undersigned, have entered into this Agreement on the date and year first written above.

CHAIRMAN
GULF COAST WORKFORCE DEVELOPMENT
BOARD, INC dba CAREERSOURCE GULF
COAST



April 19, 2016
DATE

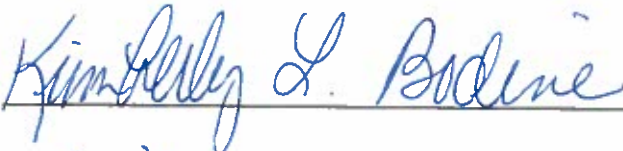
CHAIRMAN
BOARD OF COUNTY COMMISSIONERS
OF BAY COUNTY



April 19, 2016
DATE




ATTEST: KIMBERLY L. BODINE
EXECUTIVE DIRECTOR

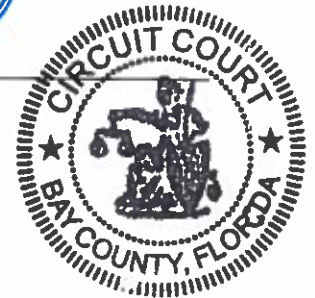


April 19, 2016
DATE


ATTEST: BILL KINSAUL
BAY COUNTY CLERK OF COURT



04/22/16
DATE



PRESIDENT
GULF COAST STATE COLLEGE



4/28/16 DATE

CEO/INTERLOCAL AGREEMENT

BOARD OF COUNTY COMMISSIONERS OF FRANKLIN COUNTY, FLORIDA
AND
GULF COAST WORKFORCE DEVELOPMENT BOARD, INC dba.CAREERSOURCE GULF
COAST
AND
GULF COAST STATE COLLEGE

THIS AGREEMENT is made and entered into this 5TH day of APRIL, 2016, between the BOARD OF COUNTY COMMISSIONERS OF FRANKLIN COUNTY, FLORIDA ("County"), GULF COAST WORKFORCE DEVELOPMENT BOARD, INC. (Board") dba CAREERSOURCE GULF COAST, and GULF COAST STATE COLLEGE ("GCSC"), (fiscal agent for GULF COAST WORKFORCE DEVELOPMENT BOARD, INC dba CAREERSOURCE GULF COAST).

WITNESSETH

WHEREAS, the United States Congress has enacted the Workforce Innovation and Opportunity Act, PL 113-128, July 1, 2015, ("WIOA") and charged the State of Florida with the establishment of local Service Delivery Areas; and

WHEREAS, the Board has been designated as the Local Workforce Development Area to set policy for the portion of the statewide workforce investment system within the local area; and

WHEREAS, the County has been designated as part of the Local Workforce Development Area ("LWDA") for the unincorporated and incorporated areas within the confines of the boundaries; and

WHEREAS, a representative of each county's Board of County Commission are encouraged to attend and participate with the local workforce development board; and

WHEREAS, the County is comprised of the County Commissioners and the Chair of the Board of County Commissioners serves as the Chief Elected Official in the LWDA; and

WHEREAS, the Chair of the Board is signatory to agreements with the Board and has been authorized to represent the Board; and

WHEREAS, the parties desire to enter into an agreement to engage employers and local and regional partners, such as economic development, education, and other community organizations to prepare an educated and skilled workforce under the WIOA regulations to residents in the LWDA.

NOW, THEREFORE, IT IS MUTUALLY AGREED:

1. Grant Recipient and Administrative Entity: Pursuant to PL 113-128, Sec. 107 (d) (12) (B) (i) (II), the Chief Elected Official shall serve as the local grant recipient and the Chief Elected Official hereby designates the Gulf Coast State College ("GCSC") to serve as the Fiscal Agent, and the Grant Recipient for all WIOA funds, as well as those funds allocated to the Local Workforce Development Area for other workforce related programs by both the Federal and State governments. However, Franklin County is not relieved of the liability for any misuse of grant funds. GCSC shall disburse such grant funds immediately for workforce investment activities at the direction of the Board pursuant to the requirements of the WIOA and for other related programs in the appropriate manner authorized by State and Federal laws. The Board may solicit and accept grants and donations from sources other than Federal funds made available under the WIOA, and other related legislation.
2. Development of the Local Workforce Services Plan: Pursuant to PL 113-128, Sec. 106 (c) (2), the Board will prepare the local WIOA Plan consistent with PL Sec. 108 (a) and (b). Prior to submittal of the Plan to the Governor, the Board shall make available copies of the proposed Plan to the public through such means as public hearings and local news media. The Board will allow members of the Board and members of the public, including representatives of business and representatives of labor organizations, to submit comments on the proposed Plan to the Board not later than the end of the 30-day period beginning on the date on which the proposed Plan is made available. The Board will also include in the local Plan submitted to the Governor any such comments that represent disagreement with the Plan. Following development of the Local Workforce Services Plan, the Board will submit it to the Governor.
3. Negotiation of Local Performance Standards: Pursuant to PL 113-128, Sec. 116 (c) (2), the Board and will negotiate local performance measures with the Governor.
4. Employment Statistics: The Board shall assist the Governor in developing the statewide employment statistics system described in Sec. 107 (d) (2) (B) of the Wagner-Peyser Act.
5. Policy Guidance/Oversight: The Board shall set broad general policy for WIOA programs in partnership with the County, and pursuant to PL 113-128, Sec. 107 (d) (8), shall conduct oversight with respect to youth activities, local employment and training activities and the One-Stop delivery system in the local area.
6. One-Stop Operator: Pursuant to PL 113-128, Sec. 121(d) (1) The LWDB, with the agreement of the chief elected official, is authorized to designate or certify one-stop operators and to terminate for cause the eligibility of such operators. The one-stop

operator shall be designated or certified as a one-stop operator through a competitive process; and shall be an entity (public, private or nonprofit), or consortium of entities which may include an institution of higher education; an employment service State agency established under the Wagner-Peyser Act on behalf of the local office of the agency; a community-based organization, nonprofit organization, or intermediary; a private for-profit entity; a government agency; and another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

7. Employer Linkages: The Board shall coordinate the workforce investment activities authorized under by law and carried out in the local area with economic development strategies and develop other employer linkages with such activities.
8. Connecting, Brokering and Coaching: The Board shall promote the participation of private sector employers in the statewide workforce investment system and ensure the effective provision, through the system, of connecting, brokering and coaching activities to assist employers in meeting hiring needs.
9. Budget: The Board shall develop a budget for the purpose of carrying out the duties of the Board under WIOA, subject to the approval of the Chief Elected Official.
10. Memorandum of Understanding: 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.
11. Composition of Board: The Board will be comprised of members pursuant to PL 113-128, Sec. 107 (b) (2) and State law. The CEO has been presented and approved of bylaws related to governing appointments or membership on the local board pursuant to PL 113-128, Sec. 679.36 (g).
12. Government in the Sunshine: The activities of the Board shall be governed by Chapters 119 and 286, Florida Statutes, in accord with PL 113-128, Sec. 107 (e).
13. Limitations on the Board: The Board is limited in activity and authority by the provisions of PL 113-128, Sec. 107 (g) (1).
14. Standing Committees: PL 113-128, Sec.107 (b) (4) (A)
 - A. IN GENERAL. - The local board may designate and direct the activities of standing committees to provide information and to assist the local board in carrying out activities under this section. Such standing committees shall be chaired by a member of the local board, may include other members of the local board, and shall include other individuals appointed by the local board who are not members of the local board and who the local board determines have appropriate experience and expertise. At a minimum, the local board may designate each of the following:
 - i. A standing committee to provide information and assist with operational and other

- issues relating to the one-stop delivery system, which may include as members representatives of the one-stop partners.
- ii. A standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth.
 - iii. A standing committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues relating to compliance with PL 113-128, Sec.188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.
15. Identification and Selection of Eligible Providers of Youth Activities: The Board shall identify eligible providers of youth programs pursuant to PL 113-128, Sec.107 (d) (10) (B) and Sec. 123, by awarding grants or contracts on a competitive basis, based upon the criteria of the State Plan. Contracts may be renewed for up to three years.
16. Identification of Eligible Providers of Training Services: Consistent with PL 113-128, Sec. 122 (b) (3), the Board shall identify eligible providers of training services within the LWDA.
17. Identification of Eligible Providers of Career Services: If the one-stop operator does not provide career services described in PL 113-128, Sec. 134(c) (2) in a local area, the local board shall identify eligible providers of those career services in the local area by awarding contracts.
18. Conflicts of Interest: Actions by Board members are restricted pursuant to PL, Sec. 107 (h), and other applicable law concerning voting and engaging in certain activities.
19. Non-Discrimination: During the performance of this Agreement, the County and the Board assure, both individually and jointly, that they will not engage in any form or manner of discrimination on the basis of race, color, sex, national origin, handicap, marital status, religion or age in the performance of their individual and/or joint functions under this Agreement. The County and the Board individually and jointly assure compliance with Title VI of the Civil Rights Act of 1964; Title VII of the 1964 Civil Rights Act, as amended; the Florida Human Rights Act of 1977; and all other applicable Federal and State laws, Executive Orders and regulations prohibiting discrimination as hereinabove referenced. These assurances shall be interpreted to include Vietnam-Era Veterans and Disabled Veterans, as applicable.

Furthermore, the County and the Board individually and jointly understand that this Agreement is conditioned upon the variety of these assurances, and that the County and the Board members bind themselves to such assurances by execution of this Agreement.

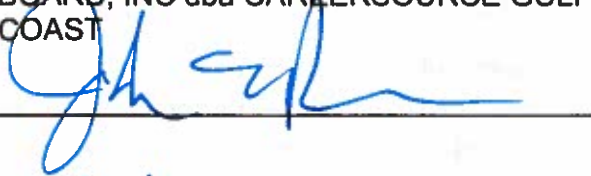
20. Severability: If any terms or provisions of this Agreement or the application thereof to any person or circumstance shall, to any extent be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provisions to persons or circumstances other than those as to which it is held invalid or enforceable, shall not be affected thereby and every other term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.

21. Board Attestation: The Board represents and warrants that its members have not offered or given any gratuity to any official employee or agent of the County or any political party, with the purpose or intent of securing an agreement or securing favorable treatment with respect to the awarding or amending of an agreement or the making of any determinations with respect the performance of an agreement, and that each member has read and is familiar with this provision.

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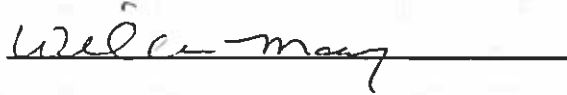
IN WITNESS WHEREOF, the parties hereto, by and through the undersigned, have entered into this Agreement on the date and year first written above.

CHAIRMAN
GULF COAST WORKFORCE DEVELOPMENT
BOARD, INC dba CAREERSOURCE GULF
COAST



April 5, 2016
DATE

CHAIRMAN
BOARD OF COUNTY COMMISSIONERS
OF FRANKLIN COUNTY



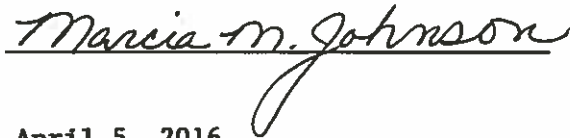
April 5, 2016
DATE

ATTEST: KIMBERLY L. BODINE
EXECUTIVE DIRECTOR



April 5, 2016
DATE

ATTEST: MARCIA M. JOHNSON
Franklin County Clerk of Court



April 5, 2016
DATE

PRESIDENT
GULF COAST STATE COLLEGE



4/25/16
DATE

CEO/INTERLOCAL AGREEMENT

BOARD OF COUNTY COMMISSIONERS OF GULF COUNTY, FLORIDA
AND
GULF COAST WORKFORCE DEVELOPMENT BOARD, INC dba. CAREERSOURCE
GULF COAST
AND
GULF COAST STATE COLLEGE

THIS AGREEMENT is made and entered into this 22nd day of March, 2016, between the BOARD OF COUNTY COMMISSIONERS OF GULF COUNTY, FLORIDA ("County"), GULF COAST WORKFORCE DEVELOPMENT BOARD, INC. (Board") dba CAREERSOURCE GULF COAST, and GULF COAST STATE COLLEGE ("GCSC"), (fiscal agent for GULF COAST WORKFORCE DEVELOPMENT BOARD, INC. dba CAREERSOURCE GULF COAST).

WITNESSETH

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WHEREAS, the County has been designated as part of the Local Workforce Development Area ("LWDA") for the unincorporated and incorporated areas within the confines of the boundaries; and

WHEREAS, a representative of each county's Board of County Commission are encouraged to attend and participate with the local workforce development board; and

WHEREAS, the County is comprised of the Chief Elected Officials and the Chair of the Board of County Commissioners serves as the Chief Elected Official in the LWDA; and

WHEREAS, the Chair of the Board is signatory to agreements with the Board and has been authorized to represent the Board; and

WHEREAS, the parties desire to enter into an agreement to engage employers and local and regional partners, such as economic development, education, and other community organizations to prepare an educated and skilled workforce under the WIOA regulations to residents in the LWDA.

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6. One-Stop Operator: Pursuant to PL 113-128, Sec. 121(d) (1) The LWDB, with the agreement of the chief elected official, is authorized to designate or certify one-stop operators and to terminate for cause the eligibility of such operators. The one-stop operator shall be designated or certified as a one-stop operator through a competitive process; and shall be an entity (public, private or nonprofit), or consortium of entities

which may include an institution of higher education; an employment service State agency established under the Wagner-Peyser Act on behalf of the local office of the agency; a community-based organization, nonprofit organization, or intermediary; a private for-profit entity; a government agency; and another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

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11. Composition of Board: The Board will be comprised of members pursuant to PL 113-128, Sec. 107 (b) (2) and State law. The CEO has been presented and approved of bylaws related to governing appointments or membership on the local board pursuant to PL 113-128, Sec. 679.36 (g).
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- i. A standing committee to provide information and assist with operational and other issues relating to the one-stop delivery system, which may include as members representatives of the one-stop partners.
 - ii. A standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth.
 - iii. A standing committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues relating to compliance with PL 113-128, Sec.188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.
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19. Conflicts of Interest: Actions by Board members are restricted pursuant to PL, Sec. 107 (h), and other applicable law concerning voting and engaging in certain activities.
20. Non-Discrimination: During the performance of this Agreement, the County and the Board assure, both individually and jointly, that they will not engage in any form or manner of discrimination on the basis of race, color, sex, national origin, handicap, marital status, religion or age in the performance of their individual and/or joint functions under this Agreement. The County and the Board individually and jointly assure compliance with Title VI of the Civil Rights Act of 1964; Title VII of the 1964 Civil Rights Act, as amended; the Florida Human Rights Act of 1977; and all other applicable Federal and State laws, Executive Orders and regulations prohibiting discrimination as hereinabove referenced.

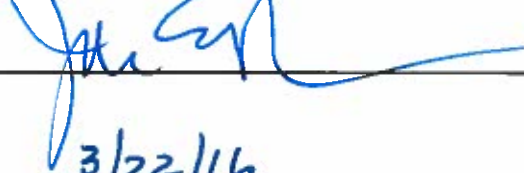
These assurances shall be interpreted to include Vietnam-Era Veterans and Disabled Veterans, as applicable.

Furthermore, the County and the Board individually and jointly understand that this Agreement is conditioned upon the variety of these assurances, and that the County and the Board members bind themselves to such assurances by execution of this Agreement.

21. Severability: If any terms or provisions of this Agreement or the application thereof to any person or circumstance shall, to any extent be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provisions to persons or circumstances other than those as to which it is held invalid or enforceable, shall not be affected thereby and every other term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.
22. Board Attestation: The Board represents and warrants that its members have not offered or given any gratuity to any official employee or agent of the County or any political party, with the purpose or intent of securing an agreement or securing favorable treatment with respect to the awarding or amending of an agreement or the making of any determinations with respect the performance of an agreement, and that each member has read and is familiar with this provision.


IN WITNESS WHEREOF, the parties hereto, by and through the undersigned, have entered into this Agreement on the date and year first written above.

CHAIRMAN
GULF COAST WORKFORCE DEVELOPMENT
BOARD, INC dba CAREERSOURCE GULF
COAST



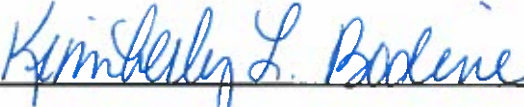
3/22/16
DATE

CHAIRMAN
BOARD OF COUNTY COMMISSIONERS
OF GULF COUNTY




03/22/2016
DATE

ATTEST: KIMBERLY L. BODINE
EXECUTIVE DIRECTOR



3/22/16
DATE

ATTEST: BECKY NORRIS
GULF COUNTY CLERK OF COURT



LEANNA ROBERTS, DEPUTY CLERK OF COURT
03/22/2016
DATE

PRESIDENT
GULF COAST STATE COLLEGE



4/25/16
DATE

**BY-LAWS
GULF COAST WORKFORCE BOARD, INC.
A CORPORATION NOT FOR PROFIT**

ARTICLE I

NAME

The name of the Corporation shall be **GULF COAST WORKFORCE BOARD, INC.**, (“Corporation”).

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 and under the Personal Responsibility and Work Opportunity Act, 104-193; Workforce Investment and Opportunity Act, 113-128; the Workforce Innovation Act of 2000; and Welfare Transition rules and regulations, and to increase the private sector employment opportunities for 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 non-commercial, non-sectarian, and non-partisan.
2. The name of the Corporation or the names of the 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

Pursuant to the provisions of the Articles of Incorporation, the named officers and directors (set forth in the Articles) shall be members of this Corporation. Any individual who subscribes to the purpose and basic policies of the Corporation may be designated a member of the Corporation without regard to sex, race, color, creed, or national origin.

ARTICLE V

OFFICERS

1. Pursuant to the provisions of the Articles of Incorporation, the elected officers of the Corporation shall consist of a Chairperson, a Vice-Chairperson, and a Past-Chairperson. Each officer shall represent different counties when possible. If no member of a given county chooses to serve as an officer, the seat will be filled from one of the other county's board members pursuant to the approved election procedures.
2. **Chairperson:** The Chairperson shall conduct and preside at all meetings of the Corporation and the Board of Directors. The Chairperson shall be the official spokesperson of the Corporation and the Board of Directors. The Chairperson shall appoint all committees, with the approval of the Board of Directors. The Chairperson 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 Chairperson to furnish leadership in the accomplishment of the aims and purposes of the Corporation.
3. **Vice-Chairperson:** It shall be the duty of the Vice-Chairperson to render every assistance and cooperation to the Chairperson, and to provide the Chairperson with the fullest measure of counsel and advice. In the event of the absence of the Chairperson, or the Chairperson's inability to act, the Vice-Chairperson shall fulfill the duties of the Chairperson on a temporary basis. The Vice-Chairperson 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-Chairperson is absent or unable to act, or in the event of his or her death, disability, or resignation, the Board of Directors shall select acting Vice-Chairperson to hold office until a successor has been elected by the Board of Directors.
4. **Past-Chairperson:** The Past-Chairperson shall serve as an officer of the corporation and a member of the Executive Committee. The Past-Chairperson shall serve in an advisory capacity to the Chairperson and Vice-Chairperson, and may represent the Board in the absence of the Chairperson and/or Vice-Chairperson at the request of those officers or the Executive Director.
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 and Executive Committee members of the Corporation. Board officers shall be represented by one person

from each of the three counties whenever possible: Bay, Franklin, and Gulf. The Executive Committee positions shall include two (2) persons from Bay County, one (1) person from Franklin County, and one (1) person from Gulf County. Additionally, 51% of the seven- (7) member Executive Committee will be represented from the private and community-based sectors. The election shall be by written ballot when there is more than one nominee for any office. The election shall take place at 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 exception: only private sector representatives may be nominated as candidates for the office of Chairperson.
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 Chairperson.
9. **Vacancies**: A vacancy occurring in the office of Chairperson or Vice-Chairperson 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 ("Board"), 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 the activities, affairs, or organization of the Corporation, subject only to any limitations imposed by applicable law. 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 purposes of the Corporation. The Board of Directors shall direct the manner in which funds of the Corporation are disbursed, and for the purpose; therefore, shall adopt and approve a budget for 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 in the Articles of Incorporation or any amendment thereto or by the 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, and any three consecutive unexcused absences, as determined by the Board, shall be deemed as sufficient reason for replacement of the Board member incurring such absences, unless such member is appointed specifically by law. Non-mandated Board members must attend 50 percent of the scheduled meetings in a six-month period.

2. **Membership**: Members may be appointed by the chief elected officials to represent only those categories as outlined in applicable law: private sector, education, organized labor, community-based organizations, economic development agencies, representatives of required one-stop partners, and may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.

The composition of the Board shall require at a minimum that the membership of the local board shall include:

- a. Representatives of business in the local area, who: 107 (b) (2) (A) (i, ii, iii) Public Law 113-128
 1. Are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
 2. Represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality work-relevant training and development in in-demand industry sectors or occupations in the local area; and
 3. Are appointed from among individuals nominated by local business organizations and business trade associations;
- b. Representatives of entities administering education and training activities in the local area who shall include a representative of eligible providers administering adult education and literacy activities under title II and also shall include a representative of institutions of higher education providing workforce investment activities (including community colleges); 107 (b) (2) (C) (i, ii) Public Law 113-128
- c. Representative of labor organizations (for a local area in which employees are represented by labor organizations), nominated by local labor federations, or (for a local area in which no employees are represented by such organizations), other representatives of employees and shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists; 107 (b) (2) (B) (i, ii) Public Law 113-128
- d. Representatives of economic and community development entities, including private sector economic development entities; and
- e. Representatives of each of the required one-stop partners; and
- f. The membership of the Board may also include other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate. Representatives of community-based organizations (including organizations representing individuals with disabilities and veterans, for a local area in which such organizations are present);

Provided that the Board is twenty-three (23) in number, representation shall be as follows:

Total: 11	WIOA Required Non-Business Members
1	Adult Education and Literacy under Title II: (School Superintendent rotates between Bay, Franklin and Gulf Counties for each fiscal year)
1	Institution of Higher Education / Community College
2	Labor or Employee Representation
Up to 3	Community-Based Organizations:
2	Economic Development Agencies
0*	Wagner-Peyser
1	Vocational Rehabilitation / Blind Services
Additional Non-Voting Members	
1	Representative from Military Installation (if available in region)
Total: 12	WIOA Required Business Members (WIOA Required Non-Business +1)
6	Bay County
3	Gulf County
3	Franklin County
FL Required Private Education Provider (If available in region)	
1	Private For Profit Training Provider

*Wagner – Peyser will be represented by Higher Ed. Representative

- g. Board members who are statutorily designated members of the Board pursuant to Public Law No. 113-128 may, at the Board member's discretion, appoint a permanent designee to serve on the Board in the Board member's absence, subject to the Board's acceptance of the designee by regular vote. The Board member shall retain the right to attend and vote (except for non-voting members) at any and all regular meetings, but the permanent designee, once accepted by the Board, may, in the Board member's absence, attend and vote (except for those non-voting members) at any and all meetings. Such attendance and vote shall be as if the Board member attended and voted himself/herself for all By Law attendance and voting requirements, including, but not limited to, establishing a Board quorum.

Members of the Board or their approved permanent designees that represent organizations, agencies, or other entities shall be individuals with optimum policy making authority within the organizations, agencies, or entities. A majority of the members of the local board shall be representatives described in paragraph (2) (a) (1) above. The importance of minority and gender representation shall be considered when making appointments to the Board.

In accordance with Section 107 (a) of Public Law 113-128, a Local Workforce Development Board (LWDB) shall be certified by the Governor. LWDB vacancies will occur on a routine basis. Any vacancy shall be filled in the same manner as the original appointment in accordance with Section 107 (b) (1) of Public Law 113-128. CareerSource Florida staff shall be advised of any changes in membership. Every effort will be made to fill vacancies within 45 days.

The initial Board of Directors: listed in Attachment 1

3. **Nominations:** Nominations for membership shall be as follows:

- a. **Private Sector Appointments:** Private sector appointments shall include representatives of business in the local area, who: are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority; represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and are appointed from among individuals nominated by local business organizations and business trade associations. A majority of the members of the local board shall be representatives of business in the local area as described in paragraph 107 (b) (2) (A) (i-iii) of Public Law 113-128.
- b. **Education Appointments:** Education representatives shall be appointed in accordance with the Workforce Investment and Opportunity Act, 113-128, which states that each local board shall include representatives of entities administering education and training activities in the local area and shall include a representative of eligible providers administering adult education and literacy activities under title II; shall include a representative of institutions of higher education providing workforce investment activities (including community colleges). 107 (b) (2) (C) (i, ii) Public Law 113-128. School Superintendents will serve on the Workforce Board until the expiration of their term with the respective School Board or until resignation. One School Superintendent will serve as a Board member and the position will rotate between the three counties' superintendents on an annual basis.
- c. **Labor Appointments:** Representatives of labor organizations shall include representatives of labor organizations (for a local area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organizations) other representatives of employees and also shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists. Labor representatives will serve on the Workforce Board until the expiration of their position with their respective labor organization or until resignation. 107 (b) (2) (B) (i, ii) Public Law 113-128
- d. **Economic Development Appointments:** Shall include a representative of economic and community development entities. Economic Development positions will serve on the Workforce Board until the expiration of their county positions as Economic Development Council representatives. 107 (b) (2) (D) (i) Public Law 113-128
- e. **Mandatory Partners:** Representatives shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area and shall also include an appropriate representative of the programs carried out under Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.),

other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the local area. 107 (b) (2) (D) (ii, iii) Public Law 113-128

f. **Other Appointments:** May include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; may also include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth; may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment; may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; may include representatives of philanthropic organizations serving the local area; and each local board may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate. 107 (b) (2) (B) (iii, iv) (C) (iii) (D) (iv, v) E Public Law 113-128

4. **Terms of Office:** In order to comply with regulations, the initial appointment of Board members shall be staggered terms of one (1) to three (3) years. The initial appointment shall be as follows with all succeeding appointments to be for a term of three (3) years.

