



**Local Workforce Development Area 7**  
**[Careersourcefloridacrown.com](http://Careersourcefloridacrown.com)**

Tel: 386-755-9026  
Fax 386-752-6461

1389 US Highway 90 West/Suite 170B  
Lake City, FL 323055

Date Submitted: March 12, 2020  
Plan Contact: Robert Jones  
Email: [rjones@careersourceflcrown.com](mailto:rjones@careersourceflcrown.com)

## CONTENTS

|   |           |
|---|-----------|
| <b>ACRONYMS</b>   | <b>ii</b> |
| <b>INTRODUCTION</b>   | <b>1</b>  |
| <b>KEY DATES</b>  | <b>2</b>  |
| <b>PUBLIC COMMENT PROCESS</b>   | <b>3</b>  |
| <b>PLAN SUBMISSION TO CAREERSOURCE FLORIDA</b>  | <b>5</b>  |
| <b>FLORIDA'S VISION FOR IMPLEMENTING<br/>THE WORKFORCE INNOVATION AND OPPORTUNITY ACT</b> | <b>7</b>  |
| <b>ORGANIZATIONAL STRUCTURE</b>   | <b>7</b>  |
| <b>ANALYSIS OF NEED AND AVAILABLE RESOURCES</b>   | <b>13</b> |
| <b>WORKFORCE DEVELOPMENT AREA VISION AND STRATEGIC GOALS</b>                              | <b>18</b> |
| <b>COORDINATION OF SERVICES</b>   | <b>23</b> |
| <b>DESCRIPTION OF THE LOCAL ONE-STOP SYSTEM</b>   | <b>27</b> |
| <b>DESCRIPTION OF PROGRAM SERVICES</b>  | <b>31</b> |
| <b>ATTACHMENTS</b>  | <b>48</b> |

## ACRONYM GUIDE

|              |   |
|--------------|---|
| <b>ADA</b>   | <b>Americans with Disabilities Act</b>                  |
| <b>BOCC</b>  | <b>Board of County Commissioners</b>                    |
| <b>CAMG</b>  | <b>Center for Advanced Manufacturers Group</b>          |
| <b>CEO</b>   | <b>Chief Elected Official</b>                           |
| <b>CSFC</b>  | <b>CareerSource Florida Crown</b>                       |
| <b>CSWE</b>  | <b>Community Service Work Experience</b>                |
| <b>CWEP</b>  | <b>Community Work Experience Program</b>                |
| <b>DCF</b>   | <b>Department of Children and Families</b>              |
| <b>DEO</b>   | <b>Department of Economic Opportunity</b>               |
| <b>DJJ</b>   | <b>Department of Juvenile Justice</b>                   |
| <b>EDP</b>   | <b>Employability Development Plan</b>                   |
| <b>EF</b>    | <b>Employ Florida</b>                                   |
| <b>EST</b>   | <b>Employer Services Team</b>                           |
| <b>EWT</b>   | <b>Employed Worker Training</b>                         |
| <b>IEP</b>   | <b>Individual Education Plan</b>                        |
| <b>ITA</b>   | <b>Individual Training Account</b>                      |
| <b>ITN</b>   | <b>Invitation to Negotiate</b>                          |
| <b>LWDA</b>  | <b>Local Workforce Development Area</b>                 |
| <b>LWDB</b>  | <b>Local Workforce Development Board</b>                |
| <b>MOU</b>   | <b>Memorandum of Understanding</b>                      |
| <b>OJT</b>   | <b>On the Job Training</b>                              |
| <b>RA</b>    | <b>Reemployment Assistance</b>                          |
| <b>RAO</b>   | <b>Rural Areas of Opportunity</b>                       |
| <b>RFP</b>   | <b>Request for Proposal</b>                             |
| <b>RESEA</b> | <b>Reemployment Services and Eligibility Assessment</b> |
| <b>RFQ</b>   | <b>Request for Quotes</b>                               |
| <b>RWG</b>   | <b>Region Working Group</b>                             |
| <b>SNAP</b>  | <b>Supplemental Nutrition Assistance Program</b>        |
| <b>TAA</b>   | <b>Trade Adjustment Agreement</b>                       |

|             |   |
|-------------|---|
| <b>TANF</b> | <b>Temporary Assistance for Needy Families</b>  |
| <b>TOL</b>  | <b>Target Occupation List</b>                   |
| <b>WIA</b>  | <b>Workforce Investment Act</b>                 |
| <b>WIOA</b> | <b>Workforce Innovation and Opportunity Act</b> |
| <b>WP</b>   | <b>Wagner Peyser</b>                            |
| <b>WT</b>   | <b>Welfare Transition</b>                       |

## 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**

|  |                         |
|--|-------------------------|
| <b>Key Dates Sent to Local Boards.....</b>             | <b>October 11, 2019</b> |
| <b>Local Plan Guidelines Issued.....</b>               | <b>November 1, 2019</b> |
| <b>Labor Market Analysis Sent to Local Boards.....</b> | <b>December 6, 2019</b> |
| <b>Local Plans Due.....</b>                            | <b>March 16, 2020</b>   |
| <b>WIOA Statewide Unified Plan Due.....</b>            | <b>March 30, 2020</b>   |
| <b>WIOA Statewide Unified Plan Approved .....</b>      | <b>May 1, 2020</b>      |
| <b>Local Plans Approved.....</b>                       | <b>June 4, 2020</b>     |
| <b>WIOA Program Year 2020 Begins .....</b>             | <b>July 1, 2020</b>     |

## PUBLIC COMMENT PROCESS

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

The local plan was posted on our website in draft form for public review and comment from February 3, 2020 through Friday, March 3, 2020. A hard copy was also available in the administration office of CareerSource Florida Crown, 1389 US Highway 90 W., Suite 170, Lake City, FL.

Request for Comments were advertised in the local newspapers of Columbia, Dixie, Gilchrist and Union counties. A final response and discussion was held during the March 10, 2020 Board meeting which is advertised to the public through news and online media.

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

The 30-day period for public comment was Friday, February 3, 2020, through Saturday, March 3, 2020.

- (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).

Open public meetings of the following took place to garner input on the plan:  
Executive Committee Meeting – February 24, 2020  
Board/Consortium Meeting - March 10, 2020

Both meetings consisted of the following representatives from the community:  
The School Board, School and Firefighter Union Members, Economic Development, local businesses, Division of Blind Services, Vocational Rehabilitation and Department of Children and Families.

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

The local plan was posted on our website in draft form for public review and comment from February 3, 2020 through Friday, March 3, 2020. A hard copy was also available in the administration office of CareerSource Florida Crown, 1389 US Highway 90 W., Suite 170, Lake City, FL.

Request for Comments were advertised in the local newspapers of Columbia, Dixie, Gilchrist and Union counties. A final response and discussion was held during the March 10, 2020 Board meeting which is advertised to the public through news and online media.

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

We received no comments

## **PUBLIC REQUEST FOR COMMENTS**

CareerSource Florida Crown is inviting the public to submit comments regarding our 4 Year Plan. The document can be obtained via request at our office located at:

CareerSource Florida Crown (Administrative office)  
1389 US Hwy. 90 West, Suite 170-B  
Lake City, FL 32055  
(386-755-9026)

**Or online at**

**[www.careersourcefloridacrown.com](http://www.careersourcefloridacrown.com)**

**under the “About Us” heading on our website**

**Questions and comments should be sent via email to [vbrown@careersourceflcrown.com](mailto:vbrown@careersourceflcrown.com) by March 3, 2020 at 4pm**

Notice has been made of this request, through publication, to comply with the “Government in the Sunshine Law”. All CareerSource Florida Crown public meetings are listed on the CareerSource Florida Crown web site at [www.careersourcefloridacrown.com](http://www.careersourcefloridacrown.com).

CareerSource Florida Crown is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities using TTY/TDD equipment via the Florida Relay Service at 711. Contact Jeff Geering at 386-755-9026 X 3221.



## 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.<sup>2</sup>**

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;**
- **The structure and numbering follows 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.**

---

<sup>2</sup> 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**.

## **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);**
- 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);**
- C. Executed Interlocal Agreements (in cases where there is more than one unit of general local government);**
- 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.**
- 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;**
- F. Any comments submitted during the public comment period that represent disagreement with the local plan (Public Law 113-128, Section 108(d). None to report**
- 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; See Interlocal Agreement**
- H. A copy of the agreement executed between the chief elected official(s) and the Local Workforce Development Board;**
- 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;**

**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](mailto: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**

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

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

## **ORGANIZATIONAL STRUCTURE**

### **(1) Chief Elected Official(s)**

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

Ms. Sharon Langford, Chair of the CareerSource Florida Crown Consortium  
Gilchrist County Commissioner  
209 SE 1<sup>st</sup> Street

Trenton, FL 32693  
352-213-2395  
[bigmag@bellsouth.net](mailto:bigmag@bellsouth.net)

David O'Steen, Chairman of the Board  
Dixie County Commissioner  
PO Box 2600  
Cross City, FL 32628  
352-498-1206  
[David.osteen@dixie.fl.gov](mailto:David.osteen@dixie.fl.gov)

Karen Cossey, Chairman of the Board  
Union County Commissioner  
15 NE 1<sup>st</sup> Street  
Lake Butler, FL 32054  
386-496-4855  
[Dstrict1@unioncounty-fl.gov](mailto:Dstrict1@unioncounty-fl.gov)

Toby Witt, Chairman of the Board  
Columbia County Commissioner  
PO Box 398  
Lake City, FL 32056  
386-758-1325  
[twitt@columbiacountyfla.com](mailto:twitt@columbiacountyfla.com)

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

The CareerSource Florida Crown (CSFC) Regional Workforce Board has established a Consortium of Board Members consisting of a County Commissioner from each of our four counties; Columbia, Dixie, Gilchrist, and Union as noted in item 1(A). The interlocal agreement is Attachment A. The Consortium members represent each of their individual counties and represent the Chief Elected official of their county, overseeing the budget of the LWDB.

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

The interlocal agreement is Attachment A.

- 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;

**Section 4.4 Membership Nominations and Appointments**

- a) All nominees shall reasonably represent the industrial and business demographic of the local area according to section 4.1 of this document.
  - b) Members of the LWDB shall be approved by the CSFC Consortium according to the WIOA requirements mentioned in section 4.1 of this document.
- ii. The term limitations and how term appointments are staggered to ensure only a portion of memberships expire in each year;

**Section 5.7 Election and Terms of Officers and Executive Committee:**

- Officers and Executive Committee members shall be elected by a majority of the members of the LWDB present and voting at an announced meeting to elect officers and executive committee members.
- Terms will generally commence the 1<sup>st</sup> day of July and concluding on the 30<sup>th</sup> day of June of the following year.
- The term of office for the executive committee members shall be reviewed by the LWDB and renewed annually. Successors will be elected as openings become available.
- As stated in Section 4.5 officers will be elected for two (2) year terms and serve no more than two (2) consecutive terms.
- Any member of the Board, in good standing, may be as a candidate for any Board positions.

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

- Any vacancies in the membership of the LWDB shall be filled in the same manner as the original appointment and approved via the Consortium.

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;

The Board has consistently decided not to use a proxy process to assure active participation by Board members.

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

Pursuant to Section 445.007(1), Florida Statutes, board and committee members may participate in the meetings by means of a telephone conference or other telecommunications device. This device must allow all persons to hear each other or to see in written form the words of the other members.

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,

Each potential candidate receives information on the services provided by CareerSource Florida Crown, its non-profit status and prior to their becoming a board member. This information includes the following:

1. Code of Ethics
2. Conflict of Interest Statements
3. Board Member's Job Description
4. Board Member State of Personal Commitment
5. Sunshine Law Summary

Board members are assigned to one or more standing committees which include: Executive/Finance, Business/Career, Personnel and Youth. With assistance from the Executive Director, these committees review the appropriate matters and recommend actions to the entire Board. Members live and work in the communities they represent providing direct access to all stakeholders.

- vii. Any other conditions governing appointments or membership on the local board. See (vi)

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

CareerSource Florida Crown maintains a partnership with the local elected officials to jointly and severally carry out the requirements of the Workforce Innovation and Opportunity Act. A draft of the plan will be submitted to the Chief elected official and the CSFC Board for review. Any changes that are recommended will be reviewed and placed into the plan. A final vote will take place during the March 10<sup>th</sup> Board/Consortium meeting.

## **(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.

Noah Walker, Board Chair  
Lake City Medical Center  
340 NW Commerce Drive  
Lake City, FL 32055  
386-719-9040  
[Noah.Walker@hcshealthcare.com](mailto:Noah.Walker@hcshealthcare.com)

- 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.

Eugene Dukes, Vice Chair  
Dukes Realty

7472 SW 99<sup>th</sup> Road  
Lake Butler, FL 32054  
352-339-4515  
Edukesrealtor@gmail.com

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

CareerSource Florida Crown maintains a partnership with the local elected officials to jointly and severally carry out the requirements of the Workforce Innovation and Opportunity Act. A draft of the plan will be submitted to the Chief elected official and the CSFC Board for review. Any changes that are recommended will be reviewed and placed into the plan. A final vote will take place during the March 10<sup>th</sup> Board/Consortium meeting.

**(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

CareerSource Florida Crown is the local fiscal agent and administrative entity for the region. The Region presently operates Career Centers in Columbia and Gilchrist Counties. The Columbia County office provides services to the residents of Columbia and Union Counties while the Dixie office provides services to the residents of Gilchrist and Dixie counties. Each Career Center is a full-service center providing WIOA (Adult, DW and Youth), WT/TANF, WP, Veterans, RESEA, SNAP and RA. Career and training services are provided at each Career Center by deploying program experts to augment permanent staff on a rotational basis from the central Career Center in Columbia County.

- 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

CareerSource Florida Crown is the local fiscal agent and administrative entity for the region.

- 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 Board assures the local Career Center Operator will carry out all activities relevant to the provision of each program covered under this plan in accordance with all Federal/State policies and procedures. The Board further assures that annual monitoring of local one-Stop Career Center activities will be agreed upon and

conducted by the Department of Economic Opportunity. Additionally, the Board assures that DEO shall have full access to all Career Center staff, records, systems, data, books, accounts, correspondence and other documentation necessary to carry out the program. The Board also agrees that DEO, may conduct on-site monitoring reviews with or without advance notice. In addition, the Board also assures that local staff training relevant to the delivery of services covered under this plan will be offered to staff on an as needed basis.

#### **(4) One-Stop System**

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

The Columbia County office provides services to the residents of Columbia and Union Counties while the Dixie office provides services to the residents of Gilchrist and Dixie counties. Each Career Center is a full-service center providing WIOA (Adult, DW and Youth), WT/TANF, WP, Veterans, RESEA, SNAP and RA. Career and training services are provided at each Career Center by deploying program experts to augment permanent staff on a rotational basis from the central Career Center in Columbia County.

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

The Columbia County office located at 1389 US Highway 90 West Suite 170B in Lake City, Florida, and the Old Town Office located at 25811 SE Highway 19 in Old Town, Florida, are open Monday through Thursday from 8am to 6pm and Friday from 8am to 12pm noon.

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

CareerSource Florida Crown provides direct career services to the local one-stop centers through the Career Centers in Columbia and Dixie Counties.

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

CareerSource Florida Crown provides direct career services to the local one-stop centers through the Career Centers in Columbia and Dixie Counties.

---

<sup>3</sup>A 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.



- H. 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.

No career services are contracted out at this time.

CareerSource Florida Crown is the local fiscal agent and administrative entity for the region. The Region presently operates Career Centers in Columbia and Gilchrist Counties. The Columbia County office provides services to the residents of Columbia and Union Counties while the Dixie office provides services to the residents of Gilchrist and Dixie counties. Each Career Center is a full-service center providing WIOA (Adult, DW and Youth), WT/TANF, WP, Veterans, RESEA, SNAP and RA. Career and training services are provided at each Career Center by deploying program experts to augment permanent staff on a rotational basis from the central Career Center in Columbia County.

- I. 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 most recent monitoring review conducted by DEO staff, LWDB 7 met all certification requirement for both One-Stop locations. Once further guidance related to certification is provided, we will provide the necessary attestation.

**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:

According to the Local Area Unemployment Statistics found on the DEO website, local area unemployment dropped in the region represented by CareerSource Florida Crown:

| County                    | November 2018 | November 2019 |
|---------------------------|---------------|---------------|
| Columbia County           | 3.4%          | 2.7%          |
| Dixie County              | 3.8%          | 3.3%          |
| Gilchrist County          | 3.5%          | 3.0%          |
| Union County              | 3.1%          | 2.7%          |
| Overall for the Region 07 | 3.4%          | 2.8%          |

Specific to Region 07 growth in the following industries contributed to the decline in unemployment: Hospitality, Food Services, and Health Care. Corrections and call centers remain a viable industry in this Region as well. on-site, Union Correctional uses an office on-site in order to interview potential candidates for Correctional Officers while other local businesses, Dollar General, L & M Endeavors, and Site1, have partnered with CSFC to conduct job fairs in order to find viable candidates.

The Region continues to be hampered by the lack of any public transportation system and poor infrastructure which still results in a higher per capita cost to train workers to a self-sufficiency wage standard. The lack of established training

program/providers within the Region, the need to provide economic assistance in the form of incentives/supportive services, and the necessity to transport participants to educational and training sites causes the high costs for training when compared to urbanized regions. However, the capacity building efforts of CSFC over the past four years have enabled this rural region to begin to break out of the cycle of poverty in which they have been engulfed.

**A. Information on existing and emerging in-demand industry sectors and occupations; and**

Specific to Region 7, the following sectors show the most continuous improvement:

1. Transportation and Warehousing (NAICS: 48, 49)
2. Healthcare and Social Assistance (NAICS: 62)
3. Information (NAICS: 51)
4. Accommodation and Food Services (NAICS: 72)
5. Public Administration (NAICS: 92)

According to the DEO website regarding statistical data, the following are the Fastest Growing Industries in our region (ranked from 1-20)

- 1 Fabricated Metal Product Manufacturing
- 2 Crop Production
- 3 Sporting Goods, Hobby, Book, and Music Stores
- 4 Educational Services
- 5 Machinery Manufacturing
- 6 Food Manufacturing
- 7 Ambulatory Health Care Services
- 8 Specialty Trade Contractors
- 9 Building Material and Garden Equipment and Supplies Dealers
- 10 Truck Transportation
- 11 Merchant Wholesalers, Nondurable Goods
- 12 Food Services and Drinking Places
- 13 Warehousing and Storage
- 14 Professional, Scientific, and Technical Services
- 15 Motor Vehicle and Parts Dealers
- 16 Food and Beverage Stores
- 17 Hospitals
- 18 Religious, Grantmaking, Civic, Professional, and Similar Organizations
- 19 Animal Production
- 20 Social Assistance

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

According to the DEO website regarding statistical data, the following are the Fastest Growing Occupations in our region (ranked from 1-20):

- 1 Nurse Practitioners
- 2 Mechanical Drafters
- 3 Welders, Cutters, Solderers, and Brazers
- 4 Physician Assistants
- 5 Agricultural Equipment Operators
- 6 Respiratory Therapists
- 7 Pesticide Handlers, Sprayers, and Applicators, Vegetation
- 8 Mental Health Counselors
- 9 Meat, Poultry, and Fish Cutters and Trimmers
- 10 Medical Assistants
- 11 Merchandise Displayers and Window Trimmers
- 12 Farm Equipment Mechanics and Service Technicians
- 13 Financial Managers
- 14 Painters, Construction and Maintenance
- 15 Physical Therapist Assistants
- 16 Surgical Technologists
- 17 Butchers and Meat Cutters
- 18 Medical Records and Health Information Technicians
- 19 Construction and Building Inspectors
- 20 Cost Estimators

**(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)).**

In reviewing the occupational needs of this region and with the top jobs being in healthcare, mechanics, welders, cutters, etc. Participants will be required to have some sort of post-secondary credential in order to qualify to meet those demands. Licenses and certificates in the nursing and trade fields meet these needs for Region 7.

**(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 local workforce has seen a shift from agricultural to healthcare, mechanical and more warehouse type of employment. These jobs will require more than just a high school diploma and in some cases extensive post-secondary degrees. Unemployment in this area has decreased due to a workforce that has been able to gain the necessary credentials to meet employer demands. However, with the current increase in industry, there will be barriers for those applicants who have transportation issues, and educational

barriers. For those already in a position, they may be able to upgrade into a better wage category, but their position will need to be filled. This poses a challenge that CSFC is more than ready to meet and exceed.

- (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)).**

Currently there are no active trade schools in Columbia County. However, partnerships with Florida Gateway College, North Florida Technical Center, and River Oak Technical College can help to level this deficiency. CSFC participants will have the option to attend one of these facilities in order to meet the growing demands. Of course, the barrier once again will be transportation for those who do not have a sufficient mode of travel. This weakness is not just of the participant, but for this entire Region. Transportation remains as a major deficit in this area.

- (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)).**

The Region utilizes Customized Training, including the Employed Worker Program (EWT) and OJT Program to provide skills upgrade training to workers who need training to obtain or retain self-sufficiency. 5% of our annual Dislocated Worker budget is set aside for EWT/OJT. Additionally, throughout the year, we compete for grants and utilize EWT/OJT as the primary vehicle for fulfilling the terms of the grants that we receive. Training is performed under contract in targeted occupations and enables these workers to retain their positions and/or upgrade their skills for promotion. On the Job Training Policy, OPS-009-02 is attached.

When a customer is unable to obtain employment, the Career Manager will assign CWEP (Community Work Experience Program) hours to assist the customer in becoming more marketable. The Career Manager will discuss with the customer his or her desired goals and will try to match them to a CWEP position which relates to those goals. The customer will be instructed by the Career Manager on the details of the assignment and what is expected regarding their placement. They will also be instructed that a call or site visit will be made at any given time to verify the site and that the hours are being completed. A worksite agreement is given to the customer to be completed by the employer. It is the customer's responsibility to obtain an appropriate site. Once completed the participant may begin CWEP.

Through the Community Service/Work Experience (CSWE) program, Welfare Transition customers are placed in a training program at approved contracted public sector and/or not-for-profit agencies in the Columbia, Dixie, Gilchrist, and Union Counties area. Employers are not required to pay an hourly wage to the participants, but are responsible for training them in duties described in the Training Outline portion of the work agreement. Worksite Agreements are developed with each participating employer/agency in which they attest to their not-for-profit status. The Region utilizes staff personnel to make on-site visits annually to explain the Work-Site Agreement and obtain a signature on the Work-Site Agreement. The Region's Work-Site Agreement contains company name, contact person, address, telephone number, fax, job description, number of openings,

number of hours needed, number of days and verification of not-for-profit status. Included in this agreement are the services provided by the employer, manner of service provisions, special provisions, date the agreement takes effect, signatures from the employer and LWDB (Local Workforce Development Board), worksite outline, worksite guidance, and the job description. Workforce personnel visit the worksites on a regular basis to ensure compliance, safety and to review customer progress with the worksite supervisor/employer.

- (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)).**

Our youth programs serve in school youth ages 14 – 21 and out of school youth ages 16-24 with many workforce investment opportunities available. These include but are not limited to: paid work experience, traditional occupational skills training, on the job training, internships, and soft skills workshops. Partner agencies and schools providing youth services include:

- Partnership for Strong Families
- Department of Juvenile Justice (DJJ)
- College of Central Florida (Gilchrist County)
- Columbia County Adult Education
- Dixie County Adult Education
- Union County Adult Education
- Vocational Rehabilitation

CSFC also utilizes The Able Trust High School/High Tech grant funds in conjunction with our WIOA Youth dollars to engage in school youth with disabilities in year round after-school programs that focus on remediation, retention in school, End of Course (EOC) tests and other success measures, graduation and successful transition into the workforce or post-secondary education. Our after-school program has seven (7) locations which include:

- Bell High School
- Trenton High School
- Dixie High School
- Ft. White High School
- Columbia High School
- Union County High School
- Trinity United Methodist Church

Resources that staff use are the Guidepost for Success and Skills to Pay Bills By; which is a set of key educational and intervention strategies for youth, including those with disabilities. Additionally, One-Stop assessments, Individual Education Program (IEPs) and Career Planning tools will continue to be utilized to identify career paths, barriers to

employment, training or service needs, and employability skills. These assessments will also assist with identifying hidden disabilities and the potential need for accommodations.

### **The Able Trust High School/High Tech Program**

The Able Trust High School/High Tech Program prepares youth with disabilities for life after high school; post-secondary education, employment and community involvement, through real-world experiences. High School/High Tech activities include career workshops, industry and campus tours, summer internships, community service projects, and leadership development.

Over the past two years approximately 240 students have been served through the program. The program represents a successful model for engaging youth into workforce development programs that emphasize job skills, education, employability skills, and social skills.

For the children of WT customers, we offer Pregnancy Prevention and Why Try. Why Try is a summer computer based social skills development program for younger youth not eligible for the Summer Work component.

## **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)).**

Our vision, goals and priorities are developed by the Committees of the Board and are approved by the full Board/Consortium. Collaborations within the community are continuous in order to keep us aware of the changes in employer/employee needs.

### **CSFC will continue to do the following:**

1. Collaborate with community partners on Economic Development
2. Facilitate the transition of our regional economy and is becomes more industrialized
3. Work with our education partners to provide today's youth with the skills necessary to meet the needs of the employer
4. Address transportation needs of the Region
5. Assist businesses of the Region to be competitive by assisting with their training costs and the preparation of a skill and ready workforce
6. Use the full array of services, WIOA, WT/SNAP, TANF, Veterans Services, RESEA, etc. to prepare the workforce to meet the needs of the business community

- (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.**

### **CSFC will continue to do the following:**

1. Business Service staff will be responsive to employer needs through weekly communications that will include information on Incumbent Worker Training, On-the-Job Training (OJT) and Employed Worker Training.

2. Business Service staff will ensure that during communications with employers that they are addressing the employment needs that are deemed in demand or target occupations as per DEO.
  3. Emphasize a collaborative approach in the development and implementation of appropriate programs and services through networking.
  4. Continue to upgrade the workforce skills, via education and or training, of the region's population, especially the economically disadvantaged, the working poor, dislocated workers, the unemployed and youth.
  5. Provide information and assistance to job seekers and employers on labor market trends, training, support services, work counseling and follow-up services.
  6. Maintain mechanisms to identify customer, employer, and job seeker needs, opportunities and skills.
  7. Pursue initiatives that address rural economic development issues, leading to the creation of employment opportunities in rural communities in the region.
- (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.**
- a) CareerSource Florida Crown participates in a mandatory programmatic and fiscal monitoring conducted by DEO. Results are shared with the Board of Directors through the appropriate committees for full review and comment.
  - b) A third-party Financial Audit is conducted annually to ensure compliance. A final summary of the audit report is shared with the Board of Directors for review/comment.
  - c) A quarterly monitoring conducted by a third party takes place annually. During this monitoring Board policies, practices, fiscal and programmatic operations are reviewed. Monitoring reports along with Corrective Action Plans are provided to the Board during a regularly scheduled meeting to review/comment.
- (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.**

Each customer receives a one on one interview with a Career Manager to determine any needs or barriers exist. Their needs and barriers are considered in light of their career goals and objectives which must be balanced against the Region's Supply/Demand skills gap and the demand occupations of the Region. Our objective is to help as many customers as possible but there must be an opportunity for the customer to obtain self-sufficiency employment upon completion of their education and training.

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

Our visions and goals are constantly going through a review and improvement process. We will continue to integrate all partner agencies into the process to ensure a maximized level of service to the community we serve. All partners are given an opportunity to provide verbal and written input into the development of the vision and goals. The direct interaction of the Board and Consortium members ensures participation from the counties within the region. The combination of these entities is an integral component of the planning process.

**(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 Executive Director meets with the Board/Consortium and local business partners on a recurrent basis to obtain feedback on performance and accountability measures. State and local performance measures are presented and discussed and 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 which include:

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

The Executive Director 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 the Executive/Finance Committee 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. CareerSource Florida Crown 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 the highest level of service. Region 7 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.



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

### WIOA Primary Indicators of Performance

|  | PY 2018 Actual Performance | PY 2018 Performance Targets | PY 2018 Achievement Level | PY 2019 Performance Targets |
|--|----------------------------|-----------------------------|---------------------------|-----------------------------|
| <b>LWDA 07</b>   |                            |                             |                           |                             |
| <b>Program Year (PY) 2018</b>                                    |                            |                             |                           |                             |
| <b>July 1, 2018 – June 30, 2019</b>                              |                            |                             |                           |                             |
| <b>Adults:</b>   |                            |                             |                           |                             |
| Employed 2 <sup>nd</sup> Quarter After Exit                      | 100.00%                    | 90.00%                      | 111.11%                   | 90.20%                      |
| Employed 4 <sup>th</sup> Quarter After Exit                      | 97.50%                     | 89.00%                      | 109.55%                   | 89.50%                      |
| Median Wage 2 <sup>nd</sup> Quarter After Exit                   | \$11,007.00                | \$8,800.00                  | 125.08%                   | \$8,800.00                  |
| Credential Attainment  | 65.80%                     | 90.00%                      | 73.11%                    | 93.00%                      |
|  |                            |                             |                           |                             |
| <b>Dislocated Workers:</b>                                       |                            |                             |                           |                             |
| Employed 2 <sup>nd</sup> Quarter After Exit                      | 100.00%                    | 84.00%                      | 119.05%                   | 84.20%                      |
| Employed 4 <sup>th</sup> Quarter After Exit                      | 100.00%                    | 82.00%                      | 121.95%                   | 82.20%                      |
| Median Wage 2 <sup>nd</sup> Quarter After Exit                   | \$6,240.00                 | \$7,500.00                  | 83.20%                    | \$7,500.00                  |
| Credential Attainment  | 100.00%                    | 73.00%                      | 136.99%                   | 73.20%                      |
|  |                            |                             |                           |                             |
| <b>Youth Common Measures:</b>                                    |                            |                             |                           |                             |
| Education and Employment Rate 2 <sup>nd</sup> Quarter After Exit | 86.40%                     | 70.00%                      | 123.43%                   | 70.20%                      |
| Education and Employment Rate 4 <sup>th</sup> Quarter After Exit | 81.10%                     | 64.10%                      | 126.52%                   | 64.30%                      |
| Credential Attainment  | 57.30%                     | 73.30%                      | 78.17%                    | 73.50%                      |
|  |                            |                             |                           |                             |
| <b>Wagner-Peyser:</b>  |                            |                             |                           |                             |
| Employed 2 <sup>nd</sup> Quarter After Exit                      | 69.10%                     | 62.00%                      | 111.45%                   | 62.20%                      |
| Employed 4 <sup>th</sup> Quarter After Exit                      | 66.00%                     | 60.20%                      | 109.63%                   | 60.40%                      |
| Median Wage 2 <sup>nd</sup> Quarter After Exit                   | \$4,171.00                 | \$4,100.00                  | 101.73%                   | \$4,100.00                  |

|  |
|--|
| Not Met (less than 90% of target)          |
| Met (90-100% of negotiated)                |
| Exceeded (greater than 100% of negotiated) |

- (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. In past years, those discussions have led to the previous year's proposed measures. In the past years, senior admin staff have added a level of in-house reviews to ensure that targets are being met. With the use of EF reports, Region 7 monitors progress and achievement levels as they relate to WIOA performance. In the event, performance is low, Region 7 immediately investigates the issue and commits to an internal corrective action to fix the problem.

