Workforce Innovation and Opportunity Act
Local Plan for Program Years 2017-2020

Local Workforce Development Area 21

Tel 561-340-1060
Fax 561-340-1057
3400 Belvedere Rd
West Palm Beach, FL. 33406
www.careersourcepbc.com
careersourcepbc.com

Date Submitted: 05/31/2018
Plan Contact: Peter Pignataro

Rev 4
## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACRONYM GUIDE</td>
<td>II</td>
</tr>
<tr>
<td>INTRODUCTION: A MESSAGE FROM STEVE CRAIG, PRESIDENT AND CEO</td>
<td>1</td>
</tr>
<tr>
<td>CAREERSOURCE PALM BEACH COUNTY’S VISION FOR IMPLEMENTING THE WORKFORCE INNOVATION AND OPPORTUNITY ACT</td>
<td>2</td>
</tr>
<tr>
<td>A) ORGANIZATIONAL STRUCTURE</td>
<td>3</td>
</tr>
<tr>
<td>B) ANALYSIS OF NEED AND AVAILABLE RESOURCES</td>
<td>12</td>
</tr>
<tr>
<td>C) LOCAL WORKFORCE DEVELOPMENT AREA VISION AND STRATEGIC GOALS</td>
<td>30</td>
</tr>
<tr>
<td>D) COORDINATION OF SERVICES</td>
<td>36</td>
</tr>
<tr>
<td>E) DESCRIPTION OF THE LOCAL ONE-STOP SYSTEM</td>
<td>58</td>
</tr>
<tr>
<td>F) DESCRIPTION OF PROGRAM SERVICES</td>
<td>93</td>
</tr>
<tr>
<td>G) PUBLIC COMMENT PROCESS</td>
<td>130</td>
</tr>
<tr>
<td>H) SIGNATURE PAGE</td>
<td>131</td>
</tr>
</tbody>
</table>
ACRONYM GUIDE

ABE  Adult Basic Education
ABAWDs  Able Bodied Adults without Dependents
ADA  Americans with Disabilities Act
CES  Current Employment Statistics
CEU  Continuing Education Units
CFR  Code of Federal Regulations
CRM  Customer Relationship Manager
CSPBC  CareerSource Palm Beach County
CTC  Career Training Concepts
CWEP  Community Work Experience Program
DEO  Department of Economic Opportunity
DBS  Division of Blind Services
DCF  Department of Children and Families
DJJ  Department of Juvenile Justice
DOE  Department of Education
DVOP  Disabled Veteran Outreach Program
EMSI  Economic Modeling Specialists International
EF  Employ Florida
EMSI  Economic Modeling Specialist International
EN  Employment Networks
EP  Employment Projections
ESOL  English for Speakers of Other Languages
ETA  Employment and Training Administration
ETP Eligible Training Providers
ETPL Eligible Training Provider List
EWT Employed Worker Training
FDBS Florida Division of Blind Services
FDOE Florida Department of Education
FETPIP Florida Education and Training Placement Information Program
FFY Federal Fiscal Year
FSS Family Self-Sufficiency
FWIA Florida Workforce Investment Act
GGHC Gateway to Geriatric Healthcare Careers
HOST Hospitality Occupation and Service Training
HUD U.S. Department of Housing and Urban Development
HWOL Help Wanted On-Line by Wanted Analytics, Inc
IEP Individualized Education Plan
IPE Individualized Plan for Employment
ITA Individual Training Accounts
IWT Incumbent Worker Training
JVA Jobs for Veterans Act
JVSG Jobs for Veterans State Grant
KSAs Knowledge, Skills, and Abilities
LAUS Local Area Unemployment Statistics
LVER Local Veterans Employment Representative
LWDA Local Workforce Development Area
LWDB Local Workforce Development Board
MIS Management Information System
MSA Metropolitan Statistical Area
MSFW Migrant & Seasonal Farmworkers
NEG National Emergency Grant
NFJP National Farmworker Jobs Program
O*Net Occupational Information Network
OCR Office of Civil Rights
OES Occupational Employment Statistics
OJT On-the-Job Training
PREPARE Pre-Release Employment Preparation and Reentry Engagement
PRWOR Personal Responsibility and Work Opportunity Reconciliation
PY Program Year
QUALDOCS Quality Documentation System for CareerSource Palm Beach County
QRT Quick Response Training/Florida Flex
RA Reemployment Assistance
REACT Reemployment and Emergency Assistance Coordination Team
RESEA Reemployment Services and Eligibility Assessment
RESTORE Regional and State Transitional Offender Re-entry
RFP Request for Proposal
RTOL Regional Targeted Occupations List
SACS Southern Association of Colleges and Schools
SBDC Small Business Development Center at Palm Beach State College
SBE Significant Barriers to Employment
SCORE Service Corps of Retired Executives
SCSEP Senior Community Service Employment Program
SFY State Fiscal Year
SNAP Supplemental Nutrition Assistance Program
SDPBC School District of Palm Beach County
SSA Social Security Administration
SUNBIZ Florida Department of State Division of Corporations
TAA Trade Adjustment Assistance
TAACCT Trade Adjustment Assistance Community College and Career Training
TANF Temporary Assistance for Needy Families
TABE Test of Adult Basic Education
TCA Temporary Cash Assistance
TEGL Training and Employment Guidance Letter
TOL Targeted Occupations List
TRADE Transforming Resources for Accelerated Degrees and Employment
TTW Ticket to Work
UCX Ex-Service Members
UI Unemployment Insurance
USDOE United States Department of Education
USDOL United States Department of Labor
UYEP WORKS Urban Youth Empowerment Program WORKS
VETS Veterans Employment and Training Service
VCC Virtual Career Center
VR Florida Division of Vocational Rehabilitation
WIA Workforce Investment Act
WIOA Workforce Innovation and Opportunity Act
WOTC Work Opportunity Tax Credit
WP Wagner-Peyser
INTRODUCTION: A MESSAGE FROM STEVE CRAIG, PRESIDENT AND CEO

The federal Workforce Innovation and Opportunity Act (WIOA) requires each local workforce development board (LWDB or local board) to develop and submit, in partnership with the local chief elected official, a comprehensive four-year service plan to the state. This document serves as the update to our WIOA four-year plan for CareerSource Palm Beach County effective July 1, 2016 through June 30, 2020 or program years (PY) 2017-2020.

The law emphasizes the importance of collaboration and transparency in the development and submission of the plan. Affected entities and the public have had, or will have had, an opportunity to provide input in the development of the plan. The local board has made the plan available through electronic means and in open meetings to ensure transparency to the public. Local elected officials, local workforce development board members, core program partners and mandatory one-stop partners have been or will be an integral part of the planning process. Our plan also addresses how we will coordinate service delivery with the new mandated core programs of Vocational Rehabilitation, Blind Services and Adult Education.

Our plan is based on the current and projected needs of the workforce system, placing an increased emphasis on coordination and collaboration at all levels to ensure a seamless system for employers and job seekers, including those with disabilities, those who are homeless, veterans, ex-offenders and out-of-school youth as mandated by WIOA. The plan includes an identification of the education and skill needs of the workforce and employment needs of the local area, with an analysis of the strengths and weaknesses of services to address these identified needs. The assessment includes the best available information or evidence of effectiveness and performance information for specific service models as well as a plan to improve the effectiveness of such programs by adopting proven or promising practices as a part of the local vision. The plan also provides a complete view of the system-wide needs of the local workforce development area.

The plan addresses how CareerSource Palm Beach County will foster strategic alignment, improve service integration and ensure that the workforce system is industry-relevant, responding to the economic needs of the local workforce development area and matching employers with skilled workers. The plan leads to greater efficiencies by reducing duplication and maximizing financial and human resources. Current and future strategies and efficiencies are addressed in collaboration with the continuous improvement of Florida’s workforce system and its focus on customer service excellence. This plan is a living document, which aligns with the business- and market-driven principles of CareerSource Florida.

CareerSource Palm Beach County continues to be recognized as a leader in performance, innovation and best practices by the Department of Economic Opportunity (DEO), the U.S. Department of Labor (USDOL) and CareerSource Florida. Examples of how business practices implemented at CareerSource Palm Beach County have set the pace for other regions across Florida in serving career seekers and employers are provided in this plan. Many of these initiatives are above and beyond required service.

The plan demonstrates our commitment to help provide every Palm Beach County resident with the opportunity to get a great job and build a career. We will continue to seize every opportunity with energy and innovation to achieve our vision “to be recognized by business as the primary source for talent in Palm Beach County.”
CAREERSOURCE PALM BEACH COUNTY’S VISION FOR IMPLEMENTING THE WORKFORCE INNOVATION AND OPPORTUNITY ACT

Through the implementation of the Workforce Innovation and Opportunity Act (WIOA), CareerSource Palm Beach County 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, and credentialing and post-secondary education opportunities.
A) ORGANIZATIONAL STRUCTURE

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

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

The Chief Elected Official for Local Workforce Development Area Palm Beach County is:
Mayor Melissa McKinlay
Board of County Commissioners Palm Beach County, Florida
301 North Olive Avenue
West Palm Beach, Florida 33401
Phone: (561) 355-2206
Phone: (877) 930-2206
Fax (561) 355-6277
Email: MMckinlay@pbcgov.org

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

Please find attached (Attached A1) a copy of the Palm Beach Workforce Development Consortium Interlocal Agreement effective July 10, 2007 and amendments thereto. The Local Workforce Development Area (LWDA21) comprises five units of general local government to include Palm Beach County and the municipalities of West Palm Beach, Delray Beach, South Bay and Palm Beach Gardens. On July 10, 2007 an Interlocal Agreement, which is automatically renewed annually without action of any party, created the Palm Beach Workforce Development Consortium. Duties of the consortium include selection of one of the parties to the agreement to serve as the Chief Elected Official for the area. Palm Beach County is the designated Chief Elected Official for LWDA21.

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

Please find attached (Attached A2) a copy of the Contract to Administer Grant Funds between Palm Beach County and CareerSource Palm Beach County.
D. Describe the by-laws established by the CEO to address the criteria contained in §679.310(g) of the proposed WIOA regulations:

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

The CareerSource Palm Beach County Board of Directors elects a chairperson from among those representatives of the board described in Pub. L. No. 113-128, Title I, s. 107(b)(2)(A) who are representatives of business in Palm Beach County, who are:

   (i) owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
   (ii) 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 Palm Beach County; and
   (iii) are appointed from among individuals nominated by local business organizations and business trade associations.

CareerSource Palm Beach County is governed by a board of directors, whose membership and appointment and number are consistent with WIOA, Pub. L. No. 113-128, Title I, s. 107(b)(c)(d)(e), Private sector representatives of local businesses shall constitute a majority of the membership of the board and are representative of the local business community. The importance of minority and gender representation is considered in making appointments to the board. CareerSource Palm Beach County operates under an Interlocal Agreement of the Palm Beach Workforce Development Consortium. Each of the five parties, Palm Beach County as CEO, and the cities of Delray Beach, Palm Beach Gardens, South Bay and West Palm Beach, to the Interlocal Agreement individually appoint their designated number of business representative members to the CareerSource Palm Beach County Board of Directors. The remaining WIOA required board member appointments are made by the Palm Beach Workforce Development Consortium.

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

   Non-mandated board members appointed may serve no more than two consecutive terms and are appointed for 3-year terms. However, to establish staggered terms for non-mandated board members, the CEO may appoint or reappoint one-third of the board members for 1-year terms, one-third of the board members for 2-year terms, and one-third
of the board members for 3-year terms beginning July 1, 2016. Subsequent appointments or reappointments shall be for 3-year terms, except that a member appointed to fill a vacancy on the board shall be appointed to serve only the remainder of the term of the member whom he or she is replacing, and may be appointed for a subsequent 3-year term. Mandated directors shall hold office for so long as they meet the representative requirement mandated by law, subject to confirmation and appointment by the Palm Beach Workforce Development Consortium.

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

The CEO is immediately notified in writing of board resignations and upcoming vacancies to ensure a prompt nominee replacement is approved at the next Palm Beach County Board of County Commissioners or Palm Beach Workforce Development Consortium meetings.

4. The proxy and alternative designee process that will be used when a board member is unable to attend a meeting and assigns a designee as per the requirements at §679.110(d)(4) of the proposed WIOA regulations; CareerSource Palm Beach County does not allow for proxy and alternate designee process. Voting by approved alternates’ proxy is not permitted in a board member’s absence

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

Only directors present in person or by telephone at a meeting shall be entitled to vote on matters submitted to a vote at such meeting. A director may participate by telephone in any meeting of the Board of Directors or any committee thereof and shall be deemed present for all purposes, including, without limitation, the establishment of a quorum, and may vote on matters presented at such meeting provided that all directors participating by telephone are able to hear all other directors participating by telephone or in person at the meeting and all other directors participating in the meeting whether in person or by telephone are able to hear each director participating by telephone.

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

The CareerSource Palm Beach County Board of Directors designate and direct the activities of standing committees to provide information and to assist the local board in carrying out activities. Such standing committees are chaired by a member of the
CareerSource Palm Beach County board, may include other members of the local board, and shall include other individuals appointed by the local board who are not members of the local board and who the local board determines have appropriate experience and expertise. CareerSource Palm Beach County has designated the following standing committees per WIOA, Pub. L. No. 113-128, Title I, s. 107(b)(4):

(i) One-Stop Delivery System Committee to provide information and assist with operational and other issues relating to the one-stop delivery system. This may include as members representatives of the one-stop partners and to provide information and to assist with operational and other issues relating to the provision of priority of services to veterans and individuals with disabilities, including issues relating to compliance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on providing supports for, or accommodations to, and finding employment opportunities for individuals with disabilities.

(ii) Youth and Young Adult Outreach Committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth. This shall include community-based organizations with demonstrated records of success in serving eligible youth.

(iii) CareerSource Palm Beach County has designated a Financial Planning Committee and Executive Committees in addition to the standing committees specified in WIOA, Pub. L. No. 113-128, Title I, s. 107(b) (4). The Financial Planning Committee is responsible to ensure overall fiscal responsibility. The Executive Committee meets with the President/CEO on a regular basis to provide guidance and planning for the organization. Occasionally, the Board of Directors will refer a motion to the Committee for approval when time is sensitive and actions need to take place prior to the next full Board meeting.

7. Any other conditions governing appointments or membership on the local board. There are no other limitations on the local CareerSource Palm Beach County Board composition or size, leaving board composition to WIOA requirements only.
E. Provide a description of how the CEO was involved in the development, review and approval of the local plan and two year modification.

The Chief Elected Official is a member of the CareerSource Palm Beach County Board of Directors. A draft copy of the plan was presented for comment and review to the Chief Elected Official in February 2016 and thereafter the final plan in April 2016 and this plan update in March 2018. Regular meetings are held between the Chief Elected Official and the CareerSource Palm Beach County President/CEO to discuss current and prospective issues, budget matters, board membership and other matters.

(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.

Mr. Kenneth Kirby is the Chairperson of the CareerSource Palm Beach County Board of Directors. Mr. Kirby represents Transdermal Delivery Solutions Corporation, a business located in Palm Beach County.

Contact information is:

Mr. Kenneth Kirby, President, CEO
Transdermal Delivery Solutions Corp.
11000 Prosperity Farms Road
Palm Beach Gardens, Florida 33410
Phone: (561) 429.6429
Email: KKirby@tdsc.os

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.

Mr. David Talley is the Vice-Chairperson of the CareerSource Palm Beach County Board of Directors. Mr. Talley, a former Chamber of Commerce president and banker, is a private consultant to local non-profits, colleges and business located in Palm Beach County, Florida.
Contact information is:
Mr. David Talley
854 Fathom Road West
North Palm Beach, Florida 33408
Phone: (561) 626-4704
Email: d-atalley@comcast.com

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

A draft copy of the plan was presented for comment and review to the LWDB in February 2016 and thereafter the final plan in April 2016 and this update in March 2018. Regular meetings are held between the LWDB and the CareerSource Palm Beach County President/CEO to discuss current and prospective issues, budget matters, board membership and other matters.

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

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

The Palm Beach Workforce Development Consortium was created on July 10, 2007 by an Interlocal Agreement among founding members Palm Beach County, Delray Beach, Palm Beach Gardens and South Bay to permit CareerSource Palm Beach County to act as the one-stop operator, direct service provider, administrative entity, grant recipient and fiscal agent for the implementation of all appropriate funding sources as may be available to support workforce development activities for LWDA21 which is all of Palm Beach County. The city of West Palm Beach was added as a member of the consortium on November 18, 2014. As a result of the creation and use of the consortium, significant cost savings were realized by CareerSource Palm Beach County. Prior to the establishment of the consortium, CareerSource Palm Beach County was required to contract with an outside vendor for one-stop operator and direct service provider services. CareerSource Palm Beach County staff members are considered consortium employees.
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 Palm Beach County acts as the fiscal agent and administrative entity for LWDA21, Palm Beach County.

C. 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, attach any agreements describing how the entity will carry out its multiple responsibilities, including how it will develop 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.

Palm Beach County and CareerSource Palm Beach County have a contract to administer grant funds that describes how CareerSource Palm Beach County will carry out its multiple responsibilities (Attached A2).

The consortium, pursuant to Section 163.01(7) of the Florida statutes, employs CareerSource Palm Beach County staff to operate and implement workforce programs including One-Stop and direct services in the LWDA as well as related programs in workforce development. This ensures separation of oversight and management responsibilities through its governance structure and operational guidelines. Some of the tactical issues go to CareerSource Palm Beach County board committees under the auspices of the CareerSource Palm Beach County Board of Directors in their role as the strategic oversight board.

CareerSource Palm Beach County Board’s role is to set overall direction, strategy and policy. The board will also provide broad oversight that is achieved through a committee structure that has been established to define the "firewall" that separates the board of directors from its policy role and its program operations management role. For the purpose of workforce system oversight, the board committees are: the Executive Committee, Financial Planning Committee, One-Stop Delivery System Committee and the Youth and Young Adult Outreach Committee. Day-to-day
operational management is the role of the board’s staff management team, with specific responsibility for workforce system management. This team reports to the CareerSource President/CEO. The President/CEO is the sole point of accountability to the board of directors in the management of local operations.

Board staff, together with staff from the Department of Economic Opportunity (DEO), provides client and customer direct services, exclusive of occupational skills training. Board staff responsible for writing and implementing policy is not engaged in the day-to-day delivery of services; rather, those tasks are assigned to staff stationed at service delivery access points in the career centers.

Programmatic monitoring is handled in-house by board program staff and through an external independent contracted monitor. Internal programmatic monitors are not the individuals delivering services in order to maintain the necessary separation and checks and balances. Peer monitoring on an ongoing basis by career center staff is used to ensure that programmatic compliance is imbedded into daily operations.

Financial monitoring continues to be contracted to an external independent contracted monitor. CareerSource Palm Beach County has established a “firewall” that clearly separates and defines our existing role as the oversight body for the local area’s workforce delivery system through the continuous monitoring of program services by an internal Quality Assurance team and external consultants. Throughout the year, an external independent contractor reviews CareerSource Palm Beach County’s performance and ensures compliance with state and federal laws and regulations, as well as state and board policies.

We have established a firewall that clearly separates the role of oversight versus our role as the managing board for operational services:

1. At least twice per year monitoring of programs and financials by an external consulting firm;
2. Monitor Welfare Transition Program case files by an external consulting firm;
3. Require career center staff to participate in trainings, cost-allocation workshops, and other pertinent staff development activities;
4. Maintain time-tracking system for board staff and career center staff that interfaces with the payroll and financial reporting system;
5. Monitor programs to ensure allowable and timely expenditures;
6. Monitor monthly financial reports to ensure budget and regulatory compliance;
7. Utilize cost reimbursement contracts to encourage optimal performance;
8. Require career center program staff to perform extensive file monitoring;
9. Monitor career center operations and all subrecipients by internal monitoring staff;
10. Internal monitoring of training providers and publishing a consumer report card to determine the “Return on Investment” of training funds.

The CareerSource Palm Beach County Board of Directors is strictly a policy board that ensures compliance with state and federal regulations and laws, reviews performance and performs strategic planning. This leaves the day-to-day operations to board administrative staff. CareerSource Palm Beach County is a transparent organization, accountable to the board.

(4) One-Stop System

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

CareerSource Palm Beach County operates a comprehensive center centrally located in Palm Beach County at 3400 Belvedere Road, West Palm Beach, Florida. We also do provide Supplemental Nutrition Assistance Program (SNAP) at this center for Able Bodied Adults without Dependents (ABAWDs) who are individuals ages 18 to 49 without children receiving food stamps. Other service delivery locations include services offered in the western county communities at 1085 South Main Street, Belle Glade, Florida 33430 and our new Delray Career Cottage at 186 NW 5th Avenue, Delray Beach, Florida 33444.

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

All career center hours are Monday through Friday, 8:00 am to 5:00 pm.

C. Identify the entity or entities selected to operate the local one-stop center(s).
CareerSource Palm Beach County operates all of the local career centers.

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

CareerSource Palm Beach County provides career services within the local workforce system.

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

CareerSource Palm Beach County provides Workforce Innovation and Opportunity Act, TANF (Temporary Assistance for Needy Families), Wagner-Peyser, Ticket To Work, SNAP, Veterans, and Youth services. Both CareerSource Palm Beach County and The Lord’s Place provide career services to a special targeted population, homeless ex-offenders (Attached A3).

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

CareerSource Palm Beach County hereby certifies that at least one comprehensive One-Stop center located at Palm Beach County at 3400 Belvedere Road, West Palm Beach, Florida which meets the CareerSource Florida Administrative Policy for One-Stop Certification requirements.

B) ANALYSIS OF NEED AND AVAILABLE RESOURCES
(1) Please provide an analysis (or existing analysis pursuant to WIOA section 108(c)) of the regional economic conditions, which must include:

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

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

Local area employment by industry category:

Mining, Logging, and Construction

The Local Workforce Development Area (LWDA21) does not have any employment in mining and logging, but there is considerable employment in construction. In December 2017, the local construction employment was 39,700 an over-the-year change in December 2017 (+3,800 jobs, +10.6 percent) which was +100 when compared to November 2017 (+3,500 jobs, +9.7 percent). The number of jobs in this sector has grown each month over the past year.

Manufacturing

In December 2017, the local manufacturing employment was 20,000. The over-the-year change in December 2017 (+400 jobs, +2.0 percent) which was +400 when compared to November 2017 (+100 jobs, +0.5 percent). The number of jobs in this sector has remained fairly constant for almost a year.

Trade, Transportation, and Utilities

In December 2017, the local employment in Trade, Transportation, and Utilities was 118,800. The over-the-year change in December 2017 (-2,100 jobs, -1.7 percent) was 900 more when compared to November 2017 (-1,600 jobs, -1.3 percent). The number of jobs in this sector has been trending upward over the past six months prior to November 2017.

Information

In December 2017, the local Information employment was 11,100. The over-the-year change in December 2017 (+200 jobs, +1.8 percent) was just about equal to November 2017 (+100 jobs, +0.9 percent). The number of jobs in this sector has been fairly constant over the past year.

Financial Activities
In December 2017, the local employment in Financial Activities was 39,800. The over-the-year change in December 2017 (+100 jobs, +0.3 percent) was 700 more jobs compared to November 2017 (-800 jobs, -2.0 percent). The number of jobs in this sector has been fairly constant over the past year.

**Professional and Business Services**

In December 2017, the local employment in Professional and Business Services was 113,600. The over-the-year change in December 2017 (+2,800 jobs, +2.5 percent) was 1,500 more when compared to November 2017 (-700 jobs, -0.6 percent). The number of jobs in this sector has been generally trending upward over the past eight years.

**Education and Health Services**

In December 2017, the local employment Education and Health Services was 99,100. The over-the-year change in December 2017 (+100 jobs, +0.1 percent) was 500 more jobs when compared to November 2017 (-700 jobs, -0.7 percent). The number of jobs in this sector has been trending upward for over two decades.

**Leisure and Hospitality**

In December 2017, the local employment in Leisure and Hospitality was 92,600. The over-the-year change in December 2017 (+1,300 jobs, +1.4 percent) was 2,200 more when compared to November 2017 (+400 jobs, +0.4 percent). The number of jobs in this sector has been trending upward over the past eight years.

**Other Services**

In December 2017, the employment was 34,200. The over-the-year change in December 2017 (+800 jobs, +2.4 percent) and was -400 less when compared to November 2017 (+900 jobs, +2.7 percent). The number of jobs in this sector has been trending upward over the past eight years.

**Government**

In December 2017, the local employment in Government was 66,700. The over-the-year change in December 2017 (+2,900 jobs, +4.5 percent) this was 500 more when compared to November 2017 (+1,600 jobs, +2.5 percent). The number of jobs in this sector has been fairly constant over the past five years, but has experienced some additional growth over the last year.
Emerging Industries

Health care, information services, personal services, heating and air conditioning (HVAC), education and transportation top the list of emerging industries appearing in the following chart, Top Emerging Industries. Emerging industries tend to employ a higher percentage in professional occupations.

Top Emerging Industries

Existing Demand Occupations

As seen in the next chart, the majority of the top 15 existing demand occupations are low-skill occupations characterized by relatively low wages and a high rate of worker turnover. The top five existing demand occupations are related to customer service and hospitality, retail salespersons being the top existing demand occupation, with an estimated 34,836 projected job openings between 2017 and 2025.

Only two of the top 15 existing demand occupations require significant technical training: secretaries and nursing assistants. Only one of the top 15 existing demand occupations is a healthcare: nursing assistants, which has a relatively high turnover rate and will continue to experience employment growth as a result of increasing demand, driven by local population growth, age demographics, expanded insurance coverage, and technological changes.
### TOP 15 EXISTING DEMAND OCCUPATIONS

(-ranked by total job openings)

<table>
<thead>
<tr>
<th>Rank</th>
<th>SOC Code</th>
<th>Title</th>
<th>Employment 2017</th>
<th>Employment 2025</th>
<th>Level Change</th>
<th>Percent Change</th>
<th>Total Job Openings*</th>
<th>2017 Hourly Wage ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>413031</td>
<td>Retail Salespersons</td>
<td>25,900</td>
<td>28,618</td>
<td>2,718</td>
<td>11.3</td>
<td>34,836</td>
<td>10.75</td>
</tr>
<tr>
<td>2</td>
<td>821111</td>
<td>Nurses and Registrars</td>
<td>17,965</td>
<td>19,710</td>
<td>1,745</td>
<td>9.7</td>
<td>29,919</td>
<td>10.76</td>
</tr>
<tr>
<td>3</td>
<td>363021</td>
<td>Combined Food Prep. and Serving Workers, Inc.</td>
<td>16,145</td>
<td>18,902</td>
<td>2,757</td>
<td>17.1</td>
<td>28,459</td>
<td>9.50</td>
</tr>
<tr>
<td>4</td>
<td>412011</td>
<td>Cashiers</td>
<td>17,536</td>
<td>18,761</td>
<td>1,225</td>
<td>7.0</td>
<td>28,124</td>
<td>9.28</td>
</tr>
<tr>
<td>5</td>
<td>534011</td>
<td>Customer Service Representatives</td>
<td>15,128</td>
<td>16,503</td>
<td>1,375</td>
<td>9.1</td>
<td>17,502</td>
<td>14.99</td>
</tr>
<tr>
<td>6</td>
<td>372011</td>
<td>Landscaping and Groundskeeping Workers</td>
<td>14,587</td>
<td>16,542</td>
<td>1,955</td>
<td>13.4</td>
<td>16,633</td>
<td>11.35</td>
</tr>
<tr>
<td>7</td>
<td>360104</td>
<td>Secretaries, Except Legal, Medical, and Executive</td>
<td>16,443</td>
<td>18,098</td>
<td>1,655</td>
<td>10.1</td>
<td>15,692</td>
<td>17.06</td>
</tr>
<tr>
<td>8</td>
<td>353031</td>
<td>Biomedical Engineers</td>
<td>11,875</td>
<td>13,101</td>
<td>1,226</td>
<td>10.3</td>
<td>24,661</td>
<td>14.38</td>
</tr>
<tr>
<td>9</td>
<td>372011</td>
<td>Janitors and Cleaners, Except Maids and Housekeeping</td>
<td>9,889</td>
<td>11,181</td>
<td>1,292</td>
<td>13.1</td>
<td>12,196</td>
<td>10.57</td>
</tr>
<tr>
<td>10</td>
<td>362014</td>
<td>Cooks, Restaurant</td>
<td>8,005</td>
<td>9,576</td>
<td>1,571</td>
<td>19.6</td>
<td>11,549</td>
<td>13.70</td>
</tr>
<tr>
<td>11</td>
<td>310021</td>
<td>Security Guards</td>
<td>9,197</td>
<td>10,593</td>
<td>1,396</td>
<td>14.6</td>
<td>11,527</td>
<td>11.52</td>
</tr>
<tr>
<td>12</td>
<td>352081</td>
<td>Stock Clerks and Order Fillers</td>
<td>9,292</td>
<td>10,350</td>
<td>1,068</td>
<td>11.5</td>
<td>11,054</td>
<td>11.54</td>
</tr>
<tr>
<td>13</td>
<td>357062</td>
<td>Laborers and Freight, Stock, and Material Movers, Hand</td>
<td>8,035</td>
<td>9,279</td>
<td>1,244</td>
<td>15.5</td>
<td>10,504</td>
<td>11.68</td>
</tr>
<tr>
<td>14</td>
<td>334171</td>
<td>Receptionists and Information Clerks</td>
<td>7,982</td>
<td>9,146</td>
<td>1,164</td>
<td>14.9</td>
<td>9,914</td>
<td>14.97</td>
</tr>
<tr>
<td>15</td>
<td>511014</td>
<td>Nursing Assistants</td>
<td>8,082</td>
<td>9,697</td>
<td>1,615</td>
<td>20.0</td>
<td>9,878</td>
<td>11.70</td>
</tr>
</tbody>
</table>

* Job openings result from economic growth and from replacement needs. For declining occupations, all job openings result from replacement needs.
** Entry Wage - 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.
*** Experienced Wage - The wage an experienced worker might expect to make. It is defined as the average (mean) wage earned by the upper two-thirds of all workers in a given occupation.

### Emerging Occupations

The majority of top emerging occupations occur in the life sciences industry sector (10 of top 15). Nurse practitioners and physicians assistants are the top two emerging occupations in the healthcare industry sector. They specialize in caring for patients throughout a hospital stay.

The top emerging occupations as ranked in the following chart should not be the only determining factor in making a career decision. These are rankings based on the percentage of growth, and those percentages can be misleading in the determination of future employment opportunities. This is best illustrated by looking at the number one ranked emerging occupation Statisticians, with an employment level change of only 18 local positions over these next seven years.

### Top 15 Emerging Occupations

(-ranked by percent growth)

<table>
<thead>
<tr>
<th>Rank</th>
<th>SOC Code</th>
<th>Title</th>
<th>Employment 2017</th>
<th>Employment 2025</th>
<th>Level Change</th>
<th>Percent Change</th>
<th>Industry Sector Linkage</th>
<th>2017 Hourly Wage ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>152041</td>
<td>Statisticians</td>
<td>42</td>
<td>60</td>
<td>18</td>
<td>42.9</td>
<td>Professional Services</td>
<td>23.23</td>
</tr>
<tr>
<td>2</td>
<td>291171</td>
<td>Nurse Practitioners</td>
<td>572</td>
<td>789</td>
<td>217</td>
<td>37.9</td>
<td>Healthcare</td>
<td>42.08</td>
</tr>
<tr>
<td>3</td>
<td>291071</td>
<td>Physicians Assistants</td>
<td>291</td>
<td>351</td>
<td>100</td>
<td>34.4</td>
<td>Healthcare</td>
<td>47.98</td>
</tr>
<tr>
<td>4</td>
<td>191022</td>
<td>Microbiologists</td>
<td>12</td>
<td>16</td>
<td>4</td>
<td>33.3</td>
<td>Professional Services</td>
<td>28.67</td>
</tr>
<tr>
<td>5</td>
<td>172031</td>
<td>Biomedical Engineers</td>
<td>23</td>
<td>30</td>
<td>7</td>
<td>30.4</td>
<td>Manufacturing</td>
<td>34.31</td>
</tr>
<tr>
<td>6</td>
<td>258032</td>
<td>Diagnostic Medical Technologists</td>
<td>415</td>
<td>535</td>
<td>120</td>
<td>28.9</td>
<td>Healthcare</td>
<td>30.62</td>
</tr>
<tr>
<td>7</td>
<td>152031</td>
<td>Operations Research Analysts</td>
<td>286</td>
<td>367</td>
<td>81</td>
<td>28.3</td>
<td>Professional Services</td>
<td>30.51</td>
</tr>
<tr>
<td>8</td>
<td>251111</td>
<td>Criminal Justice &amp; Law Enforcement Teachers, Postsec.</td>
<td>47</td>
<td>60</td>
<td>13</td>
<td>27.7</td>
<td>Education</td>
<td>53.04</td>
</tr>
<tr>
<td>9</td>
<td>291181</td>
<td>Audiologists</td>
<td>109</td>
<td>139</td>
<td>30</td>
<td>27.5</td>
<td>Healthcare</td>
<td>32.09</td>
</tr>
<tr>
<td>10</td>
<td>313021</td>
<td>Physical Therapist Assistants</td>
<td>429</td>
<td>546</td>
<td>117</td>
<td>27.3</td>
<td>Healthcare</td>
<td>30.58</td>
</tr>
<tr>
<td>11</td>
<td>311027</td>
<td>Chiropractors</td>
<td>792</td>
<td>892</td>
<td>190</td>
<td>27.1</td>
<td>Healthcare</td>
<td>14.43</td>
</tr>
<tr>
<td>12</td>
<td>312011</td>
<td>Occupational Therapy Assistants</td>
<td>167</td>
<td>212</td>
<td>45</td>
<td>26.9</td>
<td>Healthcare</td>
<td>31.21</td>
</tr>
<tr>
<td>13</td>
<td>313071</td>
<td>Credit Counselors</td>
<td>316</td>
<td>400</td>
<td>84</td>
<td>26.6</td>
<td>Financial Services</td>
<td>18.10</td>
</tr>
<tr>
<td>14</td>
<td>194092</td>
<td>Forensic Science Technicians</td>
<td>79</td>
<td>100</td>
<td>21</td>
<td>26.6</td>
<td>Government</td>
<td>29.54</td>
</tr>
<tr>
<td>15</td>
<td>259031</td>
<td>Athletic Trainers</td>
<td>118</td>
<td>148</td>
<td>30</td>
<td>25.4</td>
<td>Healthcare</td>
<td>19.89</td>
</tr>
</tbody>
</table>

* Entry Wage - 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.
** Experienced Wage - The wage an experienced worker might expect to make. It is defined as the average (mean) wage earned by the upper two-thirds of all workers in a given occupation.

Source: Florida Department of Economic Opportunity, Bureau of Labor Market Statistics, December 2017
Please provide an analysis of the knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations (WIOA §108(b)(1)(B)).

CareerSource Palm Beach County conducts a comprehensive analysis of labor market information in our LWDA. We partner with the local economic development agency, the Business Development Board of Palm Beach County, to conduct a comprehensive analysis of the local area workforce and employer needs. In 2018, Boyette Strategic Advisors is working with these partners to:

- Determine the regional labor market area for Palm Beach County
- Examine workforce skills and availability in the area
- Identify skills gaps that may present challenges for employers in the county’s targeted industry sectors
- Explore commuting patterns of the workforce
- Assess middle-skills gaps in the Aviation/Aerospace, Healthcare and Information Technology sectors
- Develop workforce enhancement strategies and recommend marketing messages
- Develop data to share with business prospects considering a location in the area
- Utilize a combination of quantitative and qualitative research, along with extensive stakeholder input, to inform the workforce enhancement recommendations. The end result will be invaluable tools for Palm Beach County’s economic development and workforce organizations to use in strengthening workforce assets and addressing any challenges.

The analysis of Palm Beach County in-demand occupations drives the development of our annual Regional Targeted Occupations List (RTOL). The creation of the local RTOL is in accordance with the CareerSource Florida Administrative Consultation Policy number 82. The RTOL includes a limited number of prioritized occupations that will require workforce training to meet the needs of local employers. CareerSource Palm Beach County also reviews the state Targeted Occupations List (TOL) and, based on local workforce needs with input from partners and employers in the community, makes any necessary changes or revisions. Resources such as the Department of Economic Opportunity (DEO) Labor Market Information (LMI) report “Employment Projections” by workforce area, forecasts the future employment levels for industries and occupations in Florida and provides estimates of current and projected employment by industry and occupation for eight years into the future. Projections also include rankings of fast-growing industries and occupations in Florida.
To determine short-term trends, Help Wanted Online (HWOL) “Demand Dashboard” from the Conference Board Database Series is also utilized. The Conference Board HWOL tool is used to examine actual online demand and demand history by occupation in Palm Beach County.

Economic Modeling Specialist International (EMSI) occupation reports are used to do medium-range occupation demand forecasting (4 years). Analyst is a web-based tool that allows us access to EMSI’s database of labor market information. Analyst saves time as it aggregates data from several public and private sources.

Priority for training is linked to job openings for businesses in our targeted infrastructure industries and economic development priorities. All training is limited to two years in duration and the attainment of industry-recognized certificates or certifications, an associate’s degree or a bachelor’s degree, is required.

Considerations for employment needs in in-demand industry sectors and occupations:

1. Local prioritized industry clusters (Marine, Construction, Advanced Manufacturing, Healthcare, Leisure & Hospitality and IT)
(3) Please provide an analysis of the workforce in the region, including current labor force employment (and unemployment) data, information on labor market trends, and the educational and skill levels of the workforce in the region, including individuals with barriers to employment (WIOA §108(b)(1)(C)).

**Labor Force and Unemployment**

The unemployment rate has declined by 1 percentage point over the year to 3.6 percent in December 2017. Since the trough of The Great Recession (unemployment rate = 11.6 percent), the unemployment rate has decreased by 8 percentage points. The labor force has been increasing in the last two years, even as the unemployment rate has been declining (December 2017 labor force = 723,635). In addition, the number of unemployed persons has been declining dramatically in recent years. In December 2017 the number of unemployed persons was 25,835, over 10,000 less than 2 years ago. The total number of employed persons is increasing (December 2017 employment = 635,700 or +10,000).
Competition for skilled workers is now heating up, evidenced by 20,504 advertised job openings in Palm Beach County for December 2017. Our local economy is likely to experience labor shortages in the coming years. To meet the growing need of our business customers, we are advancing our best practices in skill assessment and other staffing resources as presented in other sections of this plan.

**Education of the Workforce**

In January 2018 the Florida Department of Economic Opportunity, Bureau of Labor Market Statistics reported the most common educational attainment level of LWDA21 workforce participants from 25 to 64 years old was bachelor’s or higher degree at 33.9 percent (235,617), followed by some college or associate degree at 30.0 percent (208,345) and a high school diploma (including equivalency) at 24.2 percent. Only 11.9 percent (82,960) of workforce participants had less than a high school diploma.

**Persons with Barriers to Employment**

The most recent information on unemployment rates for persons with barriers to employment is for 2016. The LWDA21 2016 unemployment rate was 17.1 for a person with a disability, 14.7 percent for American Indians and Alaska Natives, 13.5 percent for Native Hawaiians and Other Pacific Islanders, and 6.15 percent for persons 55 and older in the local workforce.

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

The federal Workforce Innovation and Opportunity Act mandates that workforce boards across the nation act as conveners and facilitators between business, education and economic development to better understand industry employment needs, work with educational institutions to develop skills and talent requirements, and to facilitate the transition from college/school to jobs. CareerSource Palm Beach County has acted well ahead of this mandate in working with a wide array of partners in the public and private sectors.

**CareerSource Palm Beach County is:**
- planning, organizing and integration services and career pathway activities;
● communicating with workforce, business and education partnerships to align education and workforce needs throughout the community;
● providing the tools to align expectations for students with career goals and exploration;
● building an online technology platform for ease of access by students, colleges and businesses;
● working with the industry sectors to align education with real work experience to increase the availability of higher skilled, higher paid workers in our community.

In FY2017, the School District of Palm Beach County (SDPBC) outperformed Florida and all ten other large urban school districts. Palm Beach County’s high school graduation rate jumped nearly 3 percentage points in 2017, a leap so large that it was remarkable the first time it happened in 2016 and one that now brings the county’s graduation rate to an all-time high of 85 percent, according to the newly released 2017 state figures.

This increase mirrors a rise at the state level as well, with Florida reporting an overall graduation rate of 82.3 percent. It is also the fourth consecutive year that Palm Beach County outperformed both the state and the other large urban districts.

We are most pleased to see the disparity between white students and their black and Hispanic peers reduced as the latter two groups made significant gains.

Palm Beach County’s black student graduation rate, just above 79 percent, represented an increase of more than 5 percentage points and exceeded rates posted in the other large urban districts. The county’s Hispanic graduation rate rose by more than 3 percentage points to almost 83 percent. Among the big seven districts, only Orange County’s Hispanic graduation rate was higher. The graduation rate for the county’s white students is 91 percent.

Tables 2 – 4 below show the graduation rates for the past five years (FY2013 – FY2017) for Black, Hispanic, and White students. Table 6 reports the graduation rates for the past four years (FY2013 – FY2017) for SDPBC District operated high schools.
Table 2. FY13-FY17 Federal Graduation Rate for Florida and SDPBC for Black Students

<table>
<thead>
<tr>
<th></th>
<th>FY13</th>
<th>FY14</th>
<th>FY15</th>
<th>FY16</th>
<th>FY17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida</td>
<td>64.6%</td>
<td>64.7%</td>
<td>67.9%</td>
<td>72.3%</td>
<td>74.8%</td>
</tr>
<tr>
<td>SDPBC</td>
<td>63.8%</td>
<td>64.8%</td>
<td>69.1%</td>
<td>73.7%</td>
<td>79.1%</td>
</tr>
</tbody>
</table>

Table 3. FY13-FY17 Federal Graduation Rate for Florida and SDPBC for Hispanic Students

<table>
<thead>
<tr>
<th></th>
<th>FY13</th>
<th>FY14</th>
<th>FY15</th>
<th>FY16</th>
<th>FY17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida</td>
<td>74.9%</td>
<td>75.0%</td>
<td>76.7%</td>
<td>79.5%</td>
<td>81.3%</td>
</tr>
<tr>
<td>SDPBC</td>
<td>75.0%</td>
<td>76.7%</td>
<td>76.3%</td>
<td>79.5%</td>
<td>82.9%</td>
</tr>
</tbody>
</table>

Table 4. FY13-FY17 Federal Graduation Rate for Florida and SDPBC for White Students

<table>
<thead>
<tr>
<th></th>
<th>FY13</th>
<th>FY14</th>
<th>FY15</th>
<th>FY16</th>
<th>FY17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida</td>
<td>80.5%</td>
<td>81.7%</td>
<td>82.7%</td>
<td>85.1%</td>
<td>86.2%</td>
</tr>
<tr>
<td>SDPBC</td>
<td>85.5%</td>
<td>87.8%</td>
<td>88.5%</td>
<td>90.7%</td>
<td>90.9%</td>
</tr>
</tbody>
</table>

Table 5. FY13-FY17 Federal Graduation Rate for SDPBC District Operated and Charter Students

<table>
<thead>
<tr>
<th></th>
<th>FY13</th>
<th>FY14</th>
<th>FY15</th>
<th>FY16</th>
<th>FY17</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDPBC District Operated</td>
<td>81.6%</td>
<td>84.3%</td>
<td>85.3%</td>
<td>88.3%</td>
<td>90.0%</td>
</tr>
<tr>
<td>SDPBC Charter</td>
<td>37.3%</td>
<td>36.0%</td>
<td>40.3%</td>
<td>39.4%</td>
<td>49.6%</td>
</tr>
</tbody>
</table>

Table 6. FY2011-2015 Federal Graduation Rates for SDPBC District Operated High Schools

<table>
<thead>
<tr>
<th>School Name</th>
<th>FY2013</th>
<th>FY2014</th>
<th>FY2015</th>
<th>FY2016</th>
<th>FY2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>AW Dreyfoos School of Arts</td>
<td>99.4</td>
<td>99.4</td>
<td>100</td>
<td>100</td>
<td>99.1</td>
</tr>
<tr>
<td>Atlantic High</td>
<td>85.7</td>
<td>90</td>
<td>92.2</td>
<td>91.7</td>
<td>91.5</td>
</tr>
<tr>
<td>Boca Raton High</td>
<td>91</td>
<td>93.9</td>
<td>91.8</td>
<td>91.9</td>
<td>93.8</td>
</tr>
<tr>
<td>Boynton Beach High</td>
<td>77.3</td>
<td>78.3</td>
<td>80.4</td>
<td>85</td>
<td>86.1</td>
</tr>
<tr>
<td>Forest Hill High</td>
<td>79.2</td>
<td>77.2</td>
<td>83</td>
<td>87.3</td>
<td>89.3</td>
</tr>
<tr>
<td>Glades Central High</td>
<td>71.1</td>
<td>70.3</td>
<td>64.8</td>
<td>75.1</td>
<td>84.2</td>
</tr>
<tr>
<td>Indian Ridge School</td>
<td>26.7</td>
<td>20</td>
<td>NR</td>
<td>0</td>
<td>50</td>
</tr>
<tr>
<td>John I Leonard High</td>
<td>74.2</td>
<td>76.6</td>
<td>78.7</td>
<td>88.5</td>
<td>94</td>
</tr>
<tr>
<td>Jupiter High</td>
<td>88.5</td>
<td>90.2</td>
<td>92.5</td>
<td>92.6</td>
<td>92.9</td>
</tr>
<tr>
<td>Lake Worth High</td>
<td>76.5</td>
<td>73.3</td>
<td>78.9</td>
<td>74.9</td>
<td>82</td>
</tr>
<tr>
<td>Olympic Heights High</td>
<td>86.9</td>
<td>89.1</td>
<td>92.8</td>
<td>94.5</td>
<td>95.8</td>
</tr>
<tr>
<td>Pahokee Middle/Senior High</td>
<td>74.3</td>
<td>89.6</td>
<td>85.5</td>
<td>82.4</td>
<td>92.2</td>
</tr>
<tr>
<td>Palm Beach Central High</td>
<td>91.5</td>
<td>90.4</td>
<td>91.3</td>
<td>91.6</td>
<td>93.9</td>
</tr>
<tr>
<td>Palm Beach Gardens High</td>
<td>80.4</td>
<td>83</td>
<td>81.7</td>
<td>87.7</td>
<td>93.4</td>
</tr>
<tr>
<td>School</td>
<td>1st Grade</td>
<td>2nd Grade</td>
<td>3rd Grade</td>
<td>4th Grade</td>
<td>5th Grade</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------</td>
<td>-----------</td>
<td>-----------</td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td>Palm Beach Lakes High</td>
<td>67.5</td>
<td>67.7</td>
<td>72</td>
<td>82.2</td>
<td>82.8</td>
</tr>
<tr>
<td>Palm Beach Virtual</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>93.1</td>
</tr>
<tr>
<td>Park Vista High</td>
<td>92.2</td>
<td>89.60</td>
<td>92.8</td>
<td>93.9</td>
<td>95.2</td>
</tr>
<tr>
<td>Royal Palm Beach High</td>
<td>76</td>
<td>77.2</td>
<td>82.8</td>
<td>88.4</td>
<td>90.9</td>
</tr>
<tr>
<td>Royal Palm Center</td>
<td>0</td>
<td>11.1</td>
<td>0</td>
<td>0</td>
<td>28.6</td>
</tr>
<tr>
<td>Santalucses High</td>
<td>78.30</td>
<td>83.2</td>
<td>84.1</td>
<td>88.1</td>
<td>92</td>
</tr>
<tr>
<td>Seminole Ridge High</td>
<td>82.7</td>
<td>87.5</td>
<td>88.1</td>
<td>92</td>
<td>86.5</td>
</tr>
<tr>
<td>Spanish River High</td>
<td>90.9</td>
<td>93.7</td>
<td>90.4</td>
<td>93.9</td>
<td>95.6</td>
</tr>
<tr>
<td>Suncoast High</td>
<td>100</td>
<td>99.2</td>
<td>99.4</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Village Academy Center</td>
<td>89.7</td>
<td>85.7</td>
<td>94.4</td>
<td>97.2</td>
<td>100</td>
</tr>
<tr>
<td>Wellington High</td>
<td>82.4</td>
<td>88.7</td>
<td>89</td>
<td>91.9</td>
<td>91.9</td>
</tr>
<tr>
<td>West Boca Raton High</td>
<td>87.7</td>
<td>86.5</td>
<td>85.7</td>
<td>92.3</td>
<td>94.3</td>
</tr>
<tr>
<td>W.T. Dwyer High</td>
<td>82.10</td>
<td>89.2</td>
<td>90.80</td>
<td>91</td>
<td>91</td>
</tr>
</tbody>
</table>

**Meeting Employer Needs**

CareerSource Palm Beach County acts as a positive labor exchange resource for the community, reaching into urban, rural and metropolitan neighborhoods to identify qualified talent for local businesses. We have been successful in coordinating and conducting career expos and events across Palm Beach County that help people find jobs. In PY2016/2017 we coordinated and participated in 34 hiring events. The career expos typically focus on industry sectors in qualified targeted sectors or local municipalities. This approach helped us attract 546 local companies within specific industries which in turn draw job candidates interested in employment in these fields. Over 5000 job candidates attended these expos seeking employment in over 1,500 open and available jobs.

