

CareerSource Pasco Hernando

Local Workforce Development Area 16

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Date Submitted: _____, 2020

Plan Contact: Brenda Gause, Sr. VP of Operations

¹ Local boards may upload plans with a cover page of their design. The cover page must have the following required elements: Name of board; board logo; local area number; complete contact information for the plan point of contact; website and email address; and, date submitted.

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INTRODUCTION

These guidelines provide direction for local plans submitted under Public Law 113-128, the Workforce Innovation and Opportunity Act (WIOA). WIOA requires each local workforce development board (LWDB) to develop and deliver to the state a comprehensive four-year plan. These plans must be submitted in partnership with the chief elected official. Regulations require states and LWDBs to regularly revisit and recalibrate state plan strategies in response to changing economic conditions and workforce needs of the state (20 CFR, Unified and Combined Plans Under Title I of the Workforce Innovation and Opportunity Act, §676.135).

The law emphasizes the importance of collaboration and transparency in the development and submission of local plans. Affected entities and the public must have an opportunity to provide input in the development of the plan. Local boards must make the plan available electronically and in open meetings to ensure transparency to the public.

Local workforce development boards provide leadership and should seek broad stakeholder involvement in the development of their local plan. Local elected officials, local workforce development board members, core program partners and mandatory one-stop partners are an integral part of the planning process. WIOA encourages an enhanced, integrated system by including core programs in its planning and performance requirements. Each plan addresses how the LWDB coordinates service delivery with core programs of the Division of Vocational Rehabilitation, the Division of Blind Services and the Division of Career and Adult Education.

Each plan is based on current and projected needs of the workforce investment system, with an increased emphasis on coordination and collaboration at all levels to ensure a seamless system for employers and job seekers, including those with disabilities. Local plans identify the education and skill needs of the workforce and the employment needs of the local area. Plans include an analysis of the strengths and weaknesses of services provided to address identified needs. Assessments include the best available information, evidence of effectiveness, and performance information for specific service models and a plan to improve program effectiveness by adopting proven or promising practices as a part of the local vision. LWDBs provide a comprehensive view of the systemwide needs of the local workforce development area.

Local plans address how LWDBs foster strategic alignment, improve service integration and ensure the workforce system is industry-relevant, responding to the economic needs of the local workforce development area and matching employers with skilled workers. Services described in local plans should lead to greater efficiencies, reduce duplication, and maximize financial and human resources. These plan guidelines require LWDBs to address current and future strategies and efficiencies to address the continuous improvement of Florida’s workforce system and its focus on customer service excellence.

Local plans should align with CareerSource Florida’s business and market-driven principles to be the global leader for talent. These principles include:

- Increasing the prosperity of workers and employers
- Reducing welfare dependency
- Meeting employer needs
- Enhancing productivity and competitiveness

KEY DATES	ON OR BEFORE
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Key Dates Sent to Local Boards.....	October 11, 2019
Local Plan Guidelines Issued.....	November 1, 2019
Labor Market Analysis Sent to Local Boards.....	December 6, 2019
Local Plans Due.....	March 16, 2020
WIOA Statewide Unified Plan Due.....	March 30, 2020
WIOA Statewide Unified Plan Approved	May 1, 2020
Local Plans Approved.....	June 4, 2020
WIOA Program Year 2020 Begins.....	July 1, 2020

PUBLIC COMMENT PROCESS

Prior to the date on which the local board submits a local plan, the local board shall:

- (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)).
- (2)** Provide a 30-day period for comment on the plan before its submission to CareerSource Florida, Inc., beginning on the date on which the proposed plan is made available, prior to its submission to the Governor (WIOA §108(d)(2)).
- (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)).
- (4)** Describe efforts to coordinate with other workforce partners to obtain input into the development of the plan.
- (5)** Include, as an attachment with the plan to the Governor, any comments expressing disagreement or offering recommendations for continuous improvement, the LWDB's response to those comments, and a copy of the published notice (WIOA §108(d)(3)).

ONLINE FORM

CareerSource Florida, Inc., established an online form for WIOA local plan submissions, required attachments and contact information for primary and secondary points of contact for each local workforce development board. **Please note the local plan and all attachments must be submitted in a searchable PDF format.**²

The web address for submitting local plans, required attachments and links to requested documents is <https://careersourceflorida.com/wioa-form/>

It is recommended that those submitting local plans carefully review these instructions and those posted online prior to submitting plans.

All local plans must be submitted no later than 5:00 p.m. (EST) on Monday, March 16, 2020.

Prior to plan submission, please ensure:

- **The local board reviewed the plan;**
- **The board chair and the chief elected official signed the appropriate documents;**
- **The name and number of the local board and are on the plan cover page;**
- **The plan submitted or point of contact is on the cover page;**

² A searchable PDF file is a PDF file that includes text that can be searched upon using the standard Adobe Reader “search” functionality [CTRL+F]. In Microsoft Word Click **File > Save As** and choose where you want the file to be saved. In the **Save As** dialog box, choose **PDF** in the Save as type list. Click **Options**, make sure the **Document structure tags for accessibility** check box is selected, and then click **OK**.

- The structure and numbering follow the plan instructions format;
- A table of contents with page numbers is included and each page of the plan is numbered;
- Text is typed, preferably in the fonts Arial or Calibri, with a font size of 11 or greater;
- Responses to all questions are informative and concise; and,
- The name of the local area, the page number and plan submission date are listed in the footer of the document.

ATTACHMENTS

Please provide a link to the local board's website showing the attachments described below or upload attachments in a searchable PDF file with the local plan:

- A. Executed Memoranda of Understanding for all one-stop partners** (Section III(b)(2) and Section IV(a)(1)(d) of the State of Florida WIOA Unified Plan);

MOUs and SOP's: https://careersourcepascohernando-my.sharepoint.com/:f:/p/btaylor/EIMm-F4F8T9GsAZfWHHpxrsBE_4uYX36BPzrZvD8MtoVdQ?e=1Rjkbt

- B. Executed Infrastructure Funding Agreements with all applicable WIOA required partners** (Section III(b)(2) and Section IV(a)(1)(d) of the State of Florida WIOA Unified Plan);

Included in executed MOUs: https://careersourcepascohernando-my.sharepoint.com/:f:/p/btaylor/EIMm-F4F8T9GsAZfWHHpxrsBE_4uYX36BPzrZvD8MtoVdQ?e=1Rjkbt

C. Executed Interlocal Agreements (in cases where there is more than one unit of general local government);

Interlocal Agreement: https://careersourcepascohernando-my.sharepoint.com/:f/p/btaylor/Env_wNnFhm1OsvbMEscjr0MBCnDEcUgyAHfCS6SA9LaK2g?e=1tg5Gc

D. Agreements describing how any single entity 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 entity will carry out its multiple responsibilities, including how it develops appropriate firewalls to guard against conflicts of interest. Also attach copies of any procedures on how roles are delineated to verify the firewalls are effective.

Page one of our procurement policy says "2. The procurements must comply with the Uniform Administrative Requirements, Cost Principles, Audit Requirements for Federal Awards, **and Stevens Amendment**. The standards are contained in section 2 CFR, part 200 – finding a place to incorporate this in the plan.

Financial Policies and Procedures: <https://careersourcepascohernando-my.sharepoint.com/:f/p/btaylor/EpADRfLgRSpJkBO3gOSm44ABheDBzUp6XKTgXDJ7iscYPA?e=XsLqty>

The financial policies and procedures of the Pasco-Hernando Workforce Board (PHWB) require that the duties and responsibilities of the employees in the Finance Department must be separated, as staffing limits allow, ensuring that no one employee has sole control over cash receipts, disbursements, payrolls, bank reconciliations.

Another example of the LWDB's efforts to ensure there are no conflicts of interest is in the Administrative plan, which contains the following Code of Conduct and Conflict of Interest policies.

Code of Conduct:

No employee or authorized agent, LWDB member or officer, shall participate in or cast a vote in the selection of or in the award of a contract if a conflict of interest, real or apparent, is involved.

Such a conflict would arise when the individual (employee, agent, board member or officer), any member of the individual's immediate family, the individual's partner, or an organization which employs or is about to employ any of the above, has a financial or other interest in the firm or organization selected for award.

No employee or authorized agent, board member or officer, shall solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to any sub-agreement.

Control for conflict of interest is exercised through PHWB's funding process. Proposals are evaluated by a team of Local Workforce Development Board (LWDB) members or designated staff, using a point system based on evaluation criteria published in each Request for Proposal. Final programmatic funding decisions are made by the LWDB. No one single individual or board member controls the selection or administration process.

Conflict of Interest:

No individual in a decision-making capacity, or involved in the writing of specifications or administration of the procurement process, shall engage in any activity, including the participation in the selection, award, or administration of a sub grant or contract supported by its funds, if a conflict of interest, real or apparent, would be involved.

Therefore, Financial and Organizational Disclosure Statements must be completed by all LWDB members and staff engaged in the award and administration of its contracts and sub grants. Within 30 days of their appointment or employment, and again annually, on January 1st, and at any other time that organizational affiliations change, such individuals will be notified that they must complete and file the above-mentioned disclosure form.

No LWDB member shall cast a vote, nor participate in any decision-making capacity, on the provision of services by such member (or any organization which that member directly represents), or on any matter which would provide any direct financial benefit to the appropriate individual or organization, except when that interest has been placed in a disclosed blind trust.

E. The current board member roster, meeting minutes for the local plan agenda item, discussions about the plan, and the board's vote on the local plan;

Minutes:

<https://www.careersourcepascohernando.com/pages/documents>

Board Members:

<https://www.careersourcepascohernando.com/files/public/06192019%20Board%20of%20Directors%20List%20for%20Website.pdf>

F. Any comments submitted during the public comment period that represent disagreement with the local plan (Public Law 113-128, Section 108(d)).

Posted December 2, 2019. Removed from website January 3, 2020. There were no comments from the public.

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

Interlocal Agreement: https://careersourcepascohernando-my.sharepoint.com/:f/p/btaylor/Env_wNnFhm1OsvbMEscjr0MBCnDEcUgyAHfCS6SA9LaK2g?e=1tg5Gc

H. A copy of the agreement executed between the chief elected official(s) and the Local Workforce Development Board;

Interlocal Agreement: https://careersourcepascohernando-my.sharepoint.com/:f/p/btaylor/Env_wNnFhm1OsvbMEscjr0MBCnDEcUgyAHfCS6SA9LaK2g?e=1tg5Gc

I. A copy of the current by-laws established by the chief elected official to address criteria contained in §679.310(g) of the WIOA regulations;

By-laws: <https://careersourcepascohernando-my.sharepoint.com/:f/p/btaylor/EqMpwevIXRpNnPT0PUFeu4cBstV05D7aAXCR6uvNu6jnGA?e=O4wqNA>

NOTE: THERE IS NO REQUIREMENT TO SUBMIT HARD COPIES OF LOCAL PLANS OR ATTACHMENTS.

If you have any questions, please contact CareerSource Florida at:

FloridaWIOA@careersourceflorida.com

Once plans are received, the plan's official review by CareerSource Florida and the Department of Economic Opportunity (DEO) begins. All plans are reviewed for completeness and adherence to plan formatting requirements.

If there are questions or concerns local boards are notified. **The content of plans is reviewed by both DEO and CareerSource Florida staff with recommendations provided to the CareerSource Florida Board of Directors at its meeting scheduled for June 4, 2020.**

A recommendation for approval is made unless the staff review indicates: (1) there are deficiencies in local workforce investment activities that are not addressed, or (2) the plan is inconsistent with WIOA and its regulations, including required public comment provisions. It is recognized that this updated plan will include strategies and activities that are fully completed, as well as some that are still being developed and implemented.

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

The implementation of WIOA ensures Florida has a business-led, market-responsive, results-oriented, and integrated workforce development system. The system fosters customer service excellence, ensures continuous improvement, and demonstrates value by enhancing employment opportunities for all individuals, including those with disabilities. This focused and deliberate collaboration among education, workforce, and economic development networks increases economic prosperity by maximizing the competitiveness of Florida businesses and the productivity of Florida's workforce.

Florida's strategic vision for WIOA implementation is realized by accomplishing these three goals:

- Enhance alignment and market responsiveness of workforce, education and economic development systems through improved service integration that provides businesses with skilled,

productive, and competitive talent and Floridians with employment, education, training and support services that reduce welfare dependence and increase opportunities for self-sufficiency, high-skill and high-wage careers and lifelong learning.

- Promote accountable, transparent and data-driven workforce investment through performance measures, monitoring and evaluation that informs strategies, drives operational excellence, leads to the identification and replication of best practices and empowers an effective and efficient workforce delivery system.

- Improve career exploration, educational attainment and skills training for in-demand industries and occupations for Florida youth that lead to enhanced employment, career development, credentialing and post-secondary education opportunities.

ORGANIZATIONAL STRUCTURE

(1) Chief Elected Official(s)

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

Pasco: Ron Oakley, Chairman
County Commissioner District 1
8731 Citizens Dr., New Port Richey, FL 34654
Phone: 352 521-4111
roakley@pascocountyfl.net

Hernando: Jeff Holcomb, Chairman
County Commissioner District 5
20 N. Main St., Brooksville, FL 34601
Phone: (352) 754-4848
JHolcomb@HernandoCounty.us

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 executed agreement that defines how parties carry out roles and responsibilities of the chief elected official.

Interlocal Agreement: https://careersourcepascohernando-my.sharepoint.com/:f:/p/btaylor/Env_wNnFhm1OsvbMEscjr0MBCnDEcUgyAHfCS6SA9LaK2g?e=1tg5Gc

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

Interlocal Agreement: https://careersourcepascohernando-my.sharepoint.com/:f:/p/btaylor/Env_wNnFhm1OsvbMEscjr0MBCnDEcUgyAHfCS6SA9LaK2g?e=1tg5Gc

D. Attach a copy of the current by-laws established by the chief elected official to address criteria contained in §679.310(g) of the WIOA regulations. At a minimum the by-laws must include:

i. The nomination process used by the chief elected official to elect the local board chair and local board members;

Directors appointed by the respective County Commissions shall be confirmed by The Board and shall hold office for a term of four (4) years running from the date of appointment, and until a successor shall have been elected and qualified or until an earlier resignation, removal from office or death.

ii. The term limitations and how term appointments are staggered to ensure only a portion of memberships expire in each year;

Directors are eligible to serve for three, consecutive four year terms and shall be required to have a break-in-service of one year before again becoming eligible for appointment to the Board.

iii. The process to notify the chief elected official of a board member vacancy ensuring a prompt nominee;

Upon learning of a vacancy, the assistant for each Chief Elected Official is notified. Appropriate personnel within each county post the vacancy on their websites to solicit interest.

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

Upon release of further guidance from the State, this will be reviewed and implemented.

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

In order to promote participation, arrangements for participation by teleconference are made for every Board and Committee meeting.

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,

We partner with stakeholders such as economic development, chambers of commerce, education and community-based organizations to hold meetings and focus groups with an emphasis on workforce needs. We also utilize our unrestricted funds to provide lunch and learns and focus groups for local stakeholders. We think that this networking along with building personal relationships is the best way to ensure active participation.

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

At such time that board appointments or membership needs to be revised based on current, Federal, State, or local legislation or guidance, as applicable, appropriate consideration will be given to further action.

- E. Describe how the chief elected official is involved in the development, review and approval of the local plan.

Both Pasco and Hernando counties designate a commissioner to serve as a representative to the Pasco Hernando Workforce Board. Upon review and approval of the local plan by the Local Workforce Development Board or Executive Committee, a copy is sent to the local elected officials up to six weeks prior to the Board of County Commissioners (BOCC) meeting in the respective counties. The CEO/President of PHWB is scheduled to meet with the designee prior to the Board Meeting to answer any questions or concerns that may have arisen. Once the review period has ended, the CEO/President and designated CSPH staff will present the plan to the full board and the public and answer any additional questions at that time. After approval, the Chair of each county will sign three original copies (one executed agreement for each county and one for the local board to be submitted with the local plan).

(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.

David Lambert, Board Chair
Manager, Member Relations
Withlacoochee River Electric Cooperative
P.O. Box 278
Dade City, FL 33526
352 567-5133 ext. 6102

dlambert@wrec.net

B. If applicable, identify the vice-chair of the Local Workforce Development Board by name, title, mailing address, phone number and email address. Identify the business or organization the vice-chair represents.

Lorri Kindberg
HR Manager, Human Resources
Sparton Electronics
30167 Power Line Rd.
Brooksville, FL 34602
phone number 352 799-6520

email address. lkindberg@sparton.com

C. Describe how the LWDB was involved in the development, review, and approval of the local plan.

The LWDB provided guidance and leadership on the development of the plan. Once the draft was written, it was submitted to the LWDB for review and comments. The draft plan was also reviewed by management staff of core programs as well as mandatory one-stop partners, businesses and Board members. The plan was also posted for 30 days for public comment from December 3, 2019 to January 3, 2020. There were no comments received. Upon approval from the Board, the plan was submitted to the Local Elected Officials in each county for their approval.

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

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

In accordance with 20 CFR 679.420, the Pasco-Hernando Workforce Board, Inc. (PHWB) is the local fiscal agent that receives and disburses grant funds. As such, PHWB ensures sustained fiscal integrity and

accountability for expenditures of funds in accordance with OMB, WIOA and Federal/State policies and regulations. PHWB responds to audit financial findings, maintains proper accounting records and documentation, prepares financial reports and provides technical assistance to subrecipients regarding fiscal issues. At the direction of the LWDB, PHWB also procures contracts and obtains written agreements, conducts financial monitoring of service providers and ensures independent audit of all employment and training programs.

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 PHWB is also the administrative entity and functions simultaneously in various roles including administrative entity, local fiscal agent, LWDB staff and direct provider of services. 20 CFR 679.430 allows LWDBs to have multiple functions.

C. Identify if a single entity is 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, and describe how the entity will carry out its multiple responsibilities, including how it develops appropriate firewalls to guard against conflicts of interest as described in CareerSource Florida strategic policy 2012.05.24.A.2 – State and Local Workforce Development Board Contracting Conflict of Interest Policy.

The financial policies and procedures of PHWB require that the duties and responsibilities of the employees in the Finance Department must be separated, as staffing limits allow, ensuring that no one employee has sole control over cash receipts, disbursements, payrolls, bank reconciliations. Another example of the LWDB's efforts to ensure there are no conflicts of interest is in the Finance plan, which contains the following Code of Conduct and Conflict of Interest policies:

Code of Conduct:

No employee or authorized agent, LWDB member or officer, shall participate in or cast a vote in the selection of or in the award of a contract if a conflict of interest, real or apparent, is involved. Such a

conflict would arise when the individual (employee, agent, board member or officer), any member of the individual's immediate family, the individual's partner, or an organization which employs or is about to employ any of the above, has a financial or other interest in the firm or organization selected for award. No employee or authorized agent, board member or officer, shall solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to any sub-agreement.

Control for conflict of interest is exercised through PHWB's funding process. Proposals are evaluated by a team of LWDB members and/or PHWB staff, using a point system based on evaluation criteria published in each Request for Proposal. Final programmatic funding decisions are made by the LWDB. No one single individual or board member controls the selection or administration process.

No individual in a decision-making capacity, or involved in the writing of specifications or administration of the procurement process, shall engage in any activity, including the participation in the selection, award, or administration of a sub grant or contract supported by its funds, if a conflict of interest, real or apparent, would be involved.

Therefore, Financial and Organizational Disclosure Statements must be completed by all LWDB members and staff engaged in the award and administration of its contracts and sub grants. Within 30 days of their appointment or employment, and again annually, on January 1st, and at any other time that organizational affiliations change, such individuals will be notified that they must complete and file the above-mentioned disclosure form.

No LWDB member shall cast a vote, nor participate in any decision-making capacity, on the provision of services by such member (or any organization which that member directly represents), or on any matter which would provide any direct financial benefit to the appropriate individual or organization, except when that interest has been placed in a disclosed blind trust.

(4) One-Stop System

A. Describe the local one-stop system (including the number, type and location of the comprehensive center(s)³, and other service delivery points).

CareerSource Pasco Hernando (CSPH) has three full service one-stop centers that are located in Pasco and Hernando counties.

16336 Cortez Blvd. Brooksville, FL 34601

4440 Grand Blvd. New Port Richey, FL 34652

15000 Citrus Country Drive Dade City, FL 33525

In addition to the three comprehensive centers, our Mobile One Stop travels to remote locations on a weekly basis to provide services. Staff also provides services to customers at several satellite locations to include Pasco Hernando State College, Hernando County Health & Human Services, and Fred K. Marchman Technical College. Our Veteran staff utilizes the Mobile One Stop to deliver CareerSource services to homeless and low-income veterans at the annual Veteran Stand Down and to participate in veteran job and resource fairs with Congressman Gus Bilirakis. Veteran staff also teamed with Pasco Hernando State College to put on the Paychecks for Patriots event on November 6, 2019 – a job fair for our veteran customers.

In the past, our MOS had extra deployments to assist the United Way in delivering free tax preparation assistance to low income residents resulting in thousands of refunds dollars returning to the region.

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.

³A comprehensive center is one in which all core and required partner services are available either physically at the location or by direct linkage through technology to a program staff member who can provide meaningful information or services. See Training and Employment Guidance Letter No. 16-16 ([TEGL 16-16](#)) and Training and Employment Guidance Letter No. 16-16, Change 1 ([TEGL 16-16, Change 1](#)). **Additionally, Memorandums of Understanding (MOU) and Infrastructure Funding Agreements (IFA) must be executed for all partners connected to the comprehensive centers.**

All three comprehensive one-stop Resource Rooms (RR) are open to the public Monday-Friday from 8am until 5pm. The Employment Support Center (ESC) along with our WIOA and WT staff are available telephonically or through email and live chat, 8am-7pm, Monday-Friday and 8am-5pm on Saturdays.

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

The current One Stop Operator is Gulf Coast Jewish Family Services.

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

CSPH is the direct provider of services for Wagner-Peyser (WP), Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Reemployment Services and Eligibility Assessment (RESEA) and Supplementary Nutrition Assistance Program (SNAP). CSPH will continue to request being the provider for these services. Eckerd Connects/Workforce Development currently provides WIOA Youth services.

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

For purposes of this contract, CSPH defines the basic role of a One-Stop Operator as an entity that will coordinate the service delivery of one-stop partners and service providers within our Career Centers. Actions taken by the One-Stop Operator should be at the direction of the Sr. VP of Operations. The One-Stop Operator shall have the following responsibilities:

- Maintain contact with one-stop partners through the coordination of quarterly meetings to improve communication, referral, service delivery, and tracking of performance of the partners;
- Compile a quarterly report of partner agency performance data;
- Participate, as requested, on projects with CSPH and their required partners;
- Encourage one-stop partners to use the principles of universal design in their operations to ensure customer access as needed;

- Share best practice examples with One-Stop partners that encourage the provision of services to individuals with barriers to employment, including individuals with disabilities, who may require longer term services, such as intensive employment, training, and education services;
- Comply with Federal and State regulations, as well as local policies;
- Working with CareerSource Pasco Hernando and applicable state agencies, create a strategic plan to integrate the intake, case management, and reporting of the one-stop partners;
- Assist with other initiatives as requested by CSPH.

F. Pursuant to the CareerSource Florida Administrative Policy 093 - One-Stop Career Center Certification Requirements, provide the required attestation that at least one comprehensive one-stop center in the local area meet the certification requirements.

During the last Monitoring Review conducted by DEO staff, November 12-18, 2019, CSPH met all certification requirements for all three one-stop locations. Career Center self-attestations can be sent as an attachment.

This was pulled from our DEO Monitoring Review –

A Career Center Credentialing review was conducted to determine compliance with program guidance. The methodology for conducting the review included self-certification by CSPH staff that the credentialing requirements had been met for the review period at each of the career center locations in the region (posters, signage and resource room verification). All other administrative requirements and records (listing of front-line staff, continuing education hours attained, complaint system information, etc.) were reviewed by the DEO monitors.

The monitors also reviewed the administrative documents provided to determine whether all “front-line” staff members had completed their required Tier I Certification courses and the 15 hours of continuing education courses in related subjects. As part of the credentialing process, the monitor reviewed the CSPH’s complaint system to ensure that a system was in place to process any Wagner-Peyser complaints received. No issues were observed.

Monitors Review-Credential Logs: <https://careersourcepascohernando-my.sharepoint.com/:f/p/btaylor/EspJNrK6-BRDuwXpK1EmPj8B0nVtf0qNqyzle9PP8qxtlA?e=1TNC7u>

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

The top ten industry sectors predicted for the Pasco Hernando Region are:

- 722 - Food Services and Drinking Places
- 621 - Ambulatory Health Care Services
- 930 - Local Government
- 622 - Hospitals
- 238 - Specialty Trade Contractors
- 561 - Administrative and Support Services
- 441 - Motor Vehicle and Parts Dealers
- 452 - General Merchandise Stores
- 541 - Professional, Scientific, and Technical Services
- 624 - Social Assistance

Correspondingly, the demand occupations with the most employment gain for the Region are listed below:

le	SOC Title	Openings
35-3000	Food and Beverage Serving Workers	23,745
41-2000	Retail Sales Workers	21,204
43-4000	Information and Record Clerks	8,859
47-2000	Construction Trades Workers	8,318
35-2000	Cooks and Food Preparation Workers	6,759
	Material Recording, Scheduling, Dispatching, and	
43-5000	Distributing Workers	5,714
	Preschool, Primary, Secondary, and Special Education	
25-2000	School Teachers	5,486

37-2000	Building Cleaning and Pest Control Workers	5,321
39-9000	Other Personal Care and Service Workers	5,248
53-7000	Material Moving Workers	5,083
29-1000	Health Diagnosing and Treating Practitioners	4,691
53-3000	Motor Vehicle Operators	4,650
13-1000	Business Operations Specialists	4,425
43-9000	Other Office and Administrative Support Workers	4,091
49-9000	Other Installation, Maintenance, and Repair Occupations	3,989
43-6000	Secretaries and Administrative Assistants	3,926
35-9000	Other Food Preparation and Serving Related Workers	3,684
31-9000	Other Healthcare Support Occupations	3,600
29-2000	Health Technologists and Technicians	3,592
31-1000	Nursing, Psychiatric, and Home Health Aides	3,464

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

The growth in these top ten sectors is 14,000+ in growth alone by 2027 and when factoring in the churn of the labor market the number of employees needed will be over 50,000 individuals. Some will be new residents but most will be youth advancing into careers and current workers changing occupations.

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

Generally, the primary knowledge and skills needed for employers are literacy and soft skills such as communications, following instruction, and dependability. Many employers have training programs, both formal and informal, but, with a workforce that will show up every day any industry specific training is for naught.

Healthcare is the primary in-demand industry sector for the Pasco Hernando Region. It needs a skilled workforce for hundreds of openings each year. Currently there is training for most of these occupations

available through the State College system and some smaller private training providers. However, the volume of graduates is not sufficient to meet the growing demand. Demand occupations available for WIOA funding include: Registered Nurse, Physical Therapy Asst., Patient Care Technician, Dental Hygienist, Dental Assistant, Practical Nursing, and Respiratory Care.

Construction has recovered from the disaster of the Great Recession. However, that event forced many skilled individuals to seek employment out of the Region and in different industries. Employers need high school graduates willing to train in all levels of residential and commercial construction. Critical skills such as plumbing, electrical, masonry, and carpentry are needed, and training programs need to be expanded and, in some cases, created to address the sector’s shortages.

Manufacturing is growing with the Pasco Hernando Region. This expansion calls for more technically trained individuals with skills in metal fabrication (including CNC), plastic molding, electrical wiring, soldering, and mechatronics. Fortunately, the Region has training programs related to these occupations that can be accessed by employers. The challenge is to get employers to use the available training and customize instruction to meet their needs. The workforce development for this industry must increase numeracy comfort and metric system knowledge.

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

The current unemployment rate for the Pasco Hernando Region for November 2019 stands at 3.2%. This is down a full 1/2 percent from November 2018. For the same period the available workforce (those individuals working or looking for work) increased nearly 5,000 workers or 1.02%.

The current workforce age (25-64) educational attainment stands as follows

	Percentage	Number
No High School Diploma	9.8%	32,718

High School Graduate	31.7%	105,820
Some College, No Degree	23.1%	77,070
Associate's Degree	12.5%	41,681
Bachelor's Degree	15.8%	52,558
Postgraduate Degree	7.1%	23,613

Other Workforce Data	Pasco Hernando	Size
Labor Force Participation Rate and Size (civilian population 16 years and over)	51.6%	288,161
Prime-Age Labor Force Participation Rate and Size (civilian population 25-54)	77.7%	187,528
Veterans, Age 18-64	7.0%	26,776
Veterans Labor Force Participation Rate and Size, Age 18-64	68.3%	18,292
With a Disability, Age 18-64, Labor Force Participation Rate and Size	30.8%	15,780

(4) Please provide an analysis of the workforce development activities (including education and training) in the local area, 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 local area (WIOA §108(b)(1)(D) and WIOA §108(b)(7)).

This is a major challenge for the Pasco Hernando Region. The small business nature of private sector employers means these they are multi-tasked and overloaded before they consider participation in

workforce development. This leaves the majority of the effort to Economic Development entities and vocational/technical education training vendors (both public and private). Pasco Hernando State College, Suncoast Technical Center, Marchman Technical College, and AmSkills work with employers to identify training needs and then provide such training. The economic development organization focus on employer expansion and recruitment.

The Pasco Hernando Workforce Board works with both the educators and the economic development organizations to provide its OJT and customized training services directly to employer as soon as a need is identified.

(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)).

CareerSource Pasco Hernando offers a wide range of workforce services to offer to both businesses and the region's workforce. The WIOA program is designed to assist job seekers with high quality career services, education and training and the support services needed to obtain good jobs and retain their employment. Additionally, it is designed to match employers with the skilled workers they need to compete in the local and global economy. Training activities will be targeted to:

- Provide job seekers with the skills and credentials necessary to secure and advance in employment with sustaining wages.
- Provide access and opportunities to all job seekers, including individuals with barriers to employment, such as persons with disabilities, low income or disadvantaged, homeless, ex-offenders, basic skills deficient or those with limited English.
- Enable businesses to identify with ease and hire qualified, skilled workers and access other supports, including education and training for their current workforce.
- Participate in rigorous evaluations that support continuous improvement of the local workforce system by identifying which strategies work better for various populations.
- Ensure that high-quality integrated data inform decisions by local policy makers, board members, local area management, employers and job seekers across core and optional partners.

The WIOA authorizes Career Services for adults and dislocated workers. There are two types of Career Services available within CareerSource Pasco Hernando workforce system: Basic and Individualized Career

Services. These services may be provided in any order and with no required sequence allowing CareerSource Pasco Hernando staff the flexibility to target services to the needs of the customer.

Basic Career Services

Basic career services will be available to all individuals seeking services in the CareerSource Pasco Hernando workforce system, and include:

- Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs;
- Outreach, intake (including identification through the CareerSource Pasco Hernando Reemployment Services and Eligibility Assessment Program (RESEA) and/or the state's unemployment insurance (UI) for claimants likely to exhaust benefits,) and orientation to information and other services available through the CSPH One Stops;
- Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), transferrable skills and supportive service needs;
- Labor exchange services, including job search and placement assistance and, when needed by an individual, career counseling.
- Information on in-demand industry sectors and occupations (as defined in sec. 3(23) of the Opportunity Act);
- Information on nontraditional employment (as defined in sec. 3(37) of the Opportunity Act);
- Referrals to, and coordination of, activities with other programs and services, including those within the CareerSource Pasco Hernando region and, when appropriate, other workforce development programs within larger regional planning areas;
- Workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including job vacancy listings in labor market areas; information on job skills necessary to obtain the vacant jobs listed; and information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs;
- Performance information and program cost information on eligible providers of training services by program and type of providers;
- Information about how the local area is performing on accountability measures, as well as any additional performance information relating to the area's workforce system;

- Information relating to the availability of supportive services or assistance, and appropriate referrals to those services and assistance, including: child care; child support; medical or child health assistance available through the State's Medicaid program and Florida's KidCare Program; benefits under the Supplemental Nutrition Assistance Program (SNAP); assistance through the earned income tax credit; housing counseling and assistance services sponsored through the U.S. Department of Housing and Urban Development (HUD) ; assistance under a State program for Temporary Assistance for Needy Families (TANF), and other supportive services and transportation provided through that program;
- Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under the Opportunity Act; and
- Information regarding filing claims under UI programs, including meaningful assistance to individuals seeking to file a claim.

Individualized Career Services

If Career Center staff determine that individualized career services are appropriate for an individual to obtain or retain employment, then these services are made available through CareerSource Pasco Hernando resources, including staff or partners. Staff may use recent previous assessments by partner programs to determine if individualized career services would be appropriate. These services include:

- Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include: diagnostic testing and use of other assessment tools; and in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
- Development of an individual employment plan to identify employment goals, appropriate achievement objectives, and appropriate the combination of services for the participant to achieve his or her employment goals, including the list of, and information about, eligible training providers;
- Individual counseling and mentoring;
- Career planning (e.g. case management);
- Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to

prepare individuals for unsubsidized employment or training and, in some instances, pre-apprenticeship programs may be considered as short-term pre-vocational services;

- Internships and work experiences that are linked to careers;
- Workforce preparation activities that help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and selfmanagement skills; including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education, training, or employment;
- Financial literacy services;
- English language acquisition and integrated education and training programs.

All customers of the CSPH One Stops may avail themselves of the assessment services which have a variety of tools including, but not limited to:

- IBM Prove It Skill and Behavioral assessments
- CASAS
- CareerScope
- My Career Shines

Any customer considered for an Individualized Training Account (ITA) or other educational or training services must have the need for such services documented in the assessment process. Assessment updates may be made as the customers' circumstances change, and as new barriers to success are identified. Additionally, assessments will ensure ITA or other educational candidates meet Section 134 (c) (3)(A)(I)(cc) which states that an eligible trainee must "have the skills and qualifications to successfully participate in the selected program of training services" in addition to meeting the other eligibility criteria.

Comprehensive assessments of customer needs are essential if sound decisions are to be made by the customers and staff regarding the services needed by the customer. assessments are especially important for lower-skilled or less-experienced potential workers, and for those seeking to enter a new field due to layoff. CareerSource Pasco Hernando's Business Services will continue to identify the skill needs of local businesses. The use of strategically planned forums will also assist in identifying skill needs. The Veteran Services Unit consisting of skilled and dedicated LVERs is fully integrated within Business Services and will assist in contacting and engaging Federal contractors and employers that have been identified as veteran-

friendly in their hiring practices. Veterans are identified at the point of entry of the CSPH One Stops and assessed for eligibility. Veterans determined to have Significant Barriers to Employment designated by federal guidelines are referred to a DVOP for Individualized Career Services. Any veterans determined to not have a significant barrier, or chooses not to receive services from a DVOP, are referred to and served through, the American Job Center (AJC) staff.

CareerSource Pasco Hernando uses three key tools to address the skill needs of local employers and close the existing skill gaps of the local incumbent, under-employed and unemployed populations: Customized Training (CT), On- the-Job Training (OJT) programs, and short-term training for certifications and/or credentials. The CT program provides opportunities for businesses to train existing employees, which allows companies to achieve greater employee retention, maximize productivity and market competitiveness. The employees have an opportunity to acquire the knowledge and skills needed to retain employment at the completion of the training. The training strategy is designed to assist individuals in need of services in order to retain their employment and to keep their skills relevant. The training may be provided to a single employee or a group of employees. The On-the-Job Training (OJT) Program provides local employers with qualified job seekers. The company is required to provide On-the-Job training in a full-time salaried or hourly position. The company is encouraged to retain the employee, if the employee is meeting the minimum performance standards required for the position. The program may pay up to 50% of the employee's full-time salary or hourly rate for a standard OJT period, to be determined by the staff based on salary and standard time for OJT for the position. One of CareerSource Pasco Hernando sector initiatives is to prioritize identified industries to allow OJT contracts to be "weighted" and funded according to whether the business is in a targeted sector, the size of the business, as well as to the significant barriers to employment of the job seeker. Short-term training, provided through local educational entities, is designed to meet local businesses' immediate needs. Many of these credentials/certifications are not credit earning, so the training does not count toward the ITA calculations.

(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)).

In October 2018, the CareerSource Pasco Hernando Youth Program launched Phoenix Rising; a 14 to 16-week, alternative education and construction trade program. Phoenix Rising seeks to revitalize economically challenged areas by making a positive difference in the lives of young adults between the ages of 18-24. Through Phoenix Rising, income-eligible participants receive hands-on and classroom training designed to develop workforce skills that lead to employment.

To date, 33 young adults have completed the Phoenix Rising program, earning industry recognized credentials as part of their Workforce Industrial Training; including OSHA, Forklift, and HAZMAT certifications. Through a partnership with Habitat for Humanity of East and Central Pasco County, over 5000 hours of paid work experience has been contributed to building four (4) homes in Dade City and remodeling homes for Habitat of Humanity offices in the East Pasco and renovating the Hernando Habitat of Humanity Restore! The Hernando Phoenix Rising cohort also gained work experience hours through a partnership with local builder Eugene Concklin's Shiloh Construction.

WORKFORCE DEVELOPMENT AREA VISION AND STRATEGIC GOALS

(1) Describe 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) to support regional economic growth and economic self-sufficiency (WIOA §108(b)(1)(E)).

The local vision of the Pasco-Hernando Workforce Board is to serve as a catalyst in the community for promoting self-sufficiency through the development of a quality workforce. That vision goes hand in hand with our mission. Our mission statement reflects the sentiments of both the Board and staff. "Pasco-Hernando Workforce Board enhances the economic development efforts of our region by providing a well-trained, high quality workforce which supports the success of local business and improves the quality of life". We believe in integrity, customer service, accountability and respect. Working closely with employers and customers to provide the skills and training needed to succeed in a career shows in customer satisfaction ratings and performance reports. Pasco-Hernando has consistently ranked in the top ten on the Governor's Placement Report since November 2011 and has met or exceeded all performance goals. Under existing legislation, the LWDA's have the policy and service design authority, taking into consideration the needs of the employers and jobseekers. Local input from Board Members,

businesses, chambers of commerce, economic development councils and other partner organizations will continue to shape the level and quality of services provided.

In addition, our vision aligns with Florida's strategic vision for WIOA implementation by working to accomplish the goals they have set in place that are as follows:

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

CSPH will continue to encourage the engagement of local employers in targeted industry sectors as well as developing strategies, to include career pathways, skills upgrades, certification for post-secondary credentials and apprenticeships that are designed to meet the needs of employers, workers and jobseekers. CSPH will promote the use of industry sector partnerships to address the needs of multiple employers in the industry, including On the Job Training (OJT), Employed Worker Training (EWT), Incumbent Worker Training (IWT), apprenticeships and work experience.

CSPH promotes the Governor's position on continuing to prioritize developing a highly-skilled and dynamic workforce that meets all employer needs. This focus applies to employees as well as to job seekers. With that position in mind, there has been a stronger focus on OJT opportunities in all programs, including

Temporary Assistance to Needy Families (TANF), Trade Adjustment Assistance (TAA) and Supplementary Nutrition Assistance Program (SNAP). OJT provides training as well as subsidized employment for a short period of time. Customers are assessed and offered workshops and work experience to enhance their “work readiness” skills. Many jobseekers have been on the same job for years and need a little support to bring their skills up to the standards of the employer. Many jobseekers need more support and workshops prior to being deemed work ready. Once customers are considered work ready, the job matching begins. We focus on finding the perfect match between employer and job seeker, including youth and individuals with disabilities. When the OJT has been completed and the employer is satisfied with the progress, the job seeker is hired into a permanent position. The employer and jobseeker have both been very pleased with this arrangement. Job creation in a sluggish economy along with the ability to place the “long term unemployed” into permanent positions has created a win-win situation for all involved.

With the addition of the Workforce Re-Entry Program, funded by Pasco County, supportive services can be provided to those hardest to serve individuals. This program provides gas cards and bus passes and has purchased a bicycle for a customer that was walking to his new job. It is also an allowable cost to purchase work clothes, tools, car repairs and pay for skills upgrades and On the Job Training (OJT). With these and other support services being provided and the one on one attention and mentoring they receive, the majority of these customers have retained employment past the 90 days CSPH agreed upon in the contract with the county.

Career Academies have been a strong focus in the past seven years as CSPH assisted in the initial planning stages for both Pasco and Hernando counties. Staff participates on local steering committees with region’s School Board staff as well as higher education, business and economic development organizations in order to review and determine needs of the area. The contracted youth provider and CSPH’s Youth Coordinator works closely with school personnel in the region in an effort to assist qualified youth in funding for industry recognized certifications as well as other types of support services. There is also a strong focus on training, entrepreneurship and work experience in an effort to enable our youth, including those with a disability or barriers to employment, to successfully enter and advance in our workforce. CSPH was invited to provide input on the five-year strategic plan for both Pasco and Hernando counties. The school systems are excited about the prospect of engaging our youth at younger ages as middle school youth has become the next focus for Career Academies.

CSPH staff research and apply for applicable Federal, State and Corporate grants in an effort to offset costs that will allow job seekers the ability to be trained quickly and re-enter the job force or upgrade their skills in a short time frame.

LWDB members set goals that align with the Performance Measures negotiated on an annual basis with the Department of Economic Opportunity. These goals include placement, retention and earnings for WIOA, TANF and WP programs. For youth goals, LWDB members are looking for youth to attain a degree or certificate, placement and literacy/numeracy gains. PHWB also has a goal to have staff more visible in the community and to actively participate in community meetings. The CEO/President and staff actively participate in various community activities and meetings. The CEO/President is an active member of the Tampa Bay Partnership (TBP) Education Committee. The Tampa Bay Partnership galvanizes the business and political leadership of Tampa Bay to exert its collective influence on the policies, programs and projects that enhance the economic competitiveness and prosperity of our region. Through the Partnership's public policy, political action and research initiatives, a diverse community is united with one shared vision and one powerful voice on issues of regional significance. Formally incorporated in 1994, and reestablished in 2016 with a new mission and leadership structure, the Partnership offers a unique peer-to-peer environment where the region's top business leaders champion regional solutions to the toughest economic challenges facing Tampa Bay today.

The Local Workforce Development Board members unanimously agree that CSPH should exceed in Job Seeker Customer Satisfaction ratings. It is the desire of the Board to enhance job creation, work readiness skills, STEM related activities for youth, cement local partnerships, assist in local economic development efforts and tailor training to employers' needs.

Strategic Goals

- Strategically align workforce development programs to ensure employment and training services provided by the core programs are coordinated and complementary that provides businesses with skilled, productive, and competitive talent.
- To assist customers with employment, education, training and support services that reduce welfare dependence and increase opportunities for self-sufficiency, high-skill and high-wage careers and lifelong learning.

- Promote accountable, transparent and data-driven workforce through performance measures
- Provide outstanding customer service
- Promote alignment of workforce development programs with regional economic development strategies to meet the needs of employers
- Enhanced and streamlined operations
- Improved access to comprehensive services
- Improved services to employers and promote work-based training
- Enhanced workforce services to ensure unemployed and job seekers have access to high-quality, improved workforce services to include career exploration, educational attainment and skills training for in-demand industries and occupation.
- Improve services to individuals with disabilities
- Prepare disconnected youth and other job seekers for successful employment; serve a minimum of 75% of out of school youth; spend at least 20% of youth formula funds on work experience activities
- Streamline and strengthen the strategic roles of the LWDB

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

The One-Stop Operator Partner Committee comprised of LWDA staff, provider and partner staff. These meetings are held on a quarterly basis. Input and recommendations are being gathered from the committee to create a universal referral process that meets the needs of all partner and community-based organizations and that will replace the current process. In addition, this Committee may discuss leveraging of funds that are available to mutual customers. In addition, we work closely with them to assist mutual customers that are currently receiving disability gain employment through the Ticket To Work program.

Regular discussions with core programs' key staff determine how to best coordinate and complement services to ensure jobseekers acquire the skills and credentials needed to meet the employer's needs. The Business Services Team (BST) meets with countless employers on a regular basis and receives input and feedback that is essential in the development of the local plan.

CSPH also partners with Mid Florida Community Services to leverage funds to mutual customers that need training to find sustainable employment. Funds are also leveraged for supportive services. Interagency referrals were developed and CSPH staff, as well as Mid Florida staff, was cross trained in the general eligibility requirements for both organizations.

CSPH will continue to implement and support cross-training for staff as well as for partner programs. We will develop and execute Memoranda of Understanding with core program entities and other key partners that will document agreed to strategies to enhance the provision of services to employers, workers and job seekers, such as use and sharing of information, performance outcomes, and cooperative outreach efforts with employers.

(3) 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.

The CEO/President of CareerSource Pasco Hernando meets with the LWDB Chair, the Local Elected Officials (LEOs), board members and business partners on a recurrent basis to obtain feedback on goals and priorities. All state and local performance measures are presented and discussed at committee and Board meetings to ensure satisfactory progress and appropriate correction measures. The CEO/President also meets with the management staff to provide direction in the day to day operational and financial processes needed to meet those goals. CSPH will solicit input from businesses to ensure their needs are being met and to find out what else may be needed to provide them with a highly trained workforce. CSPH will increase the number of OJTs, EWTs, apprenticeship, work experience and internships for training and job creation purposes. Staff will continue to receive a minimum of 15 continuing education hours annually, be Tier I certified, receive cross training and have goals that tie into performance measures. All programs are monitored internally throughout the year. DEO also monitors finance and programs on a yearly basis as does an independent CPA firm. By having processes and policies in place, CSPH is intent on remaining a high-performing board.

(4) 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.

CSPH has an Individuals with Disabilities Services Committee that meets on a regular basis to discuss the needs of customers within our community. CSPH will meet with core program staff, partner agencies and businesses to leverage resources to improve meeting the needs of customers with disabilities and other population groups protected under the Act. CSPH also participates in the Ticket to Work program to assist those customers that are receiving Social Security Disability, find sustainable employment. CSPH will continue to provide accessibility to employment and training services for individuals with disabilities. The Board is exploring the use of on-the-job training for individuals with disabilities and how they might be able to self-market during their job search effort. This effort is in conjunction with the Individuals with Disabilities Services Committee and its partner agencies.

CSPH will continue to bring together core program and partner staff as well as the business community to integrate services and support to improve services to individuals and youth with disabilities and barriers to employment. We will continue to improve upon the service delivery design by establishing new processes, policies, partnerships, assessments and programs to improve the employment outcome. A more active engagement with businesses will identify the skills support needed by individuals with disabilities. These needs will be communicated to core program staff, partner agencies, education providers, job seekers and state decision makers. CSPH will continue to ensure physical and programmatic access to employment and training, training vendors and our facilities. We will also work to provide more job training opportunities, including OJT, EWT, apprenticeships and work experience. CSPH will continue to work towards increasing the number of individuals with disabilities who earn credentials, including high school diplomas, industry-recognized certificates, and two- and four-year postsecondary degrees, that enable them to compete for employment along a career pathway in targeted industries and other high-demand and emerging occupations.

The Workforce Re-entry Grant funded by Pasco County provides funding for individuals with multiple barriers including those individuals with disabilities. The funding may be used for short-term training, support services or On the Job training and allows customers to work closely with a Recruitment

Coordinator. The Recruitment Coordinator not only assists with the tools necessary to obtain sustainable employment (resume assistance, interviewing techniques, etc.) but they also follow-up monthly with those customers that have found employment. CSPH has seen great retention rates among those individuals that are the hardest to serve using these techniques.

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

The CEO/President of Pasco-Hernando met with the LWDB Chair, the Local Elected Officials (LEOs), board members, representatives of Economic Development, local colleges and universities, community agencies and business partners on a recurrent basis to obtain feedback on the vision and goals. CSPH will continue to solicit input from businesses to ensure their needs are being met and to find out what else may be needed to provide them with a highly trained workforce and add new goals as needed. The plan process has also provided an opportunity for public comment and input into the development the plan. The plan was made available through a posting on our website, other electronic means and in open meetings to ensure transparency to the public.

(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 CEO/President meets with the LWDB Chair, the Local Elected Officials (LEOs), board members and business partners on a recurrent basis to obtain feedback on performance accountability measures. State and local performance measures are presented and discussed at committee and Board meetings to ensure satisfactory progress and appropriate correction measures. Staff is given yearly performance goals that directly align with the state performance measures.

The state measures include the following:

- WIOA AD/DW - Employed 2nd and 4th qtr. after exit; median wage 2nd qtr. after exit and credential attainment rate
- Youth Employed - 2nd and 4th qtr. after exit and credential attainment rate
- Wagner Peyser - Employed 2nd and 4th qtr. after exit and median wage 2nd qtr. after exit

The CEO/President provides direction to the management staff to ensure the day to day operational and financial processes needed to meet those goals are being followed. Input from businesses is received after regularly scheduled meetings to ensure goals are in place to meet the needs of our employers and to continue in our efforts to support economic growth and self-sufficiency. CSPH will solicit input from businesses to ensure their needs are being met and to find out what else may be needed to provide them with a highly trained workforce. CSPH will increase the number of OJTs, EWTs, apprenticeships and work experience for training and job creation purposes and to support economic growth and self-sufficiency.

Although the majority of CSPH’s goals relate to the performance accountability measures, the following most closely fall in line with those measures:

- Strategically align workforce development programs to ensure employment and training services provided by the core programs are coordinated and complementary so that jobseekers acquire the skills and credentials that meet the employer’s needs.
- Enhanced workforce services to ensure unemployed and job seekers have access to high-quality workforce services
- Improve services to individuals with disabilities
- Prepare disconnected youth and other job seekers for successful employment; serve a minimum of 75% of out of school youth; spend at least 20% of youth formula funds on work experience activities
- Promote alignment of workforce development programs with regional economic development strategies to meet the needs of employers

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

PY 2018 - 2020 Local Performance Levels Negotiation Response	
Local Workforce Development Board (LWDB): 16	Career Source Pasco Hernando
LWDB Contact Name:	Brenda Gause

LWDB Contact Phone:	352-593-2226
LWDB Contact Email:	bgause@careersourcepascohernando.com

Measures	PY 2018-2019 Performance Levels	PY 2019-2020 Performance Levels
Adults:		
Employed 2nd Qtr. After Exit	90.0%	90.2%
Employed 4th Qtr. After Exit	83.0%	83.5%
Median Wage 2nd Quarter After Exit	\$8,000	\$8,000
Credential Attainment Rate	87.0%	87.5%
Dislocated Workers:		
Employed 2nd Qtr. After Exit	88.0%	88.2%
Employed 4th Qtr. After Exit	83.0%	83.2%
Median Wage 2nd Quarter After Exit	\$7,100	\$7,100
Credential Attainment Rate	87.0%	87.5%
Youth:		
Employed 2nd Qtr. After Exit	77.0%	77.5%
Employed 4th Qtr. After Exit	70.0%	70.2%
Credential Attainment Rate	90.0%	90.3%
Wagner-Peyser:		
Employed 2nd Qtr. After Exit	65.0%	65.2%
Employed 4th Qtr. After Exit	64.0%	64.2%
Median Wage 2nd Quarter After Exit	\$5,000	\$5,000

(8) 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)).

The negotiated performance measures are presented and discussed with sub-committees and the full Board. The indicators used by the LWDB to measure performance and effectiveness are: the new Continuous Improvement Performance Initiative, the state negotiated performance goals, Monthly

Management Reports (MMR) and EF reports. CSPH staff use a system of ad hoc/state created queries using the EF Data Store so that local performance can be monitored and direct changes in an effort to improve performance. CSPH staff monitors programs internally, not only for contracted service providers, but to ensure our own staff remains compliant. The CEO/President meets with the LWDB Chair to discuss performance measures as well as with staff. The CEO/President and/or the Sr. VP of Operations also have discussions with the Service Provider regarding any issues that may surface. DEO monitors programs and finance on a yearly basis. CSPH also has an independent CPA company that audits finance and programs annually.

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

Directive:

Pasco Hernando Workforce Board’s service providers shall base the accessibility of WIOA services which include intensive services and training services for employed workers on the below definition of “self-sufficient employment”.

- the intent of such WIOA funded services and/or training shall be to increase the workers earnings to the level of self-sufficiency.
- The employed worker, whether served out of Adult or Dislocated Worker funds, must meet all eligibility requirements for the particular program from which they will be served to include receiving at least one core service prior to delivery of intensive services and one intensive service prior to delivery of training services.
- The employed worker must also be determined to need these services in order to obtain or retain employment that allows for economic self-sufficiency.
- The participant’s lack of economic self-sufficiency is an eligibility criterion for serving the employed worker.

- The requirement to first serve recipients of public assistance and other low-income individuals should funds be limited still applies when serving the employed worker with WIOA funds.
- In Region 16 (Pasco and Hernando counties), self-sufficient employment means earning a rate of pay representing:

For WIOA eligible adults:

- Family earnings of 200% or more of the LLSIL (Lower Living Standard Income Level) based upon family size as determined annually by the Department of Labor.