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

Self-sufficiency is the ability of an individual to supply one's own needs without external assistance. Additionally, self-sufficiency is having confidence in one's own resources, powers, etc.

## 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.

WIOA requires the development of partnerships, encouraging coordination among community partners to pool financial and human resources to offer a mix of programs and services in a seamless and integrated manner to create the Career service delivery system.

We interact with the Dept. of Children and Families, Vocational Rehabilitation, Juvenile Justice, the Lake City Police Department, Teacher's Unions, and the local colleges as well as our faith-based partners throughout the year. This interaction allows us to strengthen our processes and provide a smooth continuous flow of services. We also work with the County Veteran's Services Officer and the Veteran's organizations such as American Legion, VFW, PVA etc. to ensure the veteran's population is receiving the very best in workforce services.

No services are contracted out so CSFC is responsible for and operates Career Centers in Columbia and Dixie Counties. Each center is a full-service center providing WIOA (Adult, Dislocated Worker and Youth), Welfare Transition (WT)/Temporary Assistance for Needy Families (TANF), Wagner-Peyser (WP), Veterans, Reemployment Services and Eligibility Assessment (RESEA), Supplemental Nutrition Assistance Program (SNAP) and Reemployment Assistance (RA). The Region has a part time Quality Assurance Monitor assigned to the Board Staff. Monitoring is carried out by Program (WIOA, WT, RESEA, SNAP, etc.), the files are inspected by each Career Manager and finally, those areas identified in previous write-ups are inspected across all programs and Career Managers. Written reports are provided to the Career Manager, Supervisor and Board Staff. The Career Manager has 10 days to submit a Corrective Action Plan.

The hallmark of an effective and successful Career Center workforce delivery system includes ensuring the following:

1. Universal Access to employment-related services in a seamless and integrated manner for all customers.
2. Customer Choice to ensure easy access to information and services in a customer friendly environment that consists of helpful staff that provide information and support to participants.
3. Performance Drive Outcomes that promote high levels of accountability and high levels of customer satisfaction.
4. Integrated Funding through partner collaboration provides a comprehensive menu of services to customers, encourages coordination in planning, cost and resource sharing and funding opportunities.

- (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)).

The four (4) rural counties of Columbia, Dixie, Gilchrist and Union served by CSFC have been specifically identified by the Governor as Rural Areas of Opportunity (RAO) due to the fact that the region has failed to keep pace with the rest of the State of Florida in terms of economic growth. The Region has formed a RAO Working Group (RWG) and Center for Advanced Manufacturers Group (CAMG). The RWG is focused on identifying locations for future development and infrastructure necessary to lure businesses to these sites. The CAMG studies best industries for the region and unique requirements such as future workforce skills. Members of the EST are either members on all of these local, regional and statewide “voice of the customer” business forums or attend all publicized meetings to stay abreast of current and emerging workforce needs. These include, but are not limited to, Chamber of Commerce meetings and events, Florida Eight Superior Region Committee, Board Member for Transportation Disadvantaged for Columbia, Dixie, Gilchrist and Union Counties, RAO Catalyst Site for the Inland Port Education and Workforce Committee Member, Dixie County BOCC Committee Member for Economic Development tourist Development Council, Community Redevelopment Assoc., Rural Summit, NEFEC STEM Workshop in Gainesville, Forth Florida Economic Development (Columbia County), LC City Council, Lake Shore Hospital Authority, North Central Florida Economic Development, Food Bank Distribution, FLOW Water Management, Airport Advisory, Columbia County BOCC and City Council, Dixie BOCC, Gilchrist BOCC, Union BOCC, CCA Inmate Foster Group.

- (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)).

We will continue to seek and transform the Region’s Foundational Clusters by focusing on preserving jobs in our agricultural base, working to revive our construction industry, and developing tourism. We will look for opportunities to expand Industry Clusters with our primary focus being a revival of the financial and professional services cluster. We are seeking to develop New Clusters around the manufacturing, logistics, transportation and

waste-water industries. We continue to engage and participate with the local school systems to enhance K-12 Excellence. Middle-School Demand is being addressed through our support for expansion of career/professional academies and we continue to seek opportunities to leverage the Florida College System as well as to tap the expertise of the University of Florida and Florida State University. We continue to use Federal and State funds to help as many customers as possible to obtain Higher Education in those occupations contained in our Targeted Occupations List which are high/Skill tech positions. We continue to enhance the Workforce by focusing our education and training dollars on targeted occupations identified by the Region's key employers. We are a supporter of all the STEM council initiatives, and we continue to promote STEM skills in our conversations with the local school systems. We will contribute to the achievement of these goals through our Career Centers, Employ Florida, the Work Opportunity Tax Credit, Quick Response Training, Incumbent Worker Training, Employed Worker Training and OJT Programs.

- (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 exception of its principal population center, Lake City, the population in this region is widely dispersed throughout a large, rural geographic area and transportation remains a critical problem. This problem impacts all sub-populations of the Region but has the hardest impact on youth and seniors. This spatial distribution of population, coupled with the fact that the Region does not yet have an adequate transportation network in place, presents logistical problems of getting participants to the appropriate educational and training programs, or getting them to jobs once they are successfully employed. Typically, 58% of the funds budgeted by the Board for support services are used to provide transportation assistance in the form of gas vouchers, based on mileage and attendance, to participants. It is imperative that a well-developed and efficient transportation system be established to allow for the successful transition of participants into economic self-sufficiency.

- (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)).

The WP Program within the Region is under the management and oversight of the Career Center and is directly managed by a Department of Economic Opportunity (DEO) merit staff employee. Personnel are combined into a Business Services Consultant Team (BSC) comprised of CSFC Personnel. The primary focus of the BSC is on the employers and business community of the region. The team offers a full scope of employer services that includes employee recruitment, applicant prescreening, on-site employer visits, job fairs, workforce training, job posting and referrals assistance with downsizing assistance, dislocated worker assistance/retraining, skills assessment, conference rooms and offices, resource library and labor market analysis.

The primary focal point for delivery of WP services within the Career Center is the Resource Room which is staffed with CSFC personnel. The full scope of WP services are offered to include employability and career development training, skills testing, dislocated worker assistance/retraining, opportunities for adults age 55 and up. Veterans assistance,

job search through access to the largest job bank in the US, referral services to employers, job fairs, resume writing assistance and labor market analysis and wage information. RESEA and RA customers are referred to the Career Center from DEO via the EF system. Customers are also served in the Resource Room.

- (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).

CSFC staff review each participants' qualifications for the various programs provided. Upon review, if a participant expresses interest in obtaining his/her GED, they are placed in contact with the local Adult Education Program in order to meet their goal. All proof of completion of the GED program is received by staff and filed for further reference.

- (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.

CSFC reviews individual participants and determine their needs. Once an participant is deemed eligible for one of our programs, supportive services are offered such as education, uniforms for specific jobs, tools, etc. We support the individual for up to two years with additional services which may include car repairs, gas cards, rent and utility payments.

SNAP participants with registration in Employ Florida are provided with all the supportive services needed for them to become self-sufficient. Job referrals, preparation for interviews, resume writing, job search training, etc. Each participant receives case management and is followed closely until they reach self-sufficiency.

- (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.

Individuals with disabilities are served through supportive services which include triage. Resource Room, assisted job search, resume assistance, Job Club, Microsoft Basics, as well as one-on-one career counseling and coaching. We partner with Vocational Rehabilitation and the Division of Blind Services to provide an array of services from prosthetics to specialized workplace accommodations.

## 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.

As mandated by WIOA, the Region is required to develop and maintain a quality workforce system that will be responsive to the needs of employers and job seekers. The ACT also requires the development of partnerships, encouraging coordination among community partner to pool financial and human resources to offer a mix of programs and services in a seamless and integrated manner to create the One-Stop service delivery system. Our WIOA partners include the Dept. of Children and Families, Vocational Rehabilitation, Department of Juvenile Justice, Teacher's Unions, and the local colleges as well as our faith-based partners. They are all members of our various Committees and several have seats on the Board. Through our daily interaction our processes to improve service delivery is ongoing and continuous.

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

In addition to the required partners, we work with the County Veteran's Services Officer and Veteran's organization such as American Legion, PVA, VFW, etc. to ensure the veteran population is receiving the very best in workforce services.

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.

State level agencies with agreements that do not require local level MOUs:

- Department of Children and Families (DCF)
- Division of Vocational Rehabilitation
- Florida Department of Economic Opportunity
- Florida Department of Juvenile Justice

CSFC has the MOUs with the following

- Able Trust (Florida High School/High Tech) for Columbia, Dixie, Gilchrist and Union Counties
- Bridges of America
- Florida Department of Education, Vocational Rehab Division
- Florida Gateway College
- Suwannee River Economic Council
- Division of Blind Services
- School Boards of Columbia and Union Counties

**(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.

CSFC is dedicated to meeting the needs of unemployed and underemployed workers, career seekers needing assistance with career decisions, skill training and job connections and offers them universal core and intensive services. CSFC provides a match between the employer looking for qualified candidates and the career seeker needing employment. Core services for both groups include:

- Resource Room and Internet Access to the largest Job Bank in the US
- Reemployment Assistance
- Career Exploration and Resources
- Career Fairs
- Recruitment Events
- Employability Skills Workshops
- Training opportunities to upgrade, learn, or enhance skills
- Job Search Skills
- Networking Opportunities
- Financial Aid
- Employability and Career Development Training
- Veterans Assistance/Retraining
- Opportunities for Adults age 55 and up
- Resume Writing Assistance and Interview Skills Class
- Labor Market Analysis and Wage Information

CSFC strives for a seamless system to ensure career seekers and employers have access to a comprehensive array of services and support. Outreach and recruitment for the general population is achieved via the following:

- [www.careersourcefloridacrown.com](http://www.careersourcefloridacrown.com) – provides information about services and easy entry to Employ Florida (EF)
- Social media platforms (Facebook, Twitter, etc.)
- Printed media, news releases, flyers and brochures
- Career fairs and events
- Community meeting and partnerships

Core services are provided to all career seekers regardless of program eligibility. Intensive services are provided to career seekers based on need. Specialized customer groups vary in need; outreach and services are adjusted accordingly. Universal career seekers are invited to use the resource room self-services. Computers are user friendly and brochures provide additional information about programs and services. Information is also provided in accessing EF from computers outside the Career Center. Career seekers may register from any computer and complete online assessments from home, post resumes and conduct job searches. Career center staff provide additional levels of service including information about labor market information and targeted occupations.

To promote integration of business services delivery through the one stop system, CSFC's Business Services Consultants work diligently to engage business customers by providing employer service, such as job fairs, recruitment events, grants and Labor Market Information. The Business Services Consultants also provide the following to promote maximum integration of service delivery:



- Employee Recruitment
  - Applicant Pre-Screening
  - Job Posting and Referrals
  - Assistance with Downsizing/Rapid Response
  - Dislocated Worker Assistance/Retraining
  - Skills Assessment/Credentialing
  - Gather labor market information and provide data to business services
  - Serve as intermediary to other economic development activities and entities
  - Provide feedback to business customers about regional skills gaps, programs development and evaluation of the market we serve
  - Work with local and regional economic development professionals in business retention, and expansion activities as needed
  - Assure adequate job opportunities to meet the needs of job seekers in the career centers
- 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 interacts daily with customers with disabilities. Our one-stops are monitored internally for ADA compliance by Vocational Rehabilitation and LWDA 7. In addition, we are monitored on the state and federal level annually in order to assure the highest level of service to individuals with disabilities. We have invested in various assistive technologies for our resource rooms and purchased computers with software that will assist customers, whose sight is impaired, TTY phones for hearing impaired customers, computers loaded with information to connect customers to translators. A ball mouse and adjustable height track tables that will raise or lower to accommodate wheelchairs. We also provide printed materials that describe specialized services to targeted populations. Each of our partners actively participates in one-stop partner meetings.

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

By working with a core and mandatory program partners, community and faith-based organizations LWDA 7 has been able to incorporate a universal design to best provide services to any individual that walks through the doors. 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. A

list of examples of how universal design streamlines the career center experience is as follows:

- Trainings and workshops that present information verbally and in writing and also by incorporating graphics to illustrate the information being provided
- Collateral available in English and Spanish
- Universal application/enrollments provide expedited movement between partner programs
- Flexible workspace within each center to accommodate all users
- Services available in “self-service” format, or available in a staff assisted, one-on-one environment
- Clearly visible signs directing customers to the requested services

All one-stops are ADA compliant and have wheelchair ramps located outside the main entrances in each building.

- 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)).

CSFC uses Employ Florida and One-Stop Services Technology System for all customers as necessary. Since high speed broadband and DSL is not available throughout the region many customers, perhaps most, access these systems at the Career Centers.

- (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)).

CSFC uses Employ Florida and One-Stop Services Technology System for all customers as necessary. Many customers access the system through the Career Center due to limited broadband and DSL access.

- (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)).

CSFC entered into a bidding process and had one applicant. That person was chosen as our one-stop operator.

- (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)).

CSFC performs a much-needed service to a rural, working poor population where about 25% of the region is at or below poverty level. In addition, the number of homeless individuals continues to grow just as much as the need for affordable housing. While many working poor families share common characteristics with former welfare recipients, they have less assistance available to them and are less likely to qualify for public benefits. The infrastructure, to include internal transportation arteries, electricity, water and sewer, and

expansion of broadband are all opportunities for improvement. With the possibilities of new development in the region, the task of ensuring highly skilled participants takes top priority. These workers will need the skills necessary to perform in a warehouse environment which can include forklifts, quality assurance and even management. Local certificate programs for such skills will be researched in order to meet the demands ahead.

## 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)).

CSFC presently operates Career Centers in Columbia and Dixie Counties. Participants are invited to go to either of the centers as it fits their local need. Each Career Center is a full-service center providing WIOA (Adult, Dislocated Worker and Youth), Welfare Transition (WT)/Temporary Assistance for Needy Families (TANF), Wagner-Peyser (WP), Veterans, Reemployment Services and Eligibility Assessment (RESEA), Supplemental Nutrition Assistance Program (SNAP) and Reemployment Assistance (RA). Career and training services are provided at each Career Center by deploying program experts to augment permanent staff on a rotational basis from the central Career Center in Columbia County.

The Wagner-Peyser Program within the Region is under the management and oversight of the Career Center and is directly managed by a DEO merit staff employee. Personnel are combined into the Employer Services Team (EST) comprised of CSFC personnel. The primary focal point for delivery of WP services within the Career Center is the Resource Room which is staffed with CSFC personnel.

Reemployment Services and Eligibility Assessment (RESEA) customers are referred to the Career Center from DEO via the EF system. Staff members determine the number of customers required to receive RESEA services. Customers are notified by mail as to when they have been scheduled for one-on-one interviews. Customers from RESEA will receive an orientation, LMI specific to job goals and initial assessment and Employability Development Plan (EDP). At a minimum they will receive an assessment to determine disabilities and barriers, resume assistance, job search assistance, job skills strengths and deficiencies assessment, LMI and job referrals, if qualified. RESEA customers will receive and Employability Development Plan (EDP) and are scheduled to return within seven (7) days to complete their job search activities. RESEA customers will receive follow-up phone calls beginning after thirty (30) days.

The Region's purpose with Long term unemployed, under employed and dislocated workers (RESEA) customers is to improve the quality of service and to make it more effective in achieving its ultimate goal which is enabling the dislocated workers to find new jobs as rapidly as possible at wages comparable to or better than their prior wages. RESEA differs from WP core services in that claimants receive an orientation to RA rights, responsibilities, and

benefits early in the process at a group orientation and a job search compliance review. RA claimants are identified earlier in the claim-usually within the first 2-3 weeks.

The Florida Department of Children and Families (DCF) shall determine eligibility for Welfare Transition Program (WTP) and Temporary Assistance for Needy Families (TANF) participants and will refer eligible participants to Career Center Supervisors through electronic alert. Supervisors will review and assign these alerts (Called Case To Do's) on a daily basis. Services will be provided to enable participants to obtain employment leading to economic self-sufficiency. Although DCF customers residing outside of our four-county region have the option to choose a CSFC office within our region, CSFC can only provide universal services (resource room) to these customers. All customers residing within our region will receive a full range of services, including supportive services, depending on available funding.

The Region receives no Trade Adjustment Agreement (TAA) funding and has no dedicated TAA staff. Upon notification, the Region makes contact within 24 hours. In those cases where the WARN notice falls on a Friday or holiday weekend, the company is contacted on the next workday. Arrangements will be made with the employer if the workers are still attached to provide a Rapid Response Meeting. During this time, if a petition has not been filed on behalf of the potential trade-affected workers, technical assistance is provided. The employer along with the workers will be given information regarding who can file a petition and are encouraged to have the petition filed as soon as possible. Once a petition has been approved, we will work in coordination with the State Trade Program Unit to obtain a list of affected workers and schedule a TAA information Meeting to discuss the specific services and benefits.

**(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)).

Formal Procurement is the purchase of goods or services where the estimated aggregate single item cost or single purchase cost will exceed \$25,000 (capital expense). All contracts for procurement of services will be performance based. The procedures established in the informal area 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 Executive Director will review and approve the bid specification.

- a. **Advertisement of Bids:** The Region may, for at least one weekend, solicit responses to specific Initiation to Negotiate (ITN)s by advertising those ITNs for 3-5 days in a major newspaper having a circulation within the Region. 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 Region in instances where such a time would cause a lack of services to meet an immediate need. Bid invitations will also be sent to all firms that have identified themselves to the Region as having an interest in providing that type of product or service. Persons with disabilities, 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 The Region. For other local businesses, the yellow pages of the region's county telephone books or a specific request from the vendor will also be used to define interest;

- b. Normally, a minimum of three bid responses are required for an award to be made. In cases where less than three responses are received, the Director of Finance soliciting the bids will contact a sampling of the vendors not responding and document the reason(s) for their nonresponse. This information will be made available to the Executive Director. The Executive Director may either request that the bid be re-solicited or may, if the timing or other matters dictate, ask the Region to approve the award based upon the information received from the vendors;
- c. Awarding Authority for matters of \$75,000 or less, provided that three or more bids exist, authority is the Executive Director, and for matters of \$15,000 or less in the Director of Finance dependent upon the dollar amounts. For items in excess of \$75,000 or more, the awarding authority is the Region Executive Committee;
- d. Authority for Termination of Contracts - Contracts may be terminated by the Executive Director, for any reason, after receiving the approval of the Region Executive Committee. The Executive Director 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 Region Executive Committee;
- e. The State of Florida Suspended Vendor List will be reviewed prior to authorizing purchases and/or awarding contracts.

The process for Sole Source and Non-Competitive Procurement follows:

- 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 Executive Director, prior to procurement action. This will be accomplished 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 is granted when an emergency situation requires 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 Executive Director 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 Executive Director will attempt, situation permitting, to receive verbal quotes on the procured goods or services. The Executive Director, 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 will be presented to the Region Executive Committee at its next scheduled meeting for approval/sanction.

Basis of Award for Informal and Formal Procurement Actions:

- a. For both informal procurement and formal procurement actions, the basis of awarding contracts shall be that awards will be made to the responsible firm, whose proposal is most advantageous to our program, with lowest price and other factors being considered. This shall not apply to sole source procurement actions where only one price is available;
- 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;

Services may be procured using An Initiation to Negotiate (ITN) or a Request for Quotes (RFQ), as indicated above.

- a. ITN Solicitation/RFP Solicitation - A detailed solicitation will be prepared by the appropriate staff person and submitted to the Executive Director for review and approval;
- b. The ITN will contain at least the following information:
  - 1) A detailed description of the services sought, including any time frame requirements, special reporting requirements, or other explicit instructions or requirements;
  - 2) A statement of what specific professional qualifications are required by The Region. These may be experience-based or other special qualification requirements of importance to The Region;
  - 3) A format for the quote of rates, fees or charges associated with the services;
  - 4) Any specific areas that the respondent is required to address that will be the basis for the selection decision;
  - 5) The rating criteria that will be used;
  - 6) The date and time responses are due.
- c. The Proposal Review Process requires that all proposals that are received on or before that closing date and time specified in the ITN will be evaluated using the criteria contained in the ITN. All proposals received after that date and time will be returned to the responding party unopened; and an outside independent committee 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. The list of respondents will then be scheduled, at the option of the Executive Director, for interviews. This does not require that interviews be given, if in the opinion of the Executive Director the rating clearly establishes the most qualified professional to perform the work.
- d. Approving Authority for goods or services of \$75,000 or less, the Executive Director is empowered to approve the selection. For all services in excess of \$75,000, the CSFC Executive Committee will be the approving authority. Any contract for audit services will be reviewed and approved by the Region Executive Committee, regardless of the value of the contract;
- e. Contracting for Services can occur after obtaining approval of goods or services from a specific respondent. Staff will enter into negotiations with the respondent. Such negotiations, the original ITN 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;

- f. **Contract Signatures** - The Executive Director, Director of Finance, and Contracting Officer are authorized signatories for contracts within the thresholds previously set forth. (The Executive Director is authorized by the Region to sign contracts previously approved by the Board, MOUs and non-financial agreements.);

Procurement of WIOA Training Services providers is similar to but not identical to the professional services process identified above. It uses the same ITN process but must also conform to applicable Federal program guidelines.

- b. **Development of the ITN/Development of the RFP**
  - 1) A complete Cost/Price Estimate must be completed prior to release of the ITN.
- c. **Advertising/Notification of Interested Parties**
  - 1) The staff may, if time permits, advertise for potential providers to establish a list of interested respondents to which an ITN would be sent. This procedure can be implemented in the same manner as a specific ITN solicitation. It would establish a list of "eligibles".
  - 2) If such a list as mentioned above is not established, The Region will, or, in addition to the above list, The Region may, for at least one weekend, solicit responses to specific ITNs by advertising those ITNs for 3-5 days in a major newspaper having a circulation within the Region. 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 Region 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.
- d. **Review of Responses** is conducted by an outside independent committee made up of Board members who are assigned by the Executive Director to review and rate the proposals in accordance with criteria established in the ITN. Those individual ratings will be averaged and combined into a Committee report which will be made available to the Board/Consortium for their review and selection of service providers. A cost price analysis will be part of the independent review;
- e. **Contract Approval** - Staff will negotiate a final contract with the selected provider(s). Once an acceptable contract has been negotiated, staff will have the contract executed by the Contractor and then by the Executive Director. In no event shall contract services be authorized to begin prior to the execution by both parties of the full contract document;  
e. **Failure to Negotiate:**
  - 1). If staff determines that negotiations are at an impasse, they will advise the contractor and schedule an appeal before the Region 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;

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

#### Documentation of Procurement Actions

- a. All procurement actions will include documentation which will include the request for purchase, all telephone/written quotes received, in 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 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 Federal training services, originals and copies of the ITNs can be maintained separately from the procurement files and records in the Finance Office files;
- c. Contract Files will be maintained by the Contract Specialist, and will, as a minimum, contain the following: original signed Contract, copy of signed ITN Proposal, copy of all correspondence concerning the contract to include monitoring reports, copy of all contract modifications, copy of all cost/price analysis, and reference to location of copy of ITN and any ITN supporting documentation;
- d. ITN Procurement Files will be maintained by the Office Manager and as a minimum, will contain the following: original ITN; Bidder's List; copy of ITN distribution letters; copy of Cost/Price Analysis; copy of request for Legal Notice, and copies of actual Legal Notices when received; original of each ITN received; copies of all correspondence transmitted or received regarding the ITN; and reference to all applicable files filed elsewhere.

Third Party Contracts or Subcontracts are not allowed, unless specifically approved, in writing, by the Region.

**(Cost/Price Analysis) Cost Reasonableness Standards for Procurement of Employment and Training Services:**

The Act and regulations require that costs be necessary and reasonable for the proper and efficient administration of grant programs. In accordance with 20 CFR 627.420 (e)(2), a cost or price analysis will be performed in connection with every procurement action, including contract modifications which affect the contract monetarily. 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, The Region will perform an independent cost or price estimates before receiving bids or proposals (competitive procurements of a purchase in excess of \$25,000). All procurements, regardless of the dollar amount being spent, must include an appropriate analysis of the reasonableness of costs and prices;
- b. The Region will perform 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 of 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 for each and every procurement action whose costs exceed (or are expected to exceed) the \$25,000 aggregate threshold for small purchases. This is not required for purchases which fall below the \$25,000 aggregate level for small procurements;
- 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. The Region will 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 the Total Price. COST ANALYSIS refers to the Individual Elements that come together to make up the Total Price.

The Executive Director has the authority to amend contract wording that does not increase or decrease the overall monetary value of the contract.

- (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)).

CSFC presently operates Career Centers in Columbia and Dixie Counties. Participants are invited to go to either of the centers as it fits their local need. Each Career Center is a full service center providing WIOA (Adult, Dislocated Worker and Youth), Welfare Transition (WT)/Temporary Assistance for Needy Families (TANF), Wagner-Peyser (WP), Veterans, Reemployment Services and Eligibility Assessment (RESEA), Supplemental Nutrition Assistance Program (SNAP) and Reemployment Assistance (RA). Career and training services are provided at each Career Center by deploying program experts to augment permanent staff on a rotational basis from the central Career Center in Columbia County.

According to DEO the top (5) growing occupations for Region 7 are Food Preparation and Serving, Registered Nurses, Retail Salespersons, Customer Service Representatives, Heavy and Tractor-Trailer Truck Drivers. The list goes on to add, Laborers and Freight and Stock, Welders, Cutters, Solderers, Nursing Assistance and other Medical Assistants. In reviewing this list, most of the jobs will require some form of vocational certificate or post-secondary education. We will continue to focus on recruiting and using our WIOA Adult/DW funding to enroll students into the appropriate classes to meet the needs of the jobs that are projected in this Region.

- (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 occupations list (TOL) which include occupations identified locally or those set forth by the Department of Economic Opportunity. The TOL is reviewed annually and subject to modification as economic conditions change.

- (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:

A Director of the Economic Development is a Board member and can provide insight on new businesses that are scheduled to make Region 7 their home. By gaining access to their contact information, CSFC can conduct meetings and provide information on the services we can provide at no cost. Meeting rooms, job fairs, access to training and job placement can all be handled by CSFC leaving the employer free to focus on other responsibilities.

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

The Target Occupation List produced by DEO is used to ensure that CSFC meets its target goals for occupations.

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

CSFC works diligently with key industry partnerships by participating on educational committees, developing industry specific job fairs, and communicating with economic development boards identifying sectors of industry most advantageous for the region and its residents. CSFC has partnerships with Suwannee River Economic Council, Inc. and the Columbia County Economic Development Department by way of their membership on the CSFC Board/Consortium.

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

CSFC will use The Target Occupation List (TOL) produced by DEO to ensure that we are providing services to the most current and growing industries in the area. All

students/participants of the CSFC will have educational opportunities geared toward the information contained in that list.

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

Participants, once evaluated, will receive services based on a need analysis. With offices in Columbia and Dixie, our customers are more than welcomed to visit which ever center is closest to them.

Each center is capable of evaluating the educational needs, goals and priorities of the customers they review. Once a strategy is mapped out for a participant, they can be aligned with either the education and or training to make them eligible for employment. In those cases where the participant already has the required training, education or skill, they will be moved on to the application process for the specific job. All of these steps go towards our meeting the goal of helping our clients gain economic self-sufficiency.

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

Having two offices aids in providing services to our four (4) county region with no duplication of services. Each participant is able to apply, receive an assessment and discuss eligibility on-site. If a customer is eligible they will receive supportive services until they are self-sufficient. Customers who are ineligible for supportive services can use the Resource Room to begin job search and are eligible for resume writing and interview skills classes. Either way, our participants are made ready for the workforce through additional support and or jobs searching that provides the bridge they need to become employed.

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

Our current method of delivering services, partnerships, MOUs and community involvement help to maintain our position in the community as a valuable job seeker/employer resource. Each successful participant cements our vision and goal to help the community and customers to economic self-sufficiency.

- (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)).

CSFC works diligently with key industry partnerships by participating on educational committees, developing industry specific job fairs, and communicating with economic development boards identifying sectors of industry most advantageous for the region and its residents. CSFC has partnerships with Suwannee River Economic Council, Inc. and the Columbia County Economic Development Department by way of their membership on the CSFC Board/Consortium. Refer to TOL in item (4).

- (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;**

The Region maintains continuous and ongoing contact with employers throughout the region through the Business Services staff. This professional and highly trained cadre regularly visits the employer worksites, carry on regular electronic dialog with the employers and carry out special symposiums and meetings throughout the year to identify the employer needs. The Region staff sits on the regional Manufacturers' Advisory Group and other economic development and business organizations.

Direct contact with customers is a priority for all Region's employees. Currently, over one thousand (1,000) customers visit the Career Center per month. Staff have direct contact in providing information on availability of jobs, resume services, career counseling, Job Club, youth and adult basic remediation services and a wide variety of additional services that help the Region to continuously modify and improve programs to enhance the delivery of services.

The Region sponsors and participates in numerous community outreach events each month that literally reach thousands of residents of the four-county region. These events include job fairs, direct support of youth events as well as professional speaking engagements at community-based and faith-based sponsored events.

All these efforts provide the Region with exhaustive data on the needs of both businesses and customers within our region.

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

In addition to the process already described, Universal Customers are sent letters, email blasts, and through RESEA we are able to provide in-depth counseling and job coaching that allows us to receive immediate feedback from the customer and tailor our products and services to meet those needs. Through our community outreach events, participation in Chamber meetings/mixers and attendance at economic development meetings throughout the Region we are continuously reviewing and assessing our services to the employers, schools and colleges. Our local TOL is revised annually based upon the input from the local employers so that our training resources are utilized to best meet the changing demands of the business community.

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

Our current trend is an evolution from a predominantly agricultural economy to a mixed economy with a predominance of healthcare, hospitality, and specialty trade occupations where there is also growth in logistics, freight and warehousing.

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

The Resource Rooms in each full-service one-stop center is equipped with computers that are available to our universal customers; some of these computers are designated for RA Claimants' priority 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 LWDA 7. 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 both career centers.

CSFC employs a number of Resource Room staff that are cross-trained and available to provide assistance to those customers receiving RA. Any customer that visits a one-stop looking for employment can receive reemployment assistance services.

- (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.

Workforce Innovation and Opportunity Act (WIOA) establishes a priority requirement with respect to funds allocated to a local area for adult employment and training activities. Under this section, CSFC staff responsible for these funds must give priority to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient in the provision of individualized career services.

WIOA Section 134 (c) (3) (E) establishes a priority requirement with respect to funds allocated to a local workforce area for the Adult program. CSFC 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-DR-0211); 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 (WIA) and training services.

When programs are statutorily required to provide priority for a particular group of individuals, priority will be provided by CareerSource Florida Crown 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.

LWDB 7's Priority of Service (POS) covers WIOA Adult and Dislocated Worker, WIOA Youth, Trade Adjustment Assistance (TAA), Wagner-Peyser, WT/TANF and SNAP.

To accomplish this prioritization, the needs for special client groups are assessed on a case by case basis and addressed by Career Managers. In the event a need cannot be addressed by the Career Manager, it is brought to the Board, through the Program Manager, to review and assess. In the event funding is limited, it will be based on the greatest need. Need is based on barriers to employment. If availability of other funds for targeted populations becomes available, those individuals meeting eligibility for the target population are transferred to that funding stream, freeing up regular formula funds to serve individuals with disabilities, veterans, older workers, recipients of public assistance (including Food Stamps, subsidized housing, Medicaid, etc.), unemployed, and other low income individuals.