In PY2016/2017 our career expos expanded across industry segments and targeted local municipalities, attracting companies within these jurisdictions. The goal is to help local residents find gainful employment with local businesses. By facilitating these career expos we are helping business in Palm Beach County save time, effort and money by sourcing local candidates. Utilizing training grants and workforce programs many local businesses have benefited from our services.

**Increasing Employment in Key Industry Sectors**

Our success in recruiting for the local hospitality industry resulted in a state best practice and has served as a model for working closer and more effectively with our community, industry, governmental and educational partners to better meet job placement and training needs in other key industries in Palm Beach County going forward.
The hospitality industry provides approximately 92,000 jobs in Palm Beach County. Our collaborative efforts with government, educational and industry partners resulted in significant increases in hospitality employment for local residents. The number of hotels/resorts/clubs placing job orders with us increased from 5 to 302.

Having industry specific recruiters and weekly on-site pre-screening (s) to determine candidates’ suitability for the industry, company and position greatly enhanced our recruiting efforts. As a result, the number of candidates placed into hospitality jobs annually increased from 169 when the initiative began to over 2,400 today.

To build the local talent pipeline, a closer partnership with Palm Beach County School District was developed. High school juniors and seniors from hospitality/culinary career academies were placed into part-time jobs at area country clubs/hotels. This effort won us the “Employer Partnership Recognition Award” from the National Association for Career Pathways Leadership. This same model is a template for serving the growing healthcare industry, another high-demand category in our local area.

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

CareerSource Palm Beach County (CSPBC) administers adult and dislocated worker employment and training programs such as: On-the-Job Training, customized training, and internships to meet the needs of employers and provide career pathways to job seekers. The ultimate goal of training is employment and, to that end, CareerSource Palm Beach County utilizes internships or paid work experience in conjunction with Individual Training Accounts (ITA) or On-the-Job Training (OJT) grants. An example of the utilization of training dollars are the ITA trends in the healthcare industry. Practical nursing, Emergency Medical Technician (EMT), Certified Nursing Assistant (CNA), Health Information Technology, Home Health Aide, and Medical Sonography are among the training scholarships that CSPBC has funded in healthcare. Information Technology (IT) is another industry where the training demands are high. Microsoft Office Specialist (MOS) certifications, Networking Security Professional, Graphic Design Tech, Computer Support Specialist, Microsoft Certified Systems Engineer, and Computer Maintenance Technology are among the programs that CSPBC has issued ITA’s for. Nearly 40% of our current ITA’s are in the IT industry. Graphic Designers make a
mean wage of $25.95 an hour and Computer Support Specialists make a mean wage of $22.60 an hour.

Construction/Building trades are other areas that we are focused on, given the opportunities in the construction industry in Palm Beach County. In partnership with Palm Beach State College (PBSC) and industry partners, CSPBC is exposing our career seekers to Post Secondary Adult Vocational (PSAV) and apprenticeship options. Currently CSPBC is funding National Center for Construction Education and Research (NCCER) training classes at PBSC for clients who want to pursue plumbing, welding, electrical or carpentry as a career path. Welders, for example, make a mean wage of $22.79 an hour. CSPBC has also funded ITA’s for local HVAC training, which continues to be a growing industry.

(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 Program continues to develop and implement new strategies to improve our focus on positive outcomes. CareerSource Palm Beach County offers a five-week paid work readiness class to eligible participants. Career Prep includes: resume building, mandatory job searches, community service projects, college tours, mock interviews, financial literacy training, career exploration, Microsoft training leading to an industry recognized credentials and more. Career Prep graduates move on to a paid internship, unsubsidized employment, or to post-secondary education.

The top graduates from Career Prep get selected for paid internships in manufacturing, hospitality, healthcare, financial/professional, retail and more. The intern is paid $8.25 an hour and CareerSource pays 100% of the intern’s wages. This incentive to the employer has given us the opportunity to increase employer engagement and expose our youth to more training opportunities in various industries in Palm Beach County. To date, the Youth and Young Adult department has recruited over 100 Youth internship worksites. Palm Beach County businesses are recruited to hire and coach a young adult for up to 12 weeks/40 hours per week with wages paid by CareerSource. Employers offer: a meaningful work experience for an intern, assigned supervision, and a safe and secure worksite. The internship program includes a rigorous screening process for youth applicants. Career consultants develop job matches based on skills/abilities and monitor the achievements of each intern. Following the
online employer registration, employers must attend an employer orientation to learn more about the program. Employers must also complete a worksite contract and a site assessment. Through the entire process, the youth and the employer receive guidance and valuable assessments.

After the internship, employers are encouraged to pursue On-the-Job Training (OJT) opportunities. These positions are $12.00 an hour and the goal is for employers to hire, train, and retain. A portion of a new employee's wages will be reimbursed to the employer during the training period. Ten percent of our Career Prep participants are youth with disabilities. We plan to serve more youth with disabilities over this plan period.

CareerSource Palm Beach County also facilitates an innovative summer hospitality program for young adults. This program is designed to empower participants to develop soft skills, work maturity, and occupational skills needed to successfully transition into work within the hospitality industry. This five-week program is open to eligible Palm Beach County residents between the ages of 17 to 24 and not attending school. The program includes team building activities, tours, guest speakers, and valuable job shadowing at local hotels/country clubs. Participants prepare for and complete certification exams for the American Hotel & Lodging Educational Institute’s Guest Service GOLD, Certified Restaurant Server, and Certified Guest Room Attendant credentials. These are nationally recognized credentials and valued by local industry.

Youth with disabilities can access all of these programs and we offer priority of service for these young job seekers with significant barriers to employment. CareerSource Palm Beach County has also partnered with agencies like South Tech Academy and Vocational Rehabilitation (VR) to better serve youth with disabilities. Our youth career consultants spend two orientation days with potential candidates discussing their challenges as well as their abilities. They conduct assessments and analyze their greatest areas of need. These assessments also allow us to match skills and determine aptitudes. We work with our partner agencies to ensure that we have all the information needed to thoroughly document all of the educational/mental health background that will assist in quality case management. In addition, we work with employers in Palm Beach County (i.e. Gulfstream Goodwill, Publix, and Resource Depot) who mentor youth with disabilities and prepare them to be full-time working members of our community.
CareerSource Palm Beach County offers valuable incentives to employers who hire, train and retain these young job seekers, including full-time paid internships, On-the-Job Training (OJT) opportunities, and scholarships to eligible youth with disabilities.

The Work Opportunity Tax Credit (WOTC) is a Federal tax credit available to employers for hiring individuals from certain target groups who have consistently faced significant barriers to employment. Individuals with disabilities, as well as unemployed and disabled veterans, are among the eligible “target groups” that qualify employers for a tax credit. There is no limit on the number of individuals an employer can hire to qualify to claim the tax credit.

**Program Background**

Because of the high demand for leisure and hospitality industry workers in the area, CareerSource formed a task force comprised of representatives from the hospitality industry, secondary and postsecondary educational institutions, government officials, and CareerSource staff. The task force developed and implemented a number of initiatives as a way to create a permanent local talent pipeline for area employers and to help Palm Beach County reduce the number of people out of work.

The success of these programs has led to the implementation of the CareerSource Hospitality Training Program of the Palm Beaches which was enacted in the second quarter of 2016. This was a direct result of researching labor market information for Palm Beach County which identified a potential talent pool of 70,590 persons between 18 and 64 years of age with disabilities, who have the desire and capability to work.

It was determined, with proper training, coaching, and confidence building these individuals can become employed and self-sufficient. To determine preliminary interest in the Hospitality Training Program, CareerSource Palm Beach County sent a survey to 177 Ticket-to-Work holders and received 23 positive responses, or 13%.

CareerSource Palm Beach County has extensive experience in working with the disabled population through its highly successful Ticket-to-Work program ranking third in the state in performance by the U. S. Department of Labor (USDOL). Over the course of the previous three years, the Ticket-to-Work program has achieved an 88% job retention success rate. Each Ticket-to-Work participant who secures employment provides an economic benefit in the form of wages replacing Social Security payments.

The USDOL continues to actively address the needs and interests of individuals with unique abilities through policy guidance and research, staffing and program support, as well as
technical assistance and training. Our program goals for The Hospitality Training Program of the Palm Beaches’ align with many of the USDOL program goals for individuals with unique abilities, as follows:

- Customizing assessments to identify participant needs and develop service plans;
- Training to build staff capacity to better serve the disabled population;
- Expanding the resource base through partnerships and combining funding streams;
- Actively targeting the out-of-school population of youth with disabilities; and
- Providing employment and community service opportunities.

Proposed Actions
The Hospitality Training Program focuses on a person’s capabilities not disabilities. The program services young adults and adults with disabilities to have them job ready and prepared to enter a career in the hospitality industry. Similar to the CareerSource Palm Beach County HOST program, the Hospitality Training Program utilizes the National American Hotel and Lodging Association curriculum for participants to attain industry certifications in Guest Services, Housekeeping and will expand to Maintenance and Culinary. As part of the certification process, participants participate in experiential and adaptive work-based learning environments.

Program Benefits
The Hospitality Program of the Palm Beaches provides specific skills necessary to receive a National industry recognized and professional certifications from the American Hotel and Lodging Association. The program will prepare students with the capabilities to transition from classroom instruction to the workforce.

This endeavor is supported by hotel owners and operators with whom CareerSource Palm Beach County has partnered, including the Hilton Garden Inn of Palm Beach Gardens, Hyatt Place in West Palm Beach and The Colony.

The curriculum teaches the fundamentals of lodging operations and guest services while long-term career pathways enable students to succeed in the field. In addition, it promotes professionalism, confidence, positive work ethics, and the soft skills needed for long-term success in the workforce. The support from our community partnerships with Easter Seals Florida, Gulfstream Goodwill, and the Palm Beach School for Autism has drastically enhanced the curriculum.
Students that have successfully finished the course and pass the recognized hotel and lodging final exam have received a certificate of completion and a certification for all of the following hospitality related job titles: Guest Service, Guest Room Attendant (with future expansion to Maintenance Technician and Food and Beverage). In addition, successful students will work with our hotelier partners to obtain an internship in close collaboration with CareerSource Palm Beach County and qualified Business Services liaisons.

**Five-Year Plan**

This program is a structured with an emphasis on systematic presentation of material and hands on training, with a small class size. The model is based on the Dan Marino Foundation with other research platforms used to investigate best practices implemented for students with disabilities in today’s modern special education system.

Our Disability Resource Coordinators measure students via Wagner Peyser database service codes and track outcomes with BestWork DATA™ Assessment and other industry specific assessments.

Students have the opportunity to reinforce skills gained through the program by hands-on hospitality experience. While in the training program, the students work in the hospitality environment, while mentored by a member of the hotel staff, support staff at our partners and a CareerSource Palm Beach County team member. A certified CareerSource Palm Beach County job coach is also available for participants who require additional support. Virtual reinforcement of classroom learning and program lessons promotes a sense of predictability that enables the student to be successful with changes in routine.

The program recruits individuals from a variety of referral services including internal staff members, community partner referrals and outreach efforts. From there, applications are reviewed by an admissions committee. 20-30 students per class are selected according to program eligibility criteria, student interviews, and a series of general assessments for candidates.

Participants that qualify, but are not selected for the term, are encouraged to apply for the next program cycle and provided instructions on how to increase their eligibility odds. Of the 15 individuals in the original class, about 12 (80%) are predicted to finish the term. It is expected that 100% of the successful students will receive placement in the field of hospitality.
The second phase of the program is running the model and partnering with Gulfstream Goodwill, Easter Seals Florida, and the Palm Beach School for Autism. The program includes two additional certifications in Culinary and Maintenance. This will give additional opportunities to people in different geographic areas or sectors of the county to participate in an expanded certification program.

With the opening of new partnerships, the program will be enhanced with new technology. Smartboard learning is an essential part of classroom technology allowing the students to explore various hands-on content with interactive access to the board. In addition, new curriculum options can be adapted to the smartboard to produce new ways of learning material. A simulated hotel environment will be available onsite to further conceptualize the learning concepts.

Future phases of the program will be partnering with South Tech Academy to build a hospitality program for their academy, expanding the program to more students at different levels. It is the goal to have multiple classes with subject matter area experts serving as facilitators for a variety of section learning. In addition, different levels of classes are to be offered for separate functionality of students at the time of the start of the 12-week program. By having this option, CareerSource can tailor classes for students who are able to move at a different pace or simply have different interests than other students.

The program may be available for students without transportation. This will be implemented with a bus to transport our students interested in the program that have no transportation.

Final stages of this five-year plan are to have a stand-alone academy sponsored by a large hotel chain. The academy will be equipped with the latest technology that can create an accessible environment for all disabilities and allow students to learn with best practice methods.

C) LOCAL WORKFORCE DEVELOPMENT AREA VISION AND STRATEGIC GOALS

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

**Vision:** To be recognized by businesses as the primary source for talent in Palm Beach County

**Mission:** Connecting business with talent

The Board of Directors and the President/CEO of CareerSource Palm Beach County develop annual strategic and performance goals. The PY2015-2016 goals for CareerSource Palm Beach County are attached to this plan (Attached C1, C2). These goals are continuously updated and posted on-line; the board of directors and CareerSource Palm Beach County staff use this tool to monitor progress and efficiency. Furthermore, hard copies are provided for review and discussion during Executive Committee and full board meetings. During these reviews the board may modify, edit, and/or add goals as conditions change throughout the year. These goals are also used as the basis of the annual performance review for the President/CEO.

In addition to the strategic goals directed and monitored by the board of directors; program, departmental, and individual performance goals that align with our vision and mission are established each year to ensure accountability in achieving desired programmatic and organizational outcomes.

(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.

CareerSource Palm Beach County directly manages all programs under the direction of a consortium. The consortium was established in 2007 pursuant to Florida Statute Section 163.01 as a multi-jurisdictional consortium for the express purpose of carrying out responsibilities under the Workforce Innovation and Opportunity Act of 2014 (WIOA), the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWOR), the Wagner-Peyser Act (WP), the Florida Workforce Investment Act of 2000 (FWIA), and such other funding sources as may be available to support workforce activities in Palm Beach County.
The Consortium approves the direction of CareerSource Palm Beach County, a private, non-profit corporation chartered by the State of Florida to create and manage a workforce development system that is responsive to both businesses and career seekers in Palm Beach County. Our organization plays a key role in the development of the region’s economy through the planning and implementation of a demand-driven workforce development program and innovative employment services. As a result, we are directly responsible for carrying out all core programs and achieving the strategic goals established by the local board.

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

The CareerSource Palm Beach County Board of Directors ensures the success of achieving organizational goals on an annual basis using the tools identified in question one i.e. strategic goals and annual performance goals. The board also directs an annual, in-depth study of how well CareerSource Palm Beach County has performed over time, titled “Organizational Effectiveness Report” (Attached C3). This allows the board to analyze trends related to program effectiveness, and helps identify areas requiring increased focus, and/or resources.

The board also participates in periodic training conducted by CareerSource Palm Beach County staff to increase their understanding of each workforce program or initiative, and therefore more effectively monitor and direct what we do.

Finally, the board directs periodic program and financial monitoring of CareerSource Palm Beach County operations through an outside accounting firm. This helps us to ensure that we are not only in strict compliance with laws and regulations regarding workforce operations, but also that we are meeting both the spirit and intent of all state and federal programs. These monitoring reports are conducted twice per year, and results reported directly to the board.

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

In addition to ensuring that CareerSource Palm Beach County is in full compliance with the requirements of section 188 through periodic self-audits, CareerSource Palm Beach County
has gone beyond what is required to improve the delivery of services to a wider audience. For example, our Virtual Career Center (VCC) was developed and launched in 2015 to provide workforce services to clients that may have limited mobility; language barriers (Google translator for 91 languages), closed caption for the hearing impaired, or for job seekers who find it challenging to travel to one of our career centers. The VCC is available online 24 hours, for job seekers or businesses that find it difficult to use our services during normal business hours. The VCC is not intended to be a replacement for the services provided at a career center, but is intended to supplement and enhance the services available.

CareerSource Palm Beach County also offers a successful and continually expanding Ticket-to-Work program that assists job seekers on SSI and/or SSDI to return to the workforce. Since the program’s inception, we have provided assistance to between 300-350 job seekers with many of them able to re-enter the workforce and retain employment.

CareerSource Palm Beach County is also engaged with community partners that assist disabled job seekers to re-enter the workforce. Memorandums of Understanding (MOU) are currently in place with organizations such as Vocational Rehab, The Lord’s Place, Gulfstream Goodwill Industries, Lighthouse for the Blind just to name a few.

CareerSource Palm Beach County has been an active participant in Palm Beach County’s robust, award-winning county-wide Reentry Task Force (a sub-committee of the Palm Beach County Criminal Justice Commission) since its inception in 2008. CareerSource Palm Beach County serves as the chair of the Employment and Training Subcommittee and routinely convenes service providers, employers and other stakeholders to promote strategies and best practices to reduce the employment barriers faced by formerly incarcerated individuals. The countywide task force has gained national recognition and a Second Chance Act grant for the groundbreaking Regional and State Transitional Offender Re-entry (RESTORE), which brings service providers together to serve state Department of Corrections (DOC) prison inmates before they return to Palm Beach County.

CareerSource Palm Beach County has built upon that existing infrastructure by replicating those award-winning strategies in Pre-Release Employment Preparation and Reentry Engagement (PREPARE), a program which establishes a CareerSource Palm Beach County Career Center inside the Palm Beach County Correctional Facilities. PREPARE, which is directly-funded by the U.S. Department of Labor under the Linking to Employment Pre-
Release grant, provides the same type of pre- and post-release services to jail inmates that are received by prison inmates through RESTORE.

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

A strategy development specialist in conjunction with the assigned members of the CareerSource Palm Beach County strategic development team implemented the necessary steps to create a proper vision, mission and strategy for the organization. Members of the strategic development team included: the directors of each program, the CareerSource Palm Beach County President/CEO, and members of the performance department.

The steps undertaken were:

a. Draft meeting: Under the guidance of the Strategy Development Specialist the team created the basis for our vision, mission and organizational strategy.

b. Idea submissions: Open period of time for team members to submit any additional ideas.

c. First draft: First draft encompassing the vision, mission and company strategy was distributed to all team members for comments; including any revisions, adjustments, additions and/or deletions.

d. Finalization meeting: Initial draft and any other comments or suggestions were revised and edited into a final draft of the strategic plan.

e. Board approval: Final draft was provided to the Board of directors for consideration and approval.

(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 local vision, goals and priorities are consistent with the state plan and demonstrate a broader strategic planning approach as called by the U.S. Department of Labor’s Employment and Training Administration’s (ETA) in TEGL 21-11.
(7) Indicate the negotiated local levels of performance for the federal measures WIOA §108(b)(17)).

<table>
<thead>
<tr>
<th>Adult and Dislocated</th>
<th>WIOA Law</th>
<th>WIOA Description</th>
<th>Related Common Measure</th>
<th>PY17-18 Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>116(b)(2)(A)(i)(I)</td>
<td></td>
<td>Employment Rate (Q2 post-exit)</td>
<td>Entered Employment Rate</td>
<td>82.0% Adult 70.0% DW</td>
</tr>
<tr>
<td>116(b)(2)(A)(i)(II)</td>
<td></td>
<td>Employment Rate (Q4 post-exit)</td>
<td>Employment Retention Rate</td>
<td>78.0% Adult 74.0% DW</td>
</tr>
<tr>
<td>116(b)(2)(A)(i)(III)</td>
<td></td>
<td>Median Earnings</td>
<td>Average 6 month Earnings</td>
<td>$31,400 Adult $27,400 DW</td>
</tr>
</tbody>
</table>

(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)).

CareerSource Palm Beach County manages all the core programs in-house (Attached C1, C2). Strategic and performance goals are created by the Board of Directors and the President/CEO (see sections C1 and C3 for more information). They are used as the indicators of efficiency and effectiveness for our organization.

CareerSource Palm Beach County training provider contracts have two established performance measures:
1. The total number of participants who completed a course and obtained the related credential
2. The total number of participants who completed a course and obtained the related credential must have a training related job placement within 90 days.

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

CareerSource Palm Beach County’s definition of self-sufficiency for a working job seeker in the adult program is determined by the family unit and the annualized income of all working members. Determination for family size of 1 and 2 earnings are based on the family income of 200% of the current program year’s 100% Metro Lower Living Income Standard Level
(LLSIL) for the six-month period immediately prior to application for training services. Family sizes of 2 or more earnings are based on the family income of 150% of the current program year’s 100% Metro LLSIL.

A Dislocated Worker who was collecting benefits and stopped due to taking on a maintenance job must meet WIOA Section 3 definition of a dislocated worker and has an income of 80% or less than the job of lay-off.

The local definition of self-sufficiency for an Employed Worker is a person who needs services to retain employment with their current employer. The employer is required to provide a letter stating that the employee will not be retained unless additional training, credentials or certificates are obtained.

D) COORDINATION OF SERVICES

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

In an effort to coordinate individualized career services across our partners and prevent duplication of efforts and improve services to our customers, CareerSource Palm Beach County has taken the following measures:
• We have convened meetings with partners from Vocational Rehabilitation, Gulfstream Goodwill, Adult Education, South Tech and Blind Services.
• Task teams have been formed to identify the services, resources tools, and assessments each partner provides and the level of disability served.
• The services and resources will be analyzed to determine best practices that can be provided and coordinate the referral process based on client’s needs.
• Establish Advisory Boards for all programs and partners to continue improvement and ensure successful outcomes.
• Part of this process could include all partners having access to Employ Florida Market Place.

Career Services

Basic Career Services
Basic career services are available to all individuals seeking services in the one-stop delivery system, and include:

• Determine whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs;
• Conduct outreach, intake including identification through the state’s Worker Profiling and Reemployment Services system of unemployment insurance (UI) claimants likely to exhaust benefits, and orientation to information and other services available through the one-stop delivery system.
• Provide an initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities skills gaps, and supportive service needed.
• Initiate job search and placement assistance, and, when needed by an individual, career counseling by providing in-demand industry sector occupations.
• Provide referrals to and coordination of activities with other programs and services, including those within the one-stop delivery system and, when appropriate, other workforce development programs;
• Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas to include job vacancy listings, information on job skills necessary to obtain the vacant jobs and local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs.
• Create performance information and program cost information on eligible providers of training services by program and type of providers.
• Provision of information about how the local area is performing on local performance accountability measures, as well as any additional performance information relating to the area’s one-stop delivery system.
• Provision of information relating to the availability of supportive services or assistance, and appropriate referrals to those services and assistance, including: child care; child support; medical or child health assistance available through the State’s Medicaid program and Children’s Health Insurance Program; benefits under the Supplemental Nutrition Assistance Program (SNAP); assistance through the earned income tax credit; housing counseling and assistance services sponsored through the U.S. Department of Housing and Urban Development (HUD); and assistance under a state program for Temporary Assistance for Needy Families (TANF), and other supportive services and transportation provided through that program;
• Provide assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.
• Provision information and assistance regarding filing claims under UI programs.
• Ensure that staff is properly trained in UI claims, filing, and/or the acceptance of information necessary to file a claim through phone or website.

Individualized Career Services
An intake form is created for every individual that enters the one-stop center and staff will determine which individualized career services are appropriate for an individual to obtain or retain employment.

• Priority of service will be given to veterans and persons with disabilities. These services must be available in all one-stop centers.
• One-stop center staff will use recent and previous assessments by partner programs to determine if individualized career services would be appropriate.
• Develop comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers which include: diagnostic testing and use of other assessment tools; in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
• Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the
participant to achieve his or her employment goals, including the list of, and information about, eligible training providers.

- Group and/or individual counseling and mentoring.
- Career planning
- Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training, in some instances pre-apprenticeship programs may be considered as short-term pre-vocational services.
- Creation of internships and work experiences that are linked to careers
- Workforce preparation activities that help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education, or training, or employment.
- Financial literacy services.
- Develop a plan for out-of-area job search assistance and relocation assistance.
- English language acquisition and integrated education and training programs.

(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 region (or planning region) in which the local area is located, and promote entrepreneurial training and microenterprise services (WIOA §108(b)(5)).

Traditionally, economic development agencies recruit businesses to the area, generate financing options for large-scale opportunities or assist existing firms in expansion. CareerSource Palm Beach County works with the Small Business Development Center (SBDC) at Palm Beach State College, local Service Corps of Retired Executives (SCORE) Chapter, Florida Atlantic University Tech Runway, FAU Research Park and others to promote and facilitate entrepreneurial training and microenterprise services. Communities such as Palm Beach County exhibit such a strong pull on employers that local municipalities have leveraged to dictate terms and conditions for local businesses setting up shop terms and conditions that link economic development with employment and improved career opportunities for local residents.
CareerSource Palm Beach County works with its economic development partners and industry organizations to keep current with the workforce needs of Palm Beach County. Some examples of what we do include:

a. Conduct “corporation visits” with the Business Development Board as they recruit new businesses to the county. One of the top issues during these visits is a well-prepared workforce. Use our powerful “real-time” data to leverage CareerSource as the expert in providing critical workforce intelligence.

b. Engage BioFlorida, the South Florida Manufacturers Association, the Palm Beach County Hotel and Lodging Association, Marine Industry Association of Palm Beach County, Gold Coast Builders Association, Internet Coast and the South Florida Technology Alliance to help tackle the workforce challenges and opportunities within these clusters.

c. Encourage constant input of business using methods such as industry surveys with cluster and economic development organizations.

d. Encourage partners to make special data requests of us in order to position ourselves as the one to turn to in Palm Beach County for current business and labor market conditions and forecasts.

d. Target specific clusters requiring specific attention to skill needs:

   - Aviation/Aerospace/Engineering
   - Creative Industries (includes Hospitality)
   - Healthcare
   - IT/Telecommunications
   - Life Sciences
   - Manufacturing
   - Marine

One of the top issues in choosing one area over another for business relocation is a well-prepared workforce. Having access to powerful “real-time” data leverages CareerSource as the expert in providing this critical information. Accordingly, CareerSource is very engaged with key industry cluster associations such as BioFlorida, the South Florida Manufacturers Association, Marine Industry Association of Palm Beach County, the Palm Beach County Hotel and Lodging Association and Gold Coast Builders Association, feeling the pulse of workforce challenges and opportunities within these clusters. Working with industry and economic development organizations, CareerSource Palm Beach County encourages constant input of business and labor market intelligence. We also encourage partners to make
special data requests as we want to be the one to turn to in Palm Beach County for current labor conditions and forecasts. Partnering with organizations such as Business Development Board, BioFlorida, South Florida Manufacturers Association, the Life Sciences Banner Center and BioFlorida Institute, we have worked on joint survey efforts to gauge regional hiring and skill needs. All survey information and business/labor market intelligence gathered in the field is routed to our Performance Analysis team.

The complete list of CareerSource Palm Beach County targeted industry clusters include:

- Aviation/Aerospace/Engineering
- Agriculture
- Financial/Professional Services
- Communications/IT
- Construction/Marine
- Education
- Emerging Technologies
- Government/Non-Profit/Utilities
- Homeland Security/Defense
- Life Sciences/Healthcare
- Logistics/Distribution/Transportation
- Advanced Manufacturing
- Marine
- Retail/Wholesale
- Tourism/Recreation/Entertainment/Hospitality

In supporting these clusters, CareerSource Palm Beach County will:

1. Assist local businesses with human resource and training needs so they remain and thrive in Palm Beach County.
2. Develop skilled human capital with the intent of attracting new businesses to our region.

Labor market information (LMI) and Business Intelligence (BI) are valuable tools for preparing short term, immediate employment and training needs as well as preparing tomorrow's workforce. CareerSource Palm Beach County uses an industry cluster approach to help identify workforce growth opportunities (bright outlook occupations). Clusters make up the cornerstone of our local LMI/BI process; along with partners CareerSource Palm Beach
County employs the following tools to identify workforce opportunities within our local industry clusters.

- Targeted Occupation List - Department of Economic Opportunity Employment (DEO)
- Projections (EP) - Department of Economic Opportunity
- Occupational Employment Statistics and Wages (OES) - DEO
- Current Employment Statistics (CES) - DEO
- Local Area Unemployment Statistics (LAUS) - DEO
- Analyst for Workforce Professionals (EMSI) - Economics Modeling Specialists, International
- Help Wanted On-Line (HWOL) - Wanted Analytics, Inc.

Presently, Palm Beach County is poised to move toward increased alignment between its economic and workforce development activities. Our best strategy is to rely on synergies that advance out of well-coordinated public/private ventures bridging economic and workforce development initiatives. Such coordinated initiatives will require the active support and involvement of Palm Beach’s business community. To secure this, community leaders and public sector agencies are demonstrating clear evidence initiating a long-term commitment to meeting their labor and skill needs of local businesses.

The county is actively seeking out the best strategies for maximizing the employment and economic growth benefits that can result from leveraging a wide range of public employment and training funds. More closely aligning the functions of workforce and economic development activities generates multiple “wins” for employers, public-sector agencies, and workers by linking public workforce education and training with the skill needs of employers seeking to relocate or expand to grow operations in a local municipality. In these communities, employers’ on-the-ground knowledge of the county’s workforce capacity informs economic development decisions, and the needs of employers drive workforce development decisions. To the extent that these cities have linked workforce development activities with high-wage, high-growth sectors of the economy, closer coordination has led to reductions in poverty and unemployment, as well as to increased employment retention.

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

The Workforce Innovation and Opportunity Act requires the coordination of training costs with funds available from other sources. The WIOA legislation stipulates that WIOA funds are to be coordinated with Title V Higher Education Act, such as PELL Grants, FSEOG and Florida Student Assistance. This stipulation is for two main reasons: 1) to avoid duplicate payments in cases where a participant may be eligible for both funds, and 2) to maximize the use of federal funds so that participants will avoid taking out student loans for training.

CareerSource Palm Beach County encourages participants to establish eligibility for PELL Grants, Federal Supplemental Educational Opportunity Grants (FSEOG) grants, Post-Secondary Adult Vocational Grants (PSAV) and other financial aid during the process of determining suitability for participation in a training program. CareerSource Palm Beach County does not permit reducing the amount of WIOA funds by the amount of PELL Grant funds.

CareerSource Palm Beach County will coordinate funds from members of the Army National Guard receiving Federal Tuition Assistance (FTA) in the same manner as persons receiving Title V Higher Education Act, such as PELL Grants, Federal Supplemental Educational Opportunity Grant (FSEOG) and Florida Student Assistance.

In recognition of the inextricable link between economic development and the availability of a skilled workforce, CareerSource Palm Beach County has a long history of partnership and collaboration with educational stakeholders. As result, CareerSource Palm Beach County has been at the forefront of efforts to promote a seamless, aligned service-delivery system that blends, braids, and leverages the resources of all stakeholders. While these efforts pre-date WIOA, they are consistent with the principles expressed in Section 2 of the Act (Purpose):

- “To support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system…”
- “To improve the quality and labor market relevance of workforce investment, education and economic development efforts to provide America’s workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide America’s employers with the skilled workers the employers need to succeed in a global economy.”
To that end, CareerSource Palm Beach County has served as a broker, convener, facilitator, engineer and/or implementer of strategic initiatives to align workforce investment and education. Over the next four years, the organization will continue to lead regional stakeholders in the effort to build upon existing successful strategies and spearhead collaborative innovation:

- CareerSource Palm Beach County will continue to serve as the engineer of collaborative efforts between education, industry, and the workforce system to leverage a variety of resources and strategies to address current and/or projected skill gaps. Examples of past successes include a partnership with Florida Atlantic University to build the biotechnology talent pool via customized programs and an initiative involving the School District of Palm Beach County and Palm Beach State College to reduce the reliance on H-2B visas in the hospitality sector by way of work-based learning, internships and customized training.

- The partnership between CareerSource Palm Beach County and Palm Beach State College on four sector-based programs funded under the Trade Adjustment Assistance Community College and Career Training (TAACCT) grant program is a prime example of coordinating and blending workforce investment and post-secondary educational resources. The strategies that resulted from this partnership (e.g. coordinated student and employer engagement; strategic use of labor market analysis; co-enrollment in workforce and education system; on-the-job training; placement assistance and post-employment outcome tracking, etc.) will serve as a template for future collaborative efforts with public and private educational partners at the secondary and post-secondary level.

- CareerSource Palm Beach County will continue to connect out-of-school youth and under-skilled job seekers to education and training opportunities via traditional workforce investment resources (e.g. individual training accounts, skill and aptitude assessments, cross referrals). In addition, a long-standing partnership with the School District of Palm Beach County, Department of Adult and Community Education, provides on-site GED preparation at both of the organization’s two Career Centers; plans have commenced to provide on-site workforce services at an Adult and Community Education site.

- In July 2014, CareerSource Palm Beach County convened a series of educational partner roundtable discussions on the development and retention of a workforce with relevant education, training, and skills to meet the needs of the regional economy. In addition to a
commitment to leverage traditional workforce investment resources, the following innovations were launched as a result of those discussions and will be built upon over the next four years:

1. The Virtual Career Center (VCC) will be expanded to provide secondary and post-secondary students with immediate access to the assistance and support offered by the workforce investment system via a user-friendly “app” available on a variety of platforms,

2. The creation of the Partnerships and Strategic Innovations department, which is charged specifically with strengthening the alignment between education, workforce, and economic development stakeholders. Key strategies include promoting the data-driven development of relevant career pathway program and sector-based partnerships; supporting and building the capacity of campus-based career services staff; developing and incubating proven models (e.g. apprenticeships, internships); convening ongoing platforms to streamline and enhance non-duplicative service delivery efforts. The department is also responsible for working with internal stakeholders to serve as a liaison to educational partners and ensure consistency.

- CareerSource Palm Beach County is currently (and will continue to be) an active participant on a variety of communitywide “cradle to career” initiatives launched by funders, policymakers, and interested stakeholders from both the public and private sector. These CareerSource Palm Beach County-involved initiatives share the common goal of achieving “collective impact” and maximum coordination:

  2. Palm Beach County Collective Impact for Education – focuses on college access, retention, and alignment with industry demand.
  3. Palm Beach County STEM Coalition – aims to increase the STEM talent pool via strategies at the elementary, secondary, and post-secondary level. CSCPBC serves with a member of the Business Development Board as co-chair of the Academic and Career Pathways subcommittee.
Coordination of transportation and other supportive services: Describe how the local board will coordinate workforce investment activities carried out under this title in the local area with the provision of transportation, including public transportation, and other appropriate supportive services in the local area (WIOA §108(b)(11)).

CareerSource Palm Beach County coordinates workforce investment activities for transportation, including public transportation, and other appropriate supportive services based on program eligible job seeker needs and funds available. We utilize route connections through Palm Tran, (local transportation authority) for persons with disabilities; attending transportation advisory board meetings monthly for persons with disabilities and the elderly.

Our career consultants in the Client Services department determine eligibility for transportation and other support services. Client Services is responsible for adequately documenting the participant’s eligibility and need. See SOP AL-014 for details (Attached D1).

Vouchers and check requests are issued using the Gazelle system, which tracks support services by individual. If a voucher is issued, the participant takes it to the vendor who provides the merchandise or service and submits an invoice to CareerSource Palm Beach County for payment. If a check request is prepared, it is given to the Finance department to prepare a direct payment to the vendor.

CareerSource Palm Beach County is using Global Cash Card to issue VISA cards. These VISA cards have no value until the Finance department loads funds onto the individual cards. Once loaded, the funds belong to the cardholder and are considered spent by CareerSource Palm Beach County. There are a variety of circumstances in which a debit card is used:

1. To make payments to participants for reimbursements in lieu of checks. Reimbursements are determined by case managers who utilize Gazelle to track the participants’ support services. The supporting documentation is maintained in the participants’ files.

2. To be used in lieu of prepaid gas cards, bus passes, uniform and all other work or training related support services. These payments are determined by case managers who utilize Gazelle to track the participants’ support services. The supporting documentation is maintained in the participants’ files.
CareerSource Palm Beach County staff establishes participant Global Cash Card accounts and creates a check request in Gazelle for Global Cash (to upload funds on the participant’s card) or to the vendor if they are to be directly paid.

The Chief Financial Officer is the administrator for the Global Cash Cards and assigns rights to Client Services department staff. The Finance department is responsible for maintaining an adequate supply of cards, maintaining available cash from which to draw funds, and loading the funds on the cards.

(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)).

CareerSource Palm Beach County strives to offer universally accessible services to job seekers. Services are provided through resource centers located at each of the two CareerSource Palm Beach County Career Centers.

**Services offered to clients include the following:**
- Center orientation
- Registration in Employ Florida (EF)
- Access to or provision of labor market information
- Completion of an initial assessment
- Career counseling
- Assistance with job searches, referrals and job placements
- Availability of workshops; i.e.: resume writing, on-line job search, interviewing skills
- Assistance with filing claims for Reemployment Assistance benefits
- Comprehensive and specialized assessment
- Development of an employment plan
- Group and individual career counseling
- Case management for individuals seeking training services
- Short-term and pre-vocational services or referrals
Job seekers may also access training services such as occupational skills training, On-the-Job training (OJT), private sector training programs, skills upgrading and retraining, job readiness training and customized training.

At each CareerSource Palm Beach County career center, staff greets all visitors and routes them to the appropriate orientation, workshop or service. Each visitor is “swiped” into the Client Tracking System which monitors the wait time and service time for each visitor.

New job seekers are provided with a center orientation and referrals to appropriate partner agencies to assist them in overcoming any barriers to employment. Following the center orientation, new job seekers are assisted with registration into Employ Florida (EF), development of a basic resume and recommendations to attend appropriate workshops and the possibility of job referral(s).

All job seekers are provided with services that may include the provision of labor market information, resume development or editing, interview coaching, assessment, networking and navigating EF for their self-directed job search. Computers, fax machines, telephones and copiers are all available at no cost to job seekers.

When a job seeker and/or resource center staff member identifies a possible job match for an existing job order in EF, a referral is sent to the Business Services Unit. Business Services acts as an “internal employer” and is the single point of contact with employers in filling job orders and matching the hiring needs of employers. CareerSource Palm Beach County also provides comprehensive assessment services and uses the assessment results during the pre-screening for job order referral services.

Business Services works closely with the Veterans Unit to obtain job orders from employers. Job seekers are matched with jobs utilizing EF, matching skills, knowledge and abilities along with education and experience required for specific jobs. In addition, Business Services conducts multiple employer hiring events, both onsite at the career centers or offsite at specific locations that may include the employer’s place of business.

All of the above services and activities assist us in meeting the basic labor exchange as defined in Section 7(a) of the Workforce Innovation and Opportunity Act (WIOA).

CareerSource Palm Beach County also provides comprehensive assessment services and uses the assessment results during the pre-screening. Job seekers are evaluated through our assessment center, using a battery of tools which identify the best match of talent to
employers’ needs. We provide state-of-the-art career assessments designed for each management and education level of job seeker, to service the universal population from CEO to associate, and PhD to GED, ticket-to-work, youth and candidates with backgrounds.

We partnered with other local workforce development areas outside Florida to identify best practices in assessment instruments that would identify personality, knowledge and skill of the job seeker, to match the needs of the employer. This resulted in a battery of assessments that could generate special reports to assist in the job seeker in their job search campaign, guidance for the career consultant on how to work with the job seeker and suggestions to the prospective employer to assist in on-boarding the new employee. Additionally, data could be translated into a candidate profile of strengths and development needs.

Our Assessment Center uses two core inventories; the Kenexa Skills Library, and the BestWork DATA™ Personality Assessment.

Kenexa® is a global organization that has provided business solutions for human resources for over 20 years by identifying the best individuals for every job and fostering optimal work environments for every organization. This assessment provides information to identify and select the most talented candidates featuring more than 1,700 validated skill assessments for software, office/professional, call center, accounting, financial, healthcare, industrial, legal and technical job classifications. Kenexa is the only company that offers a comprehensive suite of unified products and services that support the entire employee lifecycle from pre-hire to exit. Kenexa comprises an inventory of skill tests which measure the knowledge and skill a job seeker has to fill a position. This can range from basic math to software engineer coding.

BestWork DATA™ is a thought leader in the new world of performance information. Founded on 20 years of experience in the assessment market with leadership in instrument development and technology, BestWork uses the latest assessment technology, to measure hard-wired traits and abilities of employees or job seekers. That data is then converted into easily understood information that is designed to assist the career consultant, the job seeker and the potential employer. This instrument translates the broad elements of a typical job description into measurable components, and provides easy to understand performance potential. It examines cognitive ability; the speed of thinking, how readily new material is learned, and how quickly underlying patterns are recognized and decisions are made. Additionally it analyses how the individual approaches work; such as attention to detail, following rules, how friendly they are when dealing with others, and team involvement.
Our Department of Learning designs, develops curriculum and delivers training modules to assist job candidates in their job search campaign. The workshops will include but not be limited to resume development, EF registration, online job search, networking, interviewing skills and labor market information.

The Department of Learning works closely with the assessment center to identify skill gaps to provide skills upgrade training, such as tutorials and computer based modules, making candidates job ready.

During the course of business, if CareerSource Palm Beach County learns of any strikes or lockouts with an employer that does business (or has in the past done business) with CareerSource Palm Beach County, we will notify DEO of the existence of a dispute as directed by DEO memorandum “Labor Dispute Procedures” of 2/20/2012:

1. We will verify the existence of the dispute, determine the significance of the vacancies in any posted order(s);

2. We will provide written notice to job seekers referred to jobs not involved with the labor dispute via their contact information in EF, advise each as to the strike/lockout status, and offer additional services as needed.

3. Prior to posting job orders for private employment agencies, CareerSource Palm Beach County will ensure that no fee is charged in accordance with the Wagner-Peyser Act, Section 13(b)(1). The job order will include a statement to that fact.

CareerSource Palm Beach County requires all employers, including private employment agencies using our career centers for recruitment to sign a Memorandum of Understanding (MOU). In section 6 of the MOU, under Partner Statement of Work, the employer agrees to “not collect or charge any fee for services from any job seeker.” In addition, the EF job order stipulates no fee can be collected from the job seeker (Attached D2).

CareerSource Palm Beach County adheres to public posting regulations regarding job order advertising outside of the state EF system and seeks prior approval from DEO for advertising any positions over $50,000 per year.

Should formal counseling be deemed an appropriate service, CareerSource Palm Beach County uses the results of the assessments to establish specific goals for a career plan that will be documented via case notes for the job seeker’s specific needs.
CareerSource Palm Beach County suppresses job orders when an employer specifically requests to suppress. A job seeker who is requesting a referral to a job order for which they do not meet the job order qualifications will not be issued the referral. However, the individual is encouraged to attend workshops which provide additional information such as labor market information, resume development or editing, interview coaching and assessment. Additionally the job seeker is encouraged to meet with a career consultant where individualized career counseling and guidance will be provided to include recommendation for additional services, WIOA services, additional assessment and possible interagency referrals.

A. Re-employment Services

1. Re-employment services are provided to unemployment claimants and Reemployment Services and Eligibility Assessment (RESEA) program participants. These programs have common elements: written notice/invitation to participate in services, orientation to the one-stop center/services available, and completion of an initial assessment.

   ● RESEA – We provide labor market information, complete an employment development plan, provide staff assisted job search and resume building. If a skills gap or training need is identified, the job seeker will be referred to WIOA orientation for further services. In some cases, counseling and additional assessments may be needed.

   ● Re-employment Assistance – We provide labor market information and work search review. If a skills gap or training need is identified, the job seeker will be referred to WIOA orientation for further services. In some cases, counseling, assessments, and additional services may be provided.

2. Currently we do not use the Initial Skills Review (ISR). However, we utilize other BestWork DATA™, Kenexa, and EF assessments. These tools are used by staff to assist in job search services and when recommending appropriate programming options for reemployment assistance clients.

3. The work test is covered during center orientation, i.e., register in EF, complete the background wizard, build a resume, etc. In the event a job seeker refuses a job referral or employment offer, they are reported to DEO Re-employment Assistance Services.
4. CareerSource Palm Beach County provides tools for job seekers to fulfill their weekly work search requirements. These tools include access to computers, fax machines, telephones, workshops, career counseling and referrals to appropriate jobs in each one-stop career center.

B. Rapid Response

We adhere to local operating procedures for Rapid Response activities, highlighted in our on-site presentation (Attached D3). Reemployment Emergency Assistance Coordination Team (REACT; Florida’s dislocated worker unit): a team of state and local community representatives who plan and coordinate assistance for Florida’s employers and workers affected by temporary and permanent layoffs. The law requires the provision of Rapid Response activities in the event of a disaster, mass layoff, plant closing or other events that precipitate substantial increases in the number of unemployed individuals. The Worker Adjustment and Retraining Notification Act (WARN) offers protection to workers, their families and communities by requiring employers to provide notice 60 days in advance of covered plant closings and covered mass layoffs.

Arranging on-site employer/employee visits and informational sessions

a) A WARN notice from the state is sent to the local workforce development area and forwarded to the local REACT Coordinator, or an announcement in local news media is identified by the local REACT coordinator. Sometimes a human resources representative will contact the REACT coordinator directly.

b) Within receipt of the WARN, the REACT coordinator initiates Rapid Response services by contacting the company representative to set up an appointment to discuss services. During the appointment with the company’s representative, the “On Site Rapid Response Visit Report” is completed. After the initial meeting with the company representative, information meeting(s) are scheduled for the affected workers based on the company’s needs.

1. The REACT coordinator contacts agency partners to find out their availability for participation, as needed, in accordance with the employer’s request.

   a) The event response plan is determined based on employer/employee needs. The REACT coordinator and the company’s HR department meet to discuss what
services would be beneficial. This may include scheduling employee informational meetings, setting up job fairs at the employer location if they have room, conducting job search workshops at the company location, and/or inviting partner agencies to speak about their programs. The REACT coordinator utilizes services of other CareerSource Palm Beach County departments as appropriate.

b) One-stop career center brochures and other program services materials are distributed to the affected employees during employee information meetings. In addition, staff from other career center departments, such as Employer Services, may accompany the REACT coordinator on information meetings to encourage jobseekers future career center participation. Quick registrations may be used to expedite access to EF services.

c) During lay-offs of state employees, affected workers have access to Rapid Response services.

d) Upon receipt of a WARN notice, the REACT coordinator will initiate Rapid Response Services.

e) Rapid Response Reports are completed after the employer visit. In the event the employer does not return voice mail or email contact initiated by the REACT coordinator, the REACT coordinator will document the attempts to initiate Rapid Response Service and include this information in the monthly report.

f) End-of-month activity reports are forwarded to DEO by the fifth day of the following month.

g) Public awareness marketing materials may by distributed containing information about career center services that provide assistance for downsizing and re-employment for employers and employees.

h) The Rapid Response program is a function of responding to an employer’s obligation to publically announce an upcoming layoff event through a WARN notice. Much of the workforce services which benefit the laid-off worker are dependent upon the employer agreeing to cooperate with CareerSource Palm Beach County
and provide access to the soon to be laid-off worker. Timing becomes critical. As access is made available, CareerSource Palm Beach County conducts an orientation to services and provides informational packets which include a hard copy registration to gain name and contact information of the effected workers. Acquisition of individual worker information allows CareerSource Palm Beach County to register and track these workers as customers, and to measure the effectiveness of outreach services with a goal of enrolling no less than 65% of the affected laid-off workers into a service or program.

Once enrolled, CareerSource Palm Beach County tracks participation to measure effectiveness of services by participation rates, number of job seekers completing the BestWork DATA™ assessment, number who conduct job searches in EF, number who visit the career centers on a regular basis, number who post professional resumes in EF, and the number of workers who obtain employment through job postings in EF. All performance measured is used to improve service provision.

i) The Rapid Response program has two staff members assigned to the program which includes a DEO Rapid Response coordinator and an employer services account manager. These two staff members handle Adult, Dislocated Worker, and employer services related issues with employers. They pull from general staff as needed, i.e. Trade Adjustment Assistance (TAA) staff when TAA services are involved.

(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 will carry out, consistent with subparagraphs (A) and (B)(i) of section 107(d)(11) and section 232, the review of local applications submitted under Title II WIOA §108(b)(10).

The partnership between CareerSource Palm Beach County and the School District of Palm Beach County, Department of Adult and Community Education, is one of the organization's longest and most effective collaborations. As a result of this on-going collaboration, the Department of Adult and Community Education provides on-site GED preparation at the
organization’s two career centers and plans have commenced to provide on-site workforce services at an Adult and Community Education site. In addition, the two organizations collaborate on career pathway programs designed to prepare low-skilled workers for family-supporting careers via the implementation of evidence-based and promising practices (e.g. contextualized and accelerated GED/ABE programs, cross referrals, co-enrollment, and others). These collaborative activities, and the provision to review local applications submitted under Title II WIOA §108(b) (10), will be codified in jointly-signed Memorandum of Understanding.