INITIAL TERMS OF BOARD MEMBERS

Bay County

Private Sector	1, 2 & 3 years
Education	1 year
Labor	1 year
Economic Development	1 year
CBO	1 & 2 years

Franklin County

Private Sector	1, 2 & 3 years
Economic Development	1 year
Education	1 year
CBO	1 year

Gulf County

Private Sector	1, 2 & 3 years
Education	1 year
Labor	1 year
CBO	3 years

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

ARTICLE VII

COMMITTEES

Committees: The Corporation 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 is practicable after each annual meeting of the Corporation, the Chairperson, with the advice and consent of the Board of Directors, shall appoint the members of all committees for the ensuing administrative year, and shall name and designate the Chairperson and Vice-Chairperson of each committee. The members of such committees shall serve for the term of the Chairperson 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 committees shall be filled by the Chairperson, 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 the Chairperson and Vice-Chairperson of said committee, as it deems advisable and subcommittees may be designated from the committee membership. The Chairperson of the Board, with the advice and consent of the Board of Directors, may appoint additional members to a committee or remove members from a committee. The Board of Directors may dissolve a committee 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 Chairperson or Vice-Chairperson.

Each committee shall file with the Executive Director such interim reports as desired or as may be requested by the Chairperson of the Board of Directors. Upon the termination of its duties or terms, each committee shall deliver to the successor membership, if such there is, or to the Executive Director all files, reports, records and data, and information accumulation 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.

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

1. **Executive Committee:** The Executive Committee shall be charged with the duty of advising and counseling the Chairperson, and rendering assistance and cooperation to such an officer. The Executive Committee shall be made up of seven members as follows: the three Corporation Officers (Chairperson, Vice-Chairperson, and Past-Chairperson), and four other Board members (two from Bay County, one from Franklin County, and one from Gulf County, whenever possible). In addition, 51 percent of the seven members of the Executive Committee will be represented from the private and community-based sectors. The Executive Committee shall be solely responsible for hiring, managing and terminating, if necessary, the Executive Director. The Executive Committee shall have the power and authority to act upon any of the day-to-day matters, which may arise and require disposition between meetings or when a quorum does not exist at a Directors' meeting consistent with the policies established by the Board of Directors. The Board of Directors shall ratify all actions of the Executive Committee. All actions taken by the Executive Committee shall be subject to approval, confirmation or ratification by the Board of Directors. The Executive Committee shall exercise other functions as may be delegated to it by the Board of Directors.

The Executive Committee shall be kept well informed by the Executive Director and Finance Director of all Board financial practices, management of funds, budget process, and financial audits. All financial records shall be kept by the Finance Director and shall be available for review by any Officer or Member of the Board of Directors. The Executive Committee shall serve in the capacity of the Board's finance committee by reviewing and making recommendations to the full Board on any financial related issues,

Finances of Committees: No Committee or sub-committee shall incur any debt payable by the Corporation without prior approval of the Board of Directors.

ARTICLE VIII

MEETINGS

1. **Annual Meeting:** The Chairperson shall prepare a program for the annual meeting of the Corporation. Such a program, when approved by the Board of Directors, shall be the order of business for the annual meeting. The Chairperson and Executive Director shall have the authority to extend invitations to non-members to attend the annual meeting, as honored guests or speakers in connection with the 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 and permanent designees, which comprise the entire membership of the Corporation, shall be entitled to vote in any committee or general Corporation 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 that 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 meeting. Any member of the Board of Directors may offer resolutions. Unless indicated on the official program, 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 announced electronically, and be held each month unless otherwise provided by the Board of Directors. The meetings will be video and teleconferenced between a site in Bay County and a site in Gulf or Franklin County that will be designated and noticed prior to the Board meeting. A calendar of times and sites of the regular meetings shall be distributed among all members of the Board of Directors in a timely manner.
4. **Special Meetings:** Special meetings of the Corporation may be called at any time by the Chairperson, 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 and meeting notices shall be sent to the newspapers in all three (3) counties, as well as other media, as called for by the Board of Directors.

6. **Quorum:** One-third (1/3) of the members of the Board of Directors shall constitute a quorum for the transaction of any corporate business. Non-voting, ex-officio members shall not count toward a Quorum, nor may non-voting ex-officio members make motions.

ARTICLE IX

INDEMNIFICATION

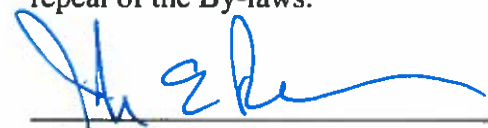
The Board of Directors is specifically authorized, pursuant to Florida Statutes and by these By-laws, to indemnify all persons for any liability and expense incurred or arising out of activities undertaken on behalf of the Corporation.

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 for 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 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

AMENDMENTS TO BY-LAWS

These By-laws, and any amendments hereafter adopted, may be amended, modified, altered or replaced by a two-thirds (2/3) 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 that is scheduled for the amendment modification and repeal of the By-laws.



Chairperson



Past-Chairperson



Vice-Chairperson

Attachment 1: Initial Gulf Coast Workforce Board, Inc.

DIRECTORS

CATEGORY: PRIVATE SECTOR

19 REPRESENTATIVES

<u>NAME</u>	<u>ADDRESS/TELEPHONE</u>	<u>TERM</u>
Kristin Anderson Franklin County	P.O. Box 386 Apalachicola, FL 32329-0386 (904) 653-9335	1 year (07/01/96 - 06/30/97)
Jimmy Barr Bay County	Peoples First 2305 Highway 77 Panama City, FL 32405 (904) 769-5261	1 year (07/01/96 - 06/30/97)
David Butler Franklin County	Gulf State Bank P.O. Drawer GG Carrabelle, FL 32322 (904) 697-3395	2 years (07/01/96 - 06/30/98)
Charles Watson Clark Franklin County	127 Avenue J Apalachicola, FL 32320 (904) 653-8183	3 years (07/01/96 - 06/30/99)
Richard Dodd Bay County	Gulf Asphalt Corporation P.O. Box 2462 Panama City, FL 32402 (904) 785-4675	2 years (07/01/96 - 06/30/98)
Ted Haney (Replacement) Bay County Anne Hull-Dick (Resigned)	Haney & Associates 522 Mercer Avenue Panama City, FL 32401 (904) 763-1783	3 years (07/01/96 - 06/30/99)
Sylvester Herron Bay County	Print Express 1328 Harrison Avenue Panama City, FL 32401 (904) 872-0005	1 year (07/01/96 - 06/30/97)
Chuck Marks (Resigned) Frank Latham (Replacement) Franklin County	1081 East Gorrie Drive St. George Island, FL 32328 (904) 927-2981	1 year (07/01/96 - 06/30/97)
Sue Marley (Resigned) Rex Buzzette (Replacement) Gulf County	P.O. Box 879 Port St. Joe, FL 32456 (904) 229-8771	1 year (07/01/96 - 06/30/97)

Ted Mosteller Franklin County	151 24 th Avenue Apalachicola, FL 32320 (904) 653-8166	2 years (07/01/96 - 06/30/98)
Dr. Tim Nelson Gulf County	P.O. Box 274 Port St. Joe, FL 32456 (904) 229-8400	2 years (07/01/96 - 06/30/98)
Tom Neubauer Bay County	Tom Neubauer Real Estate 740 S. Tyndall Parkway Panama City, FL 32404 (904) 785-1551	2 years (07/01/96 - 06/30/98)
Ralph Rish Gulf County	326 Reid Avenue Port St. Joe, FL 32456 (904) 227-7200	3 years (07/01/96 - 06/30/99)
Roy Smith Gulf County	Hannon Insurance Co. 211 Reid Avenue Port St. Joe, FL 32456 (904) 227-1133	1 years (07/01/96 - 06/30/97)
John Tinney Bay County	Spurlin Industries 700 Jackson Way Panama City, FL 32405 (904) 785-1535	3 years (07/01/96 - 06/30/99)
Jan Traylor Gulf County	P.O. Box 551 Wewahitchka, FL 32465 (904) 639-2222	2 years (07/01/96 - 06/30/98)
Darrell Barron Bay County	Vocational Rehabilitation 2939 Highway 77 Panama City, FL 32405 (904) 872-4380	1 year (07/01/96 - 06/30/97)
Greg Boggs Bay County	Central Council Labor Rep. P.O. Box 3576 Panama City, FL 32401 (904) 785-7663	1 year (07/01/96 - 06/30/97)
Tom Clendenning Jobs & Benefits	Region 1 Office 1264 Timberlane Road Tallahassee, FL 32312 (904) 487-1795	1 year (07/01/96 - 06/30/97)
Stephanie Gall Bay County	Bay County Schools 1311 Balboa Avenue Panama City, FL 32401 (904) 872-4100	1 year (07/01/96 - 06/30/97)
Robert McSpadden	Gulf Coast Community College	1 year (07/01/96 - 06/30/97)

Bay County	5230 W. Highway 98 Panama City, FL 32401 (904) 872-3800	
C.T. Ponder Franklin County	Franklin County Schools 155 Avenue E Apalachicola, FL 32320 (904) 653-8831	1 year (07/01/96 - 06/30/97)
Walter Wilder Gulf County	Gulf County Schools 502 Niles Road Port St. Joe, FL 32456 (904) 229-8256	1 year (07/01/96 - 06/30/97)
Katie Zimpfer Bay County	HRS 500 W. 11 th Street Panama City, FL 32401 (904) 872-7648	1 year (07/01/96 - 06/30/97)

SUB-CATEGORY: PUBLIC SECTOR EX-OFFICIO NON-VOTING

<u>NAME</u>	<u>ADDRESS/TELEPHONE</u>	<u>TERM</u>
Rick Hurst Bay County	Bay County Commission P.O. Box 1818 Panama City, FL 32402 (904) 784-4026	1 year (07/01/96 - 06/30/97)
Billy Traylor Gulf County	Gulf County Commission Gulf County Courthouse Port St. Joe, FL 32456 (904) 229-6106 or 639-2764	1 year (07/01/96 - 06/30/97)
Jimmy Mosconis (Resigned) Buford "Dink" Braxton (Replacement) Franklin County	Franklin County Commission 33 Market Street, Suite 203 Apalachicola, FL 32320 (904) 653-8861	1 year (07/01/96 - 06/30/97)

SUB-CATEGORY: PUBLIC SECTOR ECONOMIC DEVELOPMENT

<u>NAME</u>	<u>ADDRESS/TELEPHONE</u>	<u>TERM</u>
Tamara Laine Gulf County	Gulf County Chamber of Commerce P.O. Box 964 Port St. Joe, FL 32456 (904) 227-1223	1 year (07/01/96 - 06/30/97)
Mike Murphy (Resigned) Cliff Butler (Replacement) Franklin County	P.O. Box 488 Apalachicola, FL 32329 (904) 653-2126 Ext. 31	1 year (07/01/96 - 06/30/97)

Larry Sassano Bay County Bay County
 Bay County Chamber of Commerce 1 year (07/01/96 - 06/30/97)
 235 W. 5th Street
 Panama City, FL 32401
 (904) 785-8732

CATEGORY: COMMUNITY-BASED ORGANIZATION

<u>NAME</u>	<u>ADDRESS/TELEPHONE</u>	<u>TERM</u>
John Bruce Bay County	927 Center Avenue Panama City, FL 32401 (904) 763-2936	1 year (07/01/96 - 06/30/97)
Jane Cox (Resigned) Brent Taylor (Replacement) Franklin County	231 Avenue E Apalachicola, FL 32320	1 year (07/01/96 - 06/30/97)
Ruth Phillips Gulf County	326 Peters Street Port St. Joe, FL 32456 (904) 229-8644	3 years (07/01/96 - 06/30/99)
Bob Swenk Bay County	P.O. Box 27191 Panama City Beach, FL 32411 (904) 234-6678	2 years (07/01/96 - 06/30/98)

**MINUTES OF ORGANIZATIONAL MEETING OF DIRECTORS OF GULF COAST
 WORKFORCE DEVELOPMENT BOARD, INC.**

The Board of Directors of Gulf Coast Workforce Development Board, Inc., a Florida not for profit Corporation (the "Corporation"), acting pursuant to Section 617.0205, Florida Statutes, duly assembled on the day below written and by the signature and with the approval and consent of the undersigned, who constitute all the initial Directors of the Corporation, hereby takes the following organizational actions:

RESOLVED, that notice of this meeting was properly given to each initial Director or is hereby waived;

RESOLVED FURTHER, that the form, terms, and provisions of the Articles of Incorporation of the Corporation, approved and filed in the Office of the Secretary of State of Florida on the 24th day of June, 1996, are hereby in all respects approved, and the Secretary/Treasurer is hereby instructed to file in the Corporation's Minute book the Corporations Certificate of Incorporation, certified by the Secretary of the State of Florida, together with a copy of such Articles of Incorporation;

RESOLVED FURTHER, that the By-laws presented to the Board, prepared by the incorporator of the Corporation, and filed in the Corporation's Minute book are hereby adopted by the Board of Directors as the By-laws of this Corporation;

RESOLVED FURTHER, that the following persons are elected to serve as officers of the Corporation, until their successors are elected and qualified:

Chairperson: Ralph Rish
 Vice-Chairperson: Bob Swenk
 Secretary-Treasurer: Kristin Anderson

RESOLVED FURTHER, that the seal, an impression of which is hereto affixed, be adopted as the seal of the Corporation;

RESOLVED FURTHER, that the appropriate officers of the Corporation are hereby authorized to pay all fees and expenses incident to and necessary for the organization of this Corporation;

RESOLVED FURTHER, that the Chairperson is authorized and directed to open an account(s) in the name of the Corporation with the First National Bank, and the proper officers of the Corporation are authorized and directed to execute such signature cards, and other documents, in connection with such account(s) as may be necessary or advisable;

RESOLVED FURTHER, that the term of office for the Directors of the Corporation is not permanent, but shall be in staggered terms of 1, 2, or 3 years as outlined below. Each Director shall serve until the latter of either the expiration of their term, or the election of their successor. A Director may resign by delivery of written notice of resignation to the Chairperson.

The initial Board of Directors shall be:

DIRECTORS

CATEGORY: PRIVATE SECTOR

16 REPRESENTATIVES

<u>NAME</u>	<u>ADDRESS/TELEPHONE</u>	<u>TERM</u>
Kristin Anderson Franklin County	P.O. Box 386 Apalachicola, FL 32329-0386 (904) 653-9335	1 year (7/1/96-6/30/97)
Jimmy Barr Bay County	Peoples First 2305 Highway 77 Panama City, FL 32405 (904) 769-5261	1 year (7/1/96-6/30/97)
David Butler Franklin County	Gulf State Bank P.O. Drawer GG Carrabelle, FL 32322 (904) 697-3395	2 years (7/1/96-6/30/98)
Charles Watson Clark Franklin County	127 Avenue J Apalachicola, FL 32320 (904) 653-8183	1 year (7/1/96-6/30/97)
Richard Dodd	Gulf Asphalt Corporation	2 years (7/1/96-6/30/98)

Bay County	P.O. Box 2462 Panama City, FL 32402 (904) 785-4675	
Anne Hull-Dick-(Resigned) Ted Haney-(Replacement)		(904) 763-1783
Sylvester Herron Bay County	Print Express 1328 Harrison Avenue Panama City, FL 32401 (904) 872-0005	1 year (7/1/96-6/30/97)
Chuck Marks-(Resigned) Frank Latham-(Replacement) Franklin County	1081 East Gorrie Drive St. George Island, FL 32328 (904) 229-8771	1 year (7/1/96-6/30/97)
Sue Marley-(Resigned) Rex Buzzett-(Replacement) Franklin County	P.O. Box 879 Port St. Joe, FL 32456 (904) 229-8771	1 year (7/1/96-6/30/97)
Ted Mosteller Franklin County	151 24th Street Apalachicola, FL 32320 (904) 653-8166	2 years (7/1/96-6/30/98)
Dr. Tim Nelson Gulf County	P.O. Box 274 Port St. Joe, FL 32457 (904) 229-8400	2 years (7/1/96-6/30/98)
Tom Neubauer Bay County	Tom Neubauer Real Estate 740 S. Tyndall Parkway Panama City, FL 32404 (904) 785-1551	2 years (7/1/96-6/30/98)
Ralph Rish Gulf County	326 Reid Avenue Port St. Joe, FL 32456 (904) 227-1133	3 years (7/1/96-6/30/99)
Roy Smith Gulf County	Hannon Insurance Company 211 Reid Avenue Port St. Joe, FL 32456 (904) 227-1133	1 year (7/1/96-6/30/97)
John Tinney Bay County	Spurlin Industries 700 Jackson Way Panama City, FL 32405 (904) 785-1535	3 years (7/1/96-6/30/99)
Jan Traylor Gulf County	P.O. Box 551 Wewahitchka, FL 324645 (904) 639-2222	2 years (7/1/96-6/30/98)

Darrell Barron Bay County	Vocational Rehabilitation 2939 Highway 77 Panama City, FL 32405 (904) 872-4380	1 year (7/1/96-6/30/98)
Greg Boggs Bay County	Central Council Labor Rep. P.O. Box 3576 Panama City, FL 32401 (904) 785-7663	1 year (7/1/96-6/30/97)
Tom Clendenning Labor & Benefits	Region 1 Office 1264 Timberlane Road Tallahassee, FL 32312 (904) 487-1795	1 year (7/1/96-6/30/97)
Stephanie Gall Bay County	Bay County Schools 1311 Balboa Avenue Panama City, FL 32401 (904) 872-4100	1 year (7/1/96-6/30/97)
Robert McSpadden Bay County	Gulf Coast Community College 5230 W. Highway 98 Panama City, FL 32401 (904) 872-3800	1 year (7/1/96-6/30/97)
C.T. Ponder Franklin County	Franklin County Schools 155 Avenue E Apalachicola, FL 32320	1 year (7/1/96-6/30/97)
Walter Wilder Gulf County	Gulf County Schools 502 Nile Road Port St. Joe, FL 32456 (904) 229-8256	1 year (7/1/96-6/30/97)
Katie Zimpfer Bay County	HRS 500 W. 11th Street Panama City, FL 32401 (904) 872-7648	1 year (7/1/96-6/30/97)

SUB-CATEGORY: PUBLIC SECTOR

EX-OFFICIO NON-VOTING

NAME

ADDRESS/TELEPHONE

TERM

Rick Hurst Bay County	Bay County Commission P.O. Box 1818	1 year (7/1/96-6/30/97)
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Panama City, FL 32402
(904) 784-4026

Billy Traylor Gulf County	Gulf County Commission Gulf County Courthouse Port St. Joe, FL 32456 (904) 229-6106/639-2794	1 year (7/1/96-6/30/97)
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Jimmy Mosconis-Resigned Buford "Dink" Braxton Franklin County	Franklin County Commission 33 Market Street, Suite 203 Apalachicola, FL 32320 (904) 653-8861	1 year (7/1/96-6/30/97)
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NAME

ADDRESS/TELEPHONE

TERM

John Bruce Bay County	927 Center Avenue Panama City, FL 32401 (904) 763-2936	1 year (7/1/96-6/30/97)
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Jane Cox-(Resigned) Brent Taylor-(Replacement)	P.O. Box 722 231 Avenue E Apalachicola, FL 32320 (904) 653-2800	1 year (7/1/96-6/30/97)
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Ruth Phillips Gulf County	26 Peters Street Port St. Joe, FL 32456 (904) 229-8644	3 years (7/1/96-6/30/97)
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Bob Swenk Bay County	P.O. Box 27191 Panama City Beach, FL 32411 (904) 234-6678	2 years (7/1/96-6/30/97)
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RESOLVED FURTHER, that the term of office for each of the above named Directors shall begin on July 23, 1996, and continue for the length of their respective terms as shown above. Should a Director resign from their position before their term has expired, the replacement Director shall serve for the remainder of said term. Nominations for replacement Directors at the end of the term for that appropriate segment of the Board (i.e., Public, Private) are made to the County Commission of the appropriate County who then make the appointment.

~~The Board of Directors of the Corporation~~ took THE ABOVE actions on the 23rd day of July 1996

GULF COAST WORKFORCE BOARD, INC d/b/a CareerSource Gulf Coast	
HEREIN REFERRED TO AS BOARD	
CONTRACT NUMBER:	16-GCSC-WFC-WIOA-UC-MIL-WP-REA-DVOP-LVER
SERVICE PROVIDER:	Gulf Coast State College
MAILING ADDRESS:	5230 West U.S. Highway 98, Panama City, FL 32401
TELEPHONE / FAX NO:	(850) 872-4340, Ext. 144 FAX: (850) 872-4346
CONTACT PERSON:	Sharon Watley
EMAIL ADDRESS:	watleys@careersourcegc.com
CONTRACT MANAGER:	Al McCambry – Dean of Workforce Development
EMAIL ADDRESS:	amccambry1@gulfcoast.edu
TITLE OF PROJECT:	GCSC – CareerSource Job Center Services
CFDA or CSFA NUMBERS:	USDOL WIOA-Adult #17.258; WIOA-Youth #17.259; WIOA-Dislocated Worker #17.278; UC- #17.225; Wagner-Peyser #17.207; Military 17.207; REA #17.225; DVOP 17.801; LVER 17.804; Wagner Peyser DEI 17.207

RESEARCH OR DEVELOPMENT: No

FUNDING	WIOA DW	WIOA Adult	WIOA Youth	RA (UC)	WP	DVOP	LVER	MIL	REA	DEI	TOTAL
Direct Svcs	114,506	130,313	73,181	15,000	10,000	15,000	7,500	73,000	43,000	12,500	494,000
AMT +/-											
TOTAL	114,506	130,313	73,181	15,000	10,000	15,000	7,500	73,000	43,000	12,500	494,000

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MODIFICATIONS: (DO NOT COMPLETE FOR INITIAL CONTRACT OBLIGATIONS)

1. The purpose of this modification is to:
 - (a) This modification ___ increases, ___ decreases, ___ does not change the funds previously obligated by _____ to a new obligation of _____
 - (b) This modification changes the agreement period from _____ through _____ to _____ through _____.
2. Effective date of this modification is _____
3. This modification does not affect any provision of the original **CONTRACT** and prior modification(s), except insofar as any provision or requirements is expressly changed, deleted or otherwise altered by this modification. All provisions or requirements of the original **CONTRACT** and prior modification(s), except as expressly changed, deleted, or otherwise altered herein, are expressly incorporated by reference into and make a part of this modification as fully as if set forth herein.

IN WITNESS WHEREFORE, the parties have executed this **CONTRACT/ MODIFICATION** and in signing, thereby validating this **CONTRACT/MODIFICATION**, the parties also certify that each possesses legal authority to contractually bind their respective organizations in their capacity as a signatory official.

APPROVED FOR THE BOARD

By Kimberly L. Bodine
(Signature)

Name: Kimberly L. Bodine
Title: Executive Director
Date: 10/20/15

Witness: Lonna William
Date: 10/20/15

APPROVED FOR SERVICE PROVIDER

By [Signature]
(Signature)

Name: Dr. John Holdnak
Title: President
Date: 11/10/15

SERVICE PROVIDER'S NOTARIZED SIGNATURE AND STATEMENT OF AUTHORITY TO SIGN THIS DOCUMENT

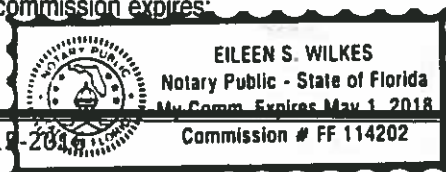
STATE OF FLORIDA
COUNTY OF BAY

I hereby certify that on this date before me, a Notary Public duly authorized in the state and county named above to take acknowledgments, personally appeared **Dr. John Holdnak** to me known as the person described as **President** of **Gulf Coast State College** who executed the foregoing instrument before me, and he acknowledged before me that he executed it in the name of and for that Service Provider, and that he has statutory authority or has legally been duly delegated the authority to bind this Service Provider.

WITNESS my hand and official seal in the County and State named above this 10 day of November 2015.