Our Welfare Transition funds are used primarily to provide soft skills training and short-term training leading to Certification. WIOA Adult and Dislocated Workers often utilize the soft skills training programs such as resume assistance, Microsoft Basic/Advanced and MoneySmart, to enhance their overall workforce skills while waiting for WIOA education and training funds to become available.

- (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)).

CSFC works with Vocational Rehabilitation, Florida Gateway College, Chambers/Economic Development,

Dept. of Children and Families and the school districts to develop a skilled and ready workforce that can meet the employers' expectations.

Currently CSFC offers the following trainings to participants across all programs:

- Soft Skills
- Job Club
- Dress for Success
- Microsoft basics
- Resume writing
- Job Search Training
- Referrals to Adult Education for GED classes and prep

All of these services are offered in house to our customers and it is up to them to take part in these trainings if they want to move forward.

**(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)).

Each customer is provided a Regional Targeted Occupational List to select from for their choice. This is checked through our local monitoring.

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

The Region's Policy OPS-005-02 states, "Individual Training Accounts (ITAs) shall be utilized to provide training services to WIOA customers. The ITA will be developed after consultation with a Career Manager/Specialist. Limitations on ITAs exist regarding eligibility, program choice, coordination of funds, duration, support services, and needs based payments. Florida State Policy requires that fifty percent (50%) of all WIOA Adult and Dislocated Worker funds be allocated to Individual Training Accounts. Any deviation from this Policy will require a waiver from Workforce Florida."

The process in issuing an ITA is dependent upon the time of enrollment and how much training is needed to complete, tuition and books, and current amount owed if already enrolled in training. Qualifying costs under the 50 percent rule include all customer service costs associated with the ITA program such as tuition, fees, books, and other training services. Florida allows LWDBs to establish ITA limits and durations. See Supportive Services Policy (OPS-001-02).

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

The total amount to be spent on any program, regardless of length, will not exceed \$9,000.

If an ITA exceeds the limit, prior approval must be obtained from the Region's Executive Director before implementation.

**B. Describe any exceptions to the use of ITAs.**

The Region's Policy OPS-005-02 states, "Section 134 (d)(4)(B) requires the coordination of training costs with funds available under other Federal programs. To avoid duplicate payment of costs when an individual is eligible for both WIOA and other assistance, including a Pell Grant, section 663.320(b) requires that program operators and training providers coordinate by entering into arrangements with the entities administering the alternate sources of funds, including eligible providers administering Pell grants. All sources of funds, excluding loans, shall be considered in determining a customer's overall need for WIOA funds. Participation in a training program funded under WIOA may not be conditioned on applying for or using a loan to help finance training costs." LWDB 7 provides non ITA funded Customized Training, which includes Employed Worker Training as a component of Customized Training, as funding permits consistent with WIOA requirements.

LWDA 7 provides non ITA funded training including Employed Worker Training and Customized Training as funding permits consistent with WIOA requirements.

- (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)).

CareerSource Florida Crown does not currently have a microenterprise training program. Entrepreneurial training is available through the Florida Small Business Development Center and referrals are available to LWDA 9.

- (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.

There are no apprenticeships available in LWDA 7 at this time.

- (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).

The Region has a number of innovative initiatives and service delivery strategies to assist targeted populations. For youth, we utilize The Able Trust High School/High Tech grant in conjunction with our WIOA Youth dollars to engage youth with disabilities in year-round after-school programs that focus on remediation, retention in school, graduation and successful transition into the workforce. Collectively, our Youth Programs serve both in school and out of school youth. All Youth Programs have a Summer Work Component. For the children of WT customers, we offer Pregnancy Prevention and Why Try. Why Try is a computer-based program for the development of social skills for younger youth not eligible for the summer component.

On Eagles Wings is a program that is now funded by the County and allows this Region to operate a transitional house for male ex-offenders with substance abuse backgrounds. The program focuses on transition from the incarcerated environment to re-establishment in society, followed by re-integration into the home environment and return to the workforce at a self-sufficiency wage while remaining drug free throughout.

CSFC piloted a Summer Youth Employment Program last year that offered real jobs to the youth of the community. This project was a part of a WIOA grant that the agency applied for and the SYEP was one part of the overall endeavor.



**(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)).

CSFC strives to maintain a quality workforce system that will be responsive to the needs of employers and job seekers. CSFC has developed partnerships which encourage coordination among community partners to pool financial and human resources to offer a mix of programs and services in a seamless and integrated manner to create the Career Center service delivery system.

The hallmark of an effective and successful Career Center workforce delivery system includes ensuring the following:

- **Universal Access** to employment-related services in a seamless and integrated manner for all customers through the innovative efforts of the Board. This process is facilitated through a combination of physical location where providers are co-located in one central facility, and "virtual" connection of service providers through a computer network.
- **Customer Choice** to ensure easy access to information and services and customer friendly environment and helpful staff to provide information and assistance to customers
- **Performance Driven Outcomes** that promote high levels of accountability and high levels of customer satisfaction by ensuring that the services provided are of consistently high quality and performance standards are met. The process includes engaging in continuous improvement to ensure that customer expectations are exceeded.
- **Integrated Funding** through partner collaboration provides a comprehensive menu of services to customers, encourages coordination in planning, cost and resource sharing and funding opportunities.

**(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)).

WIOA offers afterschool tutoring, study skills workshops on a weekly basis to try to prevent student dropout. LWDB 7 coordinates a summer work experience program with Able Trust/Vocational Rehabilitation which affords youth opportunities to gain occupational skills in field of interest. LWDB 7 also coordinates with Institution of Educational Leadership through the Able Trust, High School/High Tech in which weekly focus meetings are on researching current occupation desires, future college selections, leadership development and mentoring by peer to peer mentoring and adult mentoring for the current program year and follow-ups. Supporting services are provided by means of transportation assistance (if funds are available) and attendance to workshops on weekly basis.

- 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).

CSFC staff make determinations through observation and assessment. Staff discuss the education and employment goals of the participant and also use tools such as TABE, Florida Ready to Work, Soft Skills training, My Career Shines and Prove-It. Participants are closely monitored to assess their workforce readiness through communication, resume writing, interview skills and assessments to see if they stay on task and meet their expected goal.

Once they are determined eligible and ready to work, we refer them to the appropriate agencies for additional services and assistance.

**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).

Need for Additional Assistance (education) is defined as requiring additional assistance to complete an education program. The youth is (a) attending an alternative educational program/school; (b) is credit deficient, that is lacking credits required to obtain a high school diploma; (c) has educational achievement below expected levels, students are basic skill deficient in math, reading or language if their TABE scores are less than 8.9; (d) exhibits past or current attendance and/or discipline problems which may include involvement in the Department of Juvenile Justice or an Alternative School; (e) has unstable living conditions by currently being homeless, living with a family member, or being a foster child; and ( f) may be on academic probation.

**SIGNATURE PAGE**

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

Columbia  
Dixie  
Gilchrist  
Union

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

**Workforce Development Board Chair**

  
\_\_\_\_\_  
Signature

*Noah Walker - Chair*  
\_\_\_\_\_  
Name (printed or typed)  
Title

*3/10/2020*  
\_\_\_\_\_  
Date

**Chief Elected Official**

  
\_\_\_\_\_  
Signature

*Sharon Langford*  
\_\_\_\_\_  
Name (printed or typed)  
Title

*3-10-2020*  
\_\_\_\_\_  
Date

**INTERLOCAL AGREEMENT AMENDING THE  
COLUMBIA, DIXIE, GILCHRIST AND UNION COUNTY  
CONSORTIUM AS CALLED FOR BY THE  
WORKFORCE INNOVATION AND OPPORTUNITY ACT**

**THIS INTERLOCAL AGREEMENT, made and entered into as provided in paragraph 11, pursuant to the authority of Section 163.01, Florida Statutes, by and between the counties of Columbia, Dixie, Gilchrist and Union of the State of Florida, each of which has adopted a resolution approving this Agreement.**

**WITNESSETH:**

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

**WHEREAS, the WIOA replaces the Workforce Investment Act of 1998 under which Federal job training monies were administered, and the adoption of the WIOA necessitates the amendment of the Interlocal Agreement creating the Columbia, Dixie, Gilchrist, and Union Workforce Consortium; and**

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

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

**WHEREAS, Columbia, Dixie, Gilchrist and Union Counties desire to form a WDA under the WIOA for workforce development and provide workforce development services within the WDA; and**

**WHEREAS, the Board of County Commissioners of each of the parties to this Agreement desire that its county be included in an area workforce development plan to inform its citizens of the benefits of the WIOA; and**

**WHEREAS, the Governor has the authority to "grandfather" the parties to this Agreement as a WDA for the purposes of the WIOA; and**

**WHEREAS, the WIOA requires the establishment of a Local Workforce Development Board (LWDB) to provide policy guidance for, and exercise oversight with respect to, activities under the Workforce program for its WDA in partnership with the units of general local government (County Commissions) within its WDA; and**

**WHEREAS, the Board of County Commissioners of each of the parties to this Agreement desires that the LWDB created hereby be known as the CareerSource Florida Crown Workforce Development Board; and**

**WHEREAS, it is the responsibility of the Board of County Commissioners of each County in the WDA to appoint members to the LWDB in accordance with the WIOA and an Agreement entered by the Board of County Commissioners of each County; and**

**WHEREAS, it is the responsibility of the LWDB, in accordance with an agreement with the Board of County Commissioners of each County in the WDA, to determine procedures and policies so as to develop a workforce development plan, and select a grant recipient, fiscal agent, administrative entity, and designate a One-Stop Operator.**

**WHEREAS, it is the responsibility of the LWDB, in accordance with the Board of County Commissioners of each County in the WDA, to develop a workforce development plan; and**

**WHEREAS, the workforce development plan must be approved jointly by the LWDB and the Board of County Commissioners of each County in the WDA.**

**NOW THEREFORE, the parties agree as follows:**

**1. Establishment of Region 7 Workforce Consortium**

**There is hereby established a multi-jurisdictional arrangement (hereinafter called the "Region 7 Workforce Consortium") among all the parties hereto for the express purpose of collectively carrying out the individual responsibilities of each party to the Agreement under the WIOA. The Region 7 Workforce Consortium shall consist of the Boards of County Commissions from the four member counties, each voting as an individual entity.**

**2. Identification of Parties to this Agreement**

**Each of the parties to this Agreement is a county of the State of Florida, and as such are for general purposes political subdivisions which has the power to levy**

taxes and spend funds, as well as general corporate and police powers. This governing body of each of the parties to this Agreement is its Board of County Commissioners and each party to this Agreement is identified as follows:

**Board of County Commissioners  
Columbia County, Florida  
PO Box 1829  
Lake City, FL 32066**

**Board of County Commissioners  
Dade County, Florida  
214 NE 351 HWY  
PO Box 2800  
Cross City, FL 32628**

**Board of County Commissioners  
Gilchrist County, Florida  
209 SE 1<sup>st</sup> Street  
Trenton, FL 32693**

**Board of County Commissioners  
Union County, Florida  
15 NE 1<sup>st</sup> Street  
Lake Butler, FL 32054**

**3. Geographical Area to be Served by this Agreement**

The geographical area which will be served by this Agreement are the entire geographical areas of the four (4) member counties, which are legally described in the Florida Statutes.

**4. Size of the Population to be Served**

The population of the four (4) county area to be served by this Agreement is 116,427, based upon the 2010 Florida Census data found on the DEO website.

**5. Agreement Not Prohibited by Law**

State or local law does not prohibit this Agreement.

**6. Responsibilities of Region 7 Workforce Consortium**

The parties to this Agreement hereby authorize the Region 7 Workforce Consortium to exercise all decision-making powers, delegated to the Board of County Commissioners of each county pursuant to the WIOA. More specifically:

- A. To appoint the members of the LWDB, in accordance with Section 107 of the WIOA, Appointment and Certification of Board (A).

- B. Enter into an agreement with the LWDB to designate it the grant recipient, an entity to administer the WIOA, a fiscal agent, and a One-Stop operator as described in Section 108 of WIOA.
- C. To review and approve all plans under Section 108 of the WIOA and jointly submit, along with the LWDB, said plans to the Governor.
- D. To perform any other appropriate duties necessary for the accomplishment of and consistent with the purposes of this Agreement and the WIOA.

**7. Board Composition, Appointment**

The composition and appointment of the LWDB will follow the established guidelines found in Section 107 of the WIOA and must remain compliant throughout its duration.

**8. Local Workforce Development Area**

The Local Workforce Development Area (LWDA), as provided in Section 6 of the WIOA, is established by the Governor of the State of Florida.

**9. No Local Funds Required of Counties**

No funds will be provided from the treasuries of any of the parties to this Agreement for implementation of the WIOA program, it being the intent hereof that all funding of the WIOA shall be accomplished entirely by grants pursuant to the WIOA and any other State or Federal grants. In addition, pursuant to Section 107 paragraph 12(b)(II) of the WIOA, designation of the local grant subrecipient does not relieve the chief elected official or the Governor of the liability for any misuse of grant funds.

**10. Legal Requirements**

- a) All parties agree to comply with all Federal, State and Local anti-discrimination laws in the administration of the Agreement.
- b) All Workforce Development Plans shall be approved by the LWDB and the members of the Local Workforce Development Consortium.

**11. Duration/Termination of the Agreement**

- a) This Agreement becomes effective upon acceptance by all parties and shall remain in effect for a period of three years. Thereafter, this Agreement may be renewed by a further writing between parties.
- b) Any party to this Agreement may withdraw from, thereby terminating this Agreement by passing a resolution to such effect and giving proper written notice (30 days) to all parties.

**12. Effective Date**

- a) This Agreement replaces the previous Interlocal Agreement and shall be effective December 1, 2019 upon the execution hereof by the final signatory adopting this Agreement and upon filing the same with the Clerk of the Circuit Court in each County prior to December 1, 2019.
- b) This Agreement and any amendments hereto shall be effective between and among each county adopting this Agreement and any amendments hereto upon filing this Agreement and any amendments thereto with the Clerk of Circuit Court in their respective county.

**13. Amendment(s)**

It is agreed that no modification, amendment or alteration of the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

**14. Notice**

Whenever a party desires to give notice unto the other, notice must be given in writing by registered United States mail with Return Receipt Requested, addressed to the party for whom it is intended and the place last specified for giving such notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective place for giving notice, to with:

**Board of County Commissioners  
Columbia County, Florida  
PO Box 1629  
Lake City, FL 32056**

**Board of County Commissioners  
Dixie County, Florida  
214 NE 361 HWY  
PO Box 2600  
Cross City, FL 32828**

**Board of County Commissioners  
Gilchrist County, Florida  
209 SE 1<sup>st</sup> Street  
Trenton, FL 32893**

**Board of County Commissioners  
Union County, Florida  
15 NE 1<sup>st</sup> Street  
Lake Butler, FL 32054**

**CareerSource Florida Crown  
Chairman  
1389 US HWY 90 West  
Lake City, FL 32055**



**15. Performance**

The performance of Columbia, Dade, Gilchrist and Union counties of any of their obligations under this Agreement shall be subject to and contingent upon the availability of funds.

**16. Survivability**

If one section, subsection or part of this Agreement is found to be invalid in its compliance with the enabling Florida Statute, or is contested and successfully challenged in a court of law or other legal forum, then in any said event only that section, subsection or part that been affected by such proceedings shall be changed or deleted and the remainder of this Agreement shall maintain its full force and effect and shall remain legally binding on all parties hereto.

**SIGNATURE PAGE**

**INTERLOCAL AGREEMENT**  
**BETWEEN THE**  
**COLUMBIA COUNTY BOARD OF COMMISSIONERS**

**AND**


**THE CAREERSOURCE FLORIDA CROWN LOCAL WORKFORCE**  
**DEVELOPMENT BOARD**

**County of Columbia**

  
\_\_\_\_\_  
Chair, Board of County Commissioners

11-7-19  
Date

**County Attorney**

  
\_\_\_\_\_  
County Attorney

11-14-19  
Date

**Clerk of the Circuit Court**

  
\_\_\_\_\_  
Clerk of the Circuit Court

11-8-19  
Date

**INTERLOCAL AGREEMENT AMENDING THE  
COLUMBIA, DIXIE, GILCHRIST AND UNION COUNTY  
CONSORTIUM AS CALLED FOR BY THE  
WORKFORCE INNOVATION AND OPPORTUNITY ACT**

**THIS INTERLOCAL AGREEMENT**, made and entered into as provided in paragraph 11, pursuant to the authority of Section 163.01, Florida Statutes, by and between the counties of Columbia, Dixie, Gilchrist and Union of the State of Florida, each of which has adopted a resolution approving this Agreement.

**WITNESSETH:**

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

**WHEREAS**, the WIOA replaces the Workforce Investment Act of 1998 under which Federal job training monies were administered, and the adoption of the WIOA necessitates the amendment of the Interlocal Agreement creating the Columbia, Dixie, Gilchrist, and Union Workforce Consortium; and

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

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

**WHEREAS**, Columbia, Dixie, Gilchrist and Union Counties desire to form a WDA under the WIOA for workforce development and provide workforce development services within the WDA; and

**WHEREAS**, the Board of County Commissioners of each of the parties to this Agreement desire that its county be included in an area workforce development plan to inform its citizens of the benefits of the WIOA; and

**WHEREAS**, the Governor has the authority to "grandfather" the parties to this Agreement as a WDA for the purposes of the WIOA; and

**WHEREAS**, the WIOA requires the establishment of a Local Workforce Development Board (LWDB) to provide policy guidance for, and exercise oversight with respect to, activities under the Workforce program for its WDA in partnership with the units of general local government (County Commissions) within its WDA; and

**WHEREAS**, the Board of County Commissioners of each of the parties to this Agreement desires that the LWDB created hereby be known as the CareerSource Florida Crown Workforce Development Board; and

**WHEREAS**, it is the responsibility of the Board of County Commissioners of each County in the WDA to appoint members to the LWDB in accordance with the WIOA and an Agreement entered by the Board of County Commissioners of each County; and

**WHEREAS**, it is the responsibility of the LWDB, in accordance with an agreement with the Board of County Commissioners of each County in the WDA, to determine procedures and policies so as to develop a workforce development plan, and select a grant recipient, fiscal agent, administrative entity, and designate a One-Stop Operator.

**WHEREAS**, it is the responsibility of the LWDB, in accordance with the Board of County Commissioners of each County in the WDA, to develop a workforce development plan; and

**WHEREAS**, the workforce development plan must be approved jointly by the LWDB and the Board of County Commissioners of each County in the WDA.

**NOW THEREFORE**, the parties agree as follows:

**1. Establishment of Region 7 Workforce Consortium**

There is hereby established a multi-jurisdictional arrangement (hereinafter called the "Region 7 Workforce Consortium") among all the parties hereto for the express purpose of collectively carrying out the individual responsibilities of each party to the Agreement under the WIOA. The Region 7 Workforce Consortium shall consist of the Boards of County Commissions from the four member counties, each voting as an individual entity.

**2. Identification of Parties to this Agreement**

Each of the parties to this Agreement is a county of the State of Florida, and as such are for general purposes political subdivisions which has the power to levy

taxes and spend funds, as well as general corporate and police powers. This governing body of each of the parties to this Agreement is its Board of County Commissioners and each party to this Agreement is identified as follows:

**Board of County Commissioners  
Columbia County, Florida  
PO Box 1529  
Lake City, FL 32056**

**Board of County Commissioners  
Dixie County, Florida  
214 NE 351 HWY  
PO Box 2600  
Cross City, FL 32628**

**Board of County Commissioners  
Gilchrist County, Florida  
209 SE 1<sup>st</sup> Street  
Trenton, FL 32693**

**Board of County Commissioners  
Union County, Florida  
16 NE 1<sup>st</sup> Street  
Lake Butler, FL 32064**

**3. Geographical Area to be Served by this Agreement**

The geographical area which will be served by this Agreement are the entire geographical areas of the four (4) member counties, which are legally described in the Florida Statutes.

**4. Size of the Population to be Served**

The population of the four (4) county area to be served by this Agreement is 116,427, based upon the 2010 Florida Census data found on the DEO website.

**5. Agreement Not Prohibited by Law**

State or local law does not prohibit this Agreement.

**6. Responsibilities of Region 7 Workforce Consortium**

The parties to this Agreement hereby authorize the Region 7 Workforce Consortium to exercise all decision-making powers, delegated to the Board of County Commissioners of each county pursuant to the WIOA. More specifically:

- A. To appoint the members of the LWDB, in accordance with Section 107 of the WIOA, Appointment and Certification of Board (A).

- B. Enter into an agreement with the LWDB to designate it the grant recipient, an entity to administer the WIOA, a fiscal agent, and a One-Stop operator as described in Section 108 of WIOA.
- C. To review and approve all plans under Section 108 of the WIOA and jointly submit, along with the LWDB, said plans to the Governor.
- D. To perform any other appropriate duties necessary for the accomplishment of and consistent with the purposes of this Agreement and the WIOA.

**7. Board Composition, Appointment**

The composition and appointment of the LWDB will follow the established guidelines found in Section 107 of the WIOA and must remain compliant throughout its duration.

**8. Local Workforce Development Area**

The Local Workforce Development Area (LWDA), as provided in Section 6 of the WIOA, is established by the Governor of the State of Florida.

**9. No Local Funds Required of Counties**

No funds will be provided from the treasuries of any of the parties to this Agreement for implementation of the WIOA program, it being the intent hereof that all funding of the WIOA shall be accomplished entirely by grants pursuant to the WIOA and any other State or Federal grants. In addition, pursuant to Section 107 paragraph 12(b)(II) of the WIOA, designation of the local grant subrecipient does not relieve the chief elected official or the Governor of the liability for any misuse of grant funds.

**10. Legal Requirements**

- a) All parties agree to comply with all Federal, State and Local anti-discrimination laws in the administration of the Agreement.
- b) All Workforce Development Plans shall be approved by the LWDB and the members of the Local Workforce Development Consortium.

**11. Duration/Termination of the Agreement**

- a) This Agreement becomes effective upon acceptance by all parties and shall remain in effect for a period of three years. Thereafter, this Agreement may be renewed by a further writing between parties.
- b) Any party to this Agreement may withdraw from, thereby terminating this Agreement by passing a resolution to such effect and giving proper written notice (30 days) to all parties.

**12. Effective Date**

- a) This Agreement replaces the previous Interlocal Agreement and shall be effective December 1, 2019 upon the execution hereof by the final signatory adopting this Agreement and upon filing the same with the Clerk of the Circuit Court in each County prior to December 1, 2019.
- b) This Agreement and any amendments hereto shall be effective between and among each county adopting this Agreement and any amendments hereto upon filing this Agreement and any amendments thereto with the Clerk of Circuit Court in their respective county.

**13. Amendment(s)**

It is agreed that no modification, amendment or alteration of the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

**14. Notice**

Whenever a party desires to give notice unto the other, notice must be given in writing by registered United States mail with Return Receipt Requested, addressed to the party for whom it is intended and the place last specified for giving such notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective place for giving notice, to with:

**Board of County Commissioners  
Columbia County, Florida  
PO Box 1529  
Lake City, FL 32056**

**Board of County Commissioners  
Dixie County, Florida  
214 NE 351 HWY  
PO Box 2600  
Cross City, FL 32628**

**Board of County Commissioners  
Gilchrist County, Florida  
209 SE 1<sup>st</sup> Street  
Trenton, FL 32693**

**Board of County Commissioners  
Union County, Florida  
16 NE 1<sup>st</sup> Street  
Lake Butler, FL 32054**

**CareerSource Florida Crown  
Chairman  
1389 US HWY 90 West  
Lake City, FL 32055**

**15. Performance**

The performance of Columbia, Duval, Gilchrist and Union counties of any of their obligations under this Agreement shall be subject to and contingent upon the availability of funds.

**16. Survivability**

If one section, subsection or part of this Agreement is found to be invalid in its compliance with the enabling Florida Statute, or is contested and successfully challenged in a court of law or other legal forum, then in any said event only that section, subsection or part that been affected by such proceedings shall be changed or deleted and the remainder of this Agreement shall maintain its full force and effect and shall remain legally binding on all parties hereto.



**SIGNATURE PAGE**

**INTERLOCAL AGREEMENT**  
**BETWEEN THE**  
**DIXIE COUNTY BOARD OF COMMISSIONERS**

**AND**

**THE CAREERSOURCE FLORIDA CROWN LOCAL WORKFORCE**  
**DEVELOPMENT BOARD**

**County of Dixie**

WC Mill  
Chair, Board of County Commissioners

10/17/2019  
Date

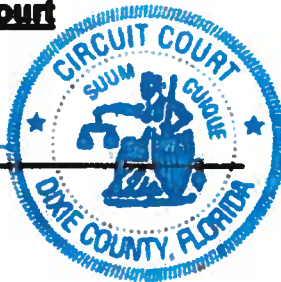
**County Attorney**

[Signature]  
County Attorney

10/17/2019  
Date

**Clerk of the Circuit Court**

[Signature]  
Clerk of the Circuit Court



10/17/2019  
Date

**INTERLOCAL AGREEMENT AMENDING THE  
COLUMBIA, DIXIE, GILCHRIST AND UNION COUNTY  
CONSORTIUM AS CALLED FOR BY THE  
WORKFORCE INNOVATION AND OPPORTUNITY ACT**

**THIS INTERLOCAL AGREEMENT, made and entered into as provided in paragraph 11, pursuant to the authority of Section 163.01, Florida Statutes, by and between the counties of Columbia, Dixie, Gilchrist and Union of the State of Florida, each of which has adopted a resolution approving this Agreement.**

**WITNESSETH:**

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

**WHEREAS, the WIOA replaces the Workforce Investment Act of 1998 under which Federal job training monies were administered, and the adoption of the WIOA necessitates the amendment of the Interlocal Agreement creating the Columbia, Dixie, Gilchrist, and Union Workforce Consortium; and**

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

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

**WHEREAS, Columbia, Dixie, Gilchrist and Union Counties desire to form a WDA under the WIOA for workforce development and provide workforce development services within the WDA; and**

**WHEREAS, the Board of County Commissioners of each of the parties to this Agreement desire that its county be included in an area workforce development plan to inform its citizens of the benefits of the WIOA; and**

**WHEREAS, the Governor has the authority to "grandfather" the parties to this Agreement as a WDA for the purposes of the WIOA; and**

**WHEREAS, the WIOA requires the establishment of a Local Workforce Development Board (LWDB) to provide policy guidance for, and exercise oversight with respect to, activities under the Workforce program for its WDA in partnership with the units of general local government (County Commissions) within its WDA; and**

**WHEREAS, the Board of County Commissioners of each of the parties to this Agreement desires that the LWDB created hereby be known as the CareerSource Florida Crown Workforce Development Board; and**

**WHEREAS, it is the responsibility of the Board of County Commissioners of each County in the WDA to appoint members to the LWDB in accordance with the WIOA and an Agreement entered by the Board of County Commissioners of each County; and**

**WHEREAS, it is the responsibility of the LWDB, in accordance with an agreement with the Board of County Commissioners of each County in the WDA, to determine procedures and policies so as to develop a workforce development plan, and select a grant recipient, fiscal agent, administrative entity, and designate a One-Stop Operator.**

**WHEREAS, it is the responsibility of the LWDB, in accordance with the Board of County Commissioners of each County in the WDA, to develop a workforce development plan; and**

**WHEREAS, the workforce development plan must be approved jointly by the LWDB and the Board of County Commissioners of each County in the WDA.**

**NOW THEREFORE, the parties agree as follows:**

**1. Establishment of Region 7 Workforce Consortium**

**There is hereby established a multi-jurisdictional arrangement (hereinafter called the "Region 7 Workforce Consortium") among all the parties hereto for the express purpose of collectively carrying out the individual responsibilities of each party to the Agreement under the WIOA. The Region 7 Workforce Consortium shall consist of the Boards of County Commissions from the four member counties, each voting as an individual entity.**

**2. Identification of Parties to this Agreement**

**Each of the parties to this Agreement is a county of the State of Florida, and as such are for general purposes political subdivisions which has the power to levy**

taxes and spend funds, as well as general corporate and police powers. This governing body of each of the parties to this Agreement is its Board of County Commissioners and each party to this Agreement is identified as follows:

**Board of County Commissioners  
Columbia County, Florida  
PO Box 1829  
Lake City, FL 32056**

**Board of County Commissioners  
Dee County, Florida  
214 NE 331 HWY  
PO Box 2800  
Cross City, FL 32628**

**Board of County Commissioners  
Gilchrist County, Florida  
209 SE 1<sup>st</sup> Street  
Trenton, FL 32693**

**Board of County Commissioners  
Union County, Florida  
15 NE 1<sup>st</sup> Street  
Lake Butler, FL 32054**

**3. Geographical Area to be Served by this Agreement**

The geographical area which will be served by this Agreement are the entire geographical areas of the four (4) member counties, which are legally described in the Florida Statutes.

**4. Size of the Population to be Served**

The population of the four (4) county area to be served by this Agreement is 116,427, based upon the 2010 Florida Census data found on the DEO website.

**5. Agreement Not Prohibited by Law**

State or local law does not prohibit this Agreement.

**6. Responsibilities of Region 7 Workforce Consortium**

The parties to this Agreement hereby authorize the Region 7 Workforce Consortium to exercise all decision-making powers, delegated to the Board of County Commissioners of each county pursuant to the WIOA. More specifically:

- A. To appoint the members of the LWDB, in accordance with Section 107 of the WIOA, Appointment and Certification of Board (A).**

- B. Enter into an agreement with the LWDB to designate it the grant recipient, an entity to administer the WIOA, a fiscal agent, and a One-Stop operator as described in Section 108 of WIOA.**
- C. To review and approve all plans under Section 108 of the WIOA and jointly submit, along with the LWDB, said plans to the Governor.**
- D. To perform any other appropriate duties necessary for the accomplishment of and consistent with the purposes of this Agreement and the WIOA.**

**7. Board Composition, Appointment**

The composition and appointment of the LWDB will follow the established guidelines found in Section 107 of the WIOA and must remain compliant throughout its duration.

**8. Local Workforce Development Area**

The Local Workforce Development Area (LWDA), as provided in Section 6 of the WIOA, is established by the Governor of the State of Florida.

**9. No Local Funds Required of Counties**

No funds will be provided from the treasuries of any of the parties to this Agreement for implementation of the WIOA program, it being the intent hereof that all funding of the WIOA shall be accomplished entirely by grants pursuant to the WIOA and any other State or Federal grants. In addition, pursuant to Section 107 paragraph 12(b)(II) of the WIOA, designation of the local grant subrecipient does not relieve the chief elected official or the Governor of the liability for any misuse of grant funds.

**10. Legal Requirements**

- a) All parties agree to comply with all Federal, State and Local anti-discrimination laws in the administration of the Agreement.**
- b) All Workforce Development Plans shall be approved by the LWDB and the members of the Local Workforce Development Consortium.**

**11. Duration/Termination of the Agreement**

- a) This Agreement becomes effective upon acceptance by all parties and shall remain in effect for a period of three years. Thereafter, this Agreement may be renewed by a further writing between parties.**
- b) Any party to this Agreement may withdraw from, thereby terminating this Agreement by passing a resolution to such effect and giving proper written notice (30 days) to all parties.**

**12. Effective Date**

- a) This Agreement replaces the previous Interlocal Agreement and shall be effective December 1, 2019 upon the execution hereof by the final signatory adopting this Agreement and upon filing the same with the Clerk of the Circuit Court in each County prior to December 1, 2019.
- b) This Agreement and any amendments hereto shall be effective between and among each county adopting this Agreement and any amendments hereto upon filing this Agreement and any amendments thereto with the Clerk of Circuit Court in their respective county.