(7) **Reduction of Welfare Dependency:** Describe how the local board coordinates workforce investment activities to help reduce welfare dependency, particularly how services are delivered to TANF and Supplemental Nutrition Assistance Program (SNAP) recipients, to help such recipients become self-sufficient. Additionally, describe the strategies the local area uses to meet CareerSource Florida’s goal of reducing welfare. The following actions taken by CareerSource Palm Beach County set the pace for all other workforce areas across the state in PY2016/2017 with regards to TANF program. In the most important measures of success at the state level, “Participation Rate”, CareerSource PBC was rated the highest in the state at 58.5%. To provide some perspective, only 4 of the 24 local workforce development areas met the state goal of 50%. Our Welfare Transition Program (WTP) staff placed 698 individuals in PY2016/2017. This is a very good result in a time of low unemployment which makes it even more challenging to place the “hard to serve” clients. We made a shift in focus to vocational training to increase wages at placement. It should also be noted that our results indicate overall program success in reducing welfare dependency in Palm Beach County.

This is one case where the economic impact of the program may be significantly understated. Although WTP clients in PY2016/2017 had a direct economic impact of nearly $13.3 million, they also began transitioning off of welfare payments. Although not clearly visible, local employment does have a multiplier effect on the economic impact.

CareerSource Palm Beach County became the local administrator for SNAP Education & Training in January 2016. For those unfamiliar with SNAP, it is more commonly known as food stamps. Approximately 100,000 people in Palm Beach County are eligible for SNAP. However, our mandate is to assist only a portion of that population known as Able - Bodied
Adults Without Dependents (ABAWD). Approximately 18,000 local residents fall into this category.

After a full program year we have obtained very positive results in PY16-17:

- developed an excellent partnership and financial agreement with Palm Beach County Community Action Program to implement a Microsoft Certification program,
- recorded 119 ABAWD placements with an average hourly wage of $10.85,
- assisted over 2,410 SNAP walk-ins, with no incidents reported,
- received and responded to thousands of emails, and telephone calls,
- provided local cross-training to 3 TANF staff,
- referred 123 clients to CareerSource Palm Beach County internal programs,
- 3 SNAP clients obtained high paying jobs in the communications field, with an average hourly wage rate of $25.00.

We expect to achieve even greater welfare dependency results in program year 17-18.

(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.

CareerSource Palm Beach County continues to work with one-stop career center partners for the determination of infrastructure cost contributions. Florida Department of Education Divisions of Blind Services and Vocational Rehabilitation infrastructure cost sharing will be determined by the Department of Education at the state level pursuant to WIOA requirements. There will be a delay in infrastructure cost sharing for Perkins Act funding as a result of federal reauthorization of the program.

CareerSource Palm Beach County has acted as the convener of community partners and their resources. We have entered Memorandums of Understanding (MOUs) with each partner that
may be financial or service oriented (referral) in nature. WIOA requires the MOUs be renewed every 3 years, while CareerSource Palm Beach County reviews and monitors them more frequently. CareerSource Palm Beach County has many partnership MOUs which create relationships that provide a seamless continuum of services for the job seeker and reduce unnecessary redundant providers. There are 14 required partners in the WIOA service delivery process of which CareerSource already has nine in place (Community Services Block Grant, Job Corps, Veterans, Farmworkers, Senior Community Service Employment, TANF, SNAP Employment and Training, Trade Adjustment Assistance, Unemployment Compensation); the other three (HUD Employment and Training, Perkins Act, Second Chance Act 2007) are in the process of being established and the remaining two (Indian and Native American, YouthBuild) are not located within Palm Beach County and therefore are neither required nor applicable.

Job seekers that have been identified through our career center orientation process as having barriers to employment that require more focused attention are referred to the appropriate partner to deliver services and activities that may not be available at CareerSource Palm Beach County.

Partner services are also made available to the job seeker either via a link on the CareerSource website, by referral or another method. Services are provided by cross-referral through the one-stop system for those that are not offered directly by CareerSource Palm Beach County. Examples of these services include, but are not limited to, adult education, ESOL, housing, drug counseling, emergency assistance for family housing, and food. The process begins by identifying the targeted population and their specific needs. If these needs cannot be effectively met within our career centers, a Request for Proposal (RFP) is published. Community organizations are required to respond in accordance with established procurement policy. Bids are reviewed by both staff and our board of directors. The organization that can best service the targeted population is selected and an MOU is developed.
E) 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)).

CareerSource Palm Beach County has demonstrated by our performance that we operate the one-stop delivery system very efficiently and effectively. During the past five years CareerSource Palm Beach County assisted nearly 118,341 residents in finding local employment, with salaries from these jobs creating $2.2 billion dollars in economic impact to our region. This makes CareerSource Palm Beach County one of the largest economic growth engines in our county.

The Workforce Innovation and Opportunity Act (WIOA) requires priority be given to “public benefits recipients, other low-income individuals, and individuals who are basic skills deficient” when providing career and training services. This is intended to improve and strengthen the public workforce system and help Americans, especially high-need youth and adults with significant barriers to employment, obtain skills, postsecondary credentials, and employment. Our service is also based upon the following premises:

- Meeting the demands of businesses and workers by driving workforce solutions.
- Supporting a workforce system that supports strong regional economies.
- Increasing access to education, training, and employment—particularly for people with barriers to employment.
- Creating a comprehensive, high-quality workforce development system by aligning workforce investment, education, and economic development.
- Increasing best practices including career pathways, sector partnerships, and credential attainment to increase employment for in-demand industries and occupations.
- Insuring “priority of service” for veterans, eligible spouses and persons with disabilities.

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

Adult & Dislocated Worker programs (on site)

CareerSource Palm Beach County conducts WIOA Adult and Dislocated Worker formula programs, in coordination with the Wagner-Peyser Employment Service, are pivotal pieces of the career center, which is the foundation of the workforce system. The system provides universal access to career services to meet the diverse needs of adults and dislocated workers. The adult and dislocated worker programs are core partners in the career center delivery system. WIOA makes some significant reforms to how services are delivered in the career center delivery system to adults and dislocated workers. Under WIOA, adults and dislocated workers may access career services and training services. WIOA provides for a workforce system that is universally accessible, customer centered, and training that is job-driven. Training is supported through a robust Eligible Training Provider List, comprised of entities with a proven capability of securing quality employment outcomes for job seekers. WIOA also provides enhanced access and flexibility for work-based training options, such as Registered Apprenticeship (RA), On-the-Job Training, customized training, and Incumbent Worker Training.

CareerSource Palm Beach County conducts a comprehensive analysis of labor market information in our local workforce development area (LWDA). This includes not only a review of quantitative information such as growth trends and wage data, but we also seek input from business and industry, trade associations, education, economic development and chambers of commerce as part of this review process.

Career Services

WIOA authorizes “career services” for adults and dislocated workers, rather than “core” and “intensive” services, as authorized by WIA. There are three types of career services: basic career services, individualized career services, and follow-up services. These services can be provided in any order. Career services under this approach provide local areas and service providers with flexibility to target services to the needs of the customer. The three categories of career services are defined as follows:

Basic Career Services

Basic career services must be made available to all individuals seeking services in the One-Stop delivery system, and include:
• Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs;
• Outreach, intake (including identification through the state’s Worker Profiling and Reemployment Services system of unemployment insurance (UI) claimants likely to exhaust benefits), and orientation to information and other services available through the One-Stop delivery system;
• Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service needs;
• Labor exchange services, including, job search and placement assistance, and, when needed by an individual, career counseling.

**Individualized Career Services**

If career center staff determine that individualized career services are appropriate for an individual to obtain or retain employment, these services must be made available to the individual in all career centers. Career center staff may use recent assessments by partner programs to determine if individualized career services would be appropriate. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers may include:

• Diagnostic testing and use of other assessment tools; and
• In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
• Development of an individual employment plan to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including the list of, and information about, eligible training providers;
• Group and/or individual counseling and mentoring;
• Career planning (e.g. case management);
• Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training, in some instances pre-apprenticeship programs may be considered as short-term pre-vocational services;
• Internships and work experiences that are linked to careers;
• Workforce preparation activities that help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education, or training, or employment;
• Financial literacy services;
• Out-of-area job search assistance and relocation assistance; and
• English language acquisition and integrated education and training programs.

Follow-up Services
Follow-up services must be provided as appropriate for participants who are placed in unsubsidized employment, for up to 12 months after the first day of employment. After closure counseling about the work place can be an appropriate type of follow-up service. Follow-up services do not extend the date of exit in performance reporting.

Youth program (on site)
CareerSource Palm Beach County offers a five-week paid work readiness class to eligible participants. Youth with disabilities can access all of these programs, and we offer priority of service for young people with significant barriers to employment. Career Prep includes: resume building, mandatory job searches, community service projects, college tours, mock interviews, financial literacy training, career exploration, Micro Soft training leading to an industry recognized credentials and more. Career Prep graduates move onto a paid internship, unsubsidized employment, or they advance to post-secondary education.

The top graduates from Career Prep are provided paid internships in manufacturing, hospitality, healthcare, financial/professional, retail and more. The intern is paid $8.25 an hour and CareerSource pays 100% of the intern’s wages. This incentive given to the employer has provided us the opportunity to increase employer engagement and expose our youth to more training opportunities in various industries in Palm Beach County. After the internship, employers are encouraged to extend On-the-Job Training (OJT) opportunities to the young adult. These positions are $12.00 an hour and the goal is for employers to hire, train, and retain the intern. A portion of a new employee’s wages will be reimbursed to the employer during the training period.
CareerSource Palm Beach County also facilitates an innovative summer hospitality program for young adults. This program is designed to empower participants to develop soft skills, work maturity, and the occupational skills needed to successfully transition into work within the hospitality industry. This five-week program is open to eligible Palm Beach County residents between the ages of 17 to 24 and not attending school. The program includes team building activities, tours, guest speakers, and valuable job shadowing at local hotels/country clubs. Participants prepare for and complete certification exams for the American Hotel & Lodging Educational Institute’s Guest Service GOLD, Restaurant Server, and Guest Room Attendant credentials. These are nationally recognized credentials and valued by one of our county’s strongest industry.

Program participants who are basic skills deficient are provided with several online, self-paced remediation websites and encouraged to participate in self-improvement. Academic remediation is also provided as part of the Career Prep curriculum via financial literacy (math skills) activities and literacy block (reading skills).

As part of a new WIOA partnership with the School Board of Palm Beach County, youth who are high school dropouts can access GED preparation and testing on-site at CareerSource Palm Beach County or via sponsorship at other locations offered by the PBC School Board. This aligns with the goal to increase the number of youth who attain a diploma.

Youth participants are exposed to leadership development opportunities, including community service and peer-centered activities that encourage positive social and civic behaviors.

Support services, such as bus passes, gas cards, clothing vouchers, and childcare reduce barriers to youth employment. Support services are determined on a case-by-case basis to enable youth an opportunity to participate in education/training activities identified in their Individual Service Strategy (ISS).

**Wagner-Peyser Employment Services (on site)**

**Labor Exchange**
CareerSource Palm Beach County provides a variety of services, typically referred to as labor exchange systems, which have the capacity to:

- Assist job seekers in finding employment
- Assist employers in filling jobs
- Facilitate the match between job seekers and employers
● Participate in a system for clearing labor between the states, including the use of standardized classification systems issued by USDOL
● Meet the work test requirements of the state Reemployment Assistance system

Universal Access
The Wagner-Peyser Act mandates universal access, so those services are available to all. There are, however, requirements on how the services are provided. Services can be delivered through a self-service process, facilitated self-help which includes limited staff assistance, or directly by career center staff, as long as they are state merit-staff employees.

Job Seeker Services
For job seekers, Wagner-Peyser funded services include:
● Job search, referral, and placement assistance
● Reemployment services to unemployment insurance claimants
● Assessment of skill levels, abilities, and aptitudes
● Career guidance when appropriate
● Job search workshops
● Referral to training

Employer Services
CareerSource Palm Beach County meets the needs of employers by offering:
● Recruitment and job order services
● On-site recruitments available at all locations
● Assistance in matching job seeker experience with job requirements, skills, and other attributes
● Customized assessments to screen and successfully onboard and retain staff
● Career fairs
● Assistance with job restructuring and layoffs

Adult Education & Literacy
The School District of Palm Beach County, Adult and Community Education provide on-site instructors to assist job seekers in achieving their GED. These instructors, located in our Central and West Career Centers, utilize state-of-the-art computer laboratories with enhanced audio visual equipment. This service is provided by the school district at no cost to CareerSource Palm Beach County, as an off-set to infrastructure costs.
The School District of Palm Beach County, Adult and Community Education system includes a range of instructional programs that help adults get the basic skills they need to be productive workers, family members, and citizens. The major program areas are Adult Basic Education Adult High School and GED® preparation, and English for Speakers of Other Languages (ESOL). These programs emphasize basic skills such as reading, writing, math, and English language competency.

Adult education programs also help adult learners gain the knowledge and skills they need to enter and succeed in postsecondary education. Some clients use the services offered by CareerSource Palm Beach County career centers, such as job searches, resume building, and other employment training. The School District of Palm Beach County, Adult and Community Education system provides information and referrals to clients who may benefit from these services.

Learners enrolled in adult education programs can earn a high school diploma or earn its equivalent by successfully passing the standard GED® tests. Adult education programs are available to individuals that:

- Are 16 years or older.
- Are not enrolled or required to be enrolled in secondary school.
- Do not have a high school diploma or its equivalent.
- Want to learn to speak, read, and write the English language.

Adult Education anticipates having funds available to provide services at a new South Area Adult Ed Center, which may include space for a Supplemental Nutrition & Assistance Program (SNAP) office. The Delray Beach Collaborative (DBC) has been formed to:

- Decide on the best use of the funds
- Modernize the center to accommodate 3,000 Adult Ed students to include ESOL/Basic English and GED classes
- Determine the usage and partners of the center

**Vocational Rehabilitation**

Vocational Rehabilitation (VR) is a federal-state program that helps people who have physical or mental disabilities get or keep a job. VR is committed to helping people with disabilities find meaningful careers. VR staff began subleasing co-located space in the CareerSource Palm Beach County West Career Center in Belle Glade as of June 2016.
Their mission is "to help people with disabilities find and maintain employment and enhance their independence." Their vision is "to become the first place people with disabilities turn when seeking employment and a top resource for employers in need of qualified employees."

Some clients use the services offered by CareerSource Palm Beach County career centers, such as job searches, resume building, and other employment training. VR will provide information and referral to job seekers who may benefit from these services.

WIOA requires VR to use 15% of their annual federal VR allocation to serve youth:

- Youth must be enrolled in high school
- Specific services are required under WIOA
- Services for youth in high school are known as Pre-Employment Transition Services
- Individual with a disability means an individual who has a physical or mental impairment; whose impairment constitutes or results in a substantial impediment to employment; and who can benefit in terms of an employment outcome from the provision of vocational rehabilitation services.

CareerSource Palm Beach County is a registered vendor in the Florida Department of Education’s Employment Network. As such, we are certified through July 2020 to assist these and other job seekers with placement services, supported employment, job coaching, On-the-Job Training and work readiness. The Youth and Young Adult program at CareerSource Palm Beach County has developed a 20-hour work readiness curriculum, Young Professionals Training, for In-school youth who are clients of Vocation Rehabilitation. It is conducted during spring and summer breaks and their first class was conducted spring 2016.

In addition to the general customer employment program, VR has additional specific programs designed to help eligible people with disabilities become employed.

Examples of VR Services:

- Medical and psychological assessment
- Vocational evaluation and planning
- Career counseling and guidance
- Training and education after high school
- Job-site assessment and accommodations
● Job placement
● Job coaching
● On-the-Job Training
● Supported employment
● Assistive technology and devices
● Time-limited medical and/or psychological treatment

Division of Blind Services (Florida)

The Division of Blind Services (DBS) is housed within the Florida Department of Education and administers several program services for individuals who are blind and visually impaired. Some job seekers use the services offered by CareerSource Palm Beach County career centers, such as job searches, resume building, and other employment training.

DBS will provide information and referral to job seekers who may benefit from these services. For instance, some job seekers may have their vision medically restored and be referred to the career center for job matching and placement services (if unemployed). DBS staff may also work with career center staff (such as the disability program navigators) to identify ways to improve accessibility and customer service for individuals with blindness and low vision. DBS programs include:

● The Blind Babies program
● The Children’s program
● Employment related services (Transition and Vocational Rehabilitation)
● A residential rehabilitation center
● The braille and talking books library
● The Business Enterprise program (cafeteria and vending training and management program)
● An independent living program for adults not prepared for, not deemed eligible for, or interested in employment
● An independent living program for older adults

As part of its employment programs, DBS administers a Vocational Rehabilitation (VR) program, with a component focused on transition youth beginning at age 14, to help individuals with visual disabilities obtain and maintain gainful employment.
Required Partners

Career and Technical Education (Perkins Act)
CareerSource Palm Beach County and the School District of Palm Beach County will continue to connect out-of-school youth and under-skilled job seekers to education and training opportunities via traditional workforce investment resources (e.g. individual training accounts, skill and aptitude assessments, cross referrals). In addition, a long-standing partnership with the School District of Palm Beach County provides on-site GED preparation at both of the organization’s two Career Centers; plans have commenced to provide on-site workforce services at an Adult and Community Education site.

Community Services Block Grant
CareerSource Palm Beach County will continue a long-standing partnership with the Board of County Commissioners of Palm Beach County in the delivery of services to a shared clientele under the Community Action Program, a division of the Palm Beach County Community Services Department that administers programs funded by the Community Services Block Grant (CSBG) and the Low Income Home Energy Assistance Program (LIHEAP).

As evidenced by an annual Memorandum of Understanding, CareerSource works closely with the Community Action Program to pursue following federally mandated goals for Palm Beach County’s most economically vulnerable residents:

- Low-income people become more self-sufficient
- The conditions in which low-income people live are improved
- Low-income people own a stake in their community
- Partnerships among supporters and providers of services to low-income people are achieved
- Agencies increase their capacity to achieve results
- Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems

To that end, CareerSource Palm Beach County and the Community Action Program strive to provide a seamless system of non-duplicative services via strategies such as joint outreach activities and cross referrals. In addition, a representative from CareerSource Palm Beach County serves on the Community Action Advisory Board. Over the next four-years, the
organization will pursue opportunities to strengthen joint service delivery by exploring the feasibility strategies that include, but will not be limited to:

- Tracking of shared clients to identify opportunities to enhance service delivery and reduce duplication
- Leveraging and/or braiding funding to more effectively connect joint-clients to training and employment opportunities.

**Indian and Native American Programs**

According to the U.S. census, 6,043 people in this category account for less than 0.5% of total Palm Beach County population. There is no active relationship at this time; however we are open to future engagements.

**HUD Employment and Training Programs**

CareerSource Palm Beach County is working with the Housing Authority of Palm Beach County to assist public housing residents on the path towards self-sufficiency. This requires going beyond providing decent, safe, and affordable housing. Public housing residents may face barriers to employment, such as limited education, job skills and/or proficiency in the English language.

Locally, the Palm Beach County Housing Authority offers a voluntary program called Family Self-Sufficiency (FSS), established by Section 554 of the National Affordable Housing Act. The goal of the Family Self Sufficiency Program is to assist families to improve their education and job skills for the purpose of becoming gainfully employed. This is accomplished by encouraging homeownership and entrepreneurship.

**Job Corps**

Job Corps is not located in Palm Beach County; the nearest office is Miami-Dade County outside our regional service area.

**Local Veterans’ Employment Representatives and Disabled Veterans’ Outreach Program**

Career Source Palm Beach County’s Veterans Unit serves the local veteran population with specific responsibilities to identify and address members with significant barriers to employment and provide them with resources and direct workforce services. Veterans are
screened for significant barriers to employment such as homelessness or near homelessness, unemployment status, qualifying service connected disabilities, age, and other qualifiers. If the veteran has no identifiable barriers to employment they are assisted by Resource Room personnel in career counseling, computer accessibility and job placement services. Veterans with significant barriers to employment are assisted by a Disabled Veteran Outreach Program (DVOP) unit member to ascertain further needs of the veteran client.

The Veterans DVOP Unit has developed a business model with the veteran at its core and external agencies available to assist veterans with the ultimate goal of providing security through employability. The DVOP Unit has partnered with local veteran agencies providing services within work stations at homeless shelters and vet centers. One DVOP is assigned to each of the following centers for a 4 - 8 hour day directly interacting with veterans.

- Green acres Veteran Center
- Jupiter Veteran Center
- Place of Hope, Salvation Army
- Stand Down House/ Faith Hope Love Charity
- Lewis Center (Housing)
- HUD/VASH VA Housing Assistance
- VA Medical Center
- Building 10: VA Affairs / Disability Verification
- Veteran Justice Outreach / Veteran Court
- Public libraries for free computer use by veterans
- Wounded Veterans Relief Fund, Inc. F/K/A Wounded Warriors of South Florida

The DVOP and Local Veterans Employment Representatives (LVER) also provide informational and educational presentations regarding services provided by CareerSource to employers/business partners, community workshops, career fairs and hiring events. Internally, DVOPS and LEVERs provide quarterly training to CareerSource career counselors and WIOA staff on veteran specific information, legislation and veteran priority of service quarterly training. Utilizing resource room staff, job orders obtained and assessment of skills of the veteran job seeker, job development and placement is coordinated.

The LVERs are aligned with Veteran Services and Business Services. This dual role utilizes our LVERs as business acquisition specialists. They promote CareerSource to employers on behalf of veteran employment, and develop relationships with companies obtaining job orders for CareerSource where veterans have priority of service. They address federal contractors’
compliance in utilizing CareerSource for job postings as well. Our LVERs have developed wonderful working relationships with many of our employers thus creating repeat business.

One aspect of our LVERs that has proved to be a tremendous asset is their human resource expertise and business savvy. Having the workforce knowledge related to compliance issues, hiring, training, skills, etc. is a benefit to the job. The LVERs also have direct contact with business leaders, the Business Development Board, local government and veteran related organizations.

Our LVERs provide education and training to CareerSource staff on priority of service, spearhead job fairs and keep CareerSource staff educated in veteran programs and initiatives.

CareerSource Palm Beach County will expand our LVERs from two to six over the next year to expand our business engagement to well over 10,000 employers.

- Regional business activity is anticipated to support a north/south division of the county, each being supported by three LVERs;
- Anticipated shift in Disabled Veterans Outreach Program Specialists (DVOP) eligibility from ages 18 through 24 to veterans 55 years of age and older will significantly increase both LVER and DVOP requirements specifically in south county (Boca Raton and Delray Beach);
- Future best practice of having our veterans services team drive the CareerSource Palm Beach County High Performance Sales Model and improved business relationships.

National Farmworker Jobs Program

CareerSource Palm Beach County provides the same equity of services to Migrant and Seasonal Farm Workers (MSFW) as are provided to non-farm workers. The United States Department of Labor, Employment Training Administration (ETA) established equity and minimum service level standards for MSFW that must be met by states. The standards, designed to measure the level of equity and quality of services provided by a state to workers during the program year, are:
Equity Measures
● Referred to jobs
● Received staff assisted services
● Referred to supportive services
● Career guidance
● Job development contacts

Minimum Service Level Indicators
● MSFWs placed in a job
● Placed at 50 cents above minimum
● Placed in a long-term, non-agricultural

Additionally, all farm workers are provided with a copy of form DEO 511N (available in Spanish and Creole) that explains available services. Upon registration, MSFWs are coded as such and a definition selected to justify the code selected. Agriculture job orders have specific requirements that are addressed on the written order.

CareerSource Palm Beach County has identified a significant number of MSFWs in the area, and as such, has a full-time, year-round MSFW Outreach Specialist assigned at our West Career Center. These offices are designated annually by ETA, and include a career center where MSFWs account for 10 percent or more of the annual job seekers. Whenever possible, persons performing outreach will be from a MSFW background, bilingual, or from a minority group most representative of the MSFW population in the area. During the off season, MSFW outreach workers perform other Wagner Peyser related duties.

Senior Community Service Employment Program
CareerSource Palm Beach County and AARP Foundation have entered into a joint engagement in the Senior Community Service Employment Program (SCSEP). Participants receive training in a community service assignment while actively pursuing unsubsidized employment. CareerSource Palm Beach County provides meaningful training and work experience the participants for them to enhance or learn new skills and to obtain unsubsidized employment.

Second Chance Act of 2007 – Re-entry Staff on Site & PREPARE Grant (NOTE: no MOU required)
CareerSource Palm Beach County has been an active participant in Palm Beach County’s robust, award-winning county-wide Reentry Task Force (a sub-committee of the Palm Beach County Criminal Justice Commission) since its inception in 2008. Comprised of a comprehensive cross-section of stakeholders (from law enforcement; local government;
education; workforce and economic development; and health and human services), the task force is charged with coordinating a seamless plan of individualized services and supervision from the time of offenders’ entry into prison through their transition, reintegration and aftercare in the community. To that end, CareerSource Palm Beach County serves as the chair of the Employment and Training Subcommittee and routinely convenes service providers, employers and other stakeholders to promote strategies and best practices to reduce the employment barriers faced by formerly incarcerated individuals.

The countywide task force has gained national recognition and a Second Chance Act grant for the groundbreaking RESTORE (Regional and State Transitional Offender Re-entry) which brings service providers together to serve state Department of Corrections (DOC) prison inmates before they return to Palm Beach County. CareerSource Palm Beach County has built upon that existing infrastructure by replicating those award-winning strategies in PREPARE (Pre-Release Employment Preparation and Reentry Engagement), a program which establishes a CareerSource Palm Beach County Career Center in Palm Beach County Correctional Facilities. PREPARE, which is directly-funded by the U.S. Department of Labor under the Linking to Employment Pre-Release grant, provides the same type of pre- and post-release services to jail inmates that are received by prison inmates through RESTORE. In addition to the specialized services in the PREPARE program, CareerSource Palm Beach County has established an in-house Reentry Unit charged with increasing the effectiveness of all career center staff in serving formerly incarcerated individuals. This is keeping with a “no wrong door” approach that ensures the highest levels of services and effectiveness in the effort to prepare all job seekers to compete for family-supporting careers. These services include bonding individuals after employment has been extended through our experienced CareerSource Palm Beach County staff.

As shown on the next page in Figure 1, all inmates will have access to core workforce services at PREPARE centers during the pre-release phase and at CareerSource Palm Beach County’s community-based career centers (post-release). Inmates with moderate to high risk/needs and low levels of job readiness will be offered comprehensive, individualized employment, case management, wrap around, and follow-up services during and after incarceration.
**Figure 1: PREPARE Overview**

**Temporary Assistance for Needy Families (TANF) Employment & Training**
A federally mandated work program where all work eligible parents of families receiving Temporary Cash Assistance (TCA) are required to participate with the TANF Program.

**Applicant Services**
Applicants are required to complete the initial assessment/ job seeker registration and a work activity prior to being scheduled for orientation. Activities include, but are not limited to, the following: register in Employ Florida, job search, attend resume writing workshop, assessment, or engage in other career center services as needed and assigned.

- During the work registration orientation the following programs/services will be introduced WIOA, WIOA Youth, VR services and Adult Education

**Mandatory Services**
The Individual Responsibility Plan (IRP) is an intensive service activity that is implemented upon completion of core services and is designed to provide guidelines and benchmarks leading to the achievement of the job seeker’s job-related goals. The job seeker is assisted with job search and directed to other job readiness activities, including workshops in resume writing, cover letters and interviewing skills.
Transitional Services
For those TANF participants whose cash assistance closes with earned income and providing they are within 200% of the federal poverty level for their family size, the transitional TANF participant is offered some of the same types of support services, e.g. transportation assistance, education/training, clothing, etc. as the mandatory participants. These include:

- Seamless referral process of all participants
- Regularly scheduled meetings and planning sessions with all partners
- Share of database
- Automate processes

Supplemental Nutrition Assistance Program (SNAP) Employment & Training
Effective January 1, 2016, CareerSource Palm Beach County began to offer E & T qualifying components to all referred Able Bodied Adults Without Dependents (ABAWDs). The Department of Economic Opportunity (DEO) will send ABAWDS, ages 18 – 49, a Notice of Mandatory Participation (NOMP) with instructions on how to engage in the program as a condition of receiving SNAP benefits. If the participant does not respond to the NOMP within ten days, DEO sends the Department of Children and Families (DCF) a noncompliance record. DCF will inform participants, through a Notice of Adverse Action (NOAA), that they have a certain period of time to comply with information on how ABAWDS can comply. If the ABAWD fails to engage with the E & T program by a specific date, DCF will impose sanctions for failure to comply with program requirements.

Components offered include workfare, work experience, self-initiated work experience, education and training, and services offered through the WIOA and TAA programs.

ABAWDs Population
Nonexempt household members, defined in 7 Code of Federal Regulations (CFR) 273.7, will be required to register for work and only those meeting the ABAWDS criteria will be required to participate in the SNAP E&T program. Of the 3.7 million individuals currently receiving SNAP benefits in Florida, about 7.8 percent are classified as ABAWDS. It is estimated that between January 1 and September 30, 2016, Florida will make outreach efforts to approximately 563,507 ABAWDS.
Community Work Experience Program (CWEP)

Work experience is structured and supervised work in exchange for benefits for individuals who lack preparation for or experience in the workforce. Work experience is placement of a participant at a worksite to gain experience to help the participant join the workforce.

Work experience provides an individual with an opportunity to gain general employability skills, job knowledge and work habits necessary to obtain and retain employment. The work experience contract includes performance benchmarks, goals, outcomes and time limits to ensure participants are moving toward employment and self-sufficiency.

Community Service Programs are structured programs in which TCA work-eligible recipients perform work for the direct benefit of the community under the auspices of not-for-profit or public organizations.

LWDBs design community service programs to improve the employability of recipients with few skills and little employment experience.

Community service programs are most appropriate for a participant who needs to increase employability by improving his or her interpersonal skills and job retention skills, or who needs to learn stress management, problem solving, and how to attain a balance between job and personal responsibilities.

Currently we have over 130 CWEP contracts with businesses here in Palm Beach County.

Trade Adjustment Assistance (TAA)

Through CareerSource Palm Beach County, TAA assists workers who have been laid off or whose jobs have been threatened because of foreign competition. Workers covered under a certified Trade Act Petition may be eligible to receive an array of services and benefits including:

- Training
- Reemployment services
- Job search allowances
- Relocation allowances
- Trade readjustment allowances
- Wage subsidy for older workers
● Health coverage tax credit benefits

**Trade Readjustment Allowances**
Trade-affected workers covered under a certified Trade Act Petition that have been totally or partially separated from their jobs because of increased imports or a shift in production may be eligible to receive Trade Readjustment Allowances. Trade Readjustment Allowances provide assistance to workers who are looking for work or who are enrolled in an approved training program. Trade Readjustment Allowances are an extension of regular Reemployment Assistance benefits payable at the same weekly benefit amount.

**Trade Act Certifications**
A petition must be filed with the U.S. Department of Labor (USDOL) by or on behalf of a group of workers who have experienced a job loss as a result of foreign trade. After the USDOL investigates the facts behind the petition, it determines whether statutory criteria are met. If the department grants the petition to certify the worker group, individual workers may apply for TAA benefits and services through CareerSource Palm Beach County.

**Unemployment Compensation Programs**
CareerSource Palm Beach County provides assistance to employees who are temporarily out of work through no fault of their own and may qualify to collect unemployment benefits. In Florida, the agency responsible for unemployment benefits is the Department of Economic Opportunity (DEO), which provides call centers for technical support to claimants. Phone banks and merit staff are available in all career centers to assist with this cumbersome process.

**Eligibility for Unemployment**
There are three eligibility requirements to collect unemployment in Florida:

- Your past earnings must meet certain minimum thresholds.
- You must be unemployed through no fault of your own, as defined by Florida law.
- You must be able, available, and actively looking for work.

**Reasons for Unemployment**
Claimants must be out of work through no fault of their own to qualify for unemployment benefits.
Layoffs: If you are laid off, lose your job in a reduction-in-force (RIF), or get "downsized" for economic reasons, you will meet this requirement.

Firing: If fired for a reason like not being good at the job or not having the skills to perform the job, you may be able to collect benefits. Employees who are fired for misconduct connected with work may not qualify for unemployment benefits. Misconduct is defined as an intentional or controllable act (or failure to act) that shows a deliberate disregard of the employer's interests. Misconduct also includes failure, without good cause, to maintain a license or certification required for the job. An employee who is fired for performance problems, carelessness, inefficiency, or good faith errors in judgment will ordinarily qualify for benefits.

Quitting: If you quit your job, you won't be eligible for unemployment unless you had a good reason for doing so relating to your work or a personal illness or disability. If you left your job because your spouse was transferred by the military, you will remain eligible for benefits. And, if you left a temporary job because you were recalled by your permanent employing unit within six months after termination, you will be eligible for benefits.

Availability to Work
To maintain your eligibility for unemployment compensation, you must be able to work, available to accept a job, and looking for work. If claimants are offered a suitable position, they must accept it. They must also keep a written record of their work search contacts, which the agency may ask them to submit at any time.

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

Gulfstream Goodwill Industries, Inc.
Gulfstream Goodwill Industries, Inc. is a non-profit organization operating in Palm Beach County that assists in the rehabilitation of individuals with disabilities. This is accomplished through the sale of donated goods.

Their mission is “to assist people with disabilities and other barriers to employment to become self-sufficient, working members of our community.” They believe in “giving people a hand up rather than a hand out results in self-esteem and independence.”
A comprehensive vocational evaluation is conducted. The process involves detailed interviewing, assessment of academics, vocational interests, aptitudes, physical functioning, problem solving and taking direction. The evaluation systematically utilizes work, real or simulated, as the focal point for the purpose of assisting individuals. The anticipated outcome of evaluation is to provide individuals with options for training and job development as well as ancillary services. An evaluation is always tailored to an individual's needs as well as referral questions.

On the job evaluation is conducted and provides realistic and detailed information regarding a participant's performance and work habits in a setting beyond traditional paper/pencil testing. A work trial is arranged in the community with an actual employer. Positions are established on a temporary basis to provide a choice of sites closely matched with a participant's interest. A job coach is assigned to work with the individual and provide observations during the assessment period.

Participants are observed and interacted with in their homes and familiar environments to capture true skill sets. A Vocational Profile of the participant is generated as a result of the discovery process, moving the individual towards employment and identified supports needed to maintain employment.

Additional services provided include:

- Job placement
- Assisting individuals by working with faith and community based organizations
- Assisting individuals with disabilities to learn about work incentives
- Training and supported employment opportunities through contract services
- Transportation access
- Various youth services

A task team has been formed with CareerSource Palm Beach County and Gulfstream Goodwill Industries to help meet client needs, the needs of the employers and the local community. Non-duplication of services is the ultimate goal.

There is an added emphasis on ensuring persons with unique abilities are given preference when applying for a CareerSource Palm Beach County scholarship. For a complete list of those receiving priority of service, refer to QualDocs #PO-112 (Attached E1). On the Job Training (OJT) program will be given greater emphasis and resources, such as offering a specialized hospitality program for persons with unique abilities. Both parties have agreed to
put an MOU in place to ensure CareerSource Palm Beach County offers this particular training in Palm Beach County.

SouthTech Academy

SouthTech Academy is credited with being an A" rated school with a 92.8% graduation rate. Their mission "is to graduate students prepared for work, higher education, and productive citizenship." They believe that every individual is entitled to the opportunity to achieve their maximum potential in life. They also believe that public education must play a central role in attaining that potential. To that end, they are “creating success stories…one student at a time.” They serve students throughout Palm Beach County and offer 13 different academies to choose from. SouthTech Academy maintains regional AdvancED/SACS (Southern Association of Colleges and Schools) accreditation as a secondary public or private school district.

The academies include:

- Auto body repair
- Automotive technology
- Cosmetology
- Culinary art
- Entertainment management/rock and roll
- Business management commercial arts
- Information technology
- Marine technology
- Medical sciences
- Motorcycle technology
- Recording arts
- Veterinary assisting

Pilot Program

The new core partners required under the Workforce Innovation & Opportunity Act (WIOA) have an emphasis on serving persons with disabilities. WIOA mandates that priority of service be given to veterans, eligible spouses, persons with disabilities, and those who are basic skills deficient. The goal is to have improved, competitive integrated employment and economic
self-sufficiency outcomes for individuals across the spectrum of disability. CareerSource Palm Beach County is strengthening partnerships through a pilot program to serve persons with disabilities. CareerSource Palm Beach County, Gulfstream Goodwill Industries, SouthTech Academy, Vocational Rehabilitation, Easter Seals, Blind Services and Wounded Veterans Relief Fund, Inc. F/K/A Wounded Warriors of South Florida have come together to provide a seamless delivery system for persons with a disability with employment as a goal.

SouthTech Academy and Gulfstream Goodwill Industries are not ITA providers licensed under the Florida Department of Education Commission for Independent Education, but they do provide industry recognized certificate courses where an individual obtains employment or advances within an occupation (including a recognized certificate of attendance or similar document for individuals with disabilities). Such programs are for training in occupations that are on CareerSource Palm Beach County’s Targeted Occupation List, current at the time of training. SouthTech Academy provides occupational skills training that lead to a formal nationally recognized credentials. The Division of Vocational Rehabilitation presently uses SouthTech Academy and Gulfstream Goodwill as approved training providers.

A task team has been formed with CareerSource Palm Beach County, Easter Seals, SouthTech Academy, Gulfstream Goodwill, Wounded Veterans Relief Fund, Inc. F/K/A Wounded Warriors of South Florida and the Division of Vocational Rehabilitation to ensure persons with disabilities are helped to meet their needs, the needs of the employers and the local community. Since WIOA mandates that priority of service be given to persons with disabilities, CareerSource Palm Beach County, though a partnership with these organizations, plans to set aside program funds to assist in training individuals with disabilities in lieu of using an ITA process.

Additionally, Vocational Rehabilitation will set aside funds to provide occupational skills training at SouthTech for clients referred from any of the above mentioned partners. The other partners mentioned will provide funding and services whenever possible. Fund raising will also be a part of this initiative to serve this diverse population. With referrals from any of the partners, coursework with stackable industry recognized credentials will be delivered to SouthTech for persons with disabilities. The business community will be drawn into the program once it is running and has shown success. Referrals, dual enrollments and sharing of information will be critical to assure we are providing a combination of services that will have the greatest impact for our clients. The ultimate goal is to have improved, competitive
integrated employment and economic self-sufficiency outcomes for individuals across the spectrum of disability.

There is an added emphasis on ensuring persons with unique abilities are given preference when applying for a CareerSource Palm Beach County scholarship. For a complete list of those receiving priority of service, refer to QualDocs #PO-112 (Attached E1). CareerSource Palm Beach County will also be offering a specialized hospitality program for persons with unique abilities, either through our existing funding or through SouthTech Academy.

**Wounded Veterans Relief Fund, Inc. F/K/A Wounded Warriors of South Florida**

Wounded Veterans Relief Fund, Inc. is an organization designed to helping veterans in need of immediate assistance.

Their mission is “to provide temporary, immediate, financial assistance to service connected disabled veterans from conflicts and wars since 9/11.” This includes: Operation Iraqi Freedom (OIF), Operation Enduring Freedom (OEF) and Operation New Dawn (OND). Wounded Veterans Relief Fund, Inc. assists wounded warriors returning from such combat areas, while maintaining a high respect for privacy for the veteran and their families (Attached E3).

Additional resources, besides CareerSource Palm Beach County, that are available at no, or very little cost to disabled veterans and their families include:

- Genesis assistance dogs
- Heroes on the water
- Habitat for humanity
- Diveheart
- Welcome Home resumes
- Awesome greyhound adoptions
- Veterans ocean adventures
- Veracity financial services
- Veterans Airlift Command
- Gimme Shelter animal rescue
- Good Hope equestrian training center
- Invictus security & firearms license training
- American Heroes Ride Free

**Urban League of Palm Beach County**
Urban League of Palm Beach County is an organization that has programs and services designed to empower individuals and families to economic and social equality.

Their mission is “to enable African Americans to secure economic self-reliance, parity, power and civil rights”.

Their programs prepare the residents of Palm Beach County for education, careers and life. Their programs are as follows:

- **Economic Empowerment Programs** that empower individuals to break down barriers and obtain economic equality through education, self-reliance and a greater understanding of financial tools and services. The goal is to break the cycle of poverty and level the economic playing field.

- **Community and Health Empowerment** programs that work to build healthy, safe and strong communities.

- The Urban League of Palm Beach County and CareerSource Palm Beach are partnering for the purpose of providing services and establishing a relationship conducive for the referral of qualified seniors to the Senior Community Service Employment Program (SCSEP). This will help clients obtain permissible job training, community-service work based training and unsubsidized employment.

- The Urban Youth Empowerment Program WORKS (UYEP WORKS) aims to help people increase their education, skills, and find a job. They will also have a chance to give back to their community. As a participant, they may also receive:
  - Hands-on work experience and access to employers
  - GED instruction, study materials, and test vouchers
  - Job placement assistance and follow-up services
  - Access to legal advisers, mentors, and tutors
  - Stipends for participation in select activities

The Urban League of Palm Beach County and CareerSource Palm Beach County are partnering for the purpose of providing services and establishing a relationship conducive for referrals to their various programs.
Career Training Concepts (CTC)/Forward March Program

Career Training Concepts (CTC)/Forward March is a veteran-owned small business. The Forward March program is provided through contract with Career Training Concepts, Inc. (CTC) who administers this program at both career centers on behalf of the Department of Military Affairs. CTC has delivered a wide range of training programs for government agencies, corporate clients, and non-profit entities.

Their training services are based on the principle that a well-trained employee is more productive. Clients are provided customized, comprehensive, high-quality instruction. Subject matter is highly flexible and is continually evaluated for modification. Classroom sessions incorporate numerous instructional methods based on effective adult learning techniques and are highly participatory. By including action plans in most workshops, training is designed and delivered to ensure the content is immediately applicable on the job.

Their mission is to “assist struggling youth.” Special requests may be made for customers that are outside this age range to register, but must be approved on a case-by-case basis. They provide services to older youth and adults who are 17 to 29 years old. Participants are unemployed and receive some form of government/public assistance (food stamps, public housing, etc.). They provide services to seek, secure and succeed in a high-demand profession. Participants receive instruction in writing resumes and cover letters, preparing for and succeeding in interviews, and excelling and advancing in the workplace. The year-round program also features an effective job-placement component.

Forward March is an employability training program whose clients learn by doing an activity-based curriculum. The 10:1 client/instructor ratio creates tremendous opportunities for personal attention in an environment that maximizes interaction in a limited amount of time. Moreover, all activities are reality-based, allowing the clients to see the relevance of the skills they are learning as well as giving them an opportunity to practice those skills in a real life setting.

Jupiter Vet Center

Jupiter Vet Center provides services for returning veterans. This program is provided under the auspices of the U.S. Department of Veterans Affairs and is available to eligible veterans and their families. CareerSource Palm Beach County provides outreach services through the use of temporary space provided by the Jupiter Vet Center.
The objectives of the outreach efforts of CareerSource Palm Beach County are to provide assessments, counseling and intervention services for eligible veterans who have readjustment problems related to their military service. CareerSource Palm Beach County has a number of veterans who require these services. Transition and employment services assist returning veterans to return to work and make an economic impact both individually and to the community at large. Assistance at the Jupiter Vet Center allows for earlier and effective intervention for problems.

**Palm Beach State College**

The partnership with Palm Beach State College on four sector-based programs funded under the Trade Adjustment Assistance Community College and Career Training (TAACCT) grant program is a prime example of coordinating and blending workforce investment and post-secondary educational resources. The strategies that resulted from this partnership (e.g. coordinated student and employer engagement; strategic use of labor market analysis; co-enrollment in workforce and education system; on-the-job training; placement assistance and post-employment outcome tracking, etc.) will serve as a template for future collaborative efforts with public and private educational partners at the secondary and post-secondary level (Attached E 13).

**Palm Beach County’s Hospitality Training Program**

CareerSource Palm Beach County’s Hospitality Training Program of the Palm Beaches will provide hospitality industry classroom-based instruction to adults with disabilities. The program will be taught using materials and curriculum from the American Hotel & Lodging Educational Institute (AHLEI), adapted to fit the needs of learners with cognitive disabilities, learning disabilities, and Autism Spectrum Disorder.

The Foundation’s Hospitality Work Experience Program will provide unpaid work experiences within a partner hotel or resort to adolescents and adults with disabilities. “Unpaid work experience” is defined as a carefully monitored volunteer experience in which an individual has intentional learning goals. This reflects actively, through both traditional and supported communication means, on what he or she is learning throughout the experience.

Applicants, who are eligible and selected, may elect to participate in both the Hospitality Training Program of the Palm Beaches and the Foundation’s Hospitality Work Experience Program. For participants enrolled in both programs, parties will collaboratively assist participants in securing a paid employment position upon completion of the program.
C. The LWDB, with the agreement of the chief elected official, shall develop and enter into a memorandum of understanding between the local board and the one-stop partners. Please provide a copy of any executed MOUs (WIOA §108(b)(6)(D)).

CareerSource Palm Beach County has the following executed MOU’s in place:

- AARP -- Foundation Senior Community Service Employment Program (Attached E2)
- Aid to Victims of Domestic Abuse, Inc. (Attached E15)
- Board of County Commissioners Farmworker Program (Attached E17)
- Career Training Concepts Forward March Program (Attached E9)
- Community Services Block Grant – Community Action Program (Attached E8)
- Cornerstone Solutions/Job Corp (Attached E5)
- Division of Blind Services (pending state approval with DOE) (Attached E11)
- Easter Seals Florida, Inc. (Attached E16)
- Families Ascent to Economic Security (Attached E21)
- Farmworker Coordinating Council of Palm Beach County (Attached E18)
- FoundCare, Inc. (Attached E19)
- Greenacres Vet Center for Disabled Veterans Outreach Program (Attached E20)
- Gulfstream Goodwill Industries, Inc. (Attached E4)
- Hands Together of the Palm Beaches, Inc. (Attached E28)
- HUD Employment and Training Program – Family Self-Sufficiency Program Palm Beach County Housing Authority (Attached E29)
- Palm Beach County Family Drug Court Program (Attached E22)
- Palm Beach County Re-Entry Task Force (Attached E30)
- Palm Beach County Sheriff’s Office (Attached E23)
- School Board of Palm Beach County (Attached E6)
- The ELs for Autism Foundation (Attached E31)
- Urban League of Palm Beach County Urban Youth Empowerment Program (Attached E7)
- Urban League of Palm Beach County-IT Intern (Attached E32)
- Urban League Senior Community Service Employment Program (Attached E14)
- US Department of Veteran Affairs (Attached E24)
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.

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)).

CareerSource Palm Beach County ensures that we are in compliance with all requirements of the Americans with Disabilities Act (ADA) through periodic internal audits of each facility. Those audits are verified by random onsite inspections by the Department of Economic Opportunity, Office of Civil Rights. To supplement the requirements of the ADA and ensure we are meeting both the letter and spirit of the law, CareerSource will be conducting refresher training for those staff in direct contact with job seekers on the proper use of all assistive devices. This training will also include information regarding sensitivity to the needs of disabled clients and how best to meet those needs. This training will be conducted prior to July 1, 2016.

CareerSource Palm Beach County also has a successful and continually expanding Ticket to Work program to assist job seekers on Social Security Disability to return to the workforce. Over the three years of the Disability Employment Initiative (DEI) Grant, the program has provided assistance to 252 clients with many of them able to re-enter the workforce.

CareerSource Palm Beach County is also engaged with community partners that have a sympathetic interest in assisting disabled job seekers to re-enter the workforce. Furthermore, CareerSource Palm Beach County in partnership with The Els for Autism Foundation, Inc.,
and Stand Among Friends has developed the Hospitality Training Program for the Palm Beaches to assist the disabled in acquiring the skills and training necessary for careers in the hospitality industry and place them in positions here locally.

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

CareerSource Palm Beach County provides standardized services at each of our career centers. Job seekers moving from our West Career Center in Belle Glade to our Central Career Center in West Palm Beach and our Career Cottage in Delray Beach will find a seamless transition in services, policies, and practices.

B. 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)).

In addition to ensuring that CareerSource Palm Beach County is in full compliance with the requirements of the Americans with Disabilities Act through periodic self-audits, CareerSource Palm Beach County has gone beyond what is required to improve the delivery of services to a wider audience. The Virtual Career Center (VCC) was developed and implemented in 2015 to provide workforce services to remote job seekers or those that may have limited mobility or for some other reason find it challenging to travel to a career center. The VCC provides a more efficient service delivery by allowing all job seekers virtual access to career center services and workshops. Also, for job seekers or businesses that find it difficult to use our services during normal business hours, the VCC is available online 24 hours a day, seven days a week.

Key design features include online orientation/registration in Employ Florida, online workshops, job readiness skills and skills testing to determine skill gaps, along with resources to enhance skills and web-based career exploration tools. Additionally the Strength Identifier assessment tool is provided, which will help job seekers understand their unique strengths, talents, and assist them in examining career options.

The VCC is not intended to be a replacement for the services provided at a career center. Rather, it is intended to supplement and enhance the services available at one of our centers,
and, for some, meets their immediate needs without the necessity to travel to one of our centers.

(2) 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)).

CareerSource Palm Beach County encourages the state to vigorously pursue the development of a case management system that integrates at a minimum, all core WIOA partner programs. In SB 7040, the Department of Management Services is given the lead to strategically navigate the state toward a universal tracking system. This would enable career centers and our partner programs to ensure that businesses and job seekers with a shared client base across the multiple programs have access to information and services that lead to positive employment outcomes. Under WIOA, career centers and their partners:

- provide job seekers with skill tests to determine skill gaps
- provide job seekers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages;
- provide access and opportunities to all job seekers, including individuals with barriers to employment, such as individuals with disabilities, to prepare for, obtain, retain, and advance in high-quality jobs and high-demand careers;
- enable businesses and employers to easily identify and hire skilled workers and access other support, including education and training for their current workforce;
- participate in rigorous evaluations that support continuous improvement of career centers by identifying which strategies work better for different populations.