Notary Public Eileen S. Wilkes

My commission expires:



This CONTRACT is between Gulf Coast Workforce Development Board, Inc., doing business as CareerSource Gulf Coast, hereinafter referred to as "Board", whose address is 5230 West U.S. Highway 98, Panama City FL 32401-1041, and Gulf Coast State College whose address is 5230 West U.S. Highway 98, Panama City, FL 32401, referred to as "Service Provider" or "Contractor".

This CONTRACT is funded for the express purpose of provision of services pursuant to the Workforce Innovation and Opportunity Act (WIOA) of 2014, the Workforce Innovation Act of 2000, and any other programs administered by CareerSource Gulf Coast and funded within this Contract.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representations contained herein, the Parties hereto agree as follows:

ARTICLE I. SCOPE OF SERVICES

The Service Provider, in a satisfactory and proper manner as determined by the Board, shall carry out all services described or referred to in the Statement of Work and the Program Summary, which are attached hereto and made a part hereof. Such services shall be performed, except as otherwise specifically stated herein, by persons or instrumentalities solely under the dominion and control of the Service Provider.

ARTICLE II. PERIOD OF CONTRACT

This CONTRACT is effective **July 1, 2015** and the Service Provider shall commence performance of the terms and conditions hereof within thirty-(30) days after said effective date. Such performance shall be completed on or before **June 30, 2016** unless this Agreement is terminated as herein provided. The Board reserves the right to extend contractual agreements for up to three years to successful providers, and to award existing and newly acquired funds into existing contracts. Renewals shall be contingent on the provider's satisfactory performance evaluations and subject to availability of funds.

ORGANIZATIONAL INFORMATION

1. Type of Organization:		
	Individual	
	Partnership	
	Public Agency	Specify:
	Corporation	State of Incorporation:
X	Other	Specify: State College
		Yes No
2. Minority and/or Female Owned and Operated		
		X
3. Community-Based Organization		
		X
4. Status of Organization: Has the organization ever had a contract cancelled for cause?		
		X
5. Does the Organization owe any repayment of funds to any organization?		
		X
6. Has the Organization declared bankruptcy and/or had any assets attached by any court in the last three years?		
		X
7. Has the organization ever been, or is it presently debarred or suspended from contracting with Federal, State, or Local governments?		
		X
8. Has the Organization and/or its' principal officers, in their capacity as such, been involved in a lawsuit in the past three years?		
		X
9. Does the Organization have subsidiaries, a parent organization, or other affiliates?		
		X

If answers to any of the questions (numbers 4 - 9) in this section are YES, provide full details.
(Enter the above in red before "ORGANIZATIONAL INFORMATION")

CareerSource Gulf Coast Debarred/ Suspension Verification	Yes	No
Has the organization ever been, or is it presently debarred or suspended from contracting with Federal, State, or Local governments?		X

EXECUTIVE SUMMARY

Vision of the CareerSource Gulf Coast Job Center

Gulf Coast State College (GCSC) has demonstrated consistent dedication and commitment to excellence in the operation of the CareerSource Gulf Coast Job Center. For over 17 years, the CareerSource Gulf Coast Job Center has delivered and will continue to deliver high-quality employment and re-employment services to both job seekers and employers in Bay, Gulf and Franklin counties. The college, in conjunction with the CareerSource Gulf Coast Board, will manage and provide a complete array of services to job seekers including a single point of entry, unassisted core services, assisted core services, intensive services, and referrals to training providers. The college's CareerSource Gulf Coast Job Center 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. As the sole provider of one-stop services in Region 4, the college has always maintained a high performance level in the operation of the CareerSource Gulf Coast Job Center and will continue to deliver a customer-focused, value-added, market-driven service strategy that is responsive to the needs of employers and job seekers

Estimate of number to be served by activity and service area

During a program year, the CareerSource Gulf Coast Job Center will serve an estimated 40,000 universal job seekers and will work directly with over 1,500 employers in Bay, Gulf and Franklin counties. Over 18,000 customers will be work registered and receive a service. CareerSource Gulf Coast Job Center staff will provide assisted core and intensive services to an estimated 123 clients. The CareerSource Gulf Coast Job Center will also provide Workforce Innovation and Opportunity Act (WIOA) eligibility certification for an estimated 150 clients referred by pre-approved training providers. CareerSource Gulf Coast staff will be available at the college's Gulf/Franklin Center in Gulf County to meet the needs of Gulf and Franklin counties on an as-needed basis. CareerSource Gulf Coast Job Center staff will serve an estimated 1,700 veterans in Bay, Gulf, and Franklin counties, providing an average of 170 services monthly. The Military Family Employment Services (MFES) program will assist military spouses with employment or re-employment services. The CareerSource Gulf Coast Job Center's partnership with the Senior Employment Program will ensure job seekers over the age of fifty-five receive employment assistance.

Number of employees and their planned caseloads

The CareerSource Gulf Coast Job Center employs eleven college employees, eight Department of Economic Opportunity (DEO) employees, and two temporary employees. Four staff members maintain the front line and resource room with one temporary staff member assisting clients with job searches on an as needed basis. The staff members provide information, assistance, and direction for walk-in clients. One intake orientation assistant (IOA) is the lead staff member for determining WIOA eligibility for local training programs and provides support to the front line as needed. An employment security representative (ESR) will be responsible for testing, assisting with resume writing, and providing special services required by unassisted core clients. The ESR will also provide career management for clients with barriers and special needs. One employment service representative (ESR) specializes in processing incoming job orders from employers and enters the orders into the state's Employ Florida Marketplace database. The CareerSource Gulf Coast Job Center's three marketing team members are responsible for employer outreach and recruitment as well as providing assisted core services to over 123 WIOA clients (an average individual caseload of 41 clients per ESR is manageable based on current economic conditions and historical data, to include our local unemployment rate which has improved over the past two years). The marketing team, composed of one Veterans' representative and three ESRs, participates in job fairs and other community-based activities and provides screening, assisted core, and intensive services (such as testing for employers). One Job Developer is out-stationed at the college's Panama City Campus to provide placement services to students, provide support for college workforce programs and provide outreach/

recruitment services to local employers in order to develop job opportunities. One local veteran's employment representative (LVER) serves in the lead position for the veteran staff. The LVER's primary responsibility is to work with area employers and federal contractors. Two Disabled Veterans Outreach Program (DVOP) representatives equally share the case management responsibility to veterans with significant barriers. One career manager will serve as the MFES specialist. The CareerSource Gulf Coast Director of Workforce Services will provide functional supervision of all staff within the CareerSource Gulf Coast Job Center. The Coordinator, employed by Gulf Coast State College will report directly to the GCSC Dean of Workforce Development. This structure will further strengthen the partnership between Gulf Coast State College and CareerSource Gulf Coast. All staff will be cross trained and will have the capability to support the front line and resource room; assist with work registrations; provide job referrals and labor market information; assist with resume writing; conduct employer follow-ups, file searches, testing; enter job orders; and record placements and obtained employment information.

Customer service

Gulf Coast State College has implemented innovative approaches and focused on continuous improvement in delivering workforce development services since 1999. Community involvement, outreach and recruitment, and collaboration with local agencies are essential to the success of a One-Stop environment; and demonstrating initiative, creativity, and responsiveness to the employment needs of the community, employers, and clients will remain a top priority of the CareerSource Gulf Coast Job Center. The CareerSource Gulf Coast Job Center is customer focused and committed to delivering a seamless flow of quality employment and re-employment services to all populations regardless of the program, targeted customer group, or funding stream. The CareerSource Gulf Coast Job Center will continue to develop employer and organizational partnerships, identify the workforce needs of its customers, and provide the necessary services to accomplish a common goal.

PROGRAM SUMMARY
CareerSource Gulf Coast Job Center One-Stop Services

SERVICE PROVIDER NAME: Gulf Coast State College
CONTRACT YEAR: 2015 - 2016

CUSTOMER GROUP: WIOA ADULT

(Cumulative)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
TOTAL ENROLLED	19	27	32	45	66	72	86	95	112	120	122	123
CARRIED OVER TOTAL	19	19	19	19	19	19	19	19	19	19	19	19
NEW ENROLLMENT TOTAL (by Activity)												
Career Services	0	8	13	26	47	53	67	76	93	101	103	104
TOTAL TERMINATIONS (List by Type)												
Entered Employment	4	14	18	30	49	55	69	78	93	101	104	106
Negative	1	2	3	4	4	4	4	4	5	5	5	5
Exempt	0	0	0	0	0	0	0	0	0	0	0	0
Transferred to other WIOA Service Provider	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL REMAINING ACTIVE												
	14	11	11	11	13	13	13	13	14	14	13	12

TOTAL ENROLLED = Total enrolled includes the carried over total and the new enrollment total.

TOTAL TERMINATIONS = Cumulative total of all types terminations.

TOTAL REMAINING ACTIVE = Total terminations subtracted from total to be enrolled.

PROGRAM SUMMARY
CareerSource Gulf Coast Job Center One-Stop Services

SERVICE PROVIDER NAME: Gulf Coast State College **CUSTOMER GROUP:** WIOA DISLOCATED WORKER
CONTRACT YEAR: 2015 - 2016

(Cumulative)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
TOTAL ENROLLED	4	4	5	5	5	6	6	6	7	7	7	7
CARRIED OVER TOTAL	4	4	4	4	4	4	4	4	4	4	4	4
NEW ENROLLMENT TOTAL (List by Activity)												
Career Services	0	0	1	1	1	2	2	2	3	3	3	3
TOTAL TERMINATIONS (List by Type)	1	1	2	2	3	3	4	4	5	6	6	7
Entered Employment	1	1	2	2	3	3	4	4	4	4	4	5
Exempt	0	0	0	0	0	0	0	0	1	1	1	1
Negative	0	0	0	0	0	0	0	0	0	0	1	1
Transferred to other WIOA Service Provider												
TOTAL REMAINING ACTIVE	3	3	3	3	2	3	2	2	2	1	1	0

TOTAL ENROLLED = Total enrolled includes the carried over total and the new enrollment total.

TOTAL TERMINATIONS = Cumulative total of all types terminations.

TOTAL REMAINING ACTIVE = Total terminations subtracted from total to be enrolled.

METHOD AND TIME PAYMENT

1. CareerSource Gulf Coast shall pay an aggregate amount not to exceed of **\$494,000** shown on the copy of the budget summary hereto attached and made a part of this contract. If during the term of the contract Gulf Coast State College determines that submitted line items need to be adjusted, then these adjustments may be made if prior written approval is obtained from CareerSource Gulf Coast. The total amount allowed of **\$494,000** cannot be over expended. CareerSource Gulf Coast is not obligated to approve payment of any amount for expenses incurred related to this Agreement prior to the effective date.
2. CareerSource Gulf Coast has entered into an agreement with Gulf Coast State College under the terms of which Gulf Coast State College is the fiscal agent for CareerSource Gulf Coast. All financial reports must be submitted by the 10th of each month to the Finance Director for CareerSource Gulf Coast located at Gulf Coast State College. The reimbursement check issued will be a Gulf Coast State College check.

***Note: All of the above expenses must be for services provided by this contract for those individuals eligible for Workforce Programs administered by CareerSource Gulf Coast as outlined in this contract.**

3. Documentation for reimbursement shall include an invoice and the following:
 - a) Salaries/Fringes: Documentation of rate of pay and payment for positions identified in budget summary.
 - b) Staff Travel: Documentation of mileage and/or travel expenses and payment.
 - c) Other Staff support items: Copy of invoice/bill to support costs.
 - d) Indirect Costs (must be approved in the contract budget prior to submittal)
4. Reimbursements shall be made to the Service Provider in a timely manner in accordance with standard accounting procedures. The payment of funds under the contract to the Service Provider is contingent upon and subject to the receipt of funds for said purpose by the Board from the Florida Department of Economic Opportunity, and/or CareerSource Florida, Inc.
5. It is understood and agreed by the parties hereto that this is a cost reimbursement contract, which requires a level of performance for full payment. Failure to meet the minimum level of performance or to provide the services as specified will result in payments being withheld or repayment by the Service Provider of all or a portion of the funds paid for such services and activities. This provision is subject to any legal proceedings available to the Service Provider.

The Service Provider understands that monthly reimbursements to finance this contract are for the purpose outlined in the Statement of Work, and outcomes specifically identified in the Program Summaries and Performance sections of the contract. The Service Provider may expect cost reimbursement by the end of the reporting month if all reports are submitted in a timely and accurate manner to the Board. The following performance is required of all Workforce Innovation and Opportunity Act (WIOA) providers:

- Actual job placements achieved by a service provider will be compared to planned quarterly benchmarks specified in the Program Summary. Failure to achieve 80% of those planned placements into unsubsidized employment may result in funds being withheld until the Service Provider reaches the stated level of performance. The Service Provider will be required to repay funds if the performance level is not achieved by the end of the contract period.
- Of all actual terminations that occur in the Adult, Dislocated Worker and Older Youth programs, an overall 85% must be associated with placement into unsubsidized employment by the end of the contract period. Contractual benchmarks below a 75% placement rate are not acceptable.

In the above-mentioned situation, whereby a Service Provider does not achieve the stated level of performance, the following methodology will be used to calculate the payback for each placement below 80% of the contracted job Placements: $\text{Cost per placement} = \frac{\text{total funds expended}}{\text{number of participants placed into unsubsidized employment}}$.

Number of placements missed X Cost per placement = dollar amount of pay back.

Failure to provide training and/or program activities as specified may result in repayment of all or a portion of the funds paid for such.

PERFORMANCE OUTCOMES

Unless otherwise noted, this is a performance-based cost reimbursement contract and CareerSource Gulf Coast may withhold up to ten (10) percent of funds should the service provider not meet performance measures (below) on a quarterly basis. However, achieving benchmarks by the fiscal year's end may allow the service provider to earn the performance holdback in whole.

CareerSource Gulf Coast Job Center Operator - 2015-2016 Required Performance Levels			
Adult Entered Employment Rate	86%	Wagner Peyser Entered Employment Rate	63%
Adult Wage at Placement Rate	\$18.36	Wagner Peyser Entered Employment Wage Rate	\$10.67
Dislocated Worker Entered Employment Rate	90%	Timeliness of Data Entry—WIOA Applications	5 days
Dislocated Worker Wage at Placement Rate	\$13.94	Timeliness of Data Entry—WIOA Exits	2 days

Three performance measures for contract year 2015-2015 are listed below. The service provider must meet two of the three measures to earn the ten (10) percent holdback. Exceeding one measure will count as meeting two; however, the service provider is encouraged to strive towards meeting all three goals.

- 1) Adult Entered Employment Wage 86%
- 2) Adult Wage Rate (hourly) \$16.00
- 3) Dislocated Worker Entered Employment Rate 85%

1. Assurance of commitment to achieving each of the performance levels

Performance is a priority at the CareerSource Gulf Coast Job Center, and the college is committed to achieving each of the performance levels as established by CareerSource Gulf Coast and remaining a top performer in the state of Florida. On a monthly basis, the CSGC Job Center Coordinator will monitor all performance measures. To maintain high levels of performance, the CSGC Job Center will employ qualified staff and provide training on performance measures and what each measure represents. Information related to performance will be shared with staff at staff meetings and training. If the CSGC Job Center Coordinator determines staff needs additional assistance to perform at a higher level, they will consult with the Director of Workforce Services to request technical assistance or additional training from CareerSource Gulf Coast or the Florida Department of Economic Opportunity. Gulf Coast State College understands that the contract may be cancelled if the customer satisfaction level falls below 75% or the State average (whichever is higher).

2. Additional performance indicators

The CSGC Job Center proposes the following additional measures that fairly measure successful workforce programs:

- Number of work registrations
- Number of job seekers and employers served
- Number of services provided

The level of performance should be based on the level of funding or program requirements. The CSGC Job Center reports on these measures in the monthly CareerSource Gulf Coast Job Center Traffic Report.

**CareerSource Gulf Coast Job Center
Budget (July 1, 2015 - June 30, 2016)**

	RWM116 Budget	RWD116 WIOA DW	RWA116 WIOA Adult	RWY116 WIOA Youth	RWU11 6 RA	RWW116 WP	RWV116 DVOP	RWL116 LVER	RWM116 Military	RWR11 6 REA	RWI116 DEI
Coordinator/Watley	41,755	8,311	13,492	4,107	507	1,840	4,018	2,059	3,813	3,058	550
Admin Asst/Chappelle	32,890	6,499	11,674	3,357	124	1,652	2,589	1,345	2,190	3,035	425
Finance Operations/Lewis	32,070	7,867	10,542	3,479	110	1,632	2,488	1,243	1,909	2,375	425
DEI Position/TBA	6,828	0	0	0	0	0	0	0	0	0	6,828
Military Family/Barnes	31,764	0	0	0	0	0	0	0	31,764	0	0
Job Developer/ Dekouche	28,500	11,243	11,285	4,252	1,720	0	0	0	0	0	0
Job Seeker Services/ Brady	32,787	11,975	11,581	7,501	1,730	0	0	0	0	0	0
Intake/Orientation/Long	30,619	10,304	12,069	6,426	1,820	0	0	0	0	0	0
Intake/Orientation/Balilio	27,062	10,711	7,081	7,850	1,420	0	0	0	0	0	0
Intake/Orientation/ Hunt	28,228	10,735	8,223	7,750	1,520	0	0	0	0	0	0
TOTAL SALARIES:	292,503	77,645	85,947	44,722	8,951	5,124	9,095	4,647	39,676	8,468	8,228
FRINGES:											
FICA /Medicare (7.65 %)	22,377	5,940	6,575	3,421	685	392	696	355	3,036	648	629
Retirement (7.26%)	21,215	5,637	6,240	3,247	650	372	660	337	2,860	615	597
Health Ins (no inc/one mil)	53,886	14,240	15,823	13,254	1,650	191	1,358	467	4,975	1,328	600
Life	921	190	270	193	66	25	24	11	105	22	15
TOTAL FRINGES:	98,419	26,007	28,908	20,115	3,051	980	2,738	1,170	10,996	2,613	1,841
TOT SALARIES /FRINGES	390,922	103,652	114,855	64,837	12,002	6,104	11,833	5,817	50,672	11,081	10,069
Travel	4,239	648	870	293	88	525	334	250	1,102	109	20
Postage	565	75	75	74	22	75	83	46	75	35	5
Printing Services	3,884	544	577	693	239	582	261	202	716	66	4
Maintenance/ Repairs	2,260	188	337	322	342	347	54	47	393	225	5
Other Svcs. Institutional Membership	2,374	397	338	277	330	176	134	21	613	84	4
Contracted Services	1,824	277	212	89	487	178	107	48	337	85	4
Marketing	7,139	898	1,603	1,840	183	808	940	552	185	126	4
Temporary Hire	56,872	2,139	5,991	1,182	500	0	0	0	15,274	29,773	2,013
Supplies	9,134	2,313	1,522	1,374	330	890	796	284	1,477	144	4
Equipment	400	40	137	69	40	24	21	15	30	20	4
Indirect Program Costs	14,387	3,335	3,796	2,131	437	291	437	218	2,126	1,252	364
Total Operational	103,078	10,854	15,458	8,344	2,998	3,896	3,167	1,683	22,328	31,919	2,431
Total Budget	494,000	114,506	130,313	73,181	15,000	10,000	15,000	7,500	73,000	43,000	12,500

BUDGET NARRATIVE

Justification of each proposed expense and method of computation

The budget reflects projected needs for the program year. Employee costs will be allocated to the programs they support. Expenditures are based on prior year expenditures unless otherwise noted. Advertising, marketing, equipment and software will be purchased in accordance with the college's policies and procedures.

Salary/Fringes: Salaries of **\$292,503** are for the following positions: Coordinator, Administrative Assistant, Financial Coordinator, DEI Manager, Military Family Manager, Job Developer, Senior Employment Representative, and three Intake/Orientation Assistants. Fringes include FICA and Medicare match, retirement and insurance. FICA and Medicare match is 7.65% of taxable salaries **\$22,377**. Retirement is 7.26% of salaries **\$21,215**. Health insurance is **\$53,886**, and Life insurance is **\$921**. Total benefits are **\$98,419**.

Travel: Travel costs to deliver services include local travel between the CSGC Job Center and college locations or employer sites as well as out-of-district travel for staff to attend workforce-related conferences and workshops. Total travel is **\$4,239**

Postage: Postage is projected to be **\$565**.

Printing: Printing costs are projected to be **\$3,884** to print forms, brochures, stationery, employee name badges, and business cards.

Maintenance/Repairs: Equipment maintenance and repairs are estimated at **\$2,260**.

Other Services - Institutional Memberships: Memberships with the local Chambers of Commerce are **\$2,374**.

Contracted Services: Total contracted services are **\$1,824**. They include floor mat rentals for \$675 and pest control services for \$300 annually.

Marketing: Total marketing budget is **\$7,139**. This will purchase advertisements in the *Panama City News Herald*. Remaining funds will purchase newspaper advertising, promotions, marketing, employer outreach and recruitment.

Temporary Hire: Temporary employee costs are **\$56,872** to provide one individual for front line coverage and one individual for job orders, employer follow-ups and customer service.

Supplies: Supply expenditures **\$9,134** to purchase items necessary to support operation of the Job Center (i.e., printers, file folders, pens, pencils, software, printer/fax toner cartridges, paper for copiers and equipment with a unit cost of less than \$750).

Equipment: Equipment budget is **\$400**.

Indirect Program Costs: Reimbursement for costs incurred by the college in support of the contract, not reflected in stand-in costs, is projected at **\$14,387**. Indirect costs are calculated at 3% of the total contract and will be paid 1/12 per month for each month of the contract period.

COST ALLOCATION PLAN

Costs will be direct charged where appropriate. Costs that cannot be direct charged will be pooled in the WIOA/WT Universal Service Cost Pool (USCP) and the Coordination and Operational Cost Pool (COCP) at the direction of the CareerSource Gulf Coast Board. The USCP contains all costs related to the wages, fringe benefits, and overhead costs associated with the non-DEO front line, resource room and job developer positions. Costs will be distributed based on the total prior month-to-date expenditures of service providers in the region. The CareerSource Gulf Coast Board staff compiles monthly service provider program expenditures for the region, and the CareerSource Gulf Coast Job Center uses the percentages charged to WIOA and WT grants to allocate costs accumulated in the USCP. The CareerSource Gulf Coast Job Center will maintain month-to-date expenditure spreadsheets to support percentage distributions to grants. The COCP contains all costs related to CareerSource Gulf Coast Job Center overhead costs and the wages and fringe benefits for the Coordinator, administrative assistant/switchboard operator, and finance/operation team lead. Monthly costs in the COCP pool will be allocated based on the percentage of partner program staff charges to grants and will be supported by personnel activity reports.

Per the CareerSource Gulf Coast Board, a function or activity that benefits two or more programs may be set up as a single cost objective. Costs allocable to that cost objective are allowable to any of the programs that benefit from the activities or costs. Therefore, the CareerSource Gulf Coast Job Center will make business decisions regarding what combination of funds made available under these programs will be applied to cost objectives

STATEMENT OF WORK

EMPLOYER SERVICES

Assisting employers with recruitment

The CareerSource Gulf Coast Job Center (CSGC Job Center) will develop an employer outreach and recruitment plan that provides complete, comprehensive services to local employers. Four staff members will comprise the marketing team, and they will be trained to work with individual employers to establish goals and timelines in meeting the employer's current and projected workforce needs. Participating employers will be made aware of labor market information, labor pools, and additional resources. The CSGC Job Center will post job announcements online with Employ Florida Marketplace; and will assist employers with pre-screening, testing, and interviewing for prospective employees. The CSGC Job Center advertises bi-weekly in the local newspaper for both employers and job seekers and is an active participant in community sponsored events, expos, and local and regional job fairs.

Assessing, pre-screening, and referring prospective employees

The CSGC Job Center will provide in-house training to all staff relating to job orders, pre-screening, referring job applicants, and searching databases to ensure they are well trained and customer focused. The CSGC Job Center has developed a jobseeker services team concept, which is utilized in the resource room, front line, and referral desk for job order referrals. All staff will be cross trained, knowledgeable, and work closely with a designated team leader. Internal office procedures address work registrations, job orders, and job referrals. Designated staff will be assigned to provide follow-up services to employers for timely job closure. The CSGC Job Center's Coordinator and Director of Workforce Services will monitor procedures related to assessing, pre-screening, and referring prospective employees.

Providing information

All ESRs are trained and knowledgeable and will provide employers with local, regional, and state labor market information. The Florida Department of Economic Opportunity (DEO) provides labor market information and literature, which is available at the CSGC Job Center and online at the Employ Florida website (www.employflorida.com). Marketing team members will also provide employers with information on current employer incentives and other information, as needed.

Providing rapid response services

Upon notification from DEO, CareerSource Gulf Coast or an employer anticipating a lay-off, company closure or downsizing, the CSGC Job Center Coordinator and Director of Workforce Services will respond immediately with Rapid Response services to include providing dislocated worker information and services available through the CSGC Job Center, training providers, and DEO. The CSGC Job Center staff and partnering agencies will be available to provide an on-site orientation for the affected employer and employees. CSGC Job Center staff will also provide information or one-on-one assistance to dislocated workers on how to file a Re-employment Assistance (formerly unemployment) compensation claim, Workforce Investment Act services, training opportunities for high-wage, high-demand occupations, job search and resume assistance, employability skills workshops, veteran services, and referrals to employers.