**13. Amendment(s)**

It is agreed that no modification, amendment or alteration of the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

**14. Notice**

Whenever a party desires to give notice unto the other, notice must be given in writing by registered United States mail with Return Receipt Requested, addressed to the party for whom it is intended and the place last specified for giving such notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective place for giving notice, to with:

**Board of County Commissioners  
Columbia County, Florida  
PO Box 1520  
Lake City, FL 32056**

**Board of County Commissioners  
Dade County, Florida  
214 NE 351 HWY  
PO Box 2800  
Cross City, FL 32628**

**Board of County Commissioners  
Güchrist County, Florida  
209 SE 1<sup>st</sup> Street  
Trenton, FL 32693**

**Board of County Commissioners  
Union County, Florida  
15 NE 1<sup>st</sup> Street  
Lake Butler, FL 32054**

**CareerSource Florida Crown  
Chairman  
1369 US HWY 90 West  
Lake City, FL 32055**

**15. Performance**

The performance of Columbia, Dade, Gluchrist and Union counties of any of their obligations under this Agreement shall be subject to and contingent upon the availability of funds.

**16. Survivability**

If one section, subsection or part of this Agreement is found to be invalid in its compliance with the enabling Florida Statute, or is contested and successfully challenged in a court of law or other legal forum, then in any said event only that section, subsection or part that been affected by such proceedings shall be changed or deleted and the remainder of this Agreement shall maintain its full force and effect and shall remain legally binding on all parties hereto.

**SIGNATURE PAGE**

**INTERLOCAL AGREEMENT**  
**BETWEEN THE**  
**GILCHRIST COUNTY BOARD OF COMMISSIONERS**

**AND**

**THE CAREERSOURCE FLORIDA CROWN LOCAL WORKFORCE**  
**DEVELOPMENT BOARD**

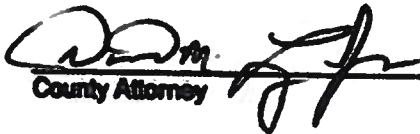
**County of Gilchrist**



\_\_\_\_\_  
Chair, Board of County Commissioners

1-6-20  
Date

**County Attorney**



\_\_\_\_\_  
County Attorney

1-8-2020  
Date

**Clerk of the Circuit Court**



\_\_\_\_\_  
Clerk of the Circuit Court

1-6-20  
Date



**INTERLOCAL AGREEMENT AMENDING THE  
COLUMBIA, DIXIE, GILCHRIST AND UNION COUNTY  
CONSORTIUM AS CALLED FOR BY THE  
WORKFORCE INNOVATION AND OPPORTUNITY ACT**

**THIS INTERLOCAL AGREEMENT, made and entered into as provided in paragraph 11, pursuant to the authority of Section 163.01, Florida Statutes, by and between the counties of Columbia, Dixie, Gilchrist and Union of the State of Florida, each of which has adopted a resolution approving this Agreement.**

**WITNESSETH:**

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

**WHEREAS, the WIOA replaces the Workforce Investment Act of 1998 under which Federal job training monies were administered, and the adoption of the WIOA necessitates the amendment of the Interlocal Agreement creating the Columbia, Dixie, Gilchrist, and Union Workforce Consortium; and**

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

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

**WHEREAS, Columbia, Dixie, Gilchrist and Union Counties desire to form a WDA under the WIOA for workforce development and provide workforce development services within the WDA; and**

**WHEREAS, the Board of County Commissioners of each of the parties to this Agreement desire that its county be included in an area workforce development plan to inform its citizens of the benefits of the WIOA; and**

**WHEREAS, the Governor has the authority to "grandfather" the parties to this Agreement as a WDA for the purposes of the WIOA; and**

**WHEREAS, the WIOA requires the establishment of a Local Workforce Development Board (LWDB) to provide policy guidance for, and exercise oversight with respect to, activities under the Workforce program for its WDA in partnership with the units of general local government (County Commissions) within its WDA; and**

**WHEREAS, the Board of County Commissioners of each of the parties to this Agreement desires that the LWDB created hereby be known as the CareerSource Florida Crown Workforce Development Board; and**

**WHEREAS, it is the responsibility of the Board of County Commissioners of each County in the WDA to appoint members to the LWDB in accordance with the WIOA and an Agreement entered by the Board of County Commissioners of each County; and**

**WHEREAS, it is the responsibility of the LWDB, in accordance with an agreement with the Board of County Commissioners of each County in the WDA, to determine procedures and policies so as to develop a workforce development plan, and select a grant recipient, fiscal agent, administrative entity, and designate a One-Stop Operator.**

**WHEREAS, it is the responsibility of the LWDB, in accordance with the Board of County Commissioners of each County in the WDA, to develop a workforce development plan; and**

**WHEREAS, the workforce development plan must be approved jointly by the LWDB and the Board of County Commissioners of each County in the WDA.**

**NOW THEREFORE, the parties agree as follows:**

**1. Establishment of Region 7 Workforce Consortium**

**There is hereby established a multi-jurisdictional arrangement (hereinafter called the "Region 7 Workforce Consortium") among all the parties hereto for the express purpose of collectively carrying out the individual responsibilities of each party to the Agreement under the WIOA. The Region 7 Workforce Consortium shall consist of the Boards of County Commissions from the four member counties, each voting as an individual entity.**

**2. Identification of Parties to this Agreement**

**Each of the parties to this Agreement is a county of the State of Florida, and as such are for general purposes political subdivisions which has the power to levy**

taxes and spend funds, as well as general corporate and police powers. This governing body of each of the parties to this Agreement is its Board of County Commissioners and each party to this Agreement is identified as follows:

**Board of County Commissioners  
Columbia County, Florida  
PO Box 1529  
Lake City, FL 32056**

**Board of County Commissioners  
Dade County, Florida  
214 NE 351 HWY  
PO Box 2600  
Cross City, FL 32628**

**Board of County Commissioners  
Gilchrist County, Florida  
209 SE 1<sup>st</sup> Street  
Trenton, FL 32093**

**Board of County Commissioners  
Union County, Florida  
15 NE 1<sup>st</sup> Street  
Lake Butler, FL 32054**

**3. Geographical Area to be Served by this Agreement**

The geographical area which will be served by this Agreement are the entire geographical areas of the four (4) member counties, which are legally described in the Florida Statutes.

**4. Size of the Population to be Served**

The population of the four (4) county area to be served by this Agreement is 116,427, based upon the 2010 Florida Census data found on the DEO website.

**5. Agreement Not Prohibited by Law**

State or local law does not prohibit this Agreement.

**6. Responsibilities of Region 7 Workforce Consortium**

The parties to this Agreement hereby authorize the Region 7 Workforce Consortium to exercise all decision-making powers, delegated to the Board of County Commissioners of each county pursuant to the WIOA. More specifically:

- A. To appoint the members of the LWDB, in accordance with Section 107 of the WIOA, Appointment and Certification of Board (A).

- B. Enter into an agreement with the LWDB to designate it the grant recipient, an entity to administer the WIOA, a fiscal agent, and a One-Stop operator as described in Section 108 of WIOA.**
- C. To review and approve all plans under Section 108 of the WIOA and jointly submit, along with the LWDB, said plans to the Governor.**
- D. To perform any other appropriate duties necessary for the accomplishment of and consistent with the purposes of this Agreement and the WIOA.**

**7. Board Composition, Appointment**

The composition and appointment of the LWDB will follow the established guidelines found in Section 107 of the WIOA and must remain compliant throughout its duration.

**8. Local Workforce Development Area**

The Local Workforce Development Area (LWDA), as provided in Section 6 of the WIOA, is established by the Governor of the State of Florida.

**9. No Local Funds Required of Counties**

No funds will be provided from the treasuries of any of the parties to this Agreement for implementation of the WIOA program, it being the intent hereof that all funding of the WIOA shall be accomplished entirely by grants pursuant to the WIOA and any other State or Federal grants. In addition, pursuant to Section 107 paragraph 12(b)(II) of the WIOA, designation of the local grant subrecipient does not relieve the chief elected official or the Governor of the liability for any misuse of grant funds.

**10. Legal Requirements**

- a) All parties agree to comply with all Federal, State and Local anti-discrimination laws in the administration of the Agreement.**
- b) All Workforce Development Plans shall be approved by the LWDB and the members of the Local Workforce Development Consortium.**

**11. Duration/Termination of the Agreement**

- a) This Agreement becomes effective upon acceptance by all parties and shall remain in effect for a period of three years. Thereafter, this Agreement may be renewed by a further writing between parties.**
- b) Any party to this Agreement may withdraw from, thereby terminating this Agreement by passing a resolution to such effect and giving proper written notice (30 days) to all parties.**

**12. Effective Date**

- a) This Agreement replaces the previous Interlocal Agreement and shall be effective February 1, 2020 upon the execution hereof by the final signatory adopting this Agreement and upon filing the same with the Clerk of the Circuit Court in each County prior to February 1, 2020.
- b) This Agreement and any amendments hereto shall be effective between and among each county adopting this Agreement and any amendments hereto upon filing this Agreement and any amendments thereto with the Clerk of Circuit Court in their respective county.

**13. Amendment(s)**

It is agreed that no modification, amendment or alteration of the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

**14. Notice**

Whenever a party desires to give notice unto the other, notice must be given in writing by registered United States mail with Return Receipt Requested, addressed to the party for whom it is intended and the place last specified for giving such notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective place for giving notice, to with:

**Board of County Commissioners  
Columbia County, Florida  
PO Box 1629  
Lake City, FL 32066**

**Board of County Commissioners  
Dade County, Florida  
214 NE 381 HWY  
PO Box 2800  
Cross City, FL 32828**

**Board of County Commissioners  
Gilchrist County, Florida  
209 SE 1<sup>st</sup> Street  
Trenton, FL 32093**

**Board of County Commissioners  
Union County, Florida  
16 NE 1<sup>st</sup> Street  
Lake Butler, FL 32064**

**CareerSource Florida Crown  
Chairman  
1389 US HWY 90 West  
Lake City, FL 32065**

**15. Performance**

The performance of Columbia, Dade, Gilchrist and Union counties of any of their obligations under this Agreement shall be subject to and contingent upon the availability of funds.

**16. Survivability**

If one section, subsection or part of this Agreement is found to be invalid in its compliance with the enabling Florida Statute, or is contested and successfully challenged in a court of law or other legal forum, then in any said event only that section, subsection or part that been affected by such proceedings shall be changed or deleted and the remainder of this Agreement shall maintain its full force and effect and shall remain legally binding on all parties hereto.

**SIGNATURE PAGE**

**INTERLOCAL AGREEMENT**  
**BETWEEN THE**  
**UNION COUNTY BOARD OF COMMISSIONERS**

**AND**

**THE CAREERSOURCE FLORIDA CROWN LOCAL WORKFORCE**  
**DEVELOPMENT BOARD**

**County of Union**

  
\_\_\_\_\_  
Chair, Board of County Commissioners

Feb. 17, 2020  
Date

**County Attorney**

  
\_\_\_\_\_  
County Attorney

20 Feb 2020  
Date

**Clerk of the Circuit Court**

  
\_\_\_\_\_  
Clerk of the Circuit Court

2/19/2020  
Date



**Columbia County School District Career and Adult Education  
CareerSource Florida Crown  
Interagency Collaboration/Letter of Agreement and Infrastructure Cost  
Agreement**



The Columbia County School District Career and Adult Education Program would like to continue our collaborative agreement for the fiscal year 2019-20 for provision of seamless and non-duplication of services. All services listed below are provided as in-kind to both agencies.

**Proposing Agency: Columbia County School District Career and Adult Education**  
Columbia County School District Career and Adult Education will gladly support CareerSource Florida Crown in the following ways:

1. Disseminate CareerSource Florida Crown information about services to Adult Education students and additionally assist with enrollment process as requested. All Adult Ed staff actively participate as an in-kind service.
2. Maintain weekly oral and/or written communication about the progress of mutual participants in evaluation of student participation and progress.
3. Administer TABE<sup>9</sup> to students who qualify for CareerSource Florida Crown Programs and provide pre-post test results at no cost to CareerSource. Testing is done weekly for new students and we follow test protocol for post testing.
4. Administer the GED Ready<sup>®</sup> to CareerSource Florida Crown participants and help clients understand results, print study prescription to assist in testing success, scholarships to participants who cannot afford the fee for GED<sup>®</sup> Ready (\$3.75/test).
5. Provide CareerSource Florida Crown participants with support services as requested including resumes job applications, testing accommodations requests, after-class tutoring, take-home materials, My Career Shines<sup>®</sup>, Holland Code<sup>®</sup> inventory, career/college planning and next steps, and family literacy services.
6. Participate in WIOA initiatives as collaborative partner with CCAE and other stakeholders as appropriate.
7. Provide CareerSource staff space to meet at least weekly with student/participants.

**Collaborating Agency: CareerSource Florida Crown**

CareerSource Florida Crown agrees to the following in support of Columbia County School District Career and Adult Education:

1. Do on-site program presentations on a requested basis and provide program information as well as initial entry interviews as agreed.
2. Through Florida Ready-to-Work initiative, develop a process by which FL Crown/CCAЕ participants/students sign-up and complete Ready to Work training and credentialing. This intensive and relevant training will be beneficial in helping our inexperienced participants/students obtain employment.
3. Make client referrals to Adult Education/GED<sup>®</sup>, Family Literacy services, and English as a Second Language programs as appropriate.
4. Through Out-of-School Youth Program, accept class attendance and participation in CCAЕ programs (Morning and Evening).
5. Participate in WIOA initiatives as collaborative partner with CCAЕ and other stakeholders.



We look forward to work together in support of Adult Education and Family Literacy Act Program Compliance with Workforce Innovation and Opportunities Act (WIOA).

|  |   |
|--|---|
| <p><b>Proposing Agency:</b><br/> <b>Columbia Career and Adult Education</b><br/> <b>409 SW St. Johns Street, Lake City, FL 32025</b></p> <p><i>Angela Coppock</i><br/> <i>Janora Crow</i></p> <p>Angela Coppock, Director<br/>         Janora Crow, Lead Teacher</p> | <p><b>Collaborating Agency:</b><br/> <b>CareerSource Florida Crown</b><br/> <b>1389 US HWY 90W, Suite 170-B, Lake City, FL 32055</b></p> <p><i>Robert Jones</i></p> <p>Robert Jones, Executive Director or Designee</p> |
|--|---|

The Columbia County School District does not discriminate on the basis of race, color, national origin, gender, age disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to: Cherie Hill Equity Officer  
 Columbia County School District (386) 755-8015

**Memorandum of Understanding with the Local Workforce  
 Development Board (LWDB) and Local One-Stop Infrastructure Cost:**

**Federal**

The duly authorized of the recipient agrees to satisfy the requirement of  
 34 CFR 381.505 and 34 CFR 381.720.

|   |  |                             |
|---|--|-----------------------------|
| <p><i>Alvin Luff</i></p> <p>Position: <i>Superintendent</i></p> | <p>Agent for Columbia District School</p>                    | <p>Date: <i>5/21/19</i></p> |
| <p><i>Robert Jones</i></p> <p>Position: <i>EA</i></p>           | <p>Agent for Florida Crown Workforce Developmental Board</p> | <p>Date: <i>6/13/19</i></p> |

# **MEMORANDUM OF UNDERSTANDING**

## **CAREERSOURCE FLORIDA CROWN and BOARD OF COUNTY COMMISSIONERS – COLUMBIA COUNTY**

### **I. Parties to this Agreement:**

This Memorandum of Understanding (MOU) is entered into by CareerSource Florida Crown (hereinafter referred to as "CSFC") and Board of County Commissioners – Columbia County (hereinafter referred to as "BOCC").

### **II. Purpose of this Agreement:**

The purpose of this Agreement is to coordinate resources to ensure the effective and efficient delivery of services during and after declared emergencies. This Agreement also establishes joint processes and procedures that will enable partners to integrate service delivery in a seamless and comprehensive manner to the citizens served by CSFC and the BOCC.

Parties to this Agreement agree to the obligations, performance and accomplishments of the tasks described in Section III. Partners shall coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties' respective programs, services, and agencies.

### **III. Provisions:**

As partners, CSFC and BOCC agree to demonstrate their partnership by the following:

1. In order for the customer to receive seamless services it is imperative that all partners in the system understand each partner's organization, their services and their goals. CSFC will participate in any training and emergency management meetings convened by BOCC emergency management staff. It is understood that all organizations participating need to achieve specific program goals and that supporting each other through training and team work, will result in increased goal achievement by all the partners. It is the intent of CSFC to fully serve and augment the County Emergency Management team to the maximum extent possible.
2. Technical questions and customer service issues should be brought to the attention of CSFC and BOCC personnel for quick and efficient resolution.

### **IV. Description of Roles and Responsibilities:**

#### **(a) CSFC will:**

1. In the event of a declared emergency in which the CSFC offices are displaced, CSFC personnel will report to the Columbia County Emergency Management offices unless otherwise directed.
2. CSFC staff will meet with all workers displaced by the emergency. Reemployment Assistance/disaster reemployment assistance information will be provided along with assistance on the filing of necessary documentation with appropriate State offices.

3. Those workers who express an interest in returning to immediate employment, will be interviewed for eligibility under National Emergency Grant criteria.
4. Background checks must be done for each worker as part of the eligibility determination process. Additionally, verification must be obtained that the business has, in fact, been damaged, that the worker is displaced, and an estimated date when the worker will be able to return to his/her job.
5. Once eligibility has been established, applicants will be directed to the appropriate County representative to be placed as a temporary hire for the following purposes:
  - A. Clean-up including demolition, cleaning, repair, renovation and reconstruction of damaged and destroyed public and not-for profit structures located within the disaster area;
  - B. Humanitarian assistance including distribution of food, clothing, and other assistance to hurricane victims;
  - C. Collecting data.
6. All jobs falling under this Agreement are temporary jobs for displaced workers, and should be paid the higher of the federal, state or local minimum wage or the prevailing rates of pay for other individuals employed in similar occupations by the same employer. A displaced worker can:
  - A. Work for up to six (6) months from the date of the grant award;
  - B. Earn up to \$12,000 or work for a maximum of 1,040 hours, whichever comes first;
  - C. Subject to CSFC's policy limits, transportation assistance and protective clothing (goggles, boots, gloves, helmets) may be allowed support services.
  - D. CSFC has the authority to lease equipment for program activities in support of emergency actions identified above.

**(b) BOCC will:**

1. BOCC will advertise the availability of CSFC services through all appropriate means and direct applicants to designated CSFC personnel.
2. BOCC will provide appropriate work space to CSFC personnel and facilitate their enrollment and eligibility determination of applicants.
3. BOCC will be responsible for enrolling temporary workers onto their workforce rolls for worker's compensation liability insurance and payroll purposes once eligibility has been determined by CSFC.
4. BOCC will submit to CSFC a copy of their payroll/benefit records on a weekly or bi-weekly basis, as appropriate, for reimbursement. Reimbursement will include the actual salary/benefits paid to the displaced worker as well as a ten percent (10%) administrative fee.

**(c) BOCC will provide the following resources to CSFC:**

**Work Space**

**Computer/internet connectivity and maintenance**

**Telephone access (log must be kept by CSFC of long distance calls)**

Copier/Fax systems  
Security  
Common areas

**V. Period of Agreement:**

This Agreement shall commence on the date it is executed by both parties and shall terminate on or about June 30, 2020 unless otherwise terminated upon thirty day written notice by either party. Such notice shall be valid only upon delivery by certified mail, return receipt to the other party at their address as included above. Parties may renew this Agreement annually by an updated signatory page for a period of five (5) years.

**VI. Contacts for the Partners:**

**A. CareerSource Florida Crown**

Thomas (Tom) Brown  
1389 US Hwy 90 West, Suite 170  
Lake City FL 32055  
(386) 755-9026 X 3219

**B. BOCC Corporation**

Ben Scott

**VII. Amendment of the Agreement**

This Agreement may be amended at any time provided the party seeking the amendment provides the other written notice of intent to amend and the purpose of such amendment. Such amendment shall only be valid when reduced to writing and executed by both parties to the original Agreement.

**VIII. Certification**

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

**By signatures affixed below, the parties specify their Agreement:**

CareerSource Florida Crown

Robert Jones  
Robert Jones, Executive Director

10-19-19  
Date

Board of County Commissioners – Columbia County

[Signature]  
County Commissioner

10-10-19  
Date

Attachment 1

Workforce Region 7

Occupational Wages

Columbia, Dade, Gilchrist, and Union Counties

| Occupational Code | Title   | Hourly Wage<br>(2017 wage estimates in dollars) |         |         |
|-------------------|---|---|---------|---------|
|                   |   | Median  | Entry** | Exp***  |
| 363021            | Combined Food Prep. & Serving Workers, Inc. Fast Food | \$9.60  | \$9.16  | \$11.54 |
| 412031            | Retail Salespersons                                   | \$11.00   | \$9.12  | \$14.23 |
| 333012            | Correctional Officers and Jailers                     | \$17.44   | \$16.10 | \$17.88 |
| 412011            | Cashiers  | \$9.22  | \$8.96  | \$9.90  |
| 434051            | Customer Service Representatives                      | \$12.96   | \$10.41 | \$15.85 |
| 537062            | Laborers & Freight, Stock and Material Movers, Hand   | \$11.78   | \$9.41  | \$15.61 |
| 353031            | Waiters & Waitresses                                  | \$9.73  | \$9.20  | \$12.94 |
| 533032            | Heavy & Tractor-Trailer Truck Drivers                 | \$19.42   | \$14.44 | \$22.69 |
| 438061            | Office Clerks, General                                | \$12.97   | \$10.09 | \$15.35 |
| 311014            | Nursing Assistants                                    | \$11.76   | \$10.02 | \$13.48 |
| 436014            | Secretaries, Except Legal, Medical and Executive      | \$13.09   | \$10.00 | \$15.85 |
| 372011            | Janitors & Cleaners, Except Maids & Housekeeping      | \$9.69  | \$9.03  | \$11.95 |
| 436081            | Stock Clerks & Order Fillers                          | \$10.86   | \$9.21  | \$12.83 |
| 256041            | Teacher Assistants                                    | \$11.80   | \$11.26 | \$15.36 |
| 291141            | Registered Nurses                                     | \$31.27   | \$26.22 | \$36.38 |

\*\* - This is the wage an entry-level worker might expect to make. It is defined as the average (mean) wage earned by the lowest third of all workers in a given occupation.

\*\*\* - This is the wage an experienced worker might expect to make. It is defined as a wage that is greater than 75 percent of all workers' wages in a given occupation.

## **ATTACHMENT 2**

### **DISPUTE RESOLUTION PROCEDURE**

**If a dispute shall arise with any partner within the CareerSource Florida Crown Career Center Delivery System, the following procedure shall be followed:**

- 1) Contact the appointed Career Center site manager and try to resolve the dispute.**
- 2. If you are not able to resolve the dispute with the site manager, contact the CareerSource Florida Crown Workforce Board.**

**1389 US Hwy. 90 West  
Suite 170  
Lake City, FL 32055  
Telephone: (386) 755-9026  
Fax: (386) 752-6461**

District No. 1 - Ronald Williams  
District No. 2 - Rocky Ford  
District No. 3 - Bucky Nash  
District No. 4 - Toby Witt  
District No. 5 - Tim Murphy



**BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY**

**June 12, 2019**

**MEMO**

**TO: Robert Jones, Executive Director**

**FR: Penny C. Stanley, Administrative Secretary**

**RE: MOU**

**Please be advised that the Board of County Commissioners in their regular session of June 6, 2019, approved the above mentioned MOU. Upon completion by your office retain 1 copy and return 1 copy back to me for our files.**

**/pcs**

**XC: Copy to File**

BOARD MEETS FIRST THURSDAY AT 5:30 P.M.  
AND THIRD THURSDAY AT 5:30 P.M.

P. O. BOX 1529 ▼

LAKE CITY, FLORIDA 32056-1529 ▼

PHONE (386) 755-4100

|  |   |
|--|---|
| <b>Memorandum of Understanding<br/>between</b>   |   |
| <b>The Lake City Bridge<br/>1099 NW DOT GLN<br/>Lake City, FL 32025<br/>386-628-5130</b> | <b>CareerSource Florida Crown<br/>1399 US Hwy. 90W Suite 170<br/>Lake City, FL 32055<br/>386-755-9026</b> |

**I. Purpose & Scope**

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to employment services. In particular, this MOU is intended to establish a collaborative, working relationship between The Lake City Bridge and CareerSource Florida Crown.

**II. Background**

Bridges International/Bridges of America, Inc. has a 36-year successful history as the oldest criminal justice substance abuse treatment provider for adult male and female offenders in the State of Florida. Their unwavering purpose has been a commitment to providing thousands of felony offenders the opportunity for rehabilitation and reintegration into their communities as law-abiding and tax-paying citizens. The Lake City Bridge is a 156-bed male residential Work Release program for inmates who are near completion of their sentence to be gainfully employed within the community. The Lake City Bridge will begin operation on March 1, 2014 and was previously operated by the Florida Department of Corrections under the name of The Lake City Work Release Center.

CareerSource Florida Crown provides workforce services to employers, job seekers, and youth throughout Columbia, Dixie, Gilchrist and Union counties. From job postings to job fairs, to employed worker training and programs that help disabled veterans transition to a successful civilian career, we have a fully staffed Business Services Department and Career Center to help businesses and job seekers – all at no cost.

**III. Responsibilities Under This MOU**

CareerSource Florida Crown agrees to provide employment services to the Lake City Bridge.

**Effective Date and Signature**

The following signatures of the Lake City Bridge Work Release Center and Florida Crown authorized officials indicate agreement with this MOU. The agreement shall be in force from September 9, 2019 to September 9, 2020.



*W. C. Dixon*

Willie Dixon  
Director  
Bridges of America

9-23-2019  
Date

*Robert Jones*

Robert Jones  
Executive Director  
CareerSource Florida Crown

9/23/19  
Date

**College of Central Florida/Jack Wilkinson Levy Campus  
Career and Adult Education  
CareerSource Florida Crown  
Interagency Collaboration/Letter of Agreement**

The College of Central Florida/Levy Center Adult Education Program would like to commence our collaborative agreement for the fiscal year 2019-20 for provision of seamless and non-duplication of services. *The duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR 361.505 and 34 CFR 361.720.* In addition there are no shared infrastructure costs associated with this agreement.

**Proposing Agency:**

**The College of Central Florida/Levy Center Adult Education** will gladly support CareerSource Florida Crown in the following ways:

1. Disseminate information and services to Adult Education students and additionally assist with enrollment process as requested.
2. Make client referrals to CareerSource Florida Crown programs as appropriate.
3. Maintain weekly oral and/or written communication about the progress of mutual participants in determining how to best serve students and evaluation of student progress.
4. Administer the TABE to students who qualify for CareerSource Florida Crown Programs.

**Collaborating Agency**

**CareerSource Florida Crown** agrees to the following in support of The College of Central Florida/Levy Center Career and Adult Education.

1. Do on-site program presentations on a requested basis and provide program information as well as initial entry interviews as agreed.
2. Make client referrals to Adult Education/GED and Family Literacy programs as appropriate.
3. Through Out-of-School Youth Program, accept class attendance and participation in the Adult Education Program.

We feel agencies working together better serve our community and strengthen the effectiveness of those involved. We look forward to this opportunity of networking.

**IN WITNESS WHEREOF** the parties have executed this agreement.

**Proposing Agency:**

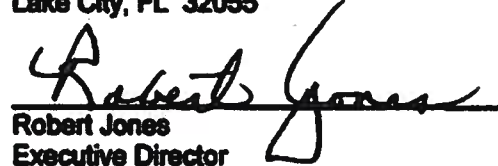
College of Central Florida  
Jack Wilkinson Levy Campus  
15390 NW Hwy 19  
Chiefland, FL 32626-1420



Leah Gamble  
Manager of Instructional Services

**Collaborating Agency:**

CareerSource Florida Crown  
1389 US Highway 90, Suite 170  
Lake City, FL 32055



Robert Jones  
Executive Director

Dated the 31 of July, 2019

Dated the 7th of July, 2019

**Memorandum of Understanding  
between Florida Gateway College  
and CareerSource Florida Crown**

Florida Gateway College (FGC) and CareerSource Florida Crown (CSFC) have opportunities to work together in a variety of ways to support the development of a highly qualified and skilled workforce for the North Florida region. Acknowledging this, these two entities agree to collaborate in the following ways to promote the best use of regional resources and acquisition of grant funds for additional training and educational support.

**Florida Gateway College agrees to:**

1. Provide active participation on the CSFC Board of Directors.
2. Include funding in grant applications for CSFC to provide tracking where required by a specific grant funding source at a rate determined in collaboration with the College prior to submission of each application.
3. Collaborate with CSFC on grant applications when appropriate and provide letters of support and other services, depending on the guideline requirements. This request may be initiated by FGC or CSFC.
4. Make available college program administration and faculty to share educational opportunities and college resources to individuals identified by CSFC. This may be on an individual or group level.
5. Arrange for CSFC to meet with current students being tracked in any grant-funded partnership to share resources provided through this agency in support of their agency goals, provided there are grant funds available to CSFC.
6. Partner in other opportunities as they arise during the year.

**CareerSource Florida Crown agrees to:**

1. Support individuals eligible for WIOA funding with tuition, books, and fees for participation in FGC programs; in accordance with CSFC Targeted Occupation List and as funding allows.
  2. Support displaced workers with tuition, books, fees and other potential resources for participation in retraining courses, both credit and non-credit, at FGC; in accordance with CSFC Targeted Occupation List and as funding allows.
  3. Provide an overview of services offered by CSFC to new students to determine if any are eligible for WIOA funding during program orientations.
  4. Meet with students completing capstone courses in programs at FGC to assist in job placement upon graduation.
  5. Provided there are collectible grant funds available to CSFC, then CSFC will track and provide reports to FGC of students receiving grant supported services awarded jointly to FGC and CSFC, as necessary according to the applicable grant and reporting conditions.
  6. Collaborate with FGC on grant applications when appropriate and provide letters of support and other services, depending on the guideline requirements. This request may be initiated by FGC or CSFC.
-

7. Provide a private office for one-on-one meetings between CSFC clients who are also FGC students the second and fourth Tuesday of each month, except during college holidays.
8. Partner in other opportunities as they arise during the year.

Florida Gateway College and CareerSource Florida Crown agree to these stipulations, which are in effect beginning July 1, 2019 and end June 30<sup>th</sup>, 2020. The agreement will be reviewed and renewed on an annual basis.



**Dr. Lawrence Barrett**  
**President**  
**Florida Gateway College**

8/26/19  
Date



**Robert Jones**  
**Executive Director**  
**CareerSource Florida Crown**

8/27/19  
Date

# **MEMORANDUM OF UNDERSTANDING**

## **CAREERSOURCE FLORIDA CROWN**

**AND**

**NCBA**

### **I. PARTIES**

This Memorandum of Understanding (MOU) is entered into by CareerSource Florida Crown (hereafter referred to as "CSFC") and The National Caucus & Center for Black Aging (NCBA).

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.

### **II. PURPOSE**

The one-stop system will allow for a central point of entry to job training programs, providing a "no wrong door" approach to service delivery. Anyone desiring services will have access to core employment related services maximizing consumer choice.