CareerSource Palm Beach County has capitalized on the use of technology with the implementation of our Virtual Career Center (VCC) which includes online workshops, streaming videos, and video mock interviews, development of a video resumes, professional websites and efolios to create an online footprint for the job seeker.
We have also purchased an e-learning software authoring tool which transforms PowerPoint content into customized interactive online and mobile courses. This software will take our VCC to the next level by allowing us to create courses which will outline what learners will need to grasp and the simulations, screen recordings, quizzes and decision-making activities to measure transfer of learning.

In addition, our Information Technology department is creating electronic forms and automated databases to perform and process job seeker applications. This process automates various departmental forms, job seeker documents, and delivers reporting and document retention on a job seeker’s trip through the system providing quicker service at reduced cost.

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

In preparing for the full implementation of WIOA, a key requirement of Title I was completed - identifying and securing a One-Stop Operator (OSO). An RFP was published and through a competitive bidding process the final candidate was selected and approved by the CareerSource Board as well as the Palm Beach County Commission. Effective July 1, 2017, Cambridge Consulting, LLC has assumed the role of One-Stop Operator for our region.

The role of the One-Stop Operator includes assisting in the coordination of service delivery of the One-Stop partners by ensuring memorandums of understanding are in place and they comply with the requirements outlined in WIOA. The OSO is also responsible for monitoring and reporting program performance and compliance as measured by the DEO, DOL, monitoring, and auditing reports. The OSO will ensure that effective corrective action is taken when required to maintain a high level of program effectiveness. The OSO will also ensure that we are monitoring the performance of training providers, OJT programs, internships, etc., and they are meeting our expectations. Quarterly reports will be submitted to the board of directors to update them on coordination with our core partners, key performance metrics, monitoring/audit results, and other pertinent information.
The OSO has broad responsibilities even beyond those mentioned above, but is not an employee of CareerSource. As such, he has no authority over any CareerSource staff. His role is one of monitoring, collaboration, coordination, and reporting to ensure the continued success of CareerSource Palm Beach County.

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

Any Local Workforce Development Board (LWDB) approved to be designated as a career center operator or approved to be a direct provider of workforce services must submit a performance report at the end of each program year that the service(s) has been provided. CareerSource Palm Beach County submitted this report for PY 2014-2015 (Attached E12).

The report demonstrates how CareerSource Palm Beach County continues to be recognized as a leader in performance, innovation and best practices by the Department of Economic Opportunity, the USDOL and CareerSource Florida. Examples of how systems and business practices implemented at CareerSource Palm Beach County have set the pace for other LWDAs across Florida in serving career seekers and employers are provided in this report. Many of these initiatives are above and beyond required services.

- Following is an analysis of the actual cost savings realized as a result of the LWDB providing the workforce service:

Effective November 1, 2007, CareerSource established a multi-jurisdictional consortium called the Palm Beach Workforce Development Consortium. The consortium consists of five members: The Mayor of the Palm Beach County Board of Commissioners, the mayors of the municipalities of Delray Beach, Palm Beach Gardens, South Bay and West Palm Beach. This consortium allows for the establishment of an Independent Special District and is the employer of record for all workforce services and assigns its staff to CareerSource Palm Beach County locations. The consortium contracts the duties and responsibilities to run career centers and deliver services to CareerSource Palm Beach County who also acts as the fiscal agent and recipient of all workforce funding in the Local Workforce Development Area 21 (LWDA21). Additionally, CareerSource Palm Beach County is the administrative entity for the consortium and assumes the oversight and administrative systems for all workforce program operations. The CareerSource Palm Beach County Board of Directors, based on staff recommendations,
identifies local area needs and informs the consortium of such. The consortium, together with CareerSource Palm Beach County, approves the Workforce Development Plan for LWDA21 and any modifications hereto.

As LWDB, one-stop operator and direct service provider of workforce services, CareerSource Palm Beach County is responsible for constantly improving the organizational structure to efficiently and effectively manage the day-to-day operations to ensure CareerSource Palm Beach County’s Local Workforce Services Plan is carried out and provides excellent customer service, achieving state required performance measures, completing all reports and meeting all deadlines.

The original application under the Bennett Bill (2007) anticipated a realized reduction in costs and a savings of approximately $960,000. We continue to revise the organizational structure of CareerSource Palm Beach County to provide services in an effective and efficient manner. By providing direct services, several positions were eliminated that were duplicated by the contracted service provider. The approved provisional indirect cost rate for the upcoming year is 17.1%. If we were to return to utilizing a contracted direct service provider, the financial impact would be significant. An analysis of the estimated costs that would have been incurred for the year ended June 30, 2015 has been performed. This cost analysis considered the additional staff, reimbursement of indirect expenses (17.1%) incurred by the contractor and the payment of profit (8%). The estimated annual savings realized as a result of LWDA21 directly providing services was $1,368,500.

- Following is a description of realized improvement to the local service delivery system and realized improvement in performance outcomes:

CareerSource Palm Beach County has demonstrated by our regional performance that we are running the centers as the direct service provider very efficiently and effectively. During the past five years CareerSource Palm Beach County assisted 118,341 residents in finding local employment, with salaries from these jobs creating $2.2 billion in economic impact to our region. This makes CareerSource Palm Beach County one of the largest economic growth engines in our county!

CareerSource Palm Beach County’s vision is to be recognized by business as the primary source of talent in Palm Beach County. To accomplish this, we operate as a competitive business, rather than a nonprofit or governmental organization. This corporate, entrepreneurial approach is unprecedented (most workforce investment boards look, feel, and
act like government agencies) and is the driving force behind the organization-wide culture of innovation and high-performance.

Accordingly, CareerSource Palm Beach County is:

- Leveraging technology to improve efficiency and effectiveness while reducing costs
- Convening business and educational partnerships to better understand industry needs, work with educational institutions to develop the skills and talent required, and to facilitate the transition from college/school to job
- Cultivating business-to-business focus processes and tools to continue increasing our business penetration and retention rate.
- Serving a broader range of job seekers from entry level to C-suite as the economy improves and businesses run out of easily obtainable talent.
F) 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 Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.), that support the strategy identified in the Florida Unified Plan under WIOA section 102(b)(1)(E) (WIOA §108(b)(2)).

CareerSource Palm Beach County is a multi-jurisdictional consortium under authority of section 163.01 Florida Statutes and a special purpose unit of local government. CareerSource Palm Beach County is a direct service provider, carrying out core programs and other workforce development programs to support alignment in the provision of services, operating career centers that provide excellent customer service to both job seekers and local businesses.

Our local workforce development board (LWDB21) is committed to leveraging the resources entrusted to it with those of its primary workforce system partners and its many other strategic partners in business, economic development and education to address talent needs at every skill level and cultivate a competitive workforce for Palm Beach County. To ensure the workforce strategies and policies developed by our board are implemented and consistent with approved state plans, the board cultivates collaboration with DEO, other regional LWDBs, and other partners vital to workforce services delivery.

Through the implementation of the Workforce Innovation and Opportunity Act (WIOA), CareerSource Palm Beach County has a business-led, market-responsive, results-oriented and integrated workforce development system. The enhanced system fosters customer service excellence, seeks continuous improvement and demonstrates value by enhancing employment opportunities for all individuals, including those with disabilities. This focused and deliberate collaboration among education, workforce and economic development is designed to maximize the competitiveness of the Palm Beach County business community and the productivity of our local workforce, increasing local economic prosperity. Our board’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 Palm Beach County residents 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 refines 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 Palm Beach County youth that lead to enhanced employment, career development, credentialing, and post-secondary education opportunities.

The following are local initiatives that will be expanded over the next four years:

● Redefining customer service standards for business talent support
● Expanding our total talent delivery system and business engagement
● Expand virtual access to service delivery systems for job seekers and employers
● Implementing local sector strategies
● Establishing new demand based career pathways
● Expanding our use of a market-driven system approach
● Enhancing local performance measurement systems
● Expanding the provision of services to individuals with disabilities (Ticket to Work)

The programs and services listed below are included in our local workforce development system. For details on the individual programs and how the board works with entities in carrying out core and other workforce development programs, please refer to plan section: See section E1 “General System Description”

The One-Stop system provides access to the career services, as required by WIOA section 134, such as but not limited to:
● Eligibility determination
● Outreach and intake
● Orientation to the information and other services available
● Initial assessment of literacy, skill levels / gaps and supportive service needs
● Labor exchange services
● Provision of information on in-demand industry sectors and occupations
● Provision of information on nontraditional employment
● Recruitment and business services on behalf of employers
● Referrals to and coordination of activities with other one-stop partners
● Provision of performance information and program cost information on eligible providers of training services, per WIOA section 122
● Provision of all information, in formats usable by and understandable by one-stop center customers
● Provision of information and assistance regarding filing claims for unemployment compensation
● Assistance in applying for WIOA and other federal and state financial aid assistance for training and education programs
● Development of an individual employment plan to identify and achieve the employment goals
● Individual counseling
● Workshops
● Career planning

Our one-stop system integrates the following funding streams and programs offering customers’ services as needed through: Wagner-Peyser, Veterans programs, RESEA, WIOA Title I, TAA, WT/TANF, SNAP Employment and Training, Vocational Rehabilitation, Adult Education and Family Literacy Act programs. Career Source Palm Beach County implements ad hoc programs based on grants and funding, such as RESEA, NDWG and the Governor’s Challenge.

Further, coordination between the CareerSource Palm Beach County and the following agencies is a part of the existing infrastructure:

● Department of Economic Opportunity
● Department of Children and Families
● Department of Vocational Rehabilitation
- Local educational agencies
- The Early Learning Coalition (child care provider)
- Public housing agencies
- Palm Beach County Department of Human Services
- Reemployment Assistance
- SCSEP Title V Programs

**Core Programs**

**Adult & Dislocated Worker programs**
- Career services
- Basic career services
- Individualized career services
- Follow-up services

**Youth program**

**Wagner-Peyser employment services**
- Labor exchange
- Universal access
- Job Seeker services
- Employer services

**Adult Education & Literacy**

**Vocational Rehabilitation**

**Division of Blind Services**

**Required Partners**

**Career and Technical Education (Perkins Act)**

**Community Services Block Grant**

**Indian and Native American Programs**

**HUD Employment and Training Programs**

**Job Corps**

**Local Veterans’ Employment Representatives and Disabled Veterans’ Outreach Program**

**National Farmworker Jobs Program**
Senior Community Service Employment Program

Second Chance Act of 2007 – Re-entry Staff on Site & PREPARE Grant

Temporary Assistance for Needy Families (TANF) Employment & Training

- Applicant Services
- Mandatory Services
- Transitional Services

Supplemental Nutrition Assistance Program (SNAP) Employment & Training

- ABAWD Population

Trade Adjustment Assistance (TAA)

- Trade Readjustment Allowances
- Trade Act Certifications

Unemployment Compensation Programs (Reemployment Services)

(2) **Subgrants 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)).

CareerSource Palm Beach County applies the procurement and expenditure procedures required by federal law and state law, the standards set forth in 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, the policies of the Department of Economic Opportunity and CareerSource Florida, Inc. for the expenditure of federal, state, and non-pass-through funds.

The IT Department is responsible for procurement functions relating to data processing equipment. The Facilities Supervisor is responsible for procurement functions relating to furniture, equipment and vehicles. All other purchases are made by the department needing the item on an as-needed basis. If the item is included in the budget and is $5,000 or less, no additional approval is required. However, purchases of items not included in the budget, and budgeted items over $5,000 require prior approval from the President/CEO.

Procurements are awarded as the result of an evaluation of the proposal submitted by the party together with other relevant factors such as ability to perform, prior experience with the
party and past performance, technical and financial resources, reasonableness of cost, cost/price analysis, record of integrity, business ethics, and fiscal accountability, availability of services and other evaluation criteria included in the procurement documents. Evaluation of the proposals is reviewed at several levels:

- For completeness and compliance with the information and documentation required per the procurement document,
- by a committee,
- depending on the dollar value or type of procurement approval by the President/CEO and/or Board of Directors and if applicable Chief Elected Official may be required.

Prior to a CareerSource Palm Beach County employee participating in any stage of the procurement process including, but not limited to, the development of specifications, scopes of work, answering procurement questions or evaluating bids/submittals/quotes/proposals (collectively referred to as “quote”) the CareerSource employee shall certify that a conflict of interest is not present. Vendor, contractor, subrecipient and consultant are collectively referred to as “vendor”. Beginning with issuance of the procurement, vendors may submit questions regarding the procurement via e-mail to CareerSource Palm Beach County. The vendor questions and CareerSource Palm Beach County answers to vendor questions are posted on the CareerSource website. Vendors with a federal or state contract for the same/similar goods or services may be utilized in lieu of publicly noticing the procurement and obtaining quotes. Some form of cost or price analysis shall be made and documented in the procurement file in connection with every purchase action. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted, market prices and similar indicia, together with discounts. Cost analysis is the review and evaluation of each element of cost to determine reasonableness, allocability and allowability.

Prior written approval is required from the funding source for equipment purchases over $5,000. Exceptions to the below procurement threshold are when purchases are made during an emergency or are sole sourced. Sole source documentation is required in accordance with 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Purchase thresholds and public notice requirements are as follows:
<table>
<thead>
<tr>
<th>Purchase Threshold</th>
<th>Public Notice Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Micro Purchases Of $3,000 Or Less</td>
<td>No public notice requirements. May be awarded without soliciting competitive quotations if CareerSource considers the price to be reasonable. To the extent practicable, the micro-purchases will be distributed equitably among qualified suppliers.</td>
</tr>
<tr>
<td>B. Small Competitive Purchases Of More Than $3,000 And Less Than $50,000</td>
<td>No public notice requirements. Requires a minimum of three written quotes. Exceptions to this threshold are when purchases are made during an emergency or are sole sourced as outline in E. below. Sole source documentation is required in accordance with 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and CareerSource’s Procurement Policies &amp; Procedures.</td>
</tr>
<tr>
<td>C. Small Competitive Purchases Of More Than $50,000 And Less Than $100,000</td>
<td>Publicly noticed on CareerSource website and Palm Beach County procurement channel. Requires a minimum of three written quotes. Exceptions to this threshold are when purchases are made during an emergency or are sole sourced as outline in E. below. Sole source documentation is required in accordance with 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and CareerSource’s Procurement Policies &amp; Procedures.</td>
</tr>
<tr>
<td>D. Sealed Proposal Purchases Of $100,000 Or More</td>
<td>Publicly noticed on CareerSource website and Palm Beach County procurement channel and other local media.</td>
</tr>
<tr>
<td>E. Consultant Services</td>
<td>Contracts with consultants whose total compensation will exceed $50,000 during any fiscal year shall be subject to the approval of the Finance Committee as soon as it is reasonably determined that the consultant’s compensation will exceed $50,000.</td>
</tr>
</tbody>
</table>
| F. Noncompetitive Proposal / Sole Source                | Solicitation of a proposal from only one source may be used only when one or more of the following apply:  
  - The item is available only from a single source  
  - The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation  
  - The Federal awarding agency (or pass-through entity) expressly authorizes this method in response to a written request from CareerSource  
  - After solicitation of a number of sources, competition is determined inadequate |

Purchase thresholds A though C above does not include the purchase of office supplies and furniture. Office supplies and furniture are purchased from a CareerSource approved vendor(s) via Request for Quotation in accordance with D above.

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)).
CareerSource Palm Beach County provides core partner programs such as; WIOA Adult, Dislocated Worker and Youth Programs, Wagner-Peyser Employment Services, Adult Education and Literacy and Vocational Rehabilitation through the one-stop system. Eligible individuals with barriers to employment are provided priority of service as per policy for employment and training along with education programs. Eligible individuals can be co-enrolled into appropriate core programs that best fit the need of the individual. Credential, certificate or certifications are the required outcomes of training / education programs.

A large body of research indicates that a multidisciplinary effort is required to address complex issues faced by individuals with barriers to employment. To that end, CareerSource Palm Beach County leverages long-standing partnerships with a wide variety of public and private stakeholders from industry, education, economic development, and health and human services to maximize outcomes among this jointly-served population. These partnerships have resulted in effective initiatives that have placed individuals on the pathway to success while simultaneously increasing the pool of candidates with relevant skills and credentials. Examples of the effective strategies that will be sustained, replicated, and/or expanded include:

- Leveraging existing resources (e.g. On-the-Job Training Funds, Individual Training Accounts, assessments, etc.) in support of proven practices (e.g. sector-strategies, career pathway programs, registered apprenticeships) that engage all stakeholders (employers, service providers, educators) and the design level.

- The establishment of the Department of Community Engagement which is not only charged with educational and industry alignment, but also with convening partners and funders from the public and private sectors to design, incubate, and sustain proven models to address barriers and increase access to in-demand education, training, and employment opportunities. Examples of such programs include PREPARE (Pre-Release Employment Preparation and Reentry Engagement), a program that establishes a CareerSource Palm Beach County career center inside local jail facilities; and the GGHC (Gateway to Geriatric Healthcare) initiative, an employer-driven career pathway program that provides employment and credentials from certified nursing assistant to registered nurse. The GGHC concentrates on geriatric healthcare in response to local employers’ input regarding a current and anticipated shortage of professionals with this specialization.
(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)).

CareerSource Palm Beach County conducts a comprehensive analysis of industry sectors utilizing labor market information relative to our region. This includes not only a review of quantitative information such as growth trends and wage data, but we also seek input from business and industry, trade associations, education, economic development and chambers of commerce as part of this review process. While many jobs in the region may be in demand, we have selected a limited number of occupations that we will make the investment in considering our resource constraints. CareerSource Palm Beach County reviews this list as presented by the state as well, and based on local workforce needs and input from partners in the communities to make any necessary changes or revisions.

Priority for training is linked to job openings for businesses in our targeted infrastructure industries and economic development priorities. All training is limited to two years in duration and the attainment of industry-recognized certificates or certifications, an associate’s degree or a bachelor’s degree is required for a successful outcome.

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

CareerSource Palm Beach County has a Labor Market Information team that leads our industry sector evaluations. We focus our efforts on not only investigating an industry, but researching the entire supply chain associated with this industry or sector. We call this comprehensive sector review examining the industry sector’s eco-system; what makes this approach successful is that it reveals the broader symbiotic business relationships within an industry sector. We use tools such as “Analyst” and “Developer” under license
from Economic Modeling Specialist Internationals (EMSI) to understand these relationships and then identify regional industry sectors that meet our established requirements.

Just as data is the key to determining the correct industry sectors upon which to build a sector strategy, it also is vital in understanding our regional talent supply, the skills and occupations that are most aligned with the needs of our targeted industries. This is the supply side of the equation and understanding this data is crucial to being able to provide businesses with the talent they are seeking. It is also important for understanding the skill gaps that may exist broadly within our local labor force so our organization can take actions to address that shortfall.

The Business Development Board and CareerSource Palm Beach County, with support from JP Morgan Chase, launched the 2018 Palm Beach County Skills workforce initiative to examine the regional labor market to qualify and quantify the area workforce. The project results will include a detailed skills gap analysis and recommendations for enhancing workforce quality in the region. Input from the stakeholders is a key component of the analysis, results are expected to be available May 2018.

B. Describe how sector strategies are founded on a shared/regional vision;
Successfully engaging with industry leaders and identifying industry champions are critical to the success of our sector strategy. Businesses demand for specific talent, degrees or certifications, and skill sets will determine the subsequent steps that CareerSource Palm Beach County may take in terms of building education and training programs, building Career Pathways, and implementing any number of programs to create the talent pipeline necessary for these businesses to thrive.

1. Put businesses at the middle of the conversation, brought together at scale by industry. At this level, partners discover pressing and often broader workforce challenges from businesses, which are driving the conversation.

2. Treat businesses as partners, no longer just the end customer. In this model, community partners work with businesses to build customized solutions, rather than provide off-the-shelf program-based solutions.
3. Align partners. Sector partnerships are driven by solutions; solutions that, more often than not, require multiple partners collaborating and leveraging programs and funding.

4. Require a credible third party “convener.” This entity could be CareerSource Palm Beach County (LWDB21) or another organization, in our case such as the Business Development Board of Palm Beach County. The convener acts as a neutral body, ready to guide the partnership and align partners.

5. Are convened on a regional scale. Because labor markets and industry clusters cross county and service area lines, so too must sector partnerships.

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

CareerSource Palm Beach County has built a successful network of regional sectors partnerships that have laid the foundation to launch additional sector partnerships, which will utilize career pathways to meet industry needs for a skilled workforce. Each industry partnership is unique and designed to meet its respective economic and workforce development needs of that industry sector. Employers, workers and jobseekers benefit from workforce partnerships in their communities. Employers of any size can work with a regional collaborative to develop talent supply chains to increase their competitiveness while workers and job seekers can obtain careers paying family-supporting wages.
Examples of our regional Industry partnerships include:

- South Florida Manufacturers Association
- Marine Industry Association of Palm Beach County
- Gold Coast Builders Association
- BioFlorida
- South Florida Technology Alliance
- Life Science and Technology HUB
- Florida Economic Development Corporation
- Palm Beach County Medical Society
- South Florida’s InternetCoast
- Manufacturing Association of Florida
- South Florida Hotel & Beverage Association
- Palm Beach County Bar Association
- Manufacturing Extension Partnership
- Human Resource Association of Palm Beach County

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

Our business development team touches a variety of organizations in Palm Beach County. We regularly work with the our local economic development organization the Business Development Board of Palm Beach County to attract, retain and help local businesses expand. We are at the table with all recruitment or expansion projects, assisting with job candidate sourcing, training opportunities and/or placement support.

CareerSource Palm Beach County currently targets these industry sectors: Healthcare, Construction, Advanced Manufacturing, Leisure and Hospitality. As an example of strategic alignment of service delivery systems look at to our construction industry sector: In November 2016, the voters of Palm Beach County passed an additional one cent sales tax to be utilized for infrastructure repairs. Intense demand in rewarding construction/building trade jobs in Palm Beach County is being fueled by $2.7 billion in infrastructure improvement projects over the next decade. The Palm Beach County Administrator asked CareerSource Palm Beach County to assist with training and employment needs of county employers and career seekers for thousands of construction/building trade jobs needed to complete major infrastructure improvement
projects. Some of the anticipated projects will consist of: improving district-owned school buildings, construct and repair roads, bridges, signals, streetlights, sidewalks, parks drainage, shoreline and wastewater infrastructure, recreation and governmental facilities.

Working in conjunction with our partner at Palm Beach State College (PBSC), Corporate & Continuing Education department, accelerated training programs for the construction Industry trades (electrical, HVAC, plumbing, carpentry, and welding) have now been developed. Training is provided to suitable Palm Beach County career seekers such as but not limited to veterans, women, unskilled job seekers and ex-offenders who are interested in training that provides nationally recognized NCCR Core and Level 1 certifications. PBSC has scheduled classes in the evenings to provide the career seeker the ability to enter employment or maintain employment while mastering a trade. The sales tax initiative does not provide for any training dollars, CareerSource Palm Beach County applied and received a grant from CareerSource Florida for $269,000 to assist with training costs.

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

CareerSource Palm Beach County is an active member of the Palm Beach County League of Cities and participates in their programs, activities and committees. The partnership with the Palm Beach County League of Cities promotes and advances the collective interest of the municipalities of the county, better allows us to study municipal issues and seek desired results through cooperative efforts, to enhance the quality of life of the citizens of the community and to engage residents. The League consists of all 39 municipalities of the county and includes over 75 associate members including CareerSource Palm Beach County. We regularly interface with the local elected officials of the League and staff of municipalities to drive awareness of our workforce programs and services. Our objective is to assist local municipalities in leveraging CareerSource Palm Beach County for recruiting, hiring and training needs.

We are involved with many chamber of commerce organizations in Palm Beach County, serving on committees, advisory boards and councils. By participating with these organizations we have direct contact with multiple businesses in each community, assisting with workforce development and cultivating new partnerships.
CareerSource Palm Beach County is also involved with local industry associations including the South Florida Manufacturers Association, Marine Industry Association of Palm Beach County, Hotel and Lodging Association, Gold Coast Builders Association, Treasure Coast Regional Planning Council, Palm Healthcare and others.

CareerSource Palm Beach County serves on the Comprehensive Economic Development Strategies (CEDS). The CEDS Plan highlights the Region's strengths, weaknesses, opportunities and challenges and provides a set of guiding principles for community leaders to set common economic development goals and priorities for action. The development of this CEDS plan was guided, supported, and coordinated in parallel with the development of the State of Florida's 2012-2017 Statewide Strategic Plan for Economic Development.

More closely aligning the functions of workforce and economic development activities generates multiple “wins” for employers, public-sector agencies, and workers by linking public workforce education and training with the skill needs of employers seeking to relocate, expand or grow operations in a local municipality. In these communities, employers’ on-the-ground knowledge of the county’s workforce capacity informs economic development decisions, and the needs of employers drive workforce development decisions. To the extent that these cities have linked workforce development activities with high-wage, high-growth sectors of the economy, closer coordination has led to reductions in poverty and unemployment, as well as to increased employment retention.

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

We are very conscious of the need to measure our sector strategy/partnership outcomes apart from our program performance measures. To that end we are developing an evidence based system in which sector strategy outcomes are measured and reported, adjusted, as needed, and sector work is sustained overtime. Our regional sector strategy partner organizations such as workforce development, economic development, and higher education are developing a new process to systematically act on these performance findings. All partners are contributing resources, financial and otherwise to support and sustain the work of our sector partnerships. We are actively pursuing new resources through grants aimed at sustaining the activities required for successful sector partnerships.
We are empowering our local system to use Sector Partnerships to move beyond development of training programs to include the development of career pathways.

CareerSource PBC received a 2017 Florida Career Pathways Best Practice Award for outstanding dedication and leadership support demonstrated through “multi-dimensional partnerships” with Palm Beach State College. Six staff members are National Career Pathways Certified Professionals. Staff members serve on Business Advisory Boards at Palm Beach State College in the Bachelor’s Degree Program and Post-Secondary Adult Vocational Program (welding, HVAC, machining/electrical, insurance). We also implemented a pilot program in Low Voltage Security Systems with combined internship and On-The-Job training components for WIOA eligible students.

(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)).

In-demand training is linked to the Regional Targeted Occupations List (RTOL) based on job openings for businesses in our targeted infrastructure industries and economic development priorities. Training is limited to two years in duration and the attainment of industry-recognized certificates or certifications, or an associate’s degree. Local in-demand occupations (such as marine) can be notated on the RTOL for CareerSource Palm Beach County.

CareerSource Palm Beach County conducts a comprehensive analysis of labor market information in our region. This includes not only a review of quantitative information such as growth trends and wage data, but we also seek input from business and industry, trade associations, education, economic development and chambers of commerce as part of this review process. While many jobs in the region may be in demand, we have selected a limited number of occupations that we will make the investment in considering our resource constraints. CareerSource Palm Beach County reviews this list as presented by the state as well, and based on local workforce needs and input from partners in the communities to make any necessary changes or revisions.

(7) **Employer Engagement:** Describe the strategies and services that will be used in the local area to:
A. Facilitate engagement of employers, including small employers and employers in in-demand industry sectors and occupations, in workforce development programs;

CareerSource Palm Beach County has a strategic plan to engage local employers, specifically in small-to-medium-size businesses. These businesses span multiple industries including those on our targeted occupation list such as healthcare, aviation/aerospace/engineering, hospitality, IT/telecom, life sciences, manufacturing and marine. Our strategy is to meet marketplace demand that is needed to grow our local economy including industries that are poised for growth with higher-wage jobs. While focusing on our regional economic and workforce development strategic targets, we leverage and invest in local talent, resources and programs to benefit the business community.

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

We provide a workforce development system that meets the needs of businesses in Palm Beach County by developing world-class talent through measurements including: monitoring customer satisfaction analytics and industry task forces and supply/demand metrics. We are working with the School District of Palm Beach County to identify specific industries and jobs to assist students in selecting a career path and training needed to enter employment within those sectors. Behavioral assessments and other tools help students identify which jobs will lead to long-term employment success.

B. Better coordinate workforce development programs and economic development; and

Palm Beach County is home to an abundance of skilled personnel who are drawn by an exceptional quality of life. Our workforce is hard-working and industrious. The industries that cluster within the county are great indicators of the types of jobs, salaries commanded, skill levels required, and educational institutions supporting them that help explain employment dynamics. A key element in enhancing workforce development is utilizing business and community partners to ensure a skilled and reliable workforce is available for our employers. CareerSource Palm Beach County works closely with the Business Development Board and the Palm Beach County Education Commission to ensure that successful job preparation and training is available in Palm Beach County.

C. Strengthen linkages between the one-stop delivery system and unemployment insurance programs (WIOA §134(c)).
CareerSource Palm Beach County has strengthened linkages between the one-stop delivery system and unemployment services by offering career center services at two locations in West Palm Beach and Belle Glade. Job seekers can receive assistance in building a resume, interviewing skills and dressing for success through our workshops. We have recently created a Virtual Career Center that offers these same services through internet-based devices including laptops, tablets and smart phones. Job seekers are able to access services at their convenience anytime.

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

WIOA has established a priority requirement with respect to funds allocated to the local area for adult employment and training activities as referenced local QualDocs PO-112 (Attached F2). One-stop center staff responsible for WIOA adult 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 priority must be provided regardless of the level of funds. Veterans and eligible spouses receive priority of service for all USDOL-funded job training programs, such as WIOA programs. Currently priority is provided in the following order:

- Veterans and eligible spouses who are also included in the groups given statutory priority of WIOA adult formula funds,
- Veterans and eligible spouses who are also recipients of public assistance, other than low-income individuals,
- Individuals who are basic skills deficient.

For more details on priority of service:

1. Veterans and eligible spouses who are also included in the groups given statutory priority of WIOA adult formula funds.
   - Veterans and eligible spouses who are also recipients of public assistance,
   - Other than low-income individuals or individuals who are basic skills deficient would receive first priority for services provided with WIOA Adult funds.
2. Non-covered person (individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA Adult formula funds.

- CareerSource Palm Beach County provides local priority of service to individuals with Disabilities as defined in section 3 of the Americans with Disabilities Act of 1990 (42 USC 12102).

3. Veterans and eligible spouses who are not included in WIOA’s priority groups.

4. Non-covered persons outside the groups given priority under WIOA.

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

TRAINING PROVIDER APPROVAL

CareerSource Palm Beach County (CSPBC) has an open and on-going application approval process. The application for CareerSource Palm Beach County selection and retention of Eligible Training Providers (ETP) and Programs is consistent with WIOA and CareerSource Florida (CSF) Administrative Policy #90, WIOA Eligible Training Provider List, Effective date: March 1, 2016. Eligible providers of training services programs (ETP) are entities that are eligible to receive WIOA title 1-B funds for adult and dislocated worker participants who enroll in training services programs through Individual Training Accounts (ITA). ITA’s may also be used for WIOA Title 1 youth funds to provide training to older, out-of-school youth, between the ages of 18 to 24.

Training Provider Approval Criteria:

1. Submit a complete and accurate training provider program application including all requested information and documentation (Attached F5).

2. Must be in business under the current ownership for a minimum of two years.

3. Be a public school or licensed by the Florida Department of Education Commission for Independent Education to provide the proposed training programs. Licensure documentation for each course proposed in the application must be provided to CareerSource Palm Beach County.

4. Provide direct training to the client, or without subcontracting the delivery of the training.
5. Participate in the Florida Education & Training Placement Information Program.

6. Approved Federal PELL grant schools, coordinate the use of Federal PELL grant payments with CareerSource Palm Beach County ITA funding. WIOA ITA recipients are allowed to use their PELL funds for living expenses, allowing CSPBC funds to be used first.

7. Training provider/school approved by an IT software developer, whose products are considered universal products used nationally or globally to train individuals on their software, is not required to be accredited nor is the course of training required to be accredited; however, the training provider/school must be listed by the IT software developer on the developer's website.

8. Demonstrate fiscal solvency.

9. Track and supply program completion/placement information to CareerSource Palm Beach County.

10. Respond to renewal applications annually.

To train eligible service providers we hold quarterly ITA provider meetings. Topics address the Targeted Occupational List and what it takes to revise it, and placement and graduation targets and the effect of not meeting them and submission of progress and outcome reports. Palm Beach County has a diverse and responsive group of service providers. Local providers have adjusted to the changes in the local workforce (the arrival of bio-tech firms and the increased demand for a variety of occupations in the hospitality industry for example).

Procurement policies dictate how services outside the ITA program are approved. Some examples where this could apply are OJT, customized training, special projects and purchase orders. The career center operations staff is responsible for developing the work experience sites. This may include, but is not limited to, career consultants, business services consultants, managers and supervisors. CareerSource Palm Beach County may also receive inquiries from employers about our work experience program. Career center operations staff provides the potential work experience partner with a copy of the worksite agreement to complete and return to the particular staff person who initiated the worksite partnership. Staff reviews the Florida Department of State, Division of Corporations website (SUNBIZ) to determine if the employer has an active business license in Florida. The agreement is then reviewed by the appropriate program staff to ensure completeness and to attach a mastery skill set component as part of the agreement. The appropriate program director signs the agreement and forwards the original copy to CareerSource Palm Beach County’s administrative office for
assignment of a contract control number. The agreement is then reviewed and signed by CareerSource Palm Beach County’s President/CEO. The original agreement is retained in the administrative office and a copy is mailed to the partner. CareerSource Palm Beach County’s Contracts department notifies all career center staff that a new agreement has been executed and a copy has been placed online and is accessible by all career center staff. An email notification is sent by the Contracts Manager to all career center staff advising them that a new worksite agreement has been signed and a worksite spreadsheet (also accessible by all career center staff) is updated accordingly.

Activities and services not funded with ITA’s include On-the-Job training, customized training, and various grant awards for specialized populations.

ON-THE-JOB TRAINING

The processes for developing OJT sites and agreements for all job seekers enrolled in workforce programs are as follows:

1. OJT will be presented to an employer as “training by an employer that is provided to a paid job seeker while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job.”

2. Potential employers will be approached to determine their willingness to participate with the OJT program.

3. Specific qualifying characteristics include for-profit, and not-for-profit organizations with the following exceptions:
   a. Any firm in violation of local, state, or federal labor laws.
   b. Any establishment or its affiliates where a strike, lockout, or other similar condition exists.
   c. Members of the CareerSource Palm Beach County Board of Directors may not engage in OJT contracts.
   d. An employer who has an OJT agreement and exhibited a pattern of failing to provide job seekers continued long-term employment as regular employees with wages and working conditions at the same level and to the same extent as similar situated employees.
EMPLOYED WORKER TRAINING/CUSTOMIZED TRAINING

Employer Worker Training / Customized Training programs provide training funds to an employed worker who is currently working and has been determined to be in need of employment and service in order to obtain or retain employment that will allow for self-sufficiency. Employers can be required to provide documentation stating the employee will not be retained unless additional training or services are received.

NON-ITA FUNDED GRANTS

CareerSource Palm Beach County procures non-ITA funded grants for services through the RFP/RFQ process in accordance with our procurement policy. CareerSource Palm Beach County procurement activities are conducted in a manner consistent with the standards set forth in the 2 CFR Part 200, and all other applicable laws and regulations of the federal government and the state of Florida.

DISABILITIES PILOT PROGRAM

As previously referenced in Section E) Description of the Local One-Stop System, in the spirit of WIOA, CareerSource Palm Beach County is strengthening partnerships through a program to serve persons with disabilities. CareerSource Palm Beach County, Gulfstream Goodwill Industries, SouthTech Academy, Easterseals Florida, Palm Beach School for Autism, Vocational Rehabilitation, Blind Services, and Wounded Veterans Relief Fund, Inc. F/K/A Wounded Warriors of South Florida have come together to provide a seamless delivery system for persons with a disability with employment as a goal.

LOCAL LEVEL LAYOFF AVERSION INCUMBENT WORKER TRAINING

WIOA provides CareerSource Palm Beach County the opportunity to provide a locally funded Incumbent Worker Training (IWT) Program. CareerSource Palm Beach County partners with state and local economic development organizations, Chambers of Commerce and community based organizations to help identify businesses /industries in jeopardy of a potential lay off.

The purpose of IWT is only conducted with a commitment from an employer or group of employers to retain or avert the layoff of incumbent workers being trained. (CareerSource Florida Administrative Policy FG –OSPS 89) Employers must demonstrate a need for appropriate training which will allow existing workers to gain the necessary skills to operate new processes or technologies, employers may find necessary to lay off workers with obsolete...
skills. Skills training will contribute to the maintenance of employment or increase employment security by providing the trainee(s) with:

1. Higher level of occupational skills and job security
2. A nationally or industry recognized certificate provides mobility for the trainee should they wish to seek employment elsewhere
3. The potential of increased earnings to the employer
4. Training and strategies to improve efficiency of business operations.

Business Services staff conducts an in-person, customized needs assessment with businesses that:
1. Have been in operation (brick & mortar location) a minimum of one year prior to application date and current on all local, state and federal tax obligations
2. Are for-profit businesses
3. Have at least one full-time employee, apart from the owner
4. Have not received training grant(s) from CareerSource Palm Beach County during the last 12 calendar months.

Employers complete a grant application which includes the submission of a written statement as to the reason the business is requesting grant assistance. The statement includes the business circumstances surrounding the potential layoff and how the training will prevent or reduce the magnitude of the layoff. Applications are scored by the Business Services staff on a standardized rating based on the specific criteria on a point structure, i.e., size of business, businesses located in U.S. Department of Housing and Urban Development (HUD) Zones, layoff aversion, upgrading skills, wage increases, and matching funds. Only those applications with a score of 80 points or higher will be considered for funding.

An incumbent worker is defined in the Training and Employment Guidance Letter (TEGL) 26-09 as “an individual who is employed, but does not necessarily have to meet the eligibility requirements for intensive and training services for employed adults and dislocated workers at 20 Code of Federal Regulation (CFR) 663.22 (b) and 663.31.” Incumbent worker participants are required to complete a WIOA application and enter participation information into the state’s management information system. Incumbent workers must be at least 18 years of age, provide citizenship/right to work and compliance with Selective Service registration requirements. All eligibility documentation requirements apply to the IWT participant for federally mandated data validation.
(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)).

CareerSource Palm Beach County ensures informed customer choice for the selection of training program regardless of training services by providing job seekers with:

a) Electronic WIOA application process along with program orientation, eligibility requirements and instructions for completion of the application.
b) Access to CareerSource Palm Beach County website for Labor Market Information (LMI), Regional Targeted Occupations List (RTOL), local Consumer Report Card (Attached F1), approved courses and Eligible Training Provider List (ETPL).
c) CareerSource Palm Beach County career consultants suggest applicants visit with the training provider of choice to explore the program of interest and ask any questions they might have of the training provider. Applicants are advised to visit several training providers on the ETPL to make an informed choice.
d) Assessments such as Test of Adult Basic Education (TABE), Kenexa ProveIT and BestWork Talent Identifier are provided as needed.
e) Applicants are provided a one-on-one meeting with a CareerSource Palm Beach County career consultant to discuss their choices and begin the enrollment process.
f) Payment vouchers are issued upon completion of the enrollment process.

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

CareerSource Palm Beach County awards Individual Training Accounts (ITA)'s to applicants who meet WIOA eligibility. Applicants must be 18 years of age or older; be a citizen or noncitizen authorized to work in the U.S.; meet Military Selective Service registration requirements (males), are suitable for training based on training funds availability. Training must be for an occupation listed on the Regional Targeted Occupations List (RTOL) for Palm Beach County. Quick links for the Regional Targeted Occupations List, Training Programs and Courses, as well as a list of approved training providers in Palm Beach County are provided on the CareerSource Palm Beach County website.
A. Describe any ITA limitations established by the board;

CareerSource Palm Beach County Board established ITA limitations:

- ITA’s provided to WIOA eligible applicants must be 18 years of age or older;
- be a citizen or noncitizen authorized to work in the U.S., meet Military Selective Service registration requirements (males) and suitable applicants
- Occupational Skills Training for occupations on the RTOL
- Up to an associate of science degree (2 year degree)
- Training by board / state approved training providers

B. Describe any exceptions to the use of ITAs.

CareerSource Palm Beach County ITA use exceptions are training programs that are not required to be on the RTOL and the training provider is an employer or chosen by an employer:

- On-the-Job Training program enrollment - as stated in CareerSource Palm Beach County Local SOP PO-093 Release 05 Section 10h: employers must be a for-profit business. (Attached F3)
- Employed Worker Training (EWT) / Customized Training employer eligibility as per local EWT Guidelines PY15 -16. (Attached F4)
  - Businesses that have been in operation a minimum of one year (brick & mortar location), and be current on all local, state and federal tax obligations.
  - Businesses must be a for-profit located in Palm Beach County.
  - Must have at least one regular (W2) full-time employee, apart from the owner.
  - Businesses that have not received EWT funding for 1 or more previous program years.
- Employed Worker Training / Customized Training
- Registered Apprenticeship programs
- Internships

(12) Microenterprise and Entrepreneurial Training: Please describe mechanisms that are 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)).

Entrepreneurship drives the U.S. economy, accounting for the majority of Palm Beach County’s job creation and innovations. Supporting entrepreneurship is an employment
strategy that leads to economic self-sufficiency for our local community. Through entrepreneurship training, individuals learn organizational skills, time management, leadership development and interpersonal skills.

CareerSource Palm Beach County works with higher education institutions and community partners to provide the tools entrepreneurs need for idea generation, business model proof of concept and company launch. Through instruction, guest speakers, coaching & mentoring, available courses serve those who are considering starting a business, owners of existing businesses and those with successful companies that want to grow and expand. Entrepreneurs are taught how to identify and appeal to customers, apply for financing or attract an investor and manage their company efficiently.

In collaboration with Florida Atlantic University, Small Business Development Center at Palm Beach State College (SBDC), Lynn University, Keiser University, The Research Park at Florida Atlantic University, Tech Runway, The Institute for Entrepreneurship, Service Corps of Retired Executives (SCORE) and others, educational curriculum focuses on creating an executive summary, building a portfolio of products or services, defining a market to sell into, identify competitors, understanding the risks/opportunities, assembling a management team, where operations will exist, establish capital requirements and generating a financial snapshot of the business.

In addition, business incubators are available to sprouting entrepreneurs across Palm Beach County. These facilities offer a combination of structured mentoring, shared facilities and a pool of local resources that provide an environment to grow startup businesses. The Research Park at Florida Atlantic University, Paragon Systems and others offer resources that are specifically designed to cater to the needs of entrepreneurs looking to grow their business.

(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 DEO and other partners,
including educational partners. Describe how job seekers are made aware of apprenticeship opportunities (TEGL 3-15).

CareerSource Palm Beach County is keenly aware of how the effective use of registered apprenticeships (and those modeled after the same concepts) can enhance outcomes for individual career seekers and the community at large. To that end, seven apprenticeship and seven pre-apprenticeship programs (primarily in the skilled trade sector) are included in the organization’s list of WIOA-eligible training programs. In 2018 CareerSource Palm Beach County applied for the FLA Apprenticeship Grant. This was done after convening meetings with the key stakeholders and other core partners to develop a pre-apprenticeship and registered apprenticeship program that aligns with our local key values. Working with economic development and employers to identify skills gaps, and working with local training providers to develop a pre-apprenticeship and apprenticeship program to meet the local needs of the local marine industry.

Current programs such as our partnership with Local 32 West Palm Beach Sheet Metal Workers and the Joint Apprenticeship Training Center, Florida Training Services Inc. and the School District of Palm Beach County collaboration on primary Pre-Apprenticeship Program for Plumbing, Welding, HVAC, Carpentry, and Electrical.

SouthTech Academy Adult Education provides adults with workforce training, apprenticeship opportunities, industry certifications and job placement assistance. Fields for career training include medical coding and billing, health and medicine, veterinary, business, cosmetology, construction, automotive, motorcycle, and marine engines technology, and much more.

In addition, the apprenticeship “concept” (i.e. technical skills training combined with employer-designed occupational training and incremental career advancement) is utilized in special projects such as the GGHC (Gateway to Geriatric Healthcare), an employer-driven career pathway program that provides employment and credentials from Certified Nursing Assistant to Registered Nurse, and will be used in future sector-partnership initiatives. See the GGHC flowchart on the next page for a complete overview.
Gateway to Geriatric Healthcare Careers Participant Flow Chart

**Recruitment**
- Social and traditional media
- Community Outreach
- Stakeholder/partner referrals

**Screening**
- Assessments (TABE, HESI, etc)
- Background Checks
- Panel interviews

**Intake**
- Orientation
- Employability skills training
- Individual Success Plan (ISP) Development

- Remediation Needed?
  - Yes
  - No

**Intensive Academic Support:**
- Accelerated, Contextualized
- GED and/or Basic Education

**Employment and Post-Secondary Education Placement**
(Based on Skill/Education Level)
(Subsidies & Support Services based on Need)

- Training/Education
- Credential(s)
- Employment

**Patient Care Assistant**
(Approx 290 hrs = 3 - 4 months)

**State of Florida Certified Nursing Assistant (CNA)**
- 7,402 jobs in 2015
- $11.41 per hour (2015 Median Wage)

**Practical Nursing**
(Approx 1,350 hrs = 12 months)

**State of Florida Licensed Practical Nurse (LPN)**
- 3,460 jobs in 2015
- $21.50 per hour (2015 Median Wage)

**Nursing A.S.**
(Approx 2,700 hrs = 2 years)

**State of Florida Registered Nurse (RN)**
- 11,548 jobs in 2015
- $32.53 per hour (2015 Median Wage)

**Exits to Unsubsidized Employment and Self-Sufficiency**
(Based on Individual Success Plan Goals)

* Source: Palm Beach State College **Source: FL Board of Nursing *** Source: FL Department of Economic Opportunity
(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, 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).

Information on training program services provided is described in the “Analysis of Need and Available Resources” section under item #5 and the “Description of Program Services” section under item #9 Training Services.

Industry and sector strategies career pathway initiatives are described in the “Coordination of Services” section under item #2 and #3.

Other key initiatives in support of the board’s vision and strategic goals include:

**Virtual Career Center**

CareerSource Palm Beach County implemented a unique online Virtual Career Center (VCC) in 2015 not only to increase traffic to “bricks and mortar” career centers, but also to increase awareness and “clicks” to our online services. The project has been recognized as a best practice and has resulted in more efficient service delivery by allowing all career seekers virtual access to career center services and workshops anytime.

The VCC provides workforce services to clients that may have limited mobility; language barriers (Google translator for 91 languages), closed caption for the hearing impaired, or for job seekers who find it challenging to travel to one of our career centers. The VCC is available online 24 hours, for job seekers or businesses that find it difficult to use our services during normal business hours. The VCC is not intended to be a replacement for the services provided at a career center, but is intended to supplement and enhance the services available.

VCC views have exceeded 10,000 since its implementation. Next steps to expand the VCC include the addition of the following specialized targeted portals:

- Employers
- Veterans
- Individuals with disabilities
- College graduates and alumni
- Youth and Young Adults
- High school seniors
Other plans being considered for expansion and improvement include live-chat, live-stream workshops and coordination with web-based career exploration platforms.

**Customer Relationship Manager**

Following the development of our own Customer Relationship Manager (CRM) to track market penetration, account management, territory management and individual and team staff production, the state purchased Salesforce CRM for use statewide. CareerSource Palm Beach County also is a key driver in the development of a Business Service Sales Toolkit that is used in Florida’s regional network for sales planning/processes, territory management and outcome reporting.

**Talent Matching Model**

CareerSource Palm Beach County is the first in the state (and one of only a handful of workforce regions in the nation) to implement this innovative tool to identify and refer candidates with the best skills and talent to employers.

The process begins with determining the employer’s talent needs. The next step is a state-of-the art career assessment designed for each management and education level i.e., Ph.D. for job candidate from entry level to the C-Suite. Our Business Services Unit, a team of Industry specific recruiters, identifies the best candidate based on preferred style of skill and behavior saving time on the front end of the interview process. Our recruiters have been trained on comprehensive data mining guidelines in conjunction with the Employ Florida platform based on Boolean logic and utilizing various search engines to source talent. The final step is referring the best qualified talent to the employer.
A key process used in identifying talent is “talent cloning” -- identifying people in the company that are successful (top performers) in the position and fit within the company’s culture; we call this determining the “clone.” We also assess other talent not considered to be the top talent to determine the gap analysis between the two factors. We provide the same level of talent or better to fill the companies staffing requirements. The assessment also examines speed of thinking, rate of learning new material, decision-making process, attention to detail and other desirable traits.