Marketing services to employers

Under the supervision of the CSGC Job Center Coordinator and Director of Workforce Services, the marketing team will conduct outreach and recruitment activities in Bay, Gulf, and Franklin counties. They will contact employers through on-site visits, informational mailings, telephone contact, and email to acquire and post job announcements in EFM. The marketing team members will be available to respond to the needs of employers who visit the CSGC Job Center. The marketing team will be actively involved in local Chambers of Commerce, community activities, job fairs, and expos. The CSGC Job Center will actively recruit new employers and maintain a solid employer base by providing high-quality employment services. Dedicated staff will maintain a centralized job order data entry system, enter job orders into EFM, receive calls from

existing employers and provide administrative support to the marketing team. The CSGC Job Center will market its services through its involvement in community activities, newspaper advertisements, job fairs and expos as well as through social media outlets (Facebook, Twitter, LinkedIn, and Instagram, etc.).

Allowing employers and community partners to utilize space at the CareerSource Gulf Coast Job Center

The CSGC Job Center will provide necessary space and accommodations to employers and partners for employment and community related activities, and will enforce all board policies relating to usage of space and CSGC Job Center resources.

OUTREACH AND RECRUITMENT FOR EMPLOYERS

All marketing activities, materials and publications will be approved in advance by CareerSource Gulf Coast, and no service provider staff will speak to the media without approval from the Executive Director or Director of Workforce Services. Failure to abide by this directive may result in the Board requiring the immediate termination of the offender. Staff will sign statements of understanding confirming that this policy has been explained to them. All marketing materials/publications will contain the ADA statement: "Equal opportunity employer/program and auxiliary aids and services are available upon request to individuals with disabilities" and will also list the Center's TDD/TYY or relay service.

JOB SEEKERS SERVICES

The CSGC Job Center service delivery system will be managed to provide access to three tiers of services. Unassisted Core Services will be available to all job seekers with Assisted Core, Intensive and Training Services available to eligible job seeker customers. Availability of funds, in conjunction with customer need and eligibility guidelines, will determine the combination of services appropriately provided to individual customers.

Core Services

1) *Registration in Employ Florida Marketplace (EFM).*

All job seeker clients will be required to sign in on a daily activity log maintained by the front line and resource room staff. At sign in, a front line staff member will determine the level and types of services and assistance required on an individual basis. New clients will be referred to the resource room for orientation, job search services and activities. Clients needing assisted core and intensive services will be referred to the appropriate staff member. An Employment Security Representative prepares and distributes a monthly calendar to all staff members identifying the ESRs and veterans representative designated each day of the month to be 'on call' and address customer needs. All job seeking clients will be assisted in work registration in the Employ Florida Marketplace and provided directives depending on their individual needs.

2) *Eligibility determinations for services under WIOA, and Veteran's priority of service.*

All clients and job seekers will be informed of eligibility requirements and determination for all services under WIOA. Eligible Veterans and spouses will be provided with priority of service for all Workforce activities and referrals to training, job referrals and job search assistance.

3) *Assessing skill levels, aptitudes, abilities and supportive service needs of job seekers.*

At the initial one-on-one assessment, CSGC Job Center staff will assess the skill levels, aptitudes, abilities, and supportive services needs of job seekers. The assessment process will identify strengths and barriers to success. Assessments available on site include the Test for Adult Basic Education (TABE), Career Scope (Career Assessment), and Prove-It (in the areas of accounting, financial, industrial, behavioral, MS Office Suite, etc.) testing. ESRs or veteran representatives will provide one-on-one career management and WIOA services upon request, by referral or by determination of need by front line and resource room staff.

4) (Outreach and recruitment) Informing community partners and job seekers about services.

To inform community partners and job seekers about the services available, the CSGC Job Center will advertise in the Panama City [printed] *News Herald* bi-weekly as well as utilizing the *News Herald's* online web ads. Social media outlets such as Facebook, Twitter, LinkedIn, YouTube, and Instagram as well as other publications and media outlets will be utilized, as needed. The CSGC Job Center will also conduct outreach and recruitment and promote special events through radio and television, if adequate funding is available, and will maintain and develop partnerships with local community organizations, businesses, workforce partners, and area educational and training institutions. Marketing team members will participate in employment-related community and networking events and will maintain active memberships with the local Chambers of Commerce. CareerSource Gulf Coast will promote and participate in area job fairs, business expos, special events and college activities. At a minimum, the CSGC Job Center will provide a monthly update of activities to the CareerSource Gulf Coast's Director of Workforce Services.

5) Making current labor market information available.

CareerSource Gulf Coast will make current local, regional, and state labor market information available through informational handouts and posters. The information will also be available online through the DEO and EFM web sites. Literature provided by the CSGC Job Center and the DEO about job vacancy listings, skills and training needed to obtain jobs, average wages, and number of job openings will be readily available and displayed onsite in a useful and clear format.

The CSGC Job Center will make informational booklets available on how to file Re-employment Assistance (RA), formerly known as unemployment compensation (UC), claims. Front line and resource room staff will be trained to provide assistance in filing RA claims via the internet, mail, telephone, or facsimile. Staff will provide information about local and state training providers and community partners that provide supportive services.

CSGC Job Center staff will provide one-on-one individual orientations to assist clients in becoming familiar with services and resources of the center. An ESR will also provide clients with Priority Re-Employment Planning (PREP) training.

6) Resource room operation.

The following self-directed unassisted core services will be available in the resource room:

Work Registration	Resume Assistance
Job Referrals	Reemployment Assistance
Career Counseling	Fax, Phone & Copy Services
Labor Market Information	WIOA Eligibility Information
Referrals to Training Providers	Assessment and Testing

The resource room will be maintained by certified workforce professional staff members to provide information and assistance in all job search activities and workforce services and programs. Individualized assisted core and intensive services will be available and provided based on the specific needs of the job seeker. A team leader will provide functional supervision to the front line and resource room staff.

The resource room will be equipped with 24 computer workstations and 4 referral stations and will be staffed with employees certified to provide workforce services and assistance to job seeker clients. To ensure the needs of both the job seeker and the employer are met, resource room staff will pre-screen clients and will only refer applicants that meet the employer's qualifications as stated in the job order. Staff will be available to provide labor market information and resume writing assistance and to answer

job search and employment-related questions. Adecco, a temporary staffing agency, will be co-located to assist with immediate employer and job seeker needs.

7) *Follow-up services.*

The CSGC Job Center Coordinator will designate an intake orientation assistant (IOA) to be responsible for WIOA certification and eligibility determination. When a client who is registered in WIOA is placed in unsubsidized employment, the IOA will conduct quarterly follow-up services for twelve months to document retention in employment. The follow-up services consist of calling the client or employer to confirm continued employment. If a WIOA client loses a job, CSGC Job Center staff will provide assistance in locating another job.

Intensive Services

1) *Comprehensive and specialized assessments*

Intensive services will be provided to all WIOA adult and dislocated job seekers at the CSGC Job Center based on job seeker or employer need. Services will include in-depth case management, TABE testing, and employer specific evaluations, as appropriate. If a job seeker requires additional assessments, CSGC staff will refer the individual to appropriate community resources.

2) *Case management*

Job seekers will be evaluated individually to determine appropriate levels of services. Many job seekers may have special needs or barriers that require in-depth case management. CSGC Job Center staff will provide services to meet each client's needs. When appropriate, staff will make referrals to training providers for further assessment or to community agencies for supportive services. When an employer anticipating a plant closure, downsizing, or layoff contacts CSGC Job Center, staff will provide information or orientations to employee groups and will provide job search assistance, as needed.

3) *Short term pre-vocational services*

The CSGC Job Center will provide short-term pre-vocational services to job seekers as needed to enhance their ability to obtain and maintain employability. Short term pre-vocational services will include on-site training such as communication skills, introductory computer skills, and basic employability skills (i.e., resume writing, interviewing skills, and professional conduct).

Training Services (eligibility and referral process for training participants)

The CSGC Job Center coordinates with the Board and training providers to determine eligibility requirements and availability of funding. The CSGC Job Center will determine WIOA eligibility for all Region 4 training providers based on the client providing appropriate documentation (as directed by the state and the CareerSource Florida). Customers will be referred to training providers based on customer choice and program availability.

Special Populations

Veterans' Program, Military Spouse Program, and National Emergency Grants

The college understands that the CSGC Job Center must provide job development and service referrals for customers who need special accommodations due to specific needs or circumstances. The CSGC Job Center Coordinator will designate staff to work with special populations or targeted groups that may be entitled to or require special assistance.

The CSGC Job Center will ensure veterans receive services by conducting outreach and recruitment, making employer visits, maintaining relations with veteran organizations, and being active in veteran-related activities. Veteran staff will monitor the need for and provide services in all areas including in-depth case management for veterans and eligible veteran spouses. Veteran staff will serve veterans with significant barriers to employment (as defined by the U.S. Department of Labor). The CSGC Job Center Coordinator will designate a staff person to manage and operate the MFES program. The MFES representative will

conduct outreach and recruitment at local military bases and provide case management and job search assistance to the eligible military spouse population. The CSGC Job Center will provide on-site staff at the college's Panama City campus to provide placement assistance and support for workforce program completers.

REA (Re-employment and Eligibility Assessments)

The Re-employment and Eligibility Assessment program is designed to provide additional employment and assessment services to eligible pools of unemployed individuals. The services will be delivered by CareerSource Gulf Coast Job Center staff. The CSGC Job Center will send letters on a weekly basis to all identified eligible REA clients (prep pool clients) informing them of a mandatory meeting at the center. These clients must be identified in the Employ Florida REA database as selected for REA services. Clients who attend will be assessed for work readiness and given job referrals as well as interviewing techniques, training, and advanced job search assistance. An Employability Development Plan will be completed as well, and labor market information must be provided to each REA client. These services will be documented in EFM (Employ Florida Marketplace). On a weekly basis, the CSGC Job Center identifies, in the Employ Florida REA database, the clients who have shown up and those who have not. For those who have not participated, good cause will be determined by DEO, and if it is, the CSGC Job Center will again schedule the client for a REA orientation, the required Education Development Plan will be completed, and the provision of labor market information will be supplied. Clients who fail to appear for their second appointment will not be re-scheduled and their failure to appear recorded in EFM.

Unemployment Compensation – Priority Re-employment Planning (PREP) Procedure

Amendment to the Florida Unemployment Compensation Law effective August 1, 2011 requires Re-employment Assistance applicants to file their initial claim and certification of weeks electronically at www.floridajobs.org. Assistance to these applicants is available at the CSGC Job Center.

When a person files for employment assistance, based on certain criteria, they may be placed in the PREP pool. Every Monday, a REA staff member reviews the number of clients in the PREP pool for two weeks future. They will select 95% REA and 5% for PREP.

On Tuesday, the letters requesting the selected clients to attend PREP and a questionnaire are printed and mailed. In EFM, these clients records are marked with a case note stating the date and time for PREP. They must be seen within seven days of the assigned date so they can be rescheduled seven days early or later.

On their appointment date, the PREP clients attend an orientation workshop which lasts approximately two hours. They turn in the questionnaire they receive in the mail which is reviewed and an assessment of skills and barriers notated on the form. Topics covered in the workshop include: description of all agencies located at the one stop, re-employment services we provide, use of center's resources (i.e. computers, fax, copiers, local phone, testing), detailed review of registering and job searching using EFM and a career manager speaks on job search, completing applications, resumes and interview techniques. After the workshop, every client is given these services: 101 Orientation; 102 Initial Assessment; 125 Job Search/ Placement Assistance

If the client is a veteran, they are given a copy of the POS in the workshop and an activity code 189 is given if needed. They are marked attended on the event set up in EFM. If the client did not come in, they are marked as a no show in the event. A case note is entered for all clients.

STAFFING PLAN

The CSGC Job Center is staffed by 20 individuals: 1 CSGC Board staff, 9 Gulf Coast State College employees, 8 DEO, and 2 temporary staff. The CSGC will use its services to recruit and select qualified applicants to provide high-quality services. The college is an equal opportunity employer, and minority and female candidates are encouraged to apply for vacancies. The table below provides staffing details including title, number of individuals per position, and responsibilities.

- A. Gulf Coast State College Human Resources will provide all job postings of Gulf Coast State College to a CSGC Job Center representative for input into EFM.
- B. Career service positions to be advertised will include wording that applications must be filled out at the CSGC Job Center, and an assessment test, decided upon by the Gulf Coast State College department head, will be required as part of the application process.
- C. The Gulf Coast State College Human Resources department will input the career service job postings into their Banner mechanized system, and for copying to the Gulf Coast State College search committee.
- D. The Gulf Coast State College Human Resources department will provide a CSGC Job Center representative with a list of the job applicants who were chosen for interviews, and the person who was hired with their hire date and salary information.

Position	No.	Responsibilities/Program
CSGC Job Center Staff: 1		
Director of Workforce Services and Communications	1	Functional supervision of the CareerSource Gulf Coast Job Center
GCSC Staff: 9		
CSGC Job Center Coordinator	1	Oversight of the CSGC Job Center employees
Job Developer	1	Work with job seekers, employers for job orders
Career Manager – MFES	1	Case management services to military dependents
Sr. Employment Representative	1	Front line/resource room services, WIOA certifications and assisted core services (Team Leader)
Intake Orientation Assistant	3	Front line/resource room services and eligibility determination
Administrative Assistant	1	Switchboard and administrative duties
Senior Bookkeeper/Finance & Operations Team Leader	1	Executes and maintains CSGC Job Center budgets and financial records
DEO Staff: 8		
Employment Security Rep. II/LVER	1	Veteran services, marketing, recruitment and outreach
Employment Security Rep. II/DVOP	2	Case management services to veterans and organizational outreach
Employment Security Rep. II	4	Employer services, marketing, recruitment and outreach
Employment Security Rep. I	1	Wagner-Peyser, REA employment and re-employment services
Temporary Staff: 2		
Customer Service Representative	2	One (1) Front line/resource room services and One (1) employer job orders, follow-ups and other duties, as assigned

1. Required training and certifications

CSGC Job Center staff will complete the DEO's required Florida Workforce Professional Tier 1 Certification within six months of employment. All front line staff will complete ongoing training in customer service, communication skills, basic computer software programs (i.e., Word, Excel, Outlook) programs (i.e., WIOA, Wagner-Peyser, LVER, MFES, DVOP), and the DEO's Adobe Connect Learning Management System training programs, as directed.

- 2. Maintenance of 15 hours of continuing education credit requirement**

Front line staff will attain at least 15 hours of continuing education each year of employment after the first year. Staff will be encouraged and, in some instances, required to attend training as requested by the Dean of Workforce Development, the CareerSource Gulf Coast Board staff, or coordinator. Staff will be required to attend staff meetings, which will be a forum for evaluating strategies, providing training, disseminating information, and encouraging continuous improvement of staff. CSGC Job Center staff will be responsive to training recommended or mandated by CSGC Board Staff related to quality service delivery and performance improvement.
- 3. Key staff resumes.**

Resumes for key staff members will be available upon request of the CareerSource Board.
- 4. Hours of operation and holiday schedule.**

The CSGC Job Center will provide service in all areas Monday through Friday from 8:00 a.m. to 5:00 p.m. The CSGC Job Center will be closed on the following holidays: New Year's Day, Memorial Day, I Martin Luther King Jr. Day Independence Day, Labor Day, Veterans Day, Thanksgiving Holidays (Thursday & Friday), Christmas Day. Hours are subject to change upon notification and approval from the CSGC Board.
- 5. Conducting business**

Gulf Coast State College will operate the CSGC Job Center according to Standard Operating Procedures (SOPs) included in MOU negotiated with the CSGC Board. To ensure compliance, the Coordinator will review SOPs in staff meetings, as appropriate. CSGC Job Center staff will follow the professional appearance policies of GCSC and the CSGC Board.
- 6. Operation of special projects**

The CSGC Job Center will provide technical assistance, staff, and support to the CSGC Board for additional programs as deemed appropriate with funds permitting.
- 7. Reimbursement for personnel costs**

The CSGC Job Center will request reimbursement for personnel costs only for time actually worked, approved accrued leave payouts, and reasonable vacation, sick leave, and holidays in accordance with Gulf Coast State College personnel policies.
- 8. Security of sensitive information**

Staff will be informed that misuse of sensitive information can result in termination and potential legal action. Staff will have security forms on file with the Regional Security Officer (RSO) to access state and local databases. System access will be terminated when staff leaves employment. The RSO will be responsible for activation and deactivation of requests for system access.
- 9. Personnel files**

GCSC will supervise its staff, provide functional supervision of DEO staff, and maintain accurate, up-to-date personnel files for relevant GCSC and DEO staff. Job performance and goals will be discussed on an informal, day-to-day basis, as needed. Mid-year and annual performance reviews will be conducted to address any performance issues, provide coaching, and determine additional training needs, where required. All personnel-related information and documentation such as continuing education, mid-year evaluations, annual performance reviews, and disciplinary actions will be included in the personnel files. All personnel files will be kept in a secure location by the Coordinator and Director of Workforce Services and Communications.

COORDINATION AND NON-DUPLICATION

The college will maintain communication with and provide information to all partners detailing the services and resources available and will make training and use of the center's facility available upon request. Under the direction of the CSGC Board, the CSGC Job Center staff will participate in group workshops and webinars to maximize resources within the region. The continued involvement, close working relationships, and strong communication will avoid duplication of services offered by other organizations.

All workforce providers will confirm that participants are not already being served by another provider and will enter participant data into appropriate databases promptly. To avoid duplication of services, the CSGC-JC will promptly record all supportive services and case notes into the Employ Florida Management System and collaborate with other community partner agencies, as appropriate.

In keeping with CareerSource Gulf Coast's effort to maintain a strong recognizable presence and to reduce duplication of effort, CSGC-JC staff will comply with the CareerSource Gulf Coast requirement to submit all media, marketing, advertising, and public relations materials pertinent to this contract to the CareerSource Gulf Coast Executive Director or Director of Communications for approval. Under no circumstances should CSGC-JC staff meet with media without prior approval of CareerSource Gulf Coast.

The Florida Legislature requires that any purchase by regional workforce boards of promotional/outreach/informational items which exceeds a certain amount each year must be approved by the Department of Economic Opportunity prior to purchase. In order to ensure that purchases for this region do not exceed the limit, Service Providers must obtain written permission in advance from the CareerSource Gulf Coast Executive Director prior to making purchases of outreach/informational/promotional items.

AUTOMATION AND TECHNOLOGY

Gulf Coast State College attests that:

1. Staff will have reliable access to the internet for the purposes of email and data entry.
2. Staff will possess the basic skills needed to perform their duties, which may include proficiency in Microsoft Office Word, Excel and the ability to download forms, scanning and emailing documents as required.
3. Staff will check email regularly throughout the day, and add auto notices to their email account when out of the office.
4. Data entry by staff will be periodically checked by a supervisor for accuracy. The Board's regional security officer will be notified of any recurring problems so that appropriate corrective actions may be conducted through the Board to state IT staff.
5. On a time schedule determined by the Board, the Service Provider shall submit accurate, complete and timely participant and financial records, program reports and/or documentation, as specified by the Board.

The CSGC Job Center has secured access to the Internet for staff and customers. The center maintains a resource and assessment room equipped with 24 computer workstations with internet access, resume writing software, remedial software, videos, facsimile, printing, copier, and telephone services. Assistive technology is available for individuals with special needs including a 20 inch color automatic focus television for the visually impaired, a teletypewriter (TTY) machine with text display for the hearing impaired, and a workstation

with wheel chair accessibility. The training room is equipped with 24 computer workstations, an instructor's workstation, an automated projection screen, and a mounted overhead projector. The board room accommodates 32 people and is equipped with interactive video conferencing equipment. All the computers are equipped with access to the Internet.

All CSGC-JC staff has the necessary resources to provide services and to communicate with all partnering agencies via email and the Internet. Each office is equipped with a personal computer with Microsoft Windows applications, email, and Internet service. Staff also has access to a facsimile, copier and network printers. The CSGC Coordinator, in conjunction with the workforce board's information systems administrator, is responsible for establishing and maintaining email accounts and Internet services. The CSGC Coordinator ensures that each staff member has been trained and has demonstrated the necessary skills to access state databases, Internet, email, and software programs.

An intake orientation assistant is responsible for timely data entry. CSGC Job Center staff track client progress using both hard-copy case files and the interactive state database (EFM).

All staff requiring access to information systems for which CareerSource Gulf Coast provides security will have signed security forms on file with the CSGC Regional Security Officer (RSO). The CSGC-JC Coordinator is responsible for ensuring that the RSO is notified when staff leaves CSGC-JC employment for deactivation of system access.

AVOIDING CONFLICT OF INTEREST

Gulf Coast State College will exercise care to avoid any real or perceived conflict of interest in referring clients to training services. Gulf Coast State College understands that customer choice must be respected and that clients may select from institutions on the Eligible Training Provider List without any undue influence by Gulf Coast State College as the CareerSource Gulf Coast Job Center Operator.

The college prides itself in delivering quality services to all clients and strongly encourages a cooperative effort among the training providers. To avoid real or perceived conflicts of interest, the selection of a service provider is based solely upon the client's choice.

The CareerSource Gulf Coast Job Center delivers customer-focused services to job seekers and employers. The number one priority is meeting each client's needs with the end result of securing substantial employment. CSGC Job Center staff will participate in appropriate training and are not permitted to encourage or direct clients into specific programs or to specific providers. Instead, CSGC Job Center staff will also provide information and encourage clients to explore all program opportunities and providers. All approved service and training providers and their representatives are treated in a fair and equitable manner. The coordinator closely monitors the level of coordination of services among providers.

The CSGC Job Center's service delivery model ensures quality service for employers and job seekers by providing recruiting services, applicant pre-screening, applicant testing, public service announcements, resume assistance, job search assistance, assisted core services, and intensive services. The scope of services of the CSGC Job Center does not encompass funding for client participation in vocational training programs; however, the center fully supports and encourages referrals to approved training providers. The CSGC Job Center determines WIOA eligibility after referral to appropriate training providers for assessment and acceptance. In doing so, the CSGC Job Center completes a WIOA application with supporting documentation to determine client eligibility.

QUALITY CONTROL

1. Program and financial monitoring

The college uses effective quality control measures to detect and reduce fraud and errors in data collection, eligibility determinations, and service delivery. CSGC Job Center staff requires a client's original state and federally-approved documents to determine eligibility, and verifies case files and data entry.

The CSGC Job Center ensures that it protects and maintains the confidentiality of information by keeping hard-copy files in locked filing cabinets and maintaining the security of passwords for electronic databases. The security officer monitors access to programs and information. The public does not have direct, unaccompanied access to office areas and staff receives consistent, frequent training regarding the importance of maintaining confidentiality.

The college manages and provides accounting support for numerous Federal, State and locally-funded programs in accordance with GAAP, federal regulations, Florida statues, and Florida's Accounting Manual for Florida's Community Colleges.

2. Performance evaluation

All WIOA and Wagner-Peyser performance measures, as outlined by the DEO common measures, will be monitored on a monthly basis by the coordinator. All local CareerSource Gulf Coast performance measures as stated in the Service Provider contract will be monitored monthly by the CSGC Job Center Coordinator and reviewed by the local CSGC Board.

3. Tracking effectiveness

The CSGC Coordinator will track performance outcome data, monthly reports, and information relating to the overall operation of the center. The Coordinator will provide copies of reports at monthly meetings or at in-house workshops, and staff will discuss the information contained in the reports and brainstorm strategies to improve performance.

FILE MAINTENANCE/DOCUMENTATION / DATA ENTRY

1. Case Files

A. *Maintenance*

CSGC Job Center staff will create a hard-copy file for each client determined to be eligible for WIOA. All status changes, case notes, and services will be recorded and maintained until follow ups are completed. Hard-copy files will be maintained for five years. When eligibility is determined, all information will be entered into EFM and maintained until program completion. All Wagner-Peyser work registrations, services, and case notes will be entered into EFM.

B. *Monitoring compliance*

All case files will be cross checked at the time of eligibility and maintained on a regular basis. No more than three percent of files will have out-of-date or incorrect information when monitored by CareerSource Gulf Coast Board staff or its designee.

C. *Counseling notes*

CSGC Job Center staff will maintain contact with WIOA clients monthly (at a minimum) and will enter notes within 48 hours of a participant contact.

D. Files are the property of the CareerSource Gulf Coast (CSGC) Board

The CSGC Job Center acknowledges that all files are the property of the CareerSource Gulf Coast Board and will be turned over to CSGC upon their request.

2. Documentation

Case files will include information and documentation of each of the following, as appropriate to program requirements:

All eligibility and data validation items	Training completion certification
The initial and comprehensive assessments	Counseling notes
The Individual Service Strategy (ISS) and its updates	Job placement information
Progress reports	Job retention verification
Time and attendance	

3. Data Entry

Gulf Coast State College will apply for access to relevant management information systems through the CareerSource Gulf Coast Regional Security Officer (RSO), and will notify the RSO when staff no longer requires access. CSGC Job Center staff will enter all WIOA applications within five days of the application date, and files will be transferred to the training provider within 48 hours of the application date. All other WIOA data entry will be entered within 48 hours of the action date, and program exits will be entered within two days of the client's exit date.