For WIOA eligible dislocated workers:

- A worker who has been given notice of lay-off or is laid-off and at time of eligibility determination has income of no more than 80% of the job of dislocation.

For WIOA eligible employed workers:

- Family earnings of 200% or more of the LLSIL (Lower Living Standard Income Level) based upon family size as determined annually by the Department of Labor.

For WT eligible adults:

- Family earnings of 200% or more of the LLSIL (Lower Living Standard Income Level) based upon family size as determined annually by the Department of Labor

200% OF POVERTY INCOME ELIGIBILITY GUIDELINES

The U.S. Department of Health and Human Services (HHS) issues the poverty guideline each year in the Federal Register. These guidelines are a simplification of the poverty thresholds in determining financial eligibility for certain federal programs.

The 200% of poverty level table will be utilized to determine financial eligibility for the TANF Non-WAGES diversion population in that the income reported must be below these limits. An updated table will be

provided to the Service Providers by the Administrative Entity on a yearly basis and will be used to determine self-sufficiency.

Family size is determined by counting the parent(s) or relative caretaker and the children living in the same household. Any other individual living in the household is not considered as a member of the family for the purpose of TANF income eligibility. For those families involved in a Reunification Plan, the children are to count as if they were currently living in the same household.

Exceptions may be made to this policy by Region 16 when doing so is in the best interest of Region 16 or its customers. No Contractor or service provider of Region 16 is authorized to provide assistance different from or in addition to the assistance described in this statement of policy, except as such authority may be expressly granted in this statement of policy.

COORDINATION OF SERVICES

(1) Coordination of Programs/Partners: Describe how individualized career services are coordinated across programs/partners in the one-stop centers, including Vocational Rehabilitation, Temporary Assistance for Needy Families (TANF) and Adult Education and Literacy activities. Specify how the local area coordinates with these programs to prevent duplication of activities and improve services to customers.

Committees were formed that consist of CSPH staff, core program staff and partner staff. These committees meet on a quarterly or as-needed basis to discuss the coordination of individualized career services to prevent duplication and improve services to customers. During these meetings, each partner gives an overview of the services they offer and provides program updates. Partner staff and CSPH staff work together to create internal referrals, discuss employment and training activities and integration of services to leverage funds among programs while addressing the needs of special populations, drop-out prevention and other needs among organizations. Attendees discuss and determine how to best coordinate and complement service delivery so that job seekers acquire the skills and credentials that meet employers' needs. CSPH staff and committee members will develop strategies to support staff training and awareness across programs supported under WIOA as well as other key partner programs.

Core programs managed through direct services:

- Labor Exchange services provided under Wagner-Peyser staff
- Trade Adjustment Assistance programs – DEO staff provided
- Veteran’s Employment program
- Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker (AD/DW)
- Temporary Assistance for Needy Families (TANF)
- Reemployment Services and Eligibility Assessment (RESEA)
- Supplemental Nutrition Assistance Program (SNAP) formerly known as Food Stamps
- Ticket to Work program
- Information and local navigation assistance to DEO’s state Unemployment Compensation program

Core programs managed through a contracted provider or partner under MOU:

- WIOA Youth – Eckerd Connects/Workforce Development
- Division of Vocational Rehabilitation
- Department of Juvenile Justice
- Senior Community Service Employment Program – operated by Pinellas Urban League (PUL)
- Adult Education and Literacy programs under Title II
- Career and Postsecondary Education programs
- TANF program employment and training services to the non-custodian parent through the Non-Custodial Parent Employment and Training program (NCPEP) – Gulf Coast Jewish Family Services

(2) Coordination with Economic Development Activities: Describe how the local board coordinates workforce investment activities carried out in the local areas with economic development activities carried out in the local area (or planning region) in which the local area is located and promotes entrepreneurial training and microenterprise services (WIOA §108(b)(5)).

CSPH staff will coordinate planning and service delivery strategies with local economic development organizations and align with current economic development initiatives and strategies to meet the needs of local and regional industries and potential new employers. CSPH will conduct periodic gap analyses in partnership with local economic development agencies through the use of surveys and focus group discussions with the business community to identify the skills and credentials employers in key industry sectors currently need in the short term and will need in the long term. Pasco Economic Development Council facilitates a CEO Forum for Target Industries in the region which provides valuable input into workforce development and service strategies. Core programs' key staff will be invited to participate in the discussion with the local employers, review the final draft of the analysis of the survey results, disseminate the final report and work with CSPH staff to determine what changes, if any, are needed based on this input from local employers in targeted industry sectors. CSPH staff will participate in regional workforce committees and task forces convened for the purposes of working to meet the employee needs and training initiatives of employers. CSPH staff will continue to work with the Economic Development organizations in both counties to expand partnerships and improve communication between the target industry clusters and the workforce development system. PHWB's CEO/President is a current member of the Pasco Enterprise Network. Since April of 2010, collaboration meetings were held to develop a plan to coordinate assistance to small businesses and entrepreneurs in Pasco County through the creation of a small business assistance network with "virtual network" components. PHWB's CEO/President has been involved in the development and continued meetings. Members of this coalition also include the Pasco Economic Development Council, seven Pasco county Chambers of Commerce, Pasco County libraries, PHSC, St. Leo University, Small Business Development Center, SCORE, UF/IFAS Extension Pasco County, and the Prospera. Prospera is an economic development, nonprofit organization specialized in providing bilingual assistance to Hispanic entrepreneurs trying to establish or expand their business. The Pasco Economic Development Council, Inc. has a full menu of services for entrepreneurs and people looking to start businesses. These programs include business and entrepreneurship education, funding, workspace, business incubation and technical assistance in the form of workshops, classes and mentoring. CSPH STAFF also attended the Annual Pasco Economic Forecast Meeting and networking event as well as the Pasco50 event which is a focus group comprised of local human resource professionals. The Business Services Team and the management team of CSPH are invited to network, have tables and participate at these events.

(3) Coordination of Education and Workforce Investment Activities: Describe how the local board coordinates 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)).

Local Workforce Development Area (LWDA) 16 has an extensive history of effective alignment between workforce programs and public secondary and post-secondary institutions and agencies. CSPH will continue to work collaboratively with the local secondary and post-secondary education programs in the community to fully implement the strategic intent of WIOA.

CSPH staff, in close collaboration with Pasco Hernando State College (PHSC) works together to host an annual career fair. CSPH staff and PHSC staff have volunteered to provide resume assistance and other employability workshops during the career fair as well as to provide placement assistance. Staff has also partnered in the past with PHSC in the application process for numerous grants. We will continue to increase coordination, collaboration, and information sharing among the region's postsecondary institutions and to increase awareness about career ladders and opportunities in the target clusters among existing and future workers.

CSPH's Youth Coordinator focuses on services with our in-school youth in both counties. The Youth Coordinator works closely with both the Hernando and Pasco County District School Boards, Pasco Hernando State College, Suntech Adult Education and Fred K. Marchman Technical College. The Youth Coordinator has arranged for various employers to speak to the youth about their businesses and the types of training they may need to pursue a career in the industry. Some of the guest speakers include the Ironworkers Union, Supervisor of Elections, Monster Transmission, Alumi-Guard, Pharmaworks, Accuform and AmSkills, to name a few. The Youth Coordinator works closely with the Department of Juvenile Justice, Paxen Learning, PACE Center for Girls and Eckerd Connects/Workforce Development. Youth throughout both counties have been given the opportunity to tour various businesses and manufacturing sites including the Dade City Courthouse, the Iron Workers Union, Monster Transmission, Metler Toledo and Tru Simulation, just to name a few. Apprenticeships and internships are high on the list of priorities for the Youth Coordinator and we currently have active internships being developed with Monster Transmission and the Iron Workers Union as well as a potential Trades Program in Pasco County for the summer. In coordination with PHSC, LWDA16's Youth Coordinator has started a new project. It is called the Career Prep Program. The program continues to grow and ensure that our local technical

students receive interview and career skills training prior to entering the workforce. By partnering with the schools, local businesses and colleges, duplication of services is at a minimum.

Our WIOA Youth provider continues to work with Out of School Youth (OSY) and has active internships with many area employers. It is a true success when one of the interns finds sustainable employment at the worksite.

In October 2018, the CareerSource Pasco Hernando Youth Program launched Phoenix Rising; a fourteen to sixteen-week, alternative education and construction trade program. Phoenix Rising seeks to revitalize economically challenged areas by making a positive difference in the lives of young adults between the ages of 18-24. Through Phoenix Rising, income-eligible participants receive hands-on and classroom training designed to develop workforce skills that lead to employment.

To date, 33 young adults have completed the Phoenix Rising program, earning industry recognized credentials as part of their Workforce Industrial Training; including OSHA, Forklift, and HAZMAT certifications. Through a partnership with Habitat for Humanity of East and Central Pasco County, over 5000 hours of paid work experience has been contributed to building four (4) homes in Dade City and remodeling homes for Habitat of Humanity offices in the East Pasco and renovating the Hernando Habitat of Humanity Restore. The Hernando Phoenix Rising cohort also gained work experience hours through a partnership with local builder Eugene Concklin's Shiloh Construction.

(4) Coordination of Transportation and Other Supportive Services: Describe how the local board coordinates 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)(11)).

With the addition of the Workforce Re-Entry Program, funded by Pasco County, supportive services can be provided to those hardest to serve individuals. This program provides gas cards and bus passes and has purchased a bicycle for a customer that was walking to his new job. It is also an allowable cost to purchase work clothes, tools, car repairs and pay for skills upgrades and On the Job Training (OJT). With these and other support services being provided and the one on one attention and mentoring they receive, the majority of these customers have retained employment past the 90 days CSPH agreed upon in the contract with the county.

Supportive services are provided through several programs in the local area. The Temporary Assistance for Needy Families (TANF) provides transportation, childcare, personal and family counseling (must be approved by the Program Manager or designee) and medical services that are necessary but not covered by Medicaid. In addition, it will also cover education and training as well as student fees. Gas card and bus passes are also given. PHWB has operational policies and procedures to direct issuance and coordination of transportation and other supportive services. A participant budget is created and maintained as per allowable levels of services for non-transportation services tracking annual issuance. Part of the developed procedure is monthly or quarterly review of program issuances, participant budgets and program resources to manage overall delivery of services and maintain coordination. Referrals are given to our partner agency, Mid Florida Community Services. Working closely with Mid Florida allows CSPH to leverage funds. Services provided by Mid Florida include educational assistance, vocational training, rent/mortgage assistance, energy assistance and food assistance. In addition, Mid Florida will assist with childcare, medical and financial literacy.

CSPH 's Mobile One Stop travels to remote locations throughout both counties to bring services to those remote areas where no public transportation is available. CSPH is also a participating member of the Pasco County Transportation Board. This ensures that workforce development representation is present to address the needs and issues facing our customers. It also provides us with the opportunity to provide input on budget issues facing public transportation needs in our community, as well as service delivery.

(5) Coordination of Wagner-Peyser Services: Describe 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)(12)).

Wagner-Peyser (WP) has been co-located in the CSPH one-stop long before it was mandated under WIOA regulations. CSPH/DEO staff provide WP services on a daily basis and have been trained to deliver those services to avoid duplication of services and to provide improved, coordinated service delivery. PHWB, in partnership with the state agency, the Department of Economic Opportunity (DEO), provides employment services through the one-stop system under the Wagner-Peyser Act. Funding for state employees is provided through DEO as well as oversight of human resources and policy guidance in the delivery of WP

employment services. PHWB's management have the authority to hire and fire staff upon receiving approval from DEO, train state employees and supervise all day-to-day functions along with the delivery of WP services within the one-stop centers in coordination with all other programs and services.

PHWB has operational policies and procedures for the delivery of programs and program services to include WP employment services under the Wagner-Peyser Act. Staff training and development is seamless across board, partner and state staff. All staff manages and tracks delivery of services through a single integrated state management system, Employ Florida (EF), which captures staff-assisted and self-services through labor exchange. One central MIS system strongly supports coordination and reduces duplication of services. PHWB's central document management system, ATLAS system, helps support participant record retention promotes coordination of services and reduces duplication of services.

All three of Pasco and Hernando county one-stops provide universal access to an integrated array of labor exchange services so that workers, job seekers and businesses can find the services they need. CSPH provides a variety of employment related labor exchange services including, but not limited to, job search assistance, job referral, and placement assistance for job seekers, re-employment services to unemployment insurance claimants including work test requirements, and recruitment services to employers with job openings. Depending on the needs of the labor market, other services such as job seeker assessment of skill levels, abilities and aptitudes, career guidance when appropriate, job search workshops and referral to training may be available.

The services offered to employers, in addition to referral of job seekers to available job openings, include assistance in development of job order requirements, matching job seeker experience with job requirements, skills and other attributes, assisting employers with special recruitment needs, arranging for Job Fairs, assisting employers analyze hard-to-fill job orders, assisting with job restructuring and helping employers deal with layoffs. Job seekers who are Veterans receive priority referral to jobs and training as well as special employment services and assistance. The system also provides specialized attention and services to individuals with disabilities, migrant and seasonal farm-workers, ex-offenders, youth, minorities and older workers.

All staff are required to obtain a Tier I certificate within six months of being hired. Staff is given access to online training modules that covers topics including the history of workforce, an overview of workforce programs, customer service and various job placement techniques. Once the modules are completed,

staff must then take and successfully pass a comprehensive exam to demonstrate their proficiency in assisting job seekers and employers. Staff is also required to complete 15 hours of continuing education on an annual basis.

(6) Coordination of Adult Education and Literacy: Describe how the local board coordinates 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 carries 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).

CSPH has staff from the Hernando County School Board's Adult & Technical Education Program in the one-stop center on a regular basis. An internal referral system is used to refer interested customers to services that are provided. Services provided are:

- Focusing on developing all students' literacy and numeracy proficiencies and emotional wellbeing through consistent use of evidence-based instructional practices
- Closing academic proficiency gaps between low-performing and high-performing student populations and schools
- Providing equitable funding and resources to maintain quality programs and services that support increased success for all students and school improvements
- Postsecondary education leading to industry certification in local workforce areas of need
- Developing and improving comprehensive early-warning systems that work proactively to identify and provide supports for students at-risk for poor performance, failure or dropping out of school
- Soliciting and evaluating input and support from a diverse range of relevant stakeholders prior to implementing new programs and continuing existing programs
- The term "family literacy activities" means activities that are of sufficient intensity and quality, to make sustainable improvements in the economic prospects for a family and that better enable parents or family members to support their children's learning needs, and that integrate all of the following activities:

- Parent or family adult education and literacy activities that lead to readiness for postsecondary education or training, career advancement, and economic self-sufficiency.
- Interactive literacy activities between parents or family members and their children.
- Training for parents or family members regarding how to be the primary teacher for their children and full partners in the education of their children.
- An age-appropriate education to prepare children for success in school and life experiences

The adult education system provides academic instruction and education services below the postsecondary level that increases an individual's ability to read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its equivalent. In Pasco County, CSPH staff works closely with the Principal of Fred K. Marchman Technical College Adult to determine local high-wage high-demand careers for developing career pathways. Both Fred K. Marchman Technical College and Hernando Adult Education provide student-centered learning guided by the needs of business to provide knowledge and skills necessary for today's workforce. Both Hernando and Pasco school boards offer technical programs, high school programs, GED and ESOL as well as underage GED preparation. CSPH staff is currently co-located at the Fred K. Marchman Technical College. CSPH provides job placement assistance and employability skills training to interested students. CSPH staff and management of Marchman are currently working together to develop an internal cross-referral system and sharing of outcomes. A link to Employ Florida has been added to Marchman's website, and students in Hernando County are introduced to the resource during orientation.

Title II of the Workforce Innovation and Opportunity Act legislation requires the local workforce board to coordinate with adult education providers, including reviewing applications from eligible adult education providers to determine whether they are aligned with the local plan and make recommendations to the state agency administering adult education on promoting alignment. WIOA legislation also requires a partnership among the Federal Government, States, and local workforce development boards to provide adult education and literacy activities. The primary goals outlined in WIOA for Adult Education includes:

- Assisting adults to become literate and obtain the knowledge and skills necessary for employment and economic self-sufficiency

- Assisting adults who are parents or family members to obtain the education and skills that:
 - Are necessary to becoming full partners in the educational development of their children;
 - Lead to sustainable improvements in the economic opportunities for their family;
 - Assisting adults in attaining a secondary school diploma and in the transition to postsecondary education and training, through career pathways and English language acquisition program.

The term "English language acquisition program" means a program of instruction to:

- designed to help eligible individuals who are English language learners achieve competence in reading, writing, speaking, and comprehension of the English language and leads to:
 - attainment of a secondary school diploma or its recognized equivalent
 - and transition to postsecondary education and training or employment

Outlined below are additional services that Adult Education provides to the workforce development system and One-Stop Career Center:

- Printed information about the educational services available
- Assistance to participants in obtaining available financial aid information and make appropriate referral
- Referrals for GED preparation and testing
- Information on nontraditional career opportunities
- Information on youth and adult apprenticeship programs
- Information on special events focusing on career exploration
- Information to Career Center staff on educational and training opportunities

(7)Reduction of Welfare Dependency: Describe how the local board coordinates workforce investment activities to reduce welfare dependency, particularly how services are delivered to TANF and Supplemental Nutrition Assistance Program (SNAP) recipients, to help individuals become self-sufficient.

CSPH staff assigns referred TANF customers to activities appropriate to their individual situations. Customers that need to gain work skills or experience, will be assigned Community Service Work Experience (CSWE) where they will work with employers to gain the needed training to obtain employment and work towards self-sufficiency. Customers with recent work experience may be assigned to job search in an attempt to get them back into the workforce. Staff also looks to enroll customers into paid vocational training so they can learn a new skill or trade in order to gain employment in an in-demand occupation.

Referred SNAP customers are provided a group orientation and then assigned to activities for 80 hours per month which may include work experience, job search and education. As long as they complete the assigned 80 hours in a calendar month, CSPH staff can request a food stamp reimbursement (FSR) which will go directly onto their EBT card as cash.

All customers are encouraged to utilize our resource rooms for job searching purposes and are notified electronically of job fairs, recruitments or hiring events.

CareerSource Pasco Hernando (CSPH) has streamlined processes and procedures, as well as processes in place to assist individuals into sustainable employment opportunities and self-sufficiency. CSPH has a robust array of services and resources referrals that can be delivered to mandatory participants to reduce barriers to self-sufficiency.

Our local region emphasizes work, self-sufficiency, and personal responsibility in a program structured to enable participants and families to move from welfare to economic self-sufficiency. Our goals are as follows:

- a. Provide supports and guidance to participants while referred to the WT program to keep children and families intact and stable.
- b. Develop opportunities for participants to provide for their own needs, enhance their well-being, and preserve the integrity of self-reliance.
- c. End dependence of needy families on government assistance by emphasizing work, self-sufficiency, and personal responsibility while meeting the transitional needs of program participants who need support to achieve independent, productive lives, and gain responsibility that comes with attaining self-sufficiency.
- d. Deliver needed services and referrals to participants to ensure full cooperation during the mandatory referral to the programs and also transitional services afterwards.

Support Services

Support services enable families to remove barriers to participation in work or alternative requirement plan activities and employment and leave the program on the path to self-sufficiency. CSPH has local operating procedures that prioritize services based on the needs of individuals and caseload. CareerSource Pasco Hernando authorize support services and make referrals to appropriate entities. The inability to offer necessary support services may serve as good cause for a customer's non-participation in work activities. Support services include, but are not limited to:

- a. Child Care:** CSPH staff authorizes child care for the hours of work activity or employment plus a reasonable time to travel to and from the child care facility and the place of work activity/employment and return. Each family must contribute to the cost of child care through a parent co-payment, using the fee schedule established by the local School Readiness Programs or Early Learning Coalitions. The child receiving care must be within the specified degree of relationship to the participant to be eligible to receive TANF-funded assistance and must be included in the assistance group.
- b. Transportation:** Transportation expenses for participants include bus tokens or passes, transit vouchers, car repairs, and gasoline. CSPH offers support to participants for transportation in advance or reimburse against receipts or invoices. If funds are available, staff may request for vehicle operation and repair expenditures necessary to make a vehicle serviceable, vehicle registration and driver license fees and liability insurance for up to six months.
- c. Ancillary Expenses:** These may include books, tools, clothing, education or training fees; background checks, drug screening or other costs to comply with employers' hiring conditions; or other expenses necessary to complete work or alternative requirement plan activities.
- d. Personal and Family Counseling Therapy:** Counseling may be provided to participants who have personal or family problem problems caused by substance abuse or mental health that are a barrier to participation or employment. CSPH refers participants to community services that are available without additional cost. If the community services are not available at no cost, support service funds may be used.

e. Medicaid: Families that meet Medicaid eligibility requirements receive medical services under the Medicaid program. Florida does not use TANF funds to pay for medical services.

Transitional Benefits and Services: WT places great emphasis on transitional benefits and recognizes them as the cornerstone of Florida's efforts to support families as they move toward full self-sufficiency. Transitional benefits include:

Cash Assistance Severance Benefit: To preserve TCA eligibility months, participants who are working and earning income may choose to receive a one-time lump-sum payment of \$1,000 in lieu of ongoing TCA in accordance with s. 445.026, F.S. The participant must have received TCA for six consecutive months since October 1, 1996 to be eligible. CSPH staff inform participants of the benefit and ensures they meet eligibility requirements. Participants must sign an agreement that receipt of the payment precludes applying for assistance for six months unless they can demonstrate an emergency. Families that accept the benefit retain their eligibility for food stamps or Medicaid as long as the family continues to meet eligibility criteria for each of these programs. There is no penalty for families that opt not to receive the one-time payment.

Education and Training: Former recipients of TCA who are working or actively seeking employment are eligible to receive employment-related education, training and related support services, such as child care and to continue training or to upgrade skills for up to two years after the family no longer receives assistance. If funds are insufficient for the services, then resource and referral may be considered and a referral out to community agencies for additional assistance and support during the transitional period.

Child Care: Participants who lose eligibility for TCA due to earned income or who opt to receive an up-front diversion payment are eligible to receive transitional child care (TCC) to actively seek employment, continue to be employed and improve their employment prospects through Transitional Education up to two years if the family's income does not exceed 200% of the federal poverty level and funds are available.

Transportation: If funds are available, former TCA participants with family income that does not exceed 200% of the federal poverty level may receive transitional transportation for up to 2 years, in order to sustain employment or educational opportunities to promote job retention and upward mobility.

By providing streamlined processes and procedures, and meaningful activities to our participants, many will be able to move into self-sufficiency and in return lessen the number of individuals whom are welfare dependent.

(8) Cooperative Agreements: Describe the replicated cooperative agreements (as defined in WIOA section 107(d)(ii)) between the local board or other local entities described in section 101(a)(11)(B) of the Rehabilitation Act of 1973 (29 U.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 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.

Each Memorandum of Understanding (MOU) contains provisions describing services to be provided through the one stop delivery system following WIOA guidelines. Each MOU contains a description of how services are coordinated and delivered, how the costs of delivering services will be funded (including cash or in-kind contributions or funding received through other alternative options). Also included, the MOU will cover funding of infrastructure costs, methods of referrals between partners and methods to ensure the needs of workers and youth with barriers to employment, including individuals with disabilities. **Each MOU also contains a section stating the duration of the agreement.**

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. Describe how required WIOA partners contribute to your planning and implementation efforts. If any required partner is not involved, explain the reason.

All core programs are included in the one-stop delivery system. The entire one-stop system, operated by PHWB provides access to core programs and other required partners. Each one-stop provides in-house

access to Wagner-Peyser (WP), Workforce Innovation and Opportunity Act (WIOA), Division of Vocational Rehabilitation, Trade Adjustment Assistance (TAA), Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF). In addition to the core programs, access is provided to partner programs. These are the foundations for all other services generated from CSPH. These activities ensure low-income and low-skilled workers have as great or greater access to services whether funded by WIOA formula funds, TAA, WP, SNAP or TANF. The first point of contact for all universal customers will be our Resource Room where staff are trained to assist customers with high-quality career services, education and training as well as supportive services to assist them with finding and retaining good jobs and by doing so, helping businesses find and retain skilled workers.

Partner programs that are located in the centers (either full or part time) are Title I/Career and Technical Education (CTE), Community Services Block Grant (CSBG), Local Veterans Employment Representatives (LVER), Disabled Veterans Outreach Program (DVOP), Senior Community Service Employment Program (SCSEP), Temporary Assistance for Needy Families (TANF) and Trade Adjustment Assistance (TAA), Ticket to Work Program (TTW) and Unemployment Compensation programs. Beginning in January 2020, Job Corps will provide services in both Pasco and Hernando counties on a monthly basis. YouthBuild, Native American Programs and Migrant Seasonal Farmworker Programs do not operate in Pasco and Hernando counties. Referrals are currently given to Job Corps, HUD and National Farmworkers Job Program while continuing to reach out to other required partners. CSPH also has a link on the www.careersourcepascohernando.com website to Job Corps and Native American Programs. CSPH has an MOU in place with the National Farmworkers Program that operates in Hillsborough County. Staff is currently working with correctional agencies and DJJ to coordinate activities relating to the reentry of individuals returning from incarceration into the community. CSPH also partners with the Pasco County Housing Authority and currently has an MOU and referral system in place.

The following partners are co-located in the one-stops and pay a proportionate amount of infrastructure costs.

- WIOA Dislocated Worker - 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 Adult - 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.
- WIOA Youth - 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.
- Division of Vocational Rehabilitation – 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.
- Wagner-Peyser – WP, 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.

Other co-located partner programs include:

- Temporary Assistance to Needy Families – co-located – proportionate share of costs
- Local Veterans’ Employment Representative – co-located – proportionate share of costs
- Disabled Veterans’ Outreach Program – co-located – proportionate share of costs
- Senior Community Service Employment Program – co-located – nonpaying partner with in-kind support
- Trade Adjustment Assistance Programs – co-located – proportionate share of costs
- Unemployment Compensation Programs – co-located – proportionate share of costs
 - Hernando County School Board Title I Literacy Program – once or twice a month – nonpaying partner

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

- Gulf Coast Jewish Family & Community Services – co-located – proportionate share of costs
- Lutheran Services – co-located – proportionate share of costs
- Mid-Florida Community Services – once a month – nonpaying partner – provides supportive services and training to mutual customers
- Tobacco Free Florida – monthly – contract with TFF to receive payment for referrals
- Supplemental Nutrition Assistance Program – co-located – proportionate share of costs

C. The local workforce development board, with the agreement of the chief elected official, shall develop and enter into a Memorandum of Understanding (MOU) between the local board and the one-stop partners.

MOUs and SOP's

https://careersourcepascohernando-my.sharepoint.com/:f:/p/btaylor/EIMm-F4F8T9GsAZfWHHpxrsBE_4uYX36BPzrZvD8MtoVdQ?e=1RjkbT

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

A. Describe how entities within the one-stop delivery system, including one-stop operators and one-stop partners 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 on compliance with Section 188 of WIOA (WIOA §108(b)(6)(C)).

Over the years we have worked with various community and faith-based organizations to train staff on how to best provide services to targeted populations. Partner agencies that assist customers with disabilities are only a phone call away in most instances. Several of these agencies are Division of Blind

Services and Division of Deaf Services. Vocational Rehabilitation is co-located in all of the region's one-stops and interacts daily with customers with disabilities. Our one-stops are monitored internally by CSPSH staff and Vocational Rehabilitation staff for ADA compliance. In addition, the one-stops were monitored for compliance by the state and federal government. In order to ensure the highest level of service we have invested in various assistive technologies for our resource rooms. We have purchased computers that have Jaws and other software that will assist customers, whose sight is impaired, TTY phones for hearing impaired customers, computers loaded with information to connect customers to a translator, a ball mouse for customers with disabilities and adjustable height track tables that will raise or lower to accommodate wheel chairs. We also provide printed materials that describe specialized services to targeted populations. Other co-located partners include Lutheran Services, Experience Works and Gulf Coast Jewish Family and Community Services. Each actively participates in one-stop partner meetings. Our whole operation is geared to providing the very best service to each of our customers, including individuals with disabilities and barriers to employment. Each One-Stop location has a Business Services Consultant assigned to assist our business customers with their employment needs.

B. Describe how entities within the one-stop delivery system use principles of universal design in their operation.

By working with core and mandatory program partners, community and faith-based organizations, CSPH has been able to incorporate a universal design to best provide services to any individual that walks through the doors. The first step was to make the design appealing to all users while accommodating a wide range of individual preferences and abilities. For example, the accommodation of right- or left-handed access and use, assessments that can be completed online or through an in-person interviewing process and resource materials available in places and heights that are highly acceptable, to name a few. Trainings and workshops present information verbally and in writing and also by incorporating graphics to illustrate the information being provided. Adjustable tables and chairs have been provided in the Resource Room and classrooms. All one-stops are ADA compliant and have wheelchair ramps located outside the main entrances in each building. Each one-stop also has an automatic door opener. CSPH's One-Stop Operator is also involved in working with the entities to ensure the use of universal design in their operation.

Upon entering the one-stop, all customers are welcomed and advised that staff is available to assist if needed. Staff is cross-trained in the general eligibility of all programs that are co-located within the one-stop in an effort to make the visit as pleasant as possible and to avoid duplication of services. Signs are clearly visible directing customers to the requested services. Customers have the option of visiting a one-stop in person, communicating via telephone, email or live chat and virtually through our online orientations and workshops. All three one-stop locations have access to public transportation. LWDA also has a calendar of events that can easily be accessed online. These workshops and events are available to universal customers.

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

CSPH staff operates the Mobile One Stop, a self-contained resource room on wheels with twelve computer stations; satellite Internet and telecommunications; printing, copying, and total mobility. The Mobile One Stop travels to remote locations within the region to bring services to customers that may not otherwise be able to access our services.

Employers can use the Mobile Unit to anchor employee on-site recruitment efforts, job fairs, testing and training. Job Seeking customers can search for work, create and print resumes, access local and statewide job listings, and receive referrals to and information about the programs offered by CSPH. The MOS is also available for Disaster Assistance, if needed. In recent years a state of disaster was issued for Pasco and Hernando counties. CSPH staff traveled to remote locations to assist the Federal Emergency Management Agency (FEMA) and disaster affected individuals and employers.

Previously, CSPH was also awarded an additional Veteran position. That position was co-located at two of the local colleges, Pasco Hernando State College and Rasmussen College. This veteran position has been out stationed to serve Veteran customers with the assistance they need to further their educational and job seeking opportunities.

Virtual workshops to assist all universal customers can be easily accessed at our website: www.careersourcepascohernando.com. There are a variety of workshops offered on a daily basis. In addition to the aforementioned virtual services that are available to CSPH employers and jobseekers,

Employ Florida (EF) is available 24 hours a day, seven days a week. The EF website at www.employflorida.com provides access to employment opportunities, resume-building resources and many other services. The Florida Abilities Work portal is available at abilitieswork.employflorida.com. The micro-portal is housed on the EF website. The portal was specifically designed to provide resources to persons with disabilities and to assist employers who are interested in hiring.

(3) Integration of Services: Describe how one-stop career centers implemented and transitioned to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA and programs carried out by one-stop career center partners (WIOA §108(b)(21)).

Workforce has a number of programs and activities offered to individuals that touch the workforce system. Creating one-stop centers that are implementing and transitioning to an integrated, technology-enabled intake and case management process will allow for programs to be carried out effectively and expand on partnerships in our communities. The workforce system is a very complex system of required interactions between Employment Counselors and individuals seeking services in the one-stop centers. One-stop centers also collaborate with community agencies and partners to serve as a seamless system to provide job seekers with the highest level of services and resources.

One way that CSPH has worked toward transitioning and implementing a more technology – enabled intake process is by utilizing a web-based portal system that allows individuals to access one main website and then transition to various websites within the one-stop integrated system. Some of the components utilized on the website allow individuals the opportunity to conduct job searches, orientations, electronic intake, electronic signatures, and e-courses. This means that the individuals we serve can actually apply for benefits online, meet work requirements online and lessen the burden and hardships that can create a stressful experience and is possibly time consuming. By permitting individuals to conduct online internet-based applications and fully utilizing technology, it allows for an expanded pathway that is cost effective and allows CSPH to collaborate with partner agencies in a more efficient timeframe. When systems being utilized have capabilities of interfacing with each other, such as the State of Florida DCF eligibility system and the One Stop Service Tracking system for cash and food stamp benefits, it not only allows individuals to apply and participate 24/7 but is also effective for Employment Counselors. When two or more systems can interface on a nightly basis, productivity never

stops and actions can be taken on through an automated process that is effective and reduces the amount of clerical work to be completed by Employment Counselors.

One of our continuous improvement pieces in our one-stop centers is creating e-courses that are web-based and accessible 24/7 from our website. This allows individuals access to technology-based systems and deliver courses and materials that will provide and improve skills and abilities to seek employment. For example, we have created presentations that are voiced over that cover How to Write a Winning Resume, Dress for Success, Nail That Interview, and even Improving Social Skills. These e-courses have voice capabilities and provide the job seeker with a certificate of completion. These e-courses are offered to all programs and universal job seekers to help coordinate the seamless approach amongst programs and investing in those served in our centers.

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

STEVENS AMENDMENT included in RFPs. Page one of our procurement policy says "2. The procurements must comply with the Uniform Administrative Requirements, Cost Principles, Audit Requirements for Federal Awards, and Stevens Amendment. The standards are contained in section 2 CFR, part 200.

Procurement Policies and Procedures: https://careersourcepascohernando-my.sharepoint.com/:f/p/btaylor/EsyJ1y_R7VVGtmn38l_FRlkBjDKwn_yMhXaygs48t6arDg?e=0PbtcV

CSPH staff prepared a draft solicitation package that contained detailed RFP requirements for the services to be provided. This along with an action item was presented to the Local Workforce Development Board. The Board reviewed and approved the RFP and action item. A complete Cost/Price Estimate was completed prior to release of the RFP. To ensure a reasonable and fair price was negotiated consideration was given to the complexity of the service to be performed, the risk borne by the contractor and the contractor's investment.

Once Board approval was received, staff posted an ad in the local newspapers, posted the RFP on the www.CareerSourcePascoHernando.com website and sent invitations to potential providers.

CSPH staff reviewed and rated the two proposals that were received in accordance with criteria established in the RFP. Those individual ratings were averaged and combined into a Committee report which was presented to the LWDB Board for their review and selection of a One-Stop Operator. A cost price analysis was included in the review. The Demonstrated Effectiveness of providers will be reviewed in accordance with LWDB policy and the RFP requirements.

LWDB 16 staff maintains sufficient records to detail the significant history of a procurement that includes, at a minimum, rationale for the method of procurement, contractor selection or rejection, and, the basis for the contract price will be maintained.

The following are included in each RFP:

Protest procedures to handle and resolve disputes relating to procurement will be the appeals mechanism of LWDB's Debt Collection Procedure.

Negotiation with Governmental Agencies and Institutions - A State or governmental agency or institution may respond to a Request for Proposal Solicitation (RFP) to be considered to provide the services sought. CSPH staff may also enter into negotiations directly with that agency or institution without any formal procurement process, provided this process is approved by the LWDB.

PHWB's Procurement Policy states that for both informal and formal procurement actions, the basis of awarding contracts shall be:

Awards will be made to the responsible firm, whose proposal is most advantageous to our program, with lowest price and other factors being considered. When there is a tie or identical bid from two or more conforming bidders, the award will be made to the local firm. In cases where there are two local firms, the decision will be made by drawing.

If an organization is not chosen as the designated one-stop operator, the following procedure would be followed if an entity wanted to appeal the decision that had been made by the LWDB. The LWDB/Executive Committee meeting, at which staff recommendations are presented, (date, time and

location of meeting is included in the RFP Package). Appeals/Protests may be submitted for Formal Procurements only. That meeting date/time will be considered the date/time of official bid opening. From that date/time, any bidder has 72 hours (3 business days) in which to file a written appeal/protest with the CEO/President. At the scheduled meeting of the LWDB in which final selection of Service Provider(s) is/are to be made (date, time and location of meeting is included in the RFP Package), the board will hear any Appeal(s)/Protest(s). The decision made by the LWDB is final.

(5) System Improvement: Describe additional criteria or higher levels of service than required to respond to education/training needs, labor market, economic, and demographic conditions and trends in the local area (WIOA §108(b)(6)(A)).

All three one-stop centers in Pasco and Hernando counties are physically and programmatically accessible to all customers, including individuals with disabilities. CSPH uses pictorial, written, verbal, and tactile modes to present information for customers with disabilities or limited English proficiency. Each center provides clear lines of sight to information for seated or standing users as well as providing necessary accommodations. Our one-stop centers are ADA compliant and provide adequate space for the use of assistive devices or personal assistants. Each one-stop center uses assistive technology and flexible business hours to meet the range of customer needs. CSPH has a focus on business engagement and customer service.

Outstanding customer service is a major priority at CSPH. Staff are courteous, polite, responsive and helpful to every individual that accesses the Resource Room. Resource Room staff is in the process of being cross-trained in the basic eligibility requirements for programs co-located in each one-stop. Cross-training allows staff from differing programs to understand every program and to share their expertise about the needs of specific populations so that all staff can better serve all customers. CSPH staff provides customers, including those with disabilities, as much timely, labor market, job-driven information and choice as possible related to education and training, careers, and service delivery options. CSPH staff is routinely trained and are keenly aware as to how their particular function supports and contributes to the overall vision of the local board.

CSPH provides virtual service delivery for those individuals that cannot physically access a one-stop. Individuals can access services at home, or through community partners such as libraries, community and faith-based organizations or other partner agencies.

CSPH one-stop centers reflect a robust partnership among partners through integration and co-location that seamlessly incorporates services of the core partners and other one-stop partners. One of the next focuses of CSPH will be to look at having staff that perform similar tasks serve on teams.

Our goal is to serve all customers through a seamless delivery system. CSPH will follow the guidance issued by the State for our centers to become certified and maintain that certification to ensure continuous improvement, access to services (including virtual access), and integrated service delivery for job seekers and employers.

CSPH will continue to use Florida's common identifier (CareerSource) and branding standards so job seekers that need employment or training services and employers that need qualified workers can easily find our local centers. CSPH will encourage state and local organizations responsible for core programs and other key partner programs to dedicate funding for infrastructure and other shared costs if co-location space is available and joint programming is a possibility.

DESCRIPTION OF PROGRAM SERVICES

(1) System Description: Describe the local workforce development system. Identify programs included in the system and how the local board works with each entity to carry out core programs and other workforce development programs supporting alignment in provision of services. Identify programs of study authorized under The Strengthening Career and Technical Education for the 21st Century Act (Perkins V) (20 U.S.C. 2301 et seq.), that support the strategy identified in the Florida Unified Plan under WIOA section 102(b)(1)(E) (WIOA §108(b)(2)).

System description: Describe the local workforce development system. Identify programs included in the system and how the local board works with each entity to carry out core programs and other workforce development programs supporting alignment in provision of services. Identify 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 Florida Unified Plan under WIOA section 102(b)(1)(E) (WIOA §108(b)(2)).

The Florida Department of Education used its Career Clusters and Career Pathways as a basis for developing statewide “Programs of Study”—the aligned secondary and postsecondary CTE programs required under Perkins. These Programs of Study within each Career Cluster for high school students are then implemented at the local level. The requirement is that each local Program of Study will include a Career Pathway leading to a postsecondary credential and aligning with local industry and economic development needs (Florida State Board of Education, 2008).

The Florida Department of Education organizes CTE programs across each of its three delivery systems into 17 Career Clusters[®] based on state workforce requirements and based on The National Career Clusters Framework. Florida’s CTE Career Clusters are the following:

- [Agriculture, Food & Natural Resources Career Cluster](#)
- [Architecture & Construction Career Cluster](#)
- [Arts, A/V Technology & Communication Career Cluster](#)
- [Business Management & Administration Career Cluster](#)
- [Education & Training Career Cluster](#)
- [Energy Career Cluster](#)
- [Engineering & Technology Education Career Cluster](#)
- [Finance Career Cluster](#)
- [Government & Public Administration Career Cluster](#)
- [Health Science Career Cluster](#)
- [Hospitality & Tourism Career Cluster](#)
- [Human Services Career Cluster](#)
- [Information Technology Career Cluster](#)
- [Law, Public Safety & Security Career Cluster](#)
- [Manufacturing Career Cluster](#)
- [Marketing, Sales & Service Career Cluster](#)
- [Transportation, Distribution & Logistics Career Cluster](#)

CTE programs are offered through the following institutions:

- Comprehensive high schools
- Charter schools
- Career academies
- Early college high schools
- Area technical centers
- Community colleges

Hernando County Schools offer:

- Pre-GED and GED preparation
- Adult high school and co-enrollment
- ESOL
- Automotive
- Air Conditioning
- Applied Cybersecurity
- Welding
- Cosmetology
- CNA challenge course,
- Certified Logistics Associate course
- Intro to Soldering
- Construction Basics
- Life Insurance
- Marketing course

Pasco County Schools offer:

- Agribusiness and Natural Resources Education
- Business Technology Education
- Diversified Career Technology
- Family and Consumer Sciences
- Graduation Enhancement
- Health Science Education
- Industrial Education

- JROTC
- Public Service Education
- Technology Education

Each Program of Study is expected to be guided by the workforce and economic development needs of business / industry, the community and employment opportunities for students.

CSPH has formed strong partnerships with core program and other workforce development programs, including partnerships with Vocational Rehabilitation and Career and Adult Education. CSPH 16 has core and program partners co-located both physically and through website linkages in all three one-stop centers. Physically co-locating in the CSPH one-stop is not new to Vocational Rehabilitation (VR). VR has been co-located in each of the LWDA's one-stops for many years prior to becoming a mandatory program partner. VR offers services for adults (and youth, if needed to achieve job goals) that include vocational and other assessments to help a job seeker best define their job goal. VR staff works in partnership with CSPH to develop workshop materials for cross-training staff members. VR also pays a proportionate amount of the infrastructure costs in each of the three one-stop centers. CSPH is the service provider for WIOA Adult and DW. Eckerd Connects was competitively procured to be the WIOA Youth services provider. Wagner-Peyser services are provided at each career center. Knowledgeable staff provide services to include referrals, resume critique and assistance, employability skills workshops (in person or online), application assistance and a variety of other services. Partners from Career and Adult Education work in a close partnership with CSPH staff. Although not physically located at the one-stop, staff comes to the one-stops on a regular basis to provide services to our mutual customers and attend partner meetings. They also have linkages to our services on their website. Pasco County Adult Education and CSPH currently have a satellite office at Fred K. Marchman Technical College. Services currently provided are WT, WIOA Adult, DW and Youth programs. In addition, staff will be located part time to provide job search assistance, referrals to employment, training and partner resources. The WIOA Career Specialist is cross-trained to help WT customers in addition to WIOA customers. The space at Marchman has been donated free of charge to CSPH. CSPH partnered with Marchman Technical College to pilot a Plumbing Program after meeting with employers that needed qualified plumber's assistants. CSPH's leadership has also established a partnership with Suncoast Technical Educational Center. The venture of the Hernando County School Board is to develop a career and technical education school to answer the demand for skilled workers in Hernando County and beyond. Staff sits on its advisory committee as well on the welding program oversight committee.

As grant opportunities arise, we will continue to work closely with Pasco Hernando State College to explore the training side of the equation. Our Mobile One Stop is stationed at a PHSC campus once a month to assist not only individuals currently enrolled in WIOA but the universal customer as well. CSPH staff meet with PHSC staff to provide input on referrals and services that are available and to discuss targeted and high demand occupations. In addition, CSPH has a Youth Coordinator that is in continuous contact with the upper management of both Pasco and Hernando counties schools. The coordinator works closely with instructors, placement counselors and guidance counselors to coordinate site visits to area employers to bring in guest speakers and place graduating youth in internship and apprenticeship programs. The Youth Coordinator works with instructors to coordinate work-based learning and employability skills activities. The Youth Coordinator is a member of various educational committees, including those that focus on youth with disabilities and barriers to employment. Pinellas Urban League is co-located in all three one-stops and supplies staff to assist in the one-stops. Temporary Assistance to Needy Families and Supplemental Nutrition Assistance Program are both services provided under the direction of CSPH staff. Not only are services provided in all three one-stops, itinerant locations and new partnerships are being formed, to bring these services to customers that simply cannot get to our one-stop locations. Trade Adjustment Assistance services are provided by DEO staff under the direction of CSPH.

- **WIOA Adult and Dislocated Worker Programs:** The WIOA Adult and Dislocated Worker Programs provide a variety of services based on an individual's need for assistance in obtaining employment and/or training. CareerSource Pasco Hernando is the direct provider for Workforce Innovation Opportunity Act (WIOA) employment services in Pasco Hernando counties for CareerSource Pasco Hernando. WIOA ensures that employment and training services provided by the core programs are coordinated and complementary so that job seekers acquire skills and credentials that meet employers' needs.

Basic Career Services are available to all individuals age 18 or older. These services include job search and placement assistance (including career counseling); labor market information (which identifies job vacancies; skills needed for in-demand jobs; and local, regional and national employment trends); initial assessment of skills and needs; information about available services; and some follow-up services to help customers keep their jobs once they are placed.

There are additional eligibility requirements for Individualized and Training Services. Individualized services may include more comprehensive assessments, development of individual employment plans, group and individual counseling, case management, and short-term pre-vocational services. In cases where qualified customers receive individualized services and are still not able to find jobs, they may receive training services that are directly linked to job opportunities in their local area. These services may include occupational skills training, on-the-job training, entrepreneurial training, skill upgrading, job readiness training, and adult education and literacy activities in conjunction with other training. In addition, individuals may qualify for supportive services to assist participants receiving the other WIOA services and the provision of temporary income support to enable participants to remain in training. LWDB 16 has a Career Specialist out stationed at Marchman Technical College. This Career Specialist was cross-trained in both WIOA and WT programs and services individuals at the college. LWDB 16 also worked in partnership with Marchman to pilot a plumbing program. 11 individuals were placed in the pilot program for classroom and hands on training. After the completion of training, all 11 were eligible for OJT at several local employers.

WIOA also works with local agencies in assisting with training, job search, resume writing, and or other needs as determined by the customers personal assessment. WIOA works in partnership with Vocational Rehabilitation, Mid Florida Services, Catholic Charities, Metropolitan Ministries, Urban League, Gulf Coast Jewish Families and Community Services (GCJFCS-non-custodial parent program). WIOA also works with the RWB Business Services to create and implement OJT with local employers.

WIOA Dislocated Worker - 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 Adult - 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.

- **WIOA Youth** - 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.

WIOA Youth services was competitively procured and the contract was awarded to Eckerd Connects/Workforce Development. Our Youth provider currently has a Career Specialist (CS) located at Marchman Tech on a part time basis. The CS works closely with students that are enrolled in GED programs and offers services to eligible individuals that come to the Marchman location. Both our provider staff and Youth Coordinator work with AmSkills who is also co-located at Marchman. The AmSkills Initiative is part of a national campaign called the “German Skills Initiative” that has been officially endorsed by the German Embassy and the US Department of Commerce. The German Skills Initiative is being led by the German Embassy in support of the many German manufacturers located in the United States who have requested assistance in workforce skills development for their subsidiaries in the US. AmSkills offers both a pre-apprenticeship and an apprenticeship program. This allows individuals to explore advanced manufacturing jobs. Manufacturing is one of the CSPH’s targeted industry sectors.

In addition to the services provided by our Youth provider, LWDB 16 also has a Youth Coordinator (YC) that works closely with both Pasco and Hernando County schools and the local career and technical education programs. The YC assists with career planning for both Pasco and Hernando counties. She is also involved in the development of the Concept College that is a dropout prevention program. The YC sits on various educational committees including the following:

- Hernando Internship Committee
- Hernando Student Recognition Committee
- Dept. of Juvenile Justice CAB
- Marchman Student Advisory Council (Pasco)
- Hernando CTE

In the past year, the Youth Coordinator assisted in the coordination of a summer internship program with a local employer. She also assisted in coordinating the annual Manufacturing Day for youth. This year she has been requested to lead the effort in partnership with Pasco and Hernando county schools

and Pasco Hernando State College. The Youth Coordinator also meets with union representatives and has had several youths successfully complete the union's apprenticeship program.

Division of Vocational Rehabilitation – 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.

LWDB works closely with VR using a system of cross-referrals and exchange of information on dual customers with the expectation of reducing duplicative services. VR staff regularly participate in the quarterly One Stop Partner meetings and provide information and offer guidance to other participating partners. VR Transition Youth Services help students with disabilities train for a job, continue their education, or find a job after high school. Under this program, every youth will have the opportunity to participate in sponsored career counseling, work readiness training, and fully integrated work experiences in the community. These services are delivered while youth are still in high school and establish the foundation for a seamless transition to individualized training, education, and employment.

- Wagner-Peyser – WP, 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.

Other co-located partner programs include:

- Temporary Assistance to Needy Families – co-located – proportionate share of costs

CareerSource Pasco Hernando is the direct provider of the Welfare Transition Program (WTP) on Pasco Hernando counties. WTP is Florida's program to implement the federal welfare reform initiative also known as "TANF" (Temporary Assistance for Needy Families). The WT program emphasizes work, self-sufficiency, and personal responsibility as it assists low-income individuals and families receiving cash –

assistance payments from the state to move off cash assistance and into the world of work and self-sufficiency.

To accomplish this goal, CareerSource Pasco Hernando has developed a strong support structure to deliver services such as childcare, incentives, and referrals for substance and mental health treatment, diversion services, short term training opportunities and employment services.

WTP is a mandatory program which requires participants to participate in a required number of hours in specific, allowable activities every week. All applicants and participants must comply in order to receive both cash assistance benefits and services through the WT program. There may be penalties imposed for non-compliance such as loss of cash assistance and or food stamp benefits. In addition to workshops offered by CSPH staff, three additional educational providers offer free classroom training at one or all of the local one-stops. The classes are as follows:

- Access Computer Training – Excel, QuickBooks, Word, Windows, PowerPoint, Outlook, Publisher
- BizTech – Employability skills training

- Local Veterans’ Employment Representative – co-located – proportionate share of costs - The Local Veterans Employment Representatives program conducts outreach to employers and engages in efforts to increase the employment opportunities available to veterans and encourage the hiring of Veterans. The Local Veterans Employment Representatives work with other agencies and providers to facilitate priority services to Veterans. The Local Veterans Employment Representatives staff works hard to advocate for Veterans in order to increase employment opportunities with businesses, industries and community-based organizations.

- Disabled Veterans’ Outreach Program (DVOP) – co-located – proportionate share of costs - DVOP specialists develop job and training opportunities for Veterans, with special emphasis on Veterans with service-connected disabilities. DVOP specialists provide direct services to Veterans enabling them to be competitive in the labor market. They provide outreach and offer assistance to disabled and other Veterans by promoting community and employer support for employment and training opportunities, including apprenticeship and on-the-job training.

- Senior Community Service Employment Program – co-located – nonpaying partner with in-kind support- The SCSEP is a program administered by the U.S. Department of Labor that serves low-income persons who are 55 and older and have poor employment prospects. Eligible individuals are placed in part-time community service positions with a goal of transitioning to unsubsidized employment.
- Trade Adjustment Assistance Programs – co-located – proportionate share of costs- The Trade Adjustment Assistance (TAA) Program is a federal program that provides a path for employment growth and opportunity through aid to US workers who have lost their jobs as a result of foreign trade. The TAA program seeks to provide these trade-affected workers with opportunities to obtain the skills, resources, and support they need to become reemployed. The program benefits and services that are available to individual workers are administered by the states through agreements between the Secretary of Labor and each state Governor. Program eligibility, technical assistance, and oversight are provided by the US Department of Labor's Employment and Training Administration's Office of Trade Adjustment Assistance.
- Unemployment Compensation Programs – co-located – proportionate share of costs- The Federal-State Unemployment Insurance Program provides unemployment benefits to eligible workers who are unemployed through no fault of their own (as determined under Florida law, and meet other eligibility requirements of Florida law. Unemployment insurance (UI) payments (benefits) are intended to provide temporary financial assistance to unemployed workers who meet the requirements of Florida law. Florida administers a separate unemployment insurance program within guidelines established by Federal law.
- Hernando County School Board Title I Literacy Program – co-located once or twice a month – nonpaying partner- **Title I**, Part A (**Title I**) of the Elementary and Secondary Education Act, as amended (ESEA) provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards.

A representative from the Hernando County School District regularly visits the One-Stop located in Hernando County. The Parent Academy is a District Title I initiative offered FREE to parents to promote continued collaboration between families, schools and the community. The Parent Academy offers a series of workshops and events aimed to help families stay engaged with their child's academic and social

success.

The Parent Academy recognizes that parents need to make many important decisions throughout their child's educational career about programs, schools and opportunities. Because parents are the most effective advocate, they need to know how these decisions can affect their child's future.