**Improving Employment and Economic Development in the Glades Communities**

CareerSource Palm Beach County and its community, governmental, business and educational partners were selected to receive the U.S. Department of Agriculture’s 2014 Community Development Award/Rural Community of the Year for our collaborative efforts to increase employment and economic development in the Glades communities of Belle Glade, Pahokee and South Bay located in western Palm Beach County. The Glades communities historically have had among the highest unemployment rates in the nation and were particularly hard hit by the Great Recession.
Because of the critical service needs in the Glades area, CareerSource established and operates the West Career Center in Belle Glade. Since convening a series of collaborative meetings beginning in mid-2011, CareerSource has:

- Helped place more than 8,400 Glades area residents into jobs and provided more than $1.25 million in training funds to area employers and residents.
- Increased outreach to actual and potential major projects in the area. A direct result of this has been the addition of two new major area employers that are expected to ultimately employ up to 425 jobs.
- Connected project developers and organizations to facilitate purchases of more than $25 million in products and services from businesses in the Glades communities since 2009.
- Helped to form the Glades Career Readiness Roundtable to prepare local youth and young adults for skilled jobs, including the development of the Glades Construction Academy program, a construction pre-apprenticeship program to help out-of-school, unemployed young adults attain their GED, earn industry-recognized credentials and gain hands-on experience in a region designated as a Rural Area of Critical Economic Concern.
- Hosted Glades Business Day where 40 area employers learned how to apply for training grants and take advantage of special funding and tax incentives to help their businesses grow.
- Helped to establish new direct bus routes to better connect Glades communities' residents with greater employment opportunities in other parts of Palm Beach County.
- Participated in the Corporate College Steering Committee, formed by public and private entities to address training needs in the Glades communities.

These actions will be expanded and improved over the next four years.

(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)).

To ensure that providers are performing adequately, CareerSource Palm Beach County conducts monthly performance reviews, the results of which are available on our website
detailed in the Consumer Report Card (Attached F1). In terms of performance the training provider contracts have established two performance measures: the total number of participants who complete a course and obtain the related credential, and the total number of participants who complete a course and obtain a training related job placement within 90 days of course. The evaluation period used to determine if a course met the completion rate is January 1st through December 31st. The population captured in the evaluation includes those participants who received ITA funds (regardless of Program Year), and who completed course/program requirements or were dropped from a course/program during the evaluation period.

To ensure that providers we do business with are helping meet the needs of local employers CareerSource Palm Beach County creates a Regional Targeted Occupation List (RTOL). The RTOL is developed by utilizing various sources for labor market information as well as candid discussions with local employers. From a programmatic side, we obtain feedback from our training providers as to what employers are telling them. From an industry relations side, information from companies helps us determine what occupations are growing in demand. Together, we work with partners or individually to poll/survey companies to confirm whether specific occupations should be considered for placement on the list.

(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)).

Every youth and young adult that enrolls in CareerSource Palm Beach County’s WIOA youth program must participate in our five-week structured work readiness training. We have integrated WIOA’s 14 required program elements within the framework of Career Prep. Once program participants complete the five-week training, they move on to one-on-one coaching to prepare for enrolling in higher education or seeking a career path.

1. Youth are offered paid and unpaid work experiences that have an academic and occupational education component, including internships, summer employment, job shadowing, and on-the-job training.

2. Program participants who are basic skills deficient are provided with several online, self-paced remediation websites and encouraged to participate in self-improvement. Academic remediation is also provided as part of the Career Prep curriculum via financial literacy
(math skills) activities and literacy block (reading skills). In order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants, we will competitively procure youth program elements consisting of; tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.

3. As part of a new WIOA partnership with the School Board of Palm Beach County, youth who are high school dropouts can access alternative secondary school services and GED preparation and testing on site at CareerSource Palm Beach County. This aligns with the goal to increase the number of youth who attain a diploma.

4. Youth participants are exposed to leadership development opportunities, including community service and peer-centered activities that encourage positive social and civic behaviors.

5. Supportive services, such as bus passes, gas cards, clothing vouchers, and childcare enable youth to reduce barriers in their life. Support services are viewed individually to enable clients to participate in education/training activities identified in their Individual Service Strategy (ISS).

6. Youth career consultants act as adult mentors for the duration of at least 12 months that may occur both during and after program participation. They provide ongoing guidance and career advice and are available to youth Monday through Friday 8am-5pm.

7. Follow-up services are offered for not less than 12 months after the completion of participation.

8. Career Prep offers financial literacy education (in alignment with WIOA requirements). The “Personal Finance: A Lifetime Responsibility” textbook provides our young adults information on a variety of financial topics such as: financial planning, budgeting, checking accounts, savings plans, purchasing decisions, and credit and debt. This valuable curriculum teaches our youth to use critical thinking skills, review terminology, interpret the main ideas, and practice math.
9. CareerSource Palm Beach County youth are exposed to industry speakers who address what it takes to start and own your own business. Businesses like Service Corps of Retired Executives (SCORE) Palm Beach County, work with us to offer valuable internships to our young adults. SCORE is a nonprofit association dedicated to educating entrepreneurs and helping small businesses start, grow, and succeed nationwide. SCORE is a resource partner with the U.S. Small Business Administration (SBA) and has been mentoring small business owners for more than 40 years. Entrepreneurial skills’ training aligns with WIOA requirements.

10. VirtualJobShadow.com offers our youth the tools to access labor market information, career exploration, college searches, free assessments, resume builder, and industry expert videos.

11. CareerSource Palm Beach County offers scholarships (Individual Training Accounts) to eligible youth. Scholarships are awarded based on applicant suitability, eligibility and the availability of training funds. Training must be for an occupation listed on the Regional Targeted Occupations List for Palm Beach County. The youth program promotes post-secondary training in high demand, high-wage industry sectors.

12. College tours and industry expert speakers help youth prepare for and transition to postsecondary education and training.

13. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referrals, are provided.

14. Education is offered concurrently with workforce preparation activities and training for a specific occupation or occupational cluster which lead to post-secondary credentialing (hospitality training and vocational prep programs offered at CareerSource Palm Beach County).

Our current recruitment efforts have successfully resulted in a large number of out-of-school youth (to align with WIOA requirements). To assure that we can serve them effectively, we focus on quality service delivery and helping participants to attain their educational and employment goals. We are planning to work more intensely with this population to provide them with quality post-secondary educational opportunities and employment assistance. We collaborate with local partners to conduct a comprehensive assessment of existing community resources.
resources that serve out-of-school youth in order to identify duplication and gaps. Several of these local partners have helped us with our recruitment efforts and assisted us in reducing barriers for these young adults who enter our program.

CareerSource Palm Beach County focuses on ten different industry sectors that employ our youth and young adults. A large percentage of our youth are hired in professional, hospitality, and retail industries. Over the next four years, we plan to increase our job placements in the area of IT, health, and life science. This will help us reach our goal of providing high wage jobs for our young people.

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).
CareerSource Palm Beach County conducts a two-day orientation (Career Prep Challenge) for all youth that includes an eligibility and suitability review. This allows us to assess the youth and determine their ability to function on the job. We use TABE to test their basic skills, specifically in reading and math. If they score below a ninth grade level (8.9) or lower they are considered basic skills deficient. TABE can also quickly assess skills for training and employment, or determine readiness to take the high school equivalency exam. TABE remains the most comprehensive and reliable academic assessment product in adult basic education.

In addition to TABE, we use the BestWork DATA™ assessment tool to evaluate our candidates. With a simple 25-minute online experience, BestWork DATA™ measures the hard-wired traits and abilities that determine how a person thinks, learns and behaves. These same factors determine how a person delivers specific job behaviors or if they are suited for certain occupations. BestWork DATA™ is a thought leader in the new world of performance information. Founded on 20 years of experience in the assessment market with leadership in instrument development and technology, BestWork uses the latest assessment technology to measure hard-wired traits and abilities of employees of job seekers. That data is then converted into easily understood information that is designed to assist the career consultant, the job seeker and the potential employer. This instrument translates the broad elements of a typical job description into measurable components, and provides easy to understand performance potential. It examines cognitive ability, the speed of thinking, how readily new material is learned, and how quickly underlying patterns are recognized and decisions are made. Additionally it analyses how the individual approaches work; such as attention to detail, following rules, how friendly they are when dealing with others, and team involvement.

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).

CareerSource Palm Beach County has defined the term “requires additional assistance to complete an educational program, or secure and hold employment” for youth the following identified WIOA youth barriers and their definition:

- Lacks transportation: the youth’s low income status and declaration that they are unable to arrange for and afford transportation costs.
- Lacks childcare: the youth is a parent and lacks the financial means or the support of a family member to provide childcare which prevents the youth from working or going to school.
- Need for academic remediation: the youth has low TABE scores (lower than a ninth grade level) or current school records that indicate an immediate need for academic tutoring.
- Criminal history: the youth has a court record of criminal behavior that presents a barrier to future employment.
- Lacks independent living skills: the youth currently resides in foster care or did in the past; or has an unstable living situation.
- Lacks job skills: the youth lacks basic work maturity skills (professionalism, punctuality, interviewing skills, social skills, etc.)
- Need for supported employment: the youth has a history of problematic work experiences and needs support in job retention.

(17) Please include the following attachments with your local plans:

A. Executed Memoranda of Understanding for all one-stop partners.
   See Attached E1-E32

B. Executed Infrastructure Funding Agreements with all applicable WIOA required partners.
   See Attached B1-B3
G) PUBLIC COMMENT PROCESS

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

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

(2) Provide a 30-day period for comment on the plan before its submission to CareerSource Florida, Inc., beginning on the date on which the proposed plan is made available, prior to its submission to the Governor (WIOA §108(d)(2)).

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

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

(5) Include, as an attachment with the plan to the Governor, any comments expressing disagreement or offering recommendations for continuous improvement, the LWDB’s response to those comments, and a copy of the published notice (WIOA §108(d)(3)).

To ensure an open forum for the community to offer feedback, we provided an opportunity for the public to specifically address our comprehensive four-year plan’s two-year addendum. As such, public notice was published February 1, 2018 through March 2, 2018 on the CareerSource Palm Beach County website, which provided 30 days’ notice to review and comment on the plan (Attachment H1). A full draft copy of our plan and attachments was posted on our website. At the close of the public comment period any public comments submitted to or received by CareerSource Palm Beach County will be addressed in the final comprehensive four-year plan’s two year addendum.
This plan represents the efforts of CareerSource Palm Beach County to implement the Workforce Innovation and Opportunity Act in the following counties:

- Palm Beach County

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

Workforce Development Board Chair

[Signature]

Chief Elected Official

[Signature]

Kenneth Kirby

Board Chair

Mayor Melissa McKinlay

Chief Elected Official

8 March 2018

March 14, 2018

Date

Date

ATTEST:
Motion and Title: Staff Recommends Motion to Approve: an Interlocal Agreement creating the Palm Beach Workforce Development Consortium, authorizing the execution of such other documents as may be necessary to complete the transactions contemplated hereby; and providing an effective date.

Summary: Workforce Alliance, Inc. (Alliance) currently operates as the County's administrative entity pursuant to the Palm Beach County Local Elected Officials (PBC LEO) Agreement #R2004-0836 dated April 13, 2004 through June 30, 2008, to provide policy guidance for implementing and exercising oversight with respect to job training activities under the Workforce Innovation Act of 2003 (Florida Statutes, Section 465) and the Workforce Investment Act of 1998 (F.L. 105-220). The PBC LEO Agreement designates Alliance as the fiscal agent, grant recipient and administrative entity to administer the Workforce Investment Act (WIA), the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORP), Wagner-Peyser Act (WP) and such other funding sources as may be available to support workforce development activities for Region 21, Palm Beach County, Florida.

Under the new interlocal Agreement, Alliance will continue to act as the fiscal agent, grant recipient and administrative entity for those funding sources and workforce development activities. Execution of the Interlocal Agreement will supersede the PBC LEO Agreement #R2004-0836.

The Interlocal Agreement empowers the Palm Beach County Board of County Commissioners to appoint 17 (85%) of their respective number of private sector members to the Alliance Board of Directors. Additionally, the Interlocal Agreement provides for the Palm Beach County Board of County Commissioners to terminate their participation in the Interlocal Agreement by sending a 60-day written notice.

Background and Policy Issues: Public Law 105-220, WIA, enacted by the Congress of the United States, effective August 1998 established a program to provide universal access to workforce development services for the businesses and citizens of Palm Beach County.

The State of Florida's Workforce Development Board ("WDB"), Workforce Florida, Inc. (WFI) was created by the Legislature in 2008, has been designated by the Governor to take the lead in designing and directing Florida's workforce development strategy and to designate Workforce Development Areas. The County of Palm Beach has been designated by the Governor of the State of Florida as a Workforce Development Region (Region 21).

A readily available workforce of skilled workers is mandatory to attract new businesses to the region and to retain and expand existing businesses which will increase the wealth of the region, support sustainable economic development, ensure jobs for our citizens, expand the tax base, improve the quality of life and ensure the region's economic future. The WIA of 1998 allows that an agreement may be entered into between the general purpose governmental jurisdictions which comprise the workforce development investment area. The governing body of the County of Palm Beach desires that it be included in regional workforce development initiatives to attract businesses and citizens to the benefits of Florida's workforce development strategy and potential funding sources.

The above governing body in the WDB Region 21 has come together with the cities of Palm Beach Gardens, South Bay and Delray Beach to form the Consortium to carry out their separate and independent functions in a coordinated and cooperative fashion.

Attachment:

1. Interlocal Agreement Creating the Palm Beach Workforce Development Consortium

Recommended by: [Signature]
Date: 6/28/07

Approved By: [Signature]
Date: 6/24/07
II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

<table>
<thead>
<tr>
<th>Fiscal Years</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>External Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Income (County)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-Kind Match (County)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NET FISCAL IMPACT As Alliance is designated as the grant recipient and administrative entity in the Interlocal Agreement there is no fiscal impact.

<table>
<thead>
<tr>
<th>No. ADDITIONAL FTE POSITIONS (Cumulative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is Item Included In Current Budget?</td>
</tr>
<tr>
<td>Budget Account No.:</td>
</tr>
<tr>
<td>Object</td>
</tr>
</tbody>
</table>

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Departmental Fiscal Review:

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

[Signatures]

B. Legal Sufficiency:

This Contract complies with our contract review requirements.

[Signature]

Assistant County Attorney

C. Other Department Review:

[Signature]

Department Director

REVISED 9/03
ADM FORM 01
(This SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.)
July 16, 2007

Ms. Kathryn Schmidt
Workforce Alliance, Inc.
326 Fern Street, Suite 301
West Palm Beach, FL 33401

RE: INTERLOCAL AGREEMENT

Dear Ms. Schmidt:

At the July 10, 2007, the Board of County Commissioners approved the Interlocal Agreement with created the Palm Beach Workforce Development Consortium.

As you have requested, I have attached the three (3) originals for you to distribute to the following municipalities:

- The City of Delray Beach
- The City of Palm Beach Gardens; and
- The City of South Bay

I have also attached one (1) copy of the Interlocal Agreement for your files. If you have any further questions, please feel free to contact me at 561-355-2428.

Sincerely,

Sandra L. Smith
Executive Assistant

Attachments

sls
INTERLOCAL AGREEMENT CREATING
THE
PALM BEACH WORKFORCE DEVELOPMENT CONSORTIUM

This Agreement, to create the Palm Beach Workforce Development Consortium ("Consortium") is made and entered into pursuant to the authority under Section 163.01, Florida Statutes, by and between Palm Beach County and the Cities of Delray Beach, Palm Beach Gardens, and South Bay, all of the State of Florida, each passing resolutions to that effect.

WITNESSETH THAT:

WHEREAS, Public Law 105-220 enacted by the congress of the United States effective August 1998, which Act is known as the Workforce Investment Act ("WIA"), established a program to provide universal access to workforce development services for the businesses and citizens of Palm Beach County; and,

WHEREAS, the State of Florida's Workforce Development Board ("WDB") Workforce Florida, Inc. (WFI) created by the Legislature in 2000, has been designated by the Governor to take the lead in designing and directing Florida's workforce development strategy and to designate Workforce Development Areas; and

WHEREAS, the County of Palm Beach has been designated by the Governor of the State of Florida as a Workforce Development Region (Region 21); and,

WHEREAS, the Workforce Investment Act of 1998, allows that an agreement may be entered into between the general purpose governmental jurisdictions which comprise the workforce development/investment area; and

WHEREAS, the governing body of each of the parties to this Agreement desire that its county or city be included in regional workforce development initiatives to avail its businesses and citizens of the benefits of Florida's workforce development strategy, including those programs funded through the Workforce Investment Act of 1998 (WIA), the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWOR), the Wagner-Peyser Act (WP), the Florida Workforce Innovation Act of 2000 FWIA), and such other funding sources as may be available to support workforce activities.

WHEREAS, the above governing bodies in the WDB Region 21 have come together to form the Consortium to carry out their separate and independent functions described herein in a coordinated and cooperative fashion; and

WHEREAS, a readily available workforce of skilled workers is mandatory to attract new businesses to the region and to retain and expand existing businesses which will increase the wealth of the region, support strong economic development, ensure jobs for our citizens, expand the tax base, improve the quality of life and ensure the region's economic future.
WHEREAS, the Consortium intends to establish an independent district with no
taxing or bonding authority to enhance local workforce development activities in Palm
Beach County, Florida.

NOW, THEREFORE, in consideration of the promises and mutual covenants and
obligations contained herein and for other good and valuable consideration, the parties
agree and understand as follows:

1. ESTABLISHMENT OF THE PALM BEACH WORKFORCE DEVELOPMENT
CONSORTIUM

a. Is hereby established a multi-jurisdictional consortium hereinafter called
the "Palm Beach Workforce Development Consortium" or "Consortium" for the
express purpose of carrying out the individual responsibilities of each party to this
Agreement under the Workforce Investment Act of 1998 (WIA), the Personal
Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWOR), the
Wagner-Peyser Act (WP), the Florida Workforce Innovation Act of 2000 (FWIA),
and such other funding sources as may be available to support workforce
activities.

b. The Consortium shall consist of four (4) members. The Chairman of the
Board of County Commissioners of Palm Beach County shall serve as that
County's representative on the Consortium; however, the Board of County
Commissioner Chairman may appoint a replacement member of the County
Commission to the Consortium and any such Commissioner shall have full voting
rights and privileges. Likewise, the Mayor of the City of Delray Beach, the Mayor
of the City of Palm Beach Gardens, and the Mayor of the City of South Bay shall
serve as those cities representatives on the Consortium; however the Mayors
may appoint any member of their respective City Councils to the Consortium and
any such Council Member shall have full voting rights and privileges in
accordance with "Attachment 1 Workforce Alliance, Inc. Board Composition" of
this Agreement.

2. PARTIES TO THIS AGREEMENT

Each of the parties to this Agreement is a county or city of the State of Florida
and as such is a general-purpose political subdivision, which has the power to
levy taxes and expend funds, as well as general corporate and police powers.
These parties are more particularly identified as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of County Commissioners</td>
<td>301 North Olive Avenue</td>
</tr>
<tr>
<td>Palm Beach, Florida</td>
<td>West Palm Beach, FL 33401</td>
</tr>
<tr>
<td>Mayor, City of Delray Beach</td>
<td>100 NW First Avenue</td>
</tr>
<tr>
<td>Delray Beach, Florida</td>
<td>Delray Beach, FL 33444</td>
</tr>
<tr>
<td>Mayor, City of Palm Beach Gardens</td>
<td>10500 North Military Trail</td>
</tr>
</tbody>
</table>
Palm Beach Gardens, Florida
Mayor, City of South Bay
South Bay, Florida

Palm Beach Gardens, FL 33410
335 SW 2nd Ave
South Bay, FL 33493

3. CONSIDERATION

In order to establish the background, context, and frame of reference for this Agreement and to generally express the objectives and intentions of the respective parties hereto, the following are the predicates underlying the undertakings and commitments included within the provisions which follow and shall be constructed as the essential elements of the mutual considerations upon which this Agreement is based.

4. GEOGRAPHICAL AREA TO BE SERVED BY THIS AGREEMENT

a. The geographical area to be served by this Agreement is the combined geographical area of each of the four members' county area and city limits that are parties to this Agreement, whose geographical areas are contained in the legal description found in Chapter 7, Florida Statutes.

b. Pursuant to the designation by the Governor, the four members constituting the Palm Beach Workforce Development Consortium and Workforce Alliance, Inc. shall be the WDB Region as provided for in Section 116 of Title 1 of the WIA, PRWOR, WP, FWIA and Florida's workforce development initiatives as designated by WFI and the Governor for the geographical area covered by this Agreement.

5. FEDERAL AND STATE REQUIREMENTS

It is the intent of the Consortium to incorporate into this Agreement the duties and obligations governing programs under WIA, PRWOR, WP, and the Workforce Florida Act programs as well as any other rules and regulations both State and Federal, applicable to these initiatives.

6. CREATION OF ADMINISTRATIVE ENTITY

The Consortium, pursuant to Section 163.01(7) of the Florida Statutes will employ staff which comprise Workforce Alliance, Inc. and the Workforce Alliance One-Stop Advisory Committee to operate and implement workforce programs including one-stop direct services as well as related programs in the workforce development area (Region 21).

7. JOINT UNDERSTANDING
The terms and conditions, which follow, reflect the joint understanding between the parties.
8. MEMBERSHIP

a. The Consortium shall consist of the four (4) member governments represented by elected officials designated to serve by their respective Commission, or Council. The elected official may designate an alternate to serve in the elected official's absence. The alternate shall also be either the chief elected official or an elected official to the Commission, or Council of the member government.

b. The officers of the Consortium shall include a chair and a vice chair. These officers shall be elected from among and by the membership of the Consortium for a term of one year, consistent with the state fiscal year, but shall hold office until their successors are duly elected.

9. DUTIES AND RESPONSIBILITIES OF THE PALM BEACH WORKFORCE DEVELOPMENT CONSORTIUM

a. To appoint the members of Workforce Alliance Inc, in accordance with the WIA, FWIA, and Attachment 1 of this Agreement. The Workforce Alliance Inc. Board shall consist of 35 members as provided for under the Workforce Investment Act, and the Florida Workforce Innovation Act.

   i. As per Attachment 1 each unit of local government will appoint their respective number of private sector members to the Workforce Alliance, Inc. board of directors as listed in Attachment 1. Mandatory appointments will be approved by the Consortium.

   ii. The Consortium may add individual organizational representatives to the membership of Workforce Alliance Inc. Board of Directors as provided for under the WIA and the FWIA, provided that sufficient additional private sector appointments are made to assure a 51% private sector majority.

   iii. Nominations to Workforce Alliance Inc. Board of Directors shall be made in accordance with the WIA, FWIA and such instructions as may be received from the Governor of the State of Florida.

b. To designate Workforce Alliance, Inc. as the fiscal agent, grant recipient and administrative entity to administer WIA, PRWOR, Wagner-Peyser Act and such other funding sources as may be available to support workforce development activities for Region 21, Palm Beach County, Florida as chartered by WFI. The Board of County Commissioners can review this section (9b) on an annual basis and amend it as described under section 15 of this agreement.
c. To enter into agreements with each other regarding the workforce development area, including the selection of one of the parties to the agreement to serve as the chief elected official for the area.

d. To determine the procedures for the development of the workforce investment plan as described in Section 117 of the WIA and the strategy to implement Florida's workforce development initiative within the area designated in Section 4 of this Agreement.

e. Together with Workforce Alliance, Inc., to approve the workforce development plan for the Region and modifications thereto.

f. To provide oversight and guidance in conjunction with the Workforce Alliance Inc. Board of Directors.

g. To accept responsibility for compliance and accountability for State and federal funds. Any disallowed costs will remain the responsibility of Palm Beach County as currently exists.

h. To perform any other appropriate duties necessary for the accomplishment, and consistent with the purposes, of this Agreement, the WIA, PRWOR, WP, and FWIA.

i. To establish an independent special district (to create through an interlocal agreement offering staff the ability to participate in the Florida Retirement System), with no taxing or bonding authority, to enhance workforce development activities in Palm Beach County, Florida.

10. MEETINGS

a. The Chair shall preside at all Consortium meetings and shall perform all duties incident to that office. The Vice Chair shall preside in the absence of the Chair and shall have the power to exercise and perform all duties of the Chair.

b. Meetings shall be held at least twice annually.

c. Meetings shall be noticed and declared public meetings, open to the public, in accordance with the Sunshine Law, Section 286.011, Florida Statutes.

d. A quorum at any Consortium shall consist of any Three (3) members or their designated alternates. A quorum is required to transact Consortium business.

e. At all meetings of the Consortium at which a quorum is present, all matters shall be decided by the majority vote of said members.
11. FINANCIAL SUPPORT

a. The Consortium shall support its programs and any costs incidental to the operation of its programs by grant funds appropriated to it by the United States Department of Labor or the United States Department of Health and Human Services for the following programs: the Workforce Investments Act, the Personal Responsibility and Work Opportunity Reconciliation Act, the Wagner-Peyser Act or other Workforce Development, Welfare Legislation or related grants provided by Workforce Florida, Inc. or through any other Federal, State or Local source. In addition, the Consortium is authorized to accept any other grants in aid or assistance funds, from the United States Government or to accept appropriations from any of its members, or any other organization or person, including the acceptance of gifts, grants, or bequests whether it be in the form of tangible or intangible property.

b. No funds will be required from the treasuries of any of the parties to this Agreement for implementation of workforce development initiatives, including programs funded by WIA, PRWOR or WP, it being the intent hereof that all funding of the workforce development initiatives and the Consortium shall be accomplished by grants and funds available pursuant to workforce development initiative programs, including any other State and Federal grants or other funding which will further the purpose of the program. The above language does not preclude units of local government from expending funds under their jurisdiction on workforce development programs.

c. The Consortium is a governmental entity as defined in Chapter 768.28 Florida Statutes, and agrees to be fully responsible for acts and omissions of its agents or employees to the extent permitted by law. Nothing herein is intended to serve as a waiver of sovereign immunity by the Consortium for which sovereign immunity is applicable. Nothing herein shall be construed as consent by a member of the Consortium as a political subdivision of the state of Florida to be sued by third parties in any matter arising out of this or any other contract, this agreement or any part thereof. The Consortium shall assume equal liability to the extent allowed and/or required by law for the operation of Federal and State Workforce Development programs.

d. The Consortium shall purchase Insurance to indemnify itself and/or any of its members and any separate legal entity or contractors from any liability, which may attach due to its operation of WIA, PRWOR, WP or other Federal or State workforce development programs.
12. POWERS DELEGATED TO THE CONSORTIUM

The Consortium shall make all policy decisions except those which must be made in partnership with the Workforce Alliance Inc. pursuant to the authorizing legislation under which grants are made available. Policy decisions shall include, but not be limited to those powers enumerated at Section 163.01(5), (6), and (7) of the Florida State Statutes, such as, but not limited to:

a. The power to appoint a separate legal administrative entity to carry out Consortium policies and perform as described in Chapter 163 of the Florida State Statutes, Sections 163.01(7) (b). The initial designation shall be the Workforce Alliance, Inc.

b. The manner in which accountability for fund expenditures shall be provided for including an independent audit to be done accordance with the Florida Statutes, and Federal OMB Circular A133.

c. The acceptance of grants, gifts, or other types of financial assistance as allowed by law.

d. Authorization of the Consortium Director who shall also be the President and CEO of Workforce Alliance, Inc., to negotiate, enter into and execute agreements following the approval of Workforce Alliance, Inc. Board policy as appropriate to carry out the operational and administrative requirements and functions of the strategic plan and for day to day operations.

e. Authorization of the said Consortium Director to make purchases in accordance with the procurement and purchasing guidelines approved as a part of the Workforce Alliance, Inc. Administrative Plan filed with the State. Purchases shall include services, supplies, consultant agreements, materials, equipment and leased space.

f. Authorization of the said Consortium Director to make and issue policies and procedures as determined by the CEO limitations of the Carver Board Policy Governing model.

g. Authorization of the said Consortium Director to make emergency decisions which may include the acceptance or application for grants or the entry into contracts or the expenditure of funds in emergency situations where a meeting of the Consortium and or the Workforce Alliance Inc. as appropriate cannot be called prior to the time that an action must be executed. Such actions shall be placed on the agenda of the next meeting of the Consortium and Workforce Alliance Inc. for ratification by the appropriate entity. All such contract, purchasing and expenditures shall be in accordance with established rules and governing State and federal policies and circulars.
h. The manner in which funds shall be disbursed or paid by the administrative entity charged with operating the programs of providing services contemplated by this Agreement which is Workforce Alliance, Inc.

i. The acquisition, ownership, custody, operation, maintenance, lease or sale of real or personal property subject to federal and State rules.

j. The disposition, diversion or distribution of any property acquired.

k. The composition, membership appointments, and organizational approval of any advisory bodies to the Consortium.

l. The manner in which staff shall be employed to carry out and serve Consortium and Workforce Alliance, Inc. objectives.

m. The appointment of the Director of the Consortium upon recommendation of Workforce Alliances Inc., and authorization of the Workforce Alliance, Inc. President and CEO to draft personnel rules and policies which shall be approved by the Consortium upon recommendation of the Workforce Alliance Inc. and which shall provide for the hiring of such staff as is necessary to carry out the duties and responsibilities of the Consortium and Workforce Alliance, Inc. The Workforce Alliance, Inc. President and CEO shall be responsible for the hiring and termination of staff in accordance with those policies.

i. Every other year a pay and classification study shall be initiated by the Workforce Alliance, Inc. President and CEO through an independent third party in accordance with purchasing and procurement guidelines or through the Florida Workforce Development Association bi-annual salary survey which shall examine the responsibilities and salaries of the staff to assure that they meet community norms and that they are competitive so as to attract skilled personnel to accomplish the purposes of the Consortium and Workforce Alliance, Inc.

ii. A committee of Workforce Alliance Inc. may be established to review and make recommendations for staffing, pay and classification studies and benefits for Consortium staff.

n. To develop procedures and/or administrative rules to effectively carry out the Consortium's policies and decisions so long as they do not conflict with governing federal and state rules and regulations, and the Workforce Florida Inc./Agency for Workforce Innovation policies, rules and regulations.

o. Any other necessary and proper matters as they may arise and as agreed upon by the Consortium members and member governments.
13. SIGNATORY

The chair shall act as signatory for the Consortium. In the absence of the chair, any of the other members may sign for the Consortium in the chair's stead.

14. ALL PRIOR AGREEMENTS

It is understood and agreed that this document incorporates and includes all prior negotiations, correspondence, conversations, agreements, or understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representation or agreements whether oral or written.

15. AMENDMENT

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

16. TERM; TERMINATION

This Agreement shall be automatically renewed annually without action of any party. Should any party to this Agreement wish to terminate their participation, a 60-day written notice shall be provided to all parties hereunder and to the President/CEO of Workforce Alliance, Inc., 325 Fern Street, West Palm Beach FL 33401. Notice must be given in writing sent by Certified United States Mail with Return Receipt Requested.

FOR:

Board of County Commissioners
Palm Beach, Florida

Mayor, City of Delray Beach
Delray Beach, Florida

Mayor, City of Palm Beach Gardens
Palm Beach Gardens, Florida

Mayor, City of South Bay
South Bay, Florida

301 North Olive Avenue
West Palm Beach, FL 33401

100 NW First Avenue
Delray Beach, FL 33444

10500 North Military Trail
Palm Beach Garden 33410

335 SW 2nd Ave
South Bay, FL 33493
17. CONSTRUCTION

This Agreement shall be deemed to be a binding contract and shall be construed in accordance with and governed by the laws of the State of Florida.

18. INVALID PROVISION/SEVERABILITY

In the event that any provision of this Agreement or the application of any such provision to any party or circumstances be held invalid or unenforceable or the application of such provision to parties or circumstances be unenforceable, the remainder of this Agreement shall not be affected thereby and shall remain in full force and effect.

19. WAIVER OF RIGHTS

Any waiver at any time by any party hereto of its rights with respect to any matter arising in connection with this Agreement shall not be considered a waiver with respect to any subsequent default or matter.

[The remainder of this page is intentionally left blank.]
EXECUTION PAGE [Page 1 of 1]

COUNTY OF Palm Beach

BY: Addie L. Greene Chairperson

DATE: JUL 10, 2007

ATTEST: Nancy Powell

CITY OF DELRAY BEACH

BY: Rita Ellis Mayor

DATE: 4/19/07

ATTEST: Glenda D. Dobin Corporation Secretary

CITY OF PALM BEACH GARDENS

BY: [Signature] Mayor

DATE: 6/21/07

ATTEST: [Signature] Corporation Secretary

CITY OF SOUTH BAY

BY: [Signature] Mayor

DATE: 6/26/07

ATTEST: Virginia L. Walker Corporation Secretary
Attachment 1

Workforce Alliance, Inc. Board Composition

Private Sector

Appointed By:

Palm Beach County Commission 17 (85%)
City of South Bay 1 (5%)
City of Delray Beach 1 (5%)
City of Palm Beach Gardens 1 (5%)

Total Private Sector 20 (57%)*

Mandatory Appointments**

Organized Labor 3
Department of Children and Families 1
Division of Vocational Rehabilitation 1
Private Degree Granting Institution 1
Private Certificate Granting Institution 1
Former Welfare Participant 1
Community Based Organization 4
Education 3

Total Mandatory 15 (43%)

Minimum of 51% required by Federal Law/State Statutes*

Mandatory appointments by Federal Law/State Statutes**
I. EXECUTIVE BRIEF

Motion and Title: Staff Recommends Motion to approve execution of the first amendment to the Interlocal Agreement creating the Palm Beach Workforce Development Consortium, authorizing the execution of such other documents as may be necessary to complete the transactions contemplated hereby; and providing an effective date.

Summary: Public Law 105-220 enacted by the Congress of the United States effective August 1998, which Act is known as the Workforce Investment Act ("WIA"), established a program to provide universal access to workforce development services for the businesses and citizens of Palm Beach County.

The State of Florida's Workforce Development Board ("WDB") Workforce Florida, Inc. (WFI) created by the Legislature in 2000, has been designated by the Governor to take the lead in designing and directing Florida's workforce development strategy and to designate Workforce Development Areas. The County of Palm Beach has been designated by the Governor of the State of Florida as a Workforce Development Region (Region 21).

Background and Policy Issues: Workforce Alliance, Inc. (Alliance) currently operates as the County's administrative entity pursuant to Interlocal Agreement #R2007-1220 dated July 10, 2007 to provide policy guidance for implementing and exercising oversight with respect to job training activities under the Workforce Innovation Act of 2000 (Florida Statutes, Section 455) and the WIA. The Interlocal Agreement #R2007-1220 designates Alliance as the fiscal agent, grant recipient and administrative entity to administer such funding sources as may be available to support workforce development activities for Region 21, Palm Beach County, Florida.

The proposed first amendment to the Interlocal Agreement encompasses language that was requested by the Florida Department of Community Affairs which inserts language stating the requirements of the Independent Special District charter in accordance with Sections 189.416(1) and 189.418(1), Florida Statutes by adding sections "J" to Article 9. of the Interlocal Agreement.

Pursuant to the authority under Section 163.01, Florida Statutes Alliance respectfully requests approval by the Palm Beach County Board of County Commissioners authorizing the execution of the first amendment to the Interlocal Agreement Creating the Palm Beach Workforce Development Consortium; authorizing the execution of such other documents as may be necessary to complete the transactions contemplated hereby; and providing an effective date.

Attachment:

1. First Amendment to the Interlocal Agreement Creating the Palm Beach Workforce Development Consortium

Recommended by: [Signature] Date: 8-14-07

Department Director

Approved By: [Signature] Date: 8-17-07

Assistant County Administrator
II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

<table>
<thead>
<tr>
<th>Fiscal Years</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>External Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Income (County)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-Kind Match (County)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NET FISCAL IMPACT As Alliance is designated as the grant recipient and administrative entity in the Interlocal Agreement there is no fiscal impact.

No. ADDITIONAL FTE
POSITIONS (Cumulative)

Is Item Included in Current Budget? Yes ____ No ___
Budget Account No.: Fund ______ Department ______ Unit
Object ______ Reporting Category

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Departmental Fiscal Review:

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

________________________  __________________________
OFMB                        Contract Dev. and Control

B. Legal Sufficiency:

____________________________
Assistant County Attorney

C. Other Department Review:

____________________________
Department Director
FIRST AMENDMENT TO THE
INTERLOCAL AGREEMENT CREATING
THE
PALM BEACH WORKFORCE DEVELOPMENT CONSORTIUM

WITNESSETH:

WHEREAS, Palm Beach County and the municipalities of Delray Beach, Palm Beach Gardens, and South Bay, all of the State of Florida pursuant to the authority under Section 163.01, Florida Statutes, and each passing resolutions to that effect entered into an Interlocal Agreement Creating The Palm Beach Workforce Development Consortium.

WHEREAS, Palm Beach County and the municipalities of Delray Beach, Palm Beach Gardens, and South Bay, wish to revise the Interlocal Agreement and insert language stating the requirements of the Independent Special District charter in accordance with Sections 189.416(1) and 189.418(1), Florida Statutes.

WHEREAS, the effective date of this First Amendment shall be August 1, 2007.

NOW, THEREFORE, in consideration of the mutual covenant and agreement expressed herein, Palm Beach County and the municipalities of Delray Beach, Palm Beach Gardens, and South Bay, hereby agree that the Interlocal Agreement Creating The Palm Beach Workforce Development Consortium is amended as follows:

1. Insert and add the following "Section J." to "Article 9. DUTIES AND RESPONSIBILITIES OF THE PALM BEACH WORKFORCE DEVELOPMENT CONSORTIUM" of the Interlocal Agreement as follows:

   J. The following provisions for the requirements of the Workforce Alliance Independent Special District (ISD) Charter are provided herewith:

   a) The purpose of the ISD is to develop a readily available workforce of skilled workers which is mandatory to attract new businesses to the ISD and to retain and expand existing businesses within the ISD. This in turn will increase the wealth of the ISD, grow the economic "pie", ensure jobs for our citizens, expand the tax base, improve the quality of life and ensure the district’s economic future.

   b) The powers, functions and duties of the ISD will not be used for the purpose of ad valorem taxation, bond issuance or other revenue-raising capabilities within the district. Nor will tax deeds and tax certificates for non-ad valorem assessments as well as liens or the foreclosure of liens be used. The budget and its approval as well as contractual agreements will be in parallel with the provisions set forth in this Interlocal Agreement.
c) The method of establishing the ISD is by this Interlocal Agreement between the governing bodies of Palm Beach County and the municipalities of Delray Beach, Palm Beach Gardens and South Bay, all located within the boundaries of Palm Beach County. The ISD shall be established by the concurrence and signing of all participants of this Interlocal Agreement.

d) The ISD Charter will be amended as required upon recommendation by any member of The Palm Beach Workforce Development Consortium/ISD providing thirty days written notice prior to a scheduled meeting of the members.

e) The membership and organization of the ISD will parallel that of The Palm Beach Workforce Development Consortium.

f) There will be no compensation for members of the governing board other than for travel and meeting expenses.

g) The administrative duties of the governing board are as follows:

- Determine the procedures for the development of the Workforce Investment Plan and the strategy to implement Florida’s workforce development initiative within the ISD.
- Together with Workforce Alliance, Inc., to approve the workforce development plan for the ISD and modifications thereto.
- Provide oversight and guidance in conjunction with the Workforce Alliance Inc. Board of Directors.
- Perform any other appropriate duties necessary for the accomplishment, and consistent with the purposes of the ISD.

h) The applicable financial disclosure, noticing, and reporting requirements will be followed as required by and in accordance with all applicable Florida Statutes for publicly elected officials, in accordance with Florida’s Government-in-the Sunshine Law (FS Chapter 286) and reporting will be in parallel with The Palm Beach Workforce Development Consortium and Workforce Alliance, Inc. as required for federal and state reporting.

i) Members of the ISD governing board will be a duly elected County commissioner or a city Councilperson appointed to the ISD by their respective commission or council.

j) The ISD we be financed through the allocation of federal funds from the United States Department of Labor or the United States Department of Health and Human Services or through any other Federal, State or Local source. Other funds in the form of public and/or private grants or awards may be available from time to time.
k) The ISD will not tax, issue bonds, nor collect non ad valorem assessments, fees or service charges.

l) Planning to meet federal and state requirements is the submission of a strategic workforce development plan every two years which is process oriented in nature. Therefore, a local plan which will be tailored to the ISD and which will focus on the outcomes necessary to meet the goals and objectives of the ISD will be developed and reviewed on an annual basis.

m) The geographic boundary of the ISD is limited to the confines of the legal description of Palm Beach County Florida.

n) The creation of this ISD is consistent with local government approved comprehensive plans.

2. All other provisions of the Interlocal Agreement Creating The Palm Beach Workforce Development Consortium and attachments thereto in conflict with this First Amendment shall be and are hereby changed to conform with this First Amendment. All other provisions of the Interlocal Agreement and attachments thereto not in conflict with this First Amendment are still in effect and are to be performed as specified in the Interlocal Agreement.

[The remainder of this page is intentionally left blank.]
COUNTY OF Palm Beach

BY: Addie L. Greene, Chair
DATE: SEP 11 2007
ATTEST: Sharon R. Bock, Clerk & Comptroller

CITY OF DELRAY BEACH
BY: Rita Ellis, Mayor
DATE: 08/10/2002
ATTEST: Joseph Whipple, Deputy City Clerk

CITY OF PALM BEACH GARDENS
BY: Lillian Fleece, Mayor
DATE: 04/07
ATTEST: Addie P. Martin, City Clerk

CITY OF SOUTH BAY
BY: Mayor
DATE: 8-7-07
ATTEST: Virginia K. Walker

STATE OF FLORIDA, COUNTY OF PALM BEACH
I, SHARON R. BOCK, Clerk & Comptroller, do hereby certify this to be a true and correct copy of the original filed in my office on SEP 11 2007.
September 17, 2008

ATTN: Ms. Shannon LaRocque-Baas, Assistant County Administrator
Palm Beach County Board of County Commissioners
County Administration
301 North Olive Street
West Palm Beach, Florida 33401

Re: Executed Amendment 002 To Agreement R2007-1220
Creating The Palm Beach Workforce Development Consortium

Dear Ms. LaRocque-Baas:

Please find enclosed two fully executed originals of Amendment 002 to Agreement R2007-1220 between Palm Beach County and the municipalities of Delray Beach, Palm Beach Gardens, and South Bay. Please maintain this amendment with your records.

Should you have any questions concerning this matter please do not hesitate to contact our office. Thank you for your cooperation and assistance. We look forward to working with you and your staff.

Sincerely,
Sharon Brea
Director Contracts

Enc. (2)
September 17, 2008

ATTN: Ms. Patty Snider, City Clerk
City of Palm Beach Gardens
10500 North Military Trail
Palm Beach Gardens, Florida 33410

Re: Executed Amendment 002 To The Interlocal Agreement
Creating The Palm Beach Workforce Development Consortium

Dear Ms. Snider:

Please find enclosed a fully executed original of Amendment 002 to the Interlocal Agreement Creating The Palm Beach Workforce Development Consortium between Palm Beach County and the municipalities of Delray Beach, Palm Beach Gardens, and South Bay. Please maintain this amendment with your records.

Should you have any questions concerning this matter please do not hesitate to contact our office. Thank you for your cooperation and assistance. We look forward to working with you and your staff.

Sincerely,
Sharon Brea
Director Contracts

Enc. (1)
September 17, 2008

ATTN: Mr. Brian Shutt
City Attorney’s Office
200 N.W. 1st Avenue
Delray Beach, Florida 33444

RE: Executed Amendment 002 To Agreement R2007-1220
Creating The Palm Beach Workforce Development Consortium

Dear Mr. Shutt:

Please find enclosed a fully executed original of Amendment 002 to the Interlocal Agreement Creating The Palm Beach Workforce Development Consortium between Palm Beach County and the municipalities of Delray Beach, Palm Beach Gardens, and South Bay. Please maintain this amendment with your records.

Should you have any questions concerning this matter please do not hesitate to contact our office. Thank you for your cooperation and assistance. We look forward to working with you and your staff.

Sincerely,
Sharon Brea
Director Contracts

Enc. (1)
WITNESSETH:

WHEREAS, Palm Beach County and the municipalities of Delray Beach, Palm Beach Gardens, and South Bay, all of the State of Florida pursuant to the authority under Section 163.01, Florida Statutes, and each passing resolutions to that effect entered into an Interlocal Agreement Creating The Palm Beach Workforce Development Consortium.

WHEREAS, Palm Beach County and the municipalities of Delray Beach, Palm Beach Gardens, and South Bay, wish to revise the Interlocal Agreement incorporating language that was signed by Governor Crist pursuant to Senate Bill 428 which authorizes the designation of a Regional Workforce Board as a One-Stop Operator and Direct Provider of certain services by agreement of the Chief Elected Official and the Governor. 

WHEREAS, the effective date of this Second Amendment shall be July 22, 2008.

NOW, THEREFORE, in consideration of the mutual covenant and agreement expressed herein, Palm Beach County and the municipalities of Delray Beach, Palm Beach Gardens, and South Bay, hereby agree that the Interlocal Agreement Creating The Palm Beach Workforce Development Consortium is amended as follows:

1. Delete in its entirety “Article 6. CREATION OF ADMINISTRATIVE ENTITY” found on page 3 of the Agreement and replace with the below revised “Article 6. CREATION OF ADMINISTRATIVE ENTITY AND DIRECT PROVIDER OF SERVICES”.

6. CREATION OF ADMINISTRATIVE ENTITY AND DIRECT PROVIDER OF SERVICES

The Consortium, pursuant to Section 163.01(7) of the Florida Statutes and Senate Bill 428 will employ staff which comprise Workforce Alliance, Inc. as Administrative entity and the Direct Provider of Services to operate and implement workforce programs including One-Stop Direct Services and related programs in the Workforce Development Area (Region 21).

2. All other provisions of Agreement R2007-1220 Creating The Palm Beach Workforce Development Consortium and attachments thereto in conflict with Amendment 002 shall be and are hereby changed to conform with Amendment 002. All other provisions of the Interlocal Agreement and attachments thereto not in conflict with Amendment 002 are still in effect and are to be performed as specified in the Interlocal Agreement.

[The remainder of this page is intentionally left blank.]
November 25, 2014

David H. Baker, Esquire
Alley, Maass, Rogers & Linsday, P.A.
340 Royal Poinciana Way, Suite 321
PO Box 431
Palm Beach, FL 33480

Re: Palm Beach Workforce Development Consortium - Third Amendment to Interlocal Agreement

Dear Mr. Baker:

Enclosed please find a certified copy of the Palm Beach County Board of County Commissioners Agenda item Summary dated November 18, 2014, approving the Third Amendment to Interlocal Agreement (R2014-1650) along with four (4) original executed Agreements. Kindly distribute the Agreements to the appropriate parties.

If you have any questions, please do not hesitate to contact me.

Very truly,

Barbara S. Kennedy, MBA
Executive Assistant to Shannon R. LaRocque, P.E.
Assistant County Administrator

Enclosures

c: Tammy K. Fields, Esq., Chief Assistant County Attorney
   Steve Craig, CEO & President, CareerSource Palm Beach County
I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: the Third Amendment to Interlocal Agreement creating the Palm Beach Workforce Development Consortium (Consortium) (R2007-1220).

Summary: CareerSource Palm Beach County, Inc. currently operates as the County’s administrative entity to provide policy guidance for implementing and exercising oversight with respect to job training activities under the Workforce Innovation Act of 2000 (Florida Statutes, Chapter 409). The Interlocal Agreement designates CareerSource as the fiscal agent, grant recipient and administrative entity to administer such funding sources as may be available to support workforce development activities for Region 21, Palm Beach County, Florida. The Third Amendment adds the City of West Palm Beach as a Consortium member and establishes the Board of County Commissioners as Chief Elected Official (CEO) of the Consortium. Countywide (TKF)

Background and Justification: Public Law 105-220 enacted by Congress of the United States effective August 1998, which Act is known as the Workforce Investment Act (WIA) established a program to provide universal access to workforce development services for businesses and citizens of Palm Beach County.

The State of Florida’s Workforce Development Board CareerSource Florida created by the Legislature in 2000, has been designed by the Governor to take the lead in designing and directing Florida’s workforce development strategy.

Attachment:
1. Third Amendment to Interlocal Agreement Creating the Palm Beach Workforce Development Consortium

Approved by: Assistant County Administrator 10-29-14
II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

<table>
<thead>
<tr>
<th>Fiscal Years</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Expenditures</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Operating Costs</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>External Revenues</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Program Income</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>(County) In-Kind Match</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NET FISCAL IMPACT</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td># Additional FTE Positions (Cumulative)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Is Item Included in Current Budget:</td>
<td>Yes</td>
<td>___</td>
<td>No</td>
<td>___</td>
<td></td>
</tr>
<tr>
<td>Budget Account No:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reporting Category:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Departmental Fiscal Review: ________________________________

III. REVIEW COMMENTS

OFMB Fiscal:  
OFMB 10/31/2014

Contract Development & Control:
Contract Development & Control 11-3-14

Legal Sufficiency:
Assistant County Attorney 11/3/14

Other Department Review:

Department Director

This summary is not to be used as a basis for payment.
THIRD AMENDMENT
TO
INTERLOCAL AGREEMENT CREATING
THE
PALM BEACH WORKFORCE DEVELOPMENT CONSORTIUM

This Third Amendment modifies the Interlocal Agreement that created the Palm Beach Workforce Development Consortium ("Consortium") and is made and entered into pursuant to the authority under Section 163.01, Florida Statutes, by and between Palm Beach County and the Cities of Delray Beach, Palm Beach Gardens, South Bay and West Palm Beach, all of the State of Florida.