BONDING STATEMENT

To Whom It May Concern:

Crime - Employee Theft, Money and Securities:

Service Provider agrees to bond every officer, director, or employee authorized to receive or deposit workforce program funds or issue financial documents, checks, or other instruments or payment of program costs. The Bond shall be effective prior to any contract payment and for at least twelve (12) months after this Contract terminates with amounts up to sovereign immunity limits for State purposes.

Gulf Coast State College by signing below certifies that they will keep in force, through the entirety of this contract, a crime/theft insurance policy, with coverage of a maximum limit of \$1,000,000 per occurrence. Gulf Coast State College is self-insured and shall provide coverage under plan number RMC 2015-0301 provided through **Florida College System Risk Management Consortium** from March 1, 2015 to February 29, 2016.

A copy of the policy declaration page must be provided to CareerSource Gulf Coast within ten (10) days of contract execution.

Gulf Coast State College
Service Provider

Dr. John Holdnak
Name (Printed or Typed)

President
Title


Signature

11/10/15
Date

CERTIFICATION OF INSURANCE

Gulf Coast State College is self-insured and shall provide general liability insurance in an amount not less than \$100,000 per person and \$200,000 per occurrence under plan number RMC 2015-0301 provided through **Florida Community College Risk Management Consortium** from March 1, 2015 to February 29, 2016.

A copy of the policy declaration page must be provided to CareerSource Gulf Coast within ten (10) days of contract execution.



Signature

11/10/15

Date

Dr. John Holdnak

Name (Printed)

President

Title

NON-DISCRIMINATION and EQUAL OPPORTUNITY CERTIFICATION

The Service Provider agrees to comply fully with non-discrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act of 2014, including Public Law 97-300; Title VI and VII of the Civil Rights Act of 1964, as amended; Age Discrimination Act of 1975, as amended; Section 504 of Rehabilitation Act of 1973, as amended; Title IX of the Education Amendments of 1972, as amended; the Nontraditional Employment for Women Act of 1991; Section 654 of the Omnibus Budget Reconciliation Act of 1981, as amended; the American with Disabilities Act of 1990, and the Florida's Human Rights Act of 1977. The Service Provider further agrees that it will in no way discriminate against, deny benefits to, deny employment to, or exclude from participation any person on the basis of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, sex stereotyping, national origin, age, disability, marital status (except as otherwise permitted under Title IX of the Education Amendments of 1972), political affiliation or belief, citizenship/status as a lawfully admitted immigrant authorized to work in the United States, from any program or activity funded in whole or in part with funds made available through CareerSource Gulf Coast. It is also agreed that participation in programs and activities shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees and parolees, and other individuals authorized by the Attorney General to work in the United States. It is further agreed that the grievance and complaint procedures submitted by the grant recipient and approved by the Office of Civil Rights will be adhered to.


Programs funded through CareerSource Gulf Coast are equal opportunity programs and the Service Provider shall assure that all programs and activities conducted under this Agreement are accessible to individuals with disabilities. Where the physical facilities are not accessible, an alternate plan for accessing the program or activity must be developed and retained on file, and a copy provided to the CareerSource Gulf Coast Equal Opportunity Officer. Provisions must also be made for the limited English speaking and vision and sensory impaired. These provisions include: having a plan to provide interpreters and sign language assistance when necessary, and assuring that adequate staff or other sources are available to adequately communicate with non-English speaking applicants and/or participants.

CareerSource Gulf Coast has established and maintains procedures to informally resolve grievances or complaints from, and provide counseling to participants in programs operated under this Agreement. A representative of the Service Provider will be required to inform program participants of such procedures and their right to file with the appropriate local, State, or National entity a complaint if the matter is not resolved through information procedures. The Service Provider agrees to require that each participant read, and understand their rights and responsibilities as enumerated in the NOTICE OF NONDISCRIMINATION AND COMPLAINT & GRIEVANCE PROCEDURES FORM.

Sub-recipients shall not discharge or in any manner discriminate against any individual in connection with the administration of the program, or against any individual because such individual has filed any complaint or instituted or caused to be instituted any proceeding under or related to this Act, or has testified or is about to testify in any such proceeding or investigation under or related to the Act, or otherwise unlawfully deny to any individual any benefit to which that participant is entitled under the provisions of the Act or privileges secured by 29 CFR Part 34.

Pursuant to Section 188 of the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, I, Dr. John Holdnak the undersigned, in representation of Gulf Coast State College, the grantee, attest and certify that the grantee will adhere to any and all nondiscrimination laws and equal opportunity laws. The undersigned will adhere to any and all federal, state and local Board non-discrimination rules and regulations.

Dr. John Holdnak, President
Name / Title

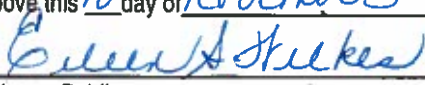

Signature

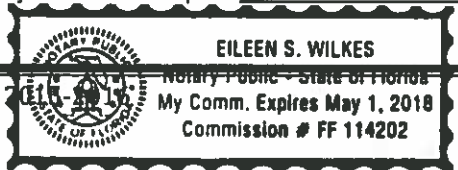
11/10/15
Date

STATE OF FLORIDA
COUNTY OF BAY

I hereby certify that on this date before me, a Notary Public duly authorized in the State and County named above to take acknowledgments, personally appeared: Dr. John Holdnak, who is known as the person described as President of Gulf Coast State College and who executed the foregoing instrument before me, and acknowledged before me he executed it in the name of and for Gulf Coast State College, and that he had statutory authority or has been legally and duly delegated the authority to bind this contractor.

WITNESS my hand and official seal in the County and State named above this 10 day of November 2015.


Notary Public
My Commission Expires: _____





Participant Name: _____

NOTICE OF NONDISCRIMINATION AND COMPLAINT & GRIEVANCE PROCEDURES

NOTICE OF NONDISCRIMINATION:

CareerSource Gulf Coast does not discriminate on the basis of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, sex stereotyping, national origin, age, disability, marital status, political affiliation or belief, citizenship/status as a lawfully admitted immigrant authorized to work in the United States, participation in any WIA Title I financially assisted program or activity, or any other characteristic protected by Federal, State or local law.

Programs funded through CareerSource Gulf Coast are equal opportunity programs with auxiliary aids and services available upon request to individuals with disabilities. Persons using TTY/TTD equipment use Florida Relay Service 711. Individuals with disabilities may make requests for reasonable accommodations to the CareerSource Gulf Coast Equal Opportunity Officer by calling (850) 913-3285, emailing accommodations@r4careersourcegc.com or writing to CareerSource Gulf Coast, Equal Opportunity Officer, 5230 W US Hwy 98, Panama City, FL 32401.

INTIMIDATION AND RETALIATION PROHIBITED:

CareerSource Gulf Coast shall not discharge, intimidate, retaliate, threaten, coerce or discriminate against any person because such person has filed a complaint or grievance. The same prohibition applies to people who have furnished information, assisted or participated in any manner in an investigation, review, hearing or any other activity related to administration of, or exercise of authority under, or privilege secured by 29 CFR Part 34.

COMPLAINT PROCEDURES:

If you as a Workforce program participant feel that you have been subjected to discrimination based on race, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, sex stereotyping, national origin, age, disability, marital status, political affiliation or belief, citizenship/status as a lawfully admitted immigrant authorized to work in the United States, participation in any WIA Title I financially assisted program or activity, or any other characteristic protected by Federal, State or local law, you may file a complaint of discrimination with either the Local Equal Opportunity Officer, Shannon Walding, 5230 W. Highway 98, Panama City, FL, 32401, the Department of Economic Opportunity, Office of Civil Rights (OCR), Caldwell Building, 107 East Madison Street, MSC 150, Tallahassee, FL 32399-4129 or directly with the U.S. Department of Labor, Civil Rights Center (CRC), 200 Constitution Avenue, Northwest, Room N-4123, Washington, DC 20210. Your complaint must be filed within 180 days of the alleged discriminatory act.

If you elect to file your complaint with the OCR, you must wait until the OCR issues a decision or until 90 calendar days have passed, whichever is sooner, before filing with the CRC. If the OCR's resolution of your complaint is unsatisfactory, you may file the complaint with the CRC. The complaint must be filed within 30 calendar days of the date the notice of the OCR proposed resolution was received.

GRIEVANCE PROCEDURES (PARTICIPANTS):

If you as a Workforce participant have a problem which arose in connection with Workforce programs operated by the Region in Bay, Gulf or Franklin counties, under these Acts, you should discuss the matter with the appropriate representative. If the problem cannot be resolved at that level, you may request a review with the Supervisor. If you do not receive a response within ten working days or wish to further pursue the issue, please contact your Service Provider's individual responsible for Workforce Programs with your grievance. If you do receive an adverse response and wish to pursue the grievance further, OR ten working days have elapsed and no response received, please submit a formal letter of grievance to the Deputy Director or Executive Director of CareerSource Gulf Coast, 5230 West Hwy. 98, Panama City, FL 32401. If you do not receive a decision at the Region level within 60 calendar days of filing the grievance, or if there is an adverse decision, you may request a review within 10 days of the receipt of the adverse decision or, within 15 days from the date you should have received a timely decision. The request for review should be filed with the Department of Economic Opportunity. The Department of Economic Opportunity shall issue a decision within 30 calendar days of receipt of the request. The Department of Economic Opportunity's decision constitutes final agency action. If the Department of Economic Opportunity fails to provide a decision within the 30-day time limit, you may request a determination by the Secretary of the United States Department of Labor on whether reasonable cause exists to believe that the Act or its regulations have been violated. A grievance must be filed within ONE year of the alleged violation.

As a Workforce program participant, I certify that I have read the above statement and understand my rights and responsibilities as enumerated in this statement and a copy was provided for my reference.

Participant's signature _____

_____ Date

As a representative of _____, I verify that the above-signed participant read the above statement of the Workforce programs' grievance/complaint procedures and indicated an understanding of the procedures.

Program Representative _____

_____ Date

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

Non-federal entities and contractors are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, sub-awards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. When applicable, as required by the regulation implementing EO No. 12549 and 12689, Debarment and Suspension, 2 CFR, part 180, the Contractor must not be presently nor previously within a three-year period preceding the effective date of the Contract, debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency. No contract shall be awarded to parties listed on the GSA List of Parties Excluded from Federal Procurement or Non-Procurement.

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its officers /principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or local governmental department or agency;
 - b. Have not within a three (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission or embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph 1 b. above of this certification; and
 - d. Have not had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. That if the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Dr. John Holdnak, President
Name/Title

[Signature]
Signature

11/10/15
Date

**STATE OF FLORIDA
COUNTY OF BAY**

I hereby certify that on this date before me, a Notary Public duly authorized in the State and County named above to take acknowledgments, personally appeared: Dr. John Holdnak, who is personally known, is the person described as President of Gulf Coast State College, and who executed the foregoing instrument before me, and acknowledged before me he executed it in the name of and for Gulf Coast State College, and that he had statutory authority or has been legally and duly delegated the authority to bind this contractor.

WITNESS my hand and official seal in the County and State named above this 10 day of November 2015

[Signature]
Notary Public
My Commission Expires



LOBBYING CERTIFICATION

I certify that **Gulf Coast State College** has not and will not allow any funds made available under this contract to be used for any political activity, lobbying or Federal, State or Local legislatures, or raise funds, or to promote or oppose unionization. I assure that no workforce system funds will be used to assist, promote or deter union organizing.

Dr. John Holdnak, President
Name/Title


Signature

11/10/15
Date

COPYRIGHTS STATEMENT

Contracting agency shall have unlimited rights in: Data first produced in the performance of this contract; form, fit and function data delivered under this contract; data delivered under this contract (except for restricted computer software) that constitute manuals or instructional and training material for installation, operation or routine maintenance and repair of items, components or processes delivered or furnished for use under this contract; and all other data delivered under this contract.

I will not release to others, reproduce, distribute or publish any data first produced or specifically used by the Contractor in the performance of this contract without written permission by the Contractor.

Dr. John Holdnak, President
Name/Title


Signature

11/10/15
Date

ASSURANCE OF PELL GRANT COORDINATION

Gulf Coast State College assures that all participants enrolled in retraining activities at approved institutions will apply for student financial assistance, whether it be federal, state or local, and will make maximum efforts to assist each participant in qualifying for available assistance. The provider further assures that documentation of such application shall be maintained in each participant file.

Dr. John Holdnak, President
Name/Title


Signature

11/10/15
Date

**SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

1. This sworn statement is submitted to: CareerSource Gulf Coast by Dr. John Holdnak, President of Gulf Coast State College whose business address is: 5230 West Highway 98, Panama City, FL 32401 and its Federal Employer Identification Number (FEIN) is 59-1208155
2. My relationship to Contractor is: President
(sole proprietor, partner, president, vice-president)
3. I understand that a "public entity crime" as defined in Paragraph 287.133 (1) (g), Florida Statutes, includes a violation of any state and federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or by contract for goods and services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.
4. I understand the "convicted" or "conviction" as defined in Paragraph 287.133(1) (b), of the Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a pleas of guilty or nolo contendere.
5. I understand that "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, to mean:

(1) A predecessor or successor of a person or a corporation convicted of a public entity crime; or a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, (3) those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.
6. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods and services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
7. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

Neither the contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the contractor nor any affiliate of the contractor has been convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearing and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order.)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OR THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Dr. John Holdnak, President
Name/Title

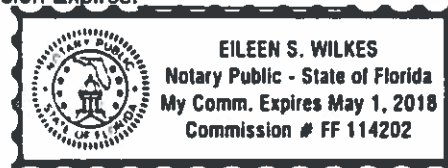
[Signature]
Signature

STATE OF FLORIDA
COUNTY OF BAY

I hereby certify that on this date before me, a Notary Public duly authorized in the State and County named above to take acknowledgments, personally appeared: Dr. John Holdnak, who is personally known, is the person described as President of Gulf Coast State College, and who executed the foregoing instrument before me, and acknowledged before me he executed it in the name of and for Gulf Coast State College, and that he had statutory authority or has been legally and duly delegated the authority to bind this contractor.

WITNESS my hand and official seal in the County and State named above this 10 day of November 2015.

[Signature]
Notary Public
My Commission Expires:



DRUG-FREE WORKPLACE REQUIREMENT CERTIFICATION

I, **Dr. John Holdnak**, an authorized representative of the Service Provider do hereby make the following certification with respect to the execution of responsibilities assigned to CareerSource Gulf Coast (CSGC) by WIOA and the Drug-Free Workplace Act of 1988 and its' implementing regulations codified at 29 CFR 98, Subpart F. The contractor attests and certifies that a drug-free workplace will be provided by the following actions:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The contractor's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph (1) of this certification;
4. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the contract, the employee will:
 - a. Abide by the terms of the statement, and;
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
5. Notifying CSGC in writing ten (10) calendar days after receiving notice under subparagraph 4. b. from an employee or otherwise receiving actual notice of such conviction. We will provide such notice of convicted employees, including position title, to every Grant officer on whose Grant activity the convicted employee was working. The notice shall include the identification number(s) of each affected contract/Grant.
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4. b., with respect to any employee who is so convicted:
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended.
 - b. Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local, health, law enforcement, or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this entire certification.

Notwithstanding, it is not required to provide the workplace address under the contract. As of today, the specific sites are known and we have decided to provide the specific addresses with the understanding that if any of the identified places change during the performance of the contract, we will inform the agency of the changes. The following are the sites for the performance of work done in connection with the specific contract including street address, city, county, state and zip code:

625 Highway 231, Panama City, FL 32405 (Bay County)

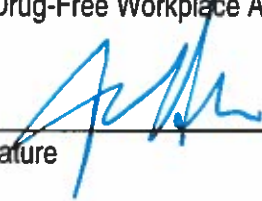
3800 Garrison Avenue, Port St., Joe, FL 32456 (Gulf County)

Check () if there are workplaces on file that are not identified here.

Check () if an additional page was required for the listing of the workplaces.

I declare, under penalty of perjury under the laws of the United States, and under the penalties set forth by the Drug-Free Workplace Act of 1988, that this certification is true and correct.

Signature



Dr. John Holdnak, President

Name/Title

I, **Dr. John Holdnak**, certify that I am the **President of Gulf Coast State College** and sign this Drug-Free Workplace Certification on behalf of the authority given by the following organization and that such signing is within the scope of my powers.

Gulf Coast State College

(Organization Name)

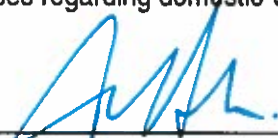
Executed on: _____

CERTIFICATION REGARDING CLIENT SAFETY

The Service Provider certifies that all staff working directly or indirectly with youth will submit to FDLE/FBI background check prior to employment. The results of that background check will be maintained on file for a period of not less than seven years. If the pre-employment background check reveals convictions, pleas of nolo contendere or adjudication withheld relating to felony charges, the applicant is ineligible for employment. Convictions for the following enumerated crimes or misdemeanors will also render an applicant ineligible.

<u>Statute</u>	<u>Title</u>
409.325	Public Assistance Fraud
784.11	Assault
784.03	Battery
784.048	Stalking
790.01(1)	Carrying
790.27	Possession or sale of a firearm with altered serial number
796.07	Prostitution/Lewdness
800.03	Exposure of Sexual Organs
806.13	Criminal Mischief
817.565	Fraudulent Urine Drug Test
827.04(2) (3)	Child Abuse
827.05	Negligent treatment of Children
847.011(1) (2)	Pornography offenses

Offenses regarding domestic violence and cruelty to animals will also render an applicant ineligible.



Dr. John Holdnak, President
Gulf Coast State College



 Date

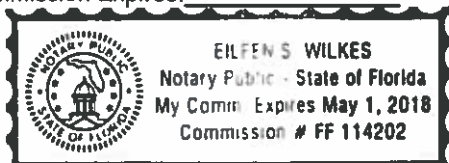
STATE OF FLORIDA
COUNTY OF BAY

I hereby certify that on this date before me, a Notary Public duly authorized in the State and County named above to take acknowledgments, personally appeared: **Dr. John Holdnak**, who is personally known, is the person described as **President of Gulf Coast State College**, and who executed the foregoing instrument before me, and acknowledged before me he executed it in the name of and for **Gulf Coast State College**, and that he had statutory authority or has been legally and duly delegated the authority to bind this contractor.

WITNESS my hand and official seal in the County and State named above this 10 day of November 2015.



 Notary Public
 My Commission Expires:



ASSURANCES

THE SERVICE PROVIDER ASSURES THAT:

1. The Service Provider will substitute stand-in costs for any unauthorized expenditures deemed as disallowances in the operation of the program, and for any disallowed costs incurred as a result of the service provider expending funds not authorized under this Agreement or in violation of the appropriate Federal or State statutes, regulations or guidelines. In order for stand-in costs to be substituted for disallowed expenditures, the service provider must submit a stand-in cost report for the quarter that the disallowance was incurred. The application of stand-in cost will occur at the audit resolution stage, and will not exceed recorded and approved stand-in costs. Any funds requested for reimbursement by the service provider that are determined by the Board, the Governor, Department of Economic Opportunity, CareerSource Florida, and/or United States Department of Labor to be in violation of appropriate Federal and State Statutes, regulations or guidelines shall be refunded and repaid to the Board by the Service Provider with non-federal funds. Should the Service Provider question the Board's determination of a disallowance, the Department of Economic Opportunity may be contacted for a final opinion regarding the appropriateness of the expenditure(s) in question. If this Agreement or Amendments thereto are still in effect, CareerSource Gulf Coast shall withhold these monies from any allowable reimbursement request of the Service Provider.
2. The Service Provider agrees to promptly repay the Board any amount previously paid to the Service Provider by the Board, which is determined by final audit to be an unallowable cost or expenditure. The Service Provider shall repay the Board any funds found not to have been expended in accordance with workforce system programs' regulations or any disallowed expenditure in the final resolution of the audit report. The Service Provider shall repay such amounts from funds other than funds received under this contract. The Board may withhold funds from future deliverables or cost reimbursement requests pending resolution of disallowed costs. This provision is subject to any administrative or other legal procedures available to the Service Provider. No funds under this contract may be used in support of any religious, anti-religious, or political activity.
3. In the event the service provider breaches this contract, the service provider shall indemnify and hold harmless CareerSource Gulf Coast for any disallowed costs resulting from any such breach of this contract. The management, administration and implementation of all terms and conditions of this Contract shall be performed in a manner satisfactory to the Board. The Board may act in its own best interest including, but not limited to:
 1. Requiring a written report of corrective action within specific time frames;
 2. Withholding payment;
 3. Disallowing inappropriate claims, payments, or costs;
 4. De-obligating Contract funds; or
 5. Terminating or suspending this Contract.

If the Board determines that the program described in this Contract is not functioning as intended, the Board shall notify the Service Provider immediately by telephone, followed by written notice, which may result in bilateral corrective action or adjustment of the Contractual terms through modification of this Contract.

4. The Department of Economic Opportunity requires that the Board's monitoring plan include fiscal monitoring of all service providers. The Board's Fiscal Department monitors the invoices for appropriateness of costs, timeliness of the submission related to the time that the expenditures were incurred dates of enrollment related to dates of expenditures and overall accuracy of the invoice.

Each month, program fiscal reports are due on the 10th of the month. The Fiscal Department monitors the reports and invoices over the remainder of that month. When there is a discrepancy, the service provider is immediately notified and appropriate clarification and/or documentation is requested. If the service provider submits the requested documentation in a timely manner and the Fiscal Department reviews and accepts the documentation/clarification, no reimbursement is withheld. If the service provider fails to submit proper documentation/clarification, all reimbursements will be withheld until such time that the proper clarification is submitted to and accepted by the Fiscal Department.

CareerSource Gulf Coast reserves the right not to pay if invoices are submitted more than sixty (60) days past the end of the month being invoiced. Each year a final closeout report is due within twelve (12) days after the contract end date. After this deadline, no reimbursement can be made for prior year's expenses from prior year's funds.

5. The Service Provider shall maintain sufficient financial records to allow costs to be properly charged to the appropriate cost categories. The Service Provider shall maintain proper accounts and an accurate verification of participant statistics.
6. In accordance with Florida Statutes, 50% of adult and dislocated worker funds must be expended for Individual Training Accounts (ITAs). Please refer to DEO FG 074 for guidelines on allowable costs that may be considered as a part of the 50% funds.
7. Service provider expenditures will be reviewed after the second quarter of the program year. If contract funds are not 35% expended, funds may be de-obligated.
8. In compliance with WIOA Public Law 113-128, Section 194 (15) none of the funds provided under this title shall be used by a recipient or sub-recipient of those funds to pay the salary and bonuses of an individual at a rate in excess of Executive Level II. This restriction does not apply to vendors/contractors providing goods and services as described in NPRM 683.290 (c).
9. The Florida Legislature requires that any purchase by regional workforce boards of promotional/outreach/informational items which exceeds a certain amount each year must be approved by the Department of Economic Opportunity prior to purchase. In order to ensure that purchases for this region do not exceed the limit, Service Providers must obtain written permission in advance from the CareerSource Gulf Coast Executive Director prior to making purchases of outreach/informational/ promotional items.
10. The Service Provider who is a public or private nonprofit agency assures that revenues in excess of costs shall be treated as program income. Accordingly, these funds may be retained by the Service Provider to underwrite additional training or training related services pursuant to the project or program that generated them. Funds not spent during the Contract period shall be returned to the Board within thirty-(30) days of the expiration date of the Contract.
11. The Service Provider shall establish and maintain an auditable accounting system, and report on an accrual basis at year end in accordance with recognized accounting practices and the Board's and Department of Economic Opportunity's requirements for fiscal and program reports. This includes establishing record keeping systems that are sufficient to permit the preparation of reports required by the Department of Economic Opportunity (DEO) and the Board, and to permit the tracing of funds to a level of expenditure adequate to ensure that the funds have not been spent unlawfully.