Families who attend Parent Academy activities will gain invaluable knowledge - from preparing their kindergartener for the first day of school to choosing the right classes to equipping them to graduate from high school.

Staff from CSPH also provide input and information on all Hernando County School Board Strategic Plans as well working closely with School Board staff for targeted occupations that may need to be added or deleted from the TOL. CSPH and Hernando County School Board also coordinate meetings with local employers to survey their employment needs.

For the several years, CSPH staff have worked closely with the Hernando County Sheriff's office to provide training to current inmates that are scheduled to be released within six months. Training and certification as a Certified Production Technician is one of the courses offered and ties in with the manufacturing sector. Individuals may receive MSSC training, Microsoft Office and QuickBooks training. Once training is complete and the individual has been released, CSPH staff as well as a Hernando County deputy assist with job search and placement assistance. The program has been very successful with a low recidivism rate.

(2) Sub-grants and Contracts: Describe the competitive process used to award sub-grants and contracts in the local area for WIOA-funded activities (WIOA §108(b)(16)).

CSPH staff will prepare draft outline(s) of the needs it feels should be available in the local area according to WIOA guidelines. These needs will be presented to the LWDB. The LWDB will review, amend and approve the needs outline. A complete Cost/Price Estimate must be completed prior to release of the RFP. A cost or price analysis will be performed in connection with every procurement action including contract modifications. To ensure a reasonable and fair price is negotiated for a service, consideration will be given

to the complexity of the service to be performed, the risk borne by the contractor and the contractor's investment.

Once the outline is approved, the staff will prepare a solicitation package which contains detailed RFP requirements for the need(s) specified in the outline. That full RFP solicitation will be presented to the LWDB/Executive Committee for review and approval. When approval is given, staff can advertise to solicit responses. Page one of our procurement policy says "2. The procurements must comply with the Uniform Administrative Requirements, Cost Principles, Audit Requirements for Federal Awards, **and Stevens Amendment.**

If time permits, staff may advertise for potential providers to establish a list of interested respondents to which an RFP would be sent. This procedure can be implemented in the same manner as a specific RFP solicitation. It would establish a list of "eligibles". If such a list as mentioned above is not established, CSPH will, or, in addition to the above list, CSPH may, for at least one weekend, solicit responses to specific RFPs by advertising those RFPs in local area newspapers for one day. Such advertisements will be followed by a period of at least one month (30 calendar days) during which respondents may develop their proposals. This thirty-day period may be waived/decreased by the LWDB in instances where such a time would cause a lack of services to meet an immediate need. One example of such a situation, but not meant to be limiting or all inclusive, would be one involving a plant closing or layoff.

Staff, along with an Ad Hoc Committee made up of LWDB members or partners, will be assigned by the CEO/President to review and rate the proposals in accordance with criteria established in the RFP. Those individual ratings will be averaged and combined into a Committee report which will be made available to the appropriate LWDB Committee for their review and selection of service providers to be recommended to the LWDB/Executive Committee for its final approval. A cost price analysis will be part of the review. The Demonstrated Effectiveness of providers will be reviewed in accordance with LWDB policy and the RFP requirements.

Records Maintenance: Records sufficient to detail the significant history of a procurement to include, at a minimum, rationale for the method of procurement, contractor selection or rejection, and, the basis for the contract price will be maintained.

Protest Procedures: Protest procedures to handle and resolve disputes relating to procurement will be the appeals mechanism of LWDB's Debt Collection Procedure.

Negotiation with Governmental Agencies and Institutions - A State or governmental agency or institution may respond to a Request for Proposal Solicitation (RFP) to be considered to provide the services sought. CSPH may also enter into negotiations directly with that agency or institution without any formal procurement process, provided this process is approved by the Board.

For both informal procurement and formal procurement actions, the basis of awarding contracts shall be: Awards will be made to the responsible firm, whose proposal is most advantageous to our program, with lowest price and other factors being considered. When there is a tie or identical bid from two or more conforming bidders, the award will be made to the local firm. In cases where there are two local firms, the decision will be made by drawing.

If an organization is not chosen to receive a sub grant or contract, the following procedure would be followed if an entity wanted to appeal the decision that had been made by the LWDB. The LWDB /Executive Committee meeting, at which Staff Recommendations are presented, (date, time and location of meeting is included in the RFP Package) Appeals/Protests may be submitted for Formal Procurements only. That meeting date/time will be considered the date/time of official bid opening. From that date/time, any bidder has 72 hours (3 business days) in which to file a written appeal/protest with the CEO/President. At the scheduled meeting of the LWDB in which final selection of Service Provider(s) is/are to be made (date, time and location of meeting is included in the RFP Package), the board will hear any Appeal(s)/Protest(s). The decision made by the LWDB is final.

(3) Expanding Access to Employment: Describe how the local board, working with entities carrying out core programs, expanded access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment. This includes how the local board facilitates developing career pathways and co-enrollment, as appropriate, in core programs, and improves access to activities leading to recognized postsecondary credentials (including portable and stackable industry-recognized certificates or certifications) (WIOA §108(b)(3)).

CSPH undertook the mission of providing greater access to its employment and training services by expanding its online presence in 2012. Under a Workforce Innovation Fund Grant from the United State Department of Labor, CSPH automated and digitized information and workshops to enable anyone with internet access the ability to use our services. These efforts included bi-lingual video presentations covering access to WIOA, Wagner-Peyser, SNAP, RESEA (formerly REA) and Temporary Assistance to Needy Families programs. USDOL recognized these efforts as best practices in 2015 and the LWDB continues its commitment to expand and automate entry into CSPH services. Using technology to remove barriers and enhance access to services makes a huge difference to numerous customers. These automated services can allow for seamless, universal, and remote access to education, training and other workforce development services. By virtually serving customers, staff is freed up to perform other services.

In addition to the expansion of access through the internet, CSPH partners with agencies and organizations that serve individuals with disabilities, including having leaders of these organizations serve as a Local Workforce Development Board member. The Individuals with Disabilities Services Committee was designated to explore expanding opportunities for these specific communities to include OJT, EWT, internship and apprenticeship opportunities. CSPH staff participates in the on-going effort to find grants and other funds to serve specific populations.

The Business Services Team works with numerous employers to provide a better understanding of the services available, whether filling a vacant position or ensuring their employees have the industry specific skills needed to retain their positions.

CSPH has staff assigned to work with different educational entities, most often career & technical schools and local state colleges, as they work to develop curriculum in response to employer needs. The goal of this effort is to identify new training programs that coincide with in-demand and targeted occupation. In combination, management staff meets with the economic development entities in the two counties including Chambers of Commerce, to recruit new employers and industries to the region.

CSPH will align adult and youth career pathway programs using an updated career plan that will allow the individual job seeker to identify and define career goals and postsecondary plans and to make informed decisions regarding course selection and other educational requirements that will lead to industry-

recognized credentials for in-demand jobs. Whenever possible, customers are co-enrolled in core programs.

In September 2018, CSPH was awarded funding for the Workforce Re-Entry program by the Pasco County Board of County Commissioners. Workforce Re-entry is a re-employment program for unemployed/underemployed Pasco county residents to regain the necessary skills and on-the-job training to become a more productive part of society. This program will be operated under CareerSource Pasco Hernando (CareerSource). The intent of the program is to improve skills and provide employment opportunities for Pasco County residents to Pasco County employers. Eligible Workforce Re-entry program participants will be non-Workforce and Innovation Opportunities Act (WIOA) eligible individuals, which allows the program to reach a demographic not currently being served, and create greater economic prosperity for Pasco County.

The goal of the Workforce Re-entry program is to provide participants the opportunity to earn and gain the necessary, transferrable skills to become employed, self-sufficient and grow our local workforce. The Program's goal of placing 75% of the participants in jobs in the 12-months forward period, and the experienced 5% quit rate, the calculated Return on Investment is \$2.85 in economic benefits for every \$1.00 of County funding assistance. Additionally, residents re-entering the workforce reduce the need for public support, including SNAP, Medicaid and Assistance for Needy Families, incrementally increasing the ROI for many Workforce Board clients.

The Workforce Re-entry program will provide technical skill proficiency and includes competency-based applied learning, which contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills and knowledge of all aspects of trade careers. In addition, apprenticeship or on the job training with employers will be included as part of this program.

CareerSource will proactively recruit participants who are traditionally under-served and under-employed such as individuals with disabilities, ex-offenders and the homeless population. This will be achieved through direct relationships with the Pasco County Homeless Coalition, and includes working with halfway house and transitional housing program participants.

Because CSPH met the placement/retention benchmarks for the hardest to serve population in Pasco County, the contract was extended for an additional year.

(4) Key Industry Sectors: Identify how the LWDB aligns resources that support and meet training and employment needs of key industry sectors in the local area. Describe strategic or other policies that align training initiatives and Individual Training Accounts (ITAs) to sector strategies and demand occupations (WIOA §134(c)(1)(A)(v)).

All ITAs are aligned with demand occupations as defined on the targeted occupation list (TOL) – either occupations identified locally or those set forth by the Department of Economic Opportunity. Current policy requires all ITAs to be aligned with occupations on the local TOL. Additionally, the TOL is annually reviewed and subject to edit as economic conditions change. Current key industry sectors of Healthcare, Construction, Manufacturing, Retail Trade, Transportation & Warehousing, Finance and Information Technology are well represented on the region’s list. CSPH will, during the process of budgeting funds, establish our local targeted occupations list and approve training vendors for occupational skills training that lead to recognized credentials, giving priority to programs that are aligned with local targeted in-demand industry sectors and/or occupations in those sectors. CSPH will identify and focus on existing active training consortia and industry partnerships that could be expanded to meet the needs of local employers, workers and job seekers through an enhanced sector partnership.

(5) Industry Partnerships: Describe how the LWDB identifies and collaborates with existing key industry partners in the local area. Describe how the LWDB coordinates and invests in partnership infrastructure where key industry partnerships are not yet developed (WIOA §134(c)(1)(A)(iv)). The local area must describe how the following elements are incorporated into its local strategy and operational sector strategy policy:

The LWDB works diligently with key industry partnerships by participating on educational committees, developing industry specific jobs fairs, and sitting on community development boards identifying sectors of industry most advantageous for the region and its residents. CSPH staff and leadership sit on transportation and housing committees throughout the region and have a special partnership with the two economic development entities (Pasco Economic Development Council & Hernando County Office of Business Development). On an ad hoc basis CSPH has teamed with these two groups to pursue specific employers and have been very successful in efforts to land manufacturing employers to the

region. LWDB staff sit on Manufacturing and Healthcare Associations in an advisory capacity to assist in contacting key industries to discuss current and future workforce needs.

- A. Describe how selected industries or sectors are selected based on, and driven by, high-quality data (cite data source used);

The Manufacturing, Construction, Healthcare, Retail Trade, Information Technology, Finance and Transportation & Warehousing sectors in Pasco and Hernando counties have grown and continue to show growth according to the Florida Department of Economic Opportunity, Bureau of Labor Market Statistics. The major data sources are the Employment Projections product produced by DEO and the Quarterly Census of Employment and Wages. CSPH collaborates with economic development and chamber partners to create detailed surveys to gauge Manufacturers and Healthcare hiring trends and business expansion proposed for the next five years. CSPH is a mid-size region. However, business growth is stable and promising. Additionally, local unemployment rates are at record lows. CSPH partners with economic development to recruit and grow Manufacturing, Healthcare, Information Technology, Finance and Transportation & Warehousing businesses in the region. Construction and Retail Trade industry sectors are growing organically and need very little outside assistance.

The basis starts with LMI data from DEO's Employment Projections and CSPH staff also receive input from economic development interests, educational entities and boards of county commissioners

- B. Describe how sector strategies are founded on a shared/regional vision;

CSPH has a shared vision that reflects the local economies of Pasco and Hernando counties. CSPH sector strategies shared vision with its local economic development, chambers and county economic development is to assist the businesses growth through growing the talent it needs to fill the vacancies for workers needed in it growing economy. Local career academies created in the school board systems are a valuable resource to assist CSPH in growing apprenticeships.

The shared vision for the region is full employment with focused industries that bring in monies to the region. Therefore, growing sectors become the basis for inclusion and regional vision changes as former sectors decline (i.e. agriculture).

C. Describe how the local area ensures that the sector strategies are driven by industry;

CSPH receives constant feedback from its Manufacturing, Construction, Healthcare, Retail Trade, Information Technology, Finance and Transportation & Warehousing groups on new and upcoming economic trends that assist CSPH in promoting the efforts of these three sectors to the business community. One central goal of the strategy is to grow the economy and be a global competitor.

Growing industries drive the sector strategy – those employing and continuing to employ the most residents rise to the top of the list. With the aspect of full employment approaching the next factor will be wage growth and retention.

D. Describe how the local area ensures that sector strategies lead to strategic alignment of service delivery systems;

The CareerSource Pasco Hernando Business Service team provides a priority of service to the Manufacturing, Construction, Healthcare, Retail Trade, Information Technology, Finance and Transportation & Warehousing sectors. All seven sectors are the growing industries that need replenishing of its growing workforce due to new technology, growth and the retiring baby boomers. OJT, EWT training funds along with candidate services are made available to assist these sector industries to compete locally and globally and assist with business growth.

The sector strategies drive occupational training at the local level and prevents offerings of esoteric training. If training offered by school systems and state colleges does not lead toward a job, CSPH will not fund with WIOA assistance. CSPH also will not fund private provider training that is not linked to employment.

E. Describe how the local area transforms services delivered to job seekers/workers and employers through sector strategies: and

CSPH works to outreach one-stop services to Manufacturing, Construction, Healthcare, Retail Trade, Information Technology, Finance and Transportation & Warehousing industries that attract job seekers. OJT and EWT are tools available to train and retrain those workers so sector industries can maintain and

increase its workforce. CSPH will strive to hold specific Manufacturing, Construction, Healthcare, Retail Trade, Information Technology, Finance and Transportation & Warehousing candidate job fairs and in-house recruitments to highlight the available workforce in the region.

The region recruits for employers in the selected industry sectors through its Business Services Team – to include job orders and recruitment events. CSPH advertises on social media opportunities in the selected industry sectors and upcoming events for job seekers to apply and obtain employment in growing and targeted industries

F. Describe how the local area measures, improves and sustains sector strategies.

CSPH adjusts to economic demands to maintain sector growth and improvement. EWT, OJT and special state dollars are made available to help sustain and improve business growth in the region. CSPH success is measured by business and job growth.

CSPH looks at both quarterly and annual data to confirm sectors are growing and reviews training to ensure training is resulting in employment. Again, the most useful data remain DEO's Employment Projections and the Quarterly Survey of Employment and Wages.

(6) In-demand Training: Describe how the local board ensures 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)).

CSPH annually develops a targeted occupation list (TOL) using labor market information provided by the State of Florida's Department of Economic Opportunity. To meet the threshold of the list, occupations must historically show openings of thirty (30) or more per year, positive growth and have a Mean Wage of \$14.74/hour and Entry Wage of \$11.99/hour. In addition, industries and training providers may request addition of other occupations if they can show both the necessary demand and the required wage levels. Such additions are then approved or disapproved by the LWDB (full or committee) action. This system produces a very open list of consideration for customers and ensures occupations are in demand and paying sufficient wage. The Targeted Occupation List includes occupations in demand in the State of Florida that may not be 'in demand' locally. These occupations are denoted on the TOL with

an 'S' designation. This allows customers in Pasco and Hernando Counties to choose occupations and their related training from other areas, as long as a demand is established statewide.

(7) Employer Engagement: Describe strategies and services 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;

CSPH will promote more active engagement with the business sector to identify the skills and support that workers need in and to better communicate these needs to the core programs' staff, other key partners, education and training providers, job seekers, and state decision-makers. CSPH will continue to encourage and facilitate the engagement of local employers, including small businesses and employers in targeted industry sectors. The region is divided into designated geographical areas based on employer location and designated industry sector in order to serve all employers within the region. The BST's have contact with employers on a daily basis. Veteran services staff work together with this team to provide the most comprehensive and highest quality of service for the employer. The region has also established a single point of contact assigned to each employer which allows for a uniform service delivery system for employers. Employer packets containing brochures and information on listing job orders, training programs, and WIOA training are provided to employers. Options of self-service through The Employ Florida (EF) system or working directly with a BST member is discussed to best meet each employers' staffing needs. All visits are followed up by phone calls or emails.

The Job Hub staff and BST are the primary contacts for employers in the region. The BST will deliver employers services through onsite visits, email or phone contact depending on each situation and need. The Job Hub staff will have only email and phone contact; however, there are rare occurrences when employers visit CSPH and discuss their business needs face to face with the Job Hub staff. Job orders are obtained by the BST and Job Hub staff. After obtaining the job order, it is posted by the Job Hub staff. If any employer in the region needs to post a job order, the BST or Job Hub will assist. Job orders are obtained from all industry sectors to include Manufacturing, Construction, Healthcare, Retail Trade, Information Technology, Finance and Transportation & Warehousing in an effort to obtain job orders for veterans, MSFW, and other job seekers, including those with disabilities and barriers to employment. CSPH's BST provides outreach to all employers within the Pasco and Hernando county region. The business

outreach provided to the business industries in Pasco and Hernando counties includes agricultural. Agricultural employment in Pasco and Hernando is minimal. Neither Pasco or Hernando counties have a significant number of MSFWs in the region and none of the one-stops are designated as significant one-stops. CSPH complies with 20 CFR 652.207, in providing those labor exchange services to all employers and job seekers, including Reemployment Assistance (RA) claimants, veterans, migrant and seasonal farmworkers, and individuals with disabilities.

CSPH Business Service team engage all employers within the region through onsite visits, email, Chamber meetings, Economic Development events and referrals. CSPH website provide local businesses a myriad of information that assist with training, recruitment, job retention that assist small and large employers in the region. CSPH utilize job fairs, roundtables, social media and local business events to promote training services EWT, OJT that assist in growth of small and all business in the region. CSPH business community is about 60% small businesses and we provide an extra effort to reach out to Manufacturing, Construction, Healthcare, Retail Trade, Information Technology, Finance and Transportation & Warehousing which is designated and our fastest growing sectors. CSPH Business Service Consultants are assigned to a sector industry and work exclusive with that industry to assist in training needs and act advisors while participating on various boards and business groups.

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

CSPH engages the local business community to provide and assist in customizing their service needs to help their businesses grow. CSPH solicits the advice and feedback from its local businesses to assist in providing the right assistance at the right time. Roundtables, business discussion groups and business partners are helpful in defining and providing the right service a local business may need. There is no one design that fits all, however communication is the most important tool that develops a strong relationship with our business community. EWT and OJT services provide local employers with training assistance that assist business in local and global economy. State businesses IWT and Customized Training information is also provided to our local business community.

LWDA 16 will place a priority on and budget funds for demonstrated effective work-based strategies that meet employers' workforce needs, including on-the-job training, employed/incumbent worker training, registered apprenticeship, and paid work experience. Through allowable use of local funds, LWDA 16 will incentivize local employers with increased reimbursement rates to meet their workforce needs and offer opportunities for job seekers and workers to learn new skills. LWDA 16 will explore developing and delivering innovative workforce development strategies for area employers, as allowed by WIOA, which may include career pathways, skills upgrading, skill standard development and certification for recognized postsecondary credentials, apprenticeship, and other effective initiatives for meeting the workforce needs of local area employers, workers and job seekers. LWDA 16 will continue to promote the use of industry and sector partnerships to address the workforce needs of multiple employers within an industry.

Other services offered to all employers include:

- Access to Employ Florida
- Assessments & Testing
- Business Seminars
- Career Fairs
- Easy & Convenient Job Postings
- Labor Market Information
- Recruitments
- Internship/Candidate Matching
- Work Experience Program
- Networking
 - On-site Interviews
- Pre-screening Candidates for Available Positions

C. Better coordinate workforce development programs and economic development; and,

CSPH has a strong relationship with our local economic development organizations in both counties. Through those relationships business owners that need services are referred to CSPH's Business Services Team (BST). CSPH actively participates with Economic Development's business events and forums that provide contact with all major large and small business in the region. There is a link to business services

on the Economic Development websites and social media. Economic Development provides the BST with contact information from those employers in need of businesses services. All service information, Job Placement, Job recruitment, Job fairs, Roundtables etc., is provided to employers within the region.

Employers are frequently provided updated information on new and current programs, economic development updates, and community events that are employer focused. The BST will also give employers a referral to Economic Development if their assistance is needed. The BST has worked in coordination with our Economic Development partners to host recruitments for new employers that were considering moving to the area as well as provide new employers access to training resources as they begin operations in Pasco County. Surveys are shared between the organizations that indicate services that are needed in the business community. CSPH staff provides both Economic Development organizations with current labor market information and available training funds, when requested. The Hernando County Office of Business Development and the Pasco Economic Development Council work closely with the BST to develop strategies and provide information on new and prospective businesses and assist with various events. CSPH advises and supports the Pasco Economic Development Council's WorkforceCONNECT program which aids current and future employers in Pasco county in better recruiting and training workers utilizing local training and education providers. The WorkforceCONNECT program also assists job seekers who are entering or reentering the workforce explore available local careers within Pasco County.

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

Each Resource Room in the three, full-service one-stop centers is equipped with computers that are available to our universal customers. Individuals that are interested in filing a claim can connect to the state's RA claims and benefits system to complete an online application and work registration. Staff is available to assist customers with general computer and unemployment application questions.

For the long-term unemployed and those who have exhausted their Unemployment Insurance (UI) to the newest UI claimant, re-employment services include the full scope of services available. These services are offered to all customers in CSPH. Services include the use of computers, faxes, job-search and referral

to qualifying positions, as well as referral to all available, appropriate services needed to assist customers in returning to work, which include participation in local skills workshops provided at all three one-stops.

In January 2016, Florida shifted to the Reemployment Services and Eligibility Assessment (RSEA). Those individuals participating in RESEA receive additional services which include orientations to the one-stop services, an initial assessment to determine strengths, weaknesses and barriers to employment along with an introduction to the process to sign into EF and individual provision of username as well as instruction on password creation. Customers are provided labor market information that is unique to their past/future occupations and work experience. An Employability Development Plan is developed by the staff and customer. EF case note entries are made during the one-on-one session with each customer, indicating their occupation and areas of specific skill levels. Customers are also given a referral to at least one work search activity. If further training is needed, the customer will also be given a referral to training. Due to changes in the UI work search requirements, customers are advised of the process to schedule attendance on the careersourcepascohernando.com website, for all available workshops, including the process to schedule approved on-line virtual skills workshops, where successful completion is documented in EF by the trainer. Customers are also provided with information on how to utilize all services available through the offices, including the following: instructions on updating employment history and resumes in EF; referral for job search assistance; testing services such as CareerScope, TABE, Prove It and Ready-to-Work; group 'Job Ready' workshops (with instructions on how to schedule on the CSPH website); resource room to include job search, referrals, faxing and copying; referral information on education and training/FAFSA applications and future WIOA training assistance; and information on current programs offered, as well as possible customized training opportunities. In addition, partner services, i.e., Vocational Rehabilitation, SNAP and TANF related services and other local providers' services are presented. Customers are provided contact information for RESEA staff and advised to follow-up on all desired services, as needed.

CSPH employs a number of DEO as well as Resource Room staff that are cross-trained and available to help those customers receiving unemployment insurance. Any customer that visits a one-stop looking for employment can receive reemployment assistance services.

If employers need assistance due to downsizing, the local area stands ready to assist in cases where a formal WARN notice is received or any type/size of potential layoff. The Reemployment and Emergency

Assistance Coordination (REACT) Team provides onsite and offsite rapid response to coordinate services for employers and/or workers affected by temporary or permanent layoff. CSPH staff will immediately contact other employers to assess their hiring needs and supply resumes of impacted workers. In the event that the dislocation is as a result of outsourcing, the local REACT Coordinator will attempt to educate the business' senior management on the positive factors for filing a petition for Trade Adjustment Assistance with the U.S. Department of Labor. The local TAA Coordinator will assist the business with filing of the petition if necessary. If the petition is subsequently approved, the TAA Coordinator will conduct Trade Adjustment Assistance specific information sessions with all potentially eligible workers. Other services to be provided:

- Applying for re-employment assistance
- Claiming benefit weeks
- WIOA training opportunities
- Available workshops – either in-person or online
- Transferrable Skills
- Career Exploration
- Employ Florida
- Other services provided at the local one-stop center

CSPH has a Professional Placement Network (PPN) Coordinator that is available to assist professional candidates who have at least a 4-year degree and/or management experience with employment needs. This is a great opportunity for employers to have exposure to professionals with current and potential career opportunities that can benefit their organization.

(8) Priority of Service: Describe local policies and procedures to prioritize services for veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for individualized career and training services in the adult program.

WIOA Section 134 (c) (3) (E) establishes a priority requirement with respect to funds allocated to a

local workforce area for the Adult program. CSPH staff follows this priority requirement. Under this section, staff responsible for managing these funds will give priority to the following “priority groups”:

1. Recipients of public assistance;
2. Other low-income individuals (as defined in the WIOA Eligibility Directive, WIO-DR0211); and
3. Individuals who are basic skills deficient for the provision of individualized career services (previously referred to as intensive services under the Workforce Investment Act (WIOA)) and training services.

When programs are statutorily required to provide priority for a particular group of individuals, priority will be provided by CareerSource Pasco Hernando in the following order:

1. To veterans and eligible spouses who are also included in the groups given statutory priority for WIOA adult formula funds. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals [as defined by WIOA Sec. 3(36)], or individuals who are basic skills deficient would receive first priority for services provided with WIOA adult formula funds.
2. To non-covered persons (that is, individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.
3. To veterans and eligible spouses who are not included in WIOA’s priority groups.
4. To non-covered persons outside the groups given priority under WIOA. Local policy limits the number of adults enrolled in WIOA who are not low income, public assistance recipients, or basic skills deficient.

CSPH’s Priority of Service (POS) covers WIOA Adult and Dislocated Worker, WIOA Youth, Trade

Adjustment Assistance (TAA), and Wagner-Peyser.

(9) Training Services: Describe how training services are provided, including how contracts for training services are used, and how such contracts are coordinated with the use of ITAs (WIOA §134(c)(1)(A)(v)).

Training services are provided through the use of educational programs offered to the public by both public and private training institutions. These training providers have responded to requests for credentials from CSPH in accordance with the policy set forth by Florida's Department of Economic Opportunity. The cadre of providers is not limited geographically to the workforce region but covers locales beyond the region and even beyond the MSA. The limitation on the variety of training services and programs is the necessity to adhere to the region's target occupation list (TOL).

As described in TEG 41-14 (https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=5816), the State ETPL ensures the accountability, quality and labor-market relevance of programs, and ensures informed customer choice for individuals eligible for training. Using WIOA funding, CSPH also provides enhanced access and flexibility for work-based training options, such as Registered Apprenticeship (RA), on-the-job training, customized training, and incumbent worker training.

Customers will access these approved training providers through CSPH's website and in its resource room. It is an element of customer choice for them to research and select the training provider they wish to use.

WIOA Employment Counselors determine the customer's need for WIOA funded training services following completion of an interview, evaluation, or assessment, and career planning based on the following criteria:

- Candidate is unable or unlikely to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through career services.
- Candidate needs training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment.
- Candidate has selected a training program or training services that are directly linked to the demand occupations that will lead to employment opportunities in the local area or the planning region.
- Candidate has the skills and qualifications to successfully participate in the selected training program.

- Candidate doesn't currently possess skills in a demand occupation.
- Candidate has limited skills in the chosen training program that will significantly reduce employment opportunities.

CSPH retains flexibility to modify the approved list and to allow "by-exception" training provider access if the desired training is not offered locally or other circumstance.

(10) Customer Choice Process: Describe processes the local board uses to ensure customer choice in the selection of training programs, regardless of how the training services are to be provided (WIOA §108(b)(19)).

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

CSPH Employment Counselors ensure that each customer is aware of the full array of training services available under WIOA. Other limitations could include a program limited access, a customer's inability to meet entry requirements (testing & prerequisites), or distance of the provider from the region making training impractical. Customer may also petition CSPH to allow exceptions to the approved provider list. WIOA Employment Counselors are strictly reminded that they may not advocate for any particular provider or program, but are allowed to advise the customer while developing a workable training and employment plan to ensure necessary support is available and that successful completion is obtainable.

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

- A. Describe any ITA limitations established by the board;

State statute requires 50% of the formula funds for adults and dislocated workers to be allocated to ITAs unless the LWDB obtains a waiver from CareerSource Florida. Qualifying costs under the 50 percent rule

include all customer service costs associated with the ITA program such as tuition, fees and books, and other training services. Florida allows LWDBs to establish ITA limits and durations.

The process in issuing an ITA is dependent upon the time of enrollment and how much training is needed to complete, tuition/books needed through completion and or current amount owed if already enrolled into training. The ITA is currently awarded at \$5000 per program year with an option of CEO/President or designee to make an exception on a case-by-case basis. This amount is not a guarantee or entitlement. Receiving this full amount again is contingent upon what is needed. The ITA is also taken into consideration if the customer is PELL eligible or not. Federal Aid is always applied first and then WIOA ITA picks up any remaining cost for required needs of the training.

WIOA is typically a two-year program. The intent is to allow a person to gain up to an Associate's degree in an occupation, if needed. If a customer will be enrolled for a full two-year program and it falls within two WIOA program years, they can receive up to \$5000 per program year. This would be the limit of funding and anything outside of this cost for training will be at the students' expense. This could include but is not limited to PELL, loans and personal payments. If it is imminent that a customer will not complete training due to not having enough funds, a request will be sent to CSPH's Sr. VP of Operations or designee for permission to exceed the stipulated ITA amount the customer was provided at the time of enrollment.

OJT funding limitations are based upon the contracted hours between CSPH and the employer. If extended hours are needed for training, the Business Services Consultant will follow up with the Vice President of Business Services as well as the employer to determine any additional needs in funding. Additional funding for OJT is approved by PHWB's CEO/President.

B. Describe any exceptions to the use of ITAs.

All exceptions to the use of an ITA that are out of the normal guidance of training dollars are sent to PHWB's CEO/President or designee for approval. A summary is provided as to what the expenditure is for and the need it represents on the customer's behalf. A possible exception would be additional books needed for training that are not required but listed as optional on a request. Another exception may be to pay for a specific course that is not part of the required curriculum especially if this course has a high impact on the customer passing exams. Exceptions are based upon customer's need to be successful in

completing training and or gaining employment to have not only a positive outcome for the WIOA program but to ensure we are assisting the customer to become self-sufficient.

In any circumstance that is out of normal range of expenditure to assisting a customer, the information is provided to PHWB's CEO/President or designee for approval. All requests are on a case to case basis and the circumstances that surround the customer in being successful.

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

As stated previously on page 37, PHWB's CEO/President is a current member of the Pasco Enterprise Network. Since April of 2010, collaboration meetings were held to develop a plan to coordinate assistance to small businesses and entrepreneurs in Pasco County through the creation of a small business assistance network with "virtual network" components. PHWB's CEO/President has been involved in the development and continued meetings. Members of this coalition also include the Pasco Economic Development Council, seven Pasco county Chambers of Commerce, Pasco County libraries, PHSC, St. Leo University, Small Business Development Center, SCORE, UF/IFAS Extension Pasco County, and the Prospera. Prospera is an economic development, nonprofit organization specialized in providing bilingual assistance to Hispanic entrepreneurs trying to establish or expand their business. The Pasco Economic Development Council, Inc. has a full menu of services for entrepreneurs and people looking to start businesses. These programs include business and entrepreneurship education, funding, workspace, business incubation and technical assistance in the form of workshops, classes and mentoring.

CSPH is developing this facet to our training services by partnering with the Greater Hernando County Chamber of Commerce and its Small Business Development counseling and mentoring program offered through the Chamber. In addition to this partnership our website, www.careersourcepascohernando.com has a link to entrepreneurial training.

(13) Enhancing Apprenticeships: Describe how the LWDB enhances the use of apprenticeships to support the local economy. Describe how the LWDB works with industry representatives and local

businesses to develop registered apprenticeships, in collaboration with apprenticeship training representatives from the Florida Department of Economic Opportunity and other partners, including educational partners. Describe how job seekers are made aware of apprenticeship opportunities.

CSPH will maintain the flexibility available in WIOA to offer pre-apprenticeship training to prepare youth for registered apprenticeship or other career opportunities. Career Academies have been a strong focus in the past 7-8 years as CSPH assisted in the initial planning stages for both Pasco and Hernando counties. Staff participates on local steering committees with region's School Board staff as well as higher education, business and economic development organizations in order to review and determine needs of the area. The contracted youth provider works closely with school personnel in the region in an effort to assist qualified youth in funding for industry recognized certifications as well as other types of support services. There is also a strong focus on training, entrepreneurship and work experience in an effort to enable our youth and other job seeking customers to successfully enter and advance in our workforce. CSPH staff was invited to provide input on the five-year strategic plan for both Pasco and Hernando School Boards. The school systems are excited about the prospect of engaging youth at younger ages – middle school youth are now a focus for Career Pathways and gaining credentials through obtaining industry certifications.

CSPH will continue to include registered apprenticeship programs on its eligible training provider list for the Adult and Dislocated Worker programs as long as they remain registered and achieve the minimum standard of performance outcomes. CSPH will continue to include a representative of a registered apprenticeship program as a member of the Local Workforce Development Board, thus ensuring that a key employer voice contributes to strategic planning activities for the workforce system. CSPH will recognize registered apprenticeship completion certificates as a post-secondary credential as allowed by WIOA, providing job seekers with employment flexibility.

CSPH currently has individuals enrolled in electrical pre-apprentice/apprentice programs with the local electrical union in Hillsborough County. In addition, CSPH applied for and received a Manufacturing Apprenticeship Grant in partnership with AmSkills. AmSkills (American Manufacturing Skills) Initiative is a European-Style Apprenticeship Training Program in Pasco, Hernando & Pinellas Counties (Tampa Bay Region). The AmSkills Pre-Apprenticeship Program provides hands-on foundational skills training in a manufacturing environment setting and places semi-skilled or skilled apprentices at local manufacturers

in paid positions upon successful completion of 400 hours. This grant will be used to assist 8 adults and 8 older youth using WIOA funds awarded by CareerSource Florida.

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

CSPH will emphasize the use of career pathways in targeted industry sectors to provide education and employment and training assistance allowing job seekers access to high quality training that will lead to industry-recognized credentials for in-demand jobs, which will accelerate job seekers' educational and career advancement.

OJT, EWT, Customized Training, Apprenticeship and Work Experience programs will also be utilized in CSPH.

OJT is training provided by an employer to a paid participant while he/she is engaged in productive work in a job. OJT provides the knowledge or skills crucial to the full and acceptable performance of the job. An OJT is limited in duration as appropriate to the occupation, considering prior experience of participants, content of training, etc. OJT reimburses the employer a certain percentage of the wages (exclusive of benefits) paid to participants for the costs of providing training and the additional supervision related to the training. Participants are compensated at same rate, including periodic increases as other employees that are similarly situated. The employer will provide appropriate supervision and training and comply with safety standards and workers' compensation requirements. All OJT experiences are provided through contracts between local employers and the LWDB.

Customized training is training that is designed to meet the specialized skill needs or requirements of an employer or group of employers. Customized training is conducted with a commitment by the employer to retain the individual after successful completion of the training and requires the employer to pay a significant share of the cost of the training. Customized training offers the opportunity for employers to

train individuals to the specified needs of the employer and provides the opportunity for the individual to learn and gain desired employer skills specific to an employer or industry.

Employed Worker Training is a short-term, customized training project that has the intent of upgrading employees' skills, retaining jobs, advancing current employee wages, and creating new entry-level jobs. An employed worker may be enrolled in work-based training when the employee is not earning a self-sufficient wage (per local board definition) and the training relates to the introduction of new technologies, new production or service procedures, upgrading to new jobs that require new skills, workplace literacy, or other appropriate purpose identified by the local board.

Additionally, as grant opportunities arose, we worked closely with Pasco Hernando State College to explore the training side of the equation. CSPH received funding for the Disaster NEG Grant. The program offered eligible applicants work in the area of disaster clean up, recovery and humanitarian efforts. This grant program was specific to Pasco and Hernando counties because both counties were declared disaster areas. The grant was being administered by Eckerd Connects/Workforce Development and Career Source Pasco Hernando. Several years ago, we also received a Federal grant (LEAP 2 Grant) that funded the Project Restart Program. Project Restart was a partnership between CareerSource Pasco Hernando and the Hernando County Sheriff's Department. The Project Restart program served over 100 participants during the 2-year grant period. As an Inmate re-entry program, the goal of Project Restart was to give participants the opportunity to learn skills to become employed and self-sufficient. Participants who completed the program received certificates in Microsoft Word, Excel, Office, QuickBooks, Keyboarding Skills, Employability Skills, and Business Ethics. Participants also had the opportunity to become Certified Production Technicians which included course work in Safety, Quality Practices and Measurement, Manufacturing Processes and Production as well as Maintenance Awareness.

Benefits to our Employer-Partners who employed Project Restart graduates included incentives through the Work Opportunity Tax Credit program and participation in the Federal Bonding Program at no cost to the employer. Because of the success of the program, CSPH continues a partnership with the Hernando County Sheriff's Dept. Of 30 inmates released this program year, 21 are employed. That is a 70% placement rate.

(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, so they meet the needs of local employers, workers and job seekers (WIOA §108(b)(6)(A)).

An integral part of CSPH's process for continuous improvement also includes quarterly reviews of programs and administrative procedures by internal monitors. The findings and recommendations from the internal monitoring, as well as state sponsored monitoring, complement other efforts to improve services on an on-going basis.

CSPH uses a multi-tier process to gather information from employers, job seekers, and the local workforce to assist in determining the needs of our communities. Additionally, ongoing surveys of employers explore hiring patterns and other workforce needs such as training and recruitment issues. CSPH's Business Services Team (BST) visits hundreds of employers annually, gaining their input on current needs. Job seekers are engaged by CSPH with surveys using EF generated target lists and employing Survey Monkey to measure customer satisfaction and input on CSPH services. Additionally, job seekers using CSPH's resource rooms are surveyed on a variety of topics such as current skills, prior industries, relocation, and training needs. CSPH customers are able to directly input their review of services at each computer terminal in the Resource Rooms. Staff, employers and jobseekers can receive information from CSPH through its web site and labor market information products are updated at least once per month.

Continuous improvement is also facilitated through a series of meetings between the Youth Provider and CSPH staff. These meetings often include front-line staff. Most often these meetings are management team meetings, scheduled monthly or as needed, where CSPH staff and provider staff report and discuss performance, goals, and the means that they may be achieved and performance improved.

The CEO/President has an open communication policy that encourages CSPH and provider staff to elevate concerns quickly. Performance that falls below negotiated performance standards will be deducted from provider at a rate stipulated in the current contract. There are currently no performance incentives offered in CSPH. Regular meetings between core program and partner staff will be required for continued coordination and collaboration.

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

CSPH's youth program design utilizes a very individualized approach in determining the needs of enrolled youth. The case manager and youth participant jointly agree on which of the 14 program elements are necessary to ensure participant success. This decision is based upon results obtained through assessment, counseling, observed interactions and/or uncovered needs realized while enrolled. Each element provided is fully documented in EF and made part of the participant's ISS. The elements are provided by a variety of entities both public and private as well as the use of volunteers. For example, tutoring and alternative secondary school offerings are coordinated with the district school boards within the region. Likewise, summer youth employment opportunities are provided by CSPH and the contracted youth provider, Eckerd Connects/Workforce Development. Paid and unpaid work experience is conducted through arrangements with local employers and occupational skills training is delivered by approved educational vendors, both public and private. Leadership development is an available element through our Service Learning Projects where youth decide on worthwhile community projects, develop and initiate plans for participation and work closely with business and government leaders as they give back to the community. Supportive service needs are identified and provided as is appropriate. Mentoring is provided by volunteers recruited by a dedicated youth staff person who ultimately matches mentors with our youth. Comprehensive guidance and counseling is provided by the mentors and youth staff that performs the majority of the services under this element. As the participant continues to move through the youth program the case manager constantly monitors progress, follows up with their participants and modifies the youth's plan as is appropriate to ensure a successful outcome.

At CSPH, the Youth Program places an emphasis on the Health Care industry to include C.N.A certification, Home Health Aid Certification, CPR certification, and Medical Technician certification. This training offers a beginning process for a youth and opens the door to additional training in high skill, high wage occupations within the medical field. CSPH also offers Customer Service training through the National Retail Federation thus securing a nationally recognized credential coveted by employers. This allows a youth to gain employment within the customer service industry and retail sales both of which, along with the medical field, are major employers within the region. This certification helps employers distinguish and recognize qualified customer service professionals. Successful providers include all locally approved training providers.

A. Define 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 sufficiently 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).

Definition: Youth seeking enrollment into intensive services will complete CASAS basic skills exam to determine reading and math proficiency levels. Youth identified as English Language Learners through either staff observation, self-attestation, or reading and math scores will be offered the opportunity to develop skills at the local adult education center.

B. Define “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).

“Requires additional assistance to complete an educational program” shall be defined as an individual who:

- Is currently at risk of dropping out of school, as determined by referral from a school staff person, probation officer, or other responsible person with documentation evidencing chronic poor attendance or discipline problems during the last 12 months, or has educational underachievement; or
- Is currently enrolled in special education classes that require appropriate education for children with disabilities and has an Individual Education Plan (IEP); or
- Is currently attending an alternative education program that leads to a high school diploma or High School Equivalency; or
- Is currently credit deficient (i.e., one or more grade levels behind peer group); or
- Is currently failing two or more academic subjects in the current academic period (e.g., semester, trimester, etc.).

“Requires additional assistance to secure employment and hold employment” shall be defined as an individual who:

- Has failed to secure a job within the past three months after a documented employment search; or
- Is employed part-time (less than 30 hours per week) and has been unable to obtain full-time employment within the past three months after a documented employment search; or
- Is an emancipated youth; or
- Is a former foster care youth; or
- Receives public assistance, or is a member of a family receiving public assistance.

END OF LOCAL PLAN INSTRUCTIONS

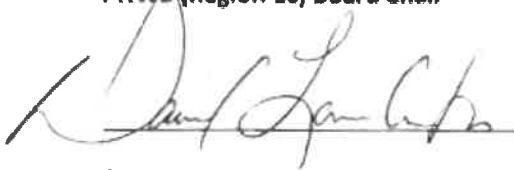
SIGNATURE PAGE

This plan represents the efforts of LWDA 16 to implement the Workforce Innovation and Opportunity Act in the following counties:

- Pasco County
- Hernando County

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

PHWD (Region 16) Board Chair



Signature

David Lambert

Name (printed or typed)

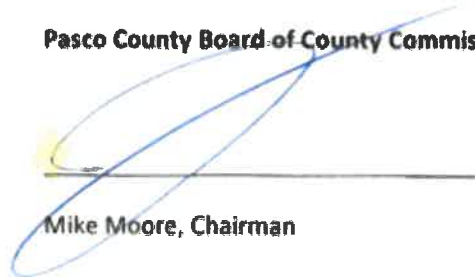
Chair

Title

01/16/2020

Date

Pasco County Board of County Commissioners



Mike Moore, Chairman

Name (printed or typed)

Title

APPROVED
IN SESSION

MAR 10 2023

PASCO COUNTY
BCC



[Signature]
Mimi Alvarez-Sowles, Esq., Clerk & Comptroller

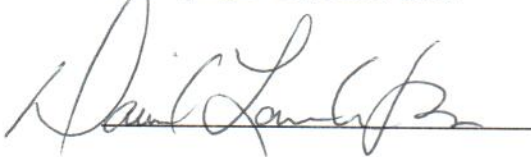
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PHWB (Region 16) Board Chair



Signature

David Lambert

Name (printed or typed)

Board Chair

Title

01/16/2020

Date

Chief Elected Official – Hernando County



Signature

John Mitten


Name (printed or typed)

Chairman

Title

March 10, 2020

Date

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY 
County Attorney's Office

**PASCO-HERNANDO WORKFORCE BOARD, INC.
FINANCIAL POLICIES & PROCEDURES MANUAL
(Revised July 2019)**

Effective Date(s) of Accounting Policies

The effective date of all accounting policies described in this manual is July 1, 2017 and was revised September 15, 2008, March 11, 2010 and February 1, 2011, November 2012 and July 2017, July 2019. If a policy is added or modified subsequent to this date, the effective date of the new/revised policy will be indicated parenthetically immediately following the policy heading.

Introduction

The following accounting manual is intended to provide an overview of the accounting policies and procedures for the Pasco-Hernando Workforce Board, Inc., which shall be referred to as the PHWB throughout this manual.

The PHWB is incorporated in the State of Florida and is exempt from Federal income taxes under IRC Section 501(c)(3) as a nonprofit corporation.

MISSION:

Pasco Hernando Workforce Board enhances economic development efforts of our region by providing a well trained, high quality workforce which supports the success of local business and improves the quality of life.

This manual shall document the financial operations of the PHWB. Its primary purpose is to formalize accounting policies and selected procedures for accounting staff and to document internal controls.

The contents of this manual were approved as official policy of the Organization by the Board of Directors, the CEO and the VP of Finance. All PHWB staff are bound by the policies herein, and any deviation from established policy is prohibited.

RESPONSIBILITIES

1. The CEO has responsibility for all operations and activities of the PHWB including financial management.
2. The VP of Finance is responsible to the CEO for all financial operations.

3. Financial duties and responsibilities must be separated, as staffing limits allow, ensuring that no one employee has sole control over cash receipts, disbursements, payrolls, etc.
4. The accounting books will be maintained as required by funding source regulations and GAAP. Separate bank accounts will only be maintained if required by the funding source, otherwise all funds will be comingled into one bank account for all funding sources. Unrestricted funds will be maintained in a separate bank account.

The primary responsibilities of the accounting department consist of:

- General ledger
- Budgeting
- Cash management
- Asset management
- Grants and contracts administration
- Purchasing
- Accounts receivable and billing
- Accounts payable
- Payroll
- Financial statement processing
- External reporting of financial information
- Bank reconciliation
- Reconciliation of subsidiary ledgers
- Compliance with government reporting requirements
- Annual audit
- Leases
- Insurance

Accounting Department Overview

The accounting department consists of the VP of Finance, the finance director and an accounts payable specialist. The department has adequate staff to manage and process financial information for the PHWB. PHWB-approved positions may include additional staff, such as an Assistant VP of Finance, Accounts Payable Clerk, and other positions as warranted by the needs and responsibilities of the Finance Department.

Position Descriptions: See job descriptions maintained in the Human Resources Department for latest job responsibilities

Standards for Financial Management Systems

In accordance with, *the Uniform Guidance GPO 2 CFR Part 200*, the PHWB maintains a financial management system that provides for the following.

1. Accurate, current, and complete disclosure of the financial results of each project or program in accordance with the reporting requirements of
2. Records that identify adequately the source and application of funds. These records shall contain information pertaining to authorizations, obligations, unobligated balances, assets, outlays, income, and interest.
3. Effective control over and accountability for all funds, property, and other assets. The PHWB shall adequately safeguard all such assets and assure they are used solely for authorized purposes.
4. Comparison of outlays with budget amounts for each fund source. Whenever possible, financial information shall be related to performance and unit cost data.
5. Written procedures to minimize the time elapsing between the transfer of funds to the PHWB and the issuance or redemption of checks, warrants, or payments by other means for program purposes by the recipient.
6. Written procedures for determining the reasonableness, allocability and allowability of costs.
7. Accounting records including cost accounting records that are supported by source documentation.

Compliance with Laws, Regulations, and Organization Policies

The PHWB does not tolerate:

- The willful violation or circumvention of any Federal, state, local, or foreign law by an employee during the course of that person's employment;
- The disregard or circumvention of PHWB policy or engagement in unscrupulous dealings.

Employees should not attempt to accomplish by indirect means, through agents or intermediaries, that which is directly forbidden.

The performance of all levels of employees will be measured against implementation of the provisions of these standards.

PHWB Confidentiality

The Finance Department employees will treat all information received confidentially. Any employee who suspects dishonest or fraudulent activity will notify the CEO immediately and should not attempt to personally conduct investigations or interviews/interrogations, related to any suspected fraudulent act.

Whistleblower Protection

The Organization will consider any reprisal against a reporting individual an act of misconduct subject to disciplinary procedures. A "reporting individual" is one who, in good faith, reported a suspected act of misconduct in accordance with this policy, or provided to a law enforcement officer any truthful information relating to the commission or possible commission of a Federal offense. See Sarbanes-Oxley Act of 2002.

Protection of Records

The PHWB prohibits the knowing destruction, alteration, mutilation, or concealment of any record, document, or tangible object with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States government, or in relation to or contemplation of any such matter or case. See Sarbanes-Oxley Act of 2002.

Security

PHWB's blank check stock shall be stored in a locked location in the finance office. This cabinet will be locked with a key that is kept in the finance office. Access to this file cabinet shall be by keys in the possession of the VP of Finance and/or the Finance Director .

Access to Electronically Stored Accounting Data

The PHWB utilizes passwords to restrict access to accounting software and data. Only duly authorized personnel with data input responsibilities will be assigned passwords that allow access to the system.

Accounting personnel are expected to keep their passwords secret and to change their passwords on a regular basis. Administration of passwords shall be performed by a responsible individual independent of programming functions.

Each password enables a user to gain access to only those software and data files necessary for each employee's required duties.

ACCOUNT CODING

General Description

The accounting structure has been designed to provide for tracking and reporting income and expenditures by fund or grant contract. It serves as a guide for budgeting, classifying expenditures and comparing program activities' progress as proposed in the plan (budget). The numerical configuration is designed for growth and for consistency of account designations among funds.

Account Structure

The financial system software adheres to pure fund accounting. Every fund has a balance sheet. Individual balance sheets are used for cash and payroll transactions. A combined balance sheet indicates our financial position.

The Grant/Fund code is designated by the first three numbers of the account number. The three digits of the fund code designate a specific grant. The second and third numbers usually, but not always, denote the year of the award.

The General Ledger account number (four digits) ensures revenue and expenditures are recorded in the appropriate general ledger account. These accounts are consistent in each fund.

The third set of numbers indicates the cost category. This field is not used for balance sheet and revenue accounts.

The fourth set of numbers indicates the code attached to the contracts in force for the year. This code also indicates the One Stop location that is being charged. These codes are used also to assign a reporting category (such as OSS, OJT, EWT). These codes are also used to differentiate between portions of some general ledger accounts. (telephone, internet) These codes are used only when making payments.

BOOKS OF ACCOUNT - GENERAL

The Books of Account are vital financial records of the PHWB, and are complemented by documentation supporting the accounting entries.

Books of Original Entry General Ledger

The General Ledger is the collection of all asset, liability, net assets, revenue and expense accounts. It is used to accumulate all financial transactions and is supported by subsidiary ledgers that provide details for individual accounts. All information entered through source data and the books of original entry are automatically posted to the General Ledger. The General Ledger contains the control accounts, is the foundation for the accumulation of data and is the primary source of information used in preparing financial reports and statements.

SUBSIDIARY ACCOUNT LEDGERS

These ledgers are contained within the computerized financial system and contain detailed supporting information within the General Ledger control accounts. The VP of Finance monitors and controls the subsidiary account ledgers, including all account maintenance, such as additions and deletions. Any additions or deletions of accounts should be approved by the VP of Finance who ensures that the subsidiary account ledgers are consistent with the organizational structure of the PHWB and meets the needs of the organization.

Cash Receipts

All Cash Receipts are processed uniformly as described below.

The majority of Cash Receipts are received from the State on a regular basis and are ordered through the state's financial system. Other Cash Receipts include refunds, rent payments and fees for the use of facilities. Cash draw downs are recorded as revenue to the appropriate grant. Refunds, rents and fees are recorded as reductions of expenditure on the appropriate line item or reductions in the cost of the items originally charged.

Cash is ordered weekly under the direction of the VP of Finance through the State financial system. After all invoices are received and entered into the accounts payable module of the accounting system, fund totals are compared to the cash available in each fund and to payables, projected incoming cash, expenses and payroll requirements using a cash projection spreadsheet. Projected cash requirements are noted. The spreadsheet is submitted to the VP of Finance for review and approval. The resulting cash order is entered into the State financial system by the VP of Finance or designee and confirmed as "Saved". A spreadsheet or email with the summary of the Cash Order is sent to the Department of Economic Opportunity (DEO)

Per inquiry, the cash draw is done weekly by Finance Manager and the cash needs spreadsheet is reviewed by VP of Finance to determine funds to make cash draws.

Procedure for Receipt of Cash

Cash (including checks payable to the Organization) is the most liquid asset an organization has. Therefore, it is the objective of the PHWB to establish and follow the strongest possible internal controls in this area.