WITNESSETH THAT:

WHEREAS, Public Law 105-220 enacted by the congress of the United States effective August 1998, which Act is known as the Workforce Investment Act ("WIA"), established a program to provide universal access to workforce development services for the businesses and citizens of Palm Beach County; and,

WHEREAS, the State of Florida’s Workforce Development Board ("WDB") CareerSource Florida created by the Legislature in 2000, has been designated by the Governor to take the lead in designing and directing Florida’s workforce development strategy and to designate Workforce Development Areas; and

WHEREAS, the County of Palm Beach was designated by the Governor of the State of Florida as a Workforce Development Region (Region 21); and,

WHEREAS, the Workforce Investment Act of 1998, allows that an agreement may be entered into between the general purpose governmental jurisdictions which comprise the workforce development/investment area; and

WHEREAS, the governing body of each of the parties to this Agreement desire that its county or city be included in regional workforce development initiatives to avail its businesses and citizens of the benefits of Florida’s workforce development strategy, including those programs funded through the Workforce Investment Act of 1998 (WIA), the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWOR), the Wagner-Peyser Act (WP), the Florida Workforce Innovation Act of 2000 FWIA), and such other funding sources as may be available to support workforce activities; and

WHEREAS, the above governing bodies in the WDB Region 21 with the exception of the City of West Palm Beach came together to form the Consortium to carry out their separate and independent functions described herein in a coordinated and cooperative fashion; and
WHEREAS, a readily available workforce of skilled workers is mandatory to attract new businesses to the region and to retain and expand existing businesses which will increase the wealth of the region, support strong economic development, ensure jobs for our citizens, expand the tax base, improve the quality of life and ensure the region’s economic future; and

WHEREAS, the Consortium established an independent district with no taxing or bonding authority to enhance local workforce development activities in Palm Beach County, Florida; and

WHEREAS, the above governing bodies with the exception of the City of West Palm Beach entered into an Interlocal Agreement, which was designated by the County as R2007-1220, dated July 10, 2007 creating the Palm Beach Workforce Development Consortium which Agreement was modified by the First Amendment to the Interlocal Agreement dated September 11, 2007 and designated as R2007-1446 by the County, and Amendment 002 to Agreement Creating the Palm Beach Workforce Development Consortium dated July 22, 2008 and designated R2008-1268 by the County which are collectively herein referred to as the “Interlocal Agreement”; and

WHEREAS, the above governing bodies desire to amend the Interlocal Agreement to add the City of West Palm Beach as a Consortium member; and

WHEREAS, the above governing bodies wish to amend the Interlocal Agreement to make clear that the Chief Elected Official (CEO) is the Board of County Commissioners of Palm Beach County, Florida, and is the fiscal agent, grant recipient and administrative entity to administer the programs and funds in Region 21 with the power and authority to delegate such responsibility to Workforce Alliance, or any other appropriate entity, as its sub-grant recipient to perform the responsibilities as fiscal agent and administrative entity.

NOW, THEREFORE, in consideration of the promises and mutual covenants and obligations contained herein and for other good and valuable consideration, the parties agree and understand as follows:

1. Delete in its entirety Section 1.b. of the Interlocal Agreement and replace it with the following:

   b. The members, representatives and officers of the Consortium are specified in Sections 8.a. and 8.b. of this Interlocal Agreement.

2. The following is inserted at the end of Section 2 of the Interlocal Agreement:

Mayor, City of West Palm Beach 401 Clematis Street
West Palm Beach, Florida West Palm Beach, FL 33401
3. Delete in its entirety Section 8.a. of the Interlocal Agreement and replace it with the following:

a. The Consortium shall consist of representatives of the five (5) member governments who shall be elected officials designated to serve by their respective Commission, or Council with the exception of the City of West Palm Beach from which the representative shall be the Mayor. Each municipality shall have one (1) representative, entitled to one vote each. The County shall have one (1) representative entitled to a total of five (5) votes. The elected officials or, in the case of the City of West Palm Beach, the Mayor may designate an alternate to serve in the elected official’s or Mayor's absence. The alternate shall be an elected official to the Commission or Council.

4. Delete in its entirety Section 8.b. of the Interlocal Agreement and replace it with the following:

b. The officers of the Consortium shall include a chair which is the Representative of the Board of County Commissioners of Palm Beach County. The vice chair shall be elected from among the mayors of the four (4) participating cities by the membership of the Consortium for a term of one (1) year, consistent with the state fiscal year, but shall hold office until a successor is duly elected.

5. Delete in its entirety Section 9.b.-h. of the Interlocal Agreement and replace it with the following:

b. The Board of County Commissioners is designated as the CEO, the fiscal agent, grant recipient and administrative entity to administer WIA, PRWOR, Wagner-Peyser Act and such other funding sources as may be available to support workforce development activities for Region 21, Palm Beach County, Florida as chartered by CareerSource Florida.

c. The Board of County Commissioners shall designate the subgrant recipient, initially Workforce Alliance, Inc. (to be renamed CareerSource Palm Beach County, Inc. and to be known as CareerSource Palm Beach County), whose responsibility it is to administer workforce development services and the Board of County Commissioners and the subgrant recipient shall enter into a formal agreement.

d. To determine the procedures for the development of the workforce investment plan as described in Section 117 of the WIA and the strategy to implement Florida's workforce development initiative within the area designated in Section 4 of this Agreement.
e. Together with the subgrant recipient to approve the workforce development plan for the Region and modifications thereto.

f. To provide oversight and guidance in conjunction with the subgrant recipient.

g. To accept responsibility for compliance and accountability for State and federal funds. Any disallowed costs will remain the responsibility of Palm Beach County as the CEO.

h. To perform any other appropriate duties necessary for the accomplishment, and consistent with the purposes, of this Agreement, the WIA, PRWOR, WP, and FWIA.

i. To establish an Independent Special District (to create through an interlocal agreement offering staff the ability to participate in the Florida Retirement System), with no taxing or bonding authority, to enhance workforce development activities in Palm Beach County, Florida.

6. The following is inserted at the end of Section 16 of the Interlocal Agreement:

   Mayor, City of West Palm Beach
   401 Clematis Street
   West Palm Beach, Florida
   West Palm Beach, FL 33401

7. Attachment 1 to the Interlocal Agreement is replaced by the Attachment 1 attached hereto.

8. All other provisions of the Interlocal Agreement and attachments thereto in conflict with this Third Amendment shall be and are hereby changed to conform with this Third Amendment. All other provisions of the Interlocal Agreement and attachments thereto not in conflict with this Third Amendment are still in effect and are to be performed as specified in the Interlocal Agreement.

   [The remainder of this page is intentionally left blank.]
EXECUTION PAGE [Page 1 of 2]

CITY OF DELRAY BEACH
BY: ____________________________ Mayor
Cary D. Glickstein
DATE: __________________________
ATTEST: ________________________ City Clerk

CITY OF PALM BEACH GARDENS
BY: ____________________________ Mayor
DATE: 6/2/14
ATTEST: ________________________ City Clerk

CITY OF SOUTH BAY
BY: ____________________________ Mayor
DATE: 4/24/14
ATTEST: ________________________ City Clerk

CITY OF WEST PALM BEACH
BY: ____________________________ Mayor
DATE: 5/3/2014
ATTEST: ________________________ City Clerk

CITY ATTORNEY’S OFFICE
Approved as to form and legality
By: ____________________________

361267  5
EXECUTION PAGE [Page 2 of 2]

ATTEST:
SHARON R. BOCK
CLERK AND COMPTROLLER

By: [Signature]
Deputy Clerk

PALM BEACH COUNTY BOARD OF
COUNTY COMMISSIONERS:

By: [Signature]
Shelley Vana
Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: [Signature]
Tammy K. Fields
Chief Assistant County Attorney

APPROVED AS TO TERMS
AND CONDITIONS

By: [Signature]
Shannon R. LaRocque, P.E.
Assistant County Administrator
## Attachment 1

### CareerSource Palm Beach County, Inc. Board Composition

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Private Sector</strong></td>
<td></td>
</tr>
<tr>
<td>Appointed by:</td>
<td></td>
</tr>
<tr>
<td>Palm Beach County Commission</td>
<td>14</td>
</tr>
<tr>
<td>City of South Bay</td>
<td>1</td>
</tr>
<tr>
<td>City of Delray Beach</td>
<td>1</td>
</tr>
<tr>
<td>City of Palm Beach Gardens</td>
<td>1</td>
</tr>
<tr>
<td>City of West Palm Beach</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Private Sector</strong></td>
<td>18</td>
</tr>
<tr>
<td><strong>Mandatory Appointments</strong></td>
<td></td>
</tr>
<tr>
<td>Local Educational Entities</td>
<td>1</td>
</tr>
<tr>
<td>Postsecondary Educational Institution/Community College</td>
<td>1</td>
</tr>
<tr>
<td>Labor or Employee Representatives</td>
<td>2</td>
</tr>
<tr>
<td>Community-Based Organizations: Disabled</td>
<td>1</td>
</tr>
<tr>
<td>Community-Based Organizations: Veterans</td>
<td>1</td>
</tr>
<tr>
<td>Economic Development Agencies</td>
<td>2</td>
</tr>
<tr>
<td>One-Stop Partners: TANF/DCF</td>
<td>1</td>
</tr>
<tr>
<td>One-Stop Partners: Senior Community Service Employment Program</td>
<td>1</td>
</tr>
<tr>
<td>One-Stop Partners: Vocational Rehabilitation</td>
<td>1</td>
</tr>
<tr>
<td>CSBG</td>
<td>1</td>
</tr>
<tr>
<td>HUD</td>
<td>1</td>
</tr>
<tr>
<td>Job Corps</td>
<td>1</td>
</tr>
<tr>
<td>Migrant &amp; Seasonal Farmworkers Programs</td>
<td>1</td>
</tr>
<tr>
<td>Private Non-Profit Training Provider</td>
<td>1</td>
</tr>
<tr>
<td>Private For-Profit Training Provider</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Mandatory</strong></td>
<td>17</td>
</tr>
</tbody>
</table>

Minimum of 51% Private Sector appointments required by Federal Law/State Statutes *

Mandatory appointments are specified by Federal Law/State Statutes **
December 22, 2014

David Baker, Esq.
Alley, Maass, Rogers & Lindsay, P.A.
340 Royal Poinciana Way, Suite 321
Palm Beach, FL 33480

Re: Contract to Administer Grant Funds

Dear Mr. Baker:

Enclosed for your records, please find an original fully executed Contract to Administer Grant Funds, which was approved by the Palm Beach County Board of County Commissioners at its December 16, 2014 meeting.

Thank you for your attention to this matter.

Very truly yours,

Shannon R. LaRocque, P.E.
Assistant County Administrator

Enclosure

c: Tammy K. Fields, Esq., Chief Assistant County Attorney
James Brako, Esq., County Attorney
Steve Craig, President/CEO, CareerSource Palm Beach County (with enclosure)
This Contract is made as of the __________ day of __________, 20________, by and between Palm Beach County, a Political Subdivision of the State of Florida, by and through its Board of Commissioners, hereinafter referred to as the COUNTY, and CareerSource Palm Beach County, Inc., a Florida corporation, authorized to do business in the State of Florida, hereinafter referred to as the CAREERSOURCE, whose Federal I.D. is __________.

In consideration of the mutual promises contained herein, the COUNTY and the CAREERSOURCE agree as follows:

ARTICLE 1 - SERVICES

The CAREERSOURCE’S responsibility under this Contract is to administer Federal and State workforce development programs in Palm Beach County, as more specifically set forth in the Scope of Work detailed in Exhibit "A".

The COUNTY’S representative/liaison during the performance of this Contract shall be Shannon R. LaRocque, P.E., Assistant County Administrator, telephone no. (561) 355-2428.

The CAREERSOURCE’S representative/liaison during the performance of this Contract shall be Steve Craig, President & CEO, telephone no. (561) 340-1060.

ARTICLE 2 - SCHEDULE

The date of execution shall be the effective date of the contract and shall be renewed annually by the COUNTY on or before July 1 of each year to assure material compliance with this Contract and all applicable local, State and Federal laws and regulations. This Contract shall be deemed automatically renewed unless the COUNTY shall give written notice to CAREERSOURCE of non-renewal at least 120 days prior to its annual renewal date.

Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in Exhibit "A".

ARTICLE 3 - PAYMENTS TO ALLIANCE

CAREERSOURCE shall not receive any compensation from the COUNTY to perform these services. CAREERSOURCE shall utilize grant funding for all costs to administer and oversee the grant funds.

ARTICLE 4 - TERMINATION

This Contract may be terminated in whole or in part, by the COUNTY, with cause, upon 120 days written notice to the CAREERSOURCE with an opportunity of CAREERSOURCE to cure any material violation of this Contract or applicable law or regulation. Upon failure of CAREERSOURCE to cure such violation and after receipt of a Termination Notice and except
as otherwise directed by the COUNTY the CAREERSOURCE shall:

A. Stop work on the date and to the extent specified.

B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work which are subject to termination at the direction of the COUNTY.

C. Transfer all work in process, completed work, and other materials related to the terminated work to the COUNTY.

D. Continue and complete all parts of the work that have not been terminated provided, however, that, notwithstanding the termination of the CONTRACT, CAREERSOURCE shall have the power and authority to perform the work continued.

ARTICLE 5 - PERSONNEL

CAREERSOURCE represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the COUNTY.

All of the services required hereinafter shall be performed by CAREERSOURCE or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services.

CAREERSOURCE warrants that all services shall be performed by skilled and competent personnel.

All of CAREERSOURCE’S personnel (and all Subcontractors), while on County premises conducting the business of CAREERSOURCE and known by CAREERSOURCE to be on County premises, will be informed that they shall comply with all COUNTY requirements governing conduct, safety and security.

ARTICLE 6 - FEDERAL AND STATE TAX

The COUNTY is exempt from payment of Florida State Sales and Use Taxes. The COUNTY will sign an exemption certificate submitted by the CAREERSOURCE. The CAREERSOURCE shall not, based solely on this Contract, be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the COUNTY, nor is the CAREERSOURCE authorized to use the COUNTY’S Tax Exemption Number in securing such materials. CAREERSOURCE shall be responsible for obtaining and demonstrating its own exemption.

The CAREERSOURCE shall be responsible for payment of its own and its share of its employees’ payroll, payroll taxes, and benefits with respect to this contract.
ARTICLE 7 - INSURANCE

A. CAREERSOURCE shall, at its sole expense, agree to maintain in full force and effect at all times during the life of this Contract, insurance coverages and limits (including endorsements), as described herein to the extent permitted by Federal law and regulation, currently found in OBM Circular A-122 Attachment B subsection 22 (the "Federal Limitation"). CAREERSOURCE shall agree to provide the COUNTY with at least ten (10) day prior notice of any cancellation, non-renewal or material change to the insurance coverages. The requirements contained herein, as well as COUNTY'S review or acceptance of insurance maintained by CAREERSOURCE are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by CAREERSOURCE under the contract.

B. **Commercial General Liability** CAREERSOURCE shall maintain Commercial General Liability at a limit of liability not less than $500,000 Each Occurrence. Coverage shall not contain any endorsement excluding Contractual Liability or Cross Liability unless granted in writing by County’s Risk Management Department. CAREERSOURCE shall provide this coverage on a primary basis.

C. **Business Automobile Liability** CAREERSOURCE shall maintain Business Automobile Liability at a limit of liability not less than $500,000 Each Accident for all owned, non-owned and hired automobiles. In the event CAREERSOURCE doesn’t own any automobiles, the Business Auto Liability requirement shall be amended allowing CAREERSOURCE to agree to maintain only Hired & Non-Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto coverage form. CAREERSOURCE shall provide this coverage on a primary basis.

D. **Workers’ Compensation Insurance & Employers Liability** CAREERSOURCE shall maintain Worker’s Compensation & Employers Liability in accordance with Florida Statute Chapter 440. CAREERSOURCE shall provide this coverage on a primary basis.

E. **Additional Insured** CAREERSOURCE shall endorse the COUNTY as an Additional Insured with a CG 2026 Additional Insured - Designated Person or Organization endorsement, or its equivalent, to the Commercial General Liability. The Additional Insured endorsement shall read “Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents.” CAREERSOURCE shall provide the Additional Insured endorsements coverage on a primary basis.

F. **Waiver of Subrogation** To the extent permitted by the Federal Limitation, CAREERSOURCE hereby waives any and all rights of Subrogation against the County, its officers, employees and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement to the policy, then CAREERSOURCE shall agree to notify the insurer and request the policy be endorsed with a Waiver of Transfer of rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which specifically prohibits such an endorsement, or which voids coverage should CAREERSOURCE enter into such an agreement on a pre-loss basis.
G. **Certificate(s) of Insurance** Prior to execution of this Contract, CAREERSOURCE shall deliver to the COUNTY’S representative as identified in Article 24, a Certificate(s) of Insurance evidencing that all types and amounts of insurance coverages required by this Contract have been obtained and are in full force and effect. Such Certificate(s) of Insurance shall include a minimum ten (10) day endeavor to notify due to cancellation or non-renewal of coverage. The certificate of insurance shall be issued to:

Palm Beach County  
Attn: Shannon R. LaRocque, P.E., Assistant County Administrator  
301 N Olive Avenue, 11th Floor  
West Palm Beach, FL 33401

H. **Umbrella or Excess Liability** If necessary, CAREERSOURCE may satisfy the minimum limits required above for either Commercial General Liability, Business Auto Liability, and Employer’s Liability coverage under Umbrella or Excess Liability. The Umbrella or Excess Liability shall have an Aggregate limit not less than the highest “Each Occurrence” limit for either Commercial General Liability, Business Auto Liability, or Employer’s Liability. The COUNTY shall be specifically endorsed as an “Additional Insured” on the Umbrella or Excess Liability, unless the Certificate of Insurance notes the Umbrella or Excess Liability provides coverage on a “Follow-Form” basis.

I. **Right to Review** COUNTY, by and through its Risk Management Department, in cooperation with the contracting/monitoring department, reserves the right to review, modify, reject or accept any required policies of insurance, including limits, coverages, or endorsements, herein from time to time throughout the term of this Contract. COUNTY reserves the right, but not the obligation, to review and reject any insurer providing coverage because of its poor financial condition or failure to operate legally.

**ARTICLE 8 - INDEMNIFICATION**

To the extent permitted by applicable law including Federal law and regulation as currently reflected in OMB Circular A-122, Attachment B, subsections 10 and 22, CAREERSOURCE shall protect, defend, reimburse, indemnify and hold COUNTY, its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, cost, damages or causes of action of every kind or character, including attorney’s fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of their performance of the terms of this Contract or due to the acts or omissions of CAREERSOURCE.

**ARTICLE 9 - SUCCESSORS AND ASSIGNS**

The COUNTY and the CAREERSOURCE each binds itself and its successors and assigns to the other party and to the successors and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the COUNTY nor the CAREERSOURCE shall assign, sublet, convey or transfer its interest in this Contract without the prior written consent of the other.
ARTICLE 10 - REMEDIES

This Contract shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Contract will be held in Palm Beach County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

No provision of this Contract is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this Contract, including but not limited to any citizen or employees of the COUNTY and/or CAREERSOURCE.

ARTICLE 11 - CONFLICT OF INTEREST

The conduct of CAREERSOURCE's board of directors as related to conflicts of interest is governed by Florida Statutes section 445.007. With respect to its employees, the CAREERSOURCE represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in Chapter 112, Part III, Florida Statutes, and the Palm Beach County Code of Ethics. Further, with respect to its employees, the CAREERSOURCE further represents that no person having any such conflict of interest shall be employed for said performance of services.

With respect to its employees, the CAREERSOURCE shall promptly notify the COUNTY's representative, in writing, by certified mail, of all potential conflicts of interest of any prospective business association, interest or other circumstance which may influence or appear to influence the CAREERSOURCE'S judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the CAREERSOURCE may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute a conflict of interest if entered into by the CAREERSOURCE. The COUNTY agrees to notify the CAREERSOURCE of its opinion by certified mail within thirty (30) days of receipt of notification by the CAREERSOURCE. If, in the opinion of the COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by the CAREERSOURCE, the COUNTY shall so state in the notification and the CAREERSOURCE shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the COUNTY by the CAREERSOURCE under the terms of this Contract.

The CAREERSOURCE shall require their President & CEO and Directors to complete an executed Disclosure of Material Interests in writing on the form attached as Exhibit "B" once annually. Forms shall be submitted to County Administration within thirty (30) days of the Effective Date.
ARTICLE 12 - EXCUSABLE DELAYS

CAREERSOURCE shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of the CAREERSOURCE or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God, force majeure, natural or public health emergencies, labor disputes, freight embargoes, and abnormally severe and unusual weather conditions.

Upon the CAREERSOURCE’S request, the COUNTY shall consider the facts and extent of any failure to perform the work and, if the CAREERSOURCE’s failure to perform was without it or its subcontractors fault or negligence, the Contract Schedule and/or any other affected provision of this Contract shall be revised accordingly, subject to the COUNTY’S rights to change, terminate, or stop any or all of the work at any time.

ARTICLE 13 - ARREARS

The CAREERSOURCE shall not pledge the COUNTY’S credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The CAREERSOURCE further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.

ARTICLE 14 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

Except to the extent CAREERSOURCE is required by state and Federal law or regulation to maintain documents and information provided to or obtained by CAREERSOURCE in confidence, the CAREERSOURCE shall deliver to the COUNTY’s representative, if requested by COUNTY, all documents and materials prepared by and for the COUNTY under this Contract.

To the extent allowed by Chapter 119, Florida Statutes, all written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the COUNTY or at its expense will be kept confidential by the CAREERSOURCE and will not be disclosed to any other party, directly or indirectly, without the COUNTY’S prior written consent unless required by a lawful court order.

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract and the consummation of the transactions contemplated hereby.

Except to the extent CAREERSOURCE is required by state and Federal law or regulation to maintain documents and information provided to or obtained by CAREERSOURCE in confidence, all documents, records, reports and any other materials produced hereunder shall be subject to disclosure, inspection and audit, pursuant to the Palm Beach County Office of the Inspector General, Palm Beach County Code, Sections 2-421 - 2-440, as amended.
ARTICLE 15 - INDEPENDENT CONTRACTOR RELATIONSHIP

The CAREERSOURCE is, and shall be, in the performance of all work services and activities under this Contract, an Independent Contractor, and not an employee, agent, or servant of the COUNTY. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the CAREERSOURCE’S sole direction, supervision, and control. The CAREERSOURCE shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the CAREERSOURCE’S relationship and the relationship of its employees to the COUNTY shall be that of an Independent Contractor and not as employees or agents of the COUNTY.

The CAREERSOURCE does not have the power or authority to bind the COUNTY in any promise, agreement or representation.

ARTICLE 16 - ACCESS AND AUDITS

Except as provided in Article 14 above, the CAREERSOURCE shall provide the COUNTY an annual audit conducted by an Independent Certified Public Accountant.

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Section 2-421 - 2-440, as may be amended. The Inspector General’s authority includes but is not limited to the power to review past, present and proposed County contracts, transactions, accounts and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of the CAREERSOURCE, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud.

Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be in violation of Palm Beach County Code, Section 2-421 - 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

ARTICLE 17 - NONDISCRIMINATION

The CAREERSOURCE warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity and expression, or genetic information.

ARTICLE 18 - AUTHORITY TO PRACTICE

The CAREERSOURCE hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the COUNTY’s representative upon request.
ARTICLE 19 - SEVERABILITY

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Contract, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 20 - PUBLIC ENTITY CRIMES

As provided in F.S. 287.132-133, by entering into this contract or performing any work in furtherance hereof, the CAREERSOURCE certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the thirty-six (36) months immediately preceding the date hereof. This notice is required by F.S. 287.133(3)(a).

ARTICLE 21 - MODIFICATIONS OF WORK

Subject to the approval of CAREERSOURCE which shall not be unreasonable withheld, the COUNTY reserves the right to make changes in Scope of Work, including alterations, reductions therein or additions thereto. Upon receipt by the CAREERSOURCE of the COUNTY’S notification of a contemplated change, the CAREERSOURCE shall, in writing: (1) provide a detailed estimate for the increase or decrease in cost due to the contemplated change, (2) notify the COUNTY of any estimated change in the completion date, and (3) advise the COUNTY if the contemplated change shall affect the CAREERSOURCE’S ability to meet the completion dates or schedules of this Contract.

If the COUNTY so instructs in writing, the CAREERSOURCE shall, unless otherwise required by state or Federal law or policy, suspend work on that portion of the Scope of Work affected by a contemplated change, pending the COUNTY’S decision to proceed with the change.

If the COUNTY elects to make the change, the COUNTY shall initiate a Contract Amendment and the CAREERSOURCE shall not commence work on any such change until such written amendment is signed by the CAREERSOURCE and approved and executed on behalf of Palm Beach County.

ARTICLE 22 - NOTICE

All notices required in this Contract shall be sent by certified mail, return receipt requested, hand delivery or other delivery service requiring signed acceptance. If sent to the COUNTY, notices shall be addressed to:

Palm Beach County
Attn: Shannon R. LaRocque, P.E., Assistant County Administrator
301 North Olive Avenue, 11th Floor
West Palm Beach, Florida 33401
With copy to:

Palm Beach County Attorney’s Office
Attn: Tammy K. Fields, Esq., Chief Assistant County Attorney
301 North Olive Avenue, 6th Floor
West Palm Beach, Florida 33401

If sent to the CAREERSOURCE, notices shall be addressed to:

CareerSource Palm Beach County, Inc.
Attn: Steve Craig, President & CEO
3400 Belvedere Road, West Palm Beach, FL 33406

With copy to:

Alley, Maass, Rogers & Lindsay, P.A.
Attn: David H. Baker, Esq.
340 Royal Poinciana Way, Suite 321
Palm Beach, FL 33480

ARTICLE 23 - ENTIRETY OF CONTRACTUAL AGREEMENT

The COUNTY and the CAREERSOURCE agree that this Contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto in accordance with Article 21 - Modifications of Work.

ARTICLE 24 - REGULATIONS; LICENSING REQUIREMENTS

The CAREERSOURCE shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. CAREERSOURCE is presumed to be familiar with all federal, state and local laws, ordinances, codes and regulations that may in any way affect the services offered.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]
IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Contract on behalf of the COUNTY and CAREERSOURCE has hereunto set its hand the day and year above written.

ATTEST:  
SHARON R. BOCK  
CLERK AND COMPTROLLER

By:  
Deputy Clerk

Palm Beach County Board of 
County Commissioners:

By:  
Mayor

WITNESS:  
Mary Mollen

Signature

CAREERSOURCE:

CAREERSOURCE PALM BEACH 
COUNTY, INC.

Signature

STEVE CRAIG
Name

PRESIDENT & CEO
Title

(app. seal)

APPROVED AS TO FORM 
AND LEGAL SUFFICIENCY

By:  
Tammy K. Fields  
Chief Assistant County Attorney

APPROVED AS TO TERMS 
AND CONDITIONS

By:  
Shannon R. LaRocque, P.E.  
Assistant County Administrator
SCOPE OF WORK

CAREERSOURCE shall perform the duties and responsibilities of a regional workforce board under state and Federal law.

In addition, CAREERSOURCE may perform other duties and responsibilities as are from time to time agreed between the COUNTY and CAREERSOURCE.
DISCLOSURE OF MATERIAL INTERESTS

TO: PALM BEACH COUNTY ADMINISTRATOR, OR
HIS OR HER OFFICIALLY DESIGNATED REPRESENTATIVE

BEFORE ME, the undersigned authority this day personally appeared STEVE CRAIG hereinafter referred to as Undersigned, who states as follows:

1. Undersigned is in the position of President & CEO or member of the Board of Directors of the CareerSource Palm Beach County, Inc. (BOARD).

2. Undersigned’s address is: 3400 BELVEDERE ROAD, WEST PALM BEACH, FLORIDA 33406.

3. The Term of this Disclosure shall be for a period of one (1) year from the date of execution.

4. Undersigned states that neither Undersigned, nor any member of Undersigned’s immediate family, to Undersigned’s actual knowledge, has any material interest, directly or indirectly, in any entity that is seeking to obtain economic development incentives from the County with the assistance of the Board from the time the Board of County Commissioners considers approval of such incentives until the sooner of: one (1) year after approval of such incentives; or upon the Board of County Commissioners’ decision not to approve such incentives. For purposes of this paragraph “immediate family” means parent, spouse, child or sibling. For purposes of this paragraph “material interest” shall mean serving as an officer, partner, director, or proprietor of the entity, or the ownership of more than five percent (5%) of the total assets or capital stock in the entity.

5. Undersigned, by execution hereof, agrees that Undersigned shall at all times during the term of this Disclosure conduct himself/herself in accordance with the highest fiduciary standards for a person in the position of Undersigned, and shall have a continuing obligation during such term to bring any conflict of interest involving Undersigned or a member of Undersigned’s immediate family to the attention of the Board of Directors and CEO of the BOARD.

6. Undersigned has examined this disclosure and to the best of Undersigned’s knowledge believes it is true, correct, and complete.

______________________________
Signature

Sworn to (or affirmed) and subscribed before me this 14TH day of NOVEMBER, 2014, by STEVE CRAIG (X) who is personally known to me or ( ) who has produced __________________________ as identification and who did take an oath.

______________________________
Notary Public

ERICA J. SCARPATI
NOTARY PUBLIC
STATE OF FLORIDA
Comm# EE168376
Expires 6/3/2016 (seal)
AGENDA
CAREERSOURCE PALM BEACH COUNTY
BOARD OF DIRECTORS MEETING
THURSDAY, April 16th, 2015 – NOON
3400 Belvedere Road, Room 19, West Palm Beach, FL 33406

"The Board is reminded of conflict of interest provisions. In declaring a conflict please refrain from voting or discussion and declare the following information: 1) Your name and position on the Board, 2) the nature of the conflict and 3) who will gain or lose as a result of the conflict. Please also fill out form 88 prior to the meeting."

I. CALL TO ORDER AND WELCOME

II. AGENDA APPROVAL
   a. Proposed Amendments
   b. Approval of Agenda

III. PUBLIC COMMENTS

IV. CONSENT APPROVAL
   a. Approval of Minutes – February 19th, 2015 ................................................................. 01
   b. Approve Renewal of 57 Training Providers ................................................................. 04
   c. Approve Renewal of Vendor Services Contracts
      i. Early Learning Coalition of Palm Beach County (2/3 Majority Vote of Approval) ......................................................... 18
      ii. Palm Beach State College (2/3 Majority Vote of Approval) ......................................................... 19
      iii. Sheet Metal Workers Local Union 323 JAC (2/3 Majority Vote of Approval) ......................................................... 19
      iv. Manpower – Temporary Staffing and Payroll Services ......................................................... 23
      v. Taylor, Lombardi, Hall & Wydra - Monitoring Services ......................................................... 24
      vi. Mayer, Hoffman, McCann, PC & CBIZ ........................................................................... 25
      vii. Lencor Technology d/b/a Image One ............................................................................. 25
      viii. Schoolhouse Consulting ............................................................................................ 27
      ix. The Lord's Place - Workforce Services to Homeless/Ex-Offenders ............................... 28
   d. Regional Targeted Occupation List – Annual Update ......................................................... 29
   e. Board of Director’s Membership
      i. New Youth and Young Adult Outreach Committee Membership (Youth Council) – Christopher Colthran, Manager, Property Tax, Florida Power & Light Company (FPL) – Appointed Under (Other individuals as a board member) ......................................................... 33
   f. Approval of Performance Evaluation for Steve Craig ......................................................... 35

V. INFORMATIONAL
   b. DEO – My Florida Career Project (Monster) – Terminated (Tom Veenstra) ................................. 39
   c. Board Membership – Resignation (Sharon Brea) .................................................................. 40
      i. Kelly Sobolewski ............................................................................................................. 40

VI. OLD BUSINESS
   a. Metrics for Board of Directors (Ernesto Passarini)
      Link to: CareerSource Information Nexus
      i. Review of CareerSource Tier I Performance Metrics ......................................................... 41
   b. Recommendation for Youth and Young Adult Outreach Committee Chair (Ken Kirby / Steve Craig)

VII. NEW BUSINESS
   a. CareerSource Palm Beach County receives Community Development Reward for “Rural Community of the Year” (Tom Veenstra) ............................................................................. 44
   b. Update on Glades Activities (Charles Duval) ............................................................................ 48

VIII. COMMITTEE REPORTS (Active)
   a. Executive Committee – March 26th, 2015 and April 10th, 2015 ............................................ 51
   b. Financial Planning Committee – March 26th, 2015 ............................................................... 55
   c. Business Outreach Committee – Current
APPROVAL TO AWARD A CONTRACT FOR THE PROVISION OF WORKFORCE SERVICES TO HOMELESS / EX-OFFENDERS

CareerSource Palm Beach County (CareerSource) released a Request for Proposal (RFP) on February 23, 2015 soliciting proposals for an entity with the expertise, creativity, and capability to assist homeless ex-offenders to overcome barriers to obtaining and maintaining gainful employment. The contract awardee would target homeless individuals with criminal backgrounds who are unable to obtain jobs through the core services offered by CareerSource. CareerSource has approved up to $200,000 in funds for this project commencing July 1, 2015 through June 30, 2016 renewable on an annual basis through June 30, 2021 at the sole and absolute discretion of CareerSource based on performance and the availability of funds. Proposals were due February 23, 2015 with one proposal submitted in response to the RFP by The Lord’s Place. CareerSource procurement policy states “If less than two responsive bids or proposals for commodity or contractual services purchases are received, CareerSource may negotiate on the best terms and conditions. CareerSource shall document the reasons that such action is in its best interest in lieu of re-soliciting competitive sealed bids or proposals.” The Lord’s Place has satisfactorily provided workforce services to CareerSource homeless/ex-offender job seekers over the past four consecutive years. The Lord’s Place existing contract with CareerSource in the amount of $200,000 ends June 30, 2015 with no further options to renew the Agreement. As a result the RFP for workforce services to homeless/ex-offenders was issued. A staff RFP Review Team met to discuss, evaluate and score the proposal submitted and make a contract award recommendation. Out of a total possible score of 300 The Lord’s Place received a score of 259.

The Lord’s Place will serve 50 individuals who are: 18 years of age or older; ex-offenders who have been incarcerated for a minimum of one year and released within the previous 12 months or currently incarcerated and scheduled to be released within a maximum of 1 month, homeless or at risk of being homeless and a United States citizen or a non-citizen authorized to work in the United States.

Required Services include:

- Individualized Job Search and Placement
- Training
- Recruitment
- Assessment
- Intensive Case Management
- Support Services
- Work Experience and Internships
- Collaboration

Final and binding performance-based deliverables, performance indicators and reimbursement conditions will be established during negotiations between CareerSource and The Lord’s Place.

NEEDED ACTION

Approve by a majority vote to award a contract to The Lord’s Place in the amount of $200,000 to provide workforce program services to a minimum of 50 CareerSource homeless/ex-offender job seekers as described above for the period July 1, 2015 through June 30, 2016 renewable on an annual basis through June 30, 2021 at the sole and absolute discretion of CareerSource based on performance and the availability of funds.
CALL TO ORDER AND WELCOME
Ken Kirby welcomed everyone and called the meeting to order at 12:02 pm.

AGENDA APPROVAL
a. Proposed Amendments – Steve Craig noted the addition of three items to the agenda under V. Informational. He added c. Board Membership/Resignation, d. Education and e. WIOA.
b. Approval of the Agenda – Mel Coleman made a motion to approve the revised agenda. David Talley seconded the motion and the revised agenda was approved by unanimous vote.

PUBLIC COMMENTS – None

CONSENT APPROVAL
a. Approval of Minutes - February 19th, 2015 – There were no changes to the minutes.
b. Approve Renewal of 57 Training Providers – (Rodger Hudspeth not present)
c. Approve Renewal of Vendor Services Contracts
d. Regional Targeted Occupation List – Annual Update
e. Board of Director’s Membership/New Youth and Young Adult Outreach Committee Membership (Youth Council) – Christopher Cothran
f. Approval of Performance Evaluation for Steve Craig
   Ken Kirby noted the items and asked if there were any questions or comments. There were none. David Talley made a motion to approve the consent section of the agenda. Dwight Mattingly seconded the motion and the motion was approved by unanimous vote.

INFORMATIONAL
a. Palm Beach Workforce Development Consortium (PBWDC) Local Government Financial Reporting Revenues for 2014/Approved by Consortium 4/2/15 – Erica Scarpati reported that the Consortium approved the 50% waiver request in the event it is needed.
b. DEO My Florida Career Project (Monster) – Tom Veenstra said the project has been terminated. Our staff and most other regions had a number of concerns with the proposed Monster system so this is not bad news.
c. Board Membership/Resignations – Sharon Brea reported that Kelly Sobolewski and Michael Faby have resigned as board members. Ken Kirby said that we are sorry to lose both members. With the implementation of WIOA, we are looking at a smaller board; therefore, these seats will not be back filled.
d. Education – Steve Craig noted that Palm Beach State College appointed a new President. He said that we are working with the School District and PBSC in the western communities. Steve Craig said there is a meeting next week with staff to develop a new counselor position that is mainly tasked with GED outreach. In addition, he noted that Keiser University named CareerSource Palm Beach County as the “Employer of Choice” at their last Advisory Board Meeting. Steve Craig said that we are participating in Career Readiness events at Lynn University the week of April 27th. He also thanked Ken Kirby for
agreeing to represent CareerSource Palm Beach County at the College Readiness Collective Impact Meeting on May 4th.

e. WIOA – Steve Craig said that the federal requirements on board membership will not change until July 1, 2015, and we should be receiving additional information on the new requirements over the next few weeks. He said there are members from the Youth and Young Adult Outreach Committee whose terms are expiring; therefore, the Executive Committee will be reviewing all of the youth council members at their next meeting. He said the new law focuses on partnerships between programs so we will be working with Job Corps and the Department of Children and Families to design a seamless service delivery system. Mary Watford said that Voc Rehab will be funding in-school youth and that she would like to meet with staff to discuss our youth program resources. Steve Craig said that staff is reaching out to people with multiple barriers to employment to link them with jobs in demand in occupations such as advanced manufacturing, healthcare, transportation, hospitality and marine. He also said CareerSource Florida’s board Chair and past Chair are planning a visit to preview the Virtual Career Center.

VI. OLD BUSINESS

a. Metrics – Ernesto Passarini presented the five key performance metrics and said that trends are normalized for the third quarter. He said that the Total Businesses Served metric has been revised to match the state measures. Steve Craig said that when unemployment was high, we had 17,000-18,000 visitors to our career centers each month and now we are at 9,000. He said we are working with colleges and universities to capture graduates for job placement. Steve Craig also said we are focusing on training in high demand areas to link underemployed clients to increase opportunities. He said that we are working on five grants and with the help of our Business Services team, we have identified 58 businesses who have agreed to provide 3,508 positions for apprenticeships.

b. Recommendations for the Youth and Young Adult Outreach Committee – Ken Kirby invited new board members to provide leadership for the Youth and Young Adult Outreach Committee. He said that Ed Gruvman serves as Vice Chair and he invited board members to join the Youth Committee and consider serving as the Chair.

VII. NEW BUSINESS

a. USDA Community Development Award “Rural Community of the Year” – Tom Veenstra said the event was covered by WPTV Channel 5 and Palm Beach County Channel 20. He said approximately 30 people attended including Congressman Alcee Hastings, and County Administrator Robert Weisman. Steve thanked Ken Kirby and David Talley for representing the Board of Directors. (The WPTV Channel 5 news report was shown and Steve Craig passed the award around the room.) Steve Craig said the award was a collaborative effort and he thanked Charles Duval for his part in linking our services to the many partners in the Glades.

b. Updates on Glades Activities – Charles Duval said that everyone is riding high on the award designation. In addition, he said that the Glades Roundtable is expanding their programs at West Tech and they are pleased to be honoring a second graduating class in June. He said that we are working together to develop job placements for all of the graduates. Charles Duval also said that the new Guy Harvey Marina will bring prestige and about 90 jobs to Pahokee. Charles also mentioned that he and the Business Development Board are working together on several projects; one that would bring 140 jobs to the area and the other is a clean car battery company that could bring 280 jobs to fruition. Gerry Genovese recognized Charles Duval for his community outreach activities and for serving in a dual role running the West Career Center.

VIII. COMMITTEE REPORTS

a. Executive Committee – Ken Kirby said the committee met in March and April to discuss items presented at today’s meeting.

b. Financial Planning Committee – Ken Kirby said that David Talley will now serve as the committee Chair and that the committee reviewed the monthly budget at their last meeting. Erica Scarpati provided an update on the budget and noted that the Consortium audit was approved. She also said the Consortium budget decreased by 9% or $7,700,000. Erica Scarpati said unrestricted funds increased by $95,000 this year and the balance is currently $450,000.
c. Business Outreach Committee — Gerry Genovese said the Business Services team is to be commended for their committee-level involvement with eight local chambers. He said that last year the team was working with over 4,000 employers on a regular basis, and this year they increased to a base of 9,000 employers.

d. Legislative Committee — Current.

e. Youth and Young Adult Outreach Committee — Holly Carson provided an overview of the five-week Work Readiness Program and highlighted that out of 88 applicants, 79 completed the program and 66 are employed or enrolled in school. The program has an 85% placement rate and Holly Carson shared a few success stories. She also described the Summer Youth Internship program and announced that applications are being accepted via our website now through May 6th. Ken Kirby recognized Christopher Cothran for joining the Youth and Young Adult Outreach Committee.

f. Consortium — Ken Kirby said the committee met and reviewed the financials and approved minutes from prior meetings.

IX. ADJOURNMENT

With no further business, David Talley made a motion to adjourn. George Elmore seconded the motion and the motion passed by unanimous vote.
AGENDA
CAREERSOURCE PALM BEACH COUNTY
EXECUTIVE COMMITTEE MEETING
Thursday, March 26th, 2015 @ 8:00 AM
3400 Belvedere Road, Board Conference Room 19, West Palm Beach, FL 33406
“The Committee is reminded of conflict of interest provisions”

I. Call Meeting to Order, Welcome

II. Agenda Approval
   a. Proposed Amendments
   b. Approval of Agenda

III. Public Comments

IV. Items for Approval
   a. Minutes from February 6th, 2015 ......................................................... 01
   b. Approve Renewal of 57 Training Providers ........................................... 03
   c. Approve Renewal of Vendor Services Contracts
      i. Early Learning Coalition of Palm Beach County ............................. 17
      ii. Manpower – Temporary Staffing and Payroll Services ................. 18
      iii. Monitoring Services – Provider To Be Announced ....................... 19
      iv. Mayer, Hoffman, McCann, PC & CBIZ ............................................ 20
      v. Lencor Technology d/b/a Image One .............................................. 21
      vi. Schoolhouse Consulting ............................................................... 22
   vii. Workforce Services to Homeless/Ex-Offenders – Provider To Be Announced .......... 23
   viii. Palm Beach State College ........................................................... 24
   ix. Sheet Metal Workers Local Union 32 JAC ....................................... 24
   d. Regional Targeted Occupation List – Annual Update (Kathy Bonner) .... 28

V. Old Business
   a. Metrics for Board of Directors (Steve Craig/Ernesto Passarini)
      Link to: CareerSource Information Center
      i. Tier 1 Metrics ................................................................. 32

VI. New Business
   a. 2014 Organizational Effectiveness Report (Tom Veenstra) ............... 35

VII. Adjourn – Next Meeting Date – June 5th, 2015

OUR MISSION: Connecting Business with Talent

Public Comments: Members of the Public are allowed to speak during that period of the meeting identified on the meeting agenda as “Public Comment” provided that each person wishing to speak has completed and submitted to the Secretary of the meeting a comment card at the beginning of the meeting prior to the item identified as “Public Comment.” Public comment shall be allowed only on items that are identified on the meeting agenda. If an item is subsequently added to the agenda, additional public comment shall be permitted just prior to the consideration of such item. If there are multiple members of the public associated with the same company, group or faction, the number of members of the public allowed to speak representing that company, group or faction shall be limited to three. Other comments are welcome at the discretion of the Chair. The time to comment shall be limited to 3 minutes and such time may be extended at the discretion of the Chair. Comments and comment cards will become public record.
APPROVAL TO AWARD A CONTRACT FOR THE PROVISION OF
WORKFORCE SERVICES TO HOMELESS / EX-OFFENDERS

CareerSource Palm Beach County (CareerSource) released a Request for Proposal (RFP) on
February 23, 2015 soliciting proposals to solicit an entity with the expertise, creativity, and
capability to assist homeless ex-offenders to overcome barriers to obtaining and maintaining
gainful employment. The contract awardee will target homeless individuals with criminal
backgrounds who are unable to obtain jobs through the core services offered by
CareerSource. CareerSource has approved up to $200,000 in funds for this project
commencing July 1, 2015 through June 30, 2016 renewable on an annual basis through June
30, 2021 at the sole and absolute discretion of CareerSource based on performance and the
availability of funds. Proposals are due February 23, 2015. A staff RFP Review Team will
meet on March 26 and 27 to evaluate the proposals submitted and recommend a contract
award to the highest scoring proposal.

The selected Proposer shall serve individuals who are: 18 years of age or older; ex-offenders
who have been incarcerated for a minimum of one year and released within the previous 12
months or currently incarcerated and scheduled to be released within a maximum of 1 month,
homeless or at risk of being homeless and a United States citizen or a non-citizen authorized
to work in the United States.

Required Services include:
• Work Experience and Internships
• Training Program Management
• Training Case Management
• Recruitment
• Assessments
• Intensive Case Management
• Supportive Services
• Training
• Individualized Job Search and Placement
• Collaboration

Final and binding performance-based deliverables, performance indicators and reimbursement
conditions will be established during negotiations between CareerSource and the selected
Proposer.

NEEDED ACTION
Approve by a majority vote to award a contract to the highest scoring proposal in the
amount of $200,000 to provide workforce homeless/ex-offender program services to
CareerSource job seekers as described above for the period July 1, 2015 through June
30, 2016 renewable on an annual basis through June 30, 2021 at the sole and absolute
discretion of CareerSource based on performance and the availability of funds.
Attending: Ken Kirby; David Talley and Steven Parrish.
Legal Counsel: David Baker.
Telephonic: Michael Faby and Mel Coleman.
Staff: Steve Craig; Gerry Genovese; Tom Veenstra; Michael Corbit; Erica Scarpati; Norm Cushon;
Sharon Brea; Kathy Bonner; Ernesto Passarini; and Holly Finch.

I. Call to Order/Welcome – Ken Kirby called the meeting to order at 8:11 am. (The start of the meeting
was delayed by technical issues and callers were asked to move to a second access line.)

II. Agenda Approval
   b. Approval of Agenda – David Talley made a motion to approve the agenda, and Steven Parrish
      seconded the motion. The motion carried by unanimous vote.

III. Public Comments - none

IV. Items for Approval
   a. Minutes – David Talley made a motion to approve the February 6, 2015 minutes. Steven Parrish
      seconded the motion and it passed by unanimous vote.
   b. Approve Renewal of 57 Training Providers – Sharon Brea said the list of providers is attached to
      the meeting package. She said the contracts are based on performance, which is measured by job
      placements after training completion. Sharon Brea said clients have a choice of providers. David
      Talley made a motion to approve the training providers and Steven Parrish seconded the motion.
      The motion passed by unanimous vote.
   c. Approve Renewal of Vendor Services – Sharon Brea noted the award to Taylor Lombardi Hall &
      Wydra of the monitoring contract under an RFP (item iii) and The Lord’s Place for Workforce
      Services to Homeless/Ex-Offenders (item vii.) David Talley made a motion to approve the renewal
      of vendor services items i. through ix. Mel Coleman seconded the motion and the motion carried
      by unanimous vote.
   d. Regional Targeted Occupation List (TOL) – Kathy Bonner provided an overview of the updated
      TOL and the review process. After further discussion, Mel Coleman made a motion to approve a
      review and update of the TOL three times per year. David Talley seconded the motion. The
      motion passed by unanimous vote.

V. Old Business
   a. Metrics for the Board of Directors – Ernesto Passarini reviewed the five performance metrics. He
      said that the Total Businesses Served chart replaced the Market Penetration chart. He said that
      over the past eight months, we have far exceeded the number of businesses served for all of last
      year.

VI. New Business
   a. Organizational Effectiveness Report – Tom Veenstra presented the report and called attention to
      some highlights. He said that placements are down 14% year over year due primarily to the improving
      economy. He said that employers are demanding skilled workers so we are working to meet this
demand through increased outreach to our educational, community and business partners as well as implementing the Virtual Career Center. Tom Veenstra said the DEO views our region as a leader in the state and that we have consistently met the requirements of the Workforce Accountability Act on the 50% funding level for training. Moving forward, he said the report discusses three overriding challenges in 2015 and beyond: meeting the WIOA requirements, the transition to the Monster online labor exchange and the anticipated continued reductions in funding.

Steve Craig invited the committee to the USDA Award presentation scheduled for Thursday, April 9 at 11am at the Belle Glade Career Center. He described the Career Pathways feature of the Virtual Career Center. Steve Craig said that we are working on two grants, one for training of prisoners prior to release and another grant for apprenticeships in partnership with FAU and Research Coast. He said that Michelle Dryer will provide an update at the next meeting. Gerry Genovese said that as funding is reduced, we are also focusing on serving the underemployed, people with disabilities and veterans.

b. State Task Force/WIOA Super Regions – Steve Craig shared a memo from Bruce Ferguson. He said we met with regional directors from Miami/Dade, Broward and the Research Coast pertaining to possible consolidation of regions and/or shared services to increase efficiency. Steven Parrish said he believes the intent is to increase collaboration between regions to attract business relocation/expansion. Mel Coleman said that he encourages the discussion to center around effectiveness and efficiency.