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

The purpose of this MOU is to promote maximum cooperation and operational collaboration between NCBA and CSFC's Career Center System. The CSFC Career Center system and NCBA will share information and services that are necessary to best serve the Career Center customers and help them achieve their goal of employment.

### **III. PARTNERSHIP**

Partnership will be demonstrated by the partner through continued cooperation and participation in the Career Center System that has been developed and in future developments in Columbia, Dixie, Gilchrist and Union counties. Descriptions of participation are included with this MOU as attachments as follows:

- **Attachment A: Cost Sharing/Resource Sharing**

This attachment will delineate what resources the partner will make available to the system. This attachment will include costs associated with items such as personnel, rent, equipment etc. Information is supplied in such a way as to make it possible to determine proportionate partnership.

- **Attachment B: Scope of Work (How services are to be provided/methods of referral)**

This attachment will describe the type of core services that will be provided by the partner and how those services will be integrated into the Career Center System. This description will include information regarding staffing patterns, the referral process, hours, supervision and specific services that will enhance the Career Center system.

- **Attachment C: Release of Information Form**

A universal release of information form is attached to this agreement for use within the Career Center. This information form will be used by all partners in an effort to reduce the duplication to our customers. This does not prohibit the use of other release forms required by federal or state statutes or rules.

- **Attachment D: Dispute Resolution**

Should any disputes require resolution the steps outlined in this attachment should be followed.

### **IV. PROVISIONS**

As a partner of CareerSource Florida Crown we agree to demonstrate our partnership by the following:

1. The Workforce Innovation and Opportunity Act of 2014 requires that follow-up be conducted for all customers who have received intensive service for at least 12 months following their last service. Partners will assist with follow up by communicating customer numbers to the Career Center Operator, by providing necessary customer data, and by insuring the timely entry of information and corrections to the shared customer records.

2. Information on the customers using our services will be shared amongst the partners of the system through a Wide Area Network that will connect all partners' employees to a common intake system. This system will be provided by CSFC.
3. All partners will participate on the Continuing Improvement Committee (CIC) by designating a representative to serve on this committee. This designee will attend the bi-monthly meetings in an effort to help improve our services through evaluation and customer feedback.
4. Partners will actively participate in any staff meetings conducted for the purpose of operation of the Career Center System or specific Career Centers.
5. In order for the "universal" customer to receive seamless services in a true Career Center environment it is imperative that all partners in the system understand each partner organization, their services and their goals. Each partner agrees to provide training to the other partners in the system. Each partner also agrees to attend training given by other organizations within the Career Center System. It is understood that all organizations participating need to achieve specific program goals, and that by supporting each other through training and team work, the Career Center System will result in increased goal achievement by all of the partners.
6. Partner agencies will be held accountable for performance as specified within their scope of work.

## **V. DURATION**

Ongoing, the length of this document's life is indefinite with the provision that either party may terminate this agreement by giving a sixty day written notice to the other party.

## **VI. AMENDMENTS**

Amendments to this agreement may take place at any time provided the amendment is in writing, is agreed upon by both parties, and is attached to the original MOU. Either party, upon

written notification of the change to the other party, can effect simple and minor changes such as a change in the designation of a One-Stop Operator. Unless requested by the other party, these changes do not require formal modification of this Agreement.

**VII. OVERSIGHT AND SUPPORT**

Oversight and support for the MOU will be provided by CSFC.

**VIII. ASSURANCE STATEMENT**

As a condition to a partnership under the Workforce Innovation and Opportunity Act (WIOA), partner assures, with respect to coordination and operation of WIOA or activity and all agreements or arrangements to carry out WIOA or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act of 1998 (WIA); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37. The United States has the right to seek judicial enforcement of this assurance.

In Witness Whereof, we have affixed our hands and seals this 12th day of September, 2019.

**NCBA**

Pauline Mills  
Partner's Name

Janet Metten  
Witness

Pauline Mills  
Partner's Signature

Janie Robinson  
Witness

**CareerSource Florida Crown**

Robert Jones  
Robert Jones  
Executive Director

Marquis Brown  
Witness

Marissa Reed  
Witness



**ATTACHMENT "A"**  
**COST/RESOURCE SHARING PLAN**

## **COST/RESOURCE SHARING PLAN**

All Career Center partners have agreed to share staff and provide staff to the Career Centers. They have also agreed to pay the associated costs which go hand-in-hand with staff activities (copier, office supplies, communication, postage, etc.) through their current budgets or “in-kind services”. The Senior Community Service Employment Program (SCSEP) is providing older workers through their funding source to act as the up-front information gatherers and guides to individuals seeking assistance. SCSEP workers will direct individuals to the various partner agencies, as they request, or the Job Information System (JIS) for self-service activities. General services, which include all programs such as job search classes, decision-making skills, organizational skills, parenting classes, employability skills classes, etc., shall be shared by all partner agencies. Staff will be cross-trained for these activities and instruction will be shared among partners. In-kind costs will be provided as stated above through staff and related expenses.

### **CareerSource Florida Crown will provide the following resources to partner:**

- Office Space
- Conference Rooms (based upon availability)
- Server/ Internet connectivity and maintenance
- Telephone access
- Office furniture
- Receptionist services
- Utilities
- Computer/ Hardware and software
- Linkages to State Systems
- Copier / Fax systems
- Janitorial services (common areas)

### **Partner will provide the following resources to CareerSource Florida Crown**

- Trained professional staff
- Access and coordination to other agencies and service providers
- Access to Agency Guidance and Procedural resources

NCBA will support the Career Center by providing a Field Operations Assistant in the Career Center as well as other offices throughout the region on an as needed basis.

**NCBA also has two (2) support staff in the Career Center in Lake City. These support staff work an average of twenty (20) hours per week.**

**The in kind value of these support staff to the One-Stop Center is approximately \$29,671 per year.**

# **ATTACHMENT "B"**

## **SCOPE OF WORK**

## **SCOPE OF WORK**

**CareerSource Florida Crown, in conjunction with partners, will provide the following services:**

### **CORE SERVICES:**

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

### **INTENSIVE SERVICES:**

- Comprehensive and specialized assessment of customer's needs
- Development of an appropriate intervention and service strategy to meet identified customer needs
- Group and specialized customer counseling
- Career planning
- Case management
- Staff assisted job placement
- Referral to other appropriate workforce services or partners
- Other intensive services as determined by the Board and allowable as an eligible activity under the agency programs

### **METHOD OF REFERRAL:**

Services will be delivered by referral process among all partners participating in the One Stop System. All partners will provide referrals through the JIS and will rely heavily on this technology to provide labor exchange data. Placements may be shared among agencies as each partner specializes in distinct services. Job developers for all partners will network and discuss

openings and potential customers for referral to these jobs. Job openings and job development services will be processed into the JIS listing for all partner agencies to access. By using a shared placement concept, problem issues can be addressed to ensure non-duplication of services; otherwise, local employers will continue to be inundated from special interest groups which allows for confusion and duplication of services.

#### **STAFFING PATTERN AND HOURS:**

Partner agrees to provide adequate staff to provide services during normal Career Center business hours. In accordance with State Law, the Career Center Project Manager will serve as the overall coordinator and supervisor of all personnel working in the Career Center.

#### **PARTNER SPECIFIC CONTRIBUTIONS:**

##### **I. How Services are Provided Through the Career Center**

- A. Referral to appropriate partners in the community.
- B. Shared clerical staff with other career center partners.
- C. On-site eligibility determinations by Department of Children and Families staff.
- D. Voter Registration completed on site and forms forwarded to Supervisor of Elections.
- E. Emergency food distributed at time of visit to customers in immediate need as determined by case manager.
- F. Hardship forms are initiated by Department of Children and Families and reflect eligibility end date. Forwarded to Welfare Transition case manager for interview and recommendations. Board staff decision is made and shared with Department of Children and Families and Welfare Transition for termination or continued case management support.

##### **II. DCF Methods of Referral**

- A. Computer referrals through the Florida On Line Recipient Data Access (FLORIDA) computer system. FLORIDA handles referrals for new applications (job registration and job search); communication between Department of Children and Families and Welfare Transition case managers; sanction requests; termination or extension of benefits when time limits end.
- B. Computer communications between case managers concerning client status and changes in circumstances.
- C. Connection to Wide Area Network (WAN) for communication between partners, schools and colleges.

**D. Telephone communications.**

**E. Verbal and written client referrals to Welfare Transition, other partners and other community services.**

**ATTACHMENT "C"**

**UNIVERSAL RELEASE OF INFORMATION FORM**



**UNIVERSAL RELEASE OF INFORMATION FORM**  
**CAREER CENTER SYSTEM**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Other: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Prior Names: \_\_\_\_\_

I hereby authorize all partners in Career Source Florida Crown's (CSFC's) Career Center System to engage in verbal, written, facsimile, or computerized communication of information for the purpose of making me eligible for services or for identifying services or agencies to assist me. All pertinent records and information can be released including those regarding past, present, or future information or records that may be needed for eligibility determination, monitoring or follow-up purposes. This information may include, but shall not be limited to, educational records, public assistance records, credit history, health/physical status/records, income/employment information and vocational rehabilitation assessment or evaluation tools. It is my understanding that any information obtained by any partner in CSFC's Career Center System will be held in strict confidence. I am aware that any information will be used in my best interest to provide ease of access to services.

\_\_\_\_\_  
Signature of Customer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

**ATTACHMENT "D"**  
**DISPUTE RESOLUTION**

## **Dispute Resolution**

**If a dispute shall arise with any partner within CSFC's Career Center System, contact CareerSource Florida Crown.**

**MEMORANDUM OF UNDERSTANDING  
NO.: IA-756  
BETWEEN  
CAREERSOURCE FLORIDA CROWN  
AND  
FLORIDA DEPARTMENT OF EDUCATION  
DIVISION OF VOCATIONAL REHABILITATION  
AMENDMENT NO. 1**

Memorandum of Understanding (MOU) number IA-756, entered into by and CareerSource Florida Crown ("LWDB 7") and the Florida Department of Education, Division of Vocational Rehabilitation ("Partner") on February 24, 2017 is hereby amended as follows:

1. Section VII., Term, first paragraph, is hereby amended to now read:

This MOU is effective July 1, 2016 through June 30, 2020 and may be renewed for one-year terms upon written concurrence between the parties. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

2. Attachment A, Infrastructure Funding Agreement, including all attachments thereto, is hereby incorporated in its entirety.

All provisions in the MOU not in conflict with this Amendment remain in full force and effect and are to be performed at the level specified in the MOU.

This Amendment and all its attachments are hereby made a part of the MOU.

This Amendment shall become effective as of the date of the final signatory below.

IN WITNESS WHEREOF, the Parties hereto have caused this five (5) page Amendment to be executed by their proper and duly authorized representatives.

CAREERSOURCE FLORIDA CROWN

DEPARTMENT OF EDUCATION  
DIVISION OF VOCATIONAL REHABILITATION

BY:

  
\_\_\_\_\_

BY:

  
Allison Flanagan, Director  
\_\_\_\_\_

DATE:

10/2/18  
\_\_\_\_\_

DATE:

10/19/18  
\_\_\_\_\_

**IA-756 A1 – ATTACHMENT A  
INFRASTRUCTURE FUNDING AGREEMENT  
FOR ONE-STOP CAREER CENTER SYSTEM  
BETWEEN THE DEPARTMENT OF EDUCATION AND  
CAREERSOURCE FLORIDA CROWN**

**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 (hereafter referred to as the Partner) and CareerSource Florida Crown (hereafter referred to as "LWDB 7").

**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 Citrus, Levy, and Marion 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.

**IV. COST ALLOCATION METHODOLOGY**

CareerSource selected Full-Time Equivalent (FTE) percentage of employees in each workforce program and Partner program that are present in the Lake City One Stop Center as the allocation basis to determine overall Partner contribution. This was done in an effort:

- a) To remedy the imbalance of non-physically represented Partners, and
- b) To comply with the requirement of Partner's contributions having to be in proportion to the Partner's use of the one-stop center(s) and relative benefit received.

**V. PARTNER CONTRIBUTION AMOUNTS**

The following table details in-kind services that will be provided by the partner. The services provided have been identified as on-going costs to the One Stop system. The value of these contributions will be recognized to offset the overall infrastructure expenses of the system, as outlined in Attachment B, One-Stop Operating Budget.

| Partner                   | Contribution   |
|---------------------------|--|
| Vocational Rehabilitation | Bi-Annual staff training for CareerSource staff<br>Provision of marketing collateral to CareerSource   |
|                           | Coordination/Partnership for employment and training initiatives for mutual customer base  |
|                           | Provision of staff time for joint business outreach for general services and creation of On the Job training (OJT) and work experience opportunities for individuals with disabilities |
|                           | Ongoing consultation to CareerSource for program accessibility within the One Stop Centers   |
|                           | Provision of meeting space as needed for intake and eligibility of referred VR Rehab customers   |

**VI. COST RECONCILIATION AND ALLOCATION BASE UPDATE**

All Parties agree that the services and contributions listed in section VI support the One Stop system and its infrastructure cost as a whole, but do not result in physical monetary exchange. The Partner agrees to meet annually to review and revise the contribution list as deemed necessary to ensure all collaborators contribute a proportionate share relative to the overall benefit of the system received.

1. The partner agrees to an appropriate level of contribution through in-kind services provided to the One Stop system to support the above statement.
2. CareerSource will arrange an annual partners meeting to conduct a thorough review of the annual contributions and the MOU as a whole.
3. The Partner will communicate any disputes with contribution to CareerSource. CareerSource will resolve any issues through re-negotiating services and costs. Re-negotiation of contributions may occur at any time through mutual agreement of revision of this MOU as described in section IX.

## **VII. STEPS UTILIZED TO REACH CONSENSUS**

The Partner 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 Partner 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.

## **VIII. 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 Partner, 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 the 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.

## **IX. 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 and sent certified U.S. Mail. 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.

## **X. 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.

**XI. PAYMENT METHODOLOGY**

As described in Section V., the partner's contribution will be provided as in-kind services, therefore no payments will be made as a result of this IFA.

**SIGNATURES**

**CAREERSOURCE FLORIDA CROWN**

**DEPARTMENT OF EDUCATION  
DIVISION OF VOCATIONAL REHABILITATION**

BY: Robert Gomez

BY: Allison Flanagan  
Allison Flanagan, Director

DATE: 10/2/18

DATE: 10/9/18



## Attachment B

### CareerSource Florida Crown Infrastructure Funding Agreement One-Stop Operating Budget

| FTE Estimate                           | 29.11             | 5.53             | 7.65             | 5.68             | 1                | 1.95             | 0.33            | 1.95             | 1.34             | 2.68             | 1                |                  |
|--|-------------------|------------------|------------------|------------------|------------------|------------------|-----------------|------------------|------------------|------------------|------------------|------------------|
| FTE Percentage                         | 100%              | 19%              | 26%              | 20%              | 3%               | 7%               | 1%              | 7%               | 5%               | 9%               | 3%               |                  |
| Infrastructure Costs                   | Annual Budget     | WT TANF          | WIOA Adult/DW    | WIOA Youth       | WP               | SNAP             | UC              | RESEA            | LVER             | DVOP             | SCSEP            | NCBA             |
| Leases                                 | \$ 258,000        | \$ 49,012        | \$ 67,801        | \$ 50,341        | \$ 8,863         | \$ 17,283        | \$ 2,925        | \$ 17,283        | \$ 11,876        | \$ 23,753        | \$ 8,863         |                  |
| Liability Insurance                    | \$ 15,000         | \$ 2,850         | \$ 3,942         | \$ 2,927         | \$ 515           | \$ 1,005         | \$ 170          | \$ 1,005         | \$ 690           | \$ 1,381         | \$ 515           |                  |
| Software/Hardware/Computer             | \$ 7,500          | \$ 1,425         | \$ 1,971         | \$ 1,463         | \$ 258           | \$ 502           | \$ 85           | \$ 502           | \$ 345           | \$ 690           | \$ 258           |                  |
| Supplies                               | \$ 18,000         | \$ 3,419         | \$ 4,730         | \$ 3,512         | \$ 618           | \$ 1,206         | \$ 204          | \$ 1,206         | \$ 829           | \$ 1,657         | \$ 618           |                  |
| Utilities                              | \$ 50,000         | \$ 9,498         | \$ 2,496         | \$ 1,853         | \$ 326           | \$ 636           | \$ 108          | \$ 636           | \$ 437           | \$ 874           | \$ 326           |                  |
| <b>Total One-Stop Operating Budget</b> | <b>\$ 348,500</b> | <b>\$ 66,204</b> | <b>\$ 80,941</b> | <b>\$ 60,097</b> | <b>\$ 10,581</b> | <b>\$ 20,632</b> | <b>\$ 3,492</b> | <b>\$ 20,632</b> | <b>\$ 14,178</b> | <b>\$ 28,356</b> | <b>\$ 10,581</b> | <b>\$ 10,581</b> |



**MEMORANDUM OF AGREEMENT**

**20-10**

**BETWEEN**

**THE ABLE TRUST AND  
CAREERSOURCE FLORIDA CROWN**

This MEMORANDUM OF AGREEMENT ("Agreement"), by and between The Able Trust ("Foundation") and CareerSource Florida Crown ("Organization") takes effect on July 1<sup>st</sup>, 2019.

IT IS THEREFORE agreed between The Able Trust and CareerSource Florida Crown:

**I. Purpose:**

To fund the High School High Tech (HSHT) program in Columbia County, in the amount of Twenty-Two Thousand Dollars (\$22,000.00.) Funds disbursed are contingent upon the continuing availability of legislative funding.

**II. Scope of Work**

A. Florida HSHT is designed to encourage students to pursue careers in the technical fields of science, technology, engineering and mathematics (STEM), but does not exclude other professional careers or artistic experience. The overall goals of Florida HSHT include:

1. Improving participation in education and vocational-related activities leading to increased employment opportunities for students with disabilities;
2. Increasing enrollment in postsecondary education/training,
3. Increasing the graduation rate of students with disabilities, and
4. Providing meaningful career preparation and work-based experiences for students with disabilities.

**A general description of the HSHT program includes:**

- Motivating students with all types of disabilities, ages 14-22 to graduate from high school and pursue their interests and potential in STEM-related careers
- Encouraging students interested in technology-related careers to aim for post-secondary education, degrees, and certificates in their chosen field
- Providing students with appropriate postsecondary (college/vocational and career planning) information and guidance based on current labor market information
- Enhancing life skills and opportunities for socialization
- Collaborating with business and industry to ensure students are acquiring competitive skills that are aligned with industry standards.

**B. The Guideposts for Success:**

The Guideposts for Success were developed in 2000 by the National Collaborative on Workforce and Disability for Youth and adapted and expanded by The Able Trust as the program structure for Florida HSHT. It is required that each local site incorporates activities that address all 6 Guideposts including:

**Guidepost 1: School- Based Preparatory Experiences:** This includes the activities and services undertaken by the youth while at the program site or collaborating education site such as a postsecondary education facility. The term “preparatory” is used to indicate the “getting ready” nature of the activities for the world of work experiences. Activities may include career assessments, interest inventories, independent living goals etc. It is presumed the preparatory experiences are conducted in a friendly and safe environment where youth feel accepted and nurtured by staff.

**Guidepost 2: Career Preparation and Work-Based Learning Experiences:** This includes activities that sequentially build work skills through on-the-job experiences including a structured internship (age and stage appropriate for student). Activities may include site visits and skill development workshops. In all cases the lessons learned during the work-based experiences should be reviewed back “home” in-program to ensure that youth are connecting what they are learning in school and in the program to what they are learning from the on-the-job experience.

**Guidepost 3: Youth Development and Leadership:** Every student should be exposed to personal leadership skills such as self-advocacy and self-determination as well as activities that build self-esteem, interpersonal skills, and teaming. Peer-centered activities promoting responsibility and other positive social behaviors are encouraged. Each student should have the opportunity to participate in a structured relationship with an adult such as informal/formal and individual/group mentoring. Based on a students’ interest, students should also be encouraged to take advantage of elite leadership opportunities such as the Youth Leadership Forum and student representation on Workforce Innovation and Opportunity Act (WIOA) Youth Councils and other advisory groups. Activities may occur during school or non-school hours as appropriate.

**Guidepost 4: Connecting Activities:** HSHT programs cannot be stand-alone efforts. It is necessary to connect with other institutions (e.g., sponsoring schools, postsecondary institutions, local workforce development organization, the services of the sponsoring organization and others) in order to provide the necessary support services for the student and to enrich the content of the program. The services listed are a mix of direct support and information about future needs such as independent living options. The arrangements will vary depending upon the needs of the student in the program.

**Guidepost 5: Family Involvement & Supports:** Family involvement is about promoting collaborative alliances with parents and families that will increase family participation in promoting the social, emotional, physical, academic, and occupational growth of youth, leading to improved post high school outcomes. Because of the diversity of family experiences and living situations in our current world, many youth require services and systems that recognize an expanded definition of “family”, which includes grandparents, relative caregivers, other

relatives, non-relatives, and caring adults all of which takes into consideration unique cultural issues and practices. These systems need to promote a supportive network of family members, peers, mentors, and/or significant adults to be included in all aspects of life planning for the young person.

**Guidepost 6: Communication Skills**

The ability to communicate both verbally and in writing with a wide variety of people, maintain good eye contact, write clearly and succinctly, demonstrate a varied vocabulary, and tailor language according to the audience are all essential skills that employers seek out. Good verbal and written communication means getting the message across with less chance of misunderstanding. The desired outcome or goal of any communication process is to understand or to be understood. The development of communication skills should be incorporated into all Guidepost/HSHT activities.

**C. DOE/Division of Vocational Rehabilitation Connection**

Each potential HSHT student shall obtain an enrollment package which contains at a minimum the following materials or their updates:

- The DOE/DVR, *A Guide for School to Work Transition Service* information pamphlet;
- An overview of The Able Trust/*Florida High School High Tech Program goals and services*; and
- Contact information for the DOE/DVR unit office in the student's respective area.

The HSHT Local Site Coordinator[s] will follow up regarding the student's interest and contact with DOE/DVR.

**D. Florida HSHT Annual Training**

The Program Coordinator must participate in the Florida HSHT Annual Training which will be held in September, 2019. During the training, programmatic and financial reporting requirements will be distributed and basic standards for program activities will be reviewed. In addition, Program Coordinators will learn about innovative statewide and national transition resources, The Able Trust youth programs and will share best practices, achievements and lessons learned. It is the responsibility of the Organization to designate travel funds for the Annual Training in its local budget.

**III. Deliverables:**

**A. Program Operations**

1. Recruitment and orientation of a minimum of fifteen (15) students to participate in the HSHT program. This enrollment goal should be reached by October 31, 2019 to assure adequate opportunity for the students to gain from the HSHT experience.
2. A release of information from each student used for educational or promotional purposes of The Able Trust programs.
3. Distribution of the Able Trust Welcome Packet to all enrolled students.
4. An annual student recognition event. This event may be a Kickoff Event, End of the Year Celebration, Summer Internship Recognition or a combination event (i.e. Disability Employment

- Awareness Month Activities). The local Program Coordinator will provide written notification and details of the event to Foundation executive management at least 30 days prior to the event.
5. Reports of any changes in HSHT staff and top executive of the organization to Foundation executive management within two business days of occurrence.
  6. An active Business Advisory Council (BAC) that includes a minimum of 50% membership from the private business community. The BAC will meet at least two times within the contract. The meetings, memberships and activities must be described in the required quarterly progress report.
  7. The opportunity for each active, enrolled student to participate in HSHT activities (i.e. workshops, group activities, site visits) or other events an average of two times per month for the contract year.
  8. Career activities which meet HSHT Career Experience Guidelines for a minimum of 50% of active, enrolled students on an annual basis.
  9. Graduation of 80% of all active, enrolled seniors.
  10. Assistance, as requested by the Foundation, with exit interviews of HSHT graduating seniors.
  11. Program sustainability through the pursuit of additional resources. Sustainability efforts will be reported in each quarterly report.
  12. Appropriate use of logos (The Able Trust, Vocational Rehabilitation, and Florida HSHT) on all promotional and educational materials, updated as needed and consistent with guidelines provided by the Foundation.
  13. Actively assisting Foundation in the distribution of communication materials from Foundation to students during the program year.

#### B. Reporting

The Organization must submit to the Foundation:

1. HSHT Enrollment forms for every student and alumni enrolled in the HSHT program submitted quarterly by October 10, 2019, January 10, 2020, April 10, 2020 and July 10, 2020.
2. Quarterly program reports to document comprehensive program services each quarter and quarterly finance reports, both due by October 10, 2019, January 10, 2020, April 10, 2020 and July 10, 2020. Annual data at the end of the contract year including, but not limited to, outcome data of graduated seniors, number of students in the program, number of students obtaining an employment, number of students graduating from high school and/or advancing to the next grade level, number of students offered acceptance into college /vocational technical centers, number of students referred for Vocational Rehabilitation Services. End-of year updated contact list of all HSHT participants which includes name, address, email address, cell phone, and family contacts.
3. Supplemental materials with all quarterly, fiscal, and programmatic reports such as copies of receipts, invoices, salary paid, photographs and other listed materials.

#### C. Budget

1. The Organization must submit a budget for program expenses that totals at least \$22,000.
2. Florida DVR funds must be expended by June 30, 2020. All funds from the Foundation portion must be expended by July 31, 2020.
3. Include the **total cost** of the HSHT Program associated with any additional Organization funds.
4. Name and contact information for person responsible for submitting the **fiscal report**:

Name: Jeff Geering

Job title: Director of Finance

Telephone #: 386-755-9026 extension: 3221  
Email: jgeering@careersourceflcrown.com

Supervisor Name: N/A  
Supervisor Telephone#: \_\_\_\_\_ extension: \_\_\_\_\_  
Supervisor Email: \_\_\_\_\_

**Financial Consequences:** Non-performance of the above deliverables will result in the following financial consequences:

1. \$250 for each report and requirement not met timely;
2. \$500 for non-attendance at the required annual program coordinators training;
3. Possible ineligibility for renewal consideration.

**IV. Terms:**

- A. This Agreement shall become effective upon budget approval and signing by both parties. The agreement will continue to be in effect for the FY unless terminated by either party upon sixty (60) days written notice to the other party at the stated address below. Further modifications, changes or amendments to this Agreement may be made by the Foundation and presented in writing and signed by the parties hereto.
- B. Compliance - The Foundation may perform on-site inspections of the project anytime during regular business hours or scheduled functions. The on-site visit may be completed by a board or staff member of the Foundation or any representative designated by the Foundation. The Foundation may conduct an audit of the project at any time during or after the completion of the project described in this Contract. Such audit shall include, but is not limited to financial records relating to the project funded and time/work completed on the project. Audits may include interviews with recipients of services.
- C. In the event of a breach of any promise, representation, warranty or agreement made by Organization under this Contract, or in the event that the Foundation believes that the Organization has not attempted to or cannot or will not complete the project described in its Grant Application, the Foundation shall be released from any and all obligation to provide the Funds or any undelivered portion thereof to the Organization. Upon any such occurrence, the Foundation shall be entitled to the immediate delivery of any unused funds by the Organization, as well as to the delivery of any personal property purchased with the funds by the Organization, and shall be entitled to pursue any other legal remedy available to it, resulting from the Organization's breach of this Contract.
- D. If any provision of this Agreement is amended by the parties, or held to be void or unenforceable in a court of competent jurisdiction, all other provisions shall remain in full force and effect.

**V. Other Contract Conditions**

- A. The Organization acknowledges that the Organization is not an agent or employee of the Foundation. The Organization agrees to indemnify and hold harmless the Foundation, its Board members and employees from any and all cost, loss, damage or expense (including reasonable attorney's fees) which may occur by virtue of the Organization's implementation of the proposed project to the extent authorized by law and without waving any rights under the State of Florida Sovereign Immunity Statute, Chapter 768 F.S.
- B. The Organization will acknowledge existing Foundation grants and/or those that will operate

concurrently to this grant prior to the execution of this Contract.

**VI. Contract Service Dates:**

The awarded contract will be from July 1, 2019 through June 30, 2020

**VII. Payments**

**General Contract Payments**

Three payments will be made. The first payment is scheduled for August 15, 2019 in the amount of \$11,000 and is dependent on a returned signed MOA by August 1, 2019 with completed items A thru H below.

The second payment is scheduled for February, 2020 in the amount of \$10,000 and is contingent upon utilization of the first payment, demonstrated with complete and timely fiscal reports, sufficient enrollment of students and completion of program activities for the first half of the program year.

The third payment in the amount of \$1,000 will be paid within 30 days of receipt of the final reports due on July 10, 2020.

All payments are made subject to continuation of State of Florida funding.

The Foundation shall not be required to deliver any of the funds to the Organization until the Organization has complied with each of the following requirement or conditions:

- A. Submission of a signed contract.
- B. Provision of a budget reflecting the use of awarded funds for the travel, food, lodging and other needs for implementing the HSHT Program according to the Guideposts of Success of the program. The submitted budget is subject to review and approval by the Foundation.
- C. Provision of the total cost of the HSHT Program associated with additional Organization funds for the Foundation's internal purposes.
- D. Provision of the resumes of the individuals delivering the HSHT Program to youth with disabilities and verification of employment eligibility of those individuals (USCIS Form I-9).
- E. Provision of a copy of the most recently filed audit or completed Internal Revenue Service form 990.
- F. Provision of an outline of proposed activities for the program year which includes two or more activities for each of the Five Guideposts and expected results.
- G. Provision of a list of the Business Advisory Council membership, tentative meeting dates, and projected goals of the BAC for the program year.
- H. Provision of a description for how additional funds and resources will be developed and/or maintained to ensure program sustainability.

**VIII. Insurance**

During the Agreement, including any renewals and extension, the Organization shall maintain at its expense, insurance coverage of such types and with such terms and limits as may be reasonably associated with the Agreement. Evidence of such insurance shall be provided to the Foundation in writing from the covering insurance company, within 30 days of the effective date of the Agreement. The following types of insurance are required:

- A. Commercial General Liability Insurance
- B. Workers' Compensation





**High School/High Tech  
Budget Estimate (Columbia County No. 20-10)  
FY 2019-2020**

| <b>Description</b>  | <b>The Able Trust<br/>Funding</b> | <b>VR<br/>Funding</b> | <b>Agency<br/>Funding</b> |
|---|-----------------------------------|-----------------------|---------------------------|
| <b>Youth Coordinator Salary (\$25,000 for 4 counties)</b> |                                   | <b>\$ 6,250.00</b>    | <b>\$ 7,850.00</b>        |
| <b>After-school program cost</b>                          | <b>\$ 9,214.00</b>                | <b>\$ 6,536.00</b>    |                           |
| <b>One Stop Cost for Youth Program (In-School)</b>        |                                   |                       | <b>\$ 46,800.00</b>       |
| <b>Total Funding</b>                                      | <b>\$ 9,214.00</b>                | <b>\$ 12,786.00</b>   | <b>\$ 54,650.00</b>       |
| <b>Grand Total</b>  | <b>\$ 76,650.00</b>               |                       |                           |



**MEMORANDUM OF AGREEMENT**

**20-11**

**BETWEEN**

**THE ABLE TRUST AND  
CAREERSOURCE FLORIDA CROWN**

This MEMORANDUM OF AGREEMENT (“Agreement”), by and between The Able Trust (“Foundation”) and CareerSource Florida Crown (“Organization”) takes effect on July 1<sup>st</sup>, 2019.