When cash is received via Electronic Fund Transfer (EFT) transactions, the Finance Manager reconciles the amounts of the draw downs against the amounts requested.

Refunds and rent checks received are turned in to the Finance Office for identification and verification. Checks are scanned and stamped with a restrictive endorsement and are prepared for deposit by the designated staff member. On rare occasions cash may be received by the Finance Office. The amount is verified at the time of receipt by the finance manager or designated member and the person providing the cash for receipt. Both parties must agree to and initial the amount of cash received.

These funds are deposited once a week. Until the time of deposit, funds are secured in a fireproof file cabinet and deposited on Fridays.

Accounts payable specialist prepares the deposit slips which are then taken to the bank by Finance manager. Finance manager then prepares the applicable journal entry, which then must be reviewed and approved by VP of Finance and CEO before the entry is posted to the general ledger.

The deposit receipt is reconciled with the source documentation and the duplicate deposit slip. The deposit is then entered into the cash receipts module of the accounting system.

The complete document packet consisting of the bank deposit receipt, the duplicate deposit slip, the copies of the checks deposited and the copy of the Revenue transaction in our financial computer system are then filed in a Receipt File for future reconciliation and reference. Rents received are recorded against lease expense in the financial computer system.

CASH DISBURSEMENTS

Code of Conduct in Purchasing

The PHWB requires the practice of ethical, responsible, and reasonable procedures related to purchasing, agreements and contracts, and related forms of commitment. The policies in this section describe the principles and

procedures that all staff shall adhere to in the completion of their designated responsibilities.

The goal of these procurement policies is to ensure that materials and services are obtained in an effective manner and in compliance with the provisions of applicable statutes and executive orders.

Ethical conduct in managing the Organization's purchasing activities is absolutely essential.

- Staff shall discourage the offer of, and decline, individual gifts or gratuities of value in any way that might influence the purchase of supplies, equipment, and/or services.
- Staff shall notify their immediate supervisor if they are offered such gifts.
- No officer, board member, employee, or agent shall participate in the selection or administration of a vendor if a real or apparent conflict of interest would be involved. Such a conflict would arise if an officer, board member, employee or agent, or any member of his/her immediate family, his/her spouse/partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in the vendor selected.
- Officers, board members, employees, and agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from vendors or parties to sub-agreements.

All Cash Disbursements are handled uniformly as described below:

Check Preparation--General

The PHWB prints vendor checks and expense reimbursement checks on a weekly basis. Checks shall be prepared by persons independent of those who initiate or approve expenditures, as well as those who are authorized check signers. Finance manager performs the check run.

All vendor and expense reimbursement checks shall be produced in accordance with the following guidelines:

1. Expenditures must be supported in conformity with purchasing, accounts payable, and travel and business entertainment policies described in this manual, the travel policy and/or the procurement policies and procedures.
2. Timing of disbursements should generally be made to take advantage of all early-payment discounts.
3. Generally, all vendors shall be paid within thirty (30) days of submitting a proper invoice upon delivery of the requested goods or services. If any

- discrepancy or delay of payment occurs, the vendor will be notified immediately.
4. Total cash requirements associated with each check run is monitored in conjunction with available cash balance in bank prior to the release of any checks.
 5. All supporting documentation for the checks issued is available to an authorized check signer.
 6. Checks shall be utilized in numerical order and unused checks are stored in a locked file cabinet in the Finance Office.
 7. Checks shall never be made payable to "bearer" or "cash."
 8. Checks shall never be signed prior to being prepared.

General Purchasing Procedures

Emergencies

Where equipment, materials, parts, and/or services are needed, quotations will not be necessary if the health, welfare, safety, etc., of staff and protection of organization property is involved.

Single Distributor/Source

Sole source purchases will be made only when solicitation of multiple vendors is not feasible and one of the following conditions apply:

- The item or service is only available from one source,
- The situation is a public emergency,
- The awarding agency approves the purchase, or
- Competition is deemed inadequate (insufficient bidders)

Cost/Price Analysis

A cost/price analysis is required for all procurement actions and prior approval from the funding agency may be necessary if the purchase is over the \$5,000 fixed asset threshold.

Requests for Payment

Normally, all purchases in excess of The Florida State micro purchases limit require that a purchase order be prepared and approved prior to placing an order with any vendor. Exceptions to the use of a purchase order are:

- Emergency purchases as described previously. Failure to plan a purchase does not constitute an emergency.

- Purchases less than the Florida State micro purchases limit and within budgeted guidelines. These types of purchases include normal office supplies and recurring operating materials.

Documentation to support the payment of the invoice shall include business purpose, nature of the emergency (if an emergency and greater than \$500), competitive pricing (verbal or internet) and an invoice.

Purchase Orders

All purchases greater than Florida State micro purchase limit require a properly documented and approved purchase order or Request for Payment prior to placing the order with the selected vendor. Purchase order approval limits are as follows:

- \$0 to \$3,500 – department manager and VP of Finance
- \$3,500 to \$150,000 – CEO) and the VP of Finance
- \$150,001 and above – CEO and the Executive Committee

Please refer to the procurement policy for further instruction.,

PAYMENT PROCEDURES

All original vendor invoices are forwarded to the Finance Office and are compared to previously authorized Purchase Orders or with contracts in force to insure they comply with all facets of the agreement. To be considered for payment, invoices require the signature of an involved party and/or notes, including email, indicating satisfaction with the goods or services received. The involved party may be the person that placed the order or the person that gathered required documentation. No invoice signatures are required when paying regularly recurring invoices such as utilities and rent.

Service Provider invoices or requests for payment are first submitted to program staff for approval and must include documentation supporting the expenditure prior to payment. For recurring items the appropriate documentation that must be included is determined in advance. Credit Card invoices will be tallied by "like" account and double checked for accuracy.

Invoices are checked against purchase order or contracts and coded to correct general ledger codes by Accounts payable specialist. They are reviewed by the Finance manager and returned to be entered in MIP accounting system. After invoices are entered, they are submitted to VP finance for final approval before checks are issued.

Check Run Procedures

After above is completed, the vendor checks are then printed. When the run is complete, the system will print a check register, noting the Void alignment check. The batch is then posted under Manage Sessions- Post Entries to the General Ledger, and the posting is printed and filed in the finance office. All copies of invoices and checks are scanned and stored on our finance documents drive located on the server.

All unused checks are returned to the locked cabinet. The A finance manager verifies the next check number is in sequence to ensure all checks are accounted for.

Each check is divided into three parts by a horizontal perforation. The top portion is mailed along with the check itself and serves as a receipt for the payee. The "tear away" portion of the checks are separated from the checks prior to signature and are retained in the finance office for later attachment to the appropriate voucher. The checks are then provided to the CEO (or his designee) for signature, along with supporting documentation. The CEO/designee compares the vendor name to the Check Register as the checks are signed, and also signs the Check Register.

The CEO/designee may sign checks up to and including \$5,000. Checks above this amount must also have the signature of an Executive Committee member. All checks made out to the CEO/designee must be signed by an Executive Committee member. The signed checks are then given to a designated staff member to mail or distribute.

The Accounts payable specialist records on voucher covers the check batch numbers, check numbers and date paid. All voucher covers and invoices are stamped "PAID" and dated.

The "tear away" portion of the checks are attached to the vouchers. All vouchers and documentation are scanned prior to filing. The scanned vouchers are filed alphabetically by Vendor name in the Finance Office, with the most recent to the front.

NOTE:

Under **NO** circumstances will a check:

- be prepared without following the above procedures.
- be prepared from a monthly statement.
- be issued other than in numerical order.
- be prepared or signed in advance.
- be made out to "cash" or "petty cash."

Void Checks

Checks may be voided due to processing errors by making proper notations in the check register and defacing the check by clearly marking it as "VOID" and cutting out the signature portion of the check. All voided checks shall be retained to aid in preparation of bank reconciliations. Checks will be voided only on the authorization of the VP of Finance.

Checks remaining uncashed after 90 days are voided after investigation.

The only exceptions are the alignment checks printed by the system which are designated automatically as "VOID".

Voided checks are entered into the financial system through the Activities Menu, Check Writing Menu, Void Checks section. This system allows the VP of Finance and the finance manager to void the check or the attendant voucher or both. If the check only is voided, the system will post through accounts payable and then to

Cash. The voucher will remain active. If both the voucher and the check are canceled, the check is voided as outlined above and the voucher is voided through the General Functions Menu, Reverse Posted Accounting Entries. The voided check is attached to the void check register and filed with the Check Registers for future reference and reconciliations.

Stop Payment

Stop payment orders may be made for checks lost in the mail or other valid reasons. Stop payments are processed by VP of Finance through the Suntrust online banking system. Stop payments are made the the "void" system in our accounting program. A journal entry is made to record any related bank fees.

Unrestricted Funds

(Revised 9/15/08)

The PHWB has a separate bank account for those funds generated through fees for service, snack machine revenue, etc. The above procedures apply to this account as well as the main vendor account. Checks generated through unrestricted funds will only require the signature of the CEO or an Executive Committee member.

BANK RECONCILIATIONS

The procedure for Bank Reconciliations is as follows:

1. Bank statements are delivered unopened to the CEO by Finance Manager when they are received in the mail.
2. The bank reconciliation module of the PHWB financial system is used for PHWB accounts.
3. In the financial system, the Activities Menu, "Bank Reconciliation" is used to reconcile bank accounts.
4. The Finance manager prepares the bank recs. All cancelled checks are marked in the system. The system generates a Bank Reconciliation Register reporting all cleared and uncleared documents (outstanding checks).

5. The bank reconciliation documents and the Bank Reconciliation Register are provided to the VP of finance for review and approval.
6. The reports and bank statements are then filed by month. These documents are kept in the Finance Office.

It is the responsibility of the Finance manager to track, research and resolve all checks uncashed after three months.

CLOSING THE MONTH

At the close of each month the following procedures are followed:

- Bank statements are reconciled
- Adjusting entries are made.
- Cost pool allocation entries are prepared and recorded.
- Monthly reports to the State are prepared and submitted.
- Monthly reports to USDOL (if applicable) are prepared

The above should be accomplished as soon as possible after month end but no later than the 20th of the month following the activity.

Personnel policies and procedures fall under separate policies

PAYROLL

ADP Entry Procedures:

Funding sources are direct charged based on "time spent" by staff on activities related to each of our funding sources. Hours worked for employees whose time is not dedicated to one funding stream is accumulated in cost pools and allocated to funding streams based upon the approved cost allocation plan.

PHWB employees enter their time worked in the online ADP payroll system. They report their time in the category worked each day based on functional tasks. Time off is recorded based upon the type of leave used. Requests for leave are entered and Supervisors receive an email notification requesting approval by employee. Supervisors approve all time and human resource manager finalizes payroll before sending to the finance manager who completes the payroll process.

Per inquiry, payroll is done online using ADP as a third party provider. ADP provides all necessary reports required to enter the information into the accounting system.

Each Payroll Period:

The following procedures will be followed prior to processing payroll:

1. Hours worked are entered in ADP Payroll by all employees.
2. Approved PTO requests are entered and approved by Human Resource Manager.
3. The Human Resource Manager the hours worked, leave taken and distribution of hours.
4. A pre-payroll report will be run. All deductions will be verified by human resource manager and/or Finance Manager.
5. The payroll entered is reviewed by the finance manager for accuracy and submitted to the VP of finance for approval. The approved payroll is electronically submitted to the processing company to prepare direct deposits.
6. A payroll journal entry will be entered into the accounting system after review and approval by the VP of Finance
7. A final journal entry will be prepared for payments made outside of the payroll processor's system with review and approval by the VP of Finance.

Cumulative Wage and Tax Information

All cumulative wage and tax information is compiled by the payroll processor. It is the responsibility of the Finance Office to compile accurate 1099 data and issue the 1099 MISC's. 1099's are issued through the Activities portion of the PHWB financial system.

Federal Taxes & Tax Deposits

All payroll taxes are computed by the payroll processor. All tax deposits are made by the Payroll processor on behalf of the PHWB.

ETA Salary Cap

The PHWB and its sub-recipients will comply with Public Law 109-234, and none of the funds appropriated in Public Law 109-149 or prior Acts under the heading of "Employment and Training" that are available for expenditures on or after June 15, 2006, shall be used by a recipient or subrecipient of such funds to pay the salary

or bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, except as provided under section 101 of Public Law 109-149.

JOURNAL ENTRIES

Periodically it is necessary to generate accounting transactions internally through the use of journal entries. Examples include:

- Adjusting and re-classifying entries
- Corrections of posting errors
- Monthly, Quarterly, and Year-end closing entries
- Nonrecurring accruals of income and expenses
- Quarterly and Year-end accruals
- Cost Allocation Entries
- Recording payroll entries

It is the responsibility of the VP of Finance or designee to initiate and construct all journal entries. An approved journal entry is entered into the financial system in the "Transaction" portion of the program under "Journal Entry". The documentation is attached to the Posted Transaction Register. If prepared by a designee of the VP of Finance, the completed journal, accompanied by supporting documentation, is presented to the VP of Finance for review and approval. Documentation must include an explanation of the nature and the purpose of the journal entry. Journal entries prepared by the VP of Finance will be provided to the CEO for his review and approval.

All completed journal entries are filed by sequence for future reference.

Certain journal entries, called recurring journal entries, occur in every accounting period. These entries may include, but are not limited to accruals of recurring expenses.

Recurring journal entries shall be supported by a schedule associated with the underlying asset or liability account or, in the case of short-term recurring journal entries or immaterial items, a journal voucher.

All journal entries not originating from subsidiary ledgers shall be authorized in writing by the VP of Finance by initialing or signing the entries.

PROPERTY/INVENTORY CONTROL

(Revised 9/15/08)

The PHWB uses a barcode system for inventory control. Equipment purchased for \$5,000 or more is capitalized over its useful life. Other less costly items, such

as computers and related items may also be entered into the inventory control system for internal tracking and insurance purposes.

Our IT vendor maintains records

The VP of Finance, as well as the IT Contractor will track all items newly purchased during a year and those stated for surplus in order to report these items accurately to the auditors to record changes in fixed assets on the balance sheet.

Fixed Asset Ledger
(Added 1/12/12)
(Revised 9-13-12)

The Fixed Asset Ledger will include the following information regarding each asset:

Asset Type ID
Asset Account Number
Asset ID
Asset Tag
Description of Asset
Acquisition Date
Most Recent Depreciation Date
Cost
Beginning Depreciation
Current Year Depreciation
Accumulated Depreciation
Net Book Value
Location Code
Source of Funds to include Federal Grant Award Number and percentage of funds charged to that Award Number.
FAIN #
Condition
Date Condition Determined

Disposition of Surplus Property
(added 9/15/08)

Once items have been officially approved as surplus, disposal or destruction by the appointed committee of Board Staff, the following information shall be recorded on the individual property record for each item:

- 1) Date of disposition;
- 2) Justification for the certification as surplus property;

- 3) Manner of disposition (sold, donated, transferred, scrapped, destroyed or traded);
- 4) Documentation of the employee(s) witnessing the disposition process if scrapped or destroyed. (The guardian of the items is prohibited from being a witness);
- 5) The tracking number and dollar amount if the asset is sold by the guardian; and
- 6) For items disposed as a result of casualty loss (destroyed beyond repair, etc.), the value of insurance proceeds and bar code number as well as documenting the reason for disposition.

All written documentation for disbursement of surplus property will be retained by the guardian.

TRAVEL

(Revised 9/15/08 and 3/11/10 and 5/20/10 and 7/1/17 and 11/13/19)

Travel by Pasco Hernando Workforce Board (PHWB) employees, One-Stop staff and Board members is necessary and useful in the operation of a successful entity.

All trips for education, training, or official business outside of Pasco and Hernando counties shall be approved in advance by the CEO, or his designee. The Travel Authorization Form is submitted to the CEO/or designee and is accompanied by a brochure or agenda for the meeting/conference. Approval is based on the availability of funds and the value of the trip to the PHWB.

In instances where PHWB board members, One-Stop staff, subrecipient staff and employees are in an approved travel status, pre-approved, reasonable and necessary per diem allowances and travel expenses may be reimbursed. Such reimbursement shall be at the standard travel reimbursement rates established in section 112.061 Florida Statutes (currently .445 per mile) and shall be in compliance with all applicable federal and state requirements.

No funds may be used for entertainment costs and recreational activities for board members and employees. There will be no reimbursement for meals incurred on short or day trips where the traveler is not away from his or her official headquarters overnight (Class C travel). Advance payments not exceeding 80% of the expected total traveling expense are available for travel outside the local area. These must be approved by the CEO.

To be reimbursed for out of area travel expenditures, the employee must complete a PHWB Travel Reimbursement form. Map mileage must be used for mileage reimbursement. Parking, taxi or other expenses claimed must be supported by receipts. All other documented expenses are listed on the Reimbursement form. The form and receipts may then be submitted to the Finance Office for reimbursement. A copy of the original approved travel authorization, if required, is attached by the Finance Office prior to approval. If an advance has been allowed, it is reconciled at this time.

All Requests for Reimbursement of local mileage must contain actual map mileage, not estimates, except in the case of locations listed on the Mileage Calculations list on the staff portal. The beginning travel location should be from the closest one stop center, or a partner who's space we use on occasion, to include, PEDC, Hernando County Sheriff's office, Marchman Technical College, Hernando County Courthouse, to that location. Since many employees who travel tele-commute, it is unreasonable to determine beginning point of origin from any place and mileage will be from closest point beginning at home or a one stop center, whichever is closest. If employees are scheduled to work from one location, other than their normal official headquarters, for the day, that location will be their official headquarters for the day and mileage will not be reimbursed. Each stop must be documented with address, name of business and purpose of trip.

Example: Scenario 1: Home is official headquarters. You are scheduled to attend a meeting for the day and not required to report to any other location, that meeting location will be considered you official headquarters and mileage will not be reimbursed.

Scenario 2: NPR is official headquarters, but we are asked to report to work in Dade City, for the day, mileage is not reimbursable, as this becomes your official headquarters for the day.

Travel reimbursement requests must be submitted on a monthly basis, no later than five days after the end of the previous month to your supervisor, and no later than 10 days after the end of month for reimbursement.

Effective immediately, any travel that is not submitted on a monthly basis may not be reimbursed.

As with everything, there are exceptions, but all exceptions must be approved by the Director of the department, or the CEO/President

TEXTING A traveler may not under any circumstances compose or read text or email messages on their state issued or personal cell devices while operating a motor vehicle on state business.

Travel between these frequently traveled locations will be reimbursed as stated on that list. These requests must be submitted to the Finance Office after approval by the employee's supervisor. The CEO's travel will be countersigned by the Board Chair or other designated Board member.

AUDITS

Annual Audit Plan

The PHWB will provide an annual audit plan to the State within allowable time given by DEO and USDOL after end of year. The plan will include but is not limited to the following components:

The procedures for obtaining audit services for the PHWB. The audit firm will be selected through an RFP process that adheres to all procurement standards in 2 CFR 200 subpart F. The RFP will state the selected firm cannot provide services for more than five years.

A statement that the PHWB will obtain an engagement letter from the selected auditor indicating that the audit will adhere to regulations contained in DEO Policies and 2 CFR 200.

A statement of target dates for the beginning and completion of the audit as well as dates for submission of all resulting audit reports. The target dates that must be included are as follows:

- Commencement date of audit
- Date of Exit interview
- Date Audit reports due to the PHWB
- Date for Submission of reports and corrective action, if necessary, to the State.
- Date for Submission of audit resolution report showing corrective actions taken.
- Date for Final resolution of all audit findings

Identification of all funds to be audited, including all qualified service providers, profit and non-profit. Any service providers not requiring audit per regulations will be identified and monitored closely by the PHWB.

Audit Procedures - Going Out of Business

All contracts for vendor services will include the following stipulations:

- Immediate notification of the PHWB of possibility of cessation of business.
- Arrangement by the PHWB for an immediate grant specific audit of the service provider.
- The PHWB shall become custodian of all WIOA/TANF records
- If bankruptcy, the PHWB/Career Source will enter the proceedings as a judgement creditor if questioned costs put the PHWB in a vulnerable position.

Scope of Audits

The Auditor shall determine the following:

If the financial statements of the PHWB fairly represent its financial position and the results of its operations in accordance with generally accepted accounting principles.

If the PHWB has reasonable and proper internal controls in place to provide assurance that the management of all federal/state programs is in compliance with laws and regulations that could impact financial statements

Audits will be performed on an annual basis in compliance with OMB Uniform Guidance

Audits--Internal Controls

Institutions of higher learning and non-profit organizations must adhere to OMB Uniform Guidance

The Auditor will include in the bound audit report a statement regarding sub-recipient audits which contains the following:

- The PHWB is obtaining and acting on sub-recipient audit reports and the reports comply with OMB Uniform Guidance.
- Audit reports have been submitted within thirty (30) days of completion of the audit.
- Audit findings have been resolved within six (6) months.

SERVICE PROVIDERS

All service providers for the PHWB that receive \$750,000 or more will be audited in accordance with 2 CFR 200.501. The requirements for audit will be included in all contracts between the PHWB and service providers.

Upon receipt of the audit report of a service provider, the PHWB will review the audit report to ensure the requirements of O and have been met. For service provider audits the PHWB will use the Department of Labor, Employment and Training Administration 1993 Audit Report Quality Review Checklist as amended.

Service providers must submit their audit reports to the PHWB within thirty (30) days of receipt. The PHWB must be notified of any corrective action and/or action plans that result from the service provider's audit. Within one hundred and eighty

(180) days of receipt of the audit report by the PHWB, proof of completion of corrective action and the resolution of all findings must be submitted to the PHWB.

The PHWB will respond to service provider audits by issuing a letter of determination. This letter will include statements regarding allowance or disallowance of questioned costs, whether corrective actions for administrative findings are adequate, will include a statement that all findings are subject to State and Federal review, and will address the establishment of a debt, if applicable. Repayment options available to the service provider will be enumerated. The rights of the service provider to appeal the PHWB final determination will be in accordance with Section 144 of the Workforce Investment Act of 1998, as amended.

If there are no findings relating to WIOA or TANF funds, the letter will state this and the PHWB audit file will be closed; however, the service provider will be reminded that Federal and State authorities may also review the audit.

Debt Collection Procedures

A debt is established when a final determination is issued, and if there are questioned costs as yet unresolved. If a hearing is requested regarding the final determination, the debt collection process is delayed pending the results of the hearing.

Collection Procedures:

- Immediate repayment of the debt will be requested in the final determination. This will be a certified letter, with return receipt requested.
- After thirty (30) days, if no response or repayment has been received, another certified letter will be sent requesting payment within ten (10) days.
- If still no response, the matter will be referred to PHWB legal counsel for collection through the legal system.
- Cash is the preferred repayment method for debt satisfaction and must be made from non-Federal funds.
- If "stand-in" costs are to be used to satisfy the debt, prior State approval will be obtained.

PETTY CASH

The PHWB does not utilize a petty cash fund.

STATE FINANCIAL REPORTING

Monthly financial reports are due to the Department of Economic Opportunity (DEO) by the 20th of the month following the reporting period. A report is due for each funding source or portion thereof. Monthly expenditures are entered by cost category. Total expenditures should equal total expenditures on the Trial Balance of Expenditures for the same period.

Data for the reports is derived from the Trial Balance of Expenditures that is in a format that coincides with the categories required by the state financial reporting system. The data is broken into cost categories and sub-cost categories and is entered into the state financial system by NFA ID number. If, due to issues with the state system, it is not possible to enter sub-category figures that exactly match the general ledger, a notation is made on the Cost Category Report so as to reconcile the difference.

PROGRAM INCOME

Periodically, the PHWB generates program income. When generated it is returned to the generating program or distributed among programs in the appropriate time frame and reported in the state financial system.

BUDGET

The PHWB views the budgetary process as a management tool. The VP of Finance works with the CEO and other staff to develop a useful and accurate budget. The budget is entered into a spreadsheet that shows projected revenue as well as projected expenditures by the fund source. Contracts are listed individually. Upon completion of preliminary budget, prior to June 30, the projected budget is presented to the local officials for approval. The approval is to accept a preliminary budget with the understanding it won't be final until all NFA's from DEO, carryover from current year and other funding streams have been received. This preliminary budget is then reviewed and approved by our board prior to June 30. Unless significant changes to funding occur, over 15% of total funding, new approval will not be necessary.

BOARD FINANCIAL REPORTING

The PHWB is required to approve the initial fiscal year budget and any budgetary changes proposed by the CEO. The CEO is authorized to accept additional funding for existing program expenditures from funding sources throughout the program year. Only significant budget changes will be presented to the board for approval

of 15% or more— ordinary line item changes do not require approval. The Board receives a Budget spreadsheet whenever the budget is revised, and a Budget Variance Report for each meeting.

BUSINESS MEETING EXPENSE

The PHWB adheres to CFR 200.432 regarding Business Meeting Expenses. Meetings are approved in advance by the PHWB and expenses relating to the meetings are carefully monitored for appropriateness and prudence. Reimbursements for travel expenses, business meals, or other approved costs will be made only upon the receipt of a properly approved and completed expense reimbursement form. All required receipts must be attached.

COST ALLOCATION PLAN

All costs that can be identified as attributable to specific programs, are charged directly to those programs. Costs which are shared are charged to the appropriate cost pool and monthly are distributed to specific funding sources based upon the cost allocation plan approved by approving agency.

CREDIT CARD POLICY

The PHWB has an active business credit card account at our bank. The cards issued to staff members are to be used for business purposes only. If the account is used for personal expenses, the staff member will have to turn in their card and face disciplinary action. Some expenditures that are prohibited from purchase using a credit card are Capital assets and items disallowed by the Cost Principles. Prohibited expenditures are not limited to these examples.

The staff members having cards are the CEO, Vice President of Business Services, Finance Manager, Sr. VP of Finance, Human Resource Manager, Sr. Operations Manager, Program Assistant. The cards, when issued, are to be kept in the individual's wallet or purse and never lent to other individuals. If a staff member finds their credit card lost, damaged or stolen, they are to report it to the Finance office immediately, as well as contact Suntrust immediately and report the card lost or stolen. The employee will order a new card for use and notify finance of the credit card number once received.

When a staff member needs to purchase something with their business credit card, they must follow the purchasing procedures outlined in the purchasing policies. All shopping and approvals are necessary **prior** to making the purchase. Items under \$500 must also have prior approvals in place and receipts must be

submitted on a Request for Payment with all receipts and documentation attached.

When the transaction is complete, the resulting invoice must be signed and returned to the Finance Office immediately.

In an emergency or unusual circumstance, a verbal or e-mail notification to the Board Office for approval must be attempted. The resulting invoices must accompany the Request for Payment as well as a written explanation of the situation causing the emergency purchase.

Credit Card POLICY & PROCEDURES

I. PURPOSE

To establish criteria for the use of gas cards and credit cards issued on behalf of the Pasco Hernando Workforce Board, Inc to staff for the purpose of purchasing fuel, travel and other necessities for the board business

II. OVERVIEW

The use of credit cards has proven to be a cost effective and efficient way of operating business. Credit cards are used for small purchases in line with our procurement policy, to cover the costs of travel and incidentals instead of waiting on a check or reimbursing an employee for use of their personal cards.

III. DEFINITIONS

For the purpose of this policy the following definitions apply:

A. *Finance manager*- This individual shall review and approve a Cardholder's monthly statement of account

B. *Cardholder*- The Individual who is issued a credit card and authorized to make purchases in accordance with these procedures.

C. *Single Purchase Limit*- A dollar amount limitation of purchasing authority delegated to a Cardholder. This dollar limit may vary depending on the guidance from the VP of finance and/ or the CEO.

D. *Vendor*- A company from which a Cardholder is purchasing fuel, merchandise or services under the provisions of this procedure.

IV. PROCEDURE

A. Issuance of credit cards

1. All Pasco Hernando Workforce Board, Inc. employees issued a charge card must sign documentation verifying agreement to the conditions of use.
2. The CEO or his designee will determine the purchase authority of the employees relay information to finance for their records.

B. Use of the credit Card

1. All charge cards are assigned to an employee.
2. The charge card is to be used in the conduct of the company's business only. The use of a PHWB charge card to acquire or purchase goods and services for other than official use of the company is fraudulent use and may subject the employee to disciplinary action up to and including dismissal as specified in the PHWB Personnel Policy.
 - a. The Cardholder will forward all vendor receipts to Finance for future reconciliation of the credit card statement.
3. The Card Holder is responsible for checking with the vendor prior to obtaining service to verify vendor accepts visa cards.

The credit cards may be used for purchases of an pre-approved necessary purchase as covered in our procurement policy

C. Unauthorized credit Card Use

1. The charge card **SHALL NOT BE USED** for the following:
 - a. Personal purchases or identification
 - b. Any purchases that are not in compliance with our purchasing policies.
 - c. Service/Maintenance on a vehicle above and beyond scheduled maintenance unless approved by Management.
2. A Cardholder who makes unauthorized purchases will be liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the Bank or card company in connection with the misuse. The Cardholder will also be subject to disciplinary action, which may include termination.

D. Cardholder Record Keeping

1. Whenever a purchase is made, receipts shall be obtained as proof of purchase. Receipts, which will be used to verify the purchases listed on the Cardholder's monthly charge credit statement, will be turned in to Finance to show proof of purchase 2. When the purchase is made over-the-counter, the Cardholder shall retain the invoice and "customer copy" of the charge receipt. The Cardholder is responsible for checking that the vendor lists the quantity, fully describes the items(s), and includes sales tax, prior to the Cardholder signing the slip. If the receipt is lost, a written email must be sent to finance manager with explanation to be approved by CEO.

E. Payment of charge Card Purchases

1. The PHWB Finance department will ensure that sufficient funds are available to pay for anticipated purchases.
2. Finance Department staff will reconcile the monthly statement and attach the receipts.
3. Accounts Payable will review the documents for correctness, charge the proper accounts, and process the statement for payment.

F. Cardholder Security

1. It is the Cardholder's responsibility to safeguard the charge card to the same degree that a Cardholder safeguards his/her personal credit information. A violation of this trust will result in that Cardholder having his/her card withdrawn and disciplinary action.
2. If the card is lost or stolen, the Cardholder shall immediately notify a member of the Finance Department, and immediately contact the credit card company.
3. A new card shall be promptly issued to the Cardholder after the reported loss or theft. If a card is subsequently found by the Cardholder after being reported lost, it shall be given to the Finance Manager to be destroyed.
4. An employee may have two cards replaced due to loss or theft. After that their credit card privileges are revoked. If an employee is found guilty of theft due to negligence in care of security, replacement cards will not be issued.

G. CARDHOLDER SEPARATION

Prior to separation from the PHWB, the Cardholder will surrender the credit card and current charge card purchase receipts to the HR Manager or other individual performing the exit interview. Upon its receipt, the HR Manager will immediately forward the charge card(s) to the VP of Finance.

Sponsorship Policy

Adopted June 6, 2010

Purpose

To establish the chain of responsibility for entities to sponsor activities and facilities with the Pasco Hernando Workforce Board (PHWB) resulting in the generation of unrestricted funds or products.

Definition

Sponsorship is defined as "a business deal between two or more parties in which one party meets all or part of the costs of a facility, project or activity in exchange for commercial benefit"

Examples of Sponsorship: *Seminar Sponsorship, Job/Career Fair Underwriting, Business Advantage Seminars, Best Place To Work Annual Recognition Breakfast, Advertisement on Career Central Website, Advertisement on Career Central Mobile One Stop*

General principles

PHWB (also referred to as the Board) will endeavor, where possible and appropriate, to work in partnership with local, regional and national businesses to identify opportunities for sponsorship that will be of mutual benefit.

PHWB will not enter into sponsorship agreements with any business which is in legal or financial conflict with the Board or the State of Florida nor which connects the Board with any political party or pressure group.

Sponsorship agreements must not be regarded by any business as a means of gaining favorable terms from PHWB in any other business agreements.

PHWB should **only** seek to enter into sponsorship agreements with businesses whose values, practices and products are not in conflict with Board policy, vision, or ethic.

PHWB will ensure partner is aware that our sponsorship does not cover the unallowable costs, such as food and liquor, as defined in 2 CFR 200.

Coordination and approval procedure

Any employee or Board member planning to approach a business with a sponsorship proposal should first consult with both the Vice President of Business Services (VPBS) and the CEO to avoid several approaches being made at the same time to the same sponsor by different parts of the Board.

The VPBS will then check with the Board's VP of Finance to ensure that the potential sponsor is not in legal or financial conflict with the Board.

The VPBS will also consult with the Better Business Bureau to determine whether the potential sponsor is known to operate in a manner that may be considered as prejudicial to the best interests of consumers or in breach of any trading standards legislation.

The employee seeking sponsorship should identify at the outset the sum which they are seeking to raise. They should also agree with the VPBS on the criteria

that will be applied in determining an appropriate sponsor for the project in question.

Information on PHWB projects seeking sponsorship will be available via www.careercentral.jobs. In cases where it is proposed that more than \$5,000 should be raised from a sponsorship deal, additional steps may need to be taken to advertise the opportunity to potential sponsors.

The VPBS is responsible for approving the suitability of any potential sponsorship agreement within their department, in consultation with the CEO and other funding partners.

A legal contract between PHWB and the sponsor will support all sponsorship agreements. It must be signed by the CEO on behalf of the Board.

The VPBS will appoint an individual to act as the Board's Administrative main contact with the sponsor throughout the duration of the sponsorship agreement.

Financial procedure

In the case of cash sponsorship, in general payment should be made in full at the beginning of the period of sponsorship, unless the agreement runs for more than one fiscal year, in which case a phased payment can be agreed.

It is the responsibility of the appointed Board representative to coordinate with the VP of Finance to follow financial regulations relating to the banking of sponsorship income. Similarly, if sponsorship is in terms of goods or equipment, guidelines relating to inventories should be followed.

Marketing and media relations

Media relations for all sponsorship agreements will be handled by the PHWB's Media Representative, unless otherwise agreed with the named employee.

All information for the media produced by the sponsor must be approved by the VPBS before circulation, to include:

- The size and positioning of sponsors' logos on promotional material and signs
- The use of the Board's corporate identity on any sponsors' publicity

The use of sponsors' logos and other branding must not interfere with the Board's own corporate identity.

PASCO HERNANDO WORKFORCE BOARD, INC.
Procurement Standards, Policies and Procedures
Revised 7/1/2019

I. Purpose - To establish in clear and detailed written form the standards and procedures that will be used by the Pasco-Hernando Workforce Board, Inc. (PHWB) for procuring goods and services for the efficient operations, implementation and administration of programs.

II. Abbreviations

SVPF	Senior Vice President, Finance
SVPO	Senior Vice President, Operations
CEO	Chief Executive Officer
Finance Manager	Finance Manager
APS	Accounts Payable Specialist

III. General Standards

1. All procurement transactions will be conducted in a manner that provides for full and open competition, unless it is determined, as provided for herein, that non-competitive, sole source selection or an emergency situation would be the only effective way to provide the goods or services sought.
2. The procurements must comply with the Uniform Administrative Requirements, Cost Principles, Audit Requirements for Federal Awards, and Stevens Amendment. The standards are contained in section 2 CFR, part 200.
3. Good and services can be purchased using State contract pricing, if available, without the need to obtain additional pricing.
4. Members and staff will avoid personal and organizational conflicts of interest, real or apparent, in procurement matters.
5. Members and staff will conduct themselves in accordance with the PHWB Code of Conduct and Ethics in procurement matters.
6. All procurement must be properly documented through purchase orders, contracts, leases, petty cash receipts, or other means dependent on the type of procurement being transacted and its objectives.
7. All procurement must be readily identifiable and traceable in the accounting records such that a clear audit trail between benefiting accounts is established.
8. Small, handicapped, minority and female-owned businesses will be utilized to the greatest extent possible when procuring goods and services.

IV. General Standards on Competition

1. All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards contained in this Policy in order to fulfill the following objectives:

- a. To assure that prices paid are reasonable.
 - b. To target open access and entry.
 - c. To encourage innovation and quality.
 - d. To support integrity and independence in selection.
2. Some of the situations considered to be restrictive of competition include but are not limited to:
- a. Placing unreasonable requirements on firms in order for them to qualify to do business.
 - b. Requiring unnecessary experience and excessive bonding.
 - c. Non-competitive pricing practices between firms or affiliated companies.
 - d. Non-competitive awards to consultants that are on retainer contracts.
 - e. Organizational conflicts of interest.
 - f. Specifying only "brand name" products instead of allowing "an equal" product to be offered and describing the performance of other relevant requirements of the procurement.
 - g. Overly restrictive specifications.
 - h. Assisting firms in the program design.
 - i. Any arbitrary action in the procurement process.

V. Code of Conduct and Ethics

Attachment A

VI. Definitions

Attachment B

VII. Procurement Methods and Procedures:

Section 200.67 defines micro purchases; Section 200.320 describes the five methods of procurements – (1) micro-purchases (2) small purchases (less than \$150,000), (3) sealed bids purchases (more than \$150,000), (4) competitive proposal purchases (more than \$150,000), and noncompetitive purchase (special circumstances which are applicable for all purchase levels), See Attachment E: Procurement Bear Claw for descriptions.

All four procurement types must comply with the Procurement Standards in section 200.318, which can be summarized generally as follows: (1) the purchase complies with the PHWB's documented procedures in place; (2) purchases are necessary, (3) open competition (to the extent required by each method), (4) conflict of interest policy and (5) proper documentation for the purchases.

1. Procurement procedure, review and solicitation:

- a. Procurement by micro-purchases is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the states micro purchases limit. For single needs which do not exceed the Florida state micro purchases limit, the staff member will accomplish a Request for Purchase for that purchase and will submit it to their Supervisor, who will approve and forward to the FM, who will be responsible for insuring that the items have been budgeted for and funds are available. Once

authorization has been given, the FM will use the Request for Purchase to order the item(s) required. All purchases must be, reasonable in price and most advantageous considering price, quality and other factors. Micro-purchases do not require quotes.

- b. Procurement by small purchase is the acquisition of supplies or services with a cost between .01 above the State of Florida's micro purchases limit - \$150,000. A Purchase Order should be forwarded to an authorized staff member for procurement action, with three quotes attached when possible. The SVPF will be responsible for insuring that funds are available for the proposed procurement action by coordinating the procurement with the CEO. The SVPF will insure that the items have been budgeted for and funds are available. Once SVPF or CEO approval has been given, if quotes were not provided, the FM will begin to solicit quotes based upon the following informal procedures. If bids were given, the APS will issue a purchase order to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous, price, quality and other factors considered, for filling. Three bids are required, if possible. Bids may be obtained through internet searches, websites, or written responses from vendors.
- c. Due to a timing difference between board meetings, chairs being made available to sign documents or other issues that arise that cannot be controlled, the President/CEO is authorized to sign a letter of extension/intent up to 30 days, not to exceed \$150,000, for contracts being finalized.
- d. Procurement by Sealed Bid or Competitive Proposal (Formal Procurement) is the acquisition of supplies or services with a cost of \$150,000.01 or more. A written request should be forwarded to an authorized staff member for procurement action, with three quotes attached, when possible. The SVPF will be responsible for insuring that funds are available for the proposed procurement action by coordinating the procurement with the CEO. The SVPF will insure that the items have been budgeted for and funds are available. Once the CEO's approval has been given, if quotes were not provided, the FM will begin to solicit quotes based upon the following formal procedures. If bids were given, the APS will issue a purchase order to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous, price, quality and other factors considered, for filling. Three bids are required, if possible. For procurements where price is the major consideration, a sealed bid process will be used to obtain the bids. If a competitive proposal is necessary, then an RFP/RFQ process will be initiated to obtain written bids.
- e. Procurement by Sole Source/Proprietary Purchase shall be used in situations where the product or service is unique to one product/company, in the case of a public emergency, or when instructed by a funding source, or when competition is not available. The Sole Source/Proprietary Purchase form must be submitted along with justification as to why quotes were not available. This form will be approved by the SVPF and CEO.
 - i. Handicapped, Minority and Female Business Solicitations - PHWB is committed to involving handicapped, minority and female-owned businesses in its procurement processes. To that extent it is PHWB policy to attempt to solicit quotes, RFP responses or bids from handicapped, minority, female and non-minority firms.
 - ii. Purchases from State Contracts - PHWB is authorized to make necessary purchases from State Contracts as deemed appropriate without further competitive

procurement.

f. Solicitation Procedures

- i. Requests for single purchases may be used for purchases of equal to or less than the Florida State micro purchase limit. No quotes are required. If purchase is continual, a purchase order will be required.
 - ii. Telephone/Internet quotes may be used for small purchases between .01 above the state of Florida's micro purchase limit and \$150,000 when the services or supplies desired are easily defined. Quotes must include date and vendor. All efforts should be made to contact different vendors rather than relying on repeat quotes from the same vendors.
 - iii. Written quotes for sealed bids or competitive proposal (more than \$150,000) may be solicited using the written "Request for Quotes" (RFQ) form (See Attached Form A). All written quotes for formal bids may be made on the RFQ form provided and returned sealed in an envelope marked "WRITTEN QUOTE FOR". The form will include the date/time of submittal requirement for the vendor. The Staff Member requesting quotes will complete the form. The RFQ will also include a formal opening date and time which should allow for mail delivery on the day of opening so that interested vendors may be present.
- g. Written Quotes received on forms from vendors are acceptable as appropriate documentation when a quote to provide goods or services does not require an extensive or technical explanation. As in the case of procurement of Legal Services, a Request for Quotes may be accomplished through publication of a Legal Notice. Procedures for Handling Written Quotes - All written quotes received, will be date and time stamped and held in a file related to the Solicitation by whoever is obtaining the quotes. Quotes not received by the published date and time of opening will be returned, unopened, to the vendor.
- h. Review and Approval Procedures - Informal purchases shall be reviewed and approved in the following manner. Following receipt of the appropriate solicitation responses, approval can be accomplished as follows:

FPO/PO Approval

<u>Amount</u>	<u>Review Level</u>	<u>Signature Level</u>
POs / Micro-purchase limit and under	FM	SVPF
Contracts .01 above micro purchase limit - 150,000.00	SVPF	CEO
\$150,000.01 and Above	SVPF	CEO, Board Chair

NOTE: The Purchase Order or Purchase Order requisition will be used to document approval and must be accompanied by all information pertaining to the solicitation. These records are attached to the Finance Department's Purchase Order File Copy.

PHWB bylaws are followed for signatory approvals.

2. Formal Procurement Procedures.

- a. Any purchase of goods or services where the estimated aggregate single item cost or single purchase cost (as defined in the informal section) will exceed \$150,000.01 requires formal procurement processes to be used.
- b. The procedures established in the small purchase section apply to the specification of need, except that such statement must be more detailed, and contain language that allows for "an equal substitution" if brand name products are used to define the need. Approval of the solicitation process is the same, except that prior to advertising, the CEO will review and approve the bid specification.

Advertisement of Bids - All formal purchases will be advertised on the PHWB website and, if deemed appropriate, in major local area newspapers for at least two days prior to closing date. Bid invitations will also be sent to all firms that have identified themselves to PHWB as having an interest in providing that type of product or service. Handicapped, minority and female vendors, being listed in the State of Florida's Approved list of minority and female businesses are automatically considered to have identified themselves to PHWB.

- i. Handling of Quotes - All formal bids will be made on the form provided with the bid specification and returned, sealed in an envelope marked "WRITTEN QUOTE FOR". All responses must be received by the close of business the day prior to the bid opening. Any quote received after that time will be returned, unopened, to the vendor. Quotes will be date and time stamped by PHWB upon receipt in the manner prescribed for informal written quotes.
- ii. Minimum Number of Bids - Normally, a minimum of three bid responses are required for an award to be made. In cases where fewer than three responses are received, the SVPF will contact a sampling of the vendors not responding and document the reason(s) for their non-response. This information will be made available to the CEO. The CEO may either request that the bid be re-solicited or may, if the timing or other matters dictate, ask the PHWB to approve the award based upon the information received from the vendors.
- iii. Awarding Authority - For matters of less than \$150,000, provided that three or more bids exist, the authority to approve is vested in the CEO, SVPF or SVPO dependent upon the dollar amounts. If fewer than three bids are received, dependent upon the total cost amount, the CEO may approve the purchase or submit the item to the PHWB/Executive Committee for its review and approval. For items \$150,000 or more, the awarding authority is the PHWB Executive Committee.
- iv. Authority for Termination of Contracts - Contracts may be terminated by the CEO, for any reason, after receiving the approval of the Executive Committee. The CEO is authorized to suspend contract payments where evidence of Fraud, Waste or Abuse of Funds is brought to light. Final action to terminate or permanently suspend must be approved by the Executive Committee.

3. Sole Source Procurement/Non-Competitive Procurement

- a. Sole source or other non-competitive procurement will only be used under the following conditions. Purchases under the sole source provision will not be made without completely documenting the reasons for the sole source/non-competitive procurement and approval of the CEO, prior to procurement action. This will require using the Certification of Proprietary and Sole Source Purchases form (See Attached Form B).

- b. In providing the above certification one of two elements must be established: Either that, only one brand of goods or kind of services will properly fulfill the intended need, or that, it is obtainable (practically) from only one source.
 - c. Emergency Purchasing Authority - There may arise from time to time, an emergency situation which may require action to prevent the disruption of essential services, the resolution of a dangerous situation, or a situation which arose out of totally unforeseen circumstances. When such an emergency exists, the CEO is empowered to procure such goods or services, as necessary, to resolve the emergency, without regard to cost. Except that, to the best of his ability, the CEO/designee will attempt, situation permitting, to receive verbal quotes on the procured goods or services. The CEO/designee will detail the circumstances of the emergency, the actions taken to procure a solution and the ultimate disposition, in writing, for attachment to the Purchase Order. Such information, on items where more than \$150,000 is spent, will be presented to the Executive Committee at its next scheduled meeting for approval/sanction. The Executive Committee may provide additional guidance to the CEO on this matter.
 - d. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity.
 - e. After solicitation of a number of sources, competition is determined inadequate.
4. Negotiation with Governmental Agencies and Institutions - A State or governmental agency or institution may respond to a Request for Proposal Solicitation (RFP) to be considered to provide the services sought. PHWB may also enter into negotiations directly with that agency or institution without any formal procurement process, provided this process is approved by the Board.
5. Basis of Award for Informal and Formal Procurement Actions
- a. For both small purchase procurements and formal procurement actions, the basis of awarding contracts shall be: Awards will be made to the responsible firm, whose proposal is most advantageous to our program, with lowest price and other factors being considered.
 - b. When there is a tie or identical bid from two or more conforming bidders, the award will be made to the local firm. In cases where there are two local firms, the decision will be made by drawing.
6. Professional Services Selection - Professional services are those services such as accounting (RFP), auditing (RFP) and legal services (Legal Notice RFQ only), where the quality of the services cannot be judged by price alone. Such services will be procured using a Request for Proposal Solicitation (RFP) or a Request for Quotes (RFQ), as indicated above.
- a. RFP Solicitation - A detailed solicitation will be prepared by the appropriate staff person and submitted to the CEO for review and approval. The RFP may be forwarded to the PHWB, at the discretion of the CEO or the direction of the Board.
 - b. The RFP will contain at least the following information:
 - i. A detailed description of the professional services sought, including any time frame requirements, special reporting requirements, or other explicit instructions or requirements.

- ii. A statement of what specific professional qualifications are required by PHWB. These may be experience-based or other special qualification requirements of importance to the PHWB.
 - iii. A format for the quote of rates, fees or charges associated with the services.
 - iv. Any specific areas that the respondent is required to address that will be the basis for the selection decision.
 - v. The rating criteria that will be used.
 - vi. The date and time responses are due.
 - vii. The percentage of the total costs of the program or project which will be financed with Federal money.
 - viii. The dollar amount of Federal funds for the project or program; and
 - ix. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.
7. Proposal Review Process - All proposals that are received on or before that closing date and time specified in the RFP will be evaluated using the criteria contained in the RFP. All proposals received after that date and time will be returned to the responding party unopened.
- a. The staff member(s) preparing the RFP will review and rate all responses. This rating will be used to reduce the number of responses to a short list of no more than three.
 - b. The list of professionals will then be scheduled, at the option of the CEO or the PHWB, for interviews. This does not require that interviews be given, if in the opinion of the CEO or the PHWB the rating clearly establishes the most qualified professional to perform the work.
 - c. Approving Authority - For goods or services of less than \$150,000, the CEO is empowered to approve the selection for all services in excess of \$150,000, the PHWB Executive Committee will be the approving authority. Any contract for audit services will be reviewed and approved by the Audit Committee, regardless of the value of the contract.
 - d. Contracting for Services - After obtaining approval of goods or services from a specific respondent, staff will enter into negotiations with the respondent. Such negotiations, the original RFP and the respondent's decision, as modified by the negotiations, will form the basis for the contract. In no instance will delivery of any goods or services be authorized to begin prior to the execution of a contract by all parties.
 - e. Contract Signatures - The PHWB Chairman and the CEO are authorized signatories for contracts. The CEO is authorized by the PHWB Board to sign contracts previously approved by the Board, contracts under \$150,000, and non- financial agreements. PHWB bylaws are followed for signatory approvals.
 - f. Procurement of PHWB Training Services - The selection of PHWB training service providers is similar to but not identical to the professional services process. It uses the same RFP process described above.
 - i. Development of the RFP

- The staff will prepare draft outline(s) of the training needs it feels should be available in the Region. These needs will be presented to the PHWB. The Board will review, amend and approve the training needs outline.
 - A complete Cost/Price Estimate must be completed prior to release of the RFP.
 - Once the outline is approved, the staff will prepare a solicitation package which contains detailed RFP requirements for the training program(s) specified in the training outline. That full RFP solicitation will be presented to the Board for review and approval.
 - Once the RFP is approved, the staff can advertise to solicit responses.
- ii. Advertising/Notification of Interested Parties
- The staff may, if time permits, advertise for potential providers to establish a list of interested respondents to which an RFP would be sent. This procedure can be implemented in the same manner as a specific RFP solicitation. It would establish a list of "eligibles".
 - If such a list as mentioned above is not established, PHWB will, or, in addition to the above list, PHWB may, for at least one weekend, solicit responses to specific RFPs by advertising those RFPs in local area newspapers for one day. Such advertisements will be followed by a period of at least one month (30 calendar days) during which respondents may develop their proposals. This thirty-day period may be waived/decreased by the PHWB in instances where such a time would cause a lack of services to meet an immediate need. One example of such a situation, but not meant to be limiting or all inclusive, would be one involving a plant closing or layoff.
- iii. Review of Responses
- Staff will be assigned by the CEO to review and rate the proposals in accordance with criteria established in the RFP. Those individual ratings will be averaged and combined into a Committee report which will be made available to the appropriate PHWB Committee for their review and selection of service providers to be recommended to the PHWB for its final approval. A cost price analysis will be part of the staff review.
 - The Demonstrated Effectiveness of providers will be reviewed in accordance with PHWB policy and the RFP requirements.
- iv. Approval of Training Services Proposals - All training services proposals, regardless of value, will be reviewed and approved by the PHWB. Upon approval, staff will be charged with negotiation of the contract. The RFP and contract will contain a contractor certification in this regard.
- v. Contract Approval - Staff will negotiate a final contract with the selected provider(s) based upon concerns reported in their review, PHWB concerns, or other relevant issues. Once an acceptable contract has been negotiated, staff will have the contract executed by the Contractor and then by the PHWB Chairman or the CEO. In no event shall contract services be authorized to begin prior to the execution, by both parties, of the full contract document.
- vi. Failure to Negotiate
- If staff determines that negotiations are at an impasse, they will advise the contractor and schedule an appeal before the Executive Committee. The staff

will notify the contractor, in writing of the impasse and the date of their appeal hearing. Staff will prepare a written report outlining the area(s) where they feel an impasse exists and the reason for the staff position. The contractor will have an opportunity to discuss its position during the appeal hearing.

- The hearing will be scheduled within ten work days of the declaration of an impasse. The decision of the Executive Committee is final.

8. Appeal /Protest Procedures

a. Appeals/Protests may be submitted for Formal Procurements Only:

- i. Goods and Services - At the time of Formal Sealed Bid Opening (as advertised in the RFQ/IFB/RFP), a tentative determination of the Apparent Low Bidder will be made and tentative selection of the Goods and Services provider(s) will be made. From that date/time of tentative selection of the apparent low bidder (bid opening), any bidder has 72 hours (3 business days) (unless otherwise specified in writing to all vendors at the time of Sealed bid opening) in which to file a written appeal/protest with the CEO. At the Executive Committee meeting scheduled to review and approve the Staff Recommendations (date, time and location of meeting is included in the RFP Package), any Appeal(s)/Protest(s) will be heard. The decision of the Executive Committee is Final.
- ii. PHWB Training Services - The PHWB Executive Committee meeting, at which Staff Recommendations are presented, (date, time and location of meeting is included in the RFP Package) Appeals/Protests may be submitted for Formal Procurements Only will result in the tentative selection of PHWB Training Services Provider(s). That meeting date/time will be considered the date/time of official bid opening. From that date/time, any bidder has 72 hours (3 business days) in which to file a written appeal/protest with the ED. At the scheduled meeting of the PHWB in which final selection of Service Provider(s) is to be made (date, time and location of meeting is included in the RFP Package), the Board will hear any Appeal(s)/Protest(s). The decision made by the PHWB is Final.