VII. Adjourn – David Talley made a motion to adjourn and Steven Parrish seconded the motion.

Next Meeting Date – Friday, June 5, 2015
SUBRECIPIENT AGREEMENT NO. S15-007

BY AND BETWEEN
CAREERSOURCE PALM BEACH COUNTY
3400 Belvedere Road, West Palm Beach, Florida 33406
AND
THE LORDS PLACE, INC.
P.O. BOX 3265, West Palm Beach, Florida 33402

WHEREAS, CareerSource desires to enter into this Subrecipient Agreement with Contractor, providing among other things for Contractor’s services to CareerSource.

NOW THEREFORE, in consideration of the mutual covenant and agreement expressed herein, CareerSource and Contractor hereby agree as follows.

1. TERM
The term of this Agreement shall commence on July 1, 2015 and shall end on June 30, 2016 subject to the provisions of Sections 6, 7, and 10. of this Agreement. However, Contractor shall be obligated to perform such duties as would normally extend beyond this term, including but not limited to obligations with respect to indemnification, audits and reporting as applicable. CareerSource reserves the right to negotiate for continued services with Contractor for an additional twelve month period, renewable on an annual basis through June 30, 2021 depending upon Contractor’s performance and at the sole and absolute discretion of Alliance. Each year CareerSource will evaluate the effectiveness of Contractor’s performance if needed and determine if the Agreement should be continued.

2. RESPONSIBILITIES OF CONTRACTOR
This Agreement is made and entered into by and between CareerSource and Contractor for the provision of services in accordance with “Attachment A: Cost Reimbursement Budget And Scope of Work” attached hereto and made a part hereof and the terms of this Agreement. Contractor agrees to provide services as set forth in this Agreement and as described to CareerSource in Contractor’s proposal response to the competitive Request For Proposals for Workforce Services To Homeless/Ex-Offenders released by CareerSource on February 23, 2015. The RFP Instructions and RFP Scope of Work and Contractor’s proposal are incorporated herein by reference as though written herein verbatim and constitute promised performances. However, in any dispute arising that concerns conflicting content, this Agreement shall take precedence over Contractor’s proposal. No payments shall be made for any costs materials or any out of pocket expenses. Contractor is responsible for reporting any Federal, State and other taxes as may be required by law. Contractor hereby represents that Contractor has paid all Federal, State and other taxes as may be required by law and that there are no tax liens filed against Contractor and no judgments entered against Contractor which have not been fully satisfied, discharged and released as of the date of the Agreement. Breach by Contractor of the foregoing representation shall constitute a misrepresentation by Contractor and CareerSource may in its sole and absolute discretion terminate the Agreement immediately upon notice to Contractor.

3. CONDITIONS PRECEDENT
1) Contractor shall provide to CareerSource, upon execution of this Agreement a certificate of insurance with a company licensed to do business, certifying Contractor carries:

A. Commercial General Liability insurance in the amount of $1,000,000 aggregate/$1,000,000 per occurrence. CareerSource shall be named an additional insured and shall be granted a waiver of subrogation. CareerSource shall receive 30 days written notice prior to any cancellation or material change to the Commercial General Liability insurance policy providing the coverage and limits required by this Agreement. This insurance coverage is subject to approval by CareerSource and shall remain in force during the life of this Agreement.

B. CareerSource may require Contractor to furnish additional and/or different insurance coverage, as may be required from time to time under applicable Federal or State laws. In such case, the Parties will enter into discussion for an equitable adjustment as the case may be. In no instance shall the provisions for insurance be deemed to be a release, limitation or waiver of any claim or assessment that the CareerSource may have against Contractor for any liability of any nature related to performance under this Agreement.

2) Workers’ Compensation: To the extent that the State Workers’ Compensation law is applicable, Contractor must provide Workers’ Compensation coverage to all employees paid directly under this Agreement. Where employees covered under this Agreement are not covered under a state Workers’ Compensation law, then the Contractor shall provide insurance coverage for injuries suffered by employees.
3) Motor Vehicle Insurance: Contractor agrees to obtain Motor Vehicle Insurance coverage in the amounts of $1,000,000 property damage, $1,000,000 per person and $1,000,000 per occurrence for all motorized vehicles owned or leased by the Contractor to be used in the performance of actions authorized by this Agreement.

4) Bonding: A policy of fidelity bonding insurance issued by an insurance company registered to do business in the State of Florida, which shall cover all of the Contractor's employees handling Agreement funds. The amount of coverage of each fidelity bond shall be equal to the highest monthly advance or reimbursement expected to be received by Contractor. Invoices that exceed the bonding coverage shall not be honored for payment. Contractor shall notify its insurance carrier(s) of the carriers' responsibility to give written notice to CareerSource 45 calendar days prior to the bond being canceled or reduced from the amounts stated on the bonding documents.

4. COMPENSATION
A. CareerSource shall compensate Contractor for services provided in accordance with "Attachment A: Cost Reimbursement Budget And Scope of Work" attached hereto and made a part hereof and the terms of this Agreement. This Agreement is funded with federal money that CareerSource has received via a pass-through award from the Florida Department of Economic Opportunity. Contractor is therefore a subrecipient of the federal funds and is bound by all of the laws, rules and regulations attached to these funds. Such requirements may originate at the Federal, State or CareerSource level. OMB Circulars A-110 and A-122, among other sources, contain rules that apply to these funds.

B. Contractor shall return to CareerSource any funds paid to Contractor which have been disallowed pursuant to the terms of this Agreement. Contractor shall repay such amounts from funds other than funds received under any federal funding. CareerSource may withhold funds from requests for payment pending resolution of disallowed costs.

C. Contractor will invoice CareerSource by the 10th calendar day of the month subsequent to the month for which the invoice is submitted. All invoices shall reflect actual expenditures and must be supported by attached copies of invoices, payroll reports or other documents, substantiating that the authorized program expenses were incurred, and must be approved by management level personnel.

D. Contractor expressly understands and agrees that unexpected programmatic changes and/or reductions in funding levels may occur due to factors beyond the control of CareerSource, including but not limited to, new or revised Regulations, changes in funding levels, new legislation, or newly promulgated state agency rulings. Thus, no assurances of any kind, verbal or in writing, of continued funding are given to Contractor and Contractor expressly undertakes its obligations under this Agreement at its own risk.

E. Pursuant to the risk described immediately above, if the funds which is the intended source of funding for this Agreement is not awarded, or if awarded, is funded at a level lower than requested, CareerSource will not be liable to Contractor for any damages or for any previously authorized payments beyond the cancellation date or date of modification of the funding. CareerSource shall give written notice to Contractor within 10 working days from the date of receipt of any cancellation or modification notice.

F. If funding is terminated or reduced, payments to Contractor shall be prorated out of funding up to the date of cancellation or if the funding is modified, this Agreement shall be altered or reduced at the sole discretion of the CareerSource. Contractor shall be reimbursed for all costs incurred up to Contractor's receipt of notice of termination, to the extent that CareerSource has received funds for reimbursement under this Agreement.

G. The Parties agree that no reliance on any additional future funding has been promised by CareerSource or indicated as a condition by Contractor or been the basis for inducement to Contractor, for the execution of this Agreement nor for the complete fulfillment of responsibilities and terms of this Agreement by Contractor. CareerSource has not agreed and shall not agree to award to Contractor for this Agreement any additional State or Federal funding received or funding which CareerSource may receive in the future.

H. The maximum amount payable under this Agreement may be reduced by CareerSource through a deobligation of funding with written notice to Contractor within 24 hours of such action. CareerSource shall determine the amount, if any, of the total payments unearned by Contractor and may, at its option, deobligate such amounts under this Agreement including renegotiating the terms and conditions of this Agreement.

5. CONTRACTOR DISSOLUTION
Should Contractor plan to voluntarily dissolve its legal status as a business entity (which dissolutions shall require the advanced written consent of CareerSource), Contractor shall be required to provide written notice to CareerSource upon no less than 60 calendar days prior to the effective date of any such dissolution. If Contractor's legal status as a business entity is involuntarily dissolved, Contractor shall be required to provide immediate verbal notice to the President/CEO of CareerSource, followed by written notice to the President/CEO of CareerSource no less than 24 hours thereafter. The written notice shall:
A. be a full, true and correct disclosure of the proposed dissolution and a description of the resulting corporate change, including financial information on the responsible parties, corporate entities, subsidiaries, affiliated companies, and any other information that may be requested from CareerSource;

B. designate an acceptable custodian of records approved by CareerSource; and

C. state the location of all reports, records and/or other documentation of CareerSource funded activities under the Agreement. CareerSource shall upon written demand to Contractor receive and Contractor shall transfer to CareerSource all reports, records and/or other documentation of CareerSource funded activities under the Agreement. Such reports, records and/or other documentation shall be transmitted to CareerSource by Contractor in a condition acceptable by CareerSource for storage.

D. If Contractor is required to submit an audit report to CareerSource in accordance with "Article 26 Monitoring And Audit" and Contractor's status as a legal business entity is dissolved, Contractor shall be required to submit the audit report to CareerSource no less than 30 calendar days following such dissolution.

6. MODIFICATIONS
This Agreement embodies the entire agreement and understanding between the parties and there are no other agreements and/or understandings, oral or written, with respect to the subject matter hereof, that are not merged herein and supersede hereby. Without invalidating the Agreement, CareerSource reserves the right to, at any time or from time to time, enter into modifications to the Agreement to increase or decrease the amounts to be paid pursuant to this Agreement, including but not limited to, the addition/deletion of programs or a change in CareerSource's funding.

Contractor may exercise an option to adjust the line-item amounts of the cost reimbursement line item budget of the Agreement's "Attachment A: Cost Reimbursement Budget". This option allows funds to be reclassified between line items up to 5% of the cost reimbursement line item budget for a particular line item and is subject to the CareerSource Program Manager's approval in writing. No other budget adjustments shall be allowed except those made at the written direction of CareerSource. All other additions, deletions, or revisions to the Agreement shall be valid and enforceable only when evidenced by a written modification approved and executed by the Contractor and CareerSource. Similarly, no contract, which purports to affect the terms of this Agreement, will be valid as it affects this Agreement, unless in writing and executed by CareerSource and Contractor.

7. AMENDMENT
This Agreement may be amended by CareerSource and Contractor only in writing and properly executed by the parties hereto. Nothing in this section shall excuse the Contractor from proceeding with this Agreement as originally agreed until a written modification has been fully executed. Notwithstanding changes due to requirements pursuant to new laws, the CareerSource may, from time to time, request changes in the Scope of Work of Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between, CareerSource and Contractor, shall be incorporated in written amendments to this Agreement. If CareerSource and Contractor are unable to reach agreement on any equitable adjustments, the CareerSource shall make a determination as to the adjustment. If the Contractor does not agree with the determination, the matter shall be resolved in accordance with CareerSource Grievance Procedures.

8. NON-ASSIGNABILITY CLAUSE AND SUBCONTRACTING
This Agreement or any right accruing hereunder shall not be assigned by Contractor in whole or in part without the prior written consent of the CareerSource. Any assignment in violation hereof shall be invalid. Contractor shall, prior to subcontracting any provision of the Agreement, obtain prior written approval from CareerSource. No subcontract shall be considered binding without such prior written approval. Approval of any one such subcontract shall not constitute approval of any other or further subcontract of the Agreement.

Any of the work or services specified in the Agreement which shall be performed by other than the Contractor shall be evidenced by a written contract requiring CareerSource approval and specifying the terms and conditions of such performance. Contractor shall maintain and adhere to an appropriate system, consistent with federal, state and local laws, for the award and monitoring of such subcontracts that contain acceptable standards as determined by CareerSource for ensuring accountability. Contractor shall ensure that the performances rendered under all subcontracts are rendered so as to comply with all the terms and provisions of the Agreement as if the performances rendered were rendered by Contractor. Subcontracting of the Agreement does not relieve Contractor from any of its obligations or liabilities under the Agreement. Contractor shall bear full responsibility for performance under all subcontracts. Contractor, in subcontracting any of the performances, expressly understands that in entering into such subcontracts CareerSource is in no way liable to the Contractor's subcontractor(s).

9. GOVERNING LAW AND VENUE
The place for any hearing, arbitration or otherwise, shall be Palm Beach County, Florida. This Agreement shall be interpreted under the laws of the State of Florida. Contractor will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program(s) associated with this Agreement.
10. TERMINATION
CareerSource reserves the right to terminate this Agreement without penalty at any time for any reason for convenience, upon giving twenty-four hours (24) written notice to the other party. If said Agreement should be terminated for convenience as provided herein, CareerSource will be relieved of all obligations under said Agreement and CareerSource will only be required to pay that amount of the Agreement actually performed to the date of termination with no payment due for unperformed work or lost profits. In the event CareerSource determines that Contractor’s services are not being performed as agreed upon, Contractor shall be deemed to be in default and CareerSource reserves the right to cancel this Agreement with twenty-four hours (24) written notice and to withhold all monies due Contractor until such time as CareerSource, in its sole discretion shall determine whether to have the Agreement services completed by others or to cease the obtaining of services. In the event CareerSource determines to have the Agreement completed by others, Contractor shall be liable for any costs of completion in excess of that called for in this Agreement. In the event CareerSource determines not to have the Agreement completed by others, Contractor shall be paid for the services that is satisfactorily performed prior to termination but, in no event, shall Contractor be paid for any work not actually performed or for lost profits.

In the event that it is determined that a termination for cause was unjustified, the termination shall be deemed a termination for convenience and Contractor shall be entitled to payment only for work actually performed prior to the termination and to any additional sums. In the event said Agreement is terminated Contractor shall be required to provide written notice to CareerSource:

- designating an acceptable custodian of records subject to approval by CareerSource; and
- state the location of all reports, records and/or other documentation of CareerSource funded activities under the Agreement. CareerSource shall upon written demand to Contractor receive and Contractor shall transfer to CareerSource all reports, records and/or other documentation of CareerSource funded activities funded under the Agreement. Such reports, records and/or other documentation shall be transmitted to CareerSource by Contractor in a condition acceptable by CareerSource for storage.

If Contractor is required to submit an audit report to CareerSource in accordance with "Article 26. Monitoring & Audit" an immediate audit will be performed by Contractor, which may be a grant-specific audit, and Contractor shall be required to submit the audit report to CareerSource no less than thirty (30) calendar days following such termination.

11. LEGAL REVIEW
The parties hereto represent that they have reviewed this Agreement and have sought legal advice concerning the legal significance and ramifications of the provisions contained herein.

12. NOTICES
Any notice, request or demand required or permitted to be given hereunder by either Party to the other shall be effected either by the parties in writing and given personally or mailed certified, return receipt requested, postage prepaid or telecopier with applicable verification of date and time initiated, if mailed the following day, at their respective addresses set forth above, or to such address as such party may provide in writing delivered and effective as provided in this Section 13. from time to time. Notices delivered personally shall be deemed communicated as of actual receipt. Mailed notices shall be deemed communicated as of 5 days after mailing or verified receipt whichever is earlier. Any reference to the word "day" or "days" herein shall mean calendar day or calendar days, respectively, unless otherwise expressly provided.

13. INDEPENDENT CONTRACTOR
In the execution of this Agreement and rendering of services prescribed by this Agreement, Contractor shall maintain at all times its independent status, and shall be considered an independent contractor in the performance of its duties and responsibilities under this Agreement. CareerSource shall neither have nor exercise any control or direction over the methods by which the Contractor shall perform its work and functions other than as provided herein. Nothing in this Agreement is intended to, nor shall be deemed to constitute, a partnership or a joint venture between the parties.

No provision of this Agreement, act of Contractor in the performance of this Agreement, or act of CareerSource in the performance of this Agreement, shall be construed as making Contractor the agent, servant or employee of the CareerSource.

14. INDEMNIFICATION/HOLD HARMLESS
To the extent not otherwise prohibited or limited by Florida law or Federal law or regulation, and without waiving any defense or immunity, Contractor shall be liable, and agrees to be liable for, and shall indemnify, defend, and hold harmless the CareerSource, any director, employee, or agent, officers, heirs, and assigns employees, and the Palm Beach County Board of County Commissioners from liability of any nature and kind, including costs, expenses, and attorney's fees, for or on account of any actions, suits or damages of any character whatsoever arising out of any negligent act or omission of the Contractor or any employee, agent, subcontractor, or representative of the Contractor.

Contractor further agrees to indemnify, save harmless and defend the Palm Beach Workforce Development Consortium, the Palm Beach County Board of Commissioners, its agents, servants, and employee harmless from any and all demand or cause of action, suits, judgments, or damages including court costs and attorney’s fees of
whatasoever kind or nature arising out of any conduct or misconduct, intentional acts, negligence, or omissions by the Contractor, or its employees or agents, in the course of the performance of this Agreement, including any claim or actions brought under Title 42 USC §1983, the Civil Rights Act and for which the Palm Beach Workforce Development Consortium, the Palm Beach County Board of Commissioners, its agents, servant of employees are alleged to be liable.

In the event of any claim or suit against CareerSource on account of any alleged patent or copyright infringement arising out of the performance of this Agreement or out of the use of any supplies furnished or work or services performed under this Agreement, Contractor shall furnish to CareerSource, when requested, all evidence and information in possession of Contractor pertaining to such suit or claim. Such evidence and information shall be furnished at the expense of CareerSource except where Contractor has agreed to indemnify CareerSource or the Palm Beach Workforce Development Consortium or the Palm Beach County Board of Commissioners.

15. INTERNAL FINANCIAL CONTROLS
Contractor shall be responsible for implementing accounting procedures and internal financial controls governing the management and utilization of the awarded funds provided hereunder. The procedures and financial controls must be established pursuant to generally accepted accounting procedures, and as required by the various rules and regulations that govern the use of the federal money that funds this Agreement.

Contractor will track costs in sufficient detail to determine compliance with the Workforce Innovation and Opportunity Act of 2014, Public Law 113-220, (U.S.C. Section 9201 et. seq), the Workforce Innovation Act of 2000, Chapter 2000-165 Laws of Florida and any amendments or regulation promulgated thereunder, and insure that all funds have been lawfully and properly spent. All expenditures must be allowable, allocable, necessary and reasonable for proper and efficient operation of the program. Contractor will maintain separate accounting records for funds expended under this Agreement. The commingling of funds with other agreements or contracts is prohibited.

Contractor shall inform CareerSource of its receipt or its subcontractors’ receipt of any Federal, State or local grant that may materially affect the quality or cost of the services provided under this Agreement. In such case, CareerSource shall have the right to renegotiate the price or deliverable performance of this Agreement.

16. CONFLICT OF INTEREST
Conflicts of interest by Contractor or any director, officer or employee of Contractor or any member of such person's family shall not be permitted and will be grounds for, inter alia, termination of this Agreement. A conflict of interest exists whenever Contractor or any director, officer or employee of Contractor or any member of such person's family, has a direct or indirect material personal interest in a proposed agreement or transaction to which Contractor or CareerSource may be a party other than only as a director, officer or employee of Contractor. A conflict of interest also exists when the Contractor or its director, officer or employee or any member of such person's family personally benefits from the transaction or has an employment or investor relationship with an entity with which Contractor or CareerSource is dealing. A conflict of interest may result from a director, officer or employee performing professional services for Contractor other than as a director, officer or employee of Contractor.

Contractor should not assume that a conflict does not exist for a person who receives no monetary or other tangible benefit from a transaction with the Contractor or CareerSource. For example, access to information which could be used for a person's personal benefit might put the person in conflict with the Contractor or CareerSource.

17. ATTORNEY'S FEE AND COSTS
In the event of any litigation to enforce or interpret this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees, reasonable paralegal's fees, and all costs of litigation at the trial, appellate and post-judgment levels, in connection with any administrative proceedings and any appeals there from, in connection with all alternative dispute resolution proceedings, and at all levels of any bankruptcy proceedings.

18. COMPLIANCE WITH POLICIES AND LAWS
The warranty of this Section specifically includes compliance by Contractor and its subcontractors with the provisions of the Immigration Reform and Compliance Act of 1986 (P. L. 99-603), the provisions of the Workforce Innovation and Opportunity Act of 2014, the Workforce Innovation Act of 2000, and other applicable State, Federal, criminal and civil law with respect to the alteration or falsification of records created in connection with this Agreement.

19. PROPERTY AND EQUIPMENT
Contractor shall maintain an up-to-date inventory of all property purchased under this Agreement which has an participant purchase price of $1,000 or more, and shall implement adequate maintenance procedures to keep such property in good condition. Further, Contractor shall submit the inventory list to CareerSource monthly, and again as part of the Agreement Close-Out Report. All such property shall be returned to CareerSource at Agreement termination, unless otherwise authorized in writing by the CareerSource. No such property shall be disposed of without prior written authorization from the CareerSource. Purchases of property with a single item value greater than $5,000 must have the prior approval of CareerSource.
20. CERTIFICATION REGARDING DRUG-FREE WORKPLACE RULE
Contractor certified, assures and guarantees that it shall comply with the Federal Drug Free Workplace Act of 1988 and the Drug Free Workplace Rules established by the Florida Worker’s Compensation Commission.

21. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER MATTERS
Contractor certifies that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the Agreement in accordance with 29 CFR Parts 45, 74, 95 and 98. No contract shall be awarded to parties listed on the GSA List of Parties Excluded from Federal Procurement or Non-Procurement Programs.

22. NON-DISCRIMINATION EQUAL OPPORTUNITY ASSURANCES, CERTIFICATIONS, OTHER PROVISIONS
As a condition of funding from CareerSource under Title I of the WIOA, Contractor assures that it will comply fully with the following:

1) Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color or national origin.
5) Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.
6) Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), which prohibits discrimination against all participants in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or Participation in any WIOA Title I financially assisted program or activity.
8) Equal Employment Opportunity (EEO); The Contractor agrees that it shall comply with Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO No. 11375, requires that Federal contractors and subcontractors do not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the contractor/subcontractor to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin and as supplemented in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 41 CFR Part 60 and 45 CFR Part 80 if applicable.
9) Contractor also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant’s operation of the WIOA Title I financially assisted program or activity, and to all agreements Contractor makes to carry out the WIOA Title I financially assisted program or activity. Contractor understands that the United States has the right to seek judicial enforcement of this assurance.

23. CERTIFICATION REGARDING LOBBYING AND INTEGRITY
Contractor shall comply with the provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) 29 CFR Part 93. When applicable, if this Agreement is in excess of $100,000, Contractor must, prior to contract execution, complete the Certification Regarding Lobbying Form. XX See Appendix A to 29 CFR Part 95 and Appendix A to 45 CFR Part 74 13.

24. CONFIDENTIALITY
It is understood that the Contractor shall maintain the confidentiality of any information, regarding CareerSource customers and the immediate family of any applicant or customer, that identifies or may be used to identify them and which may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source. Contractor shall not divulge such information without the written permission of the customer, except that such information which is necessary as determined by CareerSource for purposes related to the performance or evaluation of the Agreement may be divulged to CareerSource or such other parties as they may designate having responsibilities under the Agreement for monitoring or evaluating the services and performances under the Agreement, or to governmental authorities to the extent necessary for the proper administration of the law. All release of information shall be in accordance with applicable State laws, and policies of the CareerSource. No release of information by Contractor, if such release is required by Federal or State law, shall be construed as a breach of this Section.

25. OWNERSHIP
CareerSource shall have unrestricted authority to publish, disclose, distribute and otherwise use, copyright or patent any such materials produced by Contractor under this Agreement.
26. MONITORING AND AUDIT

A. MONITORING
At any time and as often as CareerSource, the State of Florida, United States Department of Labor, Comptroller General of the United States, the Inspector Generals of the United States and the State of Florida, or their designated agency or representative may deem necessary, Contractor shall make available all appropriate personnel for interviews and all financial, applicant, or participant books, documents, papers and records or other data relating to matters covered by this contract, for examination and/or audit, and/or for the making of excerpts or copies of such records for the purpose of auditing and monitoring activities and determining compliance with all applicable rules and regulations, and the provisions of this Agreement. The above referenced records shall be made available at the Contractor’s expense, at reasonable locations as determined by CareerSource. Contractor shall respond in writing to monitoring reports and requests for corrective action plans within 10 working days after the receipt of such request from CareerSource. Contractor shall institute a system for monitoring fiscal, participant and program activities for compliance with this Agreement, and Federal and State requirements. Contractor will maintain documentation to verify completion of monitoring activities. If in any fiscal year during the period of this Agreement, Contractor expends $500,000 or more in federal awards from all sources combined, then Contractor shall have a single audit conducted for that fiscal year in accordance with the provisions of OMB Circular A-133. The audit report shall be provided to the CareerSource within 30 calendar days after delivery of the audit report to Contractor.

B. AUDIT
If Contractor is required to submit an audit report to CareerSource in accordance with “Article 26. Monitoring And Audit”, Contractor shall also be required to prepare and submit a written Annual Audit Plan to CareerSource. The Annual Audit Plan shall be submitted to the Chief Financial Officer of CareerSource no later than 30 calendar days after the end of each of Contractor’s fiscal years which contain revenue from this Agreement, The Annual Audit Plan shall include the following:

A. The procurement procedures that were used by Contractor in procuring Contractor’s audit firm. In procuring such audit services Contractor shall be required to follow the procurement standards prescribed by OMB Circular A-110. The expected completion date of the audit report and the date CareerSource shall receive the audit report. Completion of the audit report, issuance of the audit report and receipt by CareerSource of the audit report shall occur within 9 continuous months following Contractor’s fiscal year end;

B. The scope of the audit to be performed. (1) whether the audit report will be specific to CareerSource funded activities or (2) an organization-wide audit report that includes coverage of CareerSource funded activities within its scope;

C. A list of all federally funded agreements or contracts during the audit period. The list shall be furnished to both CareerSource and Contractor’s audit firm and shall include the contract/award amount, program title, Catalog of Federal Domestic Assistance number and Contractor’s sub-recipient status.

D. A list of all subcontracts issued by Contractor using CareerSource funding. The list shall indicate the subcontractor’s name, contract/award agreement amount, contract/award agreement number and whether the subcontractor is a subrecipient that must procure an audit of its own or is a vendor that does not have to obtain an audit.

E. It is essential that Contractor as an CareerSource subrecipient determine individually whether each of its subcontractors should be classified as a “subrecipient” or a “vendor”. This distinction is explained in OMB Circular A-133 Subpart B.210. Audits are not required of “vendors”.

F. Contractor must monitor their subrecipients in addition to any audits that may be required. The Annual Audit Plan shall describe how this monitoring has been accomplished by Contractor.

27. RETENTION OF RECORDS
Contractor at its sole cost shall maintain all records, documents and reports pertinent to this Contract, including financial, statistical, property, customer records, and supporting documentation for a period of no less than five (5) calendar years after payments are made and all other pending items are closed or for any greater period which may be required by any specific funding source, or if any litigation, audit or claim is begun, in which case such records shall be retained until any outstanding litigation, audit, or claim has been resolved to CareerSource’s satisfaction. At the end of such time period Contractor shall request specific written authorization from CareerSource to destroy all pertinent records. Until such date as Contractor receives express written permission to destroy such records, all records referred to herein above shall be maintained in good and accessible condition and made available at a site within Region 21, Palm Beach County, Florida.

28. CERTIFICATION REGARDING CLEAN AIR ACT, WATER ACT, ENERGY EFFICIENCY AND ENVIRONMENTAL STANDARDS
Clean Air and Water Act: When applicable, if this Contract is in excess of $100,000, Contractor shall comply with all applicable standards, orders or regulations issued under the Clean Air Act as amended (42 U.S.C. 7401), Section 608 of the Clean Water Act as amended (33 U.S.C. 1368 et seq., Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15). The Contractor shall report any violation of the above to the contract manager. Energy Efficiency: The Contractor shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State of Florida’s Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-183).

Contractor will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands
pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

29. ETA SALARY LIMITATION CERTIFICATION & SWORN STATEMENT PURSUANT TO PUBLIC LAW 109-149
SECTION 101 & OMB CIRCULAR A-133
Contractor certifies Contractor is in compliance with Public Law 109-234, and that none of the funds appropriated in Public Law 109-149 or prior Acts under the heading "Employment and Training" that are available for expenditures on or after July 1, 2015, shall be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an participant, either as direct costs or indirect costs, at a rate in excess of Executive Level II, except as provided for under Section 101 of Public Law 109-149. This limitation shall not apply to vendors providing goods and services as defined in OMB Circular A-133.

30. ACCESSIBILITY TO HANDICAPPED AND LIMITED ENGLISH-SPEAKING
1. Contractor certifies they are compliant and shall conduct all activities under the Agreement in accordance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964 as amended, and the regulations promulgated under such Acts, with respect to the disabled and the limited English-speaking.

2. Contractor shall assure that programs and activities under this Agreement are accessible to the disabled without discrimination, including:
   a) making reasonable accommodation for an participant's disability;
   b) the provision of services in the most integrated setting appropriate to the needs of the disabled participant;
   c) providing auxiliary aids for the vision and hearing impaired during recruitment, referral, and assessment of prospective program job seekers. Contractor shall maintain the physical facilities utilized under this Contract as accessible to the disabled in accordance with the applicable standards of the General Services Administration or shall submit to CareerSource an alternate plan for access by the disabled to services provided under this Agreement.

3. Where a significant number or proportion of the population eligible to be served under the Agreement needs service or information in a language other than English in order to be effectively informed or to participate in the services provided under the Agreement, Contractor shall take reasonable steps, considering the size of the program and the size and concentration of such population, to make available to such persons in appropriate languages any written and audio-visual materials distributed to the public regarding the services provided under the Agreement.

31. PUBLIC ANNOUNCEMENTS AND ADVERTISING
Contractor agrees that when issuing statements, press releases, request for proposals, bid solicitation, and other documents describing the project or programs funded in whole or in part under this Agreement, Contractor shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money under this Agreement and (2) the dollar amount of Federal funds for the project or program. CareerSource's approval is required prior to Contractor disbursing, advertising, communicating, public announcement or sending any outreach material containing references to CareerSource or CareerSource WIOA funded training services.

32. PARTICIPANT TRACKING – EMPLOY FLORIDA MARKET PLACE
Contractor agrees certain participant information must be gathered and reported by Contractor to CareerSource. Such participant data must be entered into a statewide data collection and reporting system called the Employ Florida Marketplace (EFM). CareerSource reserves the right to confirm final eligibility and suitability of each participant prior to enrollment in EFM and the program by Contractor. Contractor agrees to submit monthly written reports to CareerSource including the hours worked by each participant, wages paid to each participant, start date of participant unsubsidized employment, participant employer name and such other information as required by CareerSource to comply with any applicable governmental reporting requirements.

21. NO THIRD PARTY BENEFICIARIES
No provision of this Agreement is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this Agreement. The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by CareerSource or Contractor to be sued by third parties in any manner arising out of any contract.

REMAINDER OF PAGE INTENTIONALLY BLANK
IN WITNESS WHEREOF, Contractor and CareerSource have caused this Agreement to be duly executed as of the date set forth below.

APPROVED BY: CareerSource Palm Beach County

BY: Steve Craig
CareerSource President/CEO, Steve Craig

APPROVED BY: The Lords Place, Inc.

BY: Dana Stanley
Signed Authorized Contractor Representative

Dana Stanley
Name Printed Authorized Contractor Representative

WITNESS: Lorraine Rodriguez

DATE: 4-28-15

WITNESS: Rana R. Allman

DATE: 4/27/15

APPROVED AS TO FUNDS AVAILABILITY

BY: Erica Scarpati
CareerSource Chief Financial Officer, Erica Scarpati

DATE: 4/27/15
ATTACHMENT A COST REIMBURSEMENT BUDGET AND SCOPE OF WORK

1. COST REIMBURSEMENT BUDGET

Payment to Contractor shall be cost reimbursement. The total cost reimbursement to be paid to Contractor for services under the terms of this Agreement shall not exceed the total amount stated in the table below unless otherwise authorized by CareerSource in a written amendment to the Agreement. Twelve monthly cost reimbursement invoices shall be submitted by Contractor to CareerSource by the 10th of each month. In the event the 10th falls on a Saturday or Sunday, the monthly cost reimbursement invoice will be due on the following Monday. Contractor shall also have the option to submit bimonthly invoices as needed. The monthly invoice shall be sent to the ATTN: WIOA Director, CareerSource Palm Beach County, 3400 Belvedere Road, West Palm Beach, Florida 33406. It will be assumed that the amount budgeted for each Cost Reimbursement Budget Cost Category Line Item will be proportionately distributed over the contract period unless otherwise specifically and particularly stated in the Cost Reimbursement Budget. A cost allocation plan must be submitted by Contractor and approved by CareerSource prior to submitting the first invoice containing such allocated costs. All payroll expenditures must include Personal Activity Reports (PARs), payroll registers, and other documents, as needed, to support invoiced expenditures billed to the Agreement. State and Federal funds provided by CareerSource to Contractor shall not be used directly or indirectly to pay for meals, food, or beverages. Contractor shall submit the monthly invoice in an approved format to be determined by CareerSource. Upon submission of an invoice by Contractor, Contractor certifies the expenses have been paid in full by Contractor and there is no other source of funding to reimburse Contractor for the expenses and therefore Contractor requests reimbursement from CareerSource.

<table>
<thead>
<tr>
<th>Cost Reimbursement Budget Cost Category Line Item</th>
<th>CareerSource Funding Amount $</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Salaries</td>
<td></td>
</tr>
<tr>
<td>1. Senior Director Social Enterprises &amp; Job Training and Education (0.20 FTE)</td>
<td>12,000</td>
</tr>
<tr>
<td>2. Job Training Instructor/Coach #1 (1.0 FTE)</td>
<td>39,545</td>
</tr>
<tr>
<td>3. Job Training Instructor/Coach #2 (1.0 FTE)</td>
<td>36,000</td>
</tr>
<tr>
<td>4. Job Developer (0.50 FTE)</td>
<td>20,000</td>
</tr>
<tr>
<td>5. Apprenticeship Supervisors/Trainers (various FTE as warranted)</td>
<td>28,000</td>
</tr>
<tr>
<td>B. Fringe benefit @ 20% of Salaries</td>
<td>32,531</td>
</tr>
<tr>
<td>C. Mileage for Staff @ .445 Cents</td>
<td>1,742</td>
</tr>
<tr>
<td>D. Office Supplies/Printing</td>
<td>2,000</td>
</tr>
<tr>
<td>E. Apprenticeship Stipends and/or work experience</td>
<td>10,000</td>
</tr>
<tr>
<td>F. Indirect 10%</td>
<td>18,182</td>
</tr>
<tr>
<td>G. TOTAL</td>
<td>200,000</td>
</tr>
</tbody>
</table>

REMAINDER OF PAGE INTENTIONALLY BLANK
2. SCOPE OF WORK
Contractor agrees to perform the below services for 50 participants. Recruitment and enrollment of the 50 participants shall be completed by Contractor no later than September 30, 2015. Contractor shall meet monthly with CareerSource and submit monthly written progress reports in accordance with Attachment B to CareerSource regarding Contractor's progress in performing the below services. Contractor's Job Training Instructor/Coach will complete full data entry, including but not limited to, case notes and participant activities in the Employ Florida Marketplace or current State data entry system.

I. CONTRACTOR SHALL ACHIEVE THE FOLLOWING GOALS AND OBJECTIVES:

A. Program Implementation: Recruit & Enroll 50 Participants
   - Provide assessment of participants to select program candidates mostly likely to achieve success.
   - Enroll 50 participants.
   - Enhance placement component to identify and engage local businesses.
   - Engage with local businesses to agree to hire participants and provide education regarding On the Job Training opportunities.

B. Short Term Outcomes: Train 50 Participants
   - Participants will gain new employability skills and training opportunities.
   - Participants will have access to new jobs.
   - Participants will have positive support to navigate services systems.
   - Community business leaders and small business owners will see the benefit of mentoring and hiring participants.

C. Intermediate Outcomes: Place in Unsubsidized Employment 30 Participants
   - Participants will gain and maintain employment.
   - Participants will increase their income.
   - Participants will be able to stabilize financially while in program.
   - Participants will secure employment.

II. CONTRACTOR SHALL ACHIEVE THE ABOVE GOALS AND OBJECTIVES IN ACCORDANCE WITH THE BELOW TIMELINE:

A. First Quarter: Period Ending September 30, 2015
   - Identify referral sources
   - Identify and enroll 50 participants in the Employ Florida Marketplace or current State system
   - Participants enroll in introduction to computers, 40-hour job training classroom curriculum and post classroom Job Coach Training sessions and complete Employ Florida Marketplace Assessments.
   - Participants have opportunities to enroll in Apprenticeship and On the Job Training placements.
   - Engage with local businesses willing to hire participants
   - Educate local employers about On the Job Training.

B. Second Quarter: Period Ending December 31, 2015
   - Participants enroll in introduction to computers, 40-hour job training classroom curriculum and post classroom Job Coach Training sessions and complete Employ Florida Marketplace Assessments.
   - Continue to engage and develop relationships with local businesses and employers for placing participants
   - Participants are active in job search activities.
   - Participants begin job interviews
   - Participants complete apprenticeships.
   - Access to Job Placement Extended Services, Learning Center.
   - Job Training Coaching pre placement and post placement.

C. Third Quarter: Period Ending March 31, 2016
   - Participants continue job search.
   - Participants continue job interviews.
   - Continue Job Placement Extended Services, Learning Center.
   - Job Training Coaching pre placement and post placement.

D. Fourth Quarter: Period Ending June 30, 2016
   - Continued job interviews.
   - Continued search for jobs.
   - Continued Job Placement Extended Services, Learning Center.
   - Continued Training Coaching pre placement and post placement
   - Participants gain and maintain unsubsidized employment lasting a minimum of 20 hours in a one-week pay period with a 30 day employment retention rate.
Job Readiness Classes – Participants will attend a forty-hour job readiness component of the job training and employment program. This will be conducted in small groups providing individualized attention to the specific learning ability of the participants. Participants are assessed when entering the program and at program completion to determine improved learning. They will learn hard and soft skills necessary to compete in today's job market and overcome the multiple barriers to employment that the homeless face, including taking direction, working effectively with others, resume writing, basic keyboarding, and internet job searching.

Job Readiness Graduates will be able to:
- search and apply for employment
- create a strong resume
- email potential employers
- present themselves appropriately in an interview, including:
  - Explaining their past history or employment
  - Understanding appropriate body language and speech
  - Understanding what to bring to an interview
  - The ability to present themselves in a positive and professional manner (physically and verbally)
  - Understanding what is appropriate attire for an interview (the Job Training Coach will assist participants in obtaining appropriate interview attire through an employment clothing closet.)
- create a current resume and reference page
- update and cater resume to fit specific job positions.
- understand what may be included in a background check and how to discuss “questionable” situations appropriately in an interview.
- be proficient at utilizing a variety of methods for finding employment opportunities and identifying community resources that can assist them in their employment search.
- have improved soft skills, including taking direction and working effectively with others.

JOB PLACEMENT Participants will utilize Café Joshua's Job Placement Assistance Center where they receive one-on-one assistance in the job searching and application process. Participants are provided with job leads from a variety of sources, including being directly referred to local companies and organizations who have partnered with Contractor to provide employment opportunities to qualified participants. Contractor shall notify CareerSource within 48 hours of a participant's placement into unsubsidized employment for the purpose of exiting the participant from the Program.

APPRENTICESHIP STIPENDS AND FUNDED WORK EXPERIENCE Contractor will pay a $75 weekly/$15 daily apprenticeship stipend as an incentive to each participant who fully participates in Contractor's apprenticeship program. Participants have the opportunity to move into a work experience of up to 29 hours weekly. Contractor is responsible for negotiating the length of the work experience with the employer. A Work Experience is a job-training experience at a supervised public or private not-for-profit or profit employer. It is an activity for participants to increase his/her employability skills by improving interpersonal skills, job-retention skills, stress management and by learning to balance between job and personal responsibilities. The intended goal is eventual placement into unsubsidized paid employment for the participant. The participant is not an employee of Contractor or CareerSource. An employer may not displace any regular employee or fail to fill a vacancy so that a worksite participant may fill the job requirements. Contractor shall enter into a non-financial Memorandum of Understanding with the employer documenting the duties to be performed by a participant, the hours available and completion of a timesheet to be signed by the employer. Site visits to apprenticeship and work experience site locations will be made by CareerSource staff throughout the contract term. Apprenticeship and Work Experience payments to participants can be made as a stipend or wage. Hourly rates cannot be tied to a stipend payment.

ASSESSMENTS Pre-Assessment will take place at the jail or prison using a predetermined tool. The tool will be used to address the participants' personal needs in order to link them to appropriate resources available from our agency and other community partners. The assessment will include, but will not be limited to, basic psychosocial behaviors, substance abuse, physical and mental health issues, reading/writing and math skills, employment experience, and job Training. Currently Contractors staff uses two tools for assessments: a standard bio-psychosocial assessment, as well as the Palm Beach County Universal Self-sufficiency Assessment tool.

In addition our team has adopted the Level of Service Inventory-Revised (LSI-R™) tool for pre and post-release risk assessments. This federally sanctioned tool is a quantitative survey of offender attributes and offender situations relevant for making decisions about levels of supervision and treatment. We have adopted this tool universally for all PBC-funded reentry services. Reentry Coaches use the LSI-R results to guide the development of individualized service plans to ensure a participant-centered approach to case management.

Once participants enter Contractor's program, different service components will employ additional assessments to track participants' progress. Contractor staff is very sensitive to the unnecessary duplication of assessments and will make every effort to streamline these tools when possible. Contractor will provide a comprehensive case management component to continuously assess and address participants' progress and needs. Together, participants and their case manager will develop an individualized plan utilizing in-house services as well as community-based services and will meet regularly to ensure positive outcomes.
Case Management support services will include, but will not be limited to, obtaining documentation (i.e. driver's licenses, birth certificates, social security cards) needed to obtain employment, applying for entitlement benefits, developing participants action plans, and linking participants to therapeutic services like Village for Change, mental health and substance abuse services, budget and credit counseling, and other educational services.

Job Training Component: Participants will learn a variety of skills to help them overcome the multiple barriers to employment that ex-offenders face, including:

- The necessary computer skills to be able to:
  - search and apply for employment
  - create a strong resume
  - email potential employers

- The ability to present themselves appropriately in an interview, including:
  - Explaining their criminal history
  - Understanding appropriate body language and speech
  - Understanding what to bring to an interview
  - The ability to present themselves in a positive and professional manner (physically and verbally)
  - Understanding what is appropriate attire for an interview (Contractor assists participants in obtaining appropriate interview attire through our employment clothing closet.)

- Creating a current resume and reference page, and learning to update and cater the resume to fit specific positions.
  - Understanding what may be included in a background check and how to discuss "questionable" situations appropriately in an interview.
  - Learning a variety of methods for finding employment opportunities.
  - Identifying community resources that can assist them in their employment search.
  - Improving soft skills, including taking direction and working effectively with others.

Job Placement Assistance Center: Will assist participants with:
- Matching their skills to employer needs
- Career planning
- Becoming federally bonded
- Opportunities for higher education, trade school and/or means to update current skills

Additionally, the Job Developer will educate local businesses regarding hiring participants as well as providing information about available tax incentives for hiring ex-offenders.

III. STRATEGIES FOR PARTICIPANTS TO OBTAIN AND MAINTAIN EMPLOYMENT

Job Training Assessment – Prior to entry into the program, the Job Training Instructor/Coach will assess participants for their vocational abilities, gaps in education and skills, and basic needs.

Job Readiness and Training Classes – Participants will attend a forty-hour job training classroom component of the job training and placement program conducted by the Job Training Instructor/Coach.

Learning Center – The center is an extension of the Job Training classroom curriculum. It is open to participants who are assessed and waiting to begin the forty-hour job training component, currently attending the forty-hour job training component, completed the forty-hour job training component, or enrolled or graduates of the apprenticeship programs.

Job Training Coaching – Participants will receive one-on-one job coaching and placement services.

Apprenticeships – Participants will have the opportunity for on-the-job training in a variety of apprenticeships and businesses.

Ongoing Assessments – Participants will be assessed prior to entering the Job Training and Placement Program, after the job training component and prior to being accepted into an apprenticeship. These assessments allow the Job Training Instructor/Coach or and the Supervisors to have a better understanding of each participant participant's physical, emotional, educational, and vocational needs.

Pre-Tests/Post-Tests – Participants will be given pre-tests prior to entering the Job Training component to help the Instructor and Training Supervisors cater the training curriculum to the students' abilities. The results of these tests will provide information needed for the instructor and the Training Supervisors to better understand the participant's strengths and weaknesses. The same test will be provided at the end of the course as well to indicate progress.
Identifying prospective employers – Employers will be identified based on the fields relevant to the participants’ skills and experience and engaged through Memorandums of Understanding. These fields include, but will not be limited to:

- Retail
- Customer service
- Culinary
- Cleaning and maintenance
- Clerical
- Behavioral health
- Hospitality
- Construction

The Job Training Instructor/Coach – Participants will meet with the Job Training Instructor/Coach to assist them in matching their skills to prospective employers. Participants will also receive help with employment applications and advice for the interview process. The Job Training Instructor/Coach will assist in the placement of participants as well as follow-up with participants and employers during the first few months of employment to ensure everyone’s needs are being met.

Job Boards – Lists of job opportunities will be posted.

Community Outreach – A Job Developer will engage with local businesses and organizations that offer employment in the above fields to educate local employers regarding hiring participants and the advantage of working with employees who have support. Research and our own experience have proven that building strong relationships with employers is key to helping homeless and formerly homeless participants gain employment. The more an employer trusts the process, the more likely they will be to take a chance on hiring a qualified participant. These efforts are accomplished through participation in Business Networking events.

Apprenticeship program components include Basic Culinary Apprenticeship (400 hours) & Advanced Culinary Apprenticeship (320 hours) – In the basic apprenticeship, participants gain knowledge and skills that will qualify them to apply for entry-level positions in any culinary setting. Topics cover sanitation, safety, inventory control, hot and cold food prep, grilling, soups and sauces, Sauté Cook, Fry Cook, Baker and Pastry Cook, Lead Cook and lead to Safe Service Certification. Apprentices who demonstrate an aptitude for more learning will be placed in higher level advanced work experiences within our Café Joshua Catering business. The Café Joshua Catering provides full-service catering for businesses and other non-profit organizations throughout Palm Beach County. Select graduates of our advanced culinary apprenticeship program, directed by highly-trained staff with extensive experience in the restaurant industry, work for our catering company and gain valuable experience in food preparation and service while making a competitive wage. In fact, with a commitment to model the success of our program, a recent culinary apprenticeship graduate has since been offered a full-time position within Contractor as an associate chef, while he is also working independently selling pastries through a second business venture at a local restaurant.

Front of the House Apprenticeship (240 hours) – Participants will be trained in Point of Sale/Cash handling, Etiquette/Customer Service, Dining Room Organization/Mise en Place, Beverage Service, Host/Hostess Seating, Serving Styles/Busking, Catering Best Service and Front of the House – Back of the House Communications.

Clerical Apprenticeship (320 hours) – Participants prepare for entry-level positions of receptionist, office assistant, administrative assistant, office clerk, file clerk or data entry person in a variety of office settings. Topics include managing medium to high telephone activity, filing customer service, data entry, word processing and office equipment basics.

Retail Apprenticeship (320 hours) – Participants gain knowledge and skills that will qualify them to apply for entry-level positions in any retail or department store setting. Topics include receiving, processing and pricing merchandise, telephone skills and etiquette, customer service skills and handling cash, credit cards and point of sale systems.

Landscaping (480 hours) – Participants gain knowledge and skills that will qualify them to apply for entry-level positions in any landscape company. Topics include OSHA: Power Tool Safety, Stairs and ladders, safely working in the heat, lawn maintenance, workplace etiquette, irrigation and pressure cleaning.

Basic Peer Advocacy Apprenticeship (280 hours) & Advanced Peer Advocacy Apprenticeship (160 hours) – Participants gain the knowledge and skills that will qualify them to apply for entry-level positions as a Behavioral Health Technician in mental health and substance abuse treatment settings. Topics include substance abuse, managing conflict, goal setting, intervention techniques, communication and listening skills and providing corrective feedback.
<table>
<thead>
<tr>
<th>PARTICIPANT</th>
<th>Job Training Assessment</th>
<th>Completed Job Training</th>
<th>Apprenticeship Entered</th>
<th>Employed</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CERTIFICATION FORMS
FORM 1 OF 3
CERTIFICATION & SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

1. This sworn statement and certification is submitted to CareerSource Palm Beach County by:

Diana Stanley, CEO
(Print Individual's Name & Title Highest Ranking Officer Such As The President/CEO)

for The Lord's Place
(Print Name of Contractor Submitting Sworn Statement)

whose business address is P.O. Box 3265, West Palm Beach, FL 33402

and its Federal Employer Identification Number is 59-2240502

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

a. A predecessor or successor of a person convicted of a public entity crime; or

b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or any entity organized under the laws of any state or of
the United States with the legal power to enter into a binding contract and which bids
or applies to bid on contracts let by a public entity, or which otherwise transacts or
applies to transact business with a public entity. The term “person” includes those
officers, directors, executives, partners, shareholders, employees, members, and
agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in
relation to the entity submitting this sworn statement. (indicate which statement
applies, CHECK ONE ONLY):

✓ Neither the entity submitting this sworn statement, nor any of its officers,
directors, executives, partners, shareholders, employees, members, or agents
who are active in the management of the entity, nor any affiliate of the entity has
been charged with and convicted of a public entity crime.