12. Pursuant to FS 119, 257, and State of Florida General Records Schedule GS1-SL, records related to contracts with CareerSource Gulf Coast will be retained for a period of five (5) years after all payments are made and all other pending items related to those records are closed. **Service Provider may only maintain two (2) years of participant files on site.** The Board maintains space for record retention, should space not be available at the provider's site; however, the transport of the records is the responsibility of the provider. CareerSource Gulf Coast is the contact for the admission to storage facilities.
13. Service Provider agrees to participate in all inventory processes for items purchased with funds awarded by the Board. The Board will tag and log into a database all inventory over \$750.00 that is purchased with funds awarded by the Board. Also, property purchased that has a value of \$750.00 or greater and a life expectancy of one year or more shall be reported on the monthly financial report to the Board. While the provider may utilize the equipment in delivering services allowable under the appropriate program, the ownership of all equipment, supplies and inventory vests with the Board. Equipment, supplies and inventory no longer being utilized by a provider will be assessed and redistributed as necessary. Equipment, supplies and inventory may not be disposed of without approval of CareerSource Gulf Coast. The transporting, removal, and/or disposal of any equipment, supplies and/or inventory are the responsibility of the service provider with direction from CareerSource Gulf Coast.
14. The Service Provider will comply with the uniform fiscal and administrative requirements of the Federal Office of Management and Budget Uniform Guidance as codified for the United States Department of Labor at 29 CFR (Code of Federal Regulations) Part 97.
15. The Service Provider assures that an annual audit will follow the audit and audit resolution requirements of the Department of Economic Opportunity's (DEO) Division Policy AWI FG-05-019, The Single Audit Act of 1984 and the Federal Office of Management and Budget Uniform Guidance and a copy of the audit furnished to CareerSource Gulf Coast along with a statement explaining the effect that any findings have on workforce system program funds. Per DEO, Division Policy AWI FG-05-019, Service Providers are required to immediately notify CareerSource Gulf Coast if they are going out of business or unilaterally terminate the contract and a custodian of the records must be appointed. CareerSource Gulf Coast's independent auditors will then be notified to perform an immediate audit, which could be a grant-specific audit, of the service provider's records. The audit firm will obtain information from the custodian of records of the company for use in preparation of the audit.
16. The failure of the Board to strictly enforce any of the provisions of this Agreement/ Modification, or to require strict performance by the Service Provider of any of the provisions hereof, shall in no way be construed to be a waiver of such provisions or any other validity of this agreement or any part hereof, or waive the right of the Board to thereafter enforce each and every provision therein
17. The CareerSource Gulf Coast shall indemnify, defend and hold the Service Provider harmless from all claims, suits, judgments or damages, including court costs and attorneys' fees caused by CareerSource Gulf Coast's negligent act or omission in the course of the operation of this contract.
18. The Service Provider assures that it will comply with the requirements of workforce system programs and with regulations and policies promulgated hereunder. The Service Provider further agrees to comply with all subsequent revisions, modifications and amendments to workforce system programs and the related regulations as assigned by CareerSource Gulf Coast. Failure by the Service Provider to accept or comply with changes to workforce system programs or the related regulations that affect the terms of this Agreement, and which the Board shall present in writing, shall be sufficient basis for

7

termination by the Board. The Service Provider assures that it will comply with CareerSource Gulf Coast procedural instructions and policies.

19. The Service Provider understands that modifications and/or revisions to the financial and/or program aspects of this contract may be required as a result of changes in the Board's funding allocations. The Service Provider understands and agrees that if either party desires to change or modify this Agreement, the proposed changes shall be written documents executed by both parties. The Service Provider understands that the written proposed changes shall be negotiated and that the Agreement shall become a written signed modification to the original contract. The Service Provider further understands that the Board may amend this Contract to conform to those changes in any Federal or State Statute, Regulation, Procedural Instruction, and/or Executive Order relevant to this Agreement or any amendment hereto. This Agreement may not be modified, amended, canceled, extended or assigned orally without the express written consent of the Board or the Executive Director of the Board. All modifications, amendments, cancellations, extensions and/or assignments must be reduced to writing and incorporated into an amendment hereto.
20. The Service Provider understands and agrees that verbal communications between the parties will not be accepted in any audit determinations or other matters involving interpretations of the rules and regulations governing the implementation of workforce system programs.
21. The Service Provider assures that it will develop monitoring procedures to ensure that its program is in compliance with workforce system laws and regulations, and that adequate administrative and accounting controls are being used. The Board shall have the right to monitor and evaluate all aspects of program activities and the Service Provider shall provide access to all records necessary to accomplish this obligation.
22. The Board, CareerSource Florida, the Department of Economic Opportunity (DEO), the United States Department of Labor, the Inspector General of the United States Department of Labor, the U.S. Comptroller General, or their designated representatives shall have access and the authority to monitor, audit, examine and make excerpts, copies, or transcripts from records, including all contracts, invoices, materials, payrolls, records of personnel, conditions of employment, and other data relating to all matters covered by this Agreement in accordance with applicable federal/state laws.
23. The Service Provider shall indemnify, hold harmless, and defend the Board, its agents and employees from and against any and all liabilities, losses, claims, damages, demands, expenses or actions, either at law or in equity, including court costs and attorneys' fees, that may hereafter at any time be made or brought by anyone on account of personal injury, property damage, loss of monies or other loss, allegedly caused or incurred, in whole or in part, in any act of fraud or defalcation by the Service Provider, its agents, subcontractors, assigns, heirs and employees during performance under the Agreement. The extent of this indemnification shall not be limited in any way as to the amount or types of damages or compensation payable to the Board on account of any insurance limits contained in any insurance policy procured or provided in connection with this Agreement. In any and all claims against the Board or any of its agents or employees by any employee of the Service Provider, any subcontractor, heir, assign, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way as to the amount or types of damages, compensation or benefits payable by or for the Service Provider or any subcontractor, under worker's compensation acts, disability benefit acts, or other employee benefit acts. The foregoing indemnification provisions shall not be applicable to any injuries, damages or losses resulting in whole from the acts or omissions of the Board.

Notwithstanding anything to the contrary contained herein, the Service Provider does not hereby waive any of its sovereign immunity and any obligation of the Service Provider to indemnify, defend, or hold harmless the Board as stated above shall extend only to the limits, if any, permitted by Florida law, and shall be subject to the monetary limitations established by section 768.28, Florida Statutes.

24. The Service Provider understands that the Board shall assume no liability with respect to bodily injury, illness or any other damages or losses, or with respect to any claims arising out of any activity under this contract whether concerning persons or property in the Service Provider's organization or any third party. The only exception to the aforementioned hold harmless would be in the case of liability allowed by the general liability policy procured and paid for by the Board for the operation of the CareerSource Gulf Coast Job Center. The Board as the leaseholder is required to maintain a general liability policy of 1.5 million dollars per occurrence, and insures the contents of the site up to one million dollars. The Board assumes liability as outlined in the policy on file at the Board's Administrative offices at Gulf Coast State College.
25. The Service Provider shall not assign, delegate, or in any way transfer any of its rights or responsibilities, or any part of the work and services as called for by this contract without prior written approval of the Board. The Service Provider understands that any contract approved to be subcontracted under this Contract shall be specified by written agreement and shall be subject to each provision of this Contract and all Federal, State, and local laws and regulations. This includes appropriately executed separate sub agreements for on-the-job training, limited internships, and work experience positions.
26. This Contract is subject to termination by either party with thirty-(30) days advance written notice. Any determination under this provision must be made in good faith, with due consideration given to availability of funding and the dedication of resource by the Service Provider to this Agreement. In the event funds to finance this Contract are not available, the obligations of each party hereunder may be terminated upon no less than twenty-four (24) hours' notice in writing by CareerSource Gulf Coast to the Service Provider. The Service Provider understands that the Board has the right to terminate this Contract by providing a thirty-day written notification when an extenuating circumstance arises, for example when the work is no longer required. It is understood that the Service Provider will be compensated for work already completed or in the process according to accurate, appropriately submitted documents.
27. Avoidance of Conflict of Economic Interest - an executive, officer, agent, representative, or employee of the Service Provider will not solicit or accept money or any other consideration from a third person or entity for the performance of an act reimbursed in whole or in part by the Service Provider. No member of any council under the workforce system shall cast a vote on the provision of services by that member or any organization, which the member directly represents or vote on any matter that would provide direct financial benefit to that member. No official member or employee of the Board or any Board member, or any immediate family member of a Board employee or Board member may have a material financial interest in any service provider entering into this contract as entered into. There will be no conflict of interest permitted by the Service Provider's organization, officials, or employees, real or apparent, in the participation toward any performance of this Contract. During any performance of this contract, if there becomes an awareness of an actual or opposing interest, organizational or personal, that will or could affect the ability to be confidential, fair and impartial, they will withdraw from further action taken in that course of performance. Documentation of a conflict of interest and the action taken will be documented by a Conflict of Interest/Disclosure and Action Statement and furnished to CareerSource Gulf Coast. This Breach of Ethical Standards Certification

is a material representation of action upon which reliance can be placed when this contract is entered into.

28. The submittal of false information may be considered as fraud and any other breach of these agreement terms could result in the immediate termination of the Contract. The Service Provider is liable for the repayment of funds that were paid by the Board for reported performance, or other compensation for services or expenses subsequently determined to be invalid. Repayment may be by deduction from subsequent invoices or in the form of a check for the amount owed if the program ended.
29. The Service Provider assures that it will comply with 29 CFR Section 37.42 and shall make efforts to provide equitable services among substantial segments of the population eligible for participation. Such efforts shall include but not be limited to outreach efforts to broaden the composition of the pool of those considered for participation, to include members of all genders, the various race/ethnicity and age groups, and individuals with disabilities.

The Service Provider assures that it will comply with Title 29 CFR Part 37.37, data and information collection and confidentiality, which require recipients to collect the data and maintain the records that the Civil Rights Center finds necessary to determine recipient compliance with nondiscrimination and equal opportunity provisions. This includes:

- Records on applicants, eligible applicants, participants and terminees, as well as on applicants for employment and employees;
 - By race, ethnicity, gender, age, and “where known”, disability status.
30. The Service Provider assures that it will comply with 29 CFR Section 37.29, dissemination of nondiscrimination and equal opportunity policy, and that initial and continuing notice shall be provided that it does not discriminate on any prohibited ground to: applicants, eligible applicants, participants, applicants for employment, employees, and members of the public, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipient.

The notice requirements imposed require, at a minimum, the notice be posted prominently in reasonable numbers and places, disseminated in internal memoranda and other written communications, included in handbooks or manuals, made available to each participant and made a part of the participant’s file. The notice shall be provided in appropriate formats to individuals with visual impairments. Where notice has been given in an alternate format to a participant with a visual impairment, a record that such notice has been given shall be made a part of the participant’s file.

In accordance with Federal and State requirements, the posters listed below are to be displayed prominently at all WIA Title I locations, including satellite offices, and by all service providers.

- Equal Opportunity Is the Law (Spanish and English)
- Equal Employment Opportunity Is The Law (Spanish and English)
- Florida Law Prohibits Discrimination (Spanish and English)

The Service Provider shall, during each presentation to orient new participants and/or new employees to its workforce system funded programs or activities, include a discussion of participant's and/or employees' rights under nondiscrimination and equal opportunity provisions, including the right to file

a complaint of discrimination with the recipient, the Department of Economic Opportunity's Office for Civil Rights, or the Civil Rights Center, U.S. Department of Labor.

31. The Service Provider agrees to abide by Federal and State rules/regulations pertaining to patent rights with respect to any discovery or invention that arises or is developed in the course of or under such contract (as applicable). The Service Provider will comply with requirements pertaining to copyrights (agreements which involve the use of copyrighted materials or the development of copyrightable materials), 627.420(h) (4) (ii), and will comply with requirements pertaining to rights to data, 627.420(h) (4) (iii). CareerSource Gulf Coast and the Department of Economic Opportunity shall have unlimited rights to any data first produced or delivered under this Agreement (agreements which involve the use/development of computer programs/applications, or the maintenance of databases or other computer data processing programs, including the inputting of data).
32. The Service Provider agrees to abide by Federal and State rules/regulations pertaining to compliance with all applicable standards, orders, or requirements issued under Sections 300 and 508 of the Clean Air Act, Executive Order 11738, and Environmental Protection Agency regulations (contracts, subcontracts, and sub-grants of amounts in excess of \$100,000).
33. The Service Provider agrees to abide by Federal and State rules/regulations pertaining to compliance with all mandatory standards and policies relating to energy efficiency, which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act.
34. The Service Provider will comply with the Federal Sarbanes-Oxley Act of 2002 and acknowledges that it is illegal for any corporate entity to punish whistleblowers or retaliate against any employee who reports suspected cases of fraud or abuse (SOX, Section 1107, Section 1513 of Title 18, USC) and that it is a crime to alter, cover up, falsify, or destroy any document that may be relevant to an official investigation (SOX, Section 1102, Section 1512 of Title 18, USC).
35. The Service Provider assures that clarification will be sought from the Board on any policy, law, rule, regulation and/or directive that is not clearly understood prior to adopting any practice or procedure to which the Board shall supply clarification. The Service Provider understands that the Board will give the Service Provider thirty (30) days to take corrective action should it be determined that there is a violation of the WIA and/or Workforce Innovation Acts. If the Service Provider does not take corrective action, funding will be withheld or revoked.
36. Service Providers who are responsible for determining participants' eligibility will assume the liability of all costs incurred because of erroneous determinations of eligibility. Participant eligibility must be completed prior to enrollment and submitted to the Board upon request after enrollment into the program if the Service Provider is the verifier. Service Provider understands that participant eligibility will be determined prior to enrolling a participant into training.
37. The Service Provider agrees that conditions of employment or training shall be appropriate and reasonable with regard to the type of work, geographical region, and skills of the participant. No participant will be trained or receive services in buildings or surroundings which are unsanitary or dangerous. The Service Provider assures that on-the-job training participants will be provided the same working benefits at the same level as other employees similarly employed.
38. The Service Provider assures that to the extent that a State Worker's Compensation law is applicable, information regarding worker's compensation benefits, in accordance with such law, shall be provided to the potential employer by the Service Provider. The State of Florida, through Welfare Transition and SNAP, shall provide worker's compensation coverage for all Community Work Experience participants.

To the extent that such law is not applicable, each recipient of funds under WIOA shall secure insurance coverage for injuries suffered by such participants.

39. The Service Provider understands that workforce system programs' services and activities are to be coordinated with other agencies in the region and that positive working relationships shall be established for the benefit of the participants. To prevent duplication of funding and to comply with WIOA Section 134 (c) (3) (B), students will present information regarding HEA, Title IV awards and other types of financial aid they receive to their case manager. In the event the student does not supply this information, the Service Provider is responsible for obtaining that information and providing it to appropriate workforce staff.
40. Service providers are required to provide priority of services for veterans and eligible spouses pursuant to 20 CFR part 1010, the regulations implementing priority of service for veterans and eligible spouses in Department of Labor job training programs under the Jobs for Veterans Act (P.L. 107-288) published at 73 Fed. Reg. 78132 on December 19, 2008.
41. The Service Provider assures that if the contractor or employee of the contractor who is directly involved in activities funded under this contract has a grievance not related to discrimination, the following steps will be taken:
 - A. The contractor/employee should speak to his/her supervisor unless that person is the cause of the grievance. In that case, the aggrieved should address his/her concern with the next level of supervisor of their respective organization.
 - B. If the problem is not resolved to the aggrieved' s satisfaction and he/she wishes to pursue the issue further, he/she should present the problem to the Deputy Director of CareerSource Gulf Coast. The aggrieved must allow 14 working days from the date the Deputy Director was apprised of the issue to receive a written response.
 - C. If the aggrieved receives no response during the 14 working day period or receives an adverse decision that he/she wishes to contest, the aggrieved shall submit a formal, written grievance to the Executive Director of CareerSource Gulf Coast. The written grievance should be sent to CareerSource Gulf Coast, 5230 West U.S. Highway 98, Panama City, Florida 32401 and 60 working days allowed for a written response.
 - D. If the aggrieved receives no response during the allowed time period or is dissatisfied with the response, he/she may write to the Department of Economic Opportunity Director of Workforce Services, 107 East Madison Street, Tallahassee, Florida 32399-4128. This grievance must be filed within one year of the alleged incident.
 - E. There is a separate grievance/complaint process for participants.

By the signature on this page, the Service Provider certifies that it has read and understands all of the provisions of this Contract and agrees to the information contained herein.

Dr. John Holdnak, President
Name and Title

11/10/15
Date


Signature of Chief Official

RECEIVED
11-9-04



FLORIDA DEPARTMENT OF EDUCATION

STATE BOARD OF EDUCATION

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Commissioner of Education



November 8, 2004

Kimberly L. Shoemaker, Executive Director
Gulf Coast Workforce Development Board
Gulf Coast Community College 5230 West US Highway 98
Panama City, FL 32401-1058

Dear Ms. Shoemaker:

Enclosed you will find an executed original of your Memorandum of Understanding (MOU) with the Division of Blind Services (DBS). Thank you for your cooperation. If you have any questions, please feel free to contact Joe Pierson at 850-245-0330. We look forward to working with your staff.

Very Truly,

A handwritten signature in black ink, appearing to read "S. Craig Kiser".

S. Craig Kiser
Director

S. CRAIG KISER
Director, Division of Blind Services

1320 EXECUTIVE CENTER DRIVE • SUITE 100, ATKINS BLDG. • TALLAHASSEE, FL 32399-2050 • (850) 245-0300
FLORIDA RELAY SERVICE: 1-800-955-8771 (TDD) • www.state.fl.us/dbS

November 8, 2004
Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
FLORIDA DEPARTMENT OF EDUCATION,
DIVISION OF BLIND SERVICES AND
Gulf Coast Workforce Development Board**

PURPOSE:

This Memorandum of Understanding (MOU) is entered into between the Gulf Coast Workforce Development Board ("Center Partner") and the Division of Blind Services (DBS) (Partner Agency) for Region 4 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 Bay, Franklin, and Gulf 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 4 One-Stop Career 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 November 8, 2004 and shall remain in effect unless either entity notifies the other, in writing, that the agreement will be canceled 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 Gulf Coast Workforce Development Board to participate in the One-Stop Career 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 web site 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 Career 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 Career Centers in their regions as contained in Attachment A.
- 2) The Center Partner's respective One-Stop Career 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 Career Centers and therefore will not assume financial responsibilities for the day-to-day operational costs, i.e., utilities, phone service, 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

of 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.

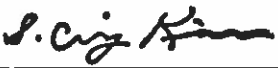
CERTIFICATION:

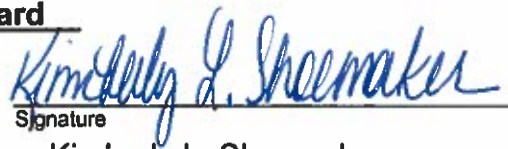
By signing this agreement, all parties agree that the provisions contained herein are subject to all applicable, Federal, State and local laws, regulations and/or guidelines relating to nondiscrimination, equal opportunity, displacement, privacy rights of participants, and maintenance of records and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

By signatures affixed below, the parties specify their agreement:

Division of Blind Services

Gulf Coast Workforce Development Board

By: 
 Signature
 Name: S. Craig Kiser
 Typed
 Title: Director
 Typed
 Date: 11/8/04

By: 
 Signature
 Name: Kimberly L. Shoemaker
 Typed
 Title: Executive Director
 Typed
 Date: November 3, 2004

Division of Blind Services Contact

Gulf Coast Workforce Development Board Contact

Name: Joe Pearson
 Typed
 Title: Sr. Management Analyst II
 Typed
 Phone: 850-245-0330

Name: Kimberly L. Shoemaker
 Typed
 Title: Executive Director
 Typed
 Phone: (850) 913-3285

Attachment A

ONE STOP CENTER DIRECTORY

**Region4
 Workforce Center Home Page**

Office/Address	Phone Number	Fax Number	Manager/Contact (for full service center)	Level of Services	Last Update
Workforce Center- Panama City 625 Highway 231 Mariner Plaza Panama City, FL 32405	(850) 872- 4340 x100	(850) 872- 4346	Wilson Hair (850)872-4340 x140 Danella Wood x141	One Stop Center- FullService	9/29/2004 8:49:31 AM

Note: Full service centers should provide all WIA core services. Not all sites are full service sites. As local systems mature, site locations will change to meet the needs of the partners and the community.

MEMORANDUM OF UNDERSTANDING
No. IA 500
Gulf Coast Workforce Board, Inc.
And
Florida Department of Education,
Division of Vocational Rehabilitation

Parties:

This Memorandum of Understanding (MOU) is entered into pursuant to 34 Code of Federal Regulations (CFR) 361.23, Rehabilitation Act of 1973, 29 U.S.C. §721(a)(11) and the Workforce Investment Act of 1998, Pub.L. 1050-220 between the Gulf Coast Workforce Board, Inc. hereinafter referred to as "Gulf Coast" and the Florida Department of Education, Division of Vocational Rehabilitation, herein referred to as "DVR" for coordination regarding Gulf Coast's Workforce Center (One-Stop).

Background:

The Workforce Investment Act of 1998 is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its One-Stop customer service delivery system. The One-Stop Career Center System assures coordination between the activities authorized in and linked to this Act.

The One-Stop System allows for a central point of entry to job training programs, providing a "no wrong door" approach to service delivery. Anyone desiring services may have access to core employment related services maximizing customer choice.

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.

Changes in the labor market have made it incumbent upon agencies and institutions associated with employment, training and education to better coordinate services in general, and particularly, to focus on the One-Stop Career Centers. These career centers provide convenient access and customer focused services for individuals seeing to enter or return to the workforce.

Purpose:

The purpose of this MOU is to coordinate resources to prevent duplication and ensure the effective and efficient delivery of workforce services in Bay, Gulf, and Franklin Counties. In addition, this MOU will establish joint processes and procedures that will enable the parties 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 Bay, Gulf, and Franklin Counties.

Partnership:

Jointly, the parties to this MOU agree to establish and maintain a One-Stop customer 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 Gulf Coast and DVR agree that, to the extent possible, they shall:

- Have a clear vision of the mission and goals adopted by the Gulf Coast Workforce Board, Inc.;
- 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;
- 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 Bay, Gulf, and Franklin Counties;
- Cooperate and assist the Workforce Center (One-Stop) 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 for a quick and efficient resolution; and
- Formally demonstrate commitment to the One-Stop system by entering into this MOU.

Cost Sharing/Resource Sharing:

Gulf Coast agrees to provide the following resources to DVR at the One-Stop, without cost to DVR:

- Conference rooms (Based upon availability)
- Telephone access
- Utilities
- Receptionist services
- All other day-to-day operational costs

DVR agrees to provide the following resources to Gulf Coast:

- DVR will be electronically linked to the One-Stop, with offices physically located within a few miles of the One-Stop in Panama City, Florida. DVR staff will travel to the One-Stop to provide vocational rehabilitation (VR) services at the One-Stop
- Access to and coordination with other agencies and service providers
- Access to DVR guidance and procedural resources

Scope of Work:

Gulf Coast, in conjunction with federally required partners, such as DVR, as stated in 34 CFR 361.23, will provide the following services to One Stop customers:

Core Services:

- Outreach and initial customer intake
- Initial orientation to include discussion of partner services
- Initial assessment of customer needs
- Eligibility determination for agency program services
- Provision of Labor Market Information
- Provision of information regarding job vacancy listings including job skill requirements and earnings
- Provision of information regarding the availability of supportive and partner services
- Provision of information regarding performance and costs for eligible training providers
- Unassisted access to job placement resources
- Referral to other appropriate workforce services or partners
- Other core services as determined by Gulf Coast and allowable as an eligible activity under the agency programs

Intensive Services:

- Comprehensive and specialized assessment of customer's needs
- Development of an appropriate intervention and service strategy to meet identified customer needs
- Group and specialized customer counseling
- Career planning

- Case management
- Staff assisted job placement
- Referral to other appropriate workforce services or partners
- Other intensive services as determined by Gulf Coast and allowable as an eligible activity under the agency programs

Method of Referral:

Services will be delivered by referral process among all partners participating in the One-Stop System. As appropriate, DVR will refer all customers to Gulf Coast for work registration. Placements may be shared among agencies as each partner specializes in distinct services.

DVR Specific Contributions:

DVR will provide an assessment of the One Stop customer, as appropriate, to determine eligibility for VR services. The assessment shall determine whether an individual has a physical or mental impairment which constitutes or results in a substantial impediment to employment, such that they require VR services to prepare for, engage in, or retain gainful employment. The assessment will also include, to the degree necessary, a comprehensive evaluation of pertinent medical, psychological, vocational, educational, and other factors related to an individual's impairment to employment outcomes.

- Staffing – DVR will assign staff to the One-Stop Career Center. Designated office hours at the One-Stop site for the Vocational Rehabilitation Counselor (VRC) will be determined by DVR and posted.
- Intake – The VRC will schedule specific times to interview customers, process referrals, and conduct an assessment of each individual referred to DVR and determine those eligible for rehabilitation
- Cross Training – DVR will provide to One-Stop Career Center staff training in the areas which will be critical to the success of the One-Stop Career Center. DVR will ensure that the mandates of the Rehabilitation Act of 1973, as amended in 1998, are carried out appropriately with the One-Stop Center.
- DVR will ensure that such issues as informed customer choice and customer involvement are given emphasis as indicated in the Act and its amendments. DVR will serve as a resource to and a partner with employers in an effort to help them employ qualified workers with disabilities.
- Services to Employers – DVR staff will provide, on request by Gulf Coast, employer consultant services such as referral of qualified applicants, assistance with Americans with Disabilities Act implementation, job-site accommodations, disability awareness training, accessibility reviews, job analysis, and other matters relating to managing disability in the workforce.

- Case Management – Appropriate case records on each referral will be assembled as need by the VRC. VR services will be provided to eligible individuals based on individual requirements authorized by the VRC and documented in the Individualized Plan for Employment.