9. Documentation of Procurement Actions

- a. All procurement actions will include documentation which will include the request for purchase, all telephone/written quotes received, in a writing, from the appropriate number of firms, an emergency or sole source/proprietary purchase approval (if applicable), and a purchase order. Receiving reports or other vendor related delivery documents will also be maintained to include a signature of the person receiving the goods or services. Copies of formal bid documents will also be made part of the procurement file. These will be held by the Finance Department.
- b. In the case of PHWB training services, originals and copies of the RFP's can be maintained separately from the procurement files and records in the Finance Office files.
- c. Contract Files will be maintained by the APS and will, at a minimum, contain the following: Original Signed Contract, Copy of Signed RFP Proposal, Copy of all correspondence concerning the contract to include monitoring reports, copy of all contract modifications, copy of all cost/price analyses, and reference to location of copy of RFP and any RFP supporting documentation.
- d. RFP Procurement Files will be maintained by the APS, and at a minimum, will contain the following: Original RFP; Bidder's List; copy RFP distribution letters;

copy of Cost/Price Analysis; copy of request for Legal Notice, and copies of actual Legal Notices when received; original of each RFP Proposal received; copies of all correspondence transmitted or received regarding the RFP; and reference to all applicable files filed elsewhere.

10. Third Party Contracts/Subcontracts - No Third Party Contracts or Subcontracts will be allowed, unless specifically approved, in writing, by the PHWB.

11. Cost/Price Analysis Cost Reasonableness Standards for Procurement of Employment and Training Services.

See Attachment C for Cost Reasonable Standards for Procurement of Employment and Training Services:

The Act and regulations require that PHWB costs be necessary and reasonable for the proper and efficient administration of grant programs. In accordance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, a cost or price analysis will be performed in connection with every procurement action above the Simplified Acquisition Threshold. Cost and price estimating is the process of determining, in advance, what the reasonable and fair asking price for goods and services should be. All costs will be reviewed for reasonableness.

- a. The method and degree of analysis depends upon the facts surrounding the particular procurement and pricing situation, but at a minimum, PHWB will perform an independent cost or price estimate before receiving bids or proposals (competitive procurements of a purchase in excess of \$150,000) All procurements, above the Micro-Purchase limit must include an appropriate analysis of the reasonableness of costs and prices.
- b. PHWB will do whatever analysis is appropriate to the particular procurement action. A price analysis alone is allowed under limited circumstances (such as when the reasonableness of price can be established based upon a comparison of catalogue prices or a comparison of prices from an adequate number of suppliers of a commercially available off-the-shelf product.) A price analysis is required whenever a cost analysis is done.
- c. An independent cost and/or price estimate will be performed before each and every procurement action whose costs exceed (or are expected to exceed) the \$150,000 aggregate threshold for small purchases. This is not required for purchases which fall below the \$150,000 Simplified Acquisition Threshold established in Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- d. Cost and price estimates must be documented, in writing, and must be performed by someone who has no financial interest in the outcome of the procurement. PHWB staff may use the CERTIFICATE OF CURRENT COST OR PRICING DATA Form and the COST/PRICE ANALYSIS WORKSHEET Checklist included in this policy to document such cost and/or price estimates having been done.

PRICE ANALYSIS Refers to the Total Price without regard to the individual specifics involved in assembling total price.

COST ANALYSIS Refers to the Individual Elements that come together to make up the Total Price

12. Standard Contract Document

Cost-Reimbursement Boiler Plate Contract with Performance Benchmarks

13. Types of Agreements and Usage

- Request for Purchase - All Goods and Services.
- Purchase order - Training Materials/Supplies and Budgeted Program Expenses over the Micro-Purchase limit of \$3,500.
- Formal Contract - PHWB Training Services and Professional Services.

14. DEO Prior Approval

- a. All purchases of equipment costing \$5,000 or more shall be submitted to the Florida Department of Economic Opportunity for Prior Approval in accordance with Prior Approval Administrative Policy for DEO Workforce Subrecipients.
- b. All capital improvements
- c. Contracts exceeding \$150,000 between the PWDB and a board member or employee.
See Attachment D.

Pasco Hernando Workforce Board
Written Request For Quotes Form

Date of Issuance:	Date Quotes Will Be Opened At PHWB:
-------------------	-------------------------------------

(Submit Quotes No Later Than 5:00 P.M. The Day Prior To Bid Opening Date)

Items for Quotations:

A Separate List May Be Provided.

PHWB Requesting Agent:

Telephone Number:

Vendor Name:

Address:

State: _____ Zip Code: _____ Phone: _____

Item Name	Quantity	Unit Cost	Total Cost

Name of Person Submitting Quote	Title
<p>*****</p> <p>All quotations are understood to be valid for consideration for 45 days from the date of submittal and unless otherwise stated, quoted prices will remain unchanged for a period of one full year from the date of PHWB acceptance of prices for any identical needs. PHWB has 45 days to review quotes and make an award.</p>	

Certification as To Proprietary and Sole Source Purchases

TO: Jerome Salatino, President and CEO

(CHECK A or B)

A. ___ Proprietary Purchase available from more than one source.

B. ___ Sole Source Purchase of a proprietary item available from only one source.

PROPRIETARY PURCHASE (Must be filled out if "A" or "B" is checked)

The undersigned certifies that the specific make, brand, model, or vendor specified on the accompanying Purchase Order # _____ is the ONLY make, brand, model or vendor that will fulfill the intended need for the following reasons:

SOLE SOURCE (Must be filled out only if "B" is checked)

The undersigned certifies that the specific make, brand, model or vendor specified on the accompanying Purchase Order # _____ is obtainable only from the following source, and for the following reason(s):

OTHER SOURCES CHECKED (List the companies contacted to provide purchase item)

Requestor Signature

Date

Finance Certification:

CEO Certification:

Sign: _____
Title: Senior VP, Finance
Phone: 352-583-2235 Date: _____

Sign: _____
Title: CEO
Phone: 352-583-2225 Date: _____

Certificate of Current Cost or Pricing Data This is to certify that, to the best of my knowledge and belief, the cost or pricing data, submitted, either actually or by specific identification in writing to PHWB, Inc. (PHWB) in support of * are accurate, complete, and current as of this _____day of 20_____.** This certification includes the cost or pricing data supporting any advance agreements between the offeror and PHWB that are part of this proposal.

Organization

Name

Title

Date of Execution_____***

- * Identify the proposal, quotation, modification proposal or other submission involved, giving the appropriate identifying number (RFP #, etc.)
- ** Insert the day, month, and year when price negotiations were concluded and price agreement was reached.
- *** Insert the day, month, and year of signing, which should be as close as practicable to the date when the price negotiations were concluded and the contract price was agreed to.

Cost/Price Analysis Worksheet

PART I - GENERAL

YES NO

1. Offeror computations check and verified?

Problems/Comments

2. All necessary cost elements included?

Problems/Comments

3. Offeror supporting documentation and justification complete?

Problems/Comments

**4. PHWB Categorization?
(Training, Administration, Supportive Services)**

Correctly categorized?

Need More Information?

Problems/Comments

PART II - SPECIFIC COSTS		
Cost Element	Necessary/ Reasonable	Basis for Judgment (Check One or More)
1. Staff Costs	YES / NO	Independent Agency Estimate Compared/Other Current Offers Compared/Past Offers Verified Market Price or Quote Other (Specify) _____
Comments/Concerns/Problems: (Explain in detail, salary differentials among respective instructors, if any, percentage of work time devoted to this program and each other program employee(s) is(are) working at the same time.)		
2. Fringe Benefits (For tax-based elements, be sure that rates and bases are current.)	YES / NO	Independent Agency Estimate Compared/Other Current Offers Compared/Past Offers Verified Market Price or Quote Other (Specify) _____
Comments/Concerns/Problems:		
3. Materials Training/ Program	YES / NO	Independent Agency Estimate Compared/Other Current Offers Compared/Past Offers Verified Market Price or Quote Other (Specify) _____

Cost Element	Necessary/ Reasonable	Basis for Judgment (Check One or More)
4. Materials, Office Supplies/ General (PHWB Use Only)	YES / NO	Independent Agency Estimate Compared/Other Current Offers Compared/Past Offers Verified Market Price or Quote Other (Specify) _____
Materials/Office Supplies purchased with PHWB funds may only be used to benefit PHWB participants.		
5. Equipment (PHWB Use Only)	YES / NO YES/NO	Independent Agency Estimate Compared/Other Current Offers Compared/Past Offers Verified Market Price or Quote Other (Specify) _____
Unless offset funding is used and documented for this program, all equipment purchased with PHWB funds may only be used to benefit PHWB participants. Turn equipment over to PHWB control at 7361 Spring Hill Drive, Spring Hill, FL 34606 as required, upon completion of program if this equipment is not currently in use for PHWB Participant Training.		
6. Facilities	YES / NO	Independent Agency Estimate Compared/Other Current Offers Compared/Past Offers Verified Market Price or Quote Other (Specify) _____
Cost Element	Necessary/ Reasonable	Basis for Judgment (Check One or More)

7. Communications	YES / NO	Independent Agency Estimate Compared/Other Current Offers Compared/Past Offers Verified Market Price or Quote Other (Specify) _____
8. Insurance/ Bonding	YES / NO	Independent Agency Estimate Compared/Other Current Offers Compared/Past Offers Verified Market Price or Quote Other (Specify) _____
9. Staff Travel	YES / NO	Independent Agency Estimate Compared/Other Current Offers Compared/Past Offers Verified Market Price or Quote Other (Specify) _____
Cost Element	Necessary/ Reasonable	Basis for Judgment (Check One or More)

10. Consultants	YES / NO	Independent Agency Estimate Compared/Other Current Offers Compared/Past Offers Verified Market Price or Quote Other (Specify) _____
11. Accounting/ Audits	YES / NO	Independent Agency Estimate Compared/Other Current Offers Compared/Past Offers Verified Market Price or Quote Other (Specify) _____
12. Photocopying/ Printing	YES / NO	Independent Agency Estimate Compared/Other Current Offers Compared/Past Offers Verified Market Price or Quote Other (Specify) _____
Cost Element	Necessary/ Reasonable	Basis for Judgment (Check One or More)

13 Supportive Services	YES / NO	Independent Agency Estimate Compared/Other Current Offers Compared/Past Offers Verified Market Price or Quote Other (Specify) _____
14 Indirect Costs <small>(When proposed, be sure that audit agreement and proposal are attached; ensure that costs not duplicated in direct costs)</small>	YES / NO	Independent Agency Estimate Compared/Other Current Offers Compared/Past Offers Verified Market Price or Quote Other (Specify) _____
15 Subcontracts <small>(Review Subcontractor cost/price proposal)</small>	YES / NO	Independent Agency Estimate Compared/Other Current Offers Compared/Past Offers Verified Market Price or Quote Other (Specify) _____
Cost Element	Necessary/ Reasonable	Basis for Judgment (Check One or More)

16 Application Fees	YES / NO	Independent Agency Estimate Compared/Other Current Offers Compared/Past Offers Verified Market Price or Quote Other (Specify) _____
17 Registration Fees	YES / NO	Independent Agency Estimate Compared/Other Current Offers Compared/Past Offers Verified Market Price or Quote Other (Specify) _____
Give Specific REASON for Registration Fees, what is included with fees, and why fees vary per course, if applicable:		
18 Other (Specify)	YES / NO	Independent Agency Estimate Compared/Other Current Offers Compared/Past Offers Verified Market Price or Quote Other (Specify) _____
Cost Element	Necessary/ Reasonable	Basis for Judgment (Check One or More)
19. Other	YES / NO	Independent Agency Estimate Compared/Other Current Offers

(Specify)		Compared/Past Offers Verified Market Price or Quote Other (Specify) _____
PART III - PROFIT / FEE		
1. Offeror is (Check One)	Non-Profit	For Profit
2. If Non-Profit, No profit is allowable.		
3. If For-Profit, Amount of profit proposed is: \$		
4. Profit is (Check One)	Reasonable Not Reasonable/Excessive	
5. If profit is deemed reasonable, describe basis for judgment: (e.g., agency profit guidelines; application of profit guidelines; other)		
6. If profit is deemed excessive, list profit objective (dollar amount to be negotiated		

PART IV - CONCLUSIONS

Prepare a brief narrative citing:

- 1) Specific additional cost justifications needed;
- 2) Recommended adjustments to specific cost elements; and
- 3) Any other comments about cost/price proposal.

(Use another sheet of paper, if additional writing space is needed)

PART V - SIGNATURES OF EVALUATORS

OFFICIAL SIGNATURE

Jerome Salatino
President/CEO

Code of Conduct and Ethics

1. PHWB Officers, Members, Employees or Agents shall neither solicit nor accept gratuities, favors or anything of monetary value in excess of \$25.00 from each other or from vendors/contractors or potential vendors/contractors. Violations of this standard will result in disciplinary actions being taken. Appropriate disciplinary actions will be determined by a specially constituted committee of the PHWB whose members will be devoid of any conflict of interest related to the party or parties involved.
2. Any Contractor or PHWB Officer, Member, Employee or Agent that develops or drafts specifications, requirements, statements of work, invitations for bids, and/or requests for proposals shall be excluded from competing for such procurements. Further; Persons, Organizations, and Employers of such Officers, Members, Employees or Agents shall be excluded from competing for such procurements when a conflict of interest situation would be created by such competition.
3. No PHWB Officer, Member, Employee or Agent shall participate in the selection, award, or administration of a contract where, to his knowledge, he or his immediate family, partners or organizations in which he or his immediate family has a financial interest, or with whom he is negotiating or has any arrangement concerning prospective employment.
4. No PHWB Officer or Member shall discuss or vote on a proposal(s) which is in competition with a proposal submitted by any party with whom the member, or his immediate family, has business, organizational or family ties.
5. Arm's length relationships will be maintained between contractors and PHWB Officers, Members, Employees or Agents in the award and administration of contracts.
6. Meetings of the PHWB, its committees, and between members, will comply with the Florida Government in the Sunshine Act, Florida Statutes, Section 286.011.
7. PHWB Officers, Members and Employees shall maintain on file at the PHWB Administrative Office, at all times, a current Conflict of Interest Disclosure Form on which they will certify abidance with the standards of this Code, with a signed copy of this Code of Conduct and Ethics attached.
8. PHWB Officers, Members, Employees or Agents who serve on a Review and Rating Committee for RFPs shall sign a Conflict of Interest Disclosure Form declaring that they have no conflict of interest related to the particular solicitation. This form will be filed with all documents related to the RFP. If it is disclosed that they have a conflict of interest, they will be removed from the Committee.
9. Upon discovery of an actual or potential conflict of interest, a PHWB Officer, Member, Employee or Agent shall promptly file a written statement of disqualification and shall withdraw from further participation in the transaction involved. The Officer, Member, Employee or Agent may, at the same time, apply to PHWB Legal Counsel for an advisory opinion as to what further participation, if any, the Officer, Member, Employee or Agent may have in the transaction.

10. No Employee shall:

- a. Accept any direct or indirect financial benefit from any source other than the PHWB as a result of the performance of official duties.
- b. Accept any position, whether compensated or uncompensated, which will impair independence of judgment in the exercise of official duties.
- c. Accept any position or engage in any business which will require disclosure of information that could provide a competitive advantage to one party over another in procurement matters.
- d. Improperly disclose information acquired in the performance of official duties that could result in personal gain or provide a party a competitive advantage over another party in procurement matters.
- e. Use or attempt to use official position to secure unwarranted privileges or exemptions personally or on behalf of others or give the appearance of such action.
- f. By conduct, give reasonable basis for the impression that any person or organization can improperly influence the performance of official duties.
- g. Pursue a course of conduct which will raise suspicion among citizens that acts engaged in are in violation of public trust.
- h. Pursue a course of conduct which will give rise to a violation of conflict of interest standards.
- i. Take part in any prohibited political activities.
- j. Take part in any religious or anti-religious activity in the discharge of official responsibilities.
- k. Promote or oppose unionization in the discharge of official duties.
- l. Participate in any effort to violate any other applicable Federal, State and Local Laws and Regulations.

Violations of any provision of this Code may be cause for immediate dismissal or other disciplinary actions provided for under the PHWB' Personnel Rules and Policies.

Definitions

"Aggregate" is a term used in procurement which means the total dollar amount of a proposed procurement after taking into account the individual amounts of a proposed purchase. Subrecipient shall not break down one purchase into several purchases merely to use small purchase procedures instead of formal bids or proposal solicitations. Subrecipients must determine the total amount of a proposed purchase over the period of the program year (12 months) to arrive at the aggregate amount of the proposed purchase.

"Award or Agreement" means a contract, grant, subcontract, subgrant or other type of legal instrument.

"Awardee" means any one of the entities receiving a PHWB award (e.g. contractors, grantees).

"Commercially Available Off-The-Shelf Training Package" means a training package sold or traded to the general public in the course of normal business operations at prices based on established catalogue or market prices.

"Contract Management" means the process of administering a contract from the initial stages of deciding on the services needed, through the choosing of a provider of services, the negotiation of the actual contract documents, and the monitoring of the service until the contract ends.

"Cost-Reimbursement Contract" means a type of contract which pays for the actual costs of providing services reflected in a line-item budget which is included in the contract. Cost-Reimbursement contracts are used when the subrecipient reimburses the provider for actual allowable costs of providing services rather than a predetermined rate per unit of services provided or specific goods.

"Emergency" is any acquisition made without regard to budgeted cost items or amounts when an imminent threat exists that would

- 1) affect the life and/or health of the employees, clients or the public for which the Corporation could be held liable,
- 2) substantially impair the operations or performance of programs of the Corporation, or
- 3) destroy Corporate assets or records.

"Employment and Training Services" or "Services Delivery" means the acquisition of services to be provided to program clients.

"Employment Generating Activities" are activities designed to increase job opportunities for eligible individuals in the area and are **STRICTLY PROHIBITED BY THE LAW** as amended.

"Expendable Goods" is tangible property having an acquisition unit cost of less than \$200 and a useful life of less than 1 year.

"Field Purchase Order" means a document authorizing a provider to deliver merchandise or

services, to be rendered at a specified price. Upon acceptance by a provider, a field purchase order becomes a contract.

"Fixed-Price Contracts" means a type of contract which provides for a stated number of units of service, for which payment is made on a price per unit basis so that a determination of total contract price can be made.

"Individual Referral" means the referral of an individual participant to classroom training under the sole source exception to competitive procurement contained in the PHWB regulations.

"Intangible Goods/Property" shall be considered cost items such as insurance, bonding, and employee benefits.

"Line-Item Budget" means a method of cost presentation which presents the total cost of the proposed services in detailed cost categories such as salaries, benefits, and expenses. It is always used in a cost-reimbursement contract.

"Non-Expendable Personal Property" is tangible property having a useful life of 1 year or more and an acquisition unit cost classified as one of the following:

Capitalized, Major = \$5000 and Over Non-Capitalized = \$4999.99 or Less

"Offerer" means an individual or organization who submits proposals or bids following distribution of a Request for Proposal (RFP) or a Request for Quotes (RFQ), or who otherwise is considered a potential provider during the selection of the goods and services being procured.

"Offerer's List" means a list of potential providers of the contractual services for which you may contract.

"Personal Services" are those rendered by an individual or an outside entity on a non-professional temporary, periodic or ongoing basis. Costs of labor and materials are included as specified by agreement. Examples include temporary help, janitorial services, pest control, routine prevention and maintenance services etc.

"Procurement" means the process which leads to any award of PHWB funds. "Professional Services" are those rendered by an individual or outside entity on behalf of the Corporation. Examples include legal, auditing, accounting, financial, consulting, etc., services.

"Provider" means an organization or individual providing contractual services in accordance with the terms of a contract.

"Purchase Order" means a document authorizing a provider to deliver merchandise or services, to be rendered at a specified price. Upon acceptance by a provider, a purchase order becomes a contract.

"Qualified Offerer or Responsible Offerer" means a person or organization who has submitted a bid or proposal which conforms in all material respects to the requirements specified in the procurement solicitation and which has the capability in all respects to perform fully the contract requirements and has the integrity and reliability which will assure good faith performance.

"Real Property, Land and Improvements" means land, land improvements, structures and appurtenances thereto acquired through purchase, lease, rent or otherwise excluding movable machinery and equipment. NOTE: The WIOA Law prohibits the Workforce Regions from Owning Land or Buildings and prohibits making Leasehold Improvements using PHWB Funds.

"Request for Proposal (RFP)" means a bid instrument which includes a statement of the services sought and all contractual terms and conditions as they apply to the procurement of contractual services. The RFP also contains a description and relative importance of the evaluation criteria which will be used to evaluate the proposals. Evaluation criteria must include but are not limited to price. The RFP must specify that more than one provider may be selected.

"Request for Quotes" means the bid instrument used for selecting a provider (or providers) of contractual services when the value is equal to or exceeds small purchase thresholds and the subrecipient intends to enter into a fixed price contract and intends to select the qualified responsible bidder primarily on the basis of price.

"Service Provider" means a public agency, private not-for-profit organization, or private for-profit entity that delivers educational, training, employment or supportive services to PHWB participants.

**Cost Reasonableness Standards for Procurement of
Employment and Training Services**

A cost/price analysis shall be performed on each offer submitted under a procurement for employment and training services unless the offer is tuition- or catalog-based or is the lowest price submitted under the IFB method. All costs will be reviewed for reasonableness.

Price analysis shall be performed when it is possible to compare total price of the offer

- 1) with a similar contract to determine price is fair and reasonable provided that the contract compared with has been determined to be reasonable, or
- 2) with competing offers submitted under the same procurement.

Cost analysis shall be performed when competition is not the determinant of cost. Cost analysis is the analysis of each element of cost in the offer. Cost analysis may also be performed under competitive conditions to test reasonableness of all offers submitted. Such analysis may be performed on all cost elements or selected elements.

When cost analysis is used to determine reasonableness of cost, the standards found on the following pages will apply:

<u>Cost Element</u>	<u>Standard</u>
Salaries	Annual salaries generally do not exceed by more than 10% the higher of: 1) PHWB salary ranges for comparable positions; or 2) Statewide Region averages for comparable positions; or 3) Salary ranges established by State Institutions for comparable positions.
FICA	Rates established by law for regular FICA and the Medicare tax.
Unemployment	Comp Rates established by law.
Worker's Comp	Rates established by insurer.

Leave Accrual	Proposer's rates if established in written policy using PHWB'S rates as the reasonableness guide or PHWB' S rates.
Health/Life/Dental	Rates established by insurer.
Utilities & Phone	Historical experience in the area, utility/phone company estimates, PHWB comparative costs.
Equipment Maintenance	Historical experience, maintenance agreement costs, vendor estimates, PHWB comparative costs.
Space	Historical experience in the area
Facility Maintenance	Historical experience, maintenance agreement costs, vendor estimates, PHWB comparative costs.
In Region Travel	Maximum Cost Reimbursement Rates
Mileage Rate	Per mile pursuant to DEO Policy & IRS regulations. Total
Miles	Historical experience, PHWB comparative costs.
Meals	Pursuant to DEO Policy & IRS regulations.
Out of Region Travel	PHWB will pay from its funds for this cost on a case by case basis.
Liability and Business Insurance	Insurer rates/premiums
Training Materials and Supplies	Historical experience, vendor quotes based on per participant usage. If vendor is also the offeror, offeror must demonstrate that prices proposed are competitive.
Tuition	Published, catalog rates.
Fees	Published cost reimbursement rates provided fees are not cost plus in nature.
Tools	Vendor quotes.

Equipment	Vendor quotes.
Work Experience Wages	Pursuant to Work Site agreement.
Tryout Employment Compensation	Federal Minimum Wage or more.
Participant Support Services, Incentives	PHWB'S adopted policies.
Payments and Insurance Audits	Vendor quotes
Indirect Cost	Pursuant to approved indirect cost plans.
Profit	Up to a maximum of 10%, must be performance based.

Service Provider Procurement: The following is the PHWB'S adopted policy for procuring service providers:

Procurement standards will conform to applicable Federal law and the standards identified in this policy.

- A. Standards of Conduct Governing the Performance of Employees Engaged in the Award & Administration of Contracts: A written code of standards of conduct governing the performance of employees engaged in the award and administration of contracts will be maintained. No employee, officer, or agent of the grantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.

**POLICY TO IMPLEMENT 2010 APPROPRIATIONS ACT PROVISO AND
2010 APPROPRIATIONS IMPLEMENTING BILL CONCERNING REGIONAL
WORKFORCE BOARD CONTRACTING**

The following policy is established in accordance with proviso language for Specific Appropriation 2214 of the 2010 General Appropriations Act and the 2010 Appropriations Implementation Bill.

The proviso language for Specific Appropriation 2214 prohibits the use of state or federal funds by a regional workforce board "for any contract exceeding \$25,000 between a regional workforce board and a member of that board that has any relationship with the contracting vendor, unless the contract has been reviewed by the Department of Economic Opportunity and CareerSource Florida, Inc." The 2010 Appropriations Implementation Bill further clarifies this prohibition. Both the proviso and implementing legislative language are incorporated into and made a part of this policy.

I. Definitions

For the purposes of this policy, the following definitions apply:

- a) "Board" means one of Florida's twenty-four regional workforce boards.
- b) "Contract" means a written agreement, including a purchase order, funded by state or federal funds, to which a regional workforce board is one of the parties. It includes the initial contract and all amendments, renewals or extensions. For purposes of this policy, "contract" includes the proposed contract. This term does not include:
 - 1) retail purchases for which no written contract is executed; and
 - 2) the purchase of utility services for use by a regional workforce board.
 - 3) staff employment contracts (other than contracts with members of the board or relatives of board members)
- c) "Entire board" means the complete membership of the regional workforce board at the time a contract is submitted to a vote. It includes the board member who has a relationship with the contracting vendor and who therefore must abstain on the vote on the contract. Membership of the board includes non-voting members.
- d) "has any relationship with the contracting vendor" means the member is an owner or a principal of the vendor, or a principal of the vendor has retained the member, or the parent organization or subsidiary of a corporate principal of the vendor has retained the member, other than an agency as defined in s. 112.312(2), or a member's known relative or member's business associate is an owner of the vendor. For purposes of this policy, vendor, contractor and subrecipient are the same.
- e) "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member, other than an agency as defined in s. 112.312(2), or the special private financial gain to any member's relative or business associate or to a board employee and such benefit is not remote or speculative.
- f) "Owner" means any ownership interest in a privately owned contracting entity or a majority

interest in a publicly held contracting entity.

- g) "Principal of a contractor" means an owner or high level management employee with decision making authority.
- h) "Relative" means father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law. § 112.3143(1)(b), Fla. Stat.
- i) "Utility services" include telephone, cable, electricity, water, gas, waste and sewage services and other similar services.

II. Requirements of Section 445.007(11)

A board must comply with all requirements of section 445.007 prior to contracting with a board member or other person or entity who could benefit financially from a contract (as defined in paragraph I(e) above). These requirements are:

- a) All contracts between the board and a board member or other person or entity who may benefit financially from a contract (as defined in paragraph I(e) above) must be approved by a two-thirds vote of the entire membership of the board and the approval of such contracts shall not be delegated to staff or committees.
- b) The fact that a board member or other person or entity could benefit financially from the contract (as defined in paragraph I(e) above) must be disclosed in the meeting, and made part of the minutes of the meeting before the vote is taken. The board member's absence from the meeting does not relieve the board from the disclosure and 2/3 vote requirements. All other known conflicts must be disclosed before the vote. If a board member discovers a conflict of interest after the vote, then the conflict must be disclosed in a procedure consistent with s. 112.3143(4)(b). Board members who could benefit financially from the contract or who have any relationship with the contracting vendor (as defined in paragraph I(d) above) must abstain from voting on the contract. A board member's designee cannot vote in the place of a board member who is required to abstain.
- c) Board contracts equal to or greater than \$25,000 shall not be executed prior to the written approval of CareerSource Florida, Inc. (CSF).
- d) To comply with section 445.007(11), the board must submit all contracts equal to or greater than \$25,000 with persons or entities who could benefit financially from the contract to Department of Economic Opportunity (DEO) along with documentation, as specified by CSF, demonstrating compliance with section 445.007.
- e) Contracts under \$25,000 with a board member or other persons or entities who could benefit financially from the contract (as defined in paragraph I(e) above) are exempt from the review and recommendation process, but must be reported to DEO and CSF within 30 days after approval by the board.
- f) Even though the term "contract" includes the initial contract and all amendments, renewals, or extensions, renewals or extensions of contracts with a board member or persons or entities who could benefit financially from the contract must be approved under the same procedure as if the renewal or extension were an original contract. Any amendments to a contract which could benefit financially a board member or a other person or entity (as defined in paragraph I(e) above) must be approved under the same procedure as if the amendment were an original contract. Any amendments which do not benefit financially a board member or other person or entity (as defined in paragraph I(e) above) may be approved by a regular majority vote

where there is a quorum according to board rules.

- g) All other requirements of section 445.007(1) must be met. For example, a board member must continue to disclose any conflict of interest in a manner that is consistent with the procedures outlined in s. 112.3143.
- h) In order to comply with the requirements of section 445.007, a board's policy shall advise and require board employees to disclose known conflicts of interest and notify the board of any contracts which may benefit them personally. In order to comply with the requirements of section 445.007, a board's policy shall advise and require all parties to a contract to disclose all known conflicts of interest and notify the board of all board members or other persons or entities known to benefit financially from the contract (as defined in paragraph I(e) above).
- i) A contract which is initially subject to the requirements of s. 445.007 due to a board member's, an employee's or another person's or an entity's conflicts of interest at the time of approving the contract is not subject to these procedures after the departure of the member from the board membership, the departure of the employee from the board's employ or other actions has removed the conflicts of interest.

III. Review Criteria

Contracts equal to or greater than \$25,000 with a board member or other person or entity who could benefit financially from the contract (as defined in paragraph I(e) above) must be reviewed by DEO to ensure that these statutory requirements have been met:

- a) The board approved the contract with a two-thirds vote of the entire membership of the board;
- b) Board members who could benefit financially from the contract or board members who have any relationship with the contracting vendor disclosed any such conflicts prior to the board vote on the contract; and
- c) Board members who could benefit financially from the contract or board members who have any relationship with the contracting vendor abstained from voting.

IV. Required Documentation

- a) For contracts under \$25,000, the board must electronically submit a completed contract information form certified by the board chair as correct and true information within 30 days after approval of the contract to [identify mailbox address].
- b) For each contract equal to or greater than \$25,000, the board must electronically submit after the board's approval of the contract a completed contract information form certified by the board chair as correct and true to [identify mailbox address] containing the following information:
 - 1) Identification of all parties to the contract.
 - 2) Description of goods and services to be procured.
 - 3) Value of the contract, contract renewal or contract extension.
 - 4) Contract term
 - 5) Contract number or identifying information, if any
 - 6) Identification of board member or employee whose conflict of interest required the board's approval of the contract by 2/3 vote.

- 7) The nature of the conflict of interest in the contract.
- 8) A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting and for those in attendance, the affirmative and negative votes and abstentions for each member.
- 9) Dated and executed conflict of interest forms, which are consistent with the procedures outlined in s. 112.3143, submitted at or before the board meeting, for board members who have any relationship with the contracting vendor (as defined in paragraph I(d) above)
- 10) Other information as specified on the contract information form.

DEO will review this documentation to ensure compliance with the statutory requirements listed in Paragraph II above. Failure to timely provide all required documentation or failure to complete the form shall result in immediate disapproval of the contract and require resubmission of documentation and form. DEO will electronically submit in writing to CSF within five (5) business days of receiving all of the required documentation its recommendation whether the statutory requirements were met. CSF will then electronically transmit in writing within three (3) business days after receipt of the Department's written recommendation its approval or disapproval. The board may not execute the contract until CSF approves the contract.

V. Request for Review When Contract Approval is Denied

A party to the contract may request a review of CSF's disapproval of a contract. Strict compliance with the following procedures is required.

- a) The request for review must be in writing, must state specific grounds for review, and must provide all information required for review of the stated grounds. Failure to state specific grounds may be cause for denial of the request without further review.
- b) The request for review must be received by CSF not later than ten (10) calendar days from the date of CSF's denial and may be submitted electronically to [identify name of electronic mailbox] or by any other means of delivery, i.e. mail service, hand delivery or facsimile. Any request for review that is not received by CSF within this timeframe will be rejected without further consideration.
- c) Within seven (7) calendar days of receipt, the CSF President or designee will issue a final decision on the request for review. The Chair of Workforce Florida or its Board of Directors may direct the President to present such reviews to the Executive Committee. No review under this policy will be presented to the CSF Board of Directors unless, at the discretion of the Chair, such full board review is deemed to be necessary.

VI. Effective Dates of Policy

- a) This policy shall be in effect on.
- b) This policy shall expire on.

VII. Revision to Policy –

Senate Bill 2156 – Government Reorganization became effective. It contained the following language:

“If the regional workforce board enters into a contract with an organization or individual represented on

the board of directors, the contract must be approved by a two-thirds vote of the entire board, a quorum having been established, and the board member who could benefit financially from the transaction must abstain from voting on the contract. A board member must disclose any such conflict in a manner that is consistent with the procedures outlined in s. 112.3143.”

This policy is modified to incorporate the above language effective July 1, 2011.

VIII. Future Revisions

The Pasco-Hernando Workforce Board, Inc. will comply with any future revisions incorporated into Florida State Statutes on the effective date of those Statutes.

CONTRACT INFORMATION FORM

This form is to seek approval of a contract valued at \$25,000 or more involving a conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, _____, hereby certify the following information regarding a contract that came before the Pasco-Hernando Workforce Board.

- a) Identification of all parties to the contract:
- b) Description of goods and services to be procured:

- c) Value of the Contract/renewal/extension:
- d) Contract Term: _____
- e) Contract number or other identifying information, if any: _____
- f) Identification of board member or employee whose conflict of interest required the board's approval of the contract by 2/3 vote: _____
- g) The nature of the conflicting interest in the contract: _____

- h) The board member with the conflict of interest was/was not present when the board voted to approve the contract.
- i) A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting and for those in attendance, the affirmative and negative votes and abstentions for each member.
- j) Dated and executed conflict of interest forms, which are consistent with the procedures outlined in s. 112.3143, submitted at or before the board meeting, for board members who have any relationship with the contracting vendor (as defined in paragraph I(d) of the Workforce Florida, Inc. contracting policy.)

I certify that the information above is true and correct.

Date Filed

Signature of Board Chair* or designee of the Board

*Must be certified and attested to by the Board Chair or designee of the Board.

DISCLOSURE OF BOARD MEMBER'S OR EMPLOYEE'S CONFLICT OF INTEREST IN THE CONTRACT

I, _____, am a board member / an employee of the board (circle one). I

hereby disclose that:

I could benefit financially from the following contract (provide name of parties to contract and description of the contract):

I could benefit financially from the contract in the following manner:

"Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member, other than an agency as defined in s. 112.312(2), or the special private financial gain to any member's relative or business associate or to a board employee and such benefit is not remote or speculative.

Date filed

Signature of Board Member/Employee

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S VOTING TO APPROVE THE CONTRACT; BOARD MEMBERS WHO BENEFIT FINANCIALLY OR WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM THE VOTE, AND THE CONTRACT MUST BE APPROVED BY A 2/3 VOTE OF THE ENTIRE BOARD. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERCEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLA. STAT.

CONTRACTOR DISCLOSURE AND CERTIFICATION

For purposes of the contract between Pasco-Hernando Workforce Board and _____

_____ (contractor), the following disclosure is made: The

principals* and owners* of the contracting entity:

_____ have no relative who is a member of the board;

_____ have a relative who is a member of the board, whose name is

There is / is not (circle one) a principal or owner who is a member of the board. If applicable, the principal's or owner's name is _____.

There is / is not (circle one) a principal or owner who is an employee of the board. If applicable, the principal's or owner's name is _____.

* "Principal" means an owner or high level management employee with decision-making authority.

* "Owner" means a person having any ownership interest in the contractor.

I hereby certify that the information above is true and correct.

Date filed

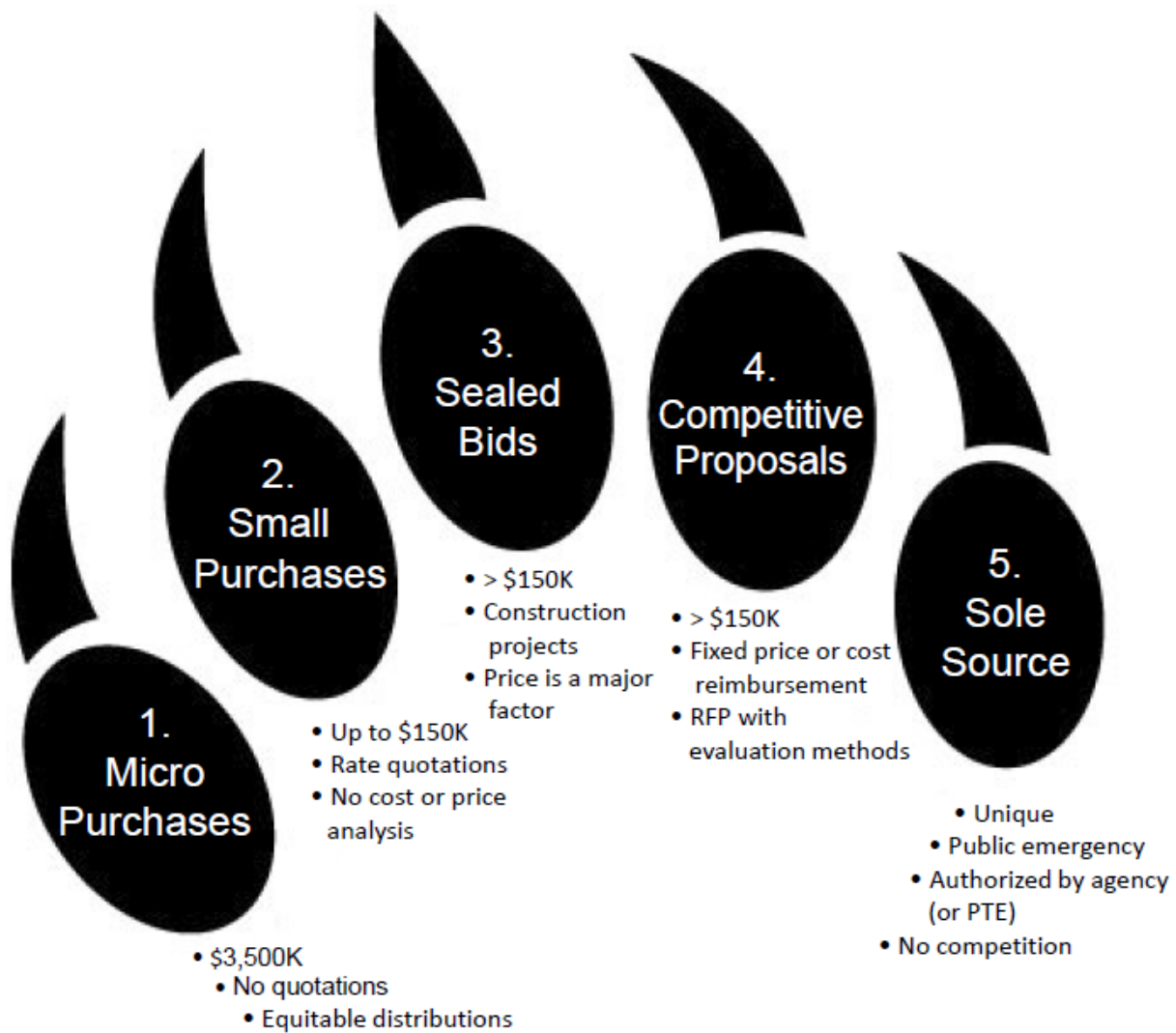
Signature of Authorized Representative

Printed Name

Title

Attachment E: Procurement "Bear claw"

Procurement “Claw” (Section 200.320)



MEMORANDUM OF UNDERSTANDING
BETWEEN
COALITION FOR THE HOMELESS OF PASCO COUNTY, INC.
AND
PASCO HERNANDO WORKFORCE BOARD
FOR
PARTICIPATION IN THE PASCO COUNTY CONTINUUM OF CARE

This Memorandum of Understanding (MOU), while not a legally binding document, does indicate a voluntary agreement for organizations to actively participate in the Pasco County Continuum of Care (CoC), a conglomerate of all organizations within the Pasco County geographic area, whose focus is on preventing or eradicating homelessness.

Overall Project Goals, Services and Outcomes: Community-Based Organizations (CBOs) that have agreed to an MOU with the Coalition for the Homeless of Pasco County, Inc. (CHPC) work together in partnership following a Housing First approach, through a Coordinated Entry System (CES), using data analyzed through the WellSky (formerly Medware and Bowman) ServicePoint Homeless Management Information System (HMIS) to find solutions to all causes of homelessness and to remove all barriers associated with homelessness.

Term: This MOU shall begin upon the latest signature date. The agreement is renewable from year to year, unless either party gives notice of intent to withdraw from the project.

Coalition for the Homeless of Pasco County, Inc. Provisions: In addition to acting as the Lead Agency/Collaborative Partner for HUD, the non-profit organization will provide the following services in specific support of this project:

- Providing HMIS access (for a discounted fee if determined necessary).
- Providing informational resources.
- Providing access to trainings.
- Providing technical assistance.
- Providing opportunities for participation in funding availability

Pasco Hernando Workforce Board dba CareerSource Pasco Hernando: In addition to participating in the on-going planning and review process of the above-mentioned project, the CareerSource Pasco Hernando will provide the following services in specific support of this project:

- Provide access to employment services for homeless individuals and those at risk of homelessness.
- Provide access to the Pasco County Workforce Re-entry and Re-employment Program and its array of education, training opportunities, and financial support for homeless individuals seeking to re-enter the workforce.
- Offer access to employment opportunities with private employers through job fairs and outreach to employers and staffing agencies for people experiencing homelessness.
- Participating in CoC meetings with a minimum attendance rate of 80%.
- Entering all client data into the HMIS.
- Following the CES Plan.
- Providing information on current and future projects and funding that may be available for services.

- Participating in the annual Point in Time (PIT) count.
- Participate in all member voting concerning the work of the CoC.

Termination: This MOU may be terminated by either party, for any reason, by giving 30 days written notice.

Pasco Hernando Workforce Board, Inc.
dba CareerSource Pasco Hernando

Coalition for the Homeless of Pasco County, Inc.

Representative Printed Name Jerome Salatino

Representative Printed Name Don Anderson

Representative Title Chief Executive Officer

Representative Title Chief Executive Officer

Signature

Representative Signature



Date

Date

9/30/2019

BYLAWS OF
PASCO-HERNANDO WORKFORCE BOARD, INC.

ARTICLE I. PURPOSE

Section 1. Purposes. The purposes of this Corporation shall be as stated in the Articles of Incorporation and as follows:

- (A) The Pasco-Hernando Workforce Board, Inc. shall be hereafter referred to as "The Board." The Board was formed in response to the Workforce Investment Act of 1998 (Public Law 105-220), Florida's welfare reform initiative titled the "Work and Gain Economic Self-Sufficiency Act (WAGES), and an Interlocal Agreement between Pasco and Hernando Counties ("Interlocal Agreement").
- (B) To operate exclusively in any other manner for such charitable and educational purposes as will qualify it as an exempt organization under Section 501(c)(3) of the Internal Revenue Code, as amended, or under any corresponding provisions of any subsequent federal tax laws covering distributions to organizations qualified as tax exempt.
- (C) The duties and responsibilities of The Board include:
 - 1. Developing and evaluating the region's strategic workforce development plan and its subsequent implementation.
 - 2. Reporting to the Board of Directors of CareerSource Florida, Inc., as required, regarding its functions, duties, and responsibilities.
 - 3. Soliciting, accepting, receiving, investing, and expending funds from any public or private source.
 - 4. Contracting with public and private entities as necessary to further the directives of the workforce development strategy.
 - 5. Approving an annual budget.
 - 6. Overseeing and monitoring activities under its jurisdiction in accordance with the Workforce Investment Act of 1998, the Workforce Innovation and Opportunity Act of 2014 and the Florida Workforce Innovation Act of 2000, as they may be amended from time to time; any implementing rules and regulations promulgated thereunder; and any subsequent enabling legislation.

Section 2. Prohibited Activities. Notwithstanding any other provision of these Bylaws or the Articles of Incorporation, The Board shall not conduct or carry on any activities not permitted to be conducted or carried on by any organization that shall be exempt under Section 501(c)(3) of the Internal Revenue Code and its Regulations, now existing or hereafter amended.

ARTICLE II. MEMBERS

The Corporation shall have no members and shall be governed by the Board of Directors.

ARTICLE III. BOARD OF DIRECTORS

Section 1. Function. All corporate powers shall be exercised by or under the authority of the Board of Directors. The business and affairs of the Corporation shall be managed under the direction of the Board of Directors.

Section 2. Number. The Board of Directors of this Corporation shall have not less than three (3) directors, and no more than the number necessary to meet the composition and representation requirements set forth in Section 3 of this Article, or as otherwise required by applicable federal, state, and local law and the Interlocal Agreement.

Section 3. Composition. The Board shall be comprised of directors who are appointed in accordance with the requirements set forth in the Workforce Investment Act of 1998 [29 USC §2832(b)], as amended by the Workforce Innovation and Opportunity Act of 2014, and the Florida Workforce Innovation Act of 2000 (Fla. Stat. §445.007), as these laws exist from time to time, and the Interlocal Agreement, as may be entered into or amended from time to time. It shall be required that:

- (A) A majority of the Board of Directors of the Board be representatives of business (Business Category) in the Region who: (i) are owners of businesses, chief executives or operating officers of business or other business executives or employers with optimum policy making authority; (ii) represent businesses, including small businesses, or organizations representing business described herein, 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 Region; and (iii) are appointed from among individuals nominated by local business organizations and business trade associations; and,
- (B) Not less than twenty (20) percent of the members of the Board of Directors be representatives of the workforce (Workforce Category) within the Region, who shall include: (i) representatives of labor organizations, if employees in the Region are represented by a labor organization, who have been nominated by local labor federations, or, in the absence of a labor organization, other representatives of employees; (ii) a representative, who shall be a member of labor organization or a training director, from a joint labor-management apprenticeship program in the area, if such a program exists; and may include (iii) 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, and (iv) 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; and,

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PASCO-HERNANDO WORKFORCE BOARD, INC.

(C) The remaining membership of the Board of Directors shall include:

1. Representatives of entities administering education and training activities (Education Category) in the Region, who shall include: (i) a representative of eligible providers administering adult education and literacy activities under Title II; (ii) a representative of institutions of higher education providing workforce investment activities, including community colleges; and may include: (iii) 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. If a public education or training provider is represented, a representative of a private not for profit provider and a representative of a private, for-profit provider must also be appointed; and,
2. Representatives of economic and community development entities (Economic Development Category) serving the Region who shall include: (i) a representative of economic and development entities, (ii) an appropriate representative from the State employment service officer under the Wagner-Peyser Act (29 U.S.C. 49, et seq.) serving the Region, (iii) 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 community, and may include (iv) representatives of agencies and entities administering programs serving the Region relating to transportation, housing, and public assistance, and (v) representatives of philanthropic organizations serving the Region; and,
3. Persons who are current or former recipients of welfare transition assistances or workforce services, or in the alternative, such persons be included as ex officio members of the Board of Directors, or of committees organized by the Board of Directors (Client Category); and,
4. Such other individuals or representatives of entities as may be determined to be appropriate.

Notwithstanding these requirements, the composition of the Board of Directors may be modified in accordance with, and as is required to comply with, applicable federal and state law governing not-for-profit corporations or regional workforce boards, and any changes to the Interlocal Agreement.

Section 4. Election and Term. Directors appointed by the respective County Commissions shall be confirmed by the Board and shall hold office for a term of four (4) years running from the date of appointment, and until a successor shall have been elected and qualified or until an earlier resignation, removal from office or death. Directors are eligible to serve for three (3) consecutive four-year terms and shall be required to have a break-in-service of one (1) year before again becoming eligible for appointment to the Board. The terms of Directors serving at the time these Bylaws are adopted shall not count against their three term limit.

Section 5. Resignation and Removal of Directors. A director who resigns, or is removed by

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PASCO-HERNANDO WORKFORCE BOARD, INC.

an appointing County Commission or other authority, or otherwise fails to serve shall be replaced by an appointment of the responsible County Commission. The Executive Committee of The Board may make recommendations to the respective County Commissions on potential board of director replacements.

ARTICLE IV. OFFICERS

Section 1. Officers. The officers of the Board shall consist of a Board Chair, a Vice-Chair and a Treasurer, each of whom shall be elected by the Board of Directors. Elections shall be held at the annual meeting of the Board of Directors, and officers shall serve until their successors are chosen and qualified. The Chair and Vice-Chair shall be elected from among the Board of Directors under the Business category. The Board Chair may serve a term of no more than two (2) years and shall serve no more than two (2) terms. It is the intention of the Board, but not a requirement of these bylaws, that the offices of Chair and Vice-Chair be alternated between Pasco and Hernando County where practical. Such other officers and assistant officers and agents as may be deemed necessary may be elected by the Board of Directors from time to time. Any two or more offices may be held by the same person. The failure to elect a Board Chair, a Vice Chair or Treasurer shall not affect the existence of the Board.

Section 2. Duties. The Officers of this Corporation shall have the following duties:

- (A) The Chair shall preside at all meetings of the Board of Directors and meetings of the Executive Committee. The Vice-Chair shall ascend to the position of Chair and complete the term of a Chair unable to complete his or her term of office. In no event shall the Chair serve more than two (2) terms of two (2) years each.
- (B) The Vice-Chair shall, in the absence of the Chair, or in the event of the Chair's death or inability or refusal to act, perform the duties of the Chair and, when so acting, shall act with all of the powers of and be subject to all of the restrictions on, the Chair. The Vice-Chair shall perform such other duties as may be assigned, from time to time, by the Chair or the Board of Directors. A Vice-Chair who succeeds to the office of Board Chair during the term of a Chair shall be eligible to serve a subsequent full term as Board Chair.
- (C) The Treasurer shall have custody of all corporate funds and financial records, shall keep full and accurate accounts of receipts and disbursements and render accounts thereof at the annual meetings and whenever else required by the Board of Directors or the Chair, and shall perform such other duties as may be prescribed by the Board of Directors or the Chair. The Treasurer shall be responsible for preparing minutes of the Board of Directors' meetings and for authenticating the records of the Corporation.

ARTICLE V. BOARD AND OFFICER COMPENSATION

Neither Directors nor Officers of the Board shall receive any salary or compensation for their services, other than reimbursement for actual out-of-pocket expenses incurred in the performance of their duties.

ARTICLE VI. MEETINGS

Section 1. Quorum and Voting. A majority of the number of Directors fixed by these Bylaws shall constitute a quorum for the transaction of business. The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors unless a different number is specified in these Bylaws. Provided, however, that approval of a contract with an organization or individual represented on the Board of Directors shall require approval by a two-thirds vote of the Board, a quorum having been established, and the Board member who could benefit financially from the transaction must abstain from voting on the contract.

Section 2. Time, Notice and Call of Meetings. Regular meetings of the Board of Directors shall be held on dates designated by the Board of Directors. Written notice of the time and place of special meetings of the Board of Directors shall be given to each director by personal delivery, regular mail, e-mail or facsimile transmission at least two days before the meeting.

- (A) Notice of a meeting of the Board of Directors need not be given to any Director who signs a waiver of notice either before or after the meeting. Attendance of a Director at a meeting shall constitute a waiver of notice of such meeting and waiver of any and all obligations to the place of the meeting, the time of the meeting, or the manner in which it has been called or convened, except when a Director states, at the beginning of the meeting, any objection to the transaction of business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting.
- (B) Meetings of the Board of Directors other than those regularly scheduled may be called by the Chair of the Board or by any five (5) Directors.
- (C) Members of the Board of Directors may participate in a meeting of such Board by means of any method of telecommunications, including conference, telephone or similar communications equipment, by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute the presence in person at a meeting, including for purposes of establishing a quorum. Provided, however, if the Board meets entirely by a method of telecommunication, the public must be given proper notice of the meeting and reasonable access to observe and, when appropriate, participate.

Section 3. Annual Meetings. The annual meeting of the Board of Directors shall be the last regularly scheduled Board meeting for each Program Year.