IT IS THEREFORE agreed between The Able Trust and CareerSource Florida Crown:

**I. Purpose:**

To fund the High School High Tech (HSHT) program in Dixie County, in the amount of Twenty-Two Thousand Dollars (\$22,000.00.) Funds disbursed are contingent upon the continuing availability of legislative funding.

**II. Scope of Work**

A. Florida HSHT is designed to encourage students to pursue careers in the technical fields of science, technology, engineering and mathematics (STEM), but does not exclude other professional careers or artistic experience. The overall goals of Florida HSHT include:

1. Improving participation in education and vocational-related activities leading to increased employment opportunities for students with disabilities;
2. Increasing enrollment in postsecondary education/training,
3. Increasing the graduation rate of students with disabilities, and
4. Providing meaningful career preparation and work-based experiences for students with disabilities.

**A general description of the HSHT program includes:**

- Motivating students with all types of disabilities, ages 14-22 to graduate from high school and pursue their interests and potential in STEM-related careers
- Encouraging students interested in technology-related careers to aim for post-secondary education, degrees, and certificates in their chosen field
- Providing students with appropriate postsecondary (college/vocational and career planning) information and guidance based on current labor market information
- Enhancing life skills and opportunities for socialization
- Collaborating with business and industry to ensure students are acquiring competitive skills that are aligned with industry standards.

**B. The Guideposts for Success:**

The Guideposts for Success were developed in 2000 by the National Collaborative on Workforce and Disability for Youth and adapted and expanded by The Able Trust as the program structure for Florida HSHT. It is required that each local site incorporates activities that address all 6 Guideposts including:

**Guidepost 1: School- Based Preparatory Experiences:** This includes the activities and services undertaken by the youth while at the program site or collaborating education site such as a postsecondary education facility. The term “preparatory” is used to indicate the “getting ready” nature of the activities for the world of work experiences. Activities may include career assessments, interest inventories, independent living goals etc. It is presumed the preparatory experiences are conducted in a friendly and safe environment where youth feel accepted and nurtured by staff.

**Guidepost 2: Career Preparation and Work-Based Learning Experiences:** This includes activities that sequentially build work skills through on-the-job experiences including a structured internship (age and stage appropriate for student). Activities may include site visits and skill development workshops. In all cases the lessons learned during the work-based experiences should be reviewed back “home” in-program to ensure that youth are connecting what they are learning in school and in the program to what they are learning from the on-the-job experience.

**Guidepost 3: Youth Development and Leadership:** Every student should be exposed to personal leadership skills such as self-advocacy and self-determination as well as activities that build self-esteem, interpersonal skills, and teaming. Peer-centered activities promoting responsibility and other positive social behaviors are encouraged. Each student should have the opportunity to participate in a structured relationship with an adult such as informal/formal and individual/group mentoring. Based on a students’ interest, students should also be encouraged to take advantage of elite leadership opportunities such as the Youth Leadership Forum and student representation on Workforce Innovation and Opportunity Act (WIOA) Youth Councils and other advisory groups. Activities may occur during school or non-school hours as appropriate.

**Guidepost 4: Connecting Activities:** HSHT programs cannot be stand-alone efforts. It is necessary to connect with other institutions (e.g., sponsoring schools, postsecondary institutions, local workforce development organization, the services of the sponsoring organization and others) in order to provide the necessary support services for the student and to enrich the content of the program. The services listed are a mix of direct support and information about future needs such as independent living options. The arrangements will vary depending upon the needs of the student in the program.

**Guidepost 5: Family Involvement & Supports:** Family involvement is about promoting collaborative alliances with parents and families that will increase family participation in promoting the social, emotional, physical, academic, and occupational growth of youth, leading to improved post high school outcomes. Because of the diversity of family experiences and living situations in our current world, many youth require services and systems that recognize an expanded definition of “family”, which includes grandparents, relative caregivers, other

relatives, non-relatives, and caring adults all of which takes into consideration unique cultural issues and practices. These systems need to promote a supportive network of family members, peers, mentors, and/or significant adults to be included in all aspects of life planning for the young person.

**Guidepost 6: Communication Skills**

The ability to communicate both verbally and in writing with a wide variety of people, maintain good eye contact, write clearly and succinctly, demonstrate a varied vocabulary, and tailor language according to the audience are all essential skills that employers seek out. Good verbal and written communication means getting the message across with less chance of misunderstanding. The desired outcome or goal of any communication process is to understand or to be understood. The development of communication skills should be incorporated into all Guidepost/HSHT activities.

**C. DOE/Division of Vocational Rehabilitation Connection**

Each potential HSHT student shall obtain an enrollment package which contains at a minimum the following materials or their updates:

- The DOE/DVR, *A Guide for School to Work Transition Service* information pamphlet;
- An overview of The Able Trust/*DVR Florida High School High Tech Program goals and services*; and
- Contact information for the DOE/DVR unit office in the student's respective area.

The HSHT Local Site Coordinator[s] will follow up regarding the student's interest and contact with DOE/DVR.

**D. Florida HSHT Annual Training**

The Program Coordinator must participate in the Florida HSHT Annual Training which will be held in September, 2019. During the training, programmatic and financial reporting requirements will be distributed and basic standards for program activities will be reviewed. In addition, Program Coordinators will learn about innovative statewide and national transition resources, The Able Trust youth programs and will share best practices, achievements and lessons learned. It is the responsibility of the Organization to designate travel funds for the Annual Training in its local budget.

**III. Deliverables:**

**A. Program Operations**

1. Recruitment and orientation of a minimum of fifteen (15) students to participate in the HSHT program. This enrollment goal should be reached by October 31, 2019 to assure adequate opportunity for the students to gain from the HSHT experience.
2. A release of information from each student used for educational or promotional purposes of The Able Trust programs.
3. Distribution of the Able Trust Welcome Packet to all enrolled students.
4. An annual student recognition event. This event may be a Kickoff Event, End of the Year Celebration, Summer Internship Recognition or a combination event (i.e. Disability Employment

Awareness Month Activities). The local Program Coordinator will provide written notification and details of the event to Foundation executive management at least 30 days prior to the event.

5. Reports of any changes in HSHT staff and top executive of the organization to Foundation executive management within two business days of occurrence.
6. An active Business Advisory Council (BAC) that includes a minimum of 50% membership from the private business community. The BAC will meet at least two times within the contract. The meetings, memberships and activities must be described in the required quarterly progress report.
7. The opportunity for each active, enrolled student to participate in HSHT activities (i.e. workshops, group activities, site visits) or other events an average of two times per month for the contract year.
8. Career activities which meet HSHT Career Experience Guidelines for a minimum of 50% of active, enrolled students on an annual basis.
9. Graduation of 80% of all active, enrolled seniors.
10. Assistance, as requested by the Foundation, with exit interviews of HSHT graduating seniors.
11. Program sustainability through the pursuit of additional resources. Sustainability efforts will be reported in each quarterly report.
12. Appropriate use of logos (The Able Trust, Vocational Rehabilitation, and Florida HSHT) on all promotional and educational materials, updated as needed and consistent with guidelines provided by the Foundation.
13. Actively assisting Foundation in the distribution of communication materials from Foundation to students during the program year.

#### B. Reporting

The Organization must submit to the Foundation:

1. HSHT Enrollment forms for every student and alumni enrolled in the HSHT program submitted quarterly by October 10, 2019, January 10, 2020, April 10, 2020 and July 10, 2020.
2. Quarterly program reports to document comprehensive program services each quarter and quarterly finance reports, both due by October 10, 2019, January 10, 2020, April 10, 2020 and July 10, 2020. Annual data at the end of the contract year including, but not limited to, outcome data of graduated seniors, number of students in the program, number of students obtaining an employment, number of students graduating from high school and/or advancing to the next grade level, number of students offered acceptance into college /vocational technical centers, number of students referred for Vocational Rehabilitation Services. End-of year updated contact list of all HSHT participants which includes name, address, email address, cell phone, and family contacts.
3. Supplemental materials with all quarterly, fiscal, and programmatic reports such as copies of receipts, invoices, salary paid, photographs and other listed materials.

#### C. Budget

1. The Organization must submit a budget for program expenses that totals at least \$22,000.
2. Florida DVR funds must be expended by June 30, 2020. All funds from the Foundation portion must be expended by July 31, 2020.
3. Include the total cost of the HSHT Program associated with any additional Organization funds.
4. Name and contact information for person responsible for submitting the fiscal report:

Name: Jeff Geering

Job title: Director of Finance

Telephone #: 386-755-9026 extension: 3221  
Email: jgeering@careersourceflcrown.com

Supervisor Name: N/A  
Supervisor Telephone#: \_\_\_\_\_ extension: \_\_\_\_\_  
Supervisor Email: \_\_\_\_\_

**Financial Consequences:** Non-performance of the above deliverables will result in the following financial consequences:

1. \$250 for each report and requirement not met timely;
2. \$500 for non-attendance at the required annual program coordinators training;
3. Possible ineligibility for renewal consideration.

**IV. Terms:**

- A. This Agreement shall become effective upon budget approval and signing by both parties. The agreement will continue to be in effect for the FY unless terminated by either party upon sixty (60) days written notice to the other party at the stated address below. Further modifications, changes or amendments to this Agreement may be made by the Foundation and presented in writing and signed by the parties hereto.
- B. Compliance - The Foundation may perform on-site inspections of the project anytime during regular business hours or scheduled functions. The on-site visit may be completed by a board or staff member of the Foundation or any representative designated by the Foundation. The Foundation may conduct an audit of the project at any time during or after the completion of the project described in this Contract. Such audit shall include, but is not limited to financial records relating to the project funded and time/work completed on the project. Audits may include interviews with recipients of services.
- C. In the event of a breach of any promise, representation, warranty or agreement made by Organization under this Contract, or in the event that the Foundation believes that the Organization has not attempted to or cannot or will not complete the project described in its Grant Application, the Foundation shall be released from any and all obligation to provide the Funds or any undelivered portion thereof to the Organization. Upon any such occurrence, the Foundation shall be entitled to the immediate delivery of any unused funds by the Organization, as well as to the delivery of any personal property purchased with the funds by the Organization, and shall be entitled to pursue any other legal remedy available to it, resulting from the Organization's breach of this Contract.
- D. If any provision of this Agreement is amended by the parties, or held to be void or unenforceable in a court of competent jurisdiction, all other provisions shall remain in full force and effect.

**V. Other Contract Conditions**

- A. The Organization acknowledges that the Organization is not an agent or employee of the Foundation. The Organization agrees to indemnify and hold harmless the Foundation, its Board members and employees from any and all cost, loss, damage or expense (including reasonable attorney's fees) which may occur by virtue of the Organization's implementation of the proposed project to the extent authorized by law and without waving any rights under the State of Florida Sovereign Immunity Statute, Chapter 768 F.S.
- B. The Organization will acknowledge existing Foundation grants and/or those that will operate

concurrently to this grant prior to the execution of this Contract.

**VI. Contract Service Dates:**

The awarded contract will be from July 1, 2019 through June 30, 2020

**VII. Payments**

**General Contract Payments**

Three payments will be made. The first payment is scheduled for August 15, 2019 in the amount of \$11,000 and is dependent on a returned signed MOA by August 1, 2019 with completed items A thru H below.

The second payment is scheduled for February, 2020 in the amount of \$10,000 and is contingent upon utilization of the first payment, demonstrated with complete and timely fiscal reports, sufficient enrollment of students and completion of program activities for the first half of the program year.

The third payment in the amount of \$1,000 will be paid within 30 days of receipt of the final reports due on July 10, 2020.

All payments are made subject to continuation of State of Florida funding.

The Foundation shall not be required to deliver any of the funds to the Organization until the Organization has complied with each of the following requirement or conditions:

- A. Submission of a signed contract.
- B. Provision of a budget reflecting the use of awarded funds for the travel, food, lodging and other needs for implementing the HSHT Program according to the Guideposts of Success of the program. The submitted budget is subject to review and approval by the Foundation.
- C. Provision of the total cost of the HSHT Program associated with additional Organization funds for the Foundation's internal purposes.
- D. Provision of the resumes of the individuals delivering the HSHT Program to youth with disabilities and verification of employment eligibility of those individuals (USCIS Form I-9).
- E. Provision of a copy of the most recently filed audit or completed Internal Revenue Service form 990.
- F. Provision of an outline of proposed activities for the program year which includes two or more activities for each of the Five Guideposts and expected results.
- G. Provision of a list of the Business Advisory Council membership, tentative meeting dates, and projected goals of the BAC for the program year.
- H. Provision of a description for how additional funds and resources will be developed and/or maintained to ensure program sustainability.

**VIII. Insurance**

During the Agreement, including any renewals and extension, the Organization shall maintain at its expense, insurance coverage of such types and with such terms and limits as may be reasonably associated with the Agreement. Evidence of such insurance shall be provided to the Foundation in writing from the covering insurance company, within 30 days of the effective date of the Agreement.

The following types of insurance are required:

- A. Commercial General Liability Insurance
- B. Workers' Compensation





**High School/High Tech  
Budget Estimate (Columbia County No. 20-10)  
FY 2019-2020**

| <b>Description</b>  | <b>The Able Trust<br/>Funding</b> | <b>VR<br/>Funding</b> | <b>Agency<br/>Funding</b> |
|---|-----------------------------------|-----------------------|---------------------------|
| <b>Youth Coordinator Salary (\$25,000 for 4 counties)</b> |                                   | <b>\$ 6,250.00</b>    | <b>\$ 7,850.00</b>        |
| <b>After-school program cost</b>                          | <b>\$ 9,214.00</b>                | <b>\$ 6,536.00</b>    |                           |
| <b>One Stop Cost for Youth Program (In-School)</b>        |                                   |                       | <b>\$ 46,800.00</b>       |
| <b>Total Funding</b>                                      | <b>\$ 9,214.00</b>                | <b>\$ 12,786.00</b>   | <b>\$ 54,650.00</b>       |
| <b>Grand Total</b>  | <b>\$ 76,650.00</b>               |                       |                           |



**MEMORANDUM OF AGREEMENT**

**20-14**

**BETWEEN**

**THE ABLE TRUST AND  
CAREERSOURCE FLORIDA CROWN**

This MEMORANDUM OF AGREEMENT ("Agreement"), by and between The Able Trust ("Foundation") and CareerSource Florida Crown ("Organization") takes effect on July 1<sup>st</sup>, 2019.

IT IS THEREFORE agreed between The Able Trust and CareerSource Florida Crown:

**I. Purpose:**

To fund the High School High Tech (HSHT) program in Gilchrist County, in the amount of Twenty-Two Thousand Dollars (\$22,000.00.) Funds disbursed are contingent upon the continuing availability of legislative funding.

**II. Scope of Work**

A. Florida HSHT is designed to encourage students to pursue careers in the technical fields of science, technology, engineering and mathematics (STEM), but does not exclude other professional careers or artistic experience. The overall goals of Florida HSHT include:

1. Improving participation in education and vocational-related activities leading to increased employment opportunities for students with disabilities;
2. Increasing enrollment in postsecondary education/training,
3. Increasing the graduation rate of students with disabilities, and
4. Providing meaningful career preparation and work-based experiences for students with disabilities.

**A general description of the HSHT program includes:**

- Motivating students with all types of disabilities, ages 14-22 to graduate from high school and pursue their interests and potential in STEM-related careers
- Encouraging students interested in technology-related careers to aim for post-secondary education, degrees, and certificates in their chosen field
- Providing students with appropriate postsecondary (college/vocational and career planning) information and guidance based on current labor market information
- Enhancing life skills and opportunities for socialization
- Collaborating with business and industry to ensure students are acquiring competitive skills that are aligned with industry standards.

**B. The Guideposts for Success:**

The Guideposts for Success were developed in 2000 by the National Collaborative on Workforce and Disability for Youth and adapted and expanded by The Able Trust as the program structure for Florida HSHT. It is required that each local site incorporates activities that address all 6 Guideposts including:

**Guidepost 1: School- Based Preparatory Experiences:** This includes the activities and services undertaken by the youth while at the program site or collaborating education site such as a postsecondary education facility. The term “preparatory” is used to indicate the “getting ready” nature of the activities for the world of work experiences. Activities may include career assessments, interest inventories, independent living goals etc. It is presumed the preparatory experiences are conducted in a friendly and safe environment where youth feel accepted and nurtured by staff.

**Guidepost 2: Career Preparation and Work-Based Learning Experiences:** This includes activities that sequentially build work skills through on-the-job experiences including a structured internship (age and stage appropriate for student). Activities may include site visits and skill development workshops. In all cases the lessons learned during the work-based experiences should be reviewed back “home” in-program to ensure that youth are connecting what they are learning in school and in the program to what they are learning from the on-the-job experience.

**Guidepost 3: Youth Development and Leadership:** Every student should be exposed to personal leadership skills such as self-advocacy and self-determination as well as activities that build self-esteem, interpersonal skills, and teaming. Peer-centered activities promoting responsibility and other positive social behaviors are encouraged. Each student should have the opportunity to participate in a structured relationship with an adult such as informal/formal and individual/group mentoring. Based on a students’ interest, students should also be encouraged to take advantage of elite leadership opportunities such as the Youth Leadership Forum and student representation on Workforce Innovation and Opportunity Act (WIOA) Youth Councils and other advisory groups. Activities may occur during school or non-school hours as appropriate.

**Guidepost 4: Connecting Activities:** HSHT programs cannot be stand-alone efforts. It is necessary to connect with other institutions (e.g., sponsoring schools, postsecondary institutions, local workforce development organization, the services of the sponsoring organization and others) in order to provide the necessary support services for the student and to enrich the content of the program. The services listed are a mix of direct support and information about future needs such as independent living options. The arrangements will vary depending upon the needs of the student in the program.

**Guidepost 5: Family Involvement & Supports:** Family involvement is about promoting collaborative alliances with parents and families that will increase family participation in promoting the social, emotional, physical, academic, and occupational growth of youth, leading to improved post high school outcomes. Because of the diversity of family experiences and living situations in our current world, many youth require services and systems that recognize an expanded definition of “family”, which includes grandparents, relative caregivers, other

relatives, non-relatives, and caring adults all of which takes into consideration unique cultural issues and practices. These systems need to promote a supportive network of family members, peers, mentors, and/or significant adults to be included in all aspects of life planning for the young person.

**Guidepost 6: Communication Skills**

The ability to communicate both verbally and in writing with a wide variety of people, maintain good eye contact, write clearly and succinctly, demonstrate a varied vocabulary, and tailor language according to the audience are all essential skills that employers seek out. Good verbal and written communication means getting the message across with less chance of misunderstanding. The desired outcome or goal of any communication process is to understand or to be understood. The development of communication skills should be incorporated into all Guidepost/HSHT activities.

**C. DOE/Division of Vocational Rehabilitation Connection**

Each potential HSHT student shall obtain an enrollment package which contains at a minimum the following materials or their updates:

- The DOE/DVR, *A Guide for School to Work Transition Service* information pamphlet;
- An overview of The Able Trust/*DVR Florida High School High Tech Program goals and services*; and
- Contact information for the DOE/DVR unit office in the student's respective area.

The HSHT Local Site Coordinator[s] will follow up regarding the student's interest and contact with DOE/DVR.

**D. Florida HSHT Annual Training**

The Program Coordinator must participate in the Florida HSHT Annual Training which will be held in September, 2019. During the training, programmatic and financial reporting requirements will be distributed and basic standards for program activities will be reviewed. In addition, Program Coordinators will learn about innovative statewide and national transition resources, The Able Trust youth programs and will share best practices, achievements and lessons learned. It is the responsibility of the Organization to designate travel funds for the Annual Training in its local budget.

**III. Deliverables:**

**A. Program Operations**

1. Recruitment and orientation of a minimum of fifteen (15) students to participate in the HSHT program. This enrollment goal should be reached by October 31, 2019 to assure adequate opportunity for the students to gain from the HSHT experience.
2. A release of information from each student used for educational or promotional purposes of The Able Trust programs.
3. Distribution of the Able Trust Welcome Packet to all enrolled students.
4. An annual student recognition event. This event may be a Kickoff Event, End of the Year Celebration, Summer Internship Recognition or a combination event (i.e. Disability Employment

Awareness Month Activities). The local Program Coordinator will provide written notification and details of the event to Foundation executive management at least 30 days prior to the event.

5. Reports of any changes in HSHT staff and top executive of the organization to Foundation executive management within two business days of occurrence.
6. An active Business Advisory Council (BAC) that includes a minimum of 50% membership from the private business community. The BAC will meet at least two times within the contract. The meetings, memberships and activities must be described in the required quarterly progress report.
7. The opportunity for each active, enrolled student to participate in HSHT activities (i.e. workshops, group activities, site visits) or other events an average of two times per month for the contract year.
8. Career activities which meet HSHT Career Experience Guidelines for a minimum of 50% of active, enrolled students on an annual basis.
9. Graduation of 80% of all active, enrolled seniors.
10. Assistance, as requested by the Foundation, with exit interviews of HSHT graduating seniors.
11. Program sustainability through the pursuit of additional resources. Sustainability efforts will be reported in each quarterly report.
12. Appropriate use of logos (The Able Trust, Vocational Rehabilitation, and Florida HSHT) on all promotional and educational materials, updated as needed and consistent with guidelines provided by the Foundation.
13. Actively assisting Foundation in the distribution of communication materials from Foundation to students during the program year.

#### B. Reporting

The Organization must submit to the Foundation:

1. HSHT Enrollment forms for every student and alumni enrolled in the HSHT program submitted quarterly by October 10, 2019, January 10, 2020, April 10, 2020 and July 10, 2020.
2. Quarterly program reports to document comprehensive program services each quarter and quarterly finance reports, both due by October 10, 2019, January 10, 2020, April 10, 2020 and July 10, 2020. Annual data at the end of the contract year including, but not limited to, outcome data of graduated seniors, number of students in the program, number of students obtaining an employment, number of students graduating from high school and/or advancing to the next grade level, number of students offered acceptance into college /vocational technical centers, number of students referred for Vocational Rehabilitation Services. End-of year updated contact list of all HSHT participants which includes name, address, email address, cell phone, and family contacts.
3. Supplemental materials with all quarterly, fiscal, and programmatic reports such as copies of receipts, invoices, salary paid, photographs and other listed materials.

#### C. Budget

1. The Organization must submit a budget for program expenses that totals at least \$22,000.
2. Florida DVR funds must be expended by June 30, 2020. All funds from the Foundation portion must be expended by July 31, 2020.
3. Include the **total cost** of the HSHT Program associated with any additional Organization funds.
4. Name and contact information for person responsible for submitting the fiscal report:

Name: Jeff Geering

Job title: Director of Finance

Telephone #: 386-755-9026 extension: 3221  
Email: jgeering@careersourceflcrown.com

Supervisor Name: N/A  
Supervisor Telephone#: \_\_\_\_\_ extension: \_\_\_\_\_  
Supervisor Email: \_\_\_\_\_

**Financial Consequences:** Non-performance of the above deliverables will result in the following financial consequences:

1. \$250 for each report and requirement not met timely;
2. \$500 for non-attendance at the required annual program coordinators training;
3. Possible ineligibility for renewal consideration.

**IV. Terms:**

- A. This Agreement shall become effective upon budget approval and signing by both parties. The agreement will continue to be in effect for the FY unless terminated by either party upon sixty (60) days written notice to the other party at the stated address below. Further modifications, changes or amendments to this Agreement may be made by the Foundation and presented in writing and signed by the parties hereto.
- B. Compliance - The Foundation may perform on-site inspections of the project anytime during regular business hours or scheduled functions. The on-site visit may be completed by a board or staff member of the Foundation or any representative designated by the Foundation. The Foundation may conduct an audit of the project at any time during or after the completion of the project described in this Contract. Such audit shall include, but is not limited to financial records relating to the project funded and time/work completed on the project. Audits may include interviews with recipients of services.
- C. In the event of a breach of any promise, representation, warranty or agreement made by Organization under this Contract, or in the event that the Foundation believes that the Organization has not attempted to or cannot or will not complete the project described in its Grant Application, the Foundation shall be released from any and all obligation to provide the Funds or any undelivered portion thereof to the Organization. Upon any such occurrence, the Foundation shall be entitled to the immediate delivery of any unused funds by the Organization, as well as to the delivery of any personal property purchased with the funds by the Organization, and shall be entitled to pursue any other legal remedy available to it, resulting from the Organization's breach of this Contract.
- D. If any provision of this Agreement is amended by the parties, or held to be void or unenforceable in a court of competent jurisdiction, all other provisions shall remain in full force and effect.

**V. Other Contract Conditions**

- A. The Organization acknowledges that the Organization is not an agent or employee of the Foundation. The Organization agrees to indemnify and hold harmless the Foundation, its Board members and employees from any and all cost, loss, damage or expense (including reasonable attorney's fees) which may occur by virtue of the Organization's implementation of the proposed project to the extent authorized by law and without waving any rights under the State of Florida Sovereign Immunity Statute, Chapter 768 F.S.
- B. The Organization will acknowledge existing Foundation grants and/or those that will operate

concurrently to this grant prior to the execution of this Contract.

**VI. Contract Service Dates:**

The awarded contract will be from July 1, 2019 through June 30, 2020

**VII. Payments**

**General Contract Payments**

Three payments will be made. The first payment is scheduled for August 15, 2019 in the amount of \$11,000 and is dependent on a returned signed MOA by August 1, 2019 with completed items A thru H below.

The second payment is scheduled for February, 2020 in the amount of \$10,000 and is contingent upon utilization of the first payment, demonstrated with complete and timely fiscal reports, sufficient enrollment of students and completion of program activities for the first half of the program year.

The third payment in the amount of \$1,000 will be paid within 30 days of receipt of the final reports due on July 10, 2020.

All payments are made subject to continuation of State of Florida funding.

The Foundation shall not be required to deliver any of the funds to the Organization until the Organization has complied with each of the following requirement or conditions:

- A. Submission of a signed contract.
- B. Provision of a budget reflecting the use of awarded funds for the travel, food, lodging and other needs for implementing the HSHT Program according to the Guideposts of Success of the program. The submitted budget is subject to review and approval by the Foundation.
- C. Provision of the total cost of the HSHT Program associated with additional Organization funds for the Foundation's internal purposes.
- D. Provision of the resumes of the individuals delivering the HSHT Program to youth with disabilities and verification of employment eligibility of those individuals (USCIS Form I-9).
- E. Provision of a copy of the most recently filed audit or completed Internal Revenue Service form 990.
- F. Provision of an outline of proposed activities for the program year which includes two or more activities for each of the Five Guideposts and expected results.
- G. Provision of a list of the Business Advisory Council membership, tentative meeting dates, and projected goals of the BAC for the program year.
- H. Provision of a description for how additional funds and resources will be developed and/or maintained to ensure program sustainability.

**VIII. Insurance**

During the Agreement, including any renewals and extension, the Organization shall maintain at its expense, insurance coverage of such types and with such terms and limits as may be reasonably associated with the Agreement. Evidence of such insurance shall be provided to the Foundation in writing from the covering insurance company, within 30 days of the effective date of the Agreement.

The following types of insurance are required:

- A. Commercial General Liability Insurance
- B. Workers' Compensation

C. Employer's Liability (100,000/100,000/500,000 as minimum limits) or other coverage limits if established by Florida statutes.

**IX. Project Management:**

The Foundation and the Organization designate their respective representatives, identified below for coordination, communication, and management of the Project.

**Foundation:**

Program Support and Reporting including but not limited to: Enrollment Forms, Monthly Narratives, Quarterly Reports and Annual Data

Allison Chase      The Able Trust 3320 Thomasville Rd, Suite 200, Tallahassee, FL 32308  
VP, Youth Programs      Phone: 850-224-4493      allison@abletrust.org

Guenevere Crum      Fiscal Reporting  
Senior VP      The Able Trust 3320 Thomasville Rd, Suite 200, Tallahassee, FL 32308  
Phone: 850-224-4493      guenevere@abletrust.org

**CONTACT INFORMATION FOR ORGANIZATION:**

Name: Elizabeth Wetherington      Position: Project Coordinator  
Address: 1389 US Hwy 90 W., Suite 170, Lake City, FL 32055  
Telephone: 386-755-9026      extension: 3132  
Email: emwetherington@careersourceflcrown.com

Name: Robert Jones      Position: Chief Executive  
Address: 1389 US Hwy 90 W., Suite 170, Lake City, FL 32055  
Telephone: 386-755-9023      extension: 3222  
Email: rljones@careersourceflcrown.com

X. This Agreement is non-transferable by Organization unless agreed in writing by Foundation.

IN WITNESS WHEREOF, the parties have signed this Memorandum of Agreement on the dates set forth below.

The Able Trust  
By: [Signature]  
Title: Board Chair  
Date: August 30, 2019

Organization  
By: [Signature]  
Title: Executive Director  
Date: 7/23/19



**High School/High Tech  
Budget Estimate (Columbia County No. 20-10)  
FY 2019-2020**

| <b>Description</b>  | <b>The Able Trust<br/>Funding</b> | <b>VR<br/>Funding</b> | <b>Agency<br/>Funding</b> |
|---|-----------------------------------|-----------------------|---------------------------|
| <b>Youth Coordinator Salary (\$25,000 for 4 counties)</b> |                                   | <b>\$ 6,250.00</b>    | <b>\$ 7,850.00</b>        |
| <b>After-school program cost</b>                          | <b>\$ 9,214.00</b>                | <b>\$ 6,536.00</b>    |                           |
| <b>One Stop Cost for Youth Program (In-School)</b>        |                                   |                       | <b>\$ 46,800.00</b>       |
| <b>Total Funding</b>                                      | <b>\$ 9,214.00</b>                | <b>\$ 12,786.00</b>   | <b>\$ 54,650.00</b>       |
| <b>Grand Total</b>  | <b>\$ 76,650.00</b>               |                       |                           |



**MEMORANDUM OF AGREEMENT**

**20-34**

**BETWEEN**

**THE ABLE TRUST AND  
CAREERSOURCE FLORIDA CROWN**

This MEMORANDUM OF AGREEMENT (“Agreement”), by and between The Able Trust (“Foundation”) and CareerSource Florida Crown (“Organization”) takes effect on July 1<sup>st</sup>, 2019.

IT IS THEREFORE agreed between The Able Trust and CareerSource Florida Crown:

**I. Purpose:**

To fund the High School High Tech (HSHT) program in Union County, in the amount of Twenty-Two Thousand Dollars (\$22,000.00.) Funds disbursed are contingent upon the continuing availability of legislative funding.

**II. Scope of Work**

- A. Florida HSHT is designed to encourage students to pursue careers in the technical fields of science, technology, engineering and mathematics (STEM), but does not exclude other professional careers or artistic experience. The overall goals of Florida HSHT include:
1. Improving participation in education and vocational-related activities leading to increased employment opportunities for students with disabilities;
  2. Increasing enrollment in postsecondary education/training,
  3. Increasing the graduation rate of students with disabilities, and
  4. Providing meaningful career preparation and work-based experiences for students with disabilities.

**A general description of the HSHT program includes:**

- Motivating students with all types of disabilities, ages 14-22 to graduate from high school and pursue their interests and potential in STEM-related careers
- Encouraging students interested in technology-related careers to aim for post-secondary education, degrees, and certificates in their chosen field
- Providing students with appropriate postsecondary (college/vocational and career planning) information and guidance based on current labor market information
- Enhancing life skills and opportunities for socialization
- Collaborating with business and industry to ensure students are acquiring competitive skills that are aligned with industry standards.