Board Representation:

Pursuant to section 117 of the Workforce Investment Act of 1998, DVR will provide representation on the Local Workforce Investment Board.

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.

Authority:

Both parties shall be governed by applicable State and Federal laws, rules and regulations.

Hold Harmless:

Gulf Coast 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 employees 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 the Gulf Coast Workforce Board's Workforce Center (One-Stop), the following shall be followed:

1. Contact the Workforce Center Manager and try to resolve the dispute.
2. If you are unable to resolve the dispute with the Workforce Center Manager, contact the Executive Director of the Gulf Coast Workforce Board.

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.

Amendments:

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

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

GULF COAST WORKFORCE BOARD, INC.

Name: Kimberly L. Bodine
Title: Executive Director
Address: 5230 W. US 98
Panama City, FL 32401
Phone: 850/913-3285
Fax: 850/913-3269
Email: kbodine@gcwb.org

Certifications:

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.

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

GULF COAST WORKFORCE BOARD, INC.

DEPARTMENT OF EDUCATION,
DIVISION OF VOCATIONAL
REHABILITATION

By: Kimberly L. Bodine
Kimberly L. Bodine, Executive Director

By: Pam Stewart
~~Dr. Tony Bennett, Commissioner~~
Pam Stewart

Date: 7/22/2013

Date: 8/29/13

Attachment 5



JAMES E. McCALISTER, SR.

SUPERINTENDENT

1311 Balboa Avenue

Panama City, Florida

32401

(850) 872-4100

Hearing Impaired Access

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Board Members:

Pat Sabiston

District 1

Johnny Brock

District 2

Ginger Littleton

District 3

Jon McFatter

District 4

Donna Allen

District 5

April 2, 2007

Kimberly Bodine
Gulf Coast Workforce Board
5230 W. Hwy. 98
Panama City, FL 32401

Dear Ms. Bodine:

Enclosed, please find a copy of the Bay County Interagency Agreement with signature page attachments. By signing this agreement, your agency agrees to meet regularly to share information, to collaborate on training and special projects, to cooperate in planning and budgeting, and to generally support any areas of work which are mutually beneficial.

The finalization of this document will bring us closer to the vision of a smooth and successful transition for all students with disabilities to meaningful, gainful, and sustained employment and/or post-secondary education with access to the adult health care and mental health services required to maintain a healthy life. With the cooperation of the agencies and community partners of Bay County, we can make this vision a reality for our students with disabilities. I will look forward to working with you to achieve this goal.

Thank you again for your cooperation and support. If you have any questions, please feel free to contact me at 850-872-4326 or email at boydng@bay.k12.fl.us.

Sincerely,

A handwritten signature in blue ink that reads "Nancy G. Boyd".

Nancy G. Boyd
Executive Director of ESE & Student Services

/dk

RECEIVED
4/5/07

Copy scanned to
Y:\AGREEMENTS

Interagency Articulation Agreement to Support the Transition Process of Students with Disabilities for Bay County, Florida

I. INTRODUCTION

This is a *local* level agreement among agencies and community partners charged with providing transition services to students leaving high school and going to postsecondary education/training, support services, and/or employment. These agencies and community partners agree to meet regularly to share information, ideas and current initiatives, collaborate on training and special projects, cooperate in planning and budgeting, and generally support any areas of work which are mutually beneficial. Agencies and community partners which support this "way of work" are:

- Bay District Schools
- Division of Vocational Rehabilitation (DVR)
- Division of Blind Services (DBS)
- Agency for Persons with Disabilities (APD)
- Florida Department of Health (DOH), Children's Medical Services (CMS)
- Florida Department of Children and Families (DCF) /Substance Abuse and Mental Health (MH)
- Gulf Coast Workforce Board
- Gulf Coast Community College
- Disability Resource Center
- St. Andrew Bay Center, Inc.
- Pyramid PC
- Goodwill Industries, Big Bend, Inc.
- SED/NET District 2A

II. AUTHORITY

The Individuals with Disabilities Education Improvement Act (IDEA 2004), P.L. 108-446, establishes the transition services requirements for eligible students with disabilities served by public schools.

The requirement for DVR and DBS to enter into interagency agreements relating to vocational rehabilitation program transition services is contained in Section 101(a)(11)(D) of the Rehabilitation Act of 1973 and 34 §CFR 361.22(a)(2).

APD supports adults and students eligible for extended employment supports and other services during and after transition from school to post-school outcomes under the authority of Florida Statute 393 and Florida's Agency for Health Care Administration (AHCA) waivers from the U.S. Center for Medicare and Medicaid.

CMS supports the six goals of the President's New Freedom Initiative and uses them as the models for the CMS six goals. The sixth CMS goal targets youth transition and states, "Beginning at age 12, all teens and young adults with special healthcare needs who are enrolled in the CMS Network and their families will receive the services needed to make transitions to all aspects of adult life, including adult health care, work, and independence."

MH provides transitional supports and services for children with emotional disturbance and their

families including housing, social/recreational and employment supports for adults with mental illness under the authority of Chapter 394 *Florida Statutes*.

III. VISION/MISSION STATEMENTS

A. Mission/Vision for the Division of Vocational Rehabilitation

"The mission of DVR is to provide services that lead to employment and increased independence for Floridians with disabilities."

The vision of DVR is to:

- *Be a high performing organization focused on results*
- *Focus on the needs of our customers*
- *Exemplify the best of public service*

B. Vision for the Division of Blind Services

"Empowering people who are blind or visually impaired to reach self-determined goals"

The Department of Blind Services is Florida's state agency responsible to ensure that people of all ages in the state with visual impairments can live independently and achieve their goals. DBS assists blind and visually impaired children's fullest participation within the family, community and educational settings. Also, the Bureau of Braille and Talking Book Library administers a free library program of brailled and recorded materials for eligible readers.

C. Vision for the Agency for Persons with Disabilities

"Working in partnership with local communities to ensure the safety, well-being and self-sufficiency for the people we serve."

The primary mission of the agency is to support persons with developmental disabilities in living, learning and working, in all aspects of community life.

D. Mission/Vision for the Bay District Exceptional Student Education and Student Services

The Department of Exceptional Student Education and Student Services, Bay District Schools, administers programs for students with disabilities and is actively involved in collaboration activities with partner agencies. Services for students with disabilities are administered in accordance with IDEA 2004.

With the support of a committed alliance of families, schools, and the community, the mission of Exceptional Student Education/Student Services is to provide all students the opportunities, environments, and resources necessary for individual success and achievement of their full potential to become productive, responsible, and participating members of society.

E. Mission/Vision for the Department of Health, Children's Medical Services

The mission of CMS is to champion excellence in the delivery of health care for children with special needs through a comprehensive system of care.

The vision of CMS is to lead the nation in quality health care to enable children with special needs to reach their fullest potential.

F. Mission/Vision for the Department of Children and Families/Mental Health Program

The mission for the Department of Children and Families is to protect the vulnerable, promote strong and economically self-sufficient families, and advance personal and family recovery.

Its vision is to serve the public always. "We will be recognized as a world class social services system, delivering valued services to our customers. We are committed to providing a level and quality of service we would want for our own families."

G. Joint Vision

The vision for this interagency agreement is a system of coordinated planning and collaboration by Agency and Community Partners of Bay County leading to smooth and successful transition of students with disabilities to meaningful, gainful, and sustained employment and/or post-secondary education with access to adult health care and mental health services to maintain a healthy life. This vision is achieved through mutual cooperation and an understanding by all parties of each party's role in achieving this vision.

IV. TERM

This agreement shall be effective as of January, 2007, reviewed annually, and revised as needed.

V. PURPOSE OF THIS AGREEMENT

A. General Purpose

The general purpose of this Interagency Agreement is to encourage and facilitate cooperation and collaboration among the local leadership and staff of the Agency and Community Partners of Bay County within the context of the applicable federal and state regulations required of each agency, namely:

- 1. LEAs work to provide a free and appropriate public education (FAPE) for students with disabilities, including preparation for transition from school to work or other post-school activities; and*
- 2. DVR and DBS work to assist student transition from secondary school to work through post-secondary educational supports and/or employment supports for a successful employment outcome; and*
- 3. APD works to "reduce the use of sheltered workshops and other noncompetitive employment day activities and promote opportunities for gainful employment for persons with developmental disabilities who choose to seek such employment" (Florida Statute 393). Additionally, F.S. 393 states that "to promote independence and productivity, the agency shall provide supports and services, within available resources, to assist clients enrolled in Medicaid waivers who choose to pursue gainful employment." If an individual is eligible for APD waiver services and employment is a needed service, then this service must be provided to meet standards as outlined in rule; and*
- 4. CMS works to ensure a smooth and successful transition process to adult healthcare services and providers for the youth and young adults with special healthcare needs that it serves; and*
- 5. MH works to provide a system of care, in partnership with families and the community, that enables children and adults with mental health problems or emotional disturbances to successfully live in the community, to be self-sufficient or to attain self-sufficiency at adulthood, and realize their full potential. Mental health supports and services will enable*

adults and transitioning students to participate in community activities such as employment and other valued community roles.

B. Specific Purpose

Specifically, it is intended that this interagency agreement:

1. Provide guidance to Agency and Community Partners staff, when serving students transitioning from school to work or other post-school activities;
2. Provide information to parents/students so that they know what they can and should expect from the Agency and Community Partners during the transition process;
3. Provide parameters to the Agency and Community Partners administrators/managers/nursing supervisors when developing, negotiating, and implementing local cooperative agreements.
4. Agency and Community Partners will strongly encourage and support the participation of agency personnel in the transition IEP process at the local level through the development of guidelines, policies, and/or procedures.

VI. COORDINATION OF TRANSITION SERVICES

The DOE is committed to assuring that students with disabilities, ages 3-22, receive integrated services which allow them to receive a free and appropriate education and to grow and develop and reach their goals. The intent of this section is to insure, by agreement and by procedure, the provisions of Section 1003.01(3), F.S., to all children and youth who meet eligibility requirements under IDEA, who also are eligible for disability-related service delivery from Bay County Agency and Community Partners while they are still in school.

A. Technical Assistance and Consultation

In an effort to provide appropriate and effective transition planning for students with disabilities, Bay County agencies and community partners agree to provide technical assistance and consultation to each other, students and their families. Specific methods will include, but not be limited to:

1. Guest speakers and agency updates at monthly Interagency Meetings,
2. Agency representatives' and community partners' participation in the development of individual IEPs and IPEs,
3. Agency representatives' and community partners' involvement in the development and implementation of the Partners In Transition Strategic Plan, and
4. The inclusion of representatives from agencies and community partners in available training activities related to transition.

B. Outreach and Identification of Students

Bay County agencies and community partners will implement outreach activities that will include, but not be limited to:

1. Agency and community partner brochures and websites,
2. Annual Bay County Transition Fair, and
3. Media public information activities.

C. Referrals

Students pursuing employment and requiring assistance to reach their employment goals, should be referred by the Bay District Schools to an agency, counselor or care coordinator, as appropriate, in order to participate in integrated, competitive employment.

Additionally, referrals can be made to an appropriate agency by anyone, including other agencies, other individuals, parents and students.

1. Confidentiality of Personal Records

Each agency will protect the rights of individuals with respect to records created, maintained and used by public institutions within the state. It is the intent of this Agreement to ensure that parents, students, clients and their representatives have the rights of access, rights of challenge, and the rights of privacy with respect to records and reports and that applicable laws and regulations for these rights shall be strictly adhered to.

2. Procedures for Sharing Information

Access to school and agency records requires written consent of each student's parents, guardians if he/she is considered a minor, or from the student, if age 18 or older or legal representative if age 18 or older and declared incompetent. Students who have reached the age of majority (age 18 or older) must designate, in writing, with whom the school and agency representatives may discuss or share all or specific information.

a. Referrals to the DVR Program

For purposes of DVR, the term "individual with a disability" means any individual who (i) has a physical or mental impairment which for that individual constitutes or results in a substantial impediment to employment; and (ii) can benefit in terms of an employment outcome from vocational rehabilitation services and (iii) requires vocational rehabilitation services to prepare for, achieve, retain, or regain employment.

1) *School staff should provide the following educational records, along with signed release of information form from the parent, guardian, or legal representative of a minor, to the DVR counselor:*

- *Records which document the basis for determining the individual's disability;*
- *The student's current transition Individual Educational Plan (IEP) and any significant supplemental information; and*
- *School performance information that will have a direct bearing on the development of a DVR Individualized Plan for Employment (IPE).*

2) *APD staff should provide the following documentation, along with signed release of information form from the adult consumer or parent/guardian of a minor, to the DVR counselor:*

- *Pertinent information from the student's current Individual Support Plan (ISP)*
- *The Referral Form*
- *The Employment Profile*
- *Other available information that will have a direct bearing on the development of the DVR or DBS Individualized Plan for Employment.*

DVR counselors will make use of all school and the APD documentation concerning a disability. However, if disability documentation is inadequate, further diagnostic assessments will be provided at the expense of DVR, to establish a documented disability necessary for DVR eligibility. Additional assessments may be necessary to determine an individual's need for DVR services and to develop an IPE for the individual, with specific services necessary to meet the employment goal.

b. Referrals to DBS

For purposes of DBS, an individual who is blind has a bilateral eye condition resulting in central visual acuity of 20/200 or less in the better eye with correcting lenses or a field defect in which the peripheral field has contracted to such an extent that the widest diameter or visual field subtends an angular distance no greater than 20 degrees.

DBS will provide transition services, as appropriate, to eligible students who are age 14 through age 21 if found to be eligible by the transition IEP team. In such cases, DBS will assess the student's employment-related needs at the request of the transition IEP team. DBS will continue to provide transition services to clients, ages 14 -21, which are no longer in school.

c. Referrals to the APD

For the purposes of APD, a "student or adult with a disability" is one who has been diagnosed as having a disorder or syndrome that is attributable to retardation, cerebral palsy, autism, spina bifida, or Prader-Willi syndrome and that constitutes a substantial handicap that can reasonably be expected to continue indefinitely. Only the APD is authorized to determine if a referral is eligible for services provided by APD.

Pertinent school information must accompany a referral to the APD support coordinator. LEAs are also expected to provide information for students who are referred to APD from other sources, as requested by APD. School districts are strongly encouraged to refer potentially eligible children (with the above stated disorders) to APD as early as possible.

School staff should provide the following educational records, along with signed release of information form from the adult consumer or parent/guardian of a minor, to the APD support coordinator:

- *Records which document the basis for determining the individual has a disability;*
- *The student's current transition IEP and any significant supplemental information;*
and
- *School performance information that will have a direct bearing on the development of an Individual Support Plan (ISP).*

Along with a signed release from the adult consumer or parent/guardian of a minor consumer or legal representative, DVR and DBS staff should provide the following documentation to the APD support coordinator:

- *Certificate of Eligibility,*
- *IPE and*
- *Any significant supplemental information for determining eligibility sponsored by DVR.*

- *APD services are provided subject to availability of funds*
- d. *Referrals to, and involvement of, DVR partner programs/agencies*

DVR has negotiated many partnership agreements; therefore, a referral to the DVR program may also require a referral to and involve another partner agency. These other agencies should become involved in IEP and IPE planning under the following two circumstances:

- *When one or more agencies provide vocational rehabilitation services in addition to those services funded by DVR. In order to use the resulting resources, students must be joint consumers and eligible under the rules for both programs.*
- *For individuals with significant disabilities, maintaining successful employment often depends on the availability of an ongoing support system. Agencies which provide such ongoing supports may be included on the IPE as a necessary service provider (e.g., day treatment and training services, residential services, ongoing mental health and medication management services, probation or parole services, follow along, extended services through supported employment).*

Note: Day Treatment and Training services shall not be used in place of educational programs or other related services as provided under Public Law 105-17.

- e. *Referrals to CMS*

CMS is a statewide managed system of managed care that is responsible for the provision of family-centered, culturally competent, community-based comprehensive and coordinated services to eligible children and youth with special healthcare needs. Children and youth with special healthcare needs are defined in section 409.9126, Florida Statutes, as children under age 21 years whose serious or chronic physical, developmental, behavioral, or emotional condition requires extensive preventive and maintenance care beyond that required by typically healthy children. Healthcare transition is the purposeful, planned movement of adolescents and young adults with chronic physical and medical conditions from child-centered to adult-oriented healthcare systems. Individuals referred to CMS must be screened for eligibility.

CMS enrollees, and their families, have the option of working with a CMS care coordinator to develop a plan of care that supports and promotes the enrollee's participation in the community, at school and/or at work to achieve self-determination and independent living. The enrollee, and/or their family, may incorporate their CMS Care Coordination Plan into their transition IEP, IPE, and ISP (if they choose), and may sign an authorization enabling their CMS care coordinator to communicate with other agencies to facilitate that goal.

- f. *Referrals to MH*

MH is responsible for comprehensive services and supports identified in Individual Support Plan (ISP) including transition, for children and adults who fall within one of the target populations as defined by the Florida Legislature, e.g., children with serious emotional disturbance; children with emotional disturbance; children at risk of emotional disturbance; adults with serious mental illnesses; children and adults in mental health crisis; or adults with forensic involvement and who are eligible for services. These supports and services enable adults and transitioning students to participate in community activities and other valued community roles. Access to

services is provided through contract with community-based providers who determine eligibility.

D. Joint Planning

1. Transition Individual Educational Plan

For students eligible for special education under the IDEA, LEAs use the IEP process to plan for students' transition from school to work or post-school activities. The transition IEP must identify measurable annual goals and desired post-school outcomes based upon age appropriate transition assessments related to training, education, employment, and where appropriate, independent living skills. The transition services should assist the young adult in reaching those goals.

2. IPE and ISP Process

The DVR and DBS programs use the IPE planning process to establish the student's employment goal; the necessary time limited services to reach the employment goal; and who will provide these services. The IPE must be coordinated with the student's IEP.

The APD uses the ISP to document the needed services to be provided, which are identified by the individual, guardians and invited participants. The ISP directs supports and services that are necessary for individuals to achieve full social inclusion, independence, and personal and economic well-being. The ISP also documents community participation as well as the extended employment services and supports needed by the person.

3. CMS uses the CMS Care Coordination Plan to document the needed service(s) to be provided to a CMS enrollee. The services to be received are determined by the enrollee and/or family or legal guardian. The CMS Care Coordination Plan supports the enrollee to maintain access to healthcare services and providers so that the enrollee is able to participate in school and/or at work and in the community. The CMS Care Coordination Plan documents coordination of services and follow-up with other agencies and organizations, as appropriate.

4. MH uses an individual service plan to guide and document needed services and supports that are responsive to the child and family's strengths and needs. The ISP should be coordinated with the child's IEP and include coordination and referral with all other agencies and providers as needed.

5. Collaboration and Coordination

Bay District Schools shall work collaboratively with Agency and Community Partners in the transition IEP process. Bay District Schools shall invite a representative of any other agency that may be responsible for providing or paying for transition services, when the purpose of the IEP meeting is to consider transition services. If an agency invited to send a representative to a meeting does not do so Bay District Schools shall take other steps (e.g., correspondence or phone calls) to obtain the participation of the agency in the planning of any transition services. Bay District Schools must reconvene the transition IEP team to identify alternative strategies for providing a student's transition needs if an agency fails to do so.

Agency and Community Partners will encourage and support personnel to participate in the transition IEP process when invited by the Bay District Schools.

- a) *In order to plan and develop an IPE or ISP, DVR and DBS counselors, APD Support Coordinators, CMS Care Coordinators, and/or MH contracted case managers need access to pertinent student information available from the school such as: evaluations (psycho-educational, medical, vocational, mobility); IEP, Multidisciplinary Evaluation Team (MET) reports; school transcripts; and other school records as appropriate. (See section VI.C, 1-2, Confidentiality of Records and Procedures for Sharing Records.)*
- b) *In addition, LEA personnel, DVR and DBS counselors and/or MH contracted case managers need access to pertinent information available from the APD support coordinator such as the Individual Support Plan, accompanying evaluations, and progress reports. (See section VI.C, 1-2, Confidentiality of Records and Procedures for Sharing Records.)*
- c) *The processes and procedures for an IEP, IPE, ISP, CMS Care Coordination Plan, or MH Individual Service Plan are separate, each having its own set of outcomes. It is important, however, that there is coordination and collaboration at points where the individual agency planning processes intersect, and when possible, that the plans be developed jointly.*
- d) *Copies of the IEP, IPE, ISP, Care Coordination Plan or MH Individual Service Plan should be shared, with written consent of the parent or guardian when the student is a minor or has a legal guardian. To the extent possible, the plans should be coordinated with each other. Staff should include appropriate elements from each other's plans in their own. This encourages coordination and collaboration. For the DVR and DBS counselors, a copy of the IEP and ISP is recommended for DVR and DBS case record documentation and for the CMS Care Coordination Plan and for MH Individual Service Plan.*

6. **Timing for Completion of an Individual Transition Plan**

The Individual Transition Plan shall be completed or updated as early as possible in the young adult's high school years, prior to graduation or leaving school, thus allowing a seamless transition to their desired post school outcomes.

E. Agency and Community Partners transition services

1. *Bay District Schools transition services are addressed in IDEA 2004 and State Board of Education rules. DVR transition services are also addressed in the Rehab Act of 1973 Amendments, emphasizing coordination with education officials to enable a seamless transition of students with disabilities from secondary school to their post school employment outcome and inclusion in the adult community as a productive citizen.*
2. *DVR and DBS services that will be available to eligible students during the secondary school years as part of the transition process, as needed, are:*
 - *Information and referral services*
 - *Diagnostic assessments and vocational evaluations to determine a suitable post secondary vocational plan and service needs related to the stated employment goal*
 - *Vocational counseling and guidance*
 - *Career exploration, including community-based work experiences*
 - *Technical assistance and consultation regarding transition*
 - *Whenever feasible, DVR will support work experience opportunities for students as early as age 16 through funding or purchasing of such services.*
3. *APD services to students/clients:*

- *Planning*
- *Information and referral*
- *Waiver services to eligible individuals*

APD services that will be available to eligible students during secondary school will vary by fund program. Services cannot be provided by APD when they can be provided by the LEA, DVR, DBS or any other funding source. APD waiver funding shall always be funding of last resort.

4. CMS services to enrollees:

- *Planning*
- *Information, resources, and referral*
- *Transition to adult healthcare providers and services*

5. MH services available to eligible students:

- *Planning and referral*
- *Assessment*
- *Transition to adult mental healthcare providers*

F. DVR core services offered when the student leaves school

Time limited IPE services, based upon comprehensive assessment and individual need, may include:

- Employment related job coaching, supported employment, or on-the-job training
- Post-secondary education/vocational training
- Medical and psychological restoration
- Transport assistance
- Job accommodations
- Assistive devices
- Work related equipment and work related needs

G. Relationship management

This Interagency Agreement shall be used to guide the general parameters of relationships between Agency and Community Partners. Agency and Community Partners staff is encouraged to discuss and develop their unique relationships within this overall context. Mutual cooperation and collaboration will enhance relationships, improve services to mutual students/clients, and expedite the transition of students with disabilities to meaningful and gainful employment.

Agency and Community Partners staff shall plan, agree, and provide contact information to identify:

- Who the Agency and Community Partners contacts are for each student with a disability;
- How Agency and Community Partners contact(s) will be informed of planned transition IEP meetings;
- How agency representatives will participate in the transition IEP process;
- Circumstances under which separate agency partners input is sufficient or when actual attendance is expected;
- Space to be made available in the local school to the counselor, if needed;
- Planning for specific joint outreach activities within the school; and
- Other issues as necessary.

VII. LOCAL INTERAGENCY AGREEMENTS AMONG AGENCY AND COMMUNITY PARTNERS

A. Providing IPE services while a student is still in school

1. General criteria for what IPE services can be provided to students still in school under specific circumstances

The following criteria must be used to determine the kind of services the DVR and DBS programs can provide to DVR and DBS eligible students who are still in school and under what circumstances:

- a) The services to be provided are vocational in nature; and
- b) The services are not otherwise available from the school (i.e. the services to be provided do not duplicate already available services); and
- c) The services are not provided primarily to support a student's secondary academic goals; and
- d) The services to be provided are considered vocational preparation for the individual's transition from school to work or post-school activities; and
- e) The services are allowed under general DVR and DBS policies; and
- f) The services to be provided are needed to achieve the student's employment goal contained in the IPE; and
- g) The services are provided no earlier than two years prior to school exit. (Age 14, eighth grade for DBS).

DVR may be able to sponsor the cost of psychological assessments and testing required for post-secondary students who desire accommodations and assistance from disability services centers at colleges and universities. They must be a DVR eligible consumer whose IPE includes post-secondary training as a necessary service to reach their employment goal and be willing to self-disclose their disability to receive these accommodations.