ARTICLE VII. CHIEF EXECUTIVE OFFICER

Section 1. Chief Executive Officer. The Chief Executive Officer shall be employed by the Board of Directors to manage and supervise the day-to-day operation and administration of The Board. The Chief Executive Officer shall be responsible to the Board of Directors and shall act on its behalf in the conduct of The Board's business. The Chief Executive Officer shall have

such additional duties and responsibilities as may be designated by the Board of Directors.

Section 2. Duties of the CEO. The Chief Executive Officer shall be responsible for the employment of all other members of the staff in accordance with the policies and procedures set forth by the Board of Directors, and as specified in adopted policies and procedures and shall designate their duties and have general supervision of their work.

Section 3. Removal of Staff Officers. Any officer or agent may be removed by the Board of Directors whenever in its judgment the best interest of the Corporation will be served thereby.

- (A) Any vacancy, however occurring, in any office may be filled by the Board of Directors.
- (B) Removal of any officer shall be without prejudice to the contract rights, if any, of the person so removed; however, election or appointment of an officer or agent shall not, of itself, create contract rights.

ARTICLE VIII. COMMITTEES

Section 1. Committee Structure and Functions. The Board of Directors shall adopt a committee structure consistent with applicable federal and state law, and their implementing rules, regulations and policies. The Board may designate, direct and delegate to committees any duty, function, or activity which it deems necessary to provide information and to assist in carrying out the Board's duties; provided, however, the Board may not delegate the duty of electing or removing board members or officers, or adopting, amending or repealing bylaws.

Section 2. Standing Committees. The Board of Directors shall have the following standing committees, which committee members shall serve for one (1) year:

Executive Committee
Audit and Finance Committee

Such other committees as the Board of Directors, by resolution, deems necessary

Section 3. Ad Hoc Committees. The Chair of the Board of Directors may appoint ad hoc committees for specific purposes. Ad hoc committees will serve until their purpose has been accomplished.

Section 4. Committee Membership. Standing Committees shall be chaired by a member of the Board of Directors. Committees, whether standing or ad hoc, may include other members of the Board of Directors, but shall include other individuals appointed by the Board who are not members of the Board of Directors and who the Board of Directors have determined to have appropriate experience and expertise. Unless otherwise provided by law, these Bylaws or by resolution of the Board, the Chair of the Board of Directors shall appoint all committee Chairs and committee members, except that the Chief Executive Officer, or designee, shall be an ex-officio member of all committees of the Board.

Section 5. Meeting Procedure. Unless otherwise provided in these Bylaws, meetings, quorum, notice and other procedural matters of the committees shall be the same as that of the Board.

Section 6. Executive Committee.

- (A) The Executive Committee shall consist of the Chair, Vice-Chair, Treasurer, and not more than four (4) additional members nominated by the Chair and confirmed by vote of a majority of a quorum of Directors at any regular or special meeting.
- (B) During the intervals between the meetings of the Board of Directors, the Executive Committee shall possess and may exercise all the powers and functions of the Board of Directors in the management and direction of the affairs of The Board in all cases in which specific directions shall not have been given by the Board of Directors.
- (C) All actions by the Executive Committee shall be reported to the Board of Directors at its meeting next succeeding such action. Regular minutes of the proceedings of the Executive Committee shall be kept. A majority of the members of the Executive Committee in office at the time shall be necessary to constitute a quorum and in every case an affirmative vote of a majority of the members of the Committee present at a meeting shall be necessary for the taking of any action.
- (D) The Executive Committee shall fix and establish its own rules of procedure and shall meet as provided by such rules, and it shall also meet at the call of its Chair or of any member of the Committee.

Section 7. Audit and Finance.

- (A) It shall be composed of not less than five (5) directors appointed annually by the Chair and shall be representative of all counties in the Region.
- (B) The Audit and Finance Committee shall serve as a direct communication link between the independent audit firm and The Board. The committee shall engage in audit planning, monitor the progress of the annual audit, maintenance and investment of Company retirements plans and shall be responsible for financial reporting oversight.
- (C) Meetings shall be held as often as is necessary to discharge the duties of the committee.

ARTICLE IX. PARLIAMENTARY AUTHORITY

The rules contained in Roberts Rules of Order as Revised, except for the rules of Disciplinary Proceedings, shall govern the Board of Directors, officers and chair of various committees, in all cases to which they are applicable, provided, however, that they do not conflict with the Bylaws of the Corporation, or with any laws in effect of the State of Florida.

ARTICLE X. BOOKS AND RECORDS

Section 1. Accounts and Minutes. The Board shall keep correct and complete books and records of account and shall keep minutes of the proceedings of its Board of Directors and committees of Directors.

Section 2. Form of Records. Any books, records and minutes may be in written form or in any other form capable of being converted into written form within a reasonable time.

Section 3. Fiscal Year. The fiscal year of The Board shall begin on July 1 and end on June 30 of the following calendar year.

ARTICLE XI. CORPORATE SEAL

The Board of Directors shall provide a corporate seal which shall be circular in form and shall have inscribed thereon the name of the corporation and the year of incorporation.

ARTICLE XII. EXECUTION OF INSTRUMENTS

Section 1. Checks. All checks, drafts and orders for payment of money shall be signed in the name of the Corporation and shall be countersigned by those officers or agents as the Board of Directors shall from time to time designate for that purpose.

Section 2. Contracts, Conveyances. When the execution of any contract, conveyance or other instrument has been authorized without specification of the executing officers, the president or any vice president may execute the same in the name and behalf of the Corporation and may affix the corporate seal to the document. The Board of Directors shall have power to designate the officers and agents who shall have authority to execute any instrument on behalf of the Corporation.

Section 3. Contracts; Voting Requirement In the Event of Potential Conflict of Interests. If The Board proposes to enter into a contract with an organization or individual represented on the Board of Directors, the contract must be approved by a two-thirds vote of The Board, a quorum having been established, and the member who could benefit financially from the transaction must abstain from voting on the contract in accordance with F.S. §445.007(1).

ARTICLE XIII. CODE OF CONDUCT AND ETHICS

Section 1. Sunshine Law and Public Records. All meetings of The Board, its committees and between members shall comply with Section 24, Article I of the State Constitution, the Florida Government in the Sunshine Act (Fla. Stat. §286 et seq.) and the Public Records Act (Fla. Stat. §119 et seq.).

Section 2. Conduct Standards. Directors and Officers shall be governed by Chapter 112, Florida Statutes, in their conduct.

Section 3. Conflicts of Interest. Upon discovery of an actual or potential conflict of interest, a member of the Board of Directors or Officer shall promptly file a written statement of

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PASCO-HERNANDO WORKFORCE BOARD, INC.

disqualification and shall withdraw from any further participation in the transaction involved. No member of the Board of Directors shall cast a vote on any matter on which he or she has a conflict of interest as defined by federal or state law.

Section 4. Non Discrimination Policy. All actions taken by The Board shall be made without regard to age, sex, race, religion, national origin, political affiliation, marital status, disability or handicap, or other reason prohibited under applicable law.

Section 5. Restriction on Benefits of Net Earnings. No part of the Corporation net earnings shall inure to the benefit of any director, staff, private individual, Corporation or other entity.

Section 6. Procurement. The Board is not a state agency, and is therefore exempt from the Chapters 120 and 287 of the Florida Statutes; however, The Board shall apply the procurement and expenditure procedures as required by applicable federal, state or local law and the rules, regulations and policies promulgated thereunder.

ARTICLE XIV. INDEMNIFICATION

The Board of Directors may by resolution indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that the person is or was a director, officer, employee or agent of the corporation, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement, reasonably incurred in connection with such action, suit, or proceeding, including any appeal thereof, if he or she acted in good faith with the care of an ordinarily prudent person in a similar position and in a manner he or she reasonably believed to be in the best interests of the corporation and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. This obligation shall not extend to any claim, issue, or matter as to which such person derived an improper personal benefit, directly or indirectly; or as to which such person's actions constituted recklessness or an act or omission which was committed in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety, or property.

ARTICLE XV. AMENDMENT

These Bylaws may be replaced or amended by a vote of two-thirds (2/3) of a quorum of the Board of Directors.

EFFECTIVE DATE: February 4, 2016.

Adopted by the Board of Directors at its meeting on February 4, 2016.



Mark Earl, Board Chair

**Board of Directors
2019-2020
Officers and Standing Committee Chairs**

Jerome Salatino
President/CEO
Pasco-Hernando Workforce Board, Inc.

Mark Barry, Treasurer
Executive Director
The ARC Nature Coast

David Lambert, Board Chair
Manager, Member Relations
Withlacoochee River Electric Cooperative

Mark Earl, Immediate Past Chair
Market e-Commerce Manager
Wal-Mart

Board Members

Stephanie Adams
Director, Plant Operations
Accuform Manufacturing

Keven Barber
President/Business Agent
Iron Workers Local 397

Dana Cutlip
Owner, Insurance Agent
Cutlip Financial Insurance Services

Mathew Kline
Chief Operating Officer
Mid Florida Community Services, Inc.

Ken Minter
Vice President
BizTech Career Centers

Lex Smith
City President
SunTrust Bank

Todd Vega
President
Plumbers and Pipefitters, Local Union 123

Rob Aguis
Principal
Fred K. Marchman Technical College

Timothy Beard
President
Pasco Hernando State College

John Howell
Area Director
Division of Vocational Rehabilitation

Nils Lenz
Owner
B&N Lenz Enterprises

Joelle Neri
Human Resource Manager
The Angelus, Inc.

Charles Snider
Vice President
Oak Hill Hospital

Bill Woodard
Sales Vice President
Alumi Guard

Ex Officio Members

John Mitten
Hernando County Commissioner
District 1

Kathryn Starkey
Pasco County Commissioner
District 3

**MEMORANDUM OF UNDERSTANDING
CAREERSOURCE PASCO HERNANDO
ONE STOP CAREER CENTER SYSTEM**

I. PARTIES

This Memorandum Of Understanding (“MOU”) is entered into by The School Board of Hillsborough County, Florida – Florida Farmworker Career Development Program (FCDP) funded under the Workforce Innovation and Opportunity Act (WIOA), Title I, Section 167, hereafter referred to as the (Mandatory Partner) and CareerSource Pasco Hernando (CSPH).

II. PURPOSE

The Workforce Innovation and Opportunity Act (WIOA) of 2014 is an affirmation of the work that has been done in Florida to build the workforce development system. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor-market and to match employers with the skilled workers they need to compete in the global economy. Every year the key programs that form the pillars of WIOA help tens of millions of job seekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them. The enactment of WIOA provides opportunity for the reforms to ensure the American Job center system is job-driven – responding to the needs of employers and preparing workers for jobs that are available now and in the future.

The purpose of this MOU is to describe the cooperative workforce training, employment, and economic development efforts of CareerSource Pasco Hernando and the Partner and the actions to be taken by each to assure the coordination of their efforts is an effective collaboration.

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

The parties to this document agree to coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties’ respective programs, services, and agencies.

III. COLLABORATION AND SERVICES

The FCDP Hillsborough County Project shall retain fiscal responsibility and accountability to the administration of the funds allocated to it under WIOA Title I, Section 167 and any other applicable federal and state laws for the workforce program services directly delivered by the Program.

A. CareerSource Pasco Hernando’s responsibilities to provide:

- Job referral and placement through Employ-Florida (EF).
- Assist farmworkers enrolled in the FCDP to include all provisions allowable under WIOA.
- Collaborate closely with the FCDP to promote and support the obtainment of education and training in order to find a high wage career.

- Assist FCDP with outreach efforts by distributing material to enrolled candidates and posting flyers in offices.
- Utilize the developed FCDP referral form via fax or email.
- Ensure timely data sharing with FCDP regarding performance outcome data.
- Participate in monthly updates and semi-annual meetings with FCDP to review, discuss, and evaluate partnership coordination.
- Invite FCDP program staff into CSPH workshops to promote collaboration, programs, and services.

B. Specific Locations:

- **Dade City:** 15000 Citrus Country Dr. #303, Dade City, FL. 33523; (813) 377-1300
- **New Port Richey:** 4440 Grand Blvd., New Port Richey, FL. 34652; (727) 484-3400
- **Brooksville:** 16336 Cortez Blvd., Brooksville, FL. 34601; (352) 200-3020
- **Mobile One Stop:** 24043 State Park, Wesley Chapel, FL. 33543; (352) 279-4400

C. FCDP's responsibilities are to provide:

- Promote Employ Florida (EF) and ensure that all FCDP participants are fully registered.
- Assist CSPH with outreach efforts by distributing CSPH collateral material to FCDP enrolled participants and posting CSPH flyers in the FCDP office.
- Participate in monthly updates and semi-annual meetings with CSPH to review, discuss, and evaluate partnership coordination.
- Ensure timely data sharing regarding performance outcome data for co-enrolled participants.
- Case management at a CSPH as needed.
- Workplace safety and pesticide safety instruction.
- Needs based allowance.

IV. EVALUATION PROCESS

FCDP will work with CSPH to develop a meaningful evaluation process in the first 3 months of this agreement which will include the establishment of a data collection process in the areas of referrals, shared enrollments, trainings provided, and employments obtained. Data collected in the first 6 (six) months of this agreement will be used to develop a performance baseline for future measures of the success of this collaboration. This joint data collection and review process will continue on a semi-annual basis.

V. TERM

This MOU is effective July 1, 2019 through June 30, 2020 with automatic renewal beginning on July 1, 2020, unless cancelled by either party. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

VI. AMENDMENTS

Neither this MOU nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement.

VII. MERGER

This MOU constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating, and merging all prior understanding, agreements, and discussions related to the transactions contemplate hereby and no agreements understanding, prior negotiations, prior discussions, warranties, representations or covenants not herein expressed shall be binding upon the parties.

VIII. THIRD PARTY BENEFICIARY

This MOU is for the benefit of CareerSource Pasco Hernando and FCDP, and no third party is an intended beneficiary under this MOU.

IX. GOVERNANCE

The Board, or its designated staff, and the local Chief Elected Officials (CEOs), I.E. THE Board of County Commissioners, Pasco/Hernando County, or federal entities have the right to monitor Workforce Center activities to ensure performance goals are being met; that appropriate procedures, controls, and records are maintained; and that any Memorandum(s) of Understanding (MOU) and Agreement(s) terms and conditions are being fulfilled. Any review should be utilized to identify problems and make suggestions for improving the Workforce Center and/or workforce system.

X. SIGNATURES



Jerome Salatino, President/CEO – CareerSource Pasco Hernando

4/23/19

Date



Jeff Eakins, Superintendent – Hillsborough County Public Schools

5-3-19

Date

**Interagency Cooperative Agreement Between
The Pasco-Hernando Workforce Board, Inc.
And
Connections Job Development**

July 1, 2019 to June 30, 2020

Purpose

The purpose of this agreement is to increase and improve services to area employers through the development of a quality workforce. Working together we will continue to reduce welfare dependency and enhance productivity and competitiveness in Pasco and Hernando counties by providing effective workforce services to job seekers, including dislocated workers, youth, incumbent workers, employed workers, new entrants to the workforce, veterans, and individuals with disabilities.

Goals

The goals of this agreement are to build on and strengthen the existing partnership between the PHWB and Connections Job Development in the provision of employment related services for joint customers, to ensure best practices and ethical standards are maintained and the consumer's rights and meaningful choices are respected. We agree not to discriminate by age, race, religion, sex or national origin, and will not knowingly work with organizations which do.

Roles and Responsibilities

To this end, the parties agree to:

1. Maintain and provide updated information and eligibility determination services to customers interested in Pasco Hernando One-Stop Services.
2. Accept and process customers referred by other Pasco Hernando One-Stop System agencies/organizations.
3. Actively participate in a referral and information exchange process that ensures job seeking customers maximize their employment potential.
4. Coordinate customer needs to develop the best mix of services.
5. Participate in and contribute to cultural cross training, meetings, data entry, collaboratively developed reports and other activities as required to maintain good customer service, achieve organizational goals and further effective partnerships.
6. Follow all applicable federal, state, and local laws, regulations, policies and procedures to the best of our ability.
7. Process and maintain customer files and personal information as confidential information.

8. Negotiate solutions to differences/problems that threaten this agreement and/or the Pasco Hernando One-Stop System.

Either party can terminate this agreement by providing the other party thirty (30) days written notice by certified mail, return receipt requested.

Signed

Connections Job Development
Corporation

Pasco-Hernando Workforce Board, Inc.


Kim Newgard, Executive Director


Jerome Salatino, CEO



Division of Workforce Services

Bureau of One-Stop and Program Support
Program Year 2017-18

Certification for Program Year 2017-18

All requirements are per DEO Credentialing Guidance Paper OSPS-81, CSF Admin. Policy 92 and Federal law.

Name and Number of LWDB: CareerSource Pasco Hernando Region 16
Name and Location of Career Center: Dade City
Name of individual completing this form: Jose Mendoza
Date: 09/28/2018

I am providing this form in connection with the DEO Local Workforce Development Board credentialing certification for PY 2017-2018. I confirm, to the best of my knowledge and belief, the following representations:

	Y/N	Comments
Career Center Credentialing		
Minimum Resource Room Requirements		
1	Y	Are the following labor market publications and resources accessible to users? (y, n)
2	Y	Wage Conversion Posters (Note: Posters show hourly wages converted into weekly/monthly/annual earnings.)
3	Y	Resource Guide (displays the Systems, Publications, and Reports available from the Labor Market Statistics Center)
4	Y	Career Comics
5	Y	Job Journey: Occupational Career Posters
6	Y	Occupational Highlights
7	Y	Industry Profiles
8	Y	Job Vacancy/Hiring Needs Survey, Reports
9	Y	Education and Training Pay Flyer
10	Y	Employment Protections Data
11	Y	Occupational Employment Statistics and Wages
12	Y	Career Information Delivery System (customized career decision making tools like CHOICES)
13	Y	Career Infonet (http://www.careerinfonet.org/)
14	Y	O*NET ONLINE (http://www.onetonline.org/)
15	Y	Florida Research and Economic Information Database Application (FREIDA) http://freida.labormarketinfo.com/
16	Y	State Eligible Training Provider List (ETPL) for the LWDA
17	Y	Do computers have Internet Access?
18	Y	Do the computers have a link to Employ Florida?
19	Y	Is Employ Florida the MIS primarily used in the resource room for labor exchange services?
20	Y	If no to #19, what is the labor exchange system/program being used?
21	N/A	Do Basic Software Programs include Technical Skills Self-Assessment, Resume Building & Interviewing Skills?
22	Y	Are staff available to provide assistance on the use of software programs using labor market information and other web-based resources? 2 Full Time, 1 Part-Time
Posters required by Federal and State Law and Guidance		
23	Y	Does the location display the following posters as required by law, in a place that is visible to customers? (y, n)
24	Y	"Employee Rights Under the National Labor Standards Act"
25	Y	"Family and Medical Leave Act"
26	Y	"If You Have A Complaint"
27	Y	"Notice to Workers with Disabilities"
28	Y	"Migrant & Seasonal Agriculture Worker Protection Act"
29	Y	"Job Safety and Health Protection Occupational Safety and Health Act"
30	Y	"Fair Labor Standards Act"

31	"Florida Law Prohibits Discrimination"	Y	East Wall in Res. Room
32	"Reemployment Assistance"	Y	North Wall in Res. Room
33	"Child Labor Laws"	Y	North and West Wall in Res. Room
34	"Interpretive Services"	Y	North Wall in Res. Room
35	"Worker's Compensation Works for You"	Y	West and East Wall in Res. Room and Breakroom
36	"Employee Polygraph Protection Act (EPPA)"	Y	North Wall in Res. Room
37	"Uniformed Services Employment and Reemployment Rights Act (USERRA)"	Y	North Wall in Res. Room
38	"Equal Employment Opportunity is the Law"	Y	North Wall in Res. Room
39	"Florida Minimum Wage"	Y	North Wall in Res. Room
Minimum Operating Hours			
31	Does the Career Center have standard operating hours for this site? (y, n) Please list days/hours in 'Comments' section.	Y	
32	Are the operating hours posted prominently? (y, n)	Y	
Minimum Skills Standards/Certification for Front-Line Staff			
33	Does the LWDB ensure that all front line staff successfully complete the Florida Workforce Professional Tier 1 certification within the required amount of time from the employee start date (6 months for staff hired prior to 12/15/2016 and 12 months for staff hired after 12/15/2016)?	Y	
34	List the number of employees required to complete the Tier 1 certification during the previous program year.	0	
35	List the number of employees that successfully completed the Tier 1 certification during the previous program year.	Y	Beatriz Fregoso
36	Attach the list of employees (defined as front line staff) required to complete the Tier 1 certification during the previous program year.	0	
37	Do front line staff have the following minimum skills required of a workforce professional?	Y	
38	Customer service training (y, n)	Y	
39	Communications skills training (y, n)	Y	
40	Basic Computer software skills (y, n)	Y	
41	Specific programmatic training (y, n)	Y	WP, EFM, ACCESS, DEO, MSFW
Continuing Education Credits for Front Line Staff			
42	Do all front line staff that completed their Florida Workforce Professional Tier I prior to June 30, 2016 have 15 hours of continuing education credit during the 16-17 program year? (y, n)	Y	
43	Attach the list of employees (defined as front line staff) required to complete the 15 hours of continuing education in one year.		Jose Mendoza, Janet Chase and Beatriz Fregoso
Minimum activities to be provided by the Career Center			
44	Are the following minimum activities provided on-site, by referral, or by internet connection? (y, n)		If yes, indicate the manner in which these activities are provided.
45	WIOA Adult/Dislocated worker program		On Site
46	Veterans Workforce Investment programs		On Site
47	Migrant and Seasonal Farm Worker services		On Site
48	FDOE Farmworker Career Development Program		Referral to Farmworkers Jobs and Education – Farm Workers Self Help Program
49	Indian and Native American programs		By referral
50	Job Corps		By Referral – North Wall Information Poster
51	Youth Services		On Site
52	Wagner-Peyser Programs		On Site
53	Adult Education		By Referral to Pasco County School District, James Irving Education Center –
54	Industrial Education		On Site CASAS, CareerScope, Prove It, and RTW, Mycareershines
55	Vocational Rehabilitation		On Site through VR
56	Older Worker Programs		On Site - Experience Works
57	Trade Adjustment Assistance		On Site
58	Veterans Employment and Training Services		On Site
59	Community Service Block Grant Activities		By referral

60	Employment and Training activities carried out by the Department of Housing and Urban Development		
61	Unemployment Insurance Programs		By referral On Site
62	Temporary Assistance for the Needy Families/ Welfare Transition		On Site - WTP
63	Supplemental Nutrition Assistance Program - Employment and Training		On Site - SNAP
64	Supportive Services such as child care and transportation		On Site - WTP
65	Disability Specialist		On Site/Referral

Self Attestation:

I, Jose Mendoza certify, to the best of my knowledge, that the above information provided as part of DEO's Credentialing process is true and correct.

Signature 



Division of Workforce Services

**Bureau of One-Stop and Program Support
Program Year 2017-18**

Certification for Program Year 2017-18

All requirements are per DEO Credentialing Guidance Paper OSPS-81, CSF Admin. Policy 92 and Federal law.

Name and Number of LWDB: CareerSource Pasco Hernando Region 16

Name and Location of Career Center: Dade City

Name of individual completing this form: Jose Mendoza

Date: 12/28/2018

I am providing this form in connection with the DEO Local Workforce Development Board credentialing certification for PY 2017-2018. I confirm, to the best of my knowledge and belief, the following representations:

	Y/N	Comments
Career Center Credentialing		
Minimum Resource Room Requirements		
1	Y	Are the following labor market publications and resources accessible to users? (y, n)
2	Y	Wage Conversion Posters (Note: Posters show hourly wages converted into weekly/monthly/annual earnings.)
3	Y	Resource Guide (displays the Systems, Publications, and Reports available from the Labor Market Statistics Center)
4	Y	Career Comics
5	Y	Job Journey Occupational Career Posters
6	Y	Occupational Highlights
7	Y	Industry Profiles
8	Y	Job Vacancy/Hiring Needs Survey Reports
9	Y	Education and Training Pay Flyer
10	Y	Employment Projections Data
11	Y	Occupational Employment Statistics and Wages
12	Y	Career Information Delivery System (customized career decision making tools like CHOICES)
13	Y	Career Infonet (http://www.careerinfonet.org/)
14	Y	ONET ONLINE (http://www.onetonline.org/)
15	Y	Florida Research and Economic Information Database Application (FREIDA) http://freida.labormarketinfo.com/
16	Y	State Eligible Training Provider List (ETPL) for the LWDA
17	Y	Do computers have Internet Access?
18	Y	Do the computers have a link to Employ Florida?
19	Y	Is Employ Florida the MIS primarily used in the resource room for labor exchange services?
20	Y	If no to #19, what is the labor exchange system/program being used?
21	N/A	Do Basic Software Programs include Technical Skills Self-Assessment, Resume Building & Interviewing Skills?
22	Y	Are staff available to provide assistance on the use of software programs using labor market information and other web-based resources? 2 Full Time, 1 Part-Time
Posters required by Federal and State Law and Guidance		
23	Y	Does the location display the following posters as required by law, in a place that is visible to customers? (y, n)
24	Y	"Employee Rights Under the National Labor Standards Act"
25	Y	"Family and Medical Leave Act"
26	Y	"If You Have A Complaint"
27	Y	"Notice to Workers with Disabilities"
28	Y	"Migrant & Seasonal Agriculture Worker Protection Act"
29	Y	"Job Safety, and Health Protection Occupational Safety and Health Act"
30	Y	"Fair Labor Standards Act"

31	"Florida Law Prohibits Discrimination"		Y	East Wall in Res. Room
32	"Reemployment Assistance"		Y	North Wall in Res. Room
33	"Child Labor Laws"		Y	North and East Wall in Res. Room
34	"Interpretive Services"		Y	North Wall in Res. Room
35	"Worker's Compensation Works for You"		Y	West and East Wall in Res. Room and Breakroom
36	"Employee Paragraph Protection Act (EPPA)"		Y	North Wall in Res. Room and Breakroom
37	"Uniformed Services Employment and Reemployment Rights Act (USERRA)"		Y	North Wall in Res. Room
38	"Equal Employment Opportunity is the Law"		Y	North Wall in Res. Room
39	"Florida Minimum Wage"		Y	North Wall in Res. Room
Minimum Operating Hours				
31	Does the Career Center have standard operating hours for this site? (y, n) Please list days/hours in 'Comments' section.		Y	
32	Are the operating hours posted prominently? (y, n)		Y	
Minimum Skills Standards/Certification for Front-Line Staff				
33	Does the LWDB ensure that all front line staff successfully complete the Florida Workforce Professional Tier 1 certification within the required amount of time from the employee start date (6 months for staff hired prior to 12/15/2016 and 12 months for staff hired after 12/15/2016)?		Y	
34	List the number of employees required to complete the Tier I certification during the previous program year.		0	
35	List the number of employees that successfully completed the Tier 1 certification during the previous program year.		Y	Beatriz Fregoso
36	Attach the list of employees (defined as front line staff) required to complete the Tier I certification during the previous program year.		0	
37	Do front line staff have the following minimum skills required of a workforce professional?		Y	
38	Customer service training (y, n)		Y	
39	Communications skills training (y, n)		Y	
40	Basic Computer software skills (y, n)		Y	
41	Specific programmatic training (y, n)		Y	WP, EFM, ACCESS, DEO, MSFW
Continuing Education Credits for Front Line Staff				
42	Do all front line staff that completed their Florida Workforce Professional Tier I prior to June 30, 2016 have 15 hours of continuing education credit during the 16-17 program year? (y, n)		Y	
43	Attach the list of employees (defined as front line staff) required to complete the 15 hours of continuing education in one year.			Jose Mendoza, Janet Chase and Beatriz Fregoso
Minimum activities to be provided by the Career Center				
44	Are the following minimum activities provided on-site, by referral, or by internet connection? (y, n)			If yes, indicate the manner in which these activities are provided.
45	WIOA Adult/Dislocated worker program			On Site
46	Veterans Workforce Investment programs			On Site
47	Migrant and Seasonal Farm Worker services			On Site
48	FDOE Farmworker Career Development Program			Referral to Farmworkers Jobs and Education – Farm Workers Self Help Program
49	Indian and Native American programs			By referral
50	Job Corps			By Referral – North Wall Information Poster
51	Youth Services			On Site
52	Wagner-Peyser Programs			On Site
53	Adult Education			By Referral to Pasco County School District, James Irving Education Center –
54	Industrial Education			On Site CASAS, CareerScope, Prove It, and RTW, Mycareershines
55	Vocational Rehabilitation			On Site through VR
56	Older Worker Programs			On Site - Experience Works
57	Trade Adjustment Assistance			On Site
58	Veterans Employment and Training Services			On Site
59	Community Service Block Grant Activities			By referral

60	Employment and Training activities carried out by the Department of Housing and Urban Development		By referral
61	Unemployment Insurance Programs		On Site
62	Temporary Assistance for the Needy Families/ Welfare Transition		On Site - WTP
63	Supplemental Nutrition Assistance Program - Employment and Training		On Site - SNAP
64	Supportive Services such as child care and transportation		On Site - WTP
65	Disability Specialist		On Site/Referral

Self Attestation:

I, Jose Mendoza, certify to the best of my knowledge, that the above information provided as part of DEO's Credentialing process is true and correct.

Signature 

12/28/2018



Division of Workforce Services

**Bureau of One-Stop and Program Support
Program Year 2018-19**

Certification for Program Year 2018-19

All requirements are per DEO Credentialing Guidance Paper OSPS-81, CSF Admin. Policy 92 and 93, and Federal law.

Name and Number of LWDB: Career Source Pasco Hernando Region 16
Name and Location of Career Center: Dade City CareerSource Pasco Hernando
Name of individual completing this form: Jose Mendoza
Date: 03/29/2019

I am providing this form in connection with the DEO Local Workforce Development Board credentialing certification for PY 2018-2019. I confirm, to the best of my knowledge and belief, the following representations:

Career Center Credentialing		Y/N	Comments
Minimum Resource Room Requirements			
1	Are the following labor market publications and resources accessible to users? (y, n)	Yes	
2	Wage Conversion Posters (Note: Posters show hourly wages converted into weekly/monthly/annual earnings.)	Yes	East and Wes Walls in RR Plastice display
3	Resource Guide (displays the Systems, Publications, and Reports available from the Labor Market Statistics Center)	Yes	Computers
4	Career Comics	Yes	East Wall
5	Job Journey Occupational Career Posters	Yes	East Wall
6	Occupational Highlights	Yes	East Wall
7	Industry Profiles	Yes	East Wall
8	Employment Projections Data	Yes	East Wall
9	Occupational Employment Statistics and Wages	Yes	East Wall
10	Career Information Delivery System (customized career decision making tools like CHOICES)	Yes	Resource Room Desktop Computers for Customers
11	Career Infonet (http://www.careerinfonet.org/)	Yes	Resource Room Desktop Computers for Customers
12	O*NET ONLINE (http://www.onetonline.org/)	Yes	Resource Room Desktop Computers for Customers
13	Florida Research and Economic Information Database Application (FREIDA) http://freida.labormarketinfo.com/	Yes	Resource Room Desktop Computers for Customers
14	State Eligible Training Provider List (ETPL) for the LWDA	Yes	Resource Room Desktop Computers for Customers
15	Do computers have Internet Access?	Yes	Resource Room Desktop Computers for Customers
16	Do the computers have a link to Employ Florida?	Yes	Resource Room Desktop Computers for Customers
17	Is Employ Florida the MIS primarily used in the resource room for labor exchange services?	Yes	Resource Room Desktop Computers for Customers

18	If no to #17, what is the labor exchange system/program being used?		
19	Do basic software programs include technical skills self-assessment, resume building and interviewing skills?	Yes	EFM Resume Builder/CSPH wevsite online courses
20	Are staff available to provide assistance on the use of software programs using labor market information and other web-based resources?	Yes	2 Full Time, 1 Part time
Posters required by Federal and State Law and Guidance			
21	Does the location display the following posters as required by law, in a place that is visible to customers? (y, n)	Yes	
22	"Employee Rights Under the National Labor Standards Act"	Yes	North Wall in RR
23	"Family and Medical Leave Act"	Yes	North Wall in RR and small break room office
24	"If You Have A Complaint"	Yes	North and East Walls In RR and Break Room
25	"Notice to Workers with Disabilities"	Yes	West Wall In RR and Break Room
26	"Migrant & Seasonal Agriculture Worker Protection Act"	Yes	East Wall in RR
27	"Job Safety and Health Protection Occupational Safety and Health Act"	Yes	North Wall in RR
28	"Fair Labor Standards Act"	Yes	North Wall in RR
29	"Florida Law Prohibits Discrimination"	Yes	East Wall in RR
30	"Reemployment Assistance"	Yes	North Wall in RR
31	"Child Labor Laws"	Yes	North and West Walls In RR
32	"Interpretive Services" (One of three allowable posters)	Yes	North Wall in RR
33	"Worker's Compensation Works for You"	Yes	North and East Walls In RR and Break Room
34	"Employee Polygraph Protection Act (EPPA)"	Yes	North Wall in RR
35	"Uniformed Services Employment and Reemployment Rights Act (USERRA)"	Yes	North Wall in RR
36	"Equal Employment Opportunity is the Law"	Yes	North Wall in RR
37	"Florida Minimum Wage"	Yes	North Wall in RR
Minimum Operating Hours			
38	Does the Career Center have standard operating hours for this site? (y, n) Please list days/hours in 'Comments' section.	Yes	Mon-Friday 8A-5P
39	Are the operating hours prominently posted? (y, n)	Yes	Front Window Entrance
Minimum Skills Standards/Certification for Front-Line Staff			
40	Does the LWDB ensure that all front line staff successfully complete the Florida Workforce Professional Tier I certification within one year of the employee start date-?	Yes	
41	List the number of employees required to complete the Tier I certification during the previous program year.	N/A	
42	List the number of employees that successfully completed the Tier I certification during the previous program year.	N/A	
43	Attach the list of employees (defined as front line staff) required to complete the Tier I certification during the previous program year.	0	

Self Attestation:

I Jose Mendez certify, to the best of my knowledge, that the above information provided as part of DEO's Credentialing process is true and correct.

Signature 

Date 03/29/2019

44	Do front line staff have the following minimum skills required of a workforce professional?	Yes	
45	Customer service training (y, n)	Yes	
46	Communications skills training (y, n)	Yes	
47	Basic computer software skills (y, n)	Yes	
48	Specific programmatic training (y, n)	Yes	
Continuing Education Credits for Front Line Staff			
49	Does the LWDB ensure all front-line staff who received Tier I certification prior to the review period have 15 hours of continuing education credits completed by the staff's certification anniversary date? (y, n)	Yes	
50	Attach the list of employees (defined as front line staff) required to complete the 15 hours of continuing education.	3	Jose Mendoza, Beatriz Fregoso, Janet Chase
Minimum activities to be provided by the Career Center			
51	Are the following minimum activities provided on-site , by referral or by internet connection? (y, n)	Yes	If yes, indicate the manner in which these activities are provided.
52	WIOA Adult/Dislocated worker program	Yes	On site, by referral, internet
53	Veterans Workforce Investment programs	Yes	On site, by referral, internet
54	Migrant and Seasonal Farm Worker services	Yes	On site, by referral, internet
55	FDOE Farmworker Career Development Program	Yes	On site, by referral, internet
56	Indian and Native American programs	Yes	On site, by referral, internet
57	Job Corps	Yes	On site, by referral, internet
58	Youth Services	Yes	On site, by referral, internet
59	Wagner-Peyser Programs	Yes	On site, by referral, internet
60	Adult Education	Yes	On site, by referral, internet
61	Industrial Education	Yes	On site, by referral, internet
62	Vocational Rehabilitation	Yes	On site, by referral, internet
63	Older Worker Programs	Yes	On site, by referral, internet
64	Trade Adjustment Assistance	Yes	On site, by referral, internet
65	Veterans Employment and Training Services	Yes	On site, by referral, internet
66	Community Service Block Grant Activities	Yes	On site, by referral, internet
67	Employment and Training activities carried out by the Department of Housing and Urban Development	Yes	On site, by referral, internet
68	Unemployment Insurance Programs	Yes	On site, by referral, internet
69	Temporary Assistance for the Needy Families/ Welfare Transition	Yes	On site, by referral, internet
70	Supplemental Nutrition Assistance Program - Employment and Training	Yes	On site, by referral, internet
71	Supportive Services such as child care and transportation	Yes	On site, by referral, internet
72	Disability Specialist	Yes	On site, by referral, internet



Division of Workforce Services

**Bureau of One-Stop and Program Support
Program Year 2018-19**

Certification for Program Year 2018-19

All requirements are per DEO Credentialing Guidance Paper OSPS-81, CSF Admin. Policy 92 and 93, and Federal law.

Name and Number of LWDB: Career Source Pasco Hernando Region 16
Name and Location of Career Center: Dade City CareerSource Pasco Hernando
Name of individual completing this form: Jose Mendoza
Date: 07/01/2019

I am providing this form in connection with the DEO Local Workforce Development Board credentialing certification for PY 2018-2019. I confirm, to the best of my knowledge and belief, the following representations:

Career Center Credentialing		Y/N	Comments
Minimum Resource Room Requirements			
1	Are the following labor market publications and resources accessible to users? (y, n)	Yes	
2	Wage Conversion Posters (Note: Posters show hourly wages converted into weekly/monthly/annual earnings.)	Yes	East and Wes Walls in RR Plastice display
3	Resource Guide (displays the Systems, Publications, and Reports available from the Labor Market Statistics Center)	Yes	Computers
4	Career Comics	Yes	East Wall
5	Job Journey Occupational Career Posters	Yes	East Wall
6	Occupational Highlights	Yes	East Wall
7	Industry Profiles	Yes	East Wall
8	Employment Projections Data	Yes	East Wall
9	Occupational Employment Statistics and Wages	Yes	East Wall
10	Career Information Delivery System (customized career decision making tools like CHOICES)	Yes	Resource Room Desktop Computers for Customers
11	Career Infonet (http://www.careerinfonet.org/)	Yes	Resource Room Desktop Computers for Customers
12	O*NET ONLINE (http://www.onetonline.org/)	Yes	Resource Room Desktop Computers for Customers
13	Florida Research and Economic Information Database Application (FREIDA) http://freida.labormarketinfo.com/	Yes	Resource Room Desktop Computers for Customers
14	State Eligible Training Provider List (ETPL) for the LWDA	Yes	Resource Room Desktop Computers for Customers
15	Do computers have Internet Access?	Yes	Resource Room Desktop Computers for Customers
16	Do the computers have a link to Employ Florida?	Yes	Resource Room Desktop Computers for Customers
17	Is Employ Florida the MIS primarily used in the resource room for labor exchange services?	Yes	Resource Room Desktop Computers for Customers
18	If no to #17, what is the labor exchange system/program being used?		
19	Do basic software programs include technical skills self-assessment, resume building and interviewing skills?	Yes	EFM Resume Builder/CSPH wevsite online courses

20	Are staff available to provide assistance on the use of software programs using labor market information and other web-based resources?	Yes	2 Full Time, 1 Part time
Posters required by Federal and State Law and Guidance			
21	Does the location display the following posters as required by law, in a place that is visible to customers? (y, n)	Yes	
22	"Employee Rights Under the National Labor Standards Act"	Yes	North Wall in RR
23	"Family and Medical Leave Act"	Yes	North Wall in RR and small break room office
24	"If You Have A Complaint"	Yes	North and East Walls In RR and Break Room
25	"Notice to Workers with Disabilities"	Yes	West Wall In RR and Break Room
26	"Migrant & Seasonal Agriculture Worker Protection Act"	Yes	East Wall in RR
27	"Job Safety and Health Protection Occupational Safety and Health Act"	Yes	North Wall in RR
28	"Fair Labor Standards Act"	Yes	North Wall in RR
29	"Florida Law Prohibits Discrimination"	Yes	East Wall in RR
30	"Reemployment Assistance"	Yes	North Wall in RR
31	"Child Labor Laws"	Yes	North and West Walls In RR
32	"Interpretive Services" (One of three allowable posters)	Yes	North Wall in RR
33	"Worker's Compensation Works for You"	Yes	North and East Walls In RR and Break Room
34	"Employee Polygraph Protection Act (EPPA)"	Yes	North Wall in RR
35	"Uniformed Services Employment and Reemployment Rights Act (USERRA)"	Yes	North Wall in RR
36	"Equal Employment Opportunity is the Law"	Yes	North Wall in RR
37	"Florida Minimum Wage"	Yes	North Wall in RR
Minimum Operating Hours			
38	Does the Career Center have standard operating hours for this site? (y, n) Please list days/hours in 'Comments' section.	Yes	Mon-Friday 8A-5P
39	Are the operating hours prominently posted? (y, n)	Yes	North Window Entrance
Minimum Skills Standards/Certification for Front-Line Staff			
40	Does the LWDB ensure that all front line staff successfully complete the Florida Workforce Professional Tier I certification within one year of the employee start date?	Yes	
41	List the number of employees required to complete the Tier I certification during the previous program year.	N/A	
42	List the number of employees that successfully completed the Tier I certification during the previous program year.	N/A	
43	Attach the list of employees (defined as front line staff) required to complete the Tier I certification during the previous program year.	0	
44	Do front line staff have the following minimum skills required of a workforce professional?	Yes	
45	Customer service training (y, n)	Yes	
46	Communications skills training (y, n)	Yes	
47	Basic computer software skills (y, n)	Yes	
48	Specific programmatic training (y, n)	Yes	

Continuing Education Credits for Front Line Staff

49	Does the LWDB ensure all front-line staff who received Tier I certification prior to the review period have 15 hours of continuing education credits completed by the staff's certification anniversary date? (y, n)	Yes	
50	Attach the list of employees (defined as front line staff) required to complete the 15 hours of continuing education.	3	Jose Mendoza, Beatriz Fregoso, Janet Chase
Minimum activities to be provided by the Career Center			
51	Are the following minimum activities provided on-site , by referral or by internet connection? (y, n)	Yes	If yes, indicate the manner in which these activities are provided.
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53	Veterans Workforce Investment programs	Yes	On site, by referral, internet
54	Migrant and Seasonal Farm Worker services	Yes	On site, by referral, internet
55	FDOE Farmworker Career Development Program	Yes	On site, by referral, internet
56	Indian and Native American programs	Yes	On site, by referral, internet
57	Job Corps	Yes	On site, by referral, internet
58	Youth Services	Yes	On site, by referral, internet
59	Wagner-Peyser Programs	Yes	On site, by referral, internet
60	Adult Education	Yes	On site, by referral, internet
61	Industrial Education	Yes	On site, by referral, internet
62	Vocational Rehabilitation	Yes	On site, by referral, internet
63	Older Worker Programs	Yes	On site, by referral, internet
64	Trade Adjustment Assistance	Yes	On site, by referral, internet
65	Veterans Employment and Training Services	Yes	On site, by referral, internet
66	Community Service Block Grant Activities	Yes	On site, by referral, internet
67	Employment and Training activities carried out by the Department of Housing and Urban Development	Yes	On site, by referral, internet
68	Unemployment Insurance Programs	Yes	On site, by referral, internet
69	Temporary Assistance for the Needy Families/ Welfare Transition	Yes	On site, by referral, internet
70	Supplemental Nutrition Assistance Program - Employment and Training	Yes	On site, by referral, internet
71	Supportive Services such as child care and transportation	Yes	On site, by referral, internet
72	Disability Specialist	Yes	On site, by referral, internet

Self Attestation:

I Jose Mendoza certify, to the best of my knowledge, that the above information provided as part of DEO's Credentialing process is true and correct.

Signature 

Date: 07/01/2019



Certification for Program Year 2017-18
All requirements are per DEO Credentialing Guidance Paper OSPS-81, CSF Admin. Policy 92 and Federal law.

Name and Number of LWDB:Career Source Pasco Hernando Region 16
Name and Location of Career Center:Brooksville Florida
Name of individual completing this form: Patricia Rushing
Date:10/4/2018

I am providing this form in connection with the DEO Local Workforce Development Board credentialing certification for PY 2017-2018. I confirm, to the best of my knowledge and belief, the following representations:

Career Center Credentialing		Y/N	Comments
Minimum Resource Room Requirements			
1	Are the following labor market publications and resources accessible to users? (y, n)	Yes	
2	Wage Conversion Posters (Note: Posters show hourly wages converted into weekly/monthly/annual earnings.)	Yes	East Wall
3	Resource Guide (displays the Systems, Publications, and Reports available from the Labor Market Statistics Center)	Yes	East Wall
4	Career Comics	Yes	East Wall Resource Room
5	Job Journey Occupational Career Posters	Yes	East Wall Resource Room
6	Occupational Highlights	Yes	East Wall Resource Room
7	Industry Profiles	Yes	East Wall Resource Room
8	Job Vacancy/Hiring Needs Survey Reports	Yes	East Wall Resource Room
9	Education and Training Pay Flyer	Yes	East Wall Resource Room
10	Employment Projections Data	Yes	East Wall Resource Room
11	Occupational Employment Statistics and Wages	Yes	East Wall 1st Board Resource Room
12	Career Information Delivery System (customized career decision making tools like CHOICES)	Yes	Resource Room Desktop Computers For Customers
13	Career Infonet (http://www.careerinfonet.org/)	Yes	Resource Room Desktop Computers For Customers
14	O*NET ONLINE (http://www.onetonline.org/)	Yes	Resource Room Desktop Computers For Customers
15	Florida Research and Economic Information Database Application (FREIDA) http://freida.labormarketinfo.com/	Yes	Resource Room Desktop Computers For Customers
16	State Eligible Training Provider List (ETPL) for the LWDA	Yes	Resource Room Desktop Computers For Customers
17	Do computers have Internet Access?	Yes	Resource Room Desktop Computers For Customers
18	Do the computers have a link to Employ Florida?	Yes	Resource Room Desktop Computers For Customers
19	Is Employ Florida the MIS primarily used in the resource room for labor exchange services?	Yes	
20	If no to #19, what is the labor exchange system/program being used?		
21	Do Basic Software Programs include Technical Skills Self-Assessment, Resume Building & Interviewing Skills?	N/A	EFM Resume Builder/CSPH website online courses
22	Are staff available to provide assistance on the use of software programs using labor market information and other web-based resources?	Yes	3 Full Time
Posters required by Federal and State Law and Guidance			
23	Does the location display the following posters as required by law, in a place that is visible to customers? (y, n)	Yes	
24	"Employee Rights Under the National Labor Standards Act"	Yes	West Wall Resource Room
25	"Family and Medical Leave Act"	Yes	West Wall Resource Room
26	"If You Have A Complaint"	Yes	East Wall 2nd Board Resource Room
27	"Notice to Workers with Disabilities"	Yes	West Wall Resource Room
28	"Migrant & Seasonal Agriculture Worker Protection Act"	Yes	West Wall Resource Room
29	"Job Safety and Health Protection Occupational Safety and Health Act"	Yes	West Wall Resource Room
30	"Fair Labor Standards Act"	Yes	West Wall Resource Room

31	"Florida Law Prohibits Discrimination"	Yes	
32	"Reemployment Assistance"	Yes	
33	"Child Labor Laws"	Yes	
34	"Interpretive Services"	Yes	
35	"Worker's Compensation Works for You"	Yes	
36	"Employee Polygraph Protection Act (EPPA)"	Yes	
37	"Uniformed Services Employment and Reemployment Rights Act (USERRA)"	Yes	
38	"Equal Employment Opportunity is the Law"	Yes	
39	"Florida Minimum Wage"	Yes	
Minimum Operating Hours			
31	Does the Career Center have standard operating hours for this site? (y, n) Please list days/hours in 'Comments' section.	Yes	Mon-Friday 8A-5P
32	Are the operating hours posted prominently? (y, n)	Yes	Front Door Entrance
Minimum Skills Standards/Certification for Front-Line Staff			
33	Does the LWDB ensure that all front line staff successfully complete the Florida Workforce Professional Tier 1 certification within the required amount of time from the employee start date (6 months for staff hired prior to 12/15/2016 and 12 months for staff hired after 12/15/2016)?	Yes	
34	List the number of employees required to complete the Tier I certification during the previous program year.	0	
35	List the number of employees that successfully completed the Tier 1 certification during the previous program year.	0	
36	Attach the list of employees (defined as front line staff) required to complete the Tier I certification during the previous program year.	0	
37	Do front line staff have the following minimum skills required of a workforce professional?	Yes	
38	Customer service training (y, n)	Yes	
39	Communications skills training (y, n)	Yes	
40	Basic Computer software skills (y, n)	Yes	
41	Specific programmatic training (y, n)	Yes	
Continuing Education Credits for Front Line Staff			
42	Do all front line staff that completed their Florida Workforce Professional Tier I prior to June 30, 2017 have 15 hours of continuing education credit during the 17-18 program year? (y, n)	Yes	
43	Attach the list of employees (defined as front line staff) required to complete the 15 hours of continuing education in one year.	3	Glenn Swanson, Ben Cruz, Jose Infante
Minimum activities to be provided by the Career Center			
44	Are the following minimum activities provided on-site , by referral , or by internet connection? (y, n)		If yes, indicate the manner in which these activities are provided.
45	WIOA Adult/Dislocated worker program	Yes	On site, by referral, internet
46	Veterans Workforce Investment programs	Yes	On site, by referral, internet
47	Migrant and Seasonal Farm Worker services	Yes	On site, by referral, internet
48	FDOE Farmworker Career Development Program	Yes	On site, by referral, internet
49	Indian and Native American programs	Yes	On site, by referral, internet
50	Job Corps	Yes	On site, by referral, internet
51	Youth Services	Yes	On site, by referral, internet
52	Wagner-Peyser Programs	Yes	On site, by referral, internet
53	Adult Education	Yes	On site, by referral, internet
54	Industrial Education	Yes	On site, by referral, internet
55	Vocational Rehabilitation	Yes	On site, by referral, internet
56	Older Worker Programs	Yes	On site, by referral, internet
57	Trade Adjustment Assistance	Yes	On site, by referral, internet
58	Veterans Employment and Training Services	Yes	On site, by referral, internet
59	Community Service Block Grant Activities	Yes	On site, by referral, internet
60	Employment and Training activities carried out by the Department of Housing and Urban Development	Yes	On site, by referral, internet

61	<u>Unemployment Insurance Programs</u>	Yes	On site, by referral, internet
62	<u>Temporary Assistance for the Needy Families/ Welfare Transition</u>	Yes	On site, by referral, internet
63	<u>Supplemental Nutrition Assistance Program - Employment and Training</u>	Yes	On site, by referral, internet
64	Supportive Services such as child care and transportation	Yes	On site, by referral, internet
65	<u>Disability Specialist</u>	Yes	On site, by referral, internet

Self Attestation:

I, Patricia Rushing certify, to the best of my knowledge, that the above information provided as part of DEO's Credentialing process is true and correct.

Signature *Patricia Rushing*

Date 10/04/2018



Division of Workforce Services

Bureau of One-Stop and Program Support
Program Year 2017-18

Certification for Program Year 2017-18
All requirements are per DEO Credentialing Guidance Paper OSPS-81, CSF Admin. Policy 92 and Federal law.