**B. The Guideposts for Success:**

The Guideposts for Success were developed in 2000 by the National Collaborative on Workforce and Disability for Youth and adapted and expanded by The Able Trust as the program structure for Florida HSHT. It is required that each local site incorporates activities that address all 6 Guideposts including:

**Guidepost 1: School- Based Preparatory Experiences:** This includes the activities and services undertaken by the youth while at the program site or collaborating education site such as a postsecondary education facility. The term “preparatory” is used to indicate the “getting ready” nature of the activities for the world of work experiences. Activities may include career assessments, interest inventories, independent living goals etc. It is presumed the preparatory experiences are conducted in a friendly and safe environment where youth feel accepted and nurtured by staff.

**Guidepost 2: Career Preparation and Work-Based Learning Experiences:** This includes activities that sequentially build work skills through on-the-job experiences including a structured internship (age and stage appropriate for student). Activities may include site visits and skill development workshops. In all cases the lessons learned during the work-based experiences should be reviewed back “home” in-program to ensure that youth are connecting what they are learning in school and in the program to what they are learning from the on-the-job experience.

**Guidepost 3: Youth Development and Leadership:** Every student should be exposed to personal leadership skills such as self-advocacy and self-determination as well as activities that build self-esteem, interpersonal skills, and teaming. Peer-centered activities promoting responsibility and other positive social behaviors are encouraged. Each student should have the opportunity to participate in a structured relationship with an adult such as informal/formal and individual/group mentoring. Based on a students’ interest, students should also be encouraged to take advantage of elite leadership opportunities such as the Youth Leadership Forum and student representation on Workforce Innovation and Opportunity Act (WIOA) Youth Councils and other advisory groups. Activities may occur during school or non-school hours as appropriate.

**Guidepost 4: Connecting Activities:** HSHT programs cannot be stand-alone efforts. It is necessary to connect with other institutions (e.g., sponsoring schools, postsecondary institutions, local workforce development organization, the services of the sponsoring organization and others) in order to provide the necessary support services for the student and to enrich the content of the program. The services listed are a mix of direct support and information about future needs such as independent living options. The arrangements will vary depending upon the needs of the student in the program.

**Guidepost 5: Family Involvement & Supports:** Family involvement is about promoting collaborative alliances with parents and families that will increase family participation in promoting the social, emotional, physical, academic, and occupational growth of youth, leading to improved post high school outcomes. Because of the diversity of family experiences and living situations in our current world, many youth require services and systems that recognize an expanded definition of “family”, which includes grandparents, relative caregivers, other

relatives, non-relatives, and caring adults all of which takes into consideration unique cultural issues and practices. These systems need to promote a supportive network of family members, peers, mentors, and/or significant adults to be included in all aspects of life planning for the young person.

**Guidepost 6: Communication Skills**

The ability to communicate both verbally and in writing with a wide variety of people, maintain good eye contact, write clearly and succinctly, demonstrate a varied vocabulary, and tailor language according to the audience are all essential skills that employers seek out. Good verbal and written communication means getting the message across with less chance of misunderstanding. The desired outcome or goal of any communication process is to understand or to be understood. The development of communication skills should be incorporated into all Guidepost/HSHT activities.

**C. DOE/Division of Vocational Rehabilitation Connection**

Each potential HSHT student shall obtain an enrollment package which contains at a minimum the following materials or their updates:

- The DOE/DVR, *A Guide for School to Work Transition Service* information pamphlet;
- An overview of The Able Trust/*DVR Florida High School High Tech Program goals and services*; and
- Contact information for the DOE/DVR unit office in the student's respective area.

The HSHT Local Site Coordinator[s] will follow up regarding the student's interest and contact with DOE/DVR.

**D. Florida HSHT Annual Training**

The Program Coordinator must participate in the Florida HSHT Annual Training which will be held in September, 2019. During the training, programmatic and financial reporting requirements will be distributed and basic standards for program activities will be reviewed. In addition, Program Coordinators will learn about innovative statewide and national transition resources, The Able Trust youth programs and will share best practices, achievements and lessons learned. It is the responsibility of the Organization to designate travel funds for the Annual Training in its local budget.

**III. Deliverables:**

**A. Program Operations**

1. Recruitment and orientation of a minimum of fifteen (15) students to participate in the HSHT program. This enrollment goal should be reached by October 31, 2019 to assure adequate opportunity for the students to gain from the HSHT experience.
2. A release of information from each student used for educational or promotional purposes of The Able Trust programs.
3. Distribution of the Able Trust Welcome Packet to all enrolled students.
4. An annual student recognition event. This event may be a Kickoff Event, End of the Year Celebration, Summer Internship Recognition or a combination event (i.e. Disability Employment

- Awareness Month Activities). The local Program Coordinator will provide written notification and details of the event to Foundation executive management at least 30 days prior to the event.
5. Reports of any changes in HSHT staff and top executive of the organization to Foundation executive management within two business days of occurrence.
  6. An active Business Advisory Council (BAC) that includes a minimum of 50% membership from the private business community. The BAC will meet at least two times within the contract. The meetings, memberships and activities must be described in the required quarterly progress report.
  7. The opportunity for each active, enrolled student to participate in HSHT activities (i.e. workshops, group activities, site visits) or other events an average of two times per month for the contract year.
  8. Career activities which meet HSHT Career Experience Guidelines for a minimum of 50% of active, enrolled students on an annual basis.
  9. Graduation of 80% of all active, enrolled seniors.
  10. Assistance, as requested by the Foundation, with exit interviews of HSHT graduating seniors.
  11. Program sustainability through the pursuit of additional resources. Sustainability efforts will be reported in each quarterly report.
  12. Appropriate use of logos (The Able Trust, Vocational Rehabilitation, and Florida HSHT) on all promotional and educational materials, updated as needed and consistent with guidelines provided by the Foundation.
  13. Actively assisting Foundation in the distribution of communication materials from Foundation to students during the program year.

#### B. Reporting

The Organization must submit to the Foundation:

1. HSHT Enrollment forms for every student and alumni enrolled in the HSHT program submitted quarterly by October 10, 2019, January 10, 2020, April 10, 2020 and July 10, 2020.
2. Quarterly program reports to document comprehensive program services each quarter and quarterly finance reports, both due by October 10, 2019, January 10, 2020, April 10, 2020 and July 10, 2020. Annual data at the end of the contract year including, but not limited to, outcome data of graduated seniors, number of students in the program, number of students obtaining an employment, number of students graduating from high school and/or advancing to the next grade level, number of students offered acceptance into college /vocational technical centers, number of students referred for Vocational Rehabilitation Services. End-of year updated contact list of all HSHT participants which includes name, address, email address, cell phone, and family contacts.
3. Supplemental materials with all quarterly, fiscal, and programmatic reports such as copies of receipts, invoices, salary paid, photographs and other listed materials.

#### C. Budget

1. The Organization must submit a budget for program expenses that totals at least \$22,000.
2. Florida DVR funds must be expended by June 30, 2020. All funds from the Foundation portion must be expended by July 31, 2020.
3. Include the total cost of the HSHT Program associated with any additional Organization funds.
4. Name and contact information for person responsible for submitting the fiscal report:

Name: Jeff Geering

Job title: Director of Finance

Telephone #: 386-755-9026 extension: 3221

Email: jgeering@careersourceflcrown.com

Supervisor Name: N/A

Supervisor Telephone#: \_\_\_\_\_ extension: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

**Financial Consequences:** Non-performance of the above deliverables will result in the following financial consequences:

1. \$250 for each report and requirement not met timely;
2. \$500 for non-attendance at the required annual program coordinators training;
3. Possible ineligibility for renewal consideration.

**IV. Terms:**

- A. This Agreement shall become effective upon budget approval and signing by both parties. The agreement will continue to be in effect for the FY unless terminated by either party upon sixty (60) days written notice to the other party at the stated address below. Further modifications, changes or amendments to this Agreement may be made by the Foundation and presented in writing and signed by the parties hereto.
- B. Compliance - The Foundation may perform on-site inspections of the project anytime during regular business hours or scheduled functions. The on-site visit may be completed by a board or staff member of the Foundation or any representative designated by the Foundation. The Foundation may conduct an audit of the project at any time during or after the completion of the project described in this Contract. Such audit shall include, but is not limited to financial records relating to the project funded and time/work completed on the project. Audits may include interviews with recipients of services.
- C. In the event of a breach of any promise, representation, warranty or agreement made by Organization under this Contract, or in the event that the Foundation believes that the Organization has not attempted to or cannot or will not complete the project described in its Grant Application, the Foundation shall be released from any and all obligation to provide the Funds or any undelivered portion thereof to the Organization. Upon any such occurrence, the Foundation shall be entitled to the immediate delivery of any unused funds by the Organization, as well as to the delivery of any personal property purchased with the funds by the Organization, and shall be entitled to pursue any other legal remedy available to it, resulting from the Organization's breach of this Contract.
- D. If any provision of this Agreement is amended by the parties, or held to be void or unenforceable in a court of competent jurisdiction, all other provisions shall remain in full force and effect.

**V. Other Contract Conditions**

- A. The Organization acknowledges that the Organization is not an agent or employee of the Foundation. The Organization agrees to indemnify and hold harmless the Foundation, its Board members and employees from any and all cost, loss, damage or expense (including reasonable attorney's fees) which may occur by virtue of the Organization's implementation of the proposed project to the extent authorized by law and without waving any rights under the State of Florida Sovereign Immunity Statute, Chapter 768 F.S.
- B. The Organization will acknowledge existing Foundation grants and/or those that will operate

concurrently to this grant prior to the execution of this Contract.

**VI. Contract Service Dates:**

The awarded contract will be from July 1, 2019 through June 30, 2020

**VII. Payments**

**General Contract Payments**

Three payments will be made. The first payment is scheduled for August 15, 2019 in the amount of \$11,000 and is dependent on a returned signed MOA by August 1, 2019 with completed items A thru H below.

The second payment is scheduled for February, 2020 in the amount of \$10,000 and is contingent upon utilization of the first payment, demonstrated with complete and timely fiscal reports, sufficient enrollment of students and completion of program activities for the first half of the program year.

The third payment in the amount of \$1,000 will be paid within 30 days of receipt of the final reports due on July 10, 2020.

All payments are made subject to continuation of State of Florida funding.

The Foundation shall not be required to deliver any of the funds to the Organization until the Organization has complied with each of the following requirement or conditions:

- A. Submission of a signed contract.
- B. Provision of a budget reflecting the use of awarded funds for the travel, food, lodging and other needs for implementing the HSHT Program according to the Guideposts of Success of the program. The submitted budget is subject to review and approval by the Foundation.
- C. Provision of the total cost of the HSHT Program associated with additional Organization funds for the Foundation's internal purposes.
- D. Provision of the resumes of the individuals delivering the HSHT Program to youth with disabilities and verification of employment eligibility of those individuals (USCIS Form I-9).
- E. Provision of a copy of the most recently filed audit or completed Internal Revenue Service form 990.
- F. Provision of an outline of proposed activities for the program year which includes two or more activities for each of the Five Guideposts and expected results.
- G. Provision of a list of the Business Advisory Council membership, tentative meeting dates, and projected goals of the BAC for the program year.
- H. Provision of a description for how additional funds and resources will be developed and/or maintained to ensure program sustainability.

**VIII. Insurance**

During the Agreement, including any renewals and extension, the Organization shall maintain at its expense, insurance coverage of such types and with such terms and limits as may be reasonably associated with the Agreement. Evidence of such insurance shall be provided to the Foundation in writing from the covering insurance company, within 30 days of the effective date of the Agreement. The following types of insurance are required:

- A. Commercial General Liability Insurance
- B. Workers' Compensation





**High School/High Tech  
Budget Estimate (Columbia County No. 20-10)  
FY 2019-2020**

| <b>Description</b>  | <b>The Able Trust<br/>Funding</b> | <b>VR<br/>Funding</b> | <b>Agency<br/>Funding</b> |
|---|-----------------------------------|-----------------------|---------------------------|
| <b>Youth Coordinator Salary (\$25,000 for 4 counties)</b> |                                   | <b>\$ 6,250.00</b>    | <b>\$ 7,850.00</b>        |
| <b>After-school program cost</b>                          | <b>\$ 9,214.00</b>                | <b>\$ 6,536.00</b>    |                           |
| <b>One Stop Cost for Youth Program (In-School)</b>        |                                   |                       | <b>\$ 46,800.00</b>       |
| <b>Total Funding</b>                                      | <b>\$ 9,214.00</b>                | <b>\$ 12,786.00</b>   | <b>\$ 54,650.00</b>       |
| <b>Grand Total</b>  | <b>\$ 76,650.00</b>               |                       |                           |

**Memorandum of Agreement  
Between  
CareerSource Florida Crown  
and  
Meridian Behavioral Healthcare, Inc.**

**I. Purpose**

The following is an agreement between CareerSource Florida Crown (CSFC) and Meridian Behavioral Healthcare, Inc.

The purpose of this Memorandum of Agreement (MOA) is to recognize the interconnected and complementary nature of the services provided by the CSFC and Meridian Behavioral Healthcare, Inc. and to define the roles, responsibilities, and procedures for collaboration between CSFC and Meridian Behavioral Healthcare, Inc.

This collaboration is accomplished by working with local human service agencies for the direct provision of needed services for Columbia, Dixie, Gilchrist and Union counties.

In addition, this agreement will establish joint processes and procedures that will enable Meridian Behavioral Healthcare, Inc. to integrate with CSFC resulting in a seamless and comprehensive array of workforce development services to persons with disabilities with the above mentioned counties.

The service area includes the following counties:

Within the framework of the MOA, Meridian Behavioral Healthcare, Inc. and CSFC agree to create a greater support network for Columbia, Dixie, Gilchrist and Union counties.

**II. Roles and Responsibilities**

- Each entity will assign an employee(s) to serve as a point of contact or liaison.
- CSFC will refer customers to Meridian Behavioral Healthcare, Inc. for the following services:
  - Coordinate with the Partner to provide access to workforce services and programs through the One-stop System in accordance with published policies and procedures that 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; Reemployment Assistance (RA); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP); adult education and family literacy; Perkins Act programs; and Vocational Rehabilitation.

- 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.
  - 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 6:00 pm, Monday through Thursday and Friday from 8:00am until 12:00 pm), excluding recognized holidays and emergency situations.
  - Provide an area for the Partner's meetings and/or co-location as space permits.
  - Model CareerSource Florida Crown core values and maintain a professional working environment.
  - Abide by all of its policies, rules, and procedures and applicable Florida statutes and rules.
- Meridian Behavioral Healthcare, Inc. will refer customers to CSFC for the following services:
    - Coordinate with CSFC 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.
    - Coordinate with CSFC 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.

- o Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-stop System.
- o Provide feedback to CSFC's administrative entity regarding the performance of the partnership, including its effectiveness and success.
- o Participate in career center periodic meetings to provide updates on the partners' programs and procedures to CSFC staff.

### **III. Information Sharing**

- Meridian Behavioral Healthcare, Inc. and CSFC will share information regarding other services, providers, and resources to assist in maintaining and updating their respective resource databases.
- Meridian Behavioral Healthcare, Inc. and CSFC will provide each other with information regarding unmet needs of the aforementioned counties.
- CSFC and Meridian Behavioral Healthcare, Inc. will share information about staff and consumer training opportunities.

### **IV. Collaboration on Community Events & Outreach**

CSFC and Meridian Behavioral Healthcare, Inc. will collaborate on community events and outreach, as is feasible, for the aforementioned counties.

### **V. Confidentiality**

Both parties shall protect the confidentiality of information obtained or accessed in the implementation of the MOA. The use of confidential information is confined to the activities that are essential for the purpose of the MOA. Client information must be protected in accordance with the state and federal laws governing the programs and with the federal Health Insurance Portability and Accountability (HIPAA). If it is determined that the relationship between parties to this MOA require the sharing of data information defined in HIPAAA as personal health information, a Business Associate Agreement will be executed.

### **VI. TERM**

This MOU shall become effective when signed and dated by all the signatories specified below. The date this MOU is signed by the last signatory shall be deemed the effective date of this MOU. Either Party may terminate this MOU upon thirty (30) days prior written notice to the non-terminating Party.

The Parties will review this MOU at least once every three (3) years to ensure that the terms of this MOU continue to meet the needs of the Parties.

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. NOTICES**

All notices shall be sent to either Party via their respective electronic mail address or mailing address specified section I. (Contact Information) above.

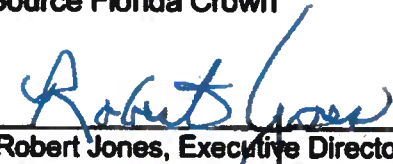
**SIGNATURES**

Meridian Behavioral Health, Inc.

Signed:   
Dr. Margarita Labarta, President/CEO

Date: 12/12/2017

CareerSource Florida Crown

Signed:   
Robert Jones, Executive Director

Date: 12/18/17

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**CAREERSOURCE FLORIDA CROWN**  
**AND**  
**SUWANNEE RIVER ECONOMIC COUNCIL, INC.**

The purpose of this Memorandum of Understanding is to document the mutually beneficial relationship between the Suwannee River Economic Council, Inc. and CareerSource Florida Crown. This Agreement is designed to encourage coordination of resources and services, and actively participate in the local recovery act effort that focuses on employment, job creation and retention.

Both parties agree to the following terms and conditions:

1. Provide wide range of innovative employment-related services and activities tailored to the specific needs of the community.
2. Use funds in a manner that meets the short-term and long-term economic and employment needs of individuals, families and the community.
3. Make meaning and measurable progress toward creating and sustaining economic growth and employment opportunities.
4. Aid in the identification and enrollment of eligible individuals and families in Federal, State, and local benefit programs.
5. Implement outreach activities that reach targeted population.
6. Use of marketing strategies that educate the public of program objectives.
7. Develop cooperative inter & intra agency strategies to provide comprehensive service package for participating individuals.
8. Work with employers who will support the creation of employment opportunities and sustaining economic growth.

I hereby agree to the terms listed above and will work to ensure that all involved staff members understand and comply with these conditions.


CareerSource Florida Crown  
1389 US Highway 90 West, Ste. 170-B  
Lake City, FL 32055

Suwannee River Economic Council, Inc.  
Post Office Box 70  
Live Oak, Florida 32064

Signed by:

Signed by:

BY:   
Robert L. Jones

BY:   
Matt Pearson

TITLE: Executive Director

TITLE: Executive Director

DATE: 8/6/18

DATE: August 8, 2018

TELEPHONE #: 386-755-9026, ext. 3219

TELEPHONE #: 386-362-4115, ext. 223

**Memorandum of Agreement  
Between  
CareerSource Florida Crown (CSFC)  
And  
United Way of Suwannee Valley, Inc.  
Lead Agency for the Columbia, Hamilton, Lafayette, Suwannee Counties CoC**

In the interest of maintaining effective collaborative efforts for the provision of services to individuals that are mutually served, the following Agreement is established:

**A. Agreement**

The parties will conduct a periodic review of this Agreement in order to ensure that the provisions are current. The parties may revise this Agreement at any time by mutual consent.

**B. Target Population**

Individuals or families which are homeless or at risk of homelessness.

**C. Responsibilities**

CSFC agrees to:

- maintain membership and ongoing participation in the CoC, including applicable committees
- Share information about resources or programs to assist people who are homeless or at risk of homelessness
- Respond to referrals received from United Way of Suwannee Valley by providing appropriate assistance, depending on program eligibility and funding sources available

United Way of Suwannee Valley agrees to:

- Provide information to CSFC provider staff about available services through United Way of Suwannee Valley including eligibility guidelines
- Share information about resources that are available to assist our mutual clients
- Refer clients to CSFC who are in need of workforce services
- Respond to referrals received from CSFC by providing assistance, depending on program eligibility, financial assistance to the extent provided for based upon funding sources available and their defined levels of assistance as well as United Way's written standards for such programs

Collaborative efforts will focus on developing and sustaining effective relationships by engaging in the following activities:

- Coordinate United Way of Suwannee Valley and provider objectives and services to optimize outcomes for treatment, recovery, independence, and resiliency
- Establish effective and efficient outreach strategies that meet the needs of United Way of Suwannee Valley and CSFC providers (e.g. training, consultation, education services, etc.)

This agreement becomes effective on 10/19/18 or whenever signed by both parties whichever comes later.

Jennifer Arden  
Signature of United Way Representative  
Executive Director  
Title  
10-19-18  
Date

Robert Gross  
Signature of CSFC Representative  
Executive Director  
Title  
10/18/18  
Date



**INFRASTRUCTURE FUNDING AGREEMENT  
FOR ONE-STOP CAREER CENTER SYSTEM  
BETWEEN CAREERSOURCE FLORIDA CROWN AND  
COLUMBIA COUNTY SCHOOL DISTRICT CAREER AND  
ADULT EDUCATION**

**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 CareerSource Florida Crown (hereafter referred to as CareerSource) and Columbia County School District Career and Adult Education (hereafter referred to as “Partner”).

**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 Columbia, Dixie, Gilchrist and Union 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**

\$348,000

**IV. COST ALLOCATION METHODOLOGY**

CareerSource selected full-time equivalent (FTE) percentage of employees in each Workforce program and Partner program that are present in the Lake City One Stop Center as the allocation basis to determine overall Partner Contributions. This was done in an effort:

- 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.

**V. ALLOCATION BASIS PER COST ITEM**

N/A

**VI. PARTNER CONTRIBUTION AMOUNTS**

The following table details in-kind services that will be provided by each partner. The services provided have been identified as on-going costs to the One Stop system. The value of these contributions will be recognized to offset the overall infrastructure expenses of the system.

| <b>IFA Agency Budget/Contributions</b>                     |  |
|--|--|
| <b>Partner</b>   | <b>Contribution</b>  |
| Columbia County School District Career and Adult Education | Disseminate information and services to Adult Education students and additionally assist with enrollment process as requested  |
|  | Make client referrals to CareerSource programs as appropriate  |
|  | Maintain weekly oral/or written communication about the progress of mutual participants in determining how to best serve students and evaluation of student progress |
|  | Administer the TABE to students who qualify CareerSource Program   |
|  | Administer the GED Ready to CareerSource participants  |
| CareerSource   | Present on-site program presentation on a requested basis and provide program information as well as initial entry interviews as agreed                              |
|  | Make client referrals to Adult Education/GED, Family Literacy services and English as a Second Language program as appropriate                                       |
|  | Through Out-of-School Youth Program, accept class attendance and participation in CCAE Programs (morning and evening)  |
|  | Partner in other opportunities as they arise during the year   |

## **VII. COST RECONCILIATION AND ALLOCATION BASE UPDATE**

All Parties agree that the services and contributions listed in section VI support the One Stop system and its infrastructure cost as a whole, but do not result in physical monetary exchange. All partners agree to meet annually to review and revise the contribution list, as deemed necessary, to ensure all partners contribute a proportionate share relative to the overall benefit of the system received.

1. Each partner will agree to an appropriate level of contribution through in-kind services provided to the One Stop system to support the above statement.
2. CareerSource will arrange an annual partner meeting to conduct a thorough review of the annual contributions and the MOU as a whole.
3. Partners will communicate any disputes with contribution to CareerSource. CareerSource will resolve any issues through re-negotiating services and costs. Re-negotiation of contributions may occur at any time through mutual agreement of revision of this MOU as described in section X.

## **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.

## **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. Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to the CareerSource local WDB Chair (or designee) and all Parties to the MOU regarding the conflict within 10 business days.
2. The CareerSource Chair (or designee) shall place the dispute on the agenda of a special meeting of CareerSource's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a 2/3 majority consent of the Executive Committee members present.
3. The decision of the Executive Committee shall be final and binding unless such a decision is in contradiction of applicable State and Federal laws or regulations governing the Partner agencies.
4. The Executive Committee must provide a written response and dated summary of the proposed resolution to all Parties to the MOU.
5. The CareerSource Chair (or designee) will contact the petitioner and the appropriate Parties to verify that all are in agreement with the proposed resolution.

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 and sent certified U. S. Mail. 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 December 31, 2017. This MOU will become effective as of the date of signing by the final signatory below and must terminate on June 30, 2020.

## **SIGNATURES**

Chief Elected Official:

Sharon Langford  
Signature

Sharon Langford  
Printed Name

1/17/18  
Date

Columbia County School District Career and  
Adult Education (Partner):

Alex L. Carswell, Jr.  
Signature

Alex L. Carswell, Jr.  
Printed Name

1/9/18  
Date

CareerSource Florida Crown:

Robert Jones  
Signature

Robert Jones  
Printed Name

1/9/18  
Date

**INFRASTRUCTURE FUNDING AGREEMENT  
FOR ONE-STOP CAREER CENTER SYSTEM  
BETWEEN CAREERSOURCE FLORIDA CROWN AND  
FLORIDA GATEWAY COLLEGE**

**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 CareerSource Florida Crown (hereafter referred to as CareerSource) and Florida Gateway College (hereafter referred to as “Partner”).

**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 Columbia, Dixie, Gilchrist and Union 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**

\$348,000

**IV. COST ALLOCATION METHODOLOGY**

CareerSource selected full-time equivalent (FTE) percentage of employees in each Workforce program and Partner program that are present in the Lake City One Stop Center as the allocation basis to determine overall Partner Contributions. This was done in an effort:

- 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.

**V. ALLOCATION BASIS PER COST ITEM**

N/A

**VI. PARTNER CONTRIBUTION AMOUNTS**

The following table details in-kind services that will be provided by each partner. The services provided have been identified as on-going costs to the One Stop system. The value of these contributions will be recognized to offset the overall infrastructure expenses of the system.

| <b>IFA Agency Budget/Contributions</b> |  |
|--|--|
| <b>Partner</b>                         | <b>Contribution</b>  |
| Florida Gateway College                | Provide active participation on CareerSource Board of Directors  |
|  | Include funding in grant application for CareerSource to provide tracking where required by a specific grant funding source  |
|  | Collaborate with CareerSource on grant applications when appropriate and provide letter of support and other services, depending on the guideline requirements   |
|  | Make available college program administration and faculty to share educational opportunities and college resources to individuals identified by CareerSource   |
|  | Arrange for CareerSource to meet with current students being tracked in any grant-funded partnership to share resources provided through this agency in support of their agency goals  |
|  | Partner in other opportunities as they arise during the year   |
| CareerSource                           | Support individuals eligible for WIOA funding with tuition, books and fees for participation in Partner programs: in accordance with CareerSource Targeted Occupation List as funds allows                                     |
|  | Support displaced workers with tuition, books, fees and other potential resources for participation in retraining courses, both credit and non-credit in accordance with CareerSource Targeted Occupation List as funds allows |
|  | Provide an overview of services offered by CareerSource to new students to determine if any are eligible for WIOA funding during program orientations  |
|  | Collaborate with Partner on grant applications when appropriate and provide letter of support and other services, depending on the guideline requirements  |
|  | Meet with students completing capstone courses in programs at Partner Agency to assist in job placement upon graduation  |
|  | Partner in other opportunities as they arise during the year   |

## **VII. COST RECONCILIATION AND ALLOCATION BASE UPDATE**

All Parties agree that the services and contributions listed in section VI support the One Stop system and its infrastructure cost as a whole, but do not result in physical monetary exchange. All partners agree to meet annually to review and revise the contribution list as deemed necessary to ensure all partners contribute a proportionate share relative to the overall benefit of the system received.

1. Each partner will agree to an appropriate level of contribution through in-kind services provided to the One Stop system to support the above statement.
2. CareerSource will arrange an annual partners meeting to conduct a thorough review of the annual contributions and the MOU as a whole.
3. Partners will communicate any disputes with contribution to CareerSource. CareerSource will resolve any issues through re-negotiating services and costs. Re-negotiation of contributions may occur at any time through mutual agreement of revision of this MOU as described in section X.

## **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.

## **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. Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to the CareerSource local WDB Chair (or designee) and all Parties to the MOU regarding the conflict within 10 business days.
2. The CareerSource Chair (or designee) shall place the dispute on the agenda of a special meeting of CareerSource's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a 2/3 majority consent of the Executive Committee members present.
3. The decision of the Executive Committee shall be final and binding unless such a decision is in contradiction of applicable State and Federal laws or regulations governing the Partner agencies.
4. The Executive Committee must provide a written response and dated summary of the proposed resolution to all Parties to the MOU.
5. The CareerSource Chair (or designee) will contact the petitioner and the appropriate Parties to verify that all are in agreement with the proposed resolution.

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 and sent certified U. S. Mail. 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 December 31, 2017. This MOU will become effective as of the date of signing by the final signatory below and must terminate on June 30, 2020.

**SIGNATURES**

Chief Elected Official:

Sharon Langford  
Signature

Sharon Langford  
Printed Name

1/17/18  
Date

Florida Gateway College (Partner):

Lawrence Barrett  
Signature

Lawrence Barrett  
Printed Name

1/5/18  
Date

CareerSource Florida Crown:

Robert Jones  
Signature

Robert Jones  
Printed Name

1/5/18  
Date



**INFRASTRUCTURE FUNDING AGREEMENT  
FOR ONE-STOP CAREER CENTER SYSTEM  
BETWEEN CAREERSOURCE FLORIDA CROWN AND  
THE NATIONAL CAUCUS & CENTER FOR BLACK AGING**

**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 CareerSource Florida Crown (hereafter referred to as the “CareerSource”) and The National Caucus & Center for Black Aging (hereafter referred to as “Partner”).

**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 Columbia, Dixie, Gilchrist and Union 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**

\$348,500

**IV. COST ALLOCATION METHODOLOGY**

CareerSource selected full-time equivalent (FTE) percentage of employees in each workforce program and partner program that are present in the Lake City One-Stop Center as the allocation basis to determine overall Partner contributions. This was done in an effort:

- 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.

**V. ALLOCATION BASIS PER COST ITEM**

N/A

**VI. PARTNER CONTRIBUTION AMOUNTS**

In consideration of the Partner agency occupying office space in the Lake City One Stop Center location at a yearly cost of \$10,581 (see attached One-Stop Operation Budget), the Partner agency agrees to provide one or more Partner Agency Participants to provide receptionist services at the Lake City One-Stop Center. The Partner Agency participants may also provide resource room assistance as needed. No funds are exchanged between CareerSource and Partner Agency as in-kind services are rendered for office space

utilization

## **VII. COST RECONCILIATION AND ALLOCATION BASE UPDATE**

All Parties agree that the services and contributions listed in section VI support the One Stop system and its infrastructure cost as a whole, but do not result in physical monetary exchange. All partners agree to meet annually to review and revise the contribution list as deemed necessary to ensure all partners contribute a proportionate share relative to the overall benefit of the system received.

1. Each partner will agree to an appropriate level of contribution through in-kind services provided to the One Stop system to support the above statement.
2. CareerSource will arrange an annual partners meeting to conduct a thorough review of the annual contributions and the MOU as a whole.
3. Partners will communicate any disputes with contribution to CareerSource. CareerSource will resolve any issues through re-negotiating services and costs. Re-negotiation of contributions may occur at any time through mutual agreement of revision of this MOU as described in section X.

## **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.

## **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. Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to the CareerSource local WDB Chair (or designee) and all Parties to the MOU regarding the conflict within 10 business days.
2. The CareerSource Chair (or designee) shall place the dispute on the agenda of a special meeting of CareerSource's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a 2/3 majority consent of the Executive Committee members present.
3. The decision of the Executive Committee shall be final and binding unless such a decision is in contradiction of applicable State and Federal laws or regulations governing the Partner agencies.
4. The Executive Committee must provide a written response and dated summary of the proposed resolution to all Parties to the MOU.
5. The CareerSource Chair (or designee) will contact the petitioner and the appropriate Parties to verify that all are in agreement with the proposed resolution.