2. Restrictions in providing IPE/ISP services to students still in school

The following are some specific examples of services the DVR, DBS APD, and MH programs cannot provide (even though they may be important for the eventual vocational success of students):

- a) Related services (including interpreter services for individuals who are deaf or hard of hearing or deaf/blind; and making available educational materials in alternative media) in support of school and education related activities;
- b) Specialized skills training for persons with disabilities (such as orientation and mobility services, communication skills training, or home management skills) which are part of, or in support of, education or education related programs/activities;
- c) Assistive technology goods or services used to access regular education programming, special education programming, vocational education programs, or any other programs or activities regularly offered by the school for its students;
- d) Regular career counseling available to all students;
- e) Assessments provided to comply with IDEA requirements.

B. Cooperative agreements

Cooperative agreements among Bay District Schools, regional offices of state agencies and/or other non-profit agencies are generally for the purpose of maximizing the resources available for partner parties (blending and braiding resources) to deliver services that lead to employment for Floridians with disabilities. Cooperative agreements are encouraged by this agreement to maximize the use of resources.

VIII. RESOLUTION OF DISPUTES

In addition, where the local authorities are unable to resolve any of the issues as it relates to their agreement, a referral may be made to the state authorities for resolution. Also, nothing in this agreement should be construed to limit any existing substantive or procedural protections of state or federal law or regulations. Finally, resolution of disputes should honor existing conflict resolution procedures for students with disabilities in Bay District Schools and supported by Agency and Community Partners.

IX. FINANCIAL RESPONSIBILITY

General Statement

The Agency and Community Partners are committed to meeting financial responsibilities as required by law. Agency/Division heads for Agency and Community Partners will periodically identify areas for improved programmatic and financial efficiencies, and develop strategies to meet financial responsibilities. Each party is financially responsible for the services it provides under its own laws and rules.

Conditions and Terms of Reimbursement

If a non-educational agency fails to provide or pay for services for which they are responsible and which are also considered special education and related services, Bay District Schools (or state agency responsible for developing the child's IEP) shall provide or pay for these services to the child in a timely manner. Bay District Schools or the state agency may then claim reimbursement for the services from the non-educational agency that was responsible for the provision of the services and failed to provide or pay for these services and that agency shall reimburse Bay District Schools or the state agency in accordance with the terms of this agreement.

XI. GENERAL PROVISIONS

COMPLIANCE WITH LAWS

Each party shall comply with all Federal, State and local laws, rules, regulations, standards and Executive Orders, without limitation to those designated within this agreement. The laws and regulations of the State shall govern the rights of the parties, the performance of this agreement and any disputes. If any provision of this agreement is held invalid or unenforceable, the remaining provisions shall continue valid and enforceable to the full extent permitted by law. Any changes in the governing laws, rules, and regulations during the term of this agreement shall apply but do not require an amendment.

NON-DISCRIMINATION

The parties shall comply with mandates that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation, shall have equal access to employment opportunities, and all other applicable Federal and State laws, rules and regulations, including the Americans with Disabilities Act.

TERMINATION

This agreement may be terminated as provided in accordance with State Statutes.

Each party shall have the right to terminate this agreement, with or without cause, by mailing the other parties written notice of termination by certified mail, return receipt requested, at least thirty (30) days prior to the effective date of said termination.

AMENDMENTS OR MODIFICATIONS

This agreement may be amended or modified at any time by mutual agreement. No agent, employee, or other representative of either party is empowered to alter any of the terms of the agreement, unless done in writing and signed by the authorized representative of the respective parties.

In Witness whereof, the parties have executed this agreement on the dates stated in the following pages.

**Interagency Articulation Agreement to Support the
Transition Process of Students with Disabilities
for Bay County, Florida**

**In Witness whereof, this party has executed this agreement on the date stated
below:**

By: James E. McCalister
Signature of Agency/Division Head

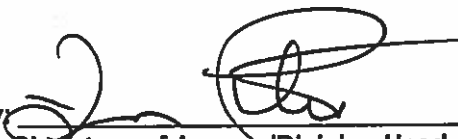
Date: 1/10/07

James E. McCalister, Superintendent
Type/Print Name and Position

Bay District Schools
Agency/Division

**Interagency Articulation Agreement to Support the
Transition Process of Students with Disabilities
for Bay County, Florida**

In Witness whereof, this party has executed this agreement on the date stated below:

By 
Signature of Agency/Division Head

Date: 3.1.7

FRED JOYAT, SUPERVISOR
Type/Print Name and Position

EDUCATIONAL REHABILITATION
Agency/Division

**Interagency Articulation Agreement to Support the
Transition Process of Students with Disabilities
for Bay County, Florida**

In Witness whereof, this party has executed this agreement on the date stated below:

By: Paige Rowell
Signature of Agency/Division Head

Date: 3/21/07

Paige Rowell - Rehabilitation Supervisor
Type/Print Name and Position

Division of Blind Services
Agency/Division

**Interagency Articulation Agreement to Support the
Transition Process of Students with Disabilities
for Bay County, Florida**

In Witness whereof, this party has executed this agreement on the date stated below:

By: *Lynn C. Daw*
Signature of Agency/Division Head

Date: 12/13/06

Lynn C. Daw
Type/Print Name and Position

Agency for Persons with Disabilities, Area 2
Agency/Division

**Interagency Articulation Agreement to Support the
Transition Process of Students with Disabilities
for Bay County, Florida**

In Witness whereof, this party has executed this agreement on the date stated below:

By: Glenda Thomas
Signature of Agency/Division Head

Date: 12/19/06

GLEND A THOMAS, REGIONAL NURSING DIR.
Type/Print Name and Position

Children's Medical Services
Agency/Division

**Interagency Articulation Agreement to Support the
Transition Process of Students with Disabilities
for Bay County, Florida**

In Witness whereof, this party has executed this agreement on the date stated below:

By: Michael Van Bebber
Signature of Agency/Division Head

Date: 3/1/07

Human Services Program Analyst
Type/Print Name and Position

Department of Children & Families / Substance Abuse & Mental Health
Agency/Division

**Interagency Articulation Agreement to Support the
Transition Process of Students with Disabilities
for Bay County, Florida**

**In Witness whereof, this party has executed this agreement on the date stated
below:**

By: Kimberly L. Bodine
Signature of Agency/Division Head

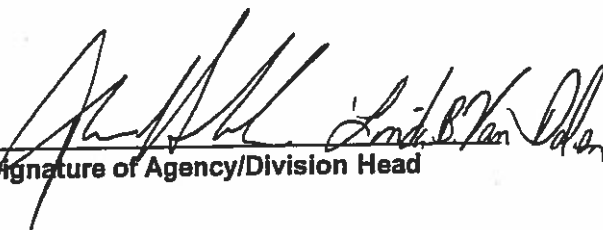
Date: 01/08/07

Kimberly L Bodine/Executive Director
Type/Print Name and Position

Gulf Coast Workforce Board
Agency/Division

**Interagency Articulation Agreement to Support the
Transition Process of Students with Disabilities
for Bay County, Florida**

In Witness whereof, this party has executed this agreement on the date stated below:

By: 
Signature of Agency/Division Head

Date: 1-11-2007

**Dr. John R. Holdnak
Vice President of Administrative Services**

Type/Print Name and Position

**Linda B. VanDalen
Coordinator Disability Support Services
GULF COAST COMMUNITY COLLEGE**

Agency/Division

**Interagency Articulation Agreement to Support the
Transition Process of Students with Disabilities
for Bay County, Florida**

In Witness whereof, this party has executed this agreement on the date stated below:

By: Robert C Cox
Signature of Agency/Division Head

Date: 1-11-06

Robert Cox
Executive Director
Type/Print Name and Position

Disability Resource Center
Agency/Division

**Interagency Articulation Agreement to Support the
Transition Process of Students with Disabilities
for Bay County, Florida**

**In Witness whereof, this party has executed this agreement on the date stated
below:**

By: Jan Pearce
Signature of Agency/Division Head

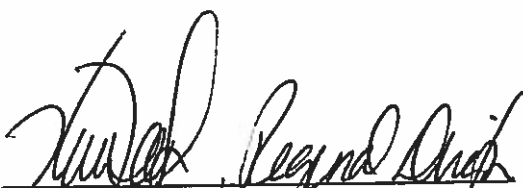
Date: 1/18/07

Jan Pearce
Type/Print Name and Position

St. Andrew Bay Center Inc
Agency/Division

**Interagency Articulation Agreement to Support the
Transition Process of Students with Disabilities
for Bay County, Florida**

In Witness whereof, this party has executed this agreement on the date stated below:

By: 
Signature of Agency/Division Head

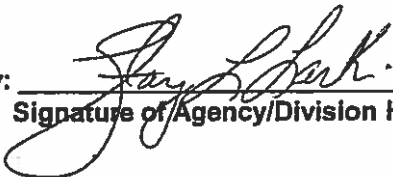
Date: 1/8/07

Kim Fawcett, Regional Director
Type/Print Name and Position

Pyramid PC
Agency/Division

**Interagency Articulation Agreement to Support the
Transition Process of Students with Disabilities
for Bay County, Florida**

**In Witness whereof, this party has executed this agreement on the date stated
below:**

By: 
Signature of Agency/Division Head

Date: 1/10/07

Stacy Larkin Vice President, Mission Services
Type/Print Name and Position

Goodwill Industries, Big Bend Inc.
Agency/Division

**Interagency Articulation Agreement to Support the
Transition Process of Students with Disabilities
for Bay County, Florida**

**In Witness whereof, this party has executed this agreement on the date stated
below:**

By: 
Signature of Agency/Division Head

Date: 2/07/07

Kala Dean
Type/Print Name and Position

Severely Emotionally Disturbed Network District 2A
Agency/Division

The News Herald

501 W. 11th Street
P.O. Box 1940, Panama City, FL 32401
Published Daily
Panama City, Bay County, Florida

State of Florida County of Bay

Before the undersigned authority personally appeared Angella Clagg, who on oath says that she is a Legal Advertising Representative of The News Herald, a newspaper published at Panama City in Bay County, Florida; that the attached copy of advertisement, being a Legal Advertisement #10534 in the matter of **PUBLIC NOTICE - CareerSource Gulf Coast** in the Bay County Court, was published in said newspaper in the issue of **March 11, 12, 13, 2016**.

Affiant further says that the said The News Herald is a newspaper published at Panama City, in said Bay County, Florida, *is a direct successor of the Panama City News* and that the said newspaper, *together with its direct predecessor*, has heretofore been continuously published in said Bay County, Florida, each day (except that the predecessor, *Panama City News*, was not published on Sundays) and has been entered as periodicals matter at the post office in Panama City, in said Bay County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that (s)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 said newspaper.

Angella Clagg

State of Florida

County of Bay

Sworn to and subscribed before me this 14th day of March, A.D., 2016. By Angella Clagg, Legal Advertising Representative of The News Herald, who is personally known to me or has produced N/A as identification.

Marie Forrest

Notary Public, State of Florida at Large

(Notary Seal)



10534
Public Notice
CareerSource Gulf Coast (CSGC) is seeking Public Comment on the 2016-2020 Local Workforce Services Plan, as required by the Workforce Innovation and Opportunity Act. Plan copies are available at the CSGC office; please call 850-913-3285, ext. 4137 to arrange to see the plan. You may also review the plan on the CSGC website, which is <http://careersourcegc.com>
All comments must be submitted in writing prior to April 7, 2016.
Pub: March 11, 12, 13, 2016

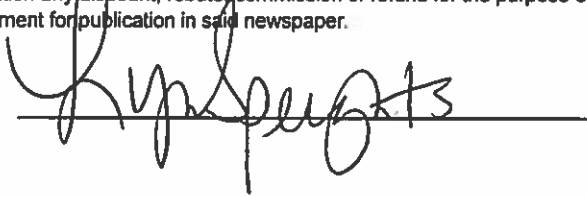
The Star

135 Highway 98
Port St. Joe, FL 32456
Published Thursday
Port St. Joe, Gulf County, Florida

State of Florida County of Bay

Before the undersigned authority personally appeared Lynda Speights, who on oath says that she is a Legal Advertising Representative of The Star, a newspaper published at Port St. Joe in Gulf County, Florida; that the attached copy of advertisement, being a Legal Advertisement #10536S in the matter of **PUBLIC NOTICE- CareerSource Gulf Coast** in the Gulf County Court, was published in said newspaper in the issue of **March 17, 2016**.

Affiant further says that the said The Star is a newspaper published at Port St. Joe, in said Gulf County, Florida, and that the said newspaper, has heretofore been continuously published in said Gulf County, Florida, each Thursday and has been entered as periodicals matter at the post office in Port St. Joe, in said Gulf County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that (s)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 said newspaper.



State of Florida
County of Bay

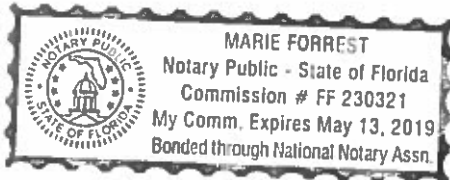
Sworn to and subscribed before me this 17th day of March, A.D., 2016.

By Lynda Speights, Legal Advertising Representative of The Star, who is personally known to me or has produced N/A as identification.



Notary Public, State of Florida at Large

(Notary Seal)



10536S
Public Notice
CareerSource Gulf Coast (CSGC) is seeking Public Comment on the 2016-2020 Local Workforce Services Plan, as required by the Workforce Innovation and Opportunity Act. Plan copies are available at the CSGC office; please call 850-813-3285, ext. 4137 to arrange to see the plan. You may also review the plan on the CSGC website, which is <http://careersourcegc.com>
All comments must be submitted in writing prior to April 7, 2016.
Pub: March 17, 2016

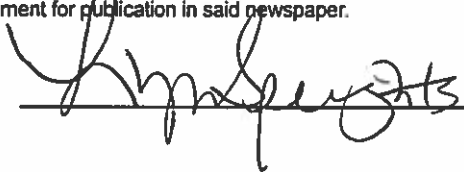
The Times

129 Commerce Street
Apalachicola, FL 32320
Published Thursday
Apalachicola, Franklin County, Florida

State of Florida County of Bay

Before the undersigned authority personally appeared Lynda Speights, who on oath says that she is a Legal Advertising Representative of The Times, a newspaper published at Apalachicola in Franklin County, Florida; that the attached copy of advertisement, being a Legal Advertisement #10538T in the matter of **PUBLIC NOTICE- CareerSource Gulf Coast in the Franklin County Court**, was published in said newspaper in the issue of **March 17, 2016**.

Affiant further says that the said The Times is a newspaper published at Apalachicola, in said Franklin County, Florida, and that the said newspaper, has heretofore been continuously published in said Franklin County, Florida, each Thursday and has been entered as periodicals matter at the post office in Apalachicola, in said Franklin County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that (s)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 said newspaper.



State of Florida
County of Bay

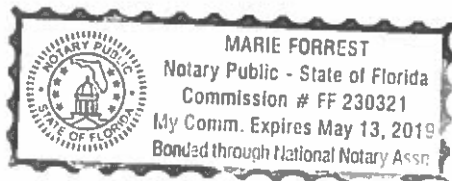
Sworn to and subscribed before me this 17th day of March, A.D., 2016.

By Lynda Speights, Legal Advertising Representative of The Times, who is personally known to me or has produced N/A as identification.



Notary Public, State of Florida at Large

(Notary Seal)



10538T
Public Notice

CareerSource Gulf Coast (CSGC) is seeking Public Comment on the 2016-2020 Local Workforce Services Plan, as required by the Workforce Innovation and Opportunity Act. Plan copies are available at the CSGC office; please call 850-913-3285, ext. 4137 to arrange to see the plan. You may also review the plan on the CSGC website, which is <http://careersourcegc.com>

All comments must be submitted in writing prior to April 7, 2016.
Pub: March 17, 2016

Page : 1 of 1 03/08/2016 15:57:38
Order Number : 34344612
PO Number :
Customer : 1004029 GC College Workforce Board
Contact : Misti Santoru
Address1 : 5230 W. U.S. Hwy. 98
Address2 :
City St Zip : Panama City FL 32401
Phone : (850) 913-3285
Fax : (850) 913-3269
Credit Card :
Printed By : Angella Clagg
Entered By : Angella Clagg

Keywords : 10534 Public Notice - News Herald
Notes :
Zones :

Ad Number : 34757326
Ad Key :
Salesperson : 104 - Angella Clagg
Publication : The News Herald
Section : Classified 2006
Sub Section : Classified 2006
Category : 1100 Legal Advertising
Dates Run : 03/11/2016-03/13/2016
Days : 3
Size : 1 x 2.86, 27 lines
Words : 79
Ad Rate : Legals Rate
Ad Price : 121.64
Amount Paid : 0.00
Amount Due : 121.64

10534
Public Notice

CareerSource Gull Coast (CSGC) is seeking Public Comment on the 2016-2020 Local Workforce Services Plan, as required by the Workforce Innovation and Opportunity Act. Plan copies are available at the CSGC office; please call 850-913-3285, ext. 4137 to arrange to see the plan. You may also review the plan on the CSGC website, which is <http://careersourcegc.com>

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 All comments must be submitted in writing prior to April 7, 2016.
 Pub: March 11, 12, 13, 2016

Page : 1 of 1 03/08/2016 16:03:44
Order Number : 34344617
PO Number :
Customer : 1004029 GC College Workforce Board
Contact : Misti Santoru
Address1 : 5230 W. U.S. Hwy. 98
Address2 :
City St Zip : Panama City FL 32401
Phone : (850) 913-3285
Fax : (850) 913-3269
Credit Card :
Printed By : Angella Clagg
Entered By : Angella Clagg
Keywords : 10536S Public Notice - The Star
Notes :
Zones :

Ad Number : 34757336
Ad Key :
Salesperson : 104 - Angella Clagg
Publication : The Star
Section : Classified 2006
Sub Section : Classified 2006
Category : 1100 Legal Advertising
Dates Run : 03/17/2016-03/17/2016
Days : 1
Size : 1 x 2.76, 26 lines
Words : 77
Ad Rate : Legals Rate
Ad Price : 27.10
Amount Paid : 0.00
Amount Due : 27.10

10536S
Public Notice

CareerSource Gulf Coast (CSGC) is seeking Public Comment on the 2016-2020 Local Workforce Services Plan, as required by the Workforce Innovation and Opportunity Act. Plan copies are available at the CSGC office; please call 850-913-3285, ext. 4137 to arrange to see the plan. You may also review the plan on the CSGC website, which is <http://careersourcegc.com>

All comments must be submitted in writing prior to April 7, 2016.
Pub: March 17, 2016

Page : 1 of 1 03/08/2016 16:14:15
Order Number : 34344618
PO Number :
Customer : 1004029 GC College Workforce Board
Contact : Misti Santoru
Address1 : 5230 W. U.S. Hwy. 98
Address2 :
City St Zip : Panama City FL 32401
Phone : (850) 913-3285
Fax : (850) 913-3269
Credit Card :
Printed By : Angella Clagg
Entered By : Angella Clagg
Keywords : 10538T Public Notice - The Times
Notes :
Zones :

Ad Number : 34757338
Ad Key :
Salesperson : 104 - Angella Clagg
Publication : TheTimes
Section : Classified 2006
Sub Section : Classified 2006
Category : 1100 Legal Advertising
Dates Run : 03/17/2016-03/17/2016
Days : 1
Size : 1 x 2.76, 26 lines
Words : 77
Ad Rate : Legals Rate
Ad Price : 27.10
Amount Paid : 0.00
Amount Due : 27.10

10538T
Public Notice

CareerSource Gulf Coast (CSGC) is seeking Public Comment on the 2016-2020 Local Workforce Services Plan, as required by the Workforce Innovation and Opportunity Act. Plan copies are available at the CSGC office; please call 850-913-3285, ext. 4137 to arrange to see the plan. You may also review the plan on the CSGC website, which is <http://careersourcegc.com>

All comments must be submitted in writing prior to April 7, 2016.
 Pub: March 17, 2016

Donna Stapleton

From: Janine Dexter
Sent: Friday, March 11, 2016 8:11 AM
To: Misti Santoru; Donna Stapleton
Subject: FW: emerald coast marketplace: Your ad, 10534 Public Notice CareerSource Gulf Coast (CSGC) is seeking Public Comment on the 2016-2020 Local..., has been posted online in our marketplace!

Below is the link for the ad placed for the local plan.

Janine Dexter

Accounting Coordinator

jdexter@r4careersourcegfc.com



5230 West Highway 98 | Panama City, FL 32401

p: 850.873.3528 | f: 850.913.3269

TTY/TDD number via Florida Relay Service: 711

careersourcegfc.com



From: emerald coast marketplace [<mailto:no-reply@kaango.com>]

Sent: Thursday, March 10, 2016 11:01 PM

To: Janine Dexter <jdexter@r4careersourcegfc.com>

Subject: emerald coast marketplace: Your ad, 10534 Public Notice CareerSource Gulf Coast (CSGC) is seeking Public Comment on the 2016-2020 Local..., has been posted online in our marketplace!

emerald coast marketplace

Thank you for placing your advertisement with emerald coast marketplace.

Your online advertisement, "10534 Public Notice CareerSource Gulf Coast (CSGC) is seeking Public Comment on the 2016-2020 Local..." is now available at <http://emeraldcoastmarketplace.kaango.com>.

View your online advertisement by visiting

<http://emeraldcoastmarketplace.kaango.com/ad-10534-public-notice-careersource-gulf-coast-csdc-is-seeking-public-comment-on-the-2016-2020-local/24498820>

As a reminder, you may sign-in with your email address:

jdexter@gcwb.org

You may add photos, change your description, and enhance your advertisement by visiting:

<http://emeraldcoastmarketplace.kaango.com/account/ads/live>

Thanks for using emerald coast marketplace.

Do not reply to this email. Your message will not be received
To opt-out of receiving these emails in the future please [click here](#)





April 21 2016

Events

Contact Us

email site to a friend

850-872-4340

- [HOME](#)
- [JOB SEEKERS](#)
- [EMPLOYERS](#)
- [SPECIAL PROJECTS](#)
- [NEWSROOM](#)
- [ABOUT US](#)

Newsroom - FOR PUBLIC REVIEW

Workforce Services Plan

The Draft 4-Year Plan for Local Workforce Services has been posted here for public inspection. Should you have any questions or comments, please contact Donna Stapleton at 850-913-3285, ext. 4137, 8 a.m. to 4 p.m. Monday-Friday. All comments must be submitted prior to April 7, 2016.

[Draft Workforce Services Plan 2016](#)

[Plan Attachments Section 1](#)

[Plan Attachments Section 2](#)

[Plan Attachments Section 3](#)

NEWSROOM MAIN

- [Press Releases](#)
- [Events](#)
- [RFPs](#)
- [For Public Review](#)

Calendar of Events

[View all events](#)

Job Center

Phone: (850) 872-4340
 Fax: (850) 872-4346
 625 Highway 231
 Panama City, FL 32405

Board Office

Phone: (850) 913-3285
 Fax: (850) 913-3269
 5230 W. Hwy 98
 Panama City, FL 32401

CareerSource Gulf Coast is an equal employer program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.



HOME

JOB SEEKERS

- [Employment Services](#)
- [Resources Available](#)
- [Hot Jobs](#)
- [Training Services](#)
- [Reemployment Assistance](#)
- [Special Programs](#)
- [Services by County](#)
- [2016 Career Expo](#)
- [Targeted Occupations](#)

EMPLOYERS

- [Free Business Services](#)
- [Resources Available](#)
- [Hiring Special Populations](#)
- [Training and Incentives](#)
- [Helpful Links](#)

SPECIAL PROJECTS

- [Ticket to Work](#)
- [Bay Academies](#)
- [Community Resource Center](#)
- [Port St. Joe Summer Youth](#)
- [Port St. Joe Ladder Program](#)
- [Shelling](#)
- [Homeless Vets Stand Down](#)

NEWSROOM

- [Press Releases](#)
- [Events](#)
- [RFPs](#)
- [For Public Review](#)

ABOUT US

- [Locations](#)
- [CareerSource Gulf Coast center](#)
- [CareerSource Gulf Coast board](#)
- [Florida Workforce System](#)
- [Helpful Links & Information](#)
- [Contact Us](#)



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SIGNATURE PAGE

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

- Bay
- Gulf
- Franklin

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

Workforce Development Board Chair



Signature

Chief Elected Official



Signature

John Reeves, Board Chair

Name (printed or typed)

Title

Mike Nelson

Name (printed or typed)

Title

April 19, 2016

Date

April 19, 2016

Date

SIGNATURE PAGE

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

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Workforce Development Board Chair



Signature

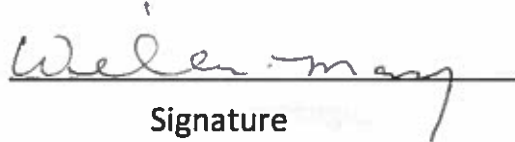
John Reeves, Board Chair

Name (printed or typed)
Title

April 5, 2016

Date

Chief Elected Official



Signature

William Massey, Chairman
Board of County Commissioners
Franklin County

Name (printed or typed)
Title

April 5, 2016

Date

SIGNATURE PAGE

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

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Workforce Development Board Chair


Signature

Chief Elected Official


Signature

John Reeves, Board Chair

Name (printed or typed)
Title

Ward McDaniel, Chairman Gulf Co BOCC

Name (printed or typed)
Title

3/22/16

Date

03/22/2016

Date