Name and Number of LWDB: Career Source Pasco Hernando Region 16
Name and Location of Career Center: Brooksville Florida
Name of individual completing this form: Patricia Rushing
Date: 1-10-2019

I am providing this form in connection with the DEO Local Workforce Development Board credentialing certification for PY 2017-2018. I confirm, to the best of my knowledge and belief, the following representations:

Career Center Credentialing Minimum Resource Room Requirements		Y/N	Comments
1	Are the following labor market publications and resources accessible to users? (y, n)	Yes	
2	Wage Conversion Posters (Note: Posters show hourly wages converted into weekly/monthly/annual earnings.)	Yes	East Wall
3	Resource Guide (displays the Systems, Publications, and Reports available from the Labor Market Statistics Center)	Yes	East Wall
4	Career Comics	Yes	East Wall Resource Room
5	Job Journey Occupational Career Posters	Yes	East Wall Resource Room
6	Occupational Highlights	Yes	East Wall Resource Room
7	Industry Profiles	Yes	East Wall Resource Room
8	Job Vacancy/Hiring Needs Survey Reports	Yes	East Wall Resource Room
9	Education and Training Pay Flyer	Yes	East Wall Resource Room
10	Employment Projections Data	Yes	East Wall Resource Room
11	Occupational Employment Statistics and Wages	Yes	East Wall 1st Board Resource Room
12	Career Information Delivery System (customized career decision making tools like CHOICES)	Yes	Resource Room Desktop Computers For Customers
13	Career Infonet (http://www.careerinfonet.org/)	Yes	Resource Room Desktop Computers For Customers
14	O*NET ONLINE (http://www.onetonline.org/)	Yes	Resource Room Desktop Computers For Customers
15	Florida Research and Economic Information Database Application (FREIDA) http://freida.labormarketinfo.com/	Yes	Resource Room Desktop Computers For Customers
16	State Eligible Training Provider List (ETPL) for the LWDA	Yes	Resource Room Desktop Computers For Customers
17	Do computers have Internet Access?	Yes	Resource Room Desktop Computers For Customers
18	Do the computers have a link to Employ Florida?	Yes	Resource Room Desktop Computers For Customers
19	Is Employ Florida the MIS primarily used in the resource room for labor exchange services?	Yes	Resource Room Desktop Computers For Customers
20	If no to #19, what is the labor exchange system/program being used?	Yes	Resource Room Desktop Computers For Customers
21	Do Basic Software Programs include Technical Skills Self-Assessment, Resume Building & Interviewing Skills?	N/A	EFM Resume Builder/CSPH website online courses
22	Are staff available to provide assistance on the use of software programs using labor market information and other web-based resources?	Yes	3 Full Time
Posters required by Federal and State Law and Guidance			
23	Does the location display the following posters as required by law, in a place that is visible to customers? (y, n)	Yes	
24	"Employee Rights Under the National Labor Standards Act"	Yes	West Wall Resource Room
25	"Family and Medical Leave Act"	Yes	West Wall Resource Room
26	"If You Have A Complaint"	Yes	East Wall 2nd Board Resource Room
27	"Notice to Workers with Disabilities"	Yes	West Wall Resource Room
28	"Migrant & Seasonal Agriculture Worker Protection Act"	Yes	West Wall Resource Room
29	"Job Safety and Health Protection Occupational Safety and Health Act"	Yes	West Wall Resource Room
30	"Fair Labor Standards Act"	Yes	West Wall Resource Room

31	"Florida Law Prohibits Discrimination."	Yes	
32	"Reemployment Assistance"	Yes	
33	"Child Labor Laws"	Yes	
34	"Interpretive Services"	Yes	
35	"Worker's Compensation Works for You"	Yes	
36	"Employee Polygraph Protection Act (EPPA)"	Yes	
37	"Uniformed Services Employment and Reemployment Rights Act (USERRA)"	Yes	
38	"Equal Employment Opportunity is the Law"	Yes	
39	"Florida Minimum Wage"	Yes	

Minimum Operating Hours

31	Does the Career Center have standard operating hours for this site? (y, n) Please list days/hours in 'Comments' section.	Yes	Mon-Friday 8A-5P
32	Are the operating hours posted prominently? (y, n)	Yes	Front Door Entrance

Minimum Skills Standards/Certification for Front-Line Staff

33	Does the LWDB ensure that all front line staff successfully complete the Florida Workforce Professional Tier 1 certification within the required amount of time from the employee start date (6 months for staff hired prior to 12/15/2016 and 12 months for staff hired after 12/15/2016)?	Yes	
34	List the number of employees required to complete the Tier 1 certification during the previous program year.	1	
35	List the number of employees that successfully completed the Tier 1 certification during the previous program year.	0	
36	Attach the list of employees (defined as front line staff) required to complete the Tier 1 certification during the previous program year.	0	
37	Do front line staff have the following minimum skills required of a workforce professional?	Yes	
38	Customer service training (y, n)	Yes	
39	Communications skills training (y, n)	Yes	
40	Basic Computer software skills (y, n)	Yes	
41	Specific programmatic training (y, n)	Yes	

Continuing Education Credits for Front Line Staff

42	Do all front line staff that completed their Florida Workforce Professional Tier 1 prior to June 30, 2018 have 15 hours of continuing education credit during the 17-18 program year? (y, n)	Yes	
43	Attach the list of employees (defined as front line staff) required to complete the 15 hours of continuing education in one year.	3	Glenn Swanson, Ben Cruz, Jamie Hurst

Minimum activities to be provided by the Career Center

44	Are the following minimum activities provided on-site, by referral, or by internet connection? (y, n)		If yes, indicate the manner in which these activities are provided.
	WIOA Adult/Dislocated worker program	Yes	On site, by referral, internet
	Veterans Workforce Investment programs	Yes	On site, by referral, internet
	Migrant and Seasonal Farm Worker services	Yes	On site, by referral, internet
	FDOE Farmworker Career Development Program	Yes	On site, by referral, internet
	Indian and Native American programs	Yes	On site, by referral, internet
	Job Corps	Yes	On site, by referral, internet
	Youth Services	Yes	On site, by referral, internet
	Wagner-Peaver Programs	Yes	On site, by referral, internet
	Adult Education	Yes	On site, by referral, internet
	Industrial Education	Yes	On site, by referral, internet
	Vocational Rehabilitation	Yes	On site, by referral, internet
	Older Worker Programs	Yes	On site, by referral, internet
	Trade Adjustment Assistance	Yes	On site, by referral, internet
	Veterans Employment and Training Services	Yes	On site, by referral, internet
	Community Service Block Grant Activities	Yes	On site, by referral, internet
	Employment and Training activities carried out by the Department of Housing and Urban Development	Yes	On site, by referral, internet


61	Unemployment Insurance Programs	Yes	On site, by referral, internet
62	Temporary Assistance for the Needy Families/ Welfare Transition	Yes	On site, by referral, internet
63	Supplemental Nutrition Assistance Program - Employment and Training	Yes	On site, by referral, internet
64	Supportive Services such as child care and transportation	Yes	On site, by referral, internet
65	Disability Specialist	Yes	On site, by referral, internet

Self Attestation:

I, Patricia Rushing certify, to the best of my knowledge, that the above information provided as part of DEO's Credentialing process is true and correct.

Signature *Patricia Rushing*

Date: 1-10-2019


 Division of Workforce Services		Bureau of One-Stop and Program Support Program Year 2018-19	
Certification for Program Year 2018-19 All requirements are per DEO Credentialing Guidance CSF Admin. Policy 92, 97 and Federal law.			
Name and Number of LWDB: Career Source Pasco Hernando Region 16			
Name and Location of Career Center: Career Source Pasco Hernando 16336 Cortez Blvd. Brooksville, Florida 34601			
Name of individual completing this form: Patricia Rushing			
Date: April, 2019			
I am providing this form in connection with the DEO Local Workforce Development Board credentialing certification for PY 2018-2019. I confirm, to the best of my knowledge and belief, the following representations:			
Career Center Credentialing		Y/N	Comments
Minimum Resource Room Requirements			
1	Are the following labor market publications and resources accessible to users? (y, n)		Resource Room East Wall
2	Wage Conversion Posters (Note: Posters show hourly wages converted into weekly/monthly/annual earnings.)		Resource Room East Wall
3	Resource Guide (displays the Systems, Publications and Reports available from the Labor Market Statistics Center)		Resource Room Desktop Computers for Customers
4	Career Comics		Resource Room Desktop Computers for Customers
5	Job Journey Occupational Career Posters		Resource Room Desktop Computers for Customers
6	Occupational Highlights		Resource Room Desktop Computers for Customers
7	Industry Profiles		Resource Room Desktop Computers for Customers
8	Employment Projections Data		Resource Room Desktop Computers for Customers
9	Occupational Employment Statistics and Wages		Resource Room Desktop Computers for Customers
10	Career Information Delivery System (customized career decision making tools like CHOICES)		Resource Room Desktop Computers for Customers
11	Career Infonet (http://www.careerinfonet.org/)		Resource Room Desktop Computers for Customers
12	O*NET ONLINE (http://www.onetonline.org/)	Yes	Resource Room Desktop Computers for Customers
13	Florida Research and Economic Information Database Application (FREIDA) http://freida.labormarketinfo.com/	Yes	Resource Room Desktop Computers for Customers
14	State Eligible Training Provider List (ETPL) for the LWDA	Yes	East Middle Board
15	Do computers have internet access?	Yes	Resource Room Desktop Computers for Customers
16	Do the computers have a link to Employ Florida?	Yes	Resource Room Desktop Computers for Customers
17	Is Employ Florida the MIS primarily used in the resource room for labor exchange services?	Yes	
18	If no to #17, what is the labor exchange system/program being used?	Yes	
19	Do basic software programs include technical skills self-assessment, resume building and interviewing skills?	Yes	EF Resume Builder/CSPH Website Online Courses
20	Are staff available to provide assistance on the use of software programs using labor market information and other web-based resources?	Yes	3 Full Time
Posters required by Federal and State Law and Guidance			
21	Does the location display the following posters as required by law, in a place that is visible to customers? (y, n)	Yes	
22	"Employee Rights Under the National Labor Standards Act"	Yes	Resource Room East Wall Bulletin End
23	"Family and Medical Leave Act"	Yes	Resource Room East Wall Bulletin End
24	"If You Have A Complaint"	Yes	Resource Room West Wall Bulletin End
25	"Notice to Workers with Disabilities"	Yes	Resource Room East Wall Bulletin End
26	"Migrant & Seasonal Agriculture Worker Protection Act"	Yes	Resource Room East Wall Bulletin End
27	"Job Safety and Health Protection Occupational Safety and Health Act"	Yes	Resource Room East Wall Bulletin End
28	"Fair Labor Standards Act"	Yes	Resource Room East Wall Bulletin End
29	"Florida Law Prohibits Discrimination"	Yes	Resource Room East Wall Bulletin End
30	"Reemployment Assistance"	Yes	Resource Room East Wall Middle Bulletin
31	"Child Labor Laws"	Yes	Resource Room East Wall Bulletin End
32	"Interpretive Services" (One of three allowable posters)	Yes	Resource Room East Wall Bulletin End
33	"Worker's Compensation Works for You"	Yes	Resource Room East Wall Bulletin End
34	"Employee Polygraph Protection Act (EPPA)"	Yes	Resource Room East Wall Bulletin End
35	"Uniformed Services Employment and Reemployment Rights Act (USERRA)"	Yes	Resource Room East Wall Bulletin End
36	"Equal Employment Opportunity is the Law"	Yes	Resource Room East Wall Bulletin End
37	"Florida Minimum Wage"		Resource Room East Wall Bulletin End
Minimum Operating Hours			
38	Does the Career Center have standard operating hours for this site? (y, n) Please list days/hours in 'Comments' section.	Yes	Monday -Friday 8AM-5PM
39	Are the operating hours prominently posted? (y, n)	Yes	
Minimum Skills Standards/Certification for Front-Line Staff			
40	Does the LWDB ensure that all front line staff successfully complete the Florida Workforce Professional Tier I certification within one year of the employee start date?	Yes	
41	List the number of employees required to complete the Tier I certification during the previous program year.	1	
42	List the number of employees that successfully completed the Tier I certification during the previous program year.	1	
43	Attach the list of employees (defined as front line staff) required to complete the Tier I certification during the previous program year.		Jamie Hurst (no longer employed by DEO)
44	Do front line staff have the following minimum skills required of a workforce professional?	Yes	
45	Customer service training (y, n)	Y	

46	Communications skills training (y, n)	Y	
47	Basic computer software skills (y, n)	Y	
48	Specific programmatic training (y, n)	Y	
Continuing Education Credits for Front Line Staff			
49	Does the LWDB ensure all front-line staff who received Tier I certification prior to the review period have 15 hours of continuing education credits completed by the staff's certification anniversary date? (y, n)	Y	
50	Attach the list of employees (defined as front line staff) required to complete the 15 hours of continuing education.		Glenn Swanson, Ben Cruz, Jamie Hurst
Minimum activities to be provided by the Career Center			
51	Are the following minimum activities provided on-site , by referral or by internet connection? (y, n)		If yes, indicate the manner in which these activities are provided.
52	WIOA Adult/Dislocated worker program	Yes	On-Site
53	Veterans Workforce Investment programs	Yes	On-Site
54	Migrant and Seasonal Farm Worker services	Yes	On-Site
55	FDOE Farmworker Career Development Program	No	Referral
56	Indian and Native American programs	No	Referral
57	Job Corps	No	Referral
58	Youth Services	Yes	On-Site
59	Wagner-Peyser Programs	Yes	On-Site
60	Adult Education	No	Referral
61	Industrial Education	Yes	On-Site
62	Vocational Rehabilitation	No	Referral
63	Older Worker Programs	No	Referral
64	Trade Adjustment Assistance	Yes	On-Site
65	Veterans Employment and Training Services	Yes	On-Site
66	Community Service Block Grant Activities	No	Referral
67	Employment and Training activities carried out by the Department of Housing and Urban Development	No	Referral
68	Unemployment Insurance Programs	Yes	On-Site/Internet
69	Temporary Assistance for the Needy Families/ Welfare Transition	Yes	On-Site
70	Supplemental Nutrition Assistance Program - Employment and Training	Yes	On-Site
71	Supportive Services such as child care and transportation	Yes	On-Site
72	Disability Specialist	Yes	On-Site/Referral
Self Attestation:			

I Christina Sowers certify, to the best of my knowledge, that the above information provided as part of DEO's Credentialing process is true and correct.

Signature *Christina Sowers*

Date 10/22/2019

 Division of Workforce Services		Bureau of One-Stop and Program Support Program Year 2018-19	
Certification for Program Year 2018-19 All requirements are per DEO Credentialing Guidance CSF Admin. Policy 92, 97 and Federal law.			
Name and Number of LWDB: Career Source Pasco Hernando Region 16			
Name and Location of Career Center: Career Source Pasco Hernando, 16336 Cortez Boulevard Brooksville Florida, 34601			
Name of individual completing this form: Patricia Rushing			
Date: July 2019			
I am providing this form in connection with the DEO Local Workforce Development Board credentialing certification for PY 2018-2019. I confirm, to the best of my knowledge and belief, the following representations:			
Career Center Credentialing		Y/N	Comments
Minimum Resource Room Requirements			
1	Are the following labor market publications and resources accessible to users? (y, n)		
2	Wage Conversion Posters (Note: Posters show hourly wages converted into weekly/monthly/annual earnings.)	Yes	Resource Room Desktop Computer for Customers
3	Resource Guide (displays the Systems, Publications and Reports available from the Labor Market Statistics Center)	Yes	Resource Room Desktop Computer for Customers
4	Career Comics	Yes	Resource Room Desktop Computer for Customers
5	Job Journey Occupational Career Posters	Yes	Resource Room Desktop Computer for Customers
6	Occupational Highlights	Yes	Resource Room Desktop Computer for Customers
7	Industry Profiles	Yes	Resource Room Desktop Computer for Customers
8	Employment Projections Data	Yes	Resource Room Desktop Computer for Customers
9	Occupational Employment Statistics and Wages	Yes	Resource Room East Wall Middle Bulletin
10	Career Information Delivery System (customized career decision making tools like CHOICES)	Yes	Resource Room Desktop Computer for Customers
11	Career Infonet (http://www.careerinfonet.org/)	Yes	Resource Room Desktop Computer for Customers
12	O*NET ONLINE (http://www.onetonline.org/)	Yes	Resource Room Desktop Computer for Customers
13	Florida Research and Economic Information Database Application (FREIDA) http://freida.labormarketinfo.com/	Yes	Resource Room Desktop Computer for Customers
14	State Eligible Training Provider List (ETPL) for the LWDA	Yes	East Middle Bulletin
15	Do computers have internet access?	Yes	Resource Room Desktop Computer for Customers
16	Do the computers have a link to Employ Florida?	Yes	Resource Room Desktop Computer for Customers
17	Is Employ Florida the MIS primarily used in the resource room for labor exchange services?	Yes	
18	If no to #17, what is the labor exchange system/program being used?		
19	Do basic software programs include technical skills self-assessment, resume building and interviewing skills?	Yes	EFM Resume Bulder/CSPH website online courses
20	Are staff available to provide assistance on the use of software programs using labor market information and other web-based resources?	Yes	3 Full Time
Posters required by Federal and State Law and Guidance			
21	Does the location display the following posters as required by law, in a place that is visible to customers? (y, n)	Yes	
22	"Employee Rights Under the National Labor Standards Act"	Yes	Resource Room East Wall Bulletin End
23	"Family and Medical Leave Act"	Yes	Resource Room East Wall Bulletin End
24	"If You Have A Complaint"	Yes	Resource Room West Wall Bulletin End
25	"Notice to Workers with Disabilities"	Yes	Resource Room East Wall Bulletin End
26	"Migrant & Seasonal Agriculture Worker Protection Act"	Yes	Resource Room East Wall Bulletin End
27	"Job Safety and Health Protection Occupational Safety and Health Act"	Yes	Resource Room East Wall Bulletin End
28	"Fair Labor Standards Act"	Yes	Resource Room East Wall Bulletin End
29	"Florida Law Prohibits Discrimination"	Yes	Resource Room East Wall Bulletin End
30	"Reemployment Assistance"	Yes	Resource Room East Wall Middle Bulletin
31	"Child Labor Laws"	Yes	Resource Room East Wall Bulletin End
32	"Interpretive Services" (One of three allowable posters)	Yes	Resource Room East Wall Bulletin End
33	"Worker's Compensation Works for You"	Yes	Resource Room East Wall Bulletin End
34	"Employee Polygraph Protection Act (EPPA)"	Yes	Resource Room East Wall Bulletin End
35	"Uniformed Services Employment and Reemployment Rights Act (USERRA)"	Yes	Resource Room East Wall Bulletin End
36	"Equal Employment Opportunity is the Law"	Yes	Resource Room East Wall Bulletin End
37	"Florida Minimum Wage"	Yes	Resource Room East Wall Bulletin End
Minimum Operating Hours			
38	Does the Career Center have standard operating hours for this site? (y, n) Please list days/hours in 'Comments' section.	Yes	Monday -Friday 8AM-5PM
39	Are the operating hours prominently posted? (y, n)	Yes	
Minimum Skills Standards/Certification for Front-Line Staff			
40	Does the LWDB ensure that all front line staff successfully complete the Florida Workforce Professional Tier I certification within one year of the employee start date?	Yes	
41	List the number of employees required to complete the Tier I certification during the previous program year.	1	Jamie Hurst (no longer employed DEO)
42	List the number of employees that successfully completed the Tier I certification during the previous program year.	1	
43	Attach the list of employees (defined as front line staff) required to complete the Tier I certification during the previous program year.		
44	Do front line staff have the following minimum skills required of a workforce professional?	y	
45	Customer service training (y, n)	y	

46	Communications skills training (y, n)	y	
47	Basic computer software skills (y, n)	y	
48	Specific programmatic training (y, n)	y	
Continuing Education Credits for Front Line Staff			
49	Does the LWDB ensure all front-line staff who received Tier I certification prior to the review period have 15 hours of continuing education credits completed by the staff's certification anniversary date? (y, n)	Yes	
50	Attach the list of employees (defined as front line staff) required to complete the 15 hours of continuing education.	Yes	Glenn Swanson, Ben Cruz, Marci Pryor
Minimum activities to be provided by the Career Center			
51	Are the following minimum activities provided on-site , by referral or by internet connection? (y, n)		If yes, indicate the manner in which these activities are provided.
52	WIOA Adult/Dislocated worker program		On-Site
53	Veterans Workforce Investment programs		On-Site
54	Migrant and Seasonal Farm Worker services		On-Site
55	FDOE Farmworker Career Development Program		Referral
56	Indian and Native American programs		Referral
57	Job Corps		Referral
58	Youth Services		On-Site
59	Wagner-Peyser Programs		On-Site
60	Adult Education		Referral
61	Industrial Education		On-Site
62	Vocational Rehabilitation		Referral
63	Older Worker Programs		Referral
64	Trade Adjustment Assistance		On-Site
65	Veterans Employment and Training Services		On-Site
66	Community Service Block Grant Activities		Referral
67	Employment and Training activities carried out by the Department of Housing and Urban Development		Referral
68	Unemployment Insurance Programs		On-Site/Internet
69	Temporary Assistance for the Needy Families/ Welfare Transition		On-Site
70	Supplemental Nutrition Assistance Program - Employment and Training		On-Site
71	Supportive Services such as child care and transportation		On-Site
72	Disability Specialist		On-Site/Referral
Self Attestation:			

I Christina Sowers certify, to the best of my knowledge, that the above information provided as part of DEO's Credentialing process is true and correct.

Signature Christina Sowers

Date 10/22/2019



Division of Workforce Services

**Bureau of One-Stop and Program Support
Program Year 2019-20**

Certification for Program Year 2019-20
All requirements are per DEO Credentialing Guidance Paper OSPS-01, CSF Admin. Policy 92 and Federal law.

Name and Number of LWDB:CareerSource Pasco Hernando, Region 16
 Name and Location of Career Center:CareerSource Pasco Hernando, 4440 Grand Blvd. New Port Richey, FL 34652
 Name of individual completing this form: Miri Timony
 Date:9/30/2019

I am providing this form in connection with the DEO Local Workforce Development Board credentialing certification for PY 2018-2019. I confirm, to the best of my knowledge and belief, the following representations:

Minimum Resource Room Requirements

	Y/N	Comments
1	Y	
2	Y	Resource Room-South Wall-Bulletin Board Display
3	Y	Resource Room-South Wall-Binder on Table
4	Y	Resource Room-South Wall-Binder on Table
5	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
6	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
7	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
8	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
9	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
10	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
11	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
12	Y	Resource Room - Customer Work Station
13	Y	Resource Room - Customer Work Station
14	Y	Resource Room - Customer Work Station
15	Y	Resource Room - Customer Work Station
16	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
17	Y	Resource Room - Customer Work Station - Desktop
18	Y	
19	Y	
20	Y	EF Resume Builder/CSPH Website Online Courses
21	Y	
22	Y	

Posters required by Federal and State Law and Guidance

23	Y	
24	Y	Resource Room-South Wall-Bulletin Board Display

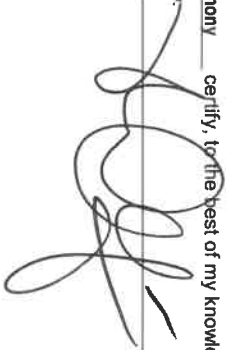
25	"Family and Medical Leave Act"	Y	Resource Room-South Wall-Bulletin Board Display
26	"If You Have A Complaint"	Y	Resource Room-South Wall-Bulletin Board Display
27	"Notice to Workers with Disabilities"	Y	Resource Room-South Wall-Bulletin Board Display
28	"Migrant & Seasonal Agriculture Worker Protection Act"	Y	Resource Room-South Wall-Bulletin Board Display
29	"Job Safety and Health Protection Occupational Safety and Health Act"	Y	Resource Room-South Wall-Bulletin Board Display
30	"Fair Labor Standards Act"	Y	Resource Room-South Wall-Bulletin Board Display
31	"Florida Law Prohibits Discrimination"	Y	Resource Room-South Wall-Bulletin Board Display
32	"Reemployment Assistance"	Y	Resource Room-South Wall-Bulletin Board Display
33	"Child Labor Laws"	Y	Resource Room-South Wall-Bulletin Board Display
34	"Interpretive Services"	Y	Resource Room-South Wall-Bulletin Board Display
35	"Worker's Compensation Works for You"	Y	Resource Room-South Wall-Bulletin Board Display
36	"Employee Polygraph Protection Act (EPPA)"	Y	Resource Room-South Wall-Bulletin Board Display
37	"Uniformed Services Employment and Reemployment Rights Act (USERRA)"	Y	Resource Room-South Wall-Bulletin Board Display
38	"Equal Employment Opportunity is the Law"	Y	Resource Room-South Wall-Bulletin Board Display
39	"Florida Minimum Wage"	Y	Resource Room-South Wall-Bulletin Board Display
Minimum Operating Hours			
31	Does the Career Center have standard operating hours for this site? (y, n) Please list days/hours in 'Comments' section.	Y	MONDAY-FRIDAY / 8:00AM-5:00PM
32	Are the operating hours posted prominently? (y, n)	Y	
Minimum Skills Standards/Certification for Front-Line Staff			
33	Does the LWDB ensure that all front line staff successfully complete the Florida Workforce Professional Tier 1 certification within the required amount of time from the employee start date (6 months for staff hired prior to 12/15/2018) and 12 months for staff hired after 12/15/2018)?	Y	
34	List the number of employees required to complete the Tier 1 certification during the previous program year.	1	
35	List the number of employees that successfully completed the Tier 1 certification during the previous program year.	1	
36	Attach the list of employees (defined as front line staff) required to complete the Tier 1 certification during the previous program year.		Petra Lorenz
37	Do front line staff have the following minimum skills required of a workforce professional?	Y	
38	Customer service training (y, n)	Y	
39	Communications skills training (y, n)	Y	
40	Basic Computer software skills (y, n)	Y	
41	Specific programmatic training (y, n)	Y	WPI/E/ACCESS/IDEQ/MSFW
Continuing Education Credits for Front Line Staff			
42	Do all front line staff that completed their Florida Workforce Professional Tier 1 prior to June 30, 2015 have 15 hours of continuing education credit during the 15-16 program year? (y, n)	Y	
43	Attach the list of employees (defined as front line staff) required to complete the 15 hours of continuing education in one year.	Y	Mini Timony, Nilda Santiago, Janice Carlo, Petra Lorenz
Minimum activities to be provided by the Career Center			
44	Are the following minimum activities provided on-site, by referral, or by internet connection? (y, n)	Y	If yes, indicate the manner in which these activities are provided.
45	WIOA Adult/Dislocated worker program		On-Site
46	Veterans Workforce Investment programs		On-Site
47	Migrant and Seasonal Farm Worker services		On-Site
48	FDOE Farmworker Career Development Program		Referral
49	Indian and Native American programs		Referral
50	Job Corps		Referral
51	Youth Services		On-Site
52	Wagner-Peyser Programs		On-Site
53	Adult Education		Referral
54	Industrial Education		On-Site

55	Vocational Rehabilitation		On-Site
56	Older Worker Programs		On-Site
57	Trade Adjustment Assistance		On-Site
58	Veterans Employment and Training Services		On-Site
59	Community Service Block Grant Activities		Referral
60	Employment and Training activities carried out by the Department of Housing and Urban Development		Referral
61	Unemployment Insurance Programs		On-Site
62	Temporary Assistance for the Needy Families/ Welfare Transition		On-Site
63	Supplemental Nutrition Assistance Program - Employment and Training		On-Site
64	Supportive Services such as child care and transportation		On-Site
65	Disability Specialist		On-Site / Referral

Self Attestation:

I, Mini Timony, certify, to the best of my knowledge, that the above information provided as part of DEO's Credentialing process is true and correct.

Signature _____



Date: 9/30/2019



Division of Workforce Services

Bureau of One-Stop and Program Support
Program Year 2018-19

Certification for Program Year 2018-19
All requirements are per DEO Credentialing Guidance Paper OSPS-81, CSF Admin. Policy 92 and Federal law.

Name and Number of LWDB: CareerSource Pasco Hernando, Region 16
Name and Location of Career Center: CareerSource Pasco Hernando, 4440 Grand Blvd. New Port Richey, FL 34652
Name of individual completing this form: Miri Timony
Date: 6/30/2019

I am providing this form in connection with the DEO Local Workforce Development Board credentialing certification for PY 2018-2019. I confirm, to the best of my knowledge and belief, the following representations:

Career Center Credentialing

Comments

Minimum Resource Room Requirements

	Y/N	Comments
1	Y	
2	Y	Resource Room-South Wall-Bulletin Board Display
3	Y	Resource Room-South Wall-Binder on Table
4	Y	Resource Room-South Wall-Binder on Table
5	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
6	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
7	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
8	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
9	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
10	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
11	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
12	Y	Resource Room - Customer Work Station
13	Y	Resource Room - Customer Work Station
14	Y	Resource Room - Customer Work Station
15	Y	Resource Room - Customer Work Station
16	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
17	Y	Resource Room - Customer Work Station - Desktop
18	Y	
19	Y	
20	Y	EF Resume Builder/CSPH Website Online Courses
21	Y	
22	Y	

Posters required by Federal and State Law and Guidance

23	Y	
24	Y	Resource Room-South Wall-Bulletin Board Display

*Employee Rights Under the National Labor Standards Act"

25	"Family and Medical Leave Act"	Y	Resource Room-South Wall-Bulletin Board Display
26	"If You Have A Complaint"	Y	Resource Room-South Wall-Bulletin Board Display
27	"Notice to Workers with Disabilities"	Y	Resource Room-South Wall-Bulletin Board Display
28	"Migrant & Seasonal Agriculture Worker Protection Act"	Y	Resource Room-South Wall-Bulletin Board Display
29	"Job Safety and Health Protection Occupational Safety and Health Act"	Y	Resource Room-South Wall-Bulletin Board Display
30	"Fair Labor Standards Act"	Y	Resource Room-South Wall-Bulletin Board Display
31	"Florida Law Prohibits Discrimination"	Y	Resource Room-South Wall-Bulletin Board Display
32	"Reemployment Assistance"	Y	Resource Room-South Wall-Bulletin Board Display
33	"Child Labor Laws"	Y	Resource Room-South Wall-Bulletin Board Display
34	"Interpretive Services"	Y	Resource Room-South Wall-Bulletin Board Display
35	"Worker's Compensation Works for You"	Y	Resource Room-South Wall-Bulletin Board Display
36	"Employee Polygraph Protection Act (EPPA)"	Y	Resource Room-South Wall-Bulletin Board Display
37	"Uniformed Services Employment and Reemployment Rights Act (USERRA)"	Y	Resource Room-South Wall-Bulletin Board Display
38	"Equal Employment Opportunity is the Law"	Y	Resource Room-South Wall-Bulletin Board Display
39	"Florida Minimum Wage"	Y	Resource Room-South Wall-Bulletin Board Display
Minimum Operating Hours			
31	Does the Career Center have standard operating hours for this site? (y, n) Please list days/hours in 'Comments' section.	Y	MONDAY-FRIDAY / 8:00AM-5:00PM
32	Are the operating hours posted prominently? (y, n)	Y	
Minimum Skills Standards/Certification for Front-Line Staff			
33	Does the LWDB ensure that all front line staff successfully complete the Florida Workforce Professional Tier 1 certification within the required amount of time from the employee start date (6 months for staff hired prior to 12/15/2018) and 12 months for staff hired after 12/15/2018)?	Y	
34	List the number of employees required to complete the Tier 1 certification during the previous program year.	1	
35	List the number of employees that successfully completed the Tier 1 certification during the previous program year.	1	
36	Attach the list of employees (defined as front line staff) required to complete the Tier 1 certification during the previous program year.	0	Petra Lorenz
37	Do front line staff have the following minimum skills required of a workforce professional?	Y	
38	Customer service training (y, n)	Y	
39	Communications skills training (y, n)	Y	
40	Basic Computer software skills (y, n)	Y	
41	Specific programmatic training (y, n)	Y	WP/EF/ACCESS/IDCOMSFW
Continuing Education Credits for Front Line Staff			
42	Do all front line staff that completed their Florida Workforce Professional Tier 1 prior to June 30, 2015 have 15 hours of continuing education credit during the 15-16 program year? (y, n)	Y	
43	Attach the list of employees (defined as front line staff) required to complete the 15 hours of continuing education in one year.	Y	Mini Trimony, Nilda Santiago, Janice Carlo, Petra Lorenz
Minimum activities to be provided by the Career Center			
44	Are the following minimum activities provided on-site, by referral, or by internet connection? (y, n)	Y	If yes, indicate the manner in which these activities are provided.
45	WIOA Adult/Dislocated worker program		On-Site
46	Veterans Workforce Investment programs		On-Site
47	Migrant and Seasonal Farm Worker services		On-Site
48	FDOE Farmworker Career Development Program		Referral
49	Indian and Native American programs		Referral
50	Job Corps		Referral
51	Youth Services		On-Site
52	Wagner-Peyser Programs		On-Site
53	Adult Education		Referral
54	Industrial Education		On-Site

55	Vocational Rehabilitation		On-Site
56	Older Worker Programs		On-Site
57	Trade Adjustment Assistance		On-Site
58	Veterans Employment and Training Services		On-Site
59	Community Service Block Grant Activities		Referral
60	Employment and Training activities carried out by the Department of Housing and Urban Development		Referral
61	Unemployment Insurance Programs		On-Site
62	Temporary Assistance for the Needy Families/ Welfare Transition		On-Site
63	Supplemental Nutrition Assistance Program - Employment and Training		On-Site
64	Supportive Services such as child care and transportation		On-Site
65	Disability Specialist		On-Site / Referral

Self Attestation:

I Mini Timony certify, to the best of my knowledge, that the above information provided as part of DEO's Credentialing process is true and correct.

Signature 

Date: 6/30/2019



Division of Workforce Services

Bureau of One-Stop and Program Support
Program Year 2018-19

Certification for Program Year 2018-19

All requirements are per DEO Credentialing Guidance Paper OSPS-81, CSF Admin. Policy 92 and Federal law.

Name and Number of LWDB: CareerSource Pasco Hernando, Region 16

Name and Location of Career Center: CareerSource Pasco Hernando, 4440 Grand Blvd. New Port Richey, FL 34652

Name of individual completing this form: Mini Timony

Date: 3/31/2019

I am providing this form in connection with the DEO Local Workforce Development Board credentialing certification for PY 2018-2019. I confirm, to the best of my knowledge and belief, the following representations:

Minimum Resource Room Requirements

Career Center Credentialing

Comments

	Y/N	Comments
1	Y	
2	Y	Resource Room-South Wall-Bulletin Board Display
3	Y	Resource Room-South Wall-Binder on Table
4	Y	Resource Room-South Wall-Binder on Table
5	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
6	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
7	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
8	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
9	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
10	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
11	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
12	Y	Resource Room - Customer Work Station
13	Y	Resource Room - Customer Work Station
14	Y	Resource Room - Customer Work Station
15	Y	Resource Room - Customer Work Station
16	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
17	Y	Resource Room - Customer Work Station - Desktop
18	Y	
19	Y	
20	Y	
21	Y	EF Resume Builder/CSPH Website Online Courses
22	Y	
23	Y	Posters required by Federal and State Law and Guidance
24	Y	Resource Room-South Wall-Bulletin Board Display

25	"Family and Medical Leave Act"	Y	Resource Room-South Wall-Bulletin Board Display
26	"If You Have A Complaint"	Y	Resource Room-South Wall-Bulletin Board Display
27	"Notice to Workers with Disabilities"	Y	Resource Room-South Wall-Bulletin Board Display
28	"Migrant & Seasonal Agriculture Worker Protection Act"	Y	Resource Room-South Wall-Bulletin Board Display
29	"Job Safety and Health Protection Occupational Safety and Health Act"	Y	Resource Room-South Wall-Bulletin Board Display
30	"Fair Labor Standards Act"	Y	Resource Room-South Wall-Bulletin Board Display
31	"Florida Law Prohibits Discrimination"	Y	Resource Room-South Wall-Bulletin Board Display
32	"Reemployment Assistance"	Y	Resource Room-South Wall-Bulletin Board Display
33	"Child Labor Laws"	Y	Resource Room-South Wall-Bulletin Board Display
34	"Interpretive Services"	Y	Resource Room-South Wall-Bulletin Board Display
35	"Worker's Compensation Works for You"	Y	Resource Room-South Wall-Bulletin Board Display
36	"Employee Polygraph Protection Act (EPPA)"	Y	Resource Room-South Wall-Bulletin Board Display
37	"Uniformed Services Employment and Reemployment Rights Act (USERRA)"	Y	Resource Room-South Wall-Bulletin Board Display
38	"Equal Employment Opportunity is the Law"	Y	Resource Room-South Wall-Bulletin Board Display
39	"Florida Minimum Wage"	Y	Resource Room-South Wall-Bulletin Board Display
Minimum Operating Hours			
31	Does the Career Center have standard operating hours for this site? (y, n) Please list days/hours in 'Comments' section.	Y	MONDAY-FRIDAY / 8:00AM-5:00PM
32	Are the operating hours posted prominently? (y, n)	Y	
Minimum Skills Standards/Certification for Front-Line Staff			
33	Does the LWDB ensure that all front line staff successfully complete the Florida Workforce Professional Tier 1 certification within the required amount of time from the employee start date (6 months for staff hired prior to 12/15/2018) and 12 months for staff hired after 12/15/2018)?	Y	
34	List the number of employees required to complete the Tier 1 certification during the previous program year.	0	
35	List the number of employees that successfully completed the Tier 1 certification during the previous program year.	0	
36	Attach the list of employees (defined as front line staff) required to complete the Tier 1 certification during the previous program year.	0	
37	Do front line staff have the following minimum skills required of a workforce professional?	Y	
38	Customer service training (y, n)	Y	
39	Communications skills training (y, n)	Y	
40	Basic Computer software skills (y, n)	Y	
41	Specific programmatic training (y, n)	Y	WP/EF/ACCESS/DEO/MSFW
Continuing Education Credits for Front Line Staff			
42	Do all front line staff that completed their Florida Workforce Professional Tier 1 prior to June 30, 2015 have 15 hours of continuing education credit during the 15-16 program year? (y, n)	Y	
43	Attach the list of employees (defined as front line staff) required to complete the 15 hours of continuing education in one year.	Y	Mini Trimony, Nilda Santiago, Janice Carlo
Minimum activities to be provided by the Career Center			
44	Are the following minimum activities provided on-site, by referral, or by internet connection? (y, n)	Y	If yes, indicate the manner in which these activities are provided.
45	WIOA Adult/Dislocated worker program		On-Site
46	Veterans Workforce Investment programs		On-Site
47	Migrant and Seasonal Farm Worker services		On-Site
48	FDOE Farmworker Career Development Program		Referral
49	Indian and Native American programs		Referral
50	Job Corps		Referral
51	Youth Services		On-Site
52	Wagner-Peyser Programs.		On-Site
53	Adult Education		Referral
54	Industrial Education		On-Site

55	Vocational Rehabilitation		On-Site
56	Older Worker Programs		On-Site
57	Trade Adjustment Assistance		On-Site
58	Veterans Employment and Training Services		On-Site
59	Community Service Block Grant Activities		Referral
60	Employment and Training activities carried out by the Department of Housing and Urban Development		Referral
61	Unemployment Insurance Programs		On-Site
62	Temporary Assistance for the Needy Families/ Welfare Transition		On-Site
63	Supplemental Nutrition Assistance Program - Employment and Training		On-Site
64	Supportive Services such as child care and transportation		On-Site
65	Disability Specialist		On-Site / Referral

Self Attestation:

I, Mini Timony, certify to the best of my knowledge, that the above information provided as part of DEO's Credentialing process is true and correct.

Signature 

Date: 3/31/2019



Division of Workforce Services

Bureau of One-Stop and Program Support
Program Year 2018-19

Certification for Program Year 2018-19

All requirements are per DEO Credentialing Guidance Paper OSPS-81, CSF Admin. Policy 92 and Federal law.

Name and Number of LWDB: CareerSource Pasco Hernando, Region 16

Name and Location of Career Center: CareerSource Pasco Hernando, 4440 Grand Blvd. New Port Richey, FL 34652

Name of individual completing this form: Mini Timony

Date: 12/31/2018

I am providing this form in connection with the DEO Local Workforce Development Board credentialing certification for PY 2018-2019. I confirm, to the best of my knowledge and belief, the following representations:

Career Center Credentialing		Minimum Resource Room Requirements	
	Y/N	Comments	
1	Y		
2	Y	Resource Room-South Wall-Bulletin Board Display	
3	Y	Resource Room-South Wall-Binder on Table	
4	Y	Resource Room-South Wall-Binder on Table	
5	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table	
6	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table	
7	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table	
8	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table	
9	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table	
10	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table	
11	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table	
12	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table	
13	Y	Resource Room - Customer Work Station	
14	Y	Resource Room - Customer Work Station	
15	Y	Resource Room - Customer Work Station	
16	Y	Resource Room - Customer Work Station	
17	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table	
18	Y	Resource Room - Customer Work Station - Desktop	
19	Y		
20	Y		
21	Y	EF Resume Builder/CSPH Website Online Courses	
22	Y		
Posters required by Federal and State Law and Guidance			
23	Y		
24	Y	Resource Room-South Wall-Bulletin Board Display	
25	Y	Resource Room-South Wall-Bulletin Board Display	
26	Y	Resource Room-South Wall-Bulletin Board Display	
27	Y	Resource Room-South Wall-Bulletin Board Display	
28	Y	Resource Room-South Wall-Bulletin Board Display	
29	Y	Resource Room-South Wall-Bulletin Board Display	
30	Y	Resource Room-South Wall-Bulletin Board Display	
31	Y	Resource Room-South Wall-Bulletin Board Display	

32	"Reemployment Assistance"	Y	Resource Room-South Wall-Bulletin Board Display
33	"Child Labor Laws"	Y	Resource Room-South Wall-Bulletin Board Display
34	"Interpretive Services"	Y	Resource Room-South Wall-Bulletin Board Display
35	"Worker's Compensation Works for You"	Y	Resource Room-South Wall-Bulletin Board Display
36	"Employee Polygraph Protection Act (EPPA)"	Y	Resource Room-South Wall-Bulletin Board Display
37	"Uniformed Services Employment and Reemployment Rights Act (USERRA)"	Y	Resource Room-South Wall-Bulletin Board Display
38	"Equal Employment Opportunity is the Law"	Y	Resource Room-South Wall-Bulletin Board Display
39	"Florida Minimum Wage"	Y	Resource Room-South Wall-Bulletin Board Display
Minimum Operating Hours			
31	Does the Career Center have standard operating hours for this site? (y, n) Please list days/hours in 'Comments' section.	Y	MONDAY-FRIDAY / 8:00AM-5:00PM
32	Are the operating hours posted prominently? (y, n)	Y	
Minimum Skills Standards/Certification for Front-Line Staff			
33	Does the LWDB ensure that all front line staff successfully complete the Florida Workforce Professional Tier 1 certification within the required amount of time from the employee start date (6 months for staff hired prior to 12/15/2018) and 12 months for staff hired after 12/15/2018)?	Y	
34	List the number of employees required to complete the Tier 1 certification during the previous program year.	0	
35	List the number of employees that successfully completed the Tier 1 certification during the previous program year.	0	
36	Attach the list of employees (defined as front line staff) required to complete the Tier 1 certification during the previous program year.	0	
37	Do front line staff have the following minimum skills required of a workforce professional?	Y	
38	Customer service training (y, n)	Y	
39	Communications skills training (y, n)	Y	
40	Basic Computer software skills (y, n)	Y	
41	Specific programmatic training (y, n)	Y	WP/EF/ACCESS/DEO/MSFW
Continuing Education Credits for Front Line Staff			
42	Do all front line staff that completed their Florida Workforce Professional Tier 1 prior to June 30, 2015 have 15 hours of continuing education credit during the 15-16 program year? (y, n)	Y	
43	Attach the list of employees (defined as front line staff) required to complete the 15 hours of continuing education in one year.	Y	Mini Timony, Nilda Santiago, Janice Carlo, Shanna Newell
Minimum activities to be provided by the Career Center			
44	Are the following minimum activities provided on-site, by referral, or by internet connection? (y, n)	Y	If yes, indicate the manner in which these activities are provided.
45	WIOA Adult/Dislocated worker program		On-Site
46	Veterans Workforce Investment programs		On-Site
47	Migrant and Seasonal Farm Worker services		On-Site
48	FDOE Farmworker Career Development Program		Referral
49	Indian and Native American programs		Referral
50	Job Corps		Referral
51	Youth Services		On-Site
52	Wagner-Peiser Programs		On-Site
53	Adult Education		Referral
54	Industrial Education		On-Site
55	Vocational Rehabilitation		On-Site
56	Older Worker Programs		On-Site
57	Trade Adjustment Assistance		On-Site
58	Veterans Employment and Training Services		On-Site
59	Community Service Block Grant Activities		Referral
60	Employment and Training activities carried out by the Department of Housing and Urban Development		Referral
61	Unemployment Insurance Programs		On-Site

62	Temporary Assistance for the Needy Families/ Welfare Transition			On-Site
63	Supplemental Nutrition Assistance Program - Employment and Training			On-Site
64	Supportive Services such as child care and transportation			On-Site
65	Disability Specialist			On-Site / Referral

Self Attestation:

I, Mini Timony, certify, to the best of my knowledge, that the above information provided as part of DEO's Credentialing process is true and correct.

Signature  Date: 12/31/2018



Division of Workforce Services

Bureau of One-Stop and Program Support
Program Year 2017-18

Certification for Program Year 2017-18

All requirements are per DEO Credentialing Guidance Paper OSPPS-81, CSF Admin. Policy 92 and Federal law.

Name and Number of LWDB: CareerSource Pasco Hernando - Region 16

Name and Location of Career Center: 4440 Grand Blvd, New Port Richey, FL 34652

Name of individual completing this form: Mini Trimony

Date: 9/30/2018

I am providing this form in connection with the DEO Local Workforce Development Board credentialing certification for PY 2017-2018. I confirm, to the best of my knowledge and belief, the following representations:

Career Center Credentialing

Comments

Minimum Resource Room Requirements

	Y/N	Comments
1 Are the following labor market publications and resources accessible to users? (y, n)	Y	
2 Wage Conversion Posters. (Note: Posters show hourly wages converted into weekly/monthly/annual earnings.)	Y	Resource Room-South Wall-Bulletin Board Display
3 Resource Guide (displays the Systems Publications, and Reports available from the Labor Market Statistics Center)	Y	Resource Room-South Wall-Binder on Table
4 Career Comics	Y	Resource Room-South Wall-Binder on Table
5 Job Journey Occupational Career Posters	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
6 Occupational Highlights	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
7 Industry Profiles	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
8 Job Vacancy/Hiring Needs Survey Reports	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
9 Education and Training Pay Flyer	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
10 Employment Projections Data	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
11 Occupational Employment Statistics and Wages	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
12 Career Information Delivery System (customized career decision making tools like CHOICES)	Y	Resource Room - Customer Work Station
13 Career Infonet (http://www.careerinfonet.org/)	Y	Resource Room - Customer Work Station
14 O*NET ONLINE (http://www.onetonline.org/)	Y	Resource Room - Customer Work Station
15 Florida Research and Economic Information Database Application (FREIDA) http://freida.labormarketinfo.com/	Y	Resource Room - Customer Work Station
16 State Eligible Training Provider List (ETPL) for the LWDBA	Y	Resource Room-South Wall-Bulletin Board & Display Binder on Table
17 Do computers have Internet Access?	Y	Resource Room - Customer Work Station - Desktop
18 Do the computers have a link to Employ Florida?	Y	
19 Is Employ Florida the MIS primarily used in the resource room for labor exchange services?	Y	
20 If no to #19, what is the labor exchange system/program being used?	Y	
21 Do Basic Software Programs include Technical Skills Self-Assessment, Resume Building & Interviewing Skills?	Y	EF Resume Builder/CSPH Website Online Courses
22 Are staff available to provide assistance on the use of software programs using labor market information and other web-based resources?	Y	
Posters required by Federal and State Law and Guidance		
23 Does the location display the following posters as required by law, in a place that is visible to customers? (y, n)	Y	
24 "Employee Rights Under the National Labor Standards Act"	Y	Resource Room-South Wall-Bulletin Board Display
25 "Family and Medical Leave Act"	Y	Resource Room-South Wall-Bulletin Board Display
26 "If You Have A Complaint"	Y	Resource Room-South Wall-Bulletin Board Display
27 "Notice to Workers with Disabilities"	Y	Resource Room-South Wall-Bulletin Board Display
28 "Migrant & Seasonal Agriculture Worker Protection Act"	Y	Resource Room-South Wall-Bulletin Board Display
29 "Job Safety and Health Protection Occupational Safety and Health Act"	Y	Resource Room-South Wall-Bulletin Board Display
30 "Fair Labor Standards Act"	Y	Resource Room-South Wall-Bulletin Board Display

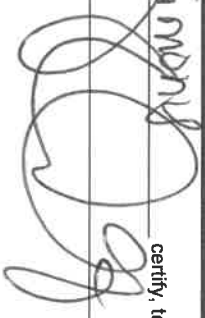
31	"Florida Law Prohibits Discrimination"	Y	Resource Room-South Wall-Bulletin Board Display
32	"Reemployment Assistance"	Y	Resource Room-South Wall-Bulletin Board Display
33	"Child Labor Laws"	Y	Resource Room-South Wall-Bulletin Board Display
34	"Interpretive Services"	Y	Resource Room-South Wall-Bulletin Board Display
35	"Worker's Compensation Works for You"	Y	Resource Room-South Wall-Bulletin Board Display
36	"Employee Polygraph Protection Act (EPPA)"	Y	Resource Room-South Wall-Bulletin Board Display
37	"Uniformed Services Employment and Reemployment Rights Act (USERRA)"	Y	Resource Room-South Wall-Bulletin Board Display
38	"Equal Employment Opportunity is the Law"	Y	Resource Room-South Wall-Bulletin Board Display
39	"Florida Minimum Wage"	Y	Resource Room-South Wall-Bulletin Board Display
Minimum Operating Hours			
31	Does the Career Center have standard operating hours for this site? (y, n) Please list days/hours in 'Comments' section.	Y	MONDAY-FRIDAY / 8:00AM-5:00PM
32	Are the operating hours posted prominently? (y, n)	Y	
Minimum Skills Standards/Certification for Front-Line Staff			
33	Does the LWDB ensure that all front line staff successfully complete the Florida Workforce Professional Tier 1 certification within the required amount of time from the employee start date (6 months for staff hired prior to 12/15/2016 and 12 months for staff hired after 12/15/2016)?	Y	
34	List the number of employees required to complete the Tier 1 certification during the previous program year.	0	
35	List the number of employees that successfully completed the Tier 1 certification during the previous program year.	0	
36	Attach the list of employees (defined as front line staff) required to complete the Tier 1 certification during the previous program year.	0	
37	Do front line staff have the following minimum skills required of a workforce professional?	Y	
38	Customer service training (y, n)	Y	
39	Communications skills training (y, n)	Y	
40	Basic Computer software skills (y, n)	Y	
41	Specific programmatic training (y, n)	Y	WP/IE/ACCESS/DEOM/SFW
Continuing Education Credits for Front Line Staff			
42	Do all front line staff that completed their Florida Workforce Professional Tier 1 prior to June 30, 2015 have 15 hours of continuing education credit during the 15-16 program year? (y, n)	Y	
43	Attach the list of employees (defined as front line staff) required to complete the 15 hours of continuing education in one year.	Y	Mini Timony, Nilda Santiago, Janice Carlo
Minimum activities to be provided by the Career Center			
44	Are the following minimum activities provided on-site, by referral, or by internet connection? (y, n)	Y	If yes, indicate the manner in which these activities are provided.
45	W/OA Adult/Dislocated worker program		On-Site
46	Veterans Workforce Investment program		On-Site
47	Migrant and Seasonal Farm Worker services		On-Site
48	FDOE Farmworker Career Development Program		Referral
49	Indian and Native American programs		Referral
50	Job Corps		Referral
51	Youth Services		On-Site
52	Wagner-Peyser Programs		On-Site
53	Adult Education		Referral
54	Industrial Education		On-Site
55	Vocational Rehabilitation		On-Site
56	Older Worker Programs		On-Site
57	Trade Adjustment Assistance		On-Site
58	Veterans Employment and Training Services		On-Site
59	Community Service Block Grant Activities		Referral
60	Employment and Training activities carried out by the Department of Housing and Urban Development		Referral

61	Unemployment Insurance Programs		On-Site
62	Temporary Assistance for the Needy Families/ Welfare Transition		On-Site
63	Supplemental Nutrition Assistance Program - Employment and Training		On-Site
64	Supportive Services such as child care and transportation		On-Site
65	Disability Specialist		On-Site / Referral

Self Attestation:

I Winfred certify, to the best of my knowledge, that the above information provided as part of DEO's Credentialing process is true and correct.

Signature



Date

9/30/2018

**AMENDED AND RESTATED INTERLOCAL AGREEMENT
BETWEEN PASCO COUNTY AND HERNANDO COUNTY
FOR THE CONTINUATION OF A REGIONAL WORKFORCE BOARD**

This AMENDED AND RESTATED INTERLOCAL AGREEMENT is made and entered into by and between PASCO COUNTY, a political subdivision of the State of Florida, by and through its Board of County Commissioners, whose principal address is 37918 Meridian Avenue, Dade City, Florida, 33523, hereinafter called "PASCO" and HERNANDO COUNTY, a political subdivision of the State of Florida, by and through its Board of County Commissioners, whose principal address is 20 N. Main St., Rm. 263, Brooksville, Florida, 34601, hereinafter called "HERNANDO."