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

CareerSource Florida Crown  
 Infrastructure Funding Agreement  
 One-Stop Operating Budget

| FTE Estimate                           | 29.11             | 5.53             | 7.65             | 5.68             | 1                | 1.95             | 0.33            | 1.95             | 1.34             | 2.68             | 1                |
|--|-------------------|------------------|------------------|------------------|------------------|------------------|-----------------|------------------|------------------|------------------|------------------|
| FTE Percentage                         | 100%              | 19%              | 26%              | 20%              | 3%               | 7%               | 1%              | 7%               | 5%               | 9%               | 3%               |
| Infrastructure Costs                   | Annual Budget     | WT TANF          | WIOA Adult/DW    | WIOA Youth       | WP               | SNAP             | UC              | RESEA            | LVER             | DVOP             | SCSEP            |
|  | Budget            |                  |                  |                  |                  |                  |                 |                  |                  |                  | NCBA             |
| Leases                                 | \$ 258,000        | \$ 49,012        | \$ 67,801        | \$ 50,341        | \$ 8,863         | \$ 17,283        | \$ 2,925        | \$ 17,283        | \$ 11,876        | \$ 23,753        | \$ 8,863         |
| Liability Insurance                    | \$ 15,000         | \$ 2,850         | \$ 3,942         | \$ 2,927         | \$ 515           | \$ 1,005         | \$ 170          | \$ 1,005         | \$ 690           | \$ 1,381         | \$ 515           |
| Software/Hardware/Computer             | \$ 7,500          | \$ 1,425         | \$ 1,971         | \$ 1,463         | \$ 258           | \$ 502           | \$ 85           | \$ 502           | \$ 345           | \$ 690           | \$ 258           |
| Supplies                               | \$ 18,000         | \$ 3,419         | \$ 4,730         | \$ 3,512         | \$ 618           | \$ 1,206         | \$ 204          | \$ 1,206         | \$ 829           | \$ 1,657         | \$ 618           |
| Utilities                              | \$ 50,000         | \$ 9,498         | \$ 2,496         | \$ 1,853         | \$ 326           | \$ 636           | \$ 108          | \$ 636           | \$ 437           | \$ 874           | \$ 326           |
| <b>Total One-Stop Operating Budget</b> | <b>\$ 348,500</b> | <b>\$ 66,204</b> | <b>\$ 80,941</b> | <b>\$ 60,097</b> | <b>\$ 10,581</b> | <b>\$ 20,632</b> | <b>\$ 3,492</b> | <b>\$ 20,632</b> | <b>\$ 14,178</b> | <b>\$ 28,356</b> | <b>\$ 10,581</b> |

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 and sent certified U. S. Mail. 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 December 31, 2017. This MOU will become effective as of the date of signing by the final signatory below and must terminate on June 30, 2020.

**SIGNATURES**

[Chief Elected Official]:

Sharon Langford  
Signature

Sharon Langford  
Printed Name

1/17/18  
Date

National Caucus & Center for Black Aging  
(Partner):

[CareerSource]:

Pauline Mills  
Signature

Robert Jones  
Signature

Pauline Mills  
Printed Name

Robert Jones  
Printed Name

12-19-17  
Date

12/19/17  
Date

**INFRASTRUCTURE FUNDING AGREEMENT  
FOR ONE-STOP CAREER CENTER SYSTEM  
BETWEEN CAREERSOURCE FLORIDA CROWN AND  
ON EAGLE’S WINGS**

**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 CareerSource Florida Crown (hereafter referred to as CareerSource) and On Eagle’s Wings (hereafter referred to as “Partner”).

**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 Columbia, Dixie, Gilchrist and Union 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**

\$348,000

**IV. COST ALLOCATION METHODOLOGY**

CareerSource selected full-time equivalent (FTE) percentage of employees in each Workforce program and Partner program that are present in the Lake City One Stop Center as the allocation basis to determine overall Partner Contributions. This was done in an effort:

- 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.

**V. ALLOCATION BASIS PER COST ITEM**

N/A

**VI. PARTNER CONTRIBUTION AMOUNTS**

The following table details in-kind services that will be provided by each partner. The services provided have been identified as on-going costs to the One Stop system. The value of these contributions will be recognized to offset the overall infrastructure expenses of the system.

| <b>IFA Agency Budget/Contributions</b> |   |
|--|---|
| <b>Partner</b>                         | <b>Contribution</b>   |
| <b>Own Eagle's Wings</b>               | On Eagle's Wings shall have a drug free workplace policy in effect for program staff and volunteers   |
|  | On Eagle's Wings shall insure that each participant has a completed Community Supervision Referral Form completed prior to admission into the program   |
|  | On Eagle's Wings shall work register all participants and provide transportation to the CareerSource One Stop in Lake City in order to participate in education and training programs   |
|  | On Eagle's Wings will ensure "Non-Discrimination" policies are fully complied with at all times   |
|  | CareerSource Florida Crown will assist program participants in obtaining training to find and maintain gainful and meaningful employment leading to self sufficiency  |
| <b>CareerSource</b>                    | CareerSource Florida Crown will assist in providing program participants with classes in job search and work readiness skills   |
|  | CareerSource Florida Crown shall ensure that state funds are used for the sole purpose of furthering the secular goals of criminal rehabilitation, the successful reintegration of offenders into the community and the reduction of recidivism |

**VII. COST RECONCILIATION AND ALLOCATION BASE UPDATE**

All Parties agree that the services and contributions listed in section VI support the One Stop system and its infrastructure cost as a whole, but do not result in physical monetary exchange. All partners agree to meet annually to review and revise the contribution list as deemed necessary to ensure all partners contribute a proportionate share relative to the overall benefit of the system received.

1. Each partner will agree to an appropriate level of contribution through in-kind services provided to the One Stop system to support the above statement.
2. CareerSource Florida Crown will arrange an annual partners meeting to conduct a thorough review of the annual contributions and the MOU as a whole.
3. Partners will communicate any disputes with contribution to CareerSource Florida Crown. CareerSource Florida Crown will resolve any issues through re-negotiating services and costs. Re-negotiation of contributions may occur at any time through mutual agreement of revision of this MOU as described in section X.

**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.

#### **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. Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to the CareerSource local WDB Chair (or designee) and all Parties to the MOU regarding the conflict within 10 business days.
2. The CareerSource Chair (or designee) shall place the dispute on the agenda of a special meeting of CareerSource's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a 2/3 majority consent of the Executive Committee members present.
3. The decision of the Executive Committee shall be final and binding unless such a decision is in contradiction of applicable State and Federal laws or regulations governing the Partner agencies.
4. The Executive Committee must provide a written response and dated summary of the proposed resolution to all Parties to the MOU.
5. The CareerSource Chair (or designee) will contact the petitioner and the appropriate Parties to verify that all are in agreement with the proposed resolution.

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 and sent certified U. S. Mail. 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 December 31, 2017. This MOU will become effective as of the date of signing by the final signatory below and must terminate on June 30, 2020.

**SIGNATURES**

[Chief Elected Official]:

Sharon Langford  
Signature

Sharon Langford  
Printed Name

1/17/18  
Date

Own Eagle's Wings (Partner):

Linda Brown  
Signature

LINDA BROWN  
Printed Name

1/5/2018  
Date

CareerSource Florida Crown:

Robert Jones  
Signature

Robert Jones  
Printed Name

1/5/18  
Date



**INFRASTRUCTURE FUNDING AGREEMENT  
FOR ONE-STOP CAREER CENTER SYSTEM  
BETWEEN CAREERSOURCE FLORIDA CROWN AND  
SUWANNEE RIVER ECONOMIC COUNCIL, INC.**

**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 CareerSource Florida Crown (hereafter referred to as CareerSource) and Suwannee River Economic Council, Inc. (hereafter referred to as “Partner”).

**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 Columbia, Dixie, Gilchrist and Union 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**

\$348,000

**IV. COST ALLOCATION METHODOLOGY**

CareerSource selected full-time equivalent (FTE) percentage of employees in each Workforce program and Partner program that are present in the Lake City One Stop Center as the allocation basis to determine overall Partner Contributions. This was done in an effort:

- 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.

**V. ALLOCATION BASIS PER COST ITEM**

N/A

**VI. PARTNER CONTRIBUTION AMOUNTS**

The following table details in-kind services that will be provided by each partner. The services provided have been identified as on-going costs to the One Stop system. The value of these contributions will be recognized to offset the overall infrastructure expenses of the system.

| <b>IFA Agency Budget/Contributions</b>             |  |
|--|--|
| <b>Partner</b>                                     | <b>Contribution</b>  |
| Suwannee River Economic Council, Inc./CareerSource | Provide wide range of innovative employment related services and activities tailored to the specific needs of the community            |
|  | Use funds in a manner that meets the short-term and long-term economic and employment needs of individuals, families and the community |
|  | Make meaning and measurable progress toward creating and sustaining economic growth and employment opportunities                       |
|  | Aid in the identification and enrollment of eligible individuals and families in Federal, State and local benefit programs             |
|  | Implement outreach activities that reach targeted population   |
|  | Develop cooperative inter and intra agency strategies to provide comprehensive service package for participating individuals           |
|  | Work with employers who will support the creation of employment opportunities and sustaining economic growth                           |

**VII. COST RECONCILIATION AND ALLOCATION BASE UPDATE**

All Parties agree that the services and contributions listed in section VI support the One Stop system and its infrastructure cost as a whole, but do not result in physical monetary exchange. All partners agree to meet annually to review and revise the contribution list as deemed necessary to ensure all partners contribute a proportionate share relative to the overall benefit of the system received.

1. Each partner will agree to an appropriate level of contribution through in-kind services provided to the One Stop system to support the above statement.
2. CareerSource will arrange an annual partners meeting to conduct a thorough review of the annual contributions and the MOU as a whole.
3. Partners will communicate any disputes with contribution to CareerSource. CareerSource will resolve any issues through re-negotiating services and costs. Re-negotiation of contributions may occur at any time through mutual agreement of revision of this MOU as described in section X.

**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.

#### **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. Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to the CareerSource local WDB Chair (or designee) and all Parties to the MOU regarding the conflict within 10 business days.
2. The CareerSource Chair (or designee) shall place the dispute on the agenda of a special meeting of CareerSource's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a 2/3 majority consent of the Executive Committee members present.
3. The decision of the Executive Committee shall be final and binding unless such a decision is in contradiction of applicable State and Federal laws or regulations governing the Partner agencies.
4. The Executive Committee must provide a written response and dated summary of the proposed resolution to all Parties to the MOU.
5. The CareerSource Chair (or designee) will contact the petitioner and the appropriate Parties to verify that all are in agreement with the proposed resolution.

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 and sent certified U. S. Mail. 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 December 31, 2017. This MOU will become effective as of the date of signing by the final signatory below and must terminate on June 30, 2020.

**SIGNATURES**

**[Chief Elected Official]:**

Sharon Langford  
Signature

Sharon Langford  
Printed Name

1/17/18  
Date

**Suwannee River Economic Council, Inc. (Partner):**

Matthew Peterson  
Signature

Matthew Peterson  
Printed Name

1/11/18  
Date

**CareerSource Florida Crown:**

Robert Jones  
Signature

Robert Jones  
Printed Name

1/11/18  
Date

## 2019-2020 Board Roster

|  |   |  |
|--|---|--|
| Dan Cavanah                              | ForVets, Inc<br>PO Box 189<br>Bell, Florida 32619   | 352-213-3221<br>386-935-1206<br><a href="mailto:dan.cavanah@forvets.us">dan.cavanah@forvets.us</a><br><a href="mailto:townmanager@townofbellflorida.com">townmanager@townofbellflorida.com</a> |
| Robert Coon                              | Lake City VAMC<br>379 SW Timber Ridge Dr.<br>Lake City, FL 32024                                    | C -386-365-3494<br>H -386-755-5175<br>386-755-3016 x3369<br><a href="mailto:Robert.coon@va.gov">Robert.coon@va.gov</a><br><a href="mailto:Rcoon200@msn.com">Rcoon200@msn.com</a>               |
| Grace Cooper                             | 6501 SW CR 242<br>Lake City, FL 32024   | C -386-984-0903<br><a href="mailto:williscooperfuneralhome@yahoo.com">williscooperfuneralhome@yahoo.com</a>  |
| Mary Cross<br>Division of Blind Services | 3620 NW 43 <sup>rd</sup> St. Ste C<br>Gainesville, FL 32606   | 352-955-2075<br><a href="mailto:Mary.Cross@dbs.fldoe.org">Mary.Cross@dbs.fldoe.org</a>   |
| Eugene Dukes<br>Vice Chair               | 7472 SW 99 <sup>th</sup> Road<br>Lake Butler, FL 32054  | C – 352-339-4515<br><a href="mailto:edukesrealtor@gmail.com">edukesrealtor@gmail.com</a>   |
| Glenn Hunter                             | Dir. Economic Development<br>971 W Duval St Ste 150<br>Lake City, FL 32055                          | 386-758-1033<br>C – 386-288-6983<br><a href="mailto:ghunter@columbiacountyfla.com">ghunter@columbiacountyfla.com</a>   |
| John Jewett                              | FGC<br>149 SE College Place<br>Lake City, FL 32025  | W – 386-752-4225<br><a href="mailto:John.jewett@fcg.edu">John.jewett@fcg.edu</a>   |
| Tabatha McMahan                          | Columbia County Schools<br>409 SW St. Johns Street<br>Lake City, FL 32025                           | C – 386-965-4674<br>386-758-4878<br><a href="mailto:mcmahont@columbiak12.com">mcmahont@columbiak12.com</a>   |
| Christopher "Chris"<br>Mecusker          | Union County Schools<br>PO Box 801<br>Lake Butler, FL 32054<br>150 SW 6 <sup>th</sup> Street -32054 | 386-266-3041<br>386-266-3044<br><a href="mailto:Mecuskerc@union.k12.fl.us">Mecuskerc@union.k12.fl.us</a>   |
| Arin Murphy                              | Renasant Bank<br>463 W Duval Street<br>Lake City, FL 32055  | 386-361-9300<br><a href="mailto:Arin.murphy@renasant.com">Arin.murphy@renasant.com</a>   |
| Alonzo Philmore                          | 705 6 <sup>th</sup> street<br>Live Oak, FL 32064  | C – 386-209-6919<br>386-688-5010<br><a href="mailto:509thabd@gmail.com">509thabd@gmail.com</a><br><a href="mailto:Al101st@comcast.net">Al101st@comcast.net</a>                                 |
| Theresa Pinto                            | 162 South Marion Ave<br>Lake City, FL 32025   | O-386-752-3690   |
| Jennie Reed                              | VP-Community State Bank<br>PO Box 158<br>Lake Butler, FL 32054                                      | C – 386-365-7422<br>W-386-496-3333<br>Fax – 386-796-1616<br><a href="mailto:jreed@communitystatebank-fl.com">jreed@communitystatebank-fl.com</a>   |

|                      |   |   |
|----------------------|---|---|
| Perley Richardson    | 191 SW Vernon Way<br>Lake City, FL 32024  | H – 386-752-3793<br>C – 386-984-5656<br>Fax – 386-755-9170<br><a href="mailto:Perley.85@att.net">Perley.85@att.net</a>  |
| Steve Russell        | DCF<br>1389 US Highway 90W Ste 110<br>Lake City, FL 32055                       | W -386-243-6059<br>C-386-438-3745<br><a href="mailto:Steve.russell@myfamilies.com">Steve.russell@myfamilies.com</a>   |
| C. Todd Sampson      | Branch Manger<br>495 SW Lakeview Ave<br>Lake City, FL 32025                     | W – 386-365-8575<br>Office – 386-344-8093<br><a href="mailto:Christopher.t.sampson@gmail.com">Christopher.t.sampson@gmail.com</a>                                       |
| Lucy Smith           | 544 SW Tunsil<br>Lake City, FL 32024  | C – 386-397-9120<br>O - 386-752-8063<br><a href="mailto:olucysmith@gmail.com">olucysmith@gmail.com</a>  |
| Austin Thomas        | Fire Fighter/Paramedic<br>5946 SE CR 245<br>Lake City, FL 32025                 | 386-288-9368<br><a href="mailto:Austinthomas154@gmail.com">Austinthomas154@gmail.com</a>  |
| Rebecca Thomas       | 630 SW Dyal Ave<br>Lake City, FL 32024  | C-386-623-5079  |
| Larry Thompson       | 6800 N US Hwy. 129<br>Bell, FL 32619  | H – 386-935-3500<br>C- 386-208-3811<br><a href="mailto:Larry@custompinestraw.com">Larry@custompinestraw.com</a><br><a href="mailto:Lkt1958@aol.com">Lkt1958@aol.com</a> |
| Noah Walker<br>Chair | Lake City Medical Center<br>340 NW Commerce Dr<br>Lake City, FL 32055           | W – 386-269-2959<br>386-719-9040<br>C – 386-965-2917<br><a href="mailto:Noah.walker@hcshealthcare.com">Noah.walker@hcshealthcare.com</a>                                |
| Angie White          | Voc Rehab Reg Dir<br>2050 Art Museum Drive<br>Ste 205<br>Jacksonville, FL 32210 | W – 352-225-4847<br><a href="mailto:Angie.white@vr.fldoe.org">Angie.white@vr.fldoe.org</a>  |

There were no comments or disagreements on the plan.

# **Bylaws of CareerSource Florida Crown**

## **ARTICLE I**

### **CareerSource Florida Crown Workforce Development Board**

**Section 1.1** CareerSource Florida Crown (CSFC) shall serve the population of Region 7, which is composed of Columbia, Dixie, Gilchrist and Union Counties. CSFC functions in accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA). This entity is created as Local Workforce Development Board (LWDB) to perform specific policy, oversight, and administrative functions.

## **ARTICLE II**

### **Designation**

**Section 2.1** The LWDB shall mean CareerSource Florida Crown Workforce Board for the purposes of these Bylaws.

## **ARTICLE III**

### **Purpose**

**Section 3.1** A purpose of the LWDB is to provide oversight and policy guidance as it relates to workforce services, service accessibility, program compliance, accountability, economic development, and performance outcomes with respect to workforce training activities for youth, disabled, economically disadvantaged, underemployed or unskilled adults.

**Section 3.2** A further purpose is to develop comprehensive plan for the region and obtain the public input and Consortium approval of the plan with respect to workforce development activities that incorporate state strategic components.

**Section 3.3** Additionally, the purpose is to insure comprehensive reviews, monitoring and evaluation of workforce programs occur on a regular basis.

## **ARTICLE IV**

### **Membership**

**Section 4.1 Composition of the Local Workforce Development Board:** The composition of the LWDB shall meet the requirements set forth in section 107 of the Workforce Innovation and Opportunity Act.

### **Section 4.2 Required Members:**

#### **A. Business**

A majority of the members shall be representatives of businesses in the local area who:



- Are owners of businesses, chief executives or operating officers of businesses or other business executives or employers with optimum policymaking or hiring authority;
- Represent businesses, including small businesses, or organizations representing businesses that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and
- Are appointed from among individuals nominated by local business organizations and business trade associations

#### **B. Labor/Apprenticeship**

No less than 20% of the members shall be representative of the workforce within the local area who:

- Shall include representatives of labor organizations (for a local area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organizations) other representative of employees
- Shall include a representative, who shall be a member of a labor organization apprenticeship program, or a training director from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists
- May include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and
- May include representatives of organizations that have demonstrated experience and expertise addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth

#### **C. Education**

Each local board shall include representatives of entities administering education and training activities in the local area who:

- Shall include a representative of eligible providers administering adult education and literacy activities under title II of WIOA;
- Shall include a representative of institutions of higher education providing workforce investment activities (including community colleges);
- May include representative of local educational agencies, and of community-based organizations with demonstrated experience in addressing the education or training needs of individuals with barriers to employment;
- A private education provider. CareerSource Florida may waive this requirement if requested by a LWDB if it is demonstrated that such representative do not exist in the local area

#### **D. Economic/Community Development and Other Entities**

Each local board shall include representatives of governmental and economic and community development entities serving the local area who:

- Shall include a representative of economic and community development entities serving the local area. An economic agency is defined as including a local planning or zoning commission or board, a community development agency, or another local agency or institution responsible for regulating, promoting, or assisting in local economic development
- A representative of Vocational Rehabilitation serving the local area
- May include representatives of agencies or entities serving the local area relating to transportation, housing and public assistance
- May include representatives of philanthropic organizations serving the local area
- May include other individual or representatives of entities as the Chief Elected Official in the local areas determines to be appropriate

**(Workforce Innovation and Opportunity Act 2014, §107(b)(2a-2d))**

### **Section 4.3 LWDB Chair**

The Chair of the LWDB must be from the business community and serve for a term of no more than two (2) years and no more than two (2) terms. **(Florida Statutes § 445.007 (2)(a))**

### **Section 4.4 Membership Nominations and Appointments**

- All nominees shall reasonably represent the industrial and business demographic of the local area according to section 4.1 of this document.
- Members of the LWDB shall be approved by the CSFC Consortium according to the WIOA requirements mentioned in section 4.1 of this document.
- Whenever possible, at least one-half (1/2) of such business and industry representatives shall be representatives of small businesses (50 employees or less), including minority businesses.

### **Section 4.5 Terms of Appointment**

- All officers of the LWDB will be elected for two (2) year terms and shall not serve more than two (2) consecutive terms.
- The LWDB board will be reviewed annually for renewal by the Consortium.
- Any vacancies in the membership of the LWDB shall be filled in the same manner as the original appointment and approved via the Consortium.

### **Section 4.6 Termination of Membership**

- A. Although membership on the Board is strictly voluntary, members are expected to give due consideration to the impact of their presence or absence on the Board before voluntarily terminating their membership. Members are encouraged to give a minimum of thirty (30) days notice of their impending resignation.
- B. Members may be removed from the Board as follows:
  1. **For Cause**  
Members may be removed with or without cause by the affirmative vote of a majority of the Board of Directors at a meeting at which a quorum is present. The following shall be grounds for removal for cause:
    - Disclosure of confidential information
    - Misuse of position
    - Failure to disclose conflict of interest

- **Felony conviction while a member of the Board**
- **Refusal to perform or gross neglect in performance of Board duties**
- **Other causes as may be determined by the Board**
- **Failure to sign Code of Ethics and other Board Member Documents**

## **2. Resignations**

- **Voluntary resignations shall be those occurring when a member, for his or her own reasons, elects to leave Board membership and gives due notice of such intent.**
- **Involuntary resignations (de-facto resignations) shall occur when a member misses one-half of the regularly scheduled Board or Board Committee/Council meetings in a twelve (12) month period. An involuntary resignation may be set-aside at the request of the member followed by a majority vote of the Board.**

## **ARTICLE V**

### **Officers, Executive Committee, and Staff**

**Section 5.1** The officers of the Regional Workforce Board shall include the Chairperson and Vice-Chairperson. The positions of Secretary and Treasurer shall be appointed as the committee deems necessary.

**Section 5.2** The Chairperson shall be selected from among members of the LWDB who are representatives of businesses as described in WIOA Section 107 (2)(a). See Article IV(A) in this document. The Chairperson shall perform all duties incident to the office of Chairperson, inclusive of signing of LWDB Documents, representing the Board and presiding at LWDB meetings.

**Section 5.3** The Vice-Chairperson shall act for the Chairperson in his/her absence or at the direction of the Chairperson. The Vice-Chairperson may be selected from any sector. In the event that the Chairperson is unable to complete his/her entire term, the Vice-Chairperson will exercise all the powers and authority of the Chairperson while retaining the Vice-Chairmanship.

**Section 5.4** The Secretary shall perform the duties incident to the office, which shall include keeping, or causing to be kept, appropriate minutes of all Board meetings.

**Section 5.5** The Treasurer shall perform all duties incident to the office, which shall include the presentation of relevant financial information to the Board.

**Section 5.6 Executive Committee:** The officers of the LWDB and five (5) at-large Board Members shall constitute the Executive Committee. The Executive Committee shall be empowered to act, *as necessary*, on behalf of the full membership of the Board, provided that any such action taken by the Executive Committee pursuant to this authority shall be placed on the LWDB agenda to be voted upon at the next Board meeting.

### **Section 5.7 Election and Terms of Officers and Executive Committee:**

- **Officers and Executive Committee members shall be elected by a majority of the members of the LWDB present and voting at an announced meeting to elect officers and executive committee members.**
- **Terms will generally commence the 1<sup>st</sup> day of July and concluding on the 30<sup>th</sup> day of June of the following year.**

- The term of office for the executive committee members shall be reviewed by the LWDB and renewed annually. Successors will be elected as openings become available.
- As stated in Section 4.5 officers will be elected for two (2) year terms and serve no more than two (2) consecutive terms.
- Any member of the Board, in good standing, may be nominated as a candidate for any Board positions.

**Section 5.8 Officers and Executive Committee Vacancy:** In the event that an Officer or Executive Committee member resigns or cannot complete his/her term of office, the Chairperson shall appoint a member of the Board to fill the unexpired term, with the appointment to be voted upon at the next LWDB meeting. In the event that the Chairperson resigns or for any reason cannot complete his/her term of office, the Vice-Chairperson shall assume the rights and responsibilities of the Chairperson.

**Section 5.9 Executive Director:** The Executive Director shall serve as the Chief Executive Officer (CEO) of the Corporation. As the CEO, the full responsibility for staff, daily operations, administration, planning, programming, budgeting, policy development and implementation, security, contract monitoring, and management information systems are part of the contracted job responsibilities.

The CEO shall serve as a non-voting member of the Board of Directors and provide staff support for all functions and activities of the board, including policy implementation. The CEO is authorized to sign for the corporation in matters related to the daily operation of programs, contracts, purchases, leases, or other business matters necessary to carry out the duties and responsibilities of the position.

## **ARTICLE VI**

### **Meetings and Quorum**

#### **Section 6.1 Meeting Procedures:**

- A. The LWDB shall meet on a regular schedule established by the Board of Directors. Special meetings may be called by the Executive Director or by the Board Chair.
- B. All members of the LWDB will be notified in writing of the date, time, and place of the meetings at least seven (7) days in advance along with an agenda.
- C. In the event the Executive Director and/or Board Chair determine that an emergency situation requires a special meeting, the seven (7) day notice requirement may be waived.
- D. Pursuant to Section 445.007 (1), Florida Statutes, board and committee members may participate in the meetings by means of a telephone conference or other telecommunications device. This device must allow all persons to hear each other or to see in written form the words of the other members.
- E. Minutes shall be kept of all meetings, be reviewed and approved at the regularly scheduled LWDB meeting and be made available to the public.
- F. The LWDB meetings shall be publicly announced, open and accessible to the general public, in accordance with applicable Florida Statutes.
- G. Discussions and participation in meetings shall be limited to Agenda Items and to members of the LWDB and its staff. The following exceptions will be applied:

- a. Regularly scheduled agenda items that call for reports or participation by non-members
  - b. At the discretion of the Chairperson, comment(s) or other participation by the public deemed relevant to the Agenda Item under consideration by the Regional Workforce Board
  - c. Additional items may be added to the agenda upon a vote of the majority of the members present at the beginning of the meeting.
- H. When parliamentary procedures are not covered by these By-Laws, Robert's Rules of Order, as revised, shall prevail.

**Section 6.2** Each member of the LWDB, including officers, shall have one (1) vote on all matters under consideration by the Board. A Board member may not participate in discussions or vote on any matter under consideration by the Board that would provide a direct financial benefit to the Board member, his immediate family, employer, or any organization of which he is a Board or staff member. Such conflicts of interest must be stated publicly prior to the commencement of any discussion on the matter under consideration.

**Section 6.3 Quorum**

A quorum for all meetings of the LWDB and its committees shall be declared with one-third (1/3) of the voting members present. This is inclusive of the Chairperson. In addition, if any position is vacated for any reason, that position will not be considered part of the total count. A motion shall be passed or defeated by a majority of those members voting at a meeting where a quorum has been established. Once a quorum is declared at any LWDB meeting, the quorum is not lost until the meeting is adjourned.

**Section 6.4 Voting in Absentia**

Members, whenever unable to attend a Board meeting in person or by teleconferencing, may vote in absentia via e-mail to the Board's Operations Manager/Executive Secretary as long as the vote is cast after receipt of a meeting agenda, prior to the Board meeting, and a conflict of interest does not exist.

Votes made in absentia shall be counted at the time the vote is taken at a meeting with a quorum present provided e-mails contain the following: the date of the meeting, the voting agenda item, a statement that the voter does not have a conflict of interest with the agenda item, the vote in terms of "yes" or "no", or "abstain", and the official electronic signature of the Board Member. Such votes shall be read into the public record.

**ARTICLE VII**  
**Committees**

**Section 7.1 Standing Committees:** The LWDB may establish such Standing Committees as are deemed necessary to perform the specific functions of the LWDB. These Committees shall be advisory to the LWDB, except that they may, with specific authorization, act on behalf of the LWDB.

**Section 7.2 Committee Appointments:** The Chairperson of the LWDB in conjunction with the Executive Director shall have authority to appoint members of the LWDB to serve on all Committees. This is subject to the approval of the Executive Committee. Membership on all Standing Committees shall be reviewed by the Chairperson, and the Executive Director annually.

**Section 7.3 Ad Hoc Committees:** Ad Hoc Committees may be established by the Chairperson to deal with matters of particular or immediate concern. Ad Hoc Committees shall be composed of members of the LWDB with their number and representation determined by the Chairperson. An Ad Hoc Committee shall be advisory to the LWDB and shall terminate upon satisfactory completion of the task for which it was originally appointed.

Section 7.4 Resignations and placing

## **ARTICLE VIII**

### **Compensation and Expense of Members**

**Section 8.1** Members shall receive no compensation for their services, but shall be reimbursed for traveling expenses while engaged in specific activities on behalf of the LWDB. Such reimbursement shall be made by the administrative entity and grant recipient for the Region 7 LWDB following the submission of appropriate documentation by the Board member and in accordance with the provisions of applicable Florida Statutes and Board policy.

## **ARTICLE IX**

### **Resolution of Consortium Disagreements**

**Section 9.1** In the event of a disagreement between the LWDB and the CareerSource Florida Crown Consortium, the Chairperson and Vice-Chairperson shall be empowered to negotiate the matter on behalf of the full membership of the LWDB to the mutual satisfaction of both parties, provided that any such resolution shall not be effective until approved by the full membership of the LWDB.

## **ARTICLE X**

### **Legal Status**

**Section 10.1** Nothing in these By-Laws shall be construed to take precedence over Federal, State or local laws and regulations, or to limit or constrain the rights and obligations of the units of local government party to the Interlocal Agreement creating the LWDB.

All matters not specifically designed or delegated herein shall be subject to the action of the LWDB.

## **ARTICLE XI**

### **Revisions, Reviews and Approval**

**Section 11.1** These By-Laws may be amended or repealed by an affirmative vote of one-half (1/2) of the membership present and voting thereon, after notice, which shall specify or summarize the changes proposed to be made.

Such notice shall be sent electronically to the LWDB members prior to the meeting at which such reviews or revisions are acted upon.

The By-Laws shall become effective upon approval by the LWDB and be reviewed by the Executive Director on an annual basis prior to the final Board Meeting in June of each year. Comments, changes or updates shall be presented to the Board of Directors as required.

These By-Laws have been reviewed and approved on the 10<sup>th</sup> day of December, 2019 by the Local Workforce Development Board.

**APPROVED:**



Robert Jones, Executive Director