W I T N E S S E T H:

WHEREAS, the legislative and executive branches of the State of Florida have identified the need for a consolidated workforce development system and has adopted a uniform policy to guide education, training, and employment programs within the State; and

WHEREAS, Chapter 445, Florida Statutes, designates CareerSource Florida, Inc. as the principal workforce policy organization with the responsibility of planning and accountability for the State's workforce development strategy; and

WHEREAS, the Governor of the State of Florida has identified the Interlocal Agreement as the method for establishment of the community board, also known as the Regional Workforce Board , in a multi-county area; and

WHEREAS, the Workforce Investment Act (29 USC § 2732, Public Law 105-220, Sec 117), as amended by the Workforce Innovation and Opportunity Act (Public Law 113-128), (collectively, "the Acts") authorizes the expenditure of federal funds for the job training programs within designated service delivery areas; and

WHEREAS, PASCO and HERNANDO Counties constitute designated Local Workforce Development Area (LWDA) 16 under the Acts and a region for workforce development activities under the Workforce Florida Act; and

WHEREAS, pursuant to the Florida Interlocal Cooperation Act of 1969, Section 163.01, Florida Statutes, PASCO and HERNANDO Counties mutually desire to enter into an Interlocal Agreement for the purpose of the continuation of the Regional Workforce Board; and

WHEREAS, the State of Florida has identified Regional Workforce Boards as the local entities to implement the policy which guides the education, training and employment programs; and

WHEREAS, the local elected officials of PASCO and HERNANDO Counties acknowledge the need for maximization of education, training and employment resources and the need for a local workforce development board charged with the responsibility for implementing federal and state policies at the local level and hereby express their desire to continue this agreement for a workforce development board.

NOW, THEREFORE, in consideration of the foregoing recitals which are true and correct and an integral part of this Agreement and of the mutual covenants and conditions set forth herein, the parties intending to be legally bound hereby agree as follows:

1. **WHEREAS CLAUSES.**

The WHEREAS clauses set forth above are incorporated herein by reference and made a part of this Amended and Restated Interlocal Agreement.

2. **OBLIGATIONS OF THE PARTIES.**

A. The parties agree to the formation of the Regional Workforce Board pursuant to Section 163.01(7), Florida Statutes, to be known as the Pasco-Hernando Workforce Board hereinafter referred to as the "WORKFORCE BOARD."

B. The WORKFORCE BOARD shall be composed of representatives of the two counties. PASCO and HERNANDO Counties shall appoint the representatives to the

WORKFORCE BOARD in accordance with criteria established by the Acts, and Chapter 445, Florida Statutes, and applicable rules and regulations.

C. The WORKFORCE BOARD will notify the Chief Elected Officials, for the purpose of this Agreement, the Chairman of the County Commission, of a vacancy on the WORKFORCE BOARD including any criteria established by the Acts, and Chapter 445, Florida Statutes, as applicable, for filling the vacancy. Upon notification, PASCO and HERNANDO will solicit nominations, in accordance with the requirements of the Acts, utilizing county procedures to seek qualified candidates.

D. Appointments to the WORKFORCE BOARD will be made in accordance with the Acts and Chapter 445, Florida Statutes, as applicable. PASCO and HERNANDO Counties will work together to achieve balanced representation to the extent possible, taking into consideration factors such as the category of membership as described in the Acts, Chapter 445, Florida Statutes, and other applicable rules and regulations. Generally, PASCO and HERNANDO Counties will split the appointments of the WORKFORCE BOARD seats. Consideration will also be given to the location of the operating base of the entity being represented and the location of the residence of the member.

F. PASCO and HERNANDO Counties hereby designate the WORKFORCE BOARD as the local grant sub-recipient and local fiscal agent for funds distributed pursuant to the Acts and other workforce development programs operating within Local Workforce Development Area (LWDA) 16. In that capacity, the WORKFORCE BOARD shall act as its own administrative entity.

G. PASCO and HERNANDO Counties hereby designate the WORKFORCE BOARD as the One-Stop Career Center Operator within Local Workforce Development Area (LWDA) 16.

H. On the occasion Additional One-Stop Partners are required, the approval of the Chief Elected Officials of PASCO and HERNANDO Counties will be secured.

I. Pursuant to the Acts, and in accordance with the requirements established by the Governor of the State of Florida, the WORKFORCE BOARD shall develop the Local Plan and other plans, as required, and shall present said plans to PASCO and HERNANDO Counties for review and approval.

J. PASCO and HERNANDO Counties shall each be responsible for its proportionate part of any liability arising from its status as a grant recipient. PASCO and HERNANDO Counties either jointly or separately may at any time request that an audit be performed by the WORKFORCE BOARD to determine how grant funds are being expended.

3. DUTIES OF THE WORKFORCE BOARD.

The duties of the WORKFORCE BOARD shall include:

A. Developing and evaluating the region's strategic workforce development plan and its subsequent implementation.

B. Reporting to the Board of Directors of CareerSource Florida, Inc. as required, regarding its functions, duties and responsibilities.

C. Soliciting, accepting, receiving, investing and expending funds from any public or private source.

D. Contracting with public and private entities as necessary to further the directives of the workforce development strategy.

E. Developing and approving an annual budget for recommendation to the PASCO and HERNANDO County Commissions for approval.

F. Overseeing and monitoring activities under its jurisdiction in accordance with Acts, the Florida Workforce Innovation Act of 2000, Chapter 445, Florida Statutes, and any subsequent enabling legislation, regulations, and rules.

4. POWERS OF THE WORKFORCE BOARD.

The WORKFORCE BOARD shall have the power to:

A. Act as the grant sub-recipient, administrator and program planner for all programs funded under the Acts with all the responsibilities and liabilities associated therewith.

B. Act as the administrative entity and fiscal agent for workforce development activities within PASCO and HERNANDO Counties.

C. Serve as the community board under CareerSource Florida, Inc. and the Workforce Investment Board under the Acts.

D. Serve as the local entity for education, training and employment programs for PASCO and HERNANDO Counties.

5. CODE OF CONDUCT AND ETHICS.

A. All meetings of the WORKFORCE BOARD, its committees and between members shall comply with Sec. 24, Article I of the Florida Constitution, the Florida Government in the Sunshine Act and the Public Records Act, and Chapter 112, Florida Statutes.

B. The WORKFORCE BOARD of Directors and its Officers shall be governed by Chapter 112, Florida Statutes, in their conduct.

C. All actions taken by the WORKFORCE BOARD shall be made without regard to age, sex, race, religion, national origin, political affiliation, marital status, disability or handicap, or any other reason prohibited under applicable law.

6. ALLOCATION OF FUNDS.

Funds shall be allocated on behalf of each county on the same formula basis as funds are allocated by the State. Funds may be reallocated within the two-county area for a specific time and purpose, only by mutual agreement of the counties affected by the reallocation.

7. AUTHORITY FOR AMENDED AND RESTATED INTERLOCAL AGREEMENT.

Each party warrants and represents to the other party that the execution and delivery of this Amended and Restated Interlocal Agreement has been duly authorized by all appropriate actions of its respective governing body, that this Amended and Restated Interlocal Agreement has been executed and delivered by an authorized officer of the respective governmental entity,

and that this Amended and Restated Interlocal Agreement constitutes the legal, valid, and binding obligation of the executing governmental entity enforceable against it by the other party in accordance with its terms (except as enforceability may be limited by statutes or applicable bankruptcy or similar laws affecting creditor's rights, and by application of equitable principals if equitable remedies are sought). This Amended and Restated Interlocal Agreement shall be effective immediately when fully executed by the duly authorized representatives of both PASCO and HERNANDO Counties and filed with the Clerk of the Circuit Court in the county where the WORKFORCE BOARD maintains its principal place of business and replaces and supersedes the former Interlocal Agreement approved in September 2012. This Amended and Restated Interlocal Agreement may be executed in multiple counterparts each of which may be deemed an original.

8. SURVIVABILITY.

The warranties, representations, covenants, and agreements set forth herein and in the exhibits hereto shall be continuous and shall survive the existence of this Agreement.

9. DURATION OF AGREEMENT.

This Agreement shall have the duration equal to the period that the service delivery area designation remains in effect for the geographical area covered by this Agreement.

10. NOTICE REQUIREMENTS.

Whenever either party is required to give notice unto the other, written notice shall be sent via hand-delivery, overnight delivery or first class mail to:

For Pasco County:
Michele Baker
County Administrator
8731 Citizens Drive, Suite 340
New Port Richey, FL 34654

For Hernando County:
Leonard Sossamon
County Administrator
20 N. Main St., Rm. 263
Brooksville, FL 34601

All notices shall be effective upon receipt. Any party may change their representative to get notice or their address by giving notice in this manner without the need of formal amendment of this Amended and Restated Interlocal Agreement.

11. TERMINATION.

Either party to this Agreement may cancel the same, upon the provision of ninety (90) days written notice advising the other party of its intent to cancel the Agreement.

12. DISPUTE RESOLUTION.

As local government entities, disputes between the parties are governed by Chapter 164, Florida Statutes. This shall not prevent the parties from entering into informal discussions prior to invoking this process.

IN WITNESS WHEREOF, the parties hereto have executed the foregoing Amended and Restated Interlocal Agreement:



**BOARD OF COUNTY COMMISSIONERS OF
PASCO COUNTY, FLORIDA**

Kathryn Starkey
KATHRYN STARKEY, CHAIRMAN

Paula S. O'Neil
PAULA S. O'NEIL, Ph.D.,
CLERK & COMPTROLLER

APPROVED
IN SESSION

APR 26 2016

DATE: _____

PASCO COUNTY
BCC



**BOARD OF COUNTY COMMISSIONERS OF
HERNANDO COUNTY, FLORIDA**

ATTEST:

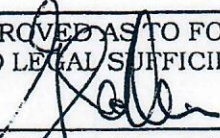


DON BARBEE, CLERK & COMPTROLLER



JAMES ADKINS, CHAIRMAN

DATE: 4/13/14

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY 

County Attorney's Office

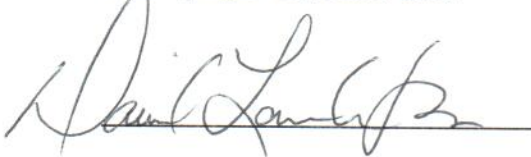
SIGNATURE PAGE

This plan represents the efforts of LWDA 16 to implement the Workforce Innovation and Opportunity Act in the following counties:

- Pasco County
- Hernando County

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

PHWB (Region 16) Board Chair



Signature

David Lambert

Name (printed or typed)

Board Chair

Title

01/16/2020

Date

Chief Elected Official – Hernando County



Signature

John Mitten

Name (printed or typed)

Chairman

Title

March 10, 2020

Date

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

BY 
County Attorney's Office



careersourcepascohernando.com

CSPH 2020 Local Plan

<https://careersourcepascohernando-my.sharepoint.com/:b:/p/btaylor/EfSjJaytZXYIDrprZUC-BcvoBr4aAxYjquVe1-FAjlmEAZA?e=UmO4xr>

Mou's and SOP's

<https://careersourcepascohernando-my.sharepoint.com/:f:/p/btaylor/Evw4eO3fKxREpK3bGG72xrEBFSQO4wnhiEfBKecZUfKGxA?e=g61iJF>

Monitors Review-Credential Logs

<https://careersourcepascohernando-my.sharepoint.com/:f:/p/btaylor/EspJNrK6-BRDuwXpK1EmPj8B0nVtf0qNqyzle9PP8qxtlA?e=1TNC7u>

Financial Policies and Procedures

<https://careersourcepascohernando-my.sharepoint.com/:f:/p/btaylor/EpADRfLgRSpJkBO3gOSm44ABheDBzUp6XKTgXDJ7iscYPA?e=XsLqty>

Procurement Policies and Procedures

https://careersourcepascohernando-my.sharepoint.com/:f:/p/btaylor/EsyJ1y_R7VVGtmn38l_FRlkBjDKwn_yMhXaygs48t6arDg?e=0PbtcV

By Laws

<https://careersourcepascohernando-my.sharepoint.com/:f:/p/btaylor/EqMpwevIXRpNnPT0PUFeu4cBstV05D7aAXCR6uvNu6jnGA?e=N6vkeO>

info@careersourcepascohernando.com
P.O. Box 6589 | Spring Hill, FL 34611
p: 352-593-2222 | f: 352-593-2200





careersourcepascohernando.com

Interlocal

https://careersourcepascohernando-my.sharepoint.com/:f:/p/btaylor/Env_wNnFhm1OsvbMEscjr0MBCnDEcUgyAHfCS6SA9LaK2g?e=Lvc2RF

info@careersourcepascohernando.com
P.O. Box 6589 | Spring Hill, FL 34611
p: 352-593-2222 | f: 352-593-2200



CAREER CENTER CREDENTIALING

A Career Center Credentialing review was conducted to determine compliance with program guidance. The methodology for conducting the review will include self-certification by the LWDB that the following credentialing requirements had been met for the review period at each of the career center locations in the LWDA (posters, signage and resource room verification). All other administrative requirements and records (listing of front-line staff, continuing education hours attained, complaint system information, etc.) were reviewed by the monitor.

The monitor also reviewed the administrative documents provided to determine whether all "front-line" staff members had completed their required Tier I Certification courses and the 15 hours of continuing education courses in related subjects. As part of the credentialing process, the monitor reviewed the LWDB's complaint system to ensure that a system is in place to process any Wagner-Peyser complaints received. No issues were observed.

**The Pasco-Hernando Workforce Board, Inc
And
Coalition for the Homeless of Pasco County**

June 7th 2017 to June 6th 2020

Purpose:

The purpose of his agreement is to increase and improve services to area employers through the development of a quality workforce. Working together we will continue to reduce welfare dependency, prevent homelessness and enhance productivity and competitiveness in west, east and central Pasco county, FL by providing effective workforce services to job seekers, including dislocated workers, youth, incumbent workers, employed workers, new entrants to the workforce, veterans, older workers, homeless and imminently at risk of homelessness and individuals with disabilities.

Goals:

The goals of this agreement are to build and strengthen a relationship between PHWB and the Coalition for the Homeless of Pasco County in the provision of employment related services for joint customers, to ensure best practices and ethical standards are maintained and the consumer's rights and meaningful choices are respected. We agree not to discriminate by age, race, religion, sex or national origin, and will not knowingly work with organizations which do.

Rules and Regulations

To this end, the parties agree to:

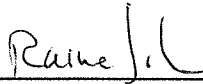
1. Maintain and provide updated information and eligibility determination services to customers interested in Pasco Hernando One-Stop Services.
2. Accept and process customers referred by other Pasco Hernando One-Stop Services agencies/organizations.
3. Actively participate in a referral and information exchange process that ensures job seeking customers maximize their employment potential.
4. .Coordinate customer needs to develop the best mix of services.
5. Participate in and contribute to cultural cross training, meetings, data entry, collaboratively develop reports and other activities as required to maintain good customer service, achieve organizational goals and further effective good partnerships.
6. Follow all applicable federal, state, and local laws, regulations, policies and procedure to the best of our ability.
7. Process and maintain customer files and personal information as confidential.
8. Negotiate solutions to differences/problems that threaten this agreement and/or the Pasco Hernando One-Stop System.'

Either party can terminate this agreement by providing the other party thirty (30) days written notice by certified mail, return receipt requested.


Signed

Coalition for the Homeless of Pasco

Pasco-Hernando Workforce Board, Inc.



Raine Johns, CEO



Jérôme Salatino, CEO



State Board of Education

Marva Johnson, *Chair*
Andy Tuck, *Vice Chair*
Members
Gary Chartrand
Ben Gibson
Tom Grady
Rebecca Fishman Lipsey
Michael Olenick

Pam Stewart
Commissioner of Education

May 9, 2018

CareerSource Pasco Hernando
Attention: Brenda Gause
7361 Forest Oaks Boulevard
Springhill, Florida 34606

Re: IA-916 – Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA)

Dear Ms. Gause:

Enclosed are the MOU and IFA executed agreements between the Florida Department of Education/Division of Blind Services and CareerSource Capital Region, here after called CareerSource. The agreement term is May 2, 2018 through June 30, 2020.

We appreciate the opportunity to work in partnership with you. If you have any questions regarding the MOU and/or IFA, please contact our office.

Sincerely,

Monica L Moye
Senior Management Analyst II
Operations and Compliance
850.245.0320



ROBERT L. DOYLE, III
DIRECTOR
Division of Blind Services

MEMORANDUM OF UNDERSTANDING
ONE-STOP CAREER CENTER SYSTEM

IA-916

I. PARTIES

This Memorandum of Understanding ("MOU"), is made pursuant to Rehabilitation Act of 1973, 29 U.S.C. §721(a)(11) and the Workforce Innovation and Opportunity Act of 2014 (WIOA), and is entered into by the Division of Blind Services (hereafter referred to as the Partner) and Pasco-Hernando Workforce Board, Inc. d/b/a/ CareerSource Pasco Hernando (hereafter referred to as "CareerSource").

II. PURPOSE

The Workforce Innovation and Opportunity Act of 2014 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 System assures coordination between the activities authorized in and linked to this Act.

The purpose of this MOU is to describe the cooperative workforce training, employment and economic development efforts of CareerSource and the Partner and the actions to be taken by each to assure the coordination of their efforts in accordance with state issued requirements in order to establish and maintain an effective and successful One-stop System.

This agreement is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in Pasco and Hernando counties. In addition, this agreement will establish joint processes and procedures that will enable the Partner to integrate with the current one-stop service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons with disabilities within Pasco and Hernando counties.

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

III. PROVISION OF SERVICES

- A. The Pasco-Hernando local area workforce board and the Pasco and Hernando Board of County Commissioners have designated CareerSource to act as the administrative entity, grant recipient and fiscal agent for this area. CareerSource will perform the following functions:
 - 1. Review this MOU annually and solicit feedback from the Partner regarding improvements, changes, and/or additions.
 - 2. Coordinate with the Partner to provide access to workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System. Workforce services and programs include, but are not limited to, the allowable activities described in the WIOA and related legislation for: WIOA adult, dislocated worker and youth

programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF) program; adult education and family literacy; Perkins Act programs; and Vocational Rehabilitation.

3. Coordinate with the Partner to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop System. The IFA is attached to this MOU as Addendum 1, including its Attachment A, One-Stop Operating Budget.
4. Coordinate with the Partner for the funding of the infrastructure costs of the one-stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C § 3151 and any state infrastructure funding mechanism requirements issued by the State of Florida. The IFA is attached to this MOU as Addendum 1, including its Attachment A, One-Stop Operating Budget.
5. Maintain the statewide "CareerSource" branding of each center.
6. Maintain and operate at least one comprehensive one-stop career center within the local workforce development area that shall be open to the public from 8:00 am until 5:00 pm, Monday through Friday (excluding recognized holidays and emergency situations.)
7. Provide an area for the Partner's meetings and/or co-location as space permits.
8. Model CareerSource core values and maintain a professional working environment.
9. Abide by all of its policies, rules, and procedures and applicable Florida statutes and rules.

B. The Partner will perform the following functions:

1. Coordinate with CareerSource to provide access to its workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System.
2. Coordinate with CareerSource to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop System.
3. Coordinate with CareerSource for the funding of the infrastructure costs of the one-stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C § 3151 and any infrastructure funding mechanism requirements issued by the State of Florida.
4. Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-stop System.

5. Provide CareerSource with monthly outcome numbers for performance data tracking.
6. Provide feedback to CareerSource management regarding the performance of the partnership, including its effectiveness and success.
7. Participate in career center periodic meetings to provide updates on the partners' programs and procedures to CareerSource staff.

IV. METHODS OF INTERNAL REFERRAL

Internal cross-referral procedures will be developed and/or reassessed based upon availability of funding, services and program need to ensure that high quality and convenient services are available to potentially eligible customers of the One-Stop system.

V. CONFIDENTIALITY OF RECORDS

In the event that either party to this MOU obtains access to any records, files, or other information of the other party in connection with, or during the performance of this MOU, then that party shall keep all such records, files or other information confidential, and shall comply with all laws and regulations concerning the confidentiality of such records, files or other information to the same extent as such laws and regulations apply to the other party.

VI. INFRASTRUCTURE COSTS

Costs of the infrastructure of one-stop centers will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements.

VII. TERM

The term of this MOU shall commence on July 1, 2017, or the date last executed by both parties, whichever is later, through June 30, 2020. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

Neither this MOU nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement.

VIII. MERGER

This MOU constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations or covenants not herein expressed shall be binding upon the parties.

IX. THIRD PARTY BENEFICIARY

This MOU is for the benefit of CareerSource, the Partner, and the Pasco and Hernando Board of County Commissioners and no third party is an intended beneficiary.

X. GOVERNANCE

The accountability and responsibility for the One-stop System's organizational activity and accomplishments will rest with CareerSource and the Pasco and Hernando Board of County Commissioners. Pursuant to the Workforce Innovation and Opportunity Act of 2014, the local Board in partnership with the CEOs shall conduct oversight with respect to the One-stop System.

XI. DISPUTE RESOLUTION

If an issue arises involving this MOU, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.

If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource and the Director of the Division of Blind Services, Partner. A joint decision shall be issued within 60 calendar days of receipt.

If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) and the Commissioner of the Department of Education (DOE) to review concerns and determine resolution. DEO and DOE may remand the issue back to the President/CEO of CareerSource and to the Director of the Division of Blind Services, Partner or impose other remedies to resolve the issue.

XII. DISPUTE and IMPASSE RESOLUTION

All Parties will actively participate in local IFA negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally. Should informal resolution efforts fail, then the following Dispute Resolution process must be followed.

1. If an issue arises involving this IFA, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.
2. If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource and the Director of the Partner organization. A joint decision shall be issued within 60 calendar days of receipt.
3. If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) and the Commissioner of the Department of Education (DOE) to review concerns and determine resolution. DEO and DOE may remand the issue back to the President/CEO of CareerSource and to the Director of the Partner organization, Partner or impose other remedies to resolve the issue.

If Partners in a local area have employed the dispute resolution process and have failed to reach consensus on an issue pertaining to the IFA, then an impasse is declared and the State Funding Mechanism (SFM) is triggered and the IFA will be appealed through the process established by the governor for this purpose

I. PAYMENT METHODOLOGY

Career Source shall submit to the Partners quarterly invoices such that the Partners will have covered all costs

Commissioners and no third party is an intended beneficiary.

X. GOVERNANCE

The accountability and responsibility for the One-stop System's organizational activity and accomplishments will rest with CareerSource and the Pasco and Hernando Board of County Commissioners. Pursuant to the Workforce Innovation and Opportunity Act of 2014, the local Board in partnership with the CEOs shall conduct oversight with respect to the One-stop System.

SIGNATURES

Partner:
Pasco County Board of County Commissioners

CareerSource Pasco Hernando:


Signature


Signature

Mike Wells, Chairman
Printed Name/Title

Jerome Salatino, CEO/President
Printed Name/Title

12/28/17
Date

Date

Partner:
Hernando County Board of County Commissioners

Signature

Printed Name/Title

Date

SIGNATURES

Hernando Board of County Commissioners

Wayne Duke
Signature

WAYNE DUKES
Printed Name

12-12-17
Date

COUNTERPARTS

This agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement. This agreement will take effect on the date of the last signature.

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY *[Signature]*
County Attorney's Office

agreed to in this IFA by the end of the program year, June 30 annually. The Parties to this IFA intend to be bound by this agreement and agree to make payment of all such funds as indicated in Section VI. Upon receipt of the above described invoices, the Partners shall process payment within 30 days.

SIGNATURES

Pasco Board of County Commission:

Hernando Board of County Commission

Signature

Signature

Printed Name

Printed Name

Date

Date

APPROVED BY:

CareerSource Pasco Hernando

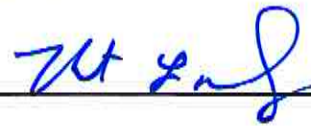
APPROVED BY PARTNER:

Florida Department of Education, Division of Blind Services

By:



By:



Name:

Jerome Salatino

Name:

Robert L. Doyle, III

Title:

CEO/President

Title:

Director

Date:

4/20/2018

Date:

5/2/18

**INFRASTRUCTURE FUNDING AGREEMENT
FOR ONE-STOP CAREER CENTER SYSTEM
BETWEEN THE DEPARTMENT OF EDUCATION
AND CAREERSOURCE PASCO HERNANDO**

IA-916

I. PARTIES

This Infrastructure Funding Agreement (“IFA”), is made pursuant to the Workforce Innovation and Opportunity Act of 2014 (“WIOA”), and is entered into by the Florida Department of Education, Division of Vocational Rehabilitation and Division of Blind Services (hereafter referred to as the Partners) and CareerSource Pasco Hernando (hereafter referred to as “CareerSource”).

II. PURPOSE

The Workforce Innovation and Opportunity Act of 2014 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 system assures coordination between the activities authorized in and linked to this Act.

The purpose of this IFA is to describe the infrastructure cost responsibilities of the Parties to provide for the maintenance of effective and successful one-stop system. This agreement is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in Pasco and Hernando counties.

The parties to this document agree to coordinate and perform the responsibilities described herein within the scope of legislative requirements governing the parties’ respective programs, services, and agencies.

III. INFRASTRUCTURE COST BUDGET

REFER TO THE INFRASTRUCTURE FUNDING AGREEMENT ATTACHMENT A.

IV. COST ALLOCATION METHODOLOGY

Costs of the infrastructure of one-stop centers will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. The Department of Education, Division of Vocational Rehabilitation will transfer its total statewide infrastructure cost contribution, minus funds already committed through MOUs containing lease agreements, to the Department of Economic Opportunity for disbursement to local area workforce boards, as it deems appropriate

- a) To remedy the imbalance of non-physically represented Partners, and
- b) To comply with the requirement of Partners’ contributions having to be in proportion to the Partners’ use of the one-stop center(s) and relative benefit received.

All Parties agree that a quarterly reconciliation of budgeted and actual costs and update of the

allocation bases will be completed in accordance with the following process:

1. Partners will provide CareerSource with the following information no later than fifteen (15) days after the end of each quarter, as applicable:
 - o Quarterly cost information and documentation of the actual costs,
 - o Updated staffing information (per the 1st day of the 1st month of each quarter), and
 - o Actual customer participation numbers (per the last day of the last month of each quarter).
2. Upon receipt of the above information, CareerSource will:
 - o Compare budgeted costs to actual costs,
 - o Update the allocation bases, and
 - o Apply the updated allocation bases, as described in the Cost Allocation Methodology section above, to determine the actual costs allocable to each partner.
3. CareerSource will prepare an updated budget document showing cost adjustments and will prepare an invoice for each Partner with the actual costs allocable to each Partner for the quarter.
4. CareerSource will submit the invoices to the Partners and send a copy of the updated budget to all Parties no later than forty-five (45) days after the end of each quarter. The Partners understand that the timeliness of CareerSource's preparation and submission of invoices and adjusted budgets is contingent upon the timeliness of each Partner in providing the necessary cost information. For Partners that advance funds to the local area, CareerSource will only send a copy of the updated budget.
5. Upon receipt of the invoice and adjusted budget, each Partner will review both documents and will submit payment to CareerSource no later than fifteen (15) days following receipt. Payment of the invoice signifies agreement with the costs in the adjusted budget. For Partners that advance funds to the local area, CareerSource may draw down funds for quarterly payments upon approval via email of the reconciled budget.
6. Partners will communicate any disputes with costs in the invoice or the adjusted budget CareerSource in writing. CareerSource will review the disputed cost items and respond accordingly to the Partner within ten (10) days of receipt of notice of the disputed costs. When necessary, CareerSource will revise the invoice and the adjusted budget upon resolution of the dispute.

V. ALLOCATION BASIS PER COST ITEM

Career Source uses the same allocation basis for all one stop cost centers.

VI. PARTNER CONTRIBUTION AMOUNTS

TABLE LISTING ALL PARTNERS AND THEIR VARIOUS RESPONSIBILITIES FOR INFRASTRUCTURE COSTS – REFER TO ATTACHMENT A

VII. COST RECONCILIATION AND ALLOCATION BASE UPDATE

All Parties agree that a quarterly reconciliation of budgeted and actual costs and update of the allocation bases will be completed in accordance with the following process:

7. Partners will provide CareerSource with the following information no later than fifteen (15) days after the end of each quarter, as applicable:
 - o Quarterly cost information and documentation of the actual costs,
 - o Updated staffing information (per the 1st day of the 1st month of each quarter), and
 - o Actual customer participation numbers (per the last day of the last month of each quarter).
8. Upon receipt of the above information, CareerSource will:
 - o Compare budgeted costs to actual costs,
 - o Update the allocation bases, and
 - o Apply the updated allocation bases, as described in the Cost Allocation Methodology section above, to determine the actual costs allocable to each partner.
9. CareerSource will prepare an updated budget document showing cost adjustments and will prepare an invoice for each Partner with the actual costs allocable to each Partner for the quarter.
10. CareerSource will submit the invoices to the Partners and send a copy of the updated budget to all Parties no later than forty-five (45) days after the end of each quarter. The Partners understand that the timeliness of CareerSource's preparation and submission of invoices and adjusted budgets is contingent upon the timeliness of each Partner in providing the necessary cost information. For Partners that advance funds to the local area, CareerSource will only send a copy of the updated budget.
11. Upon receipt of the invoice and adjusted budget, each Partner will review both documents and will submit payment to CareerSource no later than fifteen (15) days following receipt. Payment of the invoice signifies agreement with the costs in the adjusted budget. For Partners that advance funds to the local area, CareerSource may draw down funds for quarterly payments upon approval via email of the reconciled budget.
12. Partners will communicate any disputes with costs in the invoice or the adjusted budget CareerSource in writing. CareerSource will review the disputed cost items and respond accordingly to the Partner within ten (10) days of receipt of notice of the disputed costs. When necessary, CareerSource will revise the invoice and the adjusted budget upon resolution of the dispute.

VIII. STEPS UTILIZED TO REACH CONSENSUS

The Partners and CareerSource conferred regarding the involvement of each partner at the CareerSource Centers. The appropriate allocation bases were discussed and those bases included

in this IFA were agreed upon as the most appropriate. CareerSource proposed the initial Partner Contribution Amounts as described above and the Partners concurred with their proposal. Finally, the parties discussed the best mechanisms by which to review and reconcile actual expenses in the future and agreed to the term included in the Cost Reconciliation and Allocation Base Update section above.

The Partners and CareerSource conferred regarding the involvement of each partner at the CareerSource Centers. The appropriate allocation bases were discussed and those bases included in this IFA were agreed upon as the most appropriate. CareerSource proposed the initial Partner Contribution Amounts as described above and the Partners concurred with their proposal. Finally, the parties discussed the best mechanisms by which to review and reconcile actual expenses in the future and agreed to the term included in the Cost Reconciliation and Allocation Base Update section above.

IX. DISPUTE AND IMPASSE RESOLUTION

All Parties will actively participate in local IFA negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally. Should informal resolution efforts fail, then the following Dispute Resolution process must be followed.

1. If an issue arises involving this IFA, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.
2. If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource and the Director of the Partner organization. A joint decision shall be issued within 60 calendar days of receipt.
3. If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) and the Commissioner of the Department of Education (DOE) to review concerns and determine resolution. DEO and DOE may remand the issue back to the President/CEO of CareerSource and to the Director of the Partner organization, Partner or impose other remedies to resolve the issue.

If Partners in a local area have employed the dispute resolution process and have failed to reach consensus on an issue pertaining to the IFA, then an impasse is declared and the State Funding Mechanism (SFM) is triggered and the IFA will be appealed through the process established by the governor for this purpose.

X. MODIFICATION PROCESS

This IFA may be amended or modified with review and consent of all parties. Amendments and modifications must be issued in writing to all parties. All parties must be given a minimum of 30 days to comment prior to the inclusion of any amendment or modification. Oral amendments or modifications shall have no effect.

XI. EFFECTIVE PERIOD

This IFA is entered into on the date executed by all parties. This IFA will become effective as of the date of signing by the final signatory below and must terminate on June 30, 2020.

XII. PAYMENT METHODOLOGY

Career Source shall submit to the Partners \$914.85 [quarterly] invoices such that the Partners will have covered all costs agreed to in this IFA by the end of the program year, June 30 annually. The Parties to this IFA intend to be bound by this agreement and agree to make payment of all such funds as indicated in Section VI. Upon receipt of the above described invoices, the Partners shall process payment within 30 days.

SIGNATURES

Pasco Board of County Commission:

Hernando Board of County Commission

Signature

Signature

Printed Name

Printed Name

Date

Date

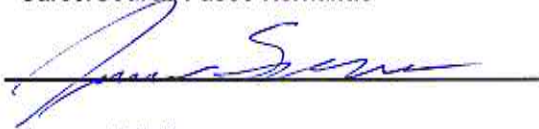
APPROVED BY:

CareerSource Pasco Hernando

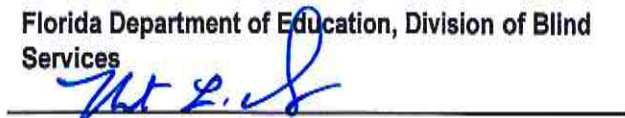
APPROVED BY PARTNER:

Florida Department of Education, Division of Blind Services

By:



By:



Name:

Jerome Salatino

Name:

Robert L Doyle, III

Title:

CEO/President

Title:

Director

Date:

4/20/2018

Date:

5/2/18

One-Stop Operating Budget
Pasco-Hernando
Local Funding Mechanism Sample
Spring Hill 14,132 SF
IA-916, Attachment A

Partners	Square Footage \$17.10 SF	Partner Allocations of the \$241,661.49
Vocational Rehabilitation	2621 SF	44,820.84
Wagner Peyser	187 SF	3,197.70
TANF/SNAP – shared space	384 SF	6566.40
WT Resource Spec/Job Placement Specialist	153 SF	2616.30
Job Search Lab	625 SF	10687.50
Hernando County Sheriff – In-kind donation 1600 SF		In-kind donation of space for CSPH Staff
StayWell – In-kind donation	336 SF	In-kind donation of space for CSPH Staff
PPN	120 SF	2052.00
WIOA Adult/DW	304.5 SF	5206.95
WIOA Youth	236 SF	4035.60
ESC	414 SF	7079.40
Adult Education and Literacy Programs	Marchman	In-kind donation of space for CSPH staff
Community Services Block Grant	Mid Florida	
Pinellas Urban League	95 SF	In-kind – donation of staff for space
AARP	1 staff	In-kind donation of staff
Indian and Native American Programs	Virtual	
DVOP	111 SF	1898.10
LVER	56 SF	957.60
VET Common Area	153 SF	2616.30
RESEA	120 SF	2467.20
Division of Blind Services	214 (20% of Conf. Room A)	3659.40
National Farmworker Jobs Programs	Virtual	

Finance	486 SF	8310.60
IT Office	183 SF	3129.30
IT (server rooms)	238 SF	
Conference Room A	855 SF (1069 SF 100%- 20% used by Division of Blind Services)	14620.50
Conference Room B	752 SF	12859.20
Common Areas (Halls, restrooms, break room, etc.)	2709.50	46332.45
Resource Room	2484 SF	42476.40
Waiting Room	295 SF	5044.50
Totals	14,132 SF	**230634.4 (11027.09 difference taking in-kind donations into consideration)

Local Funding Mechanism Sample

New Port Richey 14,513 SF

Partners	Square Footage \$19.09 SF (including utilities, etc.)	Partner Allocations
Vocational Rehabilitation	2805 SF	53,547.45
Wagner Peyser	72 SF	1374.48
TANF	162 SF	3092.58
Job Search Lab	648 SF	12,370.32
SNAP	162 SF	3092.58
WIOA Adult/DW	200 SF	3,818.00
WIOA Youth	243 SF	4,638.87
Adult Education and Literacy Programs	Marchman	In-kind donation of space
TAA	12 SF	229.08
Community Services Block Grant - Mid Florida	81 SF	1546.29
Pinellas Urban League	281 SF	In-kind donation of volunteers
AARP	0	In-kind donation of volunteers
Indian and Native American Programs	Virtual	0%
DVOP	81 SF	1546.29
LVER	119 SF	2271.71
RESEA	162 SF	3092.58

National Farmworker Jobs Programs	Virtual	0
Gulf Coast	1000 SF	19090.00
Lutheran Services	162 SF	3092.58
Resource Room	1584 SF	30238.56
IT Server Room	180 SF	3436.20
Conference Room A	680 SF	12981.20
Conference Room B	360 SF	6872.40
Admin Conference Room	416 SF	7941.44
North Lobby	3076 SF	58,720.84
South Lobby	384 SF	7330.56
Breakroom	324 SF	6185.16
Mens Room Public	204 SF	3894.36
Womens Room Public	144 SF	2748.96
Hallway to Breakroom Public side	96 SF	1832.64
Hallway to Breakroom Staff side	224 SF	4276.16
Hallway between Conf. Room B and Heather's office	130 SF	2481.70
Hallway to conference Room B	42 SF	801.78
Hallway to conference room A	234 SF	4467.06
Office	98 SF	1870.82
Heather's office	147 SF	897.23
Totals	14513 SF	277,053.17

Local Funding Mechanism Sample

Dade City 5,579 SF

Dade City LFM Space Allocation Square Footage for 85 percent

Partners	Square Footage \$14.50 SF	Partner Allocations of the \$80,895.48
Vocational Rehabilitation	1364 SF	19,778.00
Wagner Peyser	535 SF	7,757.50
TANF (WTP)	117 SF	1,696.50
Job Search Lab – WT	231 SF	3,349.50
SNAP	122 SF	1,769.00
WIOA Adult/DW	79 SF	1,145.50
WIOA Youth	536.25 SF	7,775.62
Adult Education and Literacy Programs		
Community Services Block Grant		

Pinellas Urban League		
Indian and Native American Programs		
DVOP	97.5 SF	1,413.75
LVER	39 SF	565.50
RESEA	39 SF	565.50
National Farmworker Jobs Programs		
Empty Cubes	117 SF	1,696.50
Resource Room	1021.75 SF	14,815.38
Resource Closet	97.5 SF	1,413.75
Conference Room	448 SF	6496.00
Business Services	337 SF	4,886.50
Vacant Office	83 SF	1,203.50
Operations Brenda	96 SF	1,392.00
Common Area	219 SF	3,175.50
Total	5579 SF	80,895.50

MEMORANDUM OF UNDERSTANDING ONE-STOP CAREER CENTER SYSTEM

I. PARTIES

This Memorandum of Understanding ("MOU"), is made pursuant to Rehabilitation Act of 1973, 29 U.S.C. §721(a)(11) and the Workforce Innovation and Opportunity Act of 2014 (WIOA), and is entered into by the Mandatory Partners described below (and hereafter referred to as the Partner) and Pasco-Hernando Workforce Board, Inc. d/b/a/ CareerSource Pasco Hernando (hereafter referred to as "CareerSource").

II. Partners

Required One-Stop Partners

Department of Labor

- ❖ WIOA title I programs:
 - Adult, Dislocated Worker, and Youth formula programs;
 - Job Corps;
 - YouthBuild;
 - Native American programs;
 - Migrant Seasonal Farmworkers (MSFW) that includes the National Farmworker Jobs Program (NFJP);
- ❖ Wagner-Peyser Act Employment Service program authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by WIOA title III;
- ❖ Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965;
- ❖ Trade Adjustment Assistance (TAA) activities authorized under chapter 2 of title II of the Trade Act of 1974;
- ❖ Unemployment Compensation (UC) programs;
- ❖ Jobs for Veterans State Grants (JVSG) programs authorized under chapter 41 of title 38, U.S.C.;
- ❖ Reentry Employment Opportunities (REO) programs (formerly known as Reintegration of Ex-Offenders Program (REXO)) authorized under sec. 212 of the Second Chance Act of 2007 (42 U.S.C. 17532) and WIOA sec. 169;

Department of Education

- ❖ Adult Education and Family Literacy Act (AEFLA) program, authorized under WIOA title II;
- ❖ Career and technical education programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins);
- ❖ The State Vocational Rehabilitation (VR) Services program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV;

Department of Housing and Urban Development

- ❖ Employment and training programs;

Department of Health and Human Services

- ❖ Employment and training activities carried out under the Community Services Block Grant (CSBG) programs (42 U.S.C. 9901 et seq.); and
- ❖ Temporary Assistance for Needy Families (TANF) program authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), unless exempted by the Governor under 20 CFR 678.405(b).

[WIOA sec. 121(b)(1)(B); 20 CFR 678.400-405; 34 CFR 361.400-405, and 34 CFR 463.400-405]

Additional One-Stop Partners

Other entities that carry out a workforce development program, including Federal, State, or Local programs and programs in the private sector, may serve as additional Partners in the American Job Center network if the LWDB and chief elected official(s) approve the entity's participation.

Additional Partners may include employment and training programs administered by the Social Security Administration, including the Ticket to Work and Self-Sufficiency Program established under sec. 1148 of the Social Security Act (42 U.S.C. 1320b–19), employment and training programs carried out by the Small Business Administration, Supplemental Nutrition Assistance Program (SNAP) employment and training programs, authorized under secs. 6(d)(4) and 6(o) of the Food and Nutrition Act of 2008 (7 U.S.C. 2015(d)(4) and 2015(o)), Client Assistance Program authorized under sec. 112 of the Rehabilitation Act of 1973 (29 U.S.C. 732), programs authorized under the National and Community Service Act of 1990 (42 U.S.C. 12501 et seq.), and other appropriate Federal, State, or local programs, including employment, education, and training programs provided by public libraries or in the private sector, programs providing transportation assistance, and programs providing services to individuals with substance abuse or mental health issues.

[20 CFR 678.410; 34 CFR 361.410; 34 CFR 463.410; and TEGl 17-16, RSA TAC 17-03, and OCTAE Program Memo 17-3, Infrastructure Funding of the One-Stop Delivery System (p. 7)]

III. PURPOSE

The Workforce Innovation and Opportunity Act of 2014 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 System assures coordination between the activities authorized in and linked to this Act.

The purpose of this MOU is to describe the cooperative workforce training, employment and economic development efforts of CareerSource and the Partner and the actions to be taken by each to assure the coordination of their efforts in accordance with state issued requirements in order to establish and maintain an effective and successful One-stop System.

This agreement is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in Pasco and Hernando counties. In addition, this agreement will establish joint processes and procedures that will enable the Partner to integrate with the current one-stop service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons with disabilities within Pasco and Hernando counties.

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

IV. PROVISION OF SERVICES

A. The Pasco-Hernando local area workforce board and the Pasco and Hernando Board of County Commissioners have designated CareerSource to act as the administrative entity, grant recipient and fiscal agent for this area. CareerSource will perform the following functions:

1. Review this MOU annually and solicit feedback from the Partner regarding improvements, changes, and/or additions.
2. Coordinate with the Partner to provide access to workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System. Workforce services and programs include, but are not limited to, the allowable activities described in the WIOA and related legislation for: WIOA adult, dislocated worker and youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF) program; adult education and family literacy; Perkins Act programs; and Vocational Rehabilitation.
3. Coordinate with the Partner to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop System.
4. Coordinate with the Partner for the funding of the infrastructure costs of the one-stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C § 3151 and any state infrastructure funding mechanism requirements issued by the State of Florida.
5. Maintain the statewide "CareerSource" branding of each center.
6. Maintain and operate at least one comprehensive one-stop career center within the local workforce development area that shall be open to the public from 8:00 am until 5:00 pm, Monday through Friday (excluding recognized holidays and emergency situations.)
7. Provide an area for the Partner's meetings and/or co-location as space permits.
8. Model CareerSource core values and maintain a professional working environment.
9. Abide by all of its policies, rules, and procedures and applicable Florida statutes and rules.

B. The Partner will perform the following functions:

1. Coordinate with CareerSource to provide access to its workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System.
2. Coordinate with CareerSource to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to

services, including access to technology and materials that are available through the One-stop System.

3. Coordinate with CareerSource for the funding of the infrastructure costs of the one- stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C § 3151 and any infrastructure funding mechanism requirements issued by the State of Florida.
4. Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-stop System.
5. Provide CareerSource with monthly outcome numbers for performance data tracking.
6. Provide feedback to CareerSource management regarding the performance of the partnership, including its effectiveness and success.
7. Participate in career center periodic meetings to provide updates on the partners' programs and procedures to CareerSource staff.

V. METHODS OF INTERNAL REFERRAL

Internal cross-referral procedures will be developed and/or reassessed based upon availability of funding, services and program need to ensure that high quality and convenient services are available to potentially eligible customers of the One-Stop system.

VI. CONFIDENTIALITY OF RECORDS

In the event that either party to this MOU obtains access to any records, files, or other information of the other party in connection with, or during the performance of this MOU, then that party shall keep all such records, files or other information confidential, and shall comply with all laws and regulations concerning the confidentiality of such records, files or other information to the same extent as such laws and regulations apply to the other party.

VII. INFRASTRUCTURE COSTS

Costs of the infrastructure of one-stop centers will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. The Department of Education, Division of Vocational Rehabilitation will transfer its total statewide infrastructure cost contribution, minus funds already committed through MOUs containing lease agreements, to the Department of Economic Opportunity for disbursement to local area workforce boards, as it deems appropriate.

VIII. TERM

This MOU is effective July 1, 2017 through June 30, 2020 and will be automatically renewed for successive one-year terms. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

Neither this MOU nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement.

IX. MERGER

This MOU constitutes and expresses the entire and integrated understanding and agreement between the

parties hereto, superseding, incorporating and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations or covenants not herein expressed shall be binding upon the parties.

X. THIRD PARTY BENEFICIARY

This MOU is for the benefit of CareerSource, the Partner, and the Pasco and Hernando Board of County Commissioners and no third party is an intended beneficiary.

XI. GOVERNANCE

The accountability and responsibility for the One-stop System's organizational activity and accomplishments will rest with CareerSource and the Pasco and Hernando Board of County Commissioners. Pursuant to the Workforce Innovation and Opportunity Act of 2014, the local Board in partnership with the CEOs shall conduct oversight with respect to the One-stop System.

XII. DISPUTE RESOLUTION

If an issue arises involving this MOU, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.

If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource and the Director of the Division of Blind Services, Partner. A joint decision shall be issued within 60 calendar days of receipt.

If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) and the Commissioner of the Department of Education (DOE) to review concerns and determine resolution. DEO and DOE may remand the issue back to the President/CEO of CareerSource and to the Director of the Division of Blind Services, Partner or impose other remedies to resolve the issue.

SIGNATURES

Partner:

CareerSource Pasco Hernando:

Signature

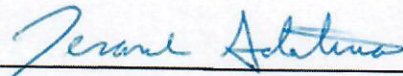
Signature

Printed Name/Title

Jerome Salatino, CEO/President
Printed Name/Title


Date

Date



SIGNATURES

Hernando Board of County Commissioners

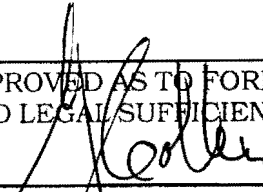

Signature

WAYNE DUKES
Printed Name

12-12-17
Date

COUNTERPARTS

This agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement. This agreement will take effect on the date of the last signature.

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY
BY 
County Attorney's Office

**Local Funding Mechanism Sample
Spring Hill 14,132 SF**

Spring Hill LFM Space Allocation Square Footage for 85 percent

Partners	Square Footage \$17.10 SF	Partner Allocations of the \$241,661.49
Vocational Rehabilitation	2621 SF	44,820.84
Wagner Peyser	187 SF	3,197.70
TANF/SNAP – shared space	384 SF	6566.40
WT Resource Spec/Job Placement Specialist	153 SF	2616.30
Job Search Lab	625 SF	10687.50
Hernando County Sheriff – In-kind donation 1600 SF		In-kind donation of space for CSPH Staff
StayWell – In-kind donation	336 SF	In-kind donation of space for CSPH Staff
PPN	120 SF	2052.00
WIOA Adult/DW	304.5 SF	5206.95
WIOA Youth	236 SF	4035.60
ESC	414 SF	7079.40
Adult Education and Literacy Programs	Marchman	In-kind donation of space for CSPH staff
Community Services Block Grant	Mid Florida	
Pinellas Urban League	95 SF	In-kind – donation of staff for space
AARP	1 staff	In-kind donation of staff
Indian and Native American Programs	Virtual	
DVOP	111 SF	1898.10
LVER	56 SF	957.60
VET Common Area	153 SF	2616.30
RESEA	120 SF	2467.20
Division of Blind Services	214 (20% of Conf. Room A)	3659.40
National Farmworker Jobs Programs	Virtual	
Finance	486 SF	8310.60
IT Office	183 SF	3129.30
IT (server rooms)	238 SF	
Conference Room A	855 SF (1069 SF 100%-20% used by Division of Blind Services)	14620.50
Conference Room B	752 SF	12859.20
Common Areas (Halls, restrooms, break room, etc.)	2709.50	46332.45

Resource Room	2484 SF	42476.40
Waiting Room	295 SF	5044.50
Totals	14,132 SF	**230634.4 (11027.09 difference taking in-kind donations into consideration)

**Local Funding Mechanism Sample
New Port Richey 14,513 SF**

Partners	Square Footage \$19.09 SF (including utilities, etc.)	Partner Allocations \$277053.17
Vocational Rehabilitation	2805 SF	53,547.45
Wagner Peyser	72 SF	1374.48
TANF	162 SF	3092.58
Job Search Lab	648 SF	12,370.32
SNAP	162 SF	3092.58
WIOA Adult/DW	200 SF	3,818.00
WIOA Youth	243 SF	4,638.87
Adult Education and Literacy Programs	Marchman	In-kind donation of space
TAA	12 SF	229.08
Community Services Block Grant - Mid Florida	81 SF	1546.29
Pinellas Urban League	281 SF	In-kind donation of volunteers
AARP	0	In-kind donation of volunteers
Indian and Native American Programs	Virtual	0%
DVOP	81 SF	1546.29
LVER	119 SF	2271.71
RESEA	162 SF	3092.58
National Farmworker Jobs Programs	Virtual	0
Gulf Coast	1000 SF	19090.00
Lutheran Services	162 SF	3092.58
Resource Room	1584 SF	30238.56
IT Server Room	180 SF	3436.20
Conference Room A	680 SF	12981.20
Conference Room B	360 SF	6872.40
Admin Conference Room	416 SF	7941.44
North Lobby	3076 SF	58,720.84
South Lobby	384 SF	7330.56
Breakroom	324 SF	6185.16
Mens Room Public	204 SF	3894.36
Womens Room Public	144 SF	2748.96
Hallway to Breakroom Public side	96 SF	1832.64
Hallway to Breakroom Staff side	224 SF	4276.16

Hallway between Conf. Room B and Heather's office	130 SF	2481.70
Hallway to conference Room B	42 SF	801.78
Hallway to conference room A	234 SF	4467.06
Office	98 SF	1870.82
Heather's office	147 SF	897.23
Totals	14513 SF	277,053.17

**Local Funding Mechanism Sample
Dade City 5,579 SF**

Dade City LFM Space Allocation Square Footage for 85 percent

Partners	Square Footage \$14.50 SF	Partner Allocations of the \$80,895.48
Vocational Rehabilitation	1364 SF	19,778.00
Wagner Peyser	535 SF	7,757.50
TANF (WTP)	117 SF	1,696.50
Job Search Lab – WT	231 SF	3,349.50
SNAP	122 SF	1,769.00
WIOA Adult/DW	79 SF	1,145.50
WIOA Youth	536.25 SF	7,775.62
Adult Education and Literacy Programs		
Community Services Block Grant		
Pinellas Urban League		
Indian and Native American Programs		
DVOP	97.5 SF	1,413.75
LVER	39 SF	565.50
RESEA	39 SF	565.50
National Farmworker Jobs Programs		
Empty Cubes	117 SF	1,696.50
Resource Room	1021.75 SF	14,815.38
Resource Closet	97.5 SF	1,413.75
Conference Room	448 SF	6496.00
Business Services	337 SF	4,886.50
Vacant Office	83 SF	1,203.50
Operations Brenda	96 SF	1,392.00
Common Area	219 SF	3,175.50
Total	5579 SF	80,895.50

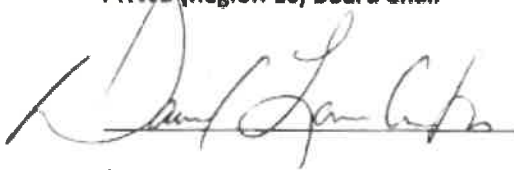
SIGNATURE PAGE

This plan represents the efforts of LWDA 16 to implement the Workforce Innovation and Opportunity Act in the following counties:

- Pasco County
- Hernando County

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

PHWD (Region 16) Board Chair



Signature

David Lambert

Name (printed or typed)

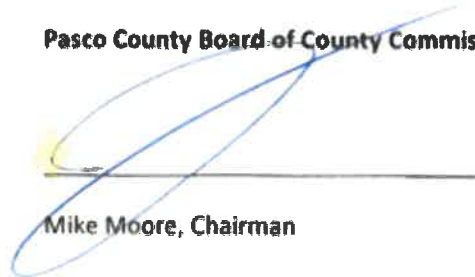
Chair

Title

01/16/2020

Date

Pasco County Board of County Commissioners



Mike Moore, Chairman

Name (printed or typed)

Title

APPROVED
IN SESSION

MAR 10 2023

PASCO COUNTY
BCC



[Signature]
Mimi Alvarez-Sowles, Esq., Clerk & Comptroller



careersourcepascohernando.com

There were no public comments.

info@careersourcepascohernando.com
P.O. Box 6589 | Spring Hill, FL 34611
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