_____ The entity submitting this sworn statement, or one or more of its officers,
directors, executives, partners, shareholders, employees, members, or agents
who are active in the management of the entity or an affiliate of the entity has
been charged with and convicted of a public entity crime.

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

I UNDERSTAND THAT I AM REQUIRED TO INFORM CAREERSOURCE PALM
BEACH COUNTY PURSUANT TO FLORIDA STATUTES 287 OF ANY CHANGE IN
THE INFORMATION CONTAINED IN THIS FORM.

Diana Stanley CEO
Name Printed & Title Of Highest Ranking Officer Such As The President/CEO Certifying
As Contractor’s Representative

Signature of Certifying Contractor Representative

STATE OF Florida
COUNTY OF Palm Beach
Personally appeared before me, Diana Stanley
who, after first being sworn by me, affixed his/her signature in the space provided above
on this
27th day of April, 2015

(STATENY PUBLIC) My Commission Expires: 11/2/16

Page 2 of 4
CERTIFICATION FORMS
FORM 2 OF 3

SUSPENSION AND DEBARMENT CERTIFICATION

1) This sworn statement and certification is submitted to CareerSource Palm Beach County by:

Diana Stanley, CEO
(Print Individual’s Name & Title Highest Ranking Officer Such As The President/CEO)

for The Lord's Place
(Print Name of Contractor Submitting Sworn Statement)

whose business address is P.O. Box 32163 West Palm Beach, FL 33402

and its Federal Employer Identification Number is 59-2246502

The Contractor agrees to and certifies, to the best of the Contractor’s knowledge and belief, that:

2) Contractor has and shall comply with the Federal Regulations implementing Executive Order 12505, Debarment and Suspension 29 CFR Part 98, and in doing so provides to CareerSource Palm Beach County, this certification that neither Contractor, nor its principals, are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency.

3) Additionally, the Contractor shall comply with said regulation and requirement with regards to its Contractors or assignees. It shall ensure and require the same certification from its Contractors or assignees, which shall be forwarded to CareerSource Palm Beach County along with the notification of assignment or subcontract of the Contract.

Diana Stanley, CEO
Name & Title Printed of Certifying Contractor Representative

Diana Stanley
Signature of Certifying Contractor Representative

STATE OF Florida
COUNTY OF Palm Beach

Personally appeared before me, Diana Stanley
who, after first being sworn by me, affixed his/her signature in the space provided above on this

27th day of April, 2015

Laura L. Allianic
(Notary Public) My Commission Expires: 11/2/10

Page 3 of 4
CERTIFICATION FORMS
FORM 3 OF 3

CERTIFICATION & SWORN STATEMENT LOBBYING

1) This sworn statement and certification is submitted to CareerSource Palm Beach County by:

____ Diana Stanley, CEO ____________
(Print Individual’s Name & Title Highest Ranking Officer Such As The President/CEO)

for ____ The Lord’s Place ________
(Print Name of Contractor Submitting Sworn Statement),

whose business address is ___ P.O. Box 3265, West Palm Beach, FL 33402 ______

and its Federal Employer Identification Number is ___ 59-2240502 ______

The Contractor agrees to and certifies, to the best of the Contractor’s knowledge and belief, that:

2) As required by Section 1352, Title 31 of the U.S. Code, and implemented at 15 CFR Part 28, in providing the services to the community as described in the Contract between CareerSource Palm Beach County and Contractor, that Contractor is performing a public function and shall, during the period of the Contract, refrain from endorsing political candidates and taking other political actions that would be illegal if taken by the CareerSource Palm Beach County.

3) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a Contractor, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

4) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

5) The undersigned shall require that the language of this certification be included in the award documents for “all” sub-awards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all Contractor shall certify and disclose accordingly.

This certification is a material representative of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

____ Diana Stanley, CEO ______
Name & Title Printed of Certifying Contractor Representative

____ Diana Stanley ______
Signature of Certifying Contractor Representative

STATE OF Florida
COUNTY OF Palm Beach

Personally appeared before me, ___________ Diana Stanley ________, after first being sworn by me, affixed his/her signature in the space provided on this certificate of certification.

____ 27th day of April 2015 ______
__________________________
(DATE) (DATE)

____ LAURAL ALLIANCE ______
(LICENSED NOTARY PUBLIC) My Commission Expires 11/2/10

Page 4 of 4
VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

TO: CareerSource Palm Beach County Vendors
FROM: CareerSource Palm Beach County
RE: Conflict of Interest Disclosure

To avoid a conflict of interest, all vendors who have any financial and/or family/relative relationship(s) as defined in Section 112.3143, F.S. with any CareerSource Palm Beach County (CareerSource) or Palm Beach Workforce Development Consortium (Consortium) staff member or CareerSource Board, CareerSource Committee or Consortium member must clearly disclose such a relationship by completing and submitting this form when submitting a bid/submittal/quote/proposal (quote) to CareerSource. For purposes of this procedure, vendor, contractor and subrecipient are the same.

Financial or family relationships with vendors will disqualify an CareerSource or Consortium staff member or CareerSource Board, CareerSource Committee or Consortium member from participating in the discussion and voting to fund quotes and will also disqualify any individual from evaluating quotes. Contracts with an organization or individual represented on the CareerSource Board of Directors must be approved by a two-thirds vote of the board when a quorum has been established and the CareerSource Board member who could benefit financially from the transaction must abstain from all discussion and voting on the contract. Contracts equal to or greater than $25,000 with an CareerSource Board member or other person or entity who could benefit financially from the contract as defined in paragraph Section 112.312(2), F.S. must be reviewed by the Department of Economic Opportunity and approved by CareerSource Florida. Contracts under $25,000 must reported to CareerSource Florida. If the work/services or product provided in the quote requires prior approval of the CareerSource Board of Directors and impacts the CareerSource's ability to perform its duties/tasks in a timely manner or in the event of an emergency as determined by the President/CEO, the quote submitted by the vendor who has a conflict of interest relationship will not be considered by CareerSource.

In the space provided below, please identify any such relationships as defined in Section 112.3143, F.S. or verify that none exist at this time.

<table>
<thead>
<tr>
<th>Name of Person</th>
<th>Relationship To You</th>
<th>Relationship To CareerSource</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Yes, a relationship exists as defined in Section 112.3143, F.S.;

OR
At this time, I do not have a relationship as defined in Section 112.3143, F.S.

Diana Stanley
The Lord's Place

Printed Name of Vendor

[Signature]
Date: 4-27-15

Note any person who files an action protesting a decision or intended decision pertaining to contracts administered by CareerSource shall follow the requirements of CareerSource's Procurement, Contract Award and Provider Protests policy which states any protest of a contract award following the termination of a procurement process must be filed in writing and delivered to the CareerSource President/CEO within seventy two hours of the publication of the award. The CareerSource President/CEO's address is 3400 Belvedere Road, West Palm Beach, Florida 33406 and e-mail address is scraig@careersourcepb.com. The time of the publication of the award shall be the date at which notice of the award is published by CareerSource (the date at the top of this letter). Failure to file within seventy two hours of the publication of the award shall constitute a waiver of all rights and no other opportunity to protest the award of the contract will be considered. You may obtain a copy of CareerSource's Procurement, Contract Award and Provider Protests policy on the CareerSource website at pbccareersource.com. Click on the link "Doing Business With Us". Then scroll down the drop down menu and open the document named "CareerSource Procurement, Contract Award and Provider Protests Policy". You may also obtain a hard copy of the CareerSource Procurement, Contract Award and Provider Protests Policy by contacting the CareerSource President/CEO at (561) 340-1061, Ext. 2221 or scraig@careersourcepb.com.
December 22, 2014

David Baker, Esq.
Alley, Maass, Rogers & Lindsay, P.A.
340 Royal Poinciana Way, Suite 321
Palm Beach, FL 33480

Re: Contract to Administer Grant Funds

Dear Mr. Baker:

Enclosed for your records, please find an original fully executed Contract to Administer Grant Funds, which was approved by the Palm Beach County Board of County Commissioners at its December 16, 2014 meeting.

Thank you for your attention to this matter.

Very truly yours,

[Signature]

Shannon R. LaRocque, P.E.
Assistant County Administrator

Enclosure

c: Tammy K. Fields, Esq., Chief Assistant County Attorney
James Brako, Esq., County Attorney
Steve Craig, President/CEO, CareerSource Palm Beach County (with enclosure)
This Contract is made as of the __________ day of __________, 20________, by and between Palm Beach County, a Political Subdivision of the State of Florida, by and through its Board of Commissioners, hereinafter referred to as the COUNTY, and CareerSource Palm Beach County, Inc., a Florida corporation, authorized to do business in the State of Florida, hereinafter referred to as the CAREERSOURCE, whose Federal I.D. is __650709274__. 

In consideration of the mutual promises contained herein, the COUNTY and the CAREERSOURCE agree as follows:

**ARTICLE 1 - SERVICES**

The CAREERSOURCE’S responsibility under this Contract is to administer Federal and State workforce development programs in Palm Beach County, as more specifically set forth in the Scope of Work detailed in Exhibit "A".

The COUNTY’S representative/liaison during the performance of this Contract shall be Shannon R. LaRocque, P.E., Assistant County Administrator, telephone no. (561) 355-2428.

The CAREERSOURCE’S representative/liaison during the performance of this Contract shall be Steve Craig, President & CEO, telephone no. (561) 340-1060.

**ARTICLE 2 - SCHEDULE**

The date of execution shall be the effective date of the contract and shall be renewed annually by the COUNTY on or before July 1 of each year to assure material compliance with this Contract and all applicable local, State and Federal laws and regulations. This Contract shall be deemed automatically renewed unless the COUNTY shall give written notice to CAREERSOURCE of non-renewal at least 120 days prior to its annual renewal date.

Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in Exhibit "A".

**ARTICLE 3 - PAYMENTS TO ALLIANCE**

CAREERSOURCE shall not receive any compensation from the COUNTY to perform these services. CAREERSOURCE shall utilize grant funding for all costs to administer and oversee the grant funds.

**ARTICLE 4 - TERMINATION**

This Contract may be terminated in whole or in part, by the COUNTY, with cause, upon 120 days written notice to the CAREERSOURCE with an opportunity of CAREERSOURCE to cure any material violation of this Contract or applicable law or regulation. Upon failure of CAREERSOURCE to cure such violation and after receipt of a Termination Notice and except
as otherwise directed by the COUNTY the CAREERSOURCE shall:

A. Stop work on the date and to the extent specified.

B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work which are subject to termination at the direction of the COUNTY.

C. Transfer all work in process, completed work, and other materials related to the terminated work to the COUNTY.

D. Continue and complete all parts of the work that have not been terminated provided, however, that, notwithstanding the termination of the CONTRACT, CAREERSOURCE shall have the power and authority to perform the work continued.

ARTICLE 5 - PERSONNEL

CAREERSOURCE represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the COUNTY.

All of the services required hereunder shall be performed by CAREERSOURCE or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services.

CAREERSOURCE warrants that all services shall be performed by skilled and competent personnel.

All of CAREERSOURCE’S personnel (and all Subcontractors), while on County premises conducting the business of CAREERSOURCE and known by CAREERSOURCE to be on County premises, will be informed that they shall comply with all COUNTY requirements governing conduct, safety and security.

ARTICLE 6 - FEDERAL AND STATE TAX

The COUNTY is exempt from payment of Florida State Sales and Use Taxes. The COUNTY will sign an exemption certificate submitted by the CAREERSOURCE. The CAREERSOURCE shall not, based solely on this Contract, be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the COUNTY, nor is the CAREERSOURCE authorized to use the COUNTY'S Tax Exemption Number in securing such materials. CAREERSOURCE shall be responsible for obtaining and demonstrating its own exemption.

The CAREERSOURCE shall be responsible for payment of its own and its share of its employees' payroll, payroll taxes, and benefits with respect to this contract.
ARTICLE 7 - INSURANCE

A. CAREERSOURCE shall, at its sole expense, agree to maintain in full force and effect at all times during the life of this Contract, insurance coverages and limits (including endorsements), as described herein to the extent permitted by Federal law and regulation, currently found in OBM Circular A-122 Attachment B subsection 22 (the “Federal Limitation”). CAREERSOURCE shall agree to provide the COUNTY with at least ten (10) day prior notice of any cancellation, non-renewal or material change to the insurance coverages. The requirements contained herein, as well as COUNTY’S review or acceptance of insurance maintained by CAREERSOURCE are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by CAREERSOURCE under the contract.

B. **Commercial General Liability** CAREERSOURCE shall maintain Commercial General Liability at a limit of liability not less than **$500,000** Each Occurrence. Coverage shall not contain any endorsement excluding Contractual Liability or Cross Liability unless granted in writing by County’s Risk Management Department. CAREERSOURCE shall provide this coverage on a primary basis.

C. **Business Automobile Liability** CAREERSOURCE shall maintain Business Automobile Liability at a limit of liability not less than **$500,000** Each Accident for all owned, non-owned and hired automobiles. In the event CAREERSOURCE doesn’t own any automobiles, the Business Auto Liability requirement shall be amended allowing CAREERSOURCE to agree to maintain only Hired & Non-Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto coverage form. CAREERSOURCE shall provide this coverage on a primary basis.

D. **Workers’ Compensation Insurance & Employers Liability** CAREERSOURCE shall maintain Worker’s Compensation & Employers Liability in accordance with Florida Statute Chapter 440. CAREERSOURCE shall provide this coverage on a primary basis.

E. **Additional Insured** CAREERSOURCE shall endorse the COUNTY as an Additional Insured with a CG 2026 Additional Insured - Designated Person or Organization endorsement, or its equivalent, to the Commercial General Liability. The Additional Insured endorsement shall read “Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents.” CAREERSOURCE shall provide the Additional Insured endorsements coverage on a primary basis.

F. **Waiver of Subrogation** To the extent permitted by the Federal Limitation, CAREERSOURCE hereby waives any and all rights of Subrogation against the County, its officers, employees and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement to the policy, then CAREERSOURCE shall agree to notify the insurer and request the policy be endorsed with a Waiver of Transfer of rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which specifically prohibits such an endorsement, or which voids coverage should CAREERSOURCE enter into such an agreement on a pre-loss basis.
G. **Certificate(s) of Insurance** Prior to execution of this Contract, CAREERSOURCE shall deliver to the COUNTY’S representative as identified in Article 24, a Certificate(s) of Insurance evidencing that all types and amounts of insurance coverages required by this Contract have been obtained and are in full force and effect. Such Certificate(s) of Insurance shall include a minimum ten (10) day endeavor to notify due to cancellation or non-renewal of coverage. The certificate of insurance shall be issued to:

Palm Beach County  
Attn: Shannon R. LaRocque, P.E., Assistant County Administrator  
301 N Olive Avenue, 11th Floor  
West Palm Beach, FL 33401

H. **Umbrella or Excess Liability** If necessary, CAREERSOURCE may satisfy the minimum limits required above for either Commercial General Liability, Business Auto Liability, and Employer’s Liability coverage under Umbrella or Excess Liability. The Umbrella or Excess Liability shall have an Aggregate limit not less than the highest “Each Occurrence” limit for either Commercial General Liability, Business Auto Liability, or Employer’s Liability. The COUNTY shall be specifically endorsed as an “Additional Insured” on the Umbrella or Excess Liability, unless the Certificate of Insurance notes the Umbrella or Excess Liability provides coverage on a “Follow-Form” basis.

I. **Right to Review** COUNTY, by and through its Risk Management Department, in cooperation with the contracting/monitoring department, reserves the right to review, modify, reject or accept any required policies of insurance, including limits, coverages, or endorsements, herein from time to time throughout the term of this Contract. COUNTY reserves the right, but not the obligation, to review and reject any insurer providing coverage because of its poor financial condition or failure to operate legally.

**ARTICLE 8 - INDEMNIFICATION**

To the extent permitted by applicable law including Federal law and regulation as currently reflected in OMB Circular A-122, Attachment B, subsections 10 and 22, CAREERSOURCE shall protect, defend, reimburse, indemnify and hold COUNTY, its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, cost, damages or causes of action of every kind or character, including attorney’s fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of their performance of the terms of this Contract or due to the acts or omissions of CAREERSOURCE.

**ARTICLE 9 - SUCCESSORS AND ASSIGNS**

The COUNTY and the CAREERSOURCE each binds itself and its successors and assigns to the other party and to the successors and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the COUNTY nor the CAREERSOURCE shall assign, sublet, convey or transfer its interest in this Contract without the prior written consent of the other.
ARTICLE 10 - REMEDIES

This Contract shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Contract will be held in Palm Beach County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

No provision of this Contract is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this Contract, including but not limited to any citizen or employees of the COUNTY and/or CAREERSOURCE.

ARTICLE 11 - CONFLICT OF INTEREST

The conduct of CAREERSOURCE’s board of directors as related to conflicts of interest is governed by Florida Statutes section 445.007. With respect to its employees, the CAREERSOURCE represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in Chapter 112, Part III, Florida Statutes, and the Palm Beach County Code of Ethics. Further, with respect to its employees, the CAREERSOURCE further represents that no person having any such conflict of interest shall be employed for said performance of services.

With respect to its employees, the CAREERSOURCE shall promptly notify the COUNTY’s representative, in writing, by certified mail, of all potential conflicts of interest of any prospective business association, interest or other circumstance which may influence or appear to influence the CAREERSOURCE’S judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the CAREERSOURCE may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute a conflict of interest if entered into by the CAREERSOURCE. The COUNTY agrees to notify the CAREERSOURCE of its opinion by certified mail within thirty (30) days of receipt of notification by the CAREERSOURCE. If, in the opinion of the COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by the CAREERSOURCE, the COUNTY shall so state in the notification and the CAREERSOURCE shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the COUNTY by the CAREERSOURCE under the terms of this Contract.

The CAREERSOURCE shall require their President & CEO and Directors to complete an executed Disclosure of Material Interests in writing on the form attached as Exhibit "B" once annually. Forms shall be submitted to County Administration within thirty (30) days of the Effective Date.
ARTICLE 12 - EXCUSABLE DELAYS

CAREERSOURCE shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of the CAREERSOURCE or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God, force majeure, natural or public health emergencies, labor disputes, freight embargoes, and abnormally severe and unusual weather conditions.

Upon the CAREERSOURCE’S request, the COUNTY shall consider the facts and extent of any failure to perform the work and, if the CAREERSOURCE’S failure to perform was without it or its subcontractors fault or negligence, the Contract Schedule and/or any other affected provision of this Contract shall be revised accordingly, subject to the COUNTY’S rights to change, terminate, or stop any or all of the work at any time.

ARTICLE 13 - ARREARS

The CAREERSOURCE shall not pledge the COUNTY’S credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The CAREERSOURCE further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.

ARTICLE 14 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

Except to the extent CAREERSOURCE is required by state and Federal law or regulation to maintain documents and information provided to or obtained by CAREERSOURCE in confidence, the CAREERSOURCE shall deliver to the COUNTY’s representative, if requested by COUNTY, all documents and materials prepared by and for the COUNTY under this Contract.

To the extent allowed by Chapter 119, Florida Statutes, all written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the COUNTY or at its expense will be kept confidential by the CAREERSOURCE and will not be disclosed to any other party, directly or indirectly, without the COUNTY’S prior written consent unless required by a lawful court order.

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract and the consummation of the transactions contemplated hereby.

Except to the extent CAREERSOURCE is required by state and Federal law or regulation to maintain documents and information provided to or obtained by CAREERSOURCE in confidence, all documents, records, reports and any other materials produced hereunder shall be subject to disclosure, inspection and audit, pursuant to the Palm Beach County Office of the Inspector General, Palm Beach County Code, Sections 2-421 - 2-440, as amended.
ARTICLE 15 - INDEPENDENT CONTRACTOR RELATIONSHIP

The CAREERSOURCE is, and shall be, in the performance of all work services and activities under this Contract, an Independent Contractor, and not an employee, agent, or servant of the COUNTY. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the CAREERSOURCE’S sole direction, supervision, and control. The CAREERSOURCE shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the CAREERSOURCE’S relationship and the relationship of its employees to the COUNTY shall be that of an Independent Contractor and not as employees or agents of the COUNTY.

The CAREERSOURCE does not have the power or authority to bind the COUNTY in any promise, agreement or representation.

ARTICLE 16 - ACCESS AND AUDITS

Except as provided in Article 14 above, the CAREERSOURCE shall provide the COUNTY an annual audit conducted by an Independent Certified Public Accountant.

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Section 2-421 - 2-440, as may be amended. The Inspector General’s authority includes but is not limited to the power to review past, present and proposed County contracts, transactions, accounts and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of the CAREERSOURCE, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud.

Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be in violation of Palm Beach County Code, Section 2-421 - 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

ARTICLE 17 - NONDISCRIMINATION

The CAREERSOURCE warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity and expression, or genetic information.

ARTICLE 18 - AUTHORITY TO PRACTICE

The CAREERSOURCE hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the COUNTY’s representative upon request.
ARTICLE 19 - SEVERABILITY

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Contract, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 20 - PUBLIC ENTITY CRIMES

As provided in F.S. 287.132-133, by entering into this contract or performing any work in furtherance hereof, the CAREERSOURCE certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the thirty-six (36) months immediately preceding the date hereof. This notice is required by F.S. 287.133(3)(a).

ARTICLE 21 - MODIFICATIONS OF WORK

Subject to the approval of CAREERSOURCE which shall not be unreasonable withheld, the COUNTY reserves the right to make changes in Scope of Work, including alterations, reductions therein or additions thereto. Upon receipt by the CAREERSOURCE of the COUNTY’S notification of a contemplated change, the CAREERSOURCE shall, in writing: (1) provide a detailed estimate for the increase or decrease in cost due to the contemplated change, (2) notify the COUNTY of any estimated change in the completion date, and (3) advise the COUNTY if the contemplated change shall affect the CAREERSOURCE’S ability to meet the completion dates or schedules of this Contract.

If the COUNTY so instructs in writing, the CAREERSOURCE shall, unless otherwise required by state or Federal law or policy, suspend work on that portion of the Scope of Work affected by a contemplated change, pending the COUNTY’S decision to proceed with the change.

If the COUNTY elects to make the change, the COUNTY shall initiate a Contract Amendment and the CAREERSOURCE shall not commence work on any such change until such written amendment is signed by the CAREERSOURCE and approved and executed on behalf of Palm Beach County.

ARTICLE 22 - NOTICE

All notices required in this Contract shall be sent by certified mail, return receipt requested, hand delivery or other delivery service requiring signed acceptance. If sent to the COUNTY, notices shall be addressed to:

Palm Beach County
Attn: Shannon R. LaRocque, P.E., Assistant County Administrator
301 North Olive Avenue, 11th Floor
West Palm Beach, Florida 33401
With copy to:

Palm Beach County Attorney's Office
Attn: Tammy K. Fields, Esq., Chief Assistant County Attorney
301 North Olive Avenue, 6th Floor
West Palm Beach, Florida 33401
If sent to the CAREERSOURCE, notices shall be addressed to:

CareerSource Palm Beach County, Inc.
Attn: Steve Craig, President & CEO
3400 Belvedere Road, West Palm Beach, FL 33406

With copy to:

Alley, Maass, Rogers & Lindsay, P.A.
Attn: David H. Baker, Esq.
340 Royal Poinciana Way, Suite 321
Palm Beach, FL 33480

ARTICLE 23 - ENTIRETY OF CONTRACTUAL AGREEMENT

The COUNTY and the CAREERSOURCE agree that this Contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto in accordance with Article 21- Modifications of Work.

ARTICLE 24 - REGULATIONS; LICENSING REQUIREMENTS

The CAREERSOURCE shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. CAREERSOURCE is presumed to be familiar with all federal, state and local laws, ordinances, codes and regulations that may in any way affect the services offered.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]
IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Contract on behalf of the COUNTY and CAREERSOURCE has hereunto set its hand the day and year above written.

ATTEST:
SHARON R. BOCK
CLERK AND COMPTROLLER

By: [Signature]

Deputy Clerk

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS:

By: [Signature]

Shelley Vana
Mayor

WITNESS:

Mary Mullen

[Signature]

Name (type or print)

CAREERSOURCE:

CAREERSOURCE PALM BEACH COUNTY, INC.

By: [Signature]

STEVE CRAIG
Name

PRESIDENT & CEO
Title

(corp. seal)

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: [Signature]

Tammy K. Fields
Chief Assistant County Attorney

APPROVED AS TO TERMS
AND CONDITIONS

By: [Signature]

Shannon R. LaRocque, P.E.
Assistant County Administrator
SCOPE OF WORK

CAREERSOURCE shall perform the duties and responsibilities of a regional workforce board under state and Federal law.

In addition, CAREERSOURCE may perform other duties and responsibilities as are from time to time agreed between the COUNTY and CAREERSOURCE.
DISCLOSURE OF MATERIAL INTERESTS

TO: PALM BEACH COUNTY ADMINISTRATOR, OR
HIS OR HER OFFICIALLY DESIGNATED REPRESENTATIVE

BEFORE ME, the undersigned authority this day personally appeared STEVE CRAIG hereinafter referred to as Undersigned, who states as follows:

1. Undersigned is in the position of President & CEO or member of the Board of Directors of the CareerSource Palm Beach County, Inc. (BOARD).

2. Undersigned’s address is: 3400 BELVEDERE ROAD, WEST PALM BEACH, FLORIDA 33406.

3. The Term of this Disclosure shall be for a period of one (1) year from the date of execution.

4. Undersigned states that neither Undersigned, nor any member of Undersigned’s immediate family, to Undersigned’s actual knowledge, has any material interest, directly or indirectly, in any entity that is seeking to obtain economic development incentives from the County with the assistance of the Board from the time the Board of County Commissioners considers approval of such incentives until the sooner of: one (1) year after approval of such incentives; or upon the Board of County Commissioners’ decision not to approve such incentives. For purposes of this paragraph “immediate family” means parent, spouse, child or sibling. For purposes of this paragraph “material interest” shall mean serving as an officer, partner, director, or proprietor of the entity, or the ownership of more than five percent (5%) of the total assets or capital stock in the entity.

5. Undersigned, by execution hereof, agrees that Undersigned shall at all times during the term of this Disclosure conduct himself/herself in accordance with the highest fiduciary standards for a person in the position of Undersigned, and shall have a continuing obligation during such term to bring any conflict of interest involving Undersigned or a member of Undersigned’s immediate family to the attention of the Board of Directors and CEO of the BOARD.

6. Undersigned has examined this disclosure and to the best of Undersigned’s knowledge believes it is true, correct, and complete.

Signature

Sworn to (or affirmed) and subscribed before me this 14 day of NOVEMBER, 2014, by STEVE CRAIG (X) who is personally known to me or ( ) who has produced __________________________ as identification and who did take an oath.

Notary Public

ERICA J. SCARPATI
NOTARY PUBLIC
STATE OF FLORIDA
Comm# EE166376
Expires 6/3/2016
(seal)
I. EXECUTIVE BRIEF

Motion and Title: Staff Recommends Motion to Approve an Interlocal Agreement creating the Palm Beach Workforce Development Consortium, authorizing the execution of such other documents as may be necessary to complete the transactions contemplated hereby; and providing an effective date.

Summary: Workforce Alliance, Inc. (Alliance) currently operates as the County's administrative entity pursuant to the Palm Beach County Local Elected Officials (PBC LEO) Agreement #R2004-0838 dated April 15, 2004 through June 30, 2006, to provide policy guidance for implementing and exercising oversight with respect to job-training activities under the Workforce Innovation Act of 2003 (Florida Statutes, Section 465) and the Workforce Investment Act of 1998 (P.L. 105-222). The PBC LEO Agreement designates Alliance as the fiscal agent, grant recipient and administrative entity to administer the Workforce Investment Act (WIA), the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), Wagner- Peyser Act (WP) and such other funding sources as may be available to support workforce development activities for Region 21, Palm Beach County, Florida.

Under the new interlocal Agreement, Alliance will continue to act as the fiscal agent, grant recipient and administrative entity for those funding sources and workforce development activities. Execution of the interlocal Agreement will supersede the PBC LEO Agreement #R2004-0838.

The Interlocal Agreement empowers the Palm Beach County Board of County Commissioners to appoint 17 (85%) of their respective number of private sector members to the Alliance Board of Directors. Additionally, the Interlocal Agreement provides for the Palm Beach County Board of County Commissioners to terminate their participation in the Interlocal Agreement by sending a 60-day written notice.

Background and Policy Issues: Public Law 105-220, WIA, enacted by the Congress of the United States, effective August 1998 established a program to provide universal access to workforce development services for the businesses and citizens of Palm Beach County.

The State of Florida's Workforce Development Board (WDB), Workforce Florida, Inc. (WFI) was created by the Legislature in 2000, has been designated by the Governor to take the lead in designing and directing Florida's workforce development strategy and to designate Workforce Development Areas. The County of Palm Beach has been designated by the Governor of the State of Florida as a Workforce Development Region (Region 21).

A readily available workforce of skilled workers is mandatory to attract new businesses to the region and to retain and expand existing businesses which will increase the wealth of the region, support sustainable economic development, ensure jobs for our citizens, expand the tax base, improve the quality of life and ensure the region’s economic future. The WIA of 1998 allows that an agreement may be entered into between the general purpose governmental jurisdictions which comprise the workforce development investment area. The governing body of the County of Palm Beach desires that it be included in regional workforce development initiatives to retain its businesses and citizens of the benefits of Florida's workforce development strategy and potential funding sources.

The above governing body in the WDB Region 21 has come together with the cities of Palm Beach Gardens, South Bay and Delray Beach to form the Consortium to carry out their separate and independent functions in a coordinated and cooperative fashion.

Attachment:

1. Interlocal Agreement Creating the Palm Beach Workforce Development Consortium

Recommended by: Department Director

Approved By: Assistant County Administrator
II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

<table>
<thead>
<tr>
<th>Fiscal Years</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>External Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Income (County)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-Kind Match (County)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NET FISCAL IMPACT** As Alliance is designated as the grant recipient and administrative entity in the Intergov Agreement there is no fiscal impact.

**No. ADDITIONAL FTE POSITIONS (Cumulative)**

Is Item Included In Current Budget? Yes No

Budget Account No.: Fund _____ Department _____ Unit _____ Object _____ Reporting Category

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Departmental Fiscal Review:

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

[Signatures]

B. Legal Sufficiency:

[Signature]

This Contract complies with our contract review requirements.

C. Other Department Review:

[Signature]

Department Director

REVISED 9/03
ADM FORM 01
(THEY SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.)
July 16, 2007

Ms. Kathryn Schmidt
Workforce Alliance, Inc.
326 Fern Street, Suite 301
West Palm Beach, FL 33401

RE: INTERLOCAL AGREEMENT

Dear Ms. Schmidt:

At the July 10, 2007, the Board of County Commissioners approved the Interlocal Agreement with created the Palm Beach Workforce Development Consortium.

As you have requested, I have attached the three (3) originals for you to distribute to the following municipalities:

- The City of Delray Beach
- The City of Palm Beach Gardens; and
- The City of South Bay

I have also attached one (1) copy of the Interlocal Agreement for your files. If you have any further questions, please feel free to contact me at 561-355-2428.

Sincerely,

Sandra L. Smith
Executive Assistant

Attachments

sls
INTERLOCAL AGREEMENT CREATING
THE
PALM BEACH WORKFORCE DEVELOPMENT CONSORTIUM

This Agreement, to create the Palm Beach Workforce Development Consortium ("Consortium") is made and entered into pursuant to the authority under Section 163.01, Florida Statutes, by and between Palm Beach County and the Cities of Delray Beach, Palm Beach Gardens, and South Bay, all of the State of Florida, each passing resolutions to that effect.

WITNESSETH THAT:

WHEREAS, Public Law 105-220 enacted by the Congress of the United States effective August 1998, which Act is known as the Workforce Investment Act ("WIA"), established a program to provide universal access to workforce development services for the businesses and citizens of Palm Beach County; and,

WHEREAS, the State of Florida's Workforce Development Board ("WDB") Workforce Florida, Inc. (WFI) created by the Legislature in 2000, has been designated by the Governor to take the lead in designing and directing Florida's workforce development strategy and to designate Workforce Development Areas; and

WHEREAS, the County of Palm Beach has been designated by the Governor of the State of Florida as a Workforce Development Region (Region 21); and,

WHEREAS, the Workforce Investment Act of 1998, allows that an agreement may be entered into between the general purpose governmental jurisdictions which comprise the workforce development/investment area; and

WHEREAS, the governing body of each of the parties to this Agreement desire that its county or city be included in regional workforce development initiatives to avail its businesses and citizens of the benefits of Florida's workforce development strategy, including those programs funded through the Workforce Investment Act of 1998 (WIA), the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWOR), the Wagner-Peyser Act (WP), the Florida Workforce Innovation Act of 2000 (FWIA), and such other funding sources as may be available to support workforce activities.

WHEREAS, the above governing bodies in the WDB Region 21 have come together to form the Consortium to carry out their separate and independent functions described herein in a coordinated and cooperative fashion; and

WHEREAS, a readily available workforce of skilled workers is mandatory to attract new businesses to the region and to retain and expand existing businesses which will increase the wealth of the region, support strong economic development, ensure jobs for our citizens, expand the tax base, improve the quality of life and ensure the region's economic future.
WHEREAS, the Consortium intends to establish an independent district with no taxing or bonding authority to enhance local workforce development activities in Palm Beach County, Florida.

NOW, THEREFORE, in consideration of the promises and mutual covenants and obligations contained herein and for other good and valuable consideration, the parties agree and understand as follows:

1. ESTABLISHMENT OF THE PALM BEACH WORKFORCE DEVELOPMENT CONSORTIUM

a. Is hereby established a multi-jurisdictional consortium hereinafter called the "Palm Beach Workforce Development Consortium" or "Consortium" for the express purpose of carrying out the individual responsibilities of each party to this Agreement under the Workforce Investment Act of 1998 (WIA), the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWOR), the Wagner-Peyser Act (WP), the Florida Workforce Innovation Act of 2000 (FWIA), and such other funding sources as may be available to support workforce activities.

b. The Consortium shall consist of four (4) members. The Chairman of the Board of County Commissioners of Palm Beach County shall serve as that County's representative on the Consortium; however, the Board of County Commissioners Chairman may appoint a replacement member of the County Commission to the Consortium and any such Commissioner shall have full voting rights and privileges. Likewise, the Mayor of the City of Delray Beach, the Mayor of the City of Palm Beach Gardens, and the Mayor of the City of South Bay shall serve as those cities representatives on the Consortium; however the Mayors may appoint any member of their respective City Councils to the Consortium and any such Council Member shall have full voting rights and privileges in accordance with "Attachment 1 Workforce Alliance, Inc. Board Composition" of this Agreement.

2. PARTIES TO THIS AGREEMENT

Each of the parties to this Agreement is a county or city of the State of Florida and as such is a general-purpose political subdivision, which has the power to levy taxes and expend funds, as well as general corporate and police powers. These parties are more particularly identified as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of County Commissioners</td>
<td>301 North Olive Avenue</td>
</tr>
<tr>
<td>Palm Beach, Florida</td>
<td>West Palm Beach, FL 33401</td>
</tr>
<tr>
<td>Mayor, City of Delray Beach</td>
<td>100 NW First Avenue</td>
</tr>
<tr>
<td>Delray Beach, Florida</td>
<td>Delray Beach, FL 33444</td>
</tr>
<tr>
<td>Mayor, City of Palm Beach Gardens</td>
<td>10500 North Military Trail</td>
</tr>
</tbody>
</table>
3. CONSIDERATION

In order to establish the background, context, and frame of reference for this Agreement and to generally express the objectives and intentions of the respective parties hereeto, the following are the predicates underlying the undertakings and commitments included within the provisions which follow and shall be constructed as the essential elements of the mutual considerations upon which this Agreement is based.

4. GEOGRAPHICAL AREA TO BE SERVED BY THIS AGREEMENT

a. The geographical area to be served by this Agreement is the combined geographical area of each of the four members' county area and city limits that are parties to this Agreement, whose geographical areas are contained in the legal description found in Chapter 7, Florida Statutes.

b. Pursuant to the designation by the Governor, the four members constituting the Palm Beach Workforce Development Consortium and Workforce Alliance, Inc. shall be the WDB Region as provided for in Section 116 of Title 1 of the WIA, PRWOR, WP, FWAIA and Florida's workforce development initiatives as designated by WFI and the Governor for the geographical area covered by this Agreement.

5. FEDERAL AND STATE REQUIREMENTS

It is the intent of the Consortium to incorporate into this Agreement the duties and obligations governing programs under WIA, PRWOR, WP, and the Workforce Florida Act programs as well as any other rules and regulations both State and Federal, applicable to these initiatives.

6. CREATION OF ADMINISTRATIVE ENTITY

The Consortium, pursuant to Section 163.01(7) of the Florida Statutes will employ staff which comprise Workforce Alliance, Inc. and the Workforce Alliance One-Stop Advisory Committee to operate and implement workforce programs including one-stop direct services as well as related programs in the workforce development area (Region 21).

7. JOINT UNDERSTANDING

The terms and conditions, which follow, reflect the joint understanding between the parties.
8. **MEMBERSHIP**

a. The Consortium shall consist of the four (4) member governments represented by elected officials designated to serve by their respective Commission, or Council. The elected official may designate an alternate to serve in the elected official’s absence. The alternate shall also be either the chief elected official or an elected official to the Commission, or Council of the member government.

b. The officers of the Consortium shall include a chair and a vice chair. These officers shall be elected from among and by the membership of the Consortium for a term of one year, consistent with the state fiscal year, but shall hold office until their successors are duly elected.

9. **DUTIES AND RESPONSIBILITIES OF THE PALM BEACH WORKFORCE DEVELOPMENT CONSORTIUM**

a. To appoint the members of Workforce Alliance Inc. in accordance with the WIA, FWIA, and Attachment 1 of this Agreement. The Workforce Alliance Inc. Board shall consist of 35 members as provided for under the Workforce Investment Act, and the Florida Workforce Innovation Act.

i. As per Attachment 1 each unit of local government will appoint their respective number of private sector members to the Workforce Alliance, Inc. board of directors as listed in Attachment 1. Mandatory appointments will be approved by the Consortium.

ii. The Consortium may add individual organizational representatives to the membership of Workforce Alliance Inc. Board of Directors as provided for under the WIA and the FWIA, provided that sufficient additional private sector appointments are made to assure a 51% private sector majority.

iii. Nominations to Workforce Alliance Inc. Board of Directors shall be made in accordance with the WIA, FWIA and such instructions as may be received from the Governor of the State of Florida.

b. To designate Workforce Alliance, Inc. as the fiscal agent, grant recipient and administrative entity to administer WIA, PRWOR, Wagner-Peyser Act and such other funding sources as may be available to support workforce development activities for Region 21, Palm Beach County, Florida as chartered by WFI. The Board of County Commissioners can review this section (9b) on an annual basis and amend it as described under section 15 of this agreement.
c. To enter into agreements with each other regarding the workforce development area, including the selection of one of the parties to the agreement to serve as the chief elected official for the area.

d. To determine the procedures for the development of the workforce investment plan as described in Section 117 of the WIA and the strategy to implement Florida's workforce development initiative within the area designated in Section 4 of this Agreement.

e. Together with Workforce Alliance, Inc., to approve the workforce development plan for the Region and modifications thereto.

f. To provide oversight and guidance in conjunction with the Workforce Alliance Inc. Board of Directors.

g. To accept responsibility for compliance and accountability for State and federal funds. Any disallowed costs will remain the responsibility of Palm Beach County as currently exists.

h. To perform any other appropriate duties necessary for the accomplishment, and consistent with the purposes, of this Agreement, the WIA, PRWOR, WP, and FWIA.

i. To establish an independent special district (to create through an interlocal agreement offering staff the ability to participate in the Florida Retirement System), with no taxing or bonding authority, to enhance workforce development activities in Palm Beach County, Florida.

10. MEETINGS

a. The Chair shall preside at all Consortium meetings and shall perform all duties incident to that office. The Vice Chair shall preside in the absence of the Chair and shall have the power to exercise and perform all duties of the Chair.

b. Meetings shall be held at least twice annually.

c. Meetings shall be noticed and declared public meetings, open to the public, in accordance with the Sunshine Law, Section 286.011, Florida Statutes.

d. A quorum at any Consortium shall consist of any Three (3) members or their designated alternates. A quorum is required to transact Consortium business.

e. At all meetings of the Consortium at which a quorum is present, all matters shall be decided by the majority vote of said members.
11. FINANCIAL SUPPORT

a. The Consortium shall support its programs and any costs incidental to the operation of its programs by grant funds appropriated to it by the United States Department of Labor or the United States Department of Health and Human Services for the following programs: the Workforce Investments Act, the Personal Responsibility and Work Opportunity Reconciliation Act, the Wagner-Peyser Act or other Workforce Development, Welfare Legislation or related grants provided by Workforce Florida, Inc. or through any other Federal, State or Local source. In addition, the Consortium is authorized to accept any other grants in aid or assistance funds, from the United States Government or to accept appropriations from any of its members, or any other organization or person, including the acceptance of gifts, grants, or bequests whether it be in the form of tangible or intangible property.

b. No funds will be required from the treasuries of any of the parties to this Agreement for implementation of workforce development initiatives, including programs funded by WIA, PRWOR or WP, it being the intent hereof that all funding of the workforce development initiatives and the Consortium shall be accomplished by grants and funds available pursuant to workforce development initiative programs, including any other State and Federal grants or other funding which will further the purpose of the program. The above language does not preclude units of local government from expending funds under their jurisdiction on workforce development programs.

c. The Consortium is a governmental entity as defined in Chapter 768.28 Florida Statutes, and agrees to be fully responsible for acts and omissions of its agents or employees to the extent permitted by law. Nothing herein is intended to serve as a waiver of sovereign immunity by the Consortium for which sovereign immunity is applicable. Nothing herein shall be construed as consent by a member of the Consortium as a political subdivision of the state of Florida to be sued by third parties in any matter arising out of this or any other contract, this agreement or any part thereof. The Consortium shall assume equal liability to the extent allowed and/or required by law for the operation of Federal and State Workforce Development programs.

d. The Consortium shall purchase insurance to indemnify itself and/or any of its members and any separate legal entity or contractors from any liability, which may attach due to its operation of WIA, PRWOR, WP or other Federal or State workforce development programs.
12. POWERS DELEGATED TO THE CONSORTIUM

The Consortium shall make all policy decisions except those which must be made in partnership with the Workforce Alliance Inc. pursuant to the authorizing legislation under which grants are made available. Policy decisions shall include, but not be limited to those powers enumerated at Section 163.01(5), (6), and (7) of the Florida State Statutes, such as, but not limited to:

a. The power to appoint a separate legal administrative entity to carry out Consortium policies and perform as described in Chapter 163 of the Florida State Statutes, Sections 163.01(7) (b). The initial designation shall be the Workforce Alliance, Inc.

b. The manner in which accountability for fund expenditures shall be provided for including an independent audit to be done accordance with the Florida Statutes, and Federal OMB Circular A133.

c. The acceptance of grants, gifts, or other types of financial assistance as allowed by law.

d. Authorization of the Consortium Director who shall also be the President and CEO of Workforce Alliance, Inc., to negotiate, enter into and execute agreements following the approval of Workforce Alliance, Inc. Board policy as appropriate to carry out the operational and administrative requirements and functions of the strategic plan and for day to day operations.

e. Authorization of the said Consortium Director to make purchases in accordance with the procurement and purchasing guidelines approved as a part of the Workforce Alliance, Inc. Administrative Plan filed with the State. Purchases shall include services, supplies, consultant agreements, materials, equipment and leased space.

f. Authorization of the said Consortium Director to make and issue policies and procedures as determined by the CEO limitations of the Carver Board Policy Governing model.

g. Authorization of the said Consortium Director to make emergency decisions which may include the acceptance or application for grants or the entry into contracts or the expenditure of funds in emergency situations where a meeting of the Consortium and or the Workforce Alliance Inc. as appropriate cannot be called prior to the time that an action must be executed. Such actions shall be placed on the agenda of the next meeting of the Consortium and Workforce Alliance Inc. for ratification by the appropriate entity. All such contract, purchasing and expenditures shall be in accordance with established rules and governing State and federal policies and circulars.
h. The manner in which funds shall be disbursed or paid by the administrative entity charged with operating the programs of providing services contemplated by this Agreement which is Workforce Alliance, Inc.

i. The acquisition, ownership, custody, operation, maintenance, lease or sale of real or personal property subject to federal and State rules.

j. The disposition, diversion or distribution of any property acquired.

k. The composition, membership appointments, and organizational approval of any advisory bodies to the Consortium.

l. The manner in which staff shall be employed to carry out and serve Consortium and Workforce Alliance, Inc. objectives.

m. The appointment of the Director of the Consortium upon recommendation of Workforce Alliances Inc., and authorization of the Workforce Alliance, Inc. President and CEO to draft personnel rules and policies which shall be approved by the Consortium upon recommendation of the Workforce Alliance Inc. and which shall provide for the hiring of such staff as is necessary to carry out the duties and responsibilities of the Consortium and Workforce Alliance, Inc. The Workforce Alliance, Inc. President and CEO shall be responsible for the hiring and termination of staff in accordance with those policies.

   i. Every other year a pay and classification study shall be initiated by the Workforce Alliance, Inc. President and CEO through an independent third party in accordance with purchasing and procurement guidelines or through the Florida Workforce Development Association bi-annual salary survey which shall examine the responsibilities and salaries of the staff to assure that they meet community norms and that they are competitive so as to attract skilled personnel to accomplish the purposes of the Consortium and Workforce Alliance, Inc.

   ii. A committee of Workforce Alliance Inc. may be established to review and make recommendations for staffing, pay and classification studies and benefits for Consortium staff.

n. To develop procedures and/or administrative rules to effectively carry out the Consortium's policies and decisions so long as they do not conflict with governing federal and state rules and regulations, and the Workforce Florida Inc./Agency for Workforce Innovation policies, rules and regulations.

o. Any other necessary and proper matters as they may arise and as agreed upon by the Consortium members and member governments.
13. SIGNATORY

The chair shall act as signatory for the Consortium. In the absence of the chair, any of the other members may sign for the Consortium in the chair’s stead.

14. ALL PRIOR AGREEMENTS

It is understood and agreed that this document incorporates and includes all prior negotiations, correspondence, conversations, agreements, or understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representation or agreements whether oral or written.

15. AMENDMENT

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

16. TERM; TERMINATION

This Agreement shall be automatically renewed annually without action of any party. Should any party to this Agreement wish to terminate their participation, a 60-day written notice shall be provided to all parties hereunder and to the President/CEO of Workforce Alliance, Inc., 325 Fern Street, West Palm Beach FL 33401. Notice must be given in writing sent by Certified United States Mail with Return Receipt Requested.

FOR:

Board of County Commissioners
Palm Beach, Florida

Mayor, City of Delray Beach
Delray Beach, Florida

Mayor, City of Palm Beach Gardens
Palm Beach Gardens, Florida

Mayor, City of South Bay
South Bay, Florida

301 North Olive Avenue
West Palm Beach, FL 33401

100 NW First Avenue
Delray Beach, FL 33444

10500 North Military Trail
Palm Beach Garden 33410

335 SW 2nd Ave
South Bay, FL 33493
17. CONSTRUCTION

This Agreement shall be deemed to be a binding contract and shall be construed in accordance with and governed by the laws of the State of Florida.

18. INVALID PROVISION/SEVERABILITY

In the event that any provision of this Agreement or the application of any such provision to any party or circumstances be held invalid or unenforceable or the application of such provision to parties or circumstances be unenforceable, the remainder of this Agreement shall not be affected thereby and shall remain in full force and effect.

19. WAIVER OF RIGHTS

Any waiver at any time by any party hereto of its rights with respect to any matter arising in connection with this Agreement shall not be considered a waiver with respect to any subsequent default or matter.

[The remainder of this page is intentionally left blank.]
Attachment 1

Workforce Alliance, Inc. Board Composition

Private Sector

Appointed By:

Palm Beach County Commission 17 (85%)
City of South Bay 1 (5%)
City of Delray Beach 1 (5%)
City of Palm Beach Gardens 1 (5%)

Total Private Sector 20 (57%)*

Mandatory Appointments**

Organized Labor 3
Department of Children and Families 1
Division of Vocational Rehabilitation 1
Private Degree Granting Institution 1
Private Certificate Granting Institution 1
Former Welfare Participant 1
Community Based Organization 4
Education 3

Total Mandatory 15 (43%)

Minimum of 51% required by Federal Law/State Statutes*

Mandatory appointments by Federal Law/State Statutes**
I. EXECUTIVE BRIEF

Motion and Title: Staff Recommends Motion to approve execution of the first amendment to the Interlocal Agreement creating the Palm Beach Workforce Development Consortium, authorizing the execution of such other documents as may be necessary to complete the transactions contemplated hereby; and providing an effective date.

Summary: Public Law 105-220 enacted by the Congress of the United States effective August 1998, which Act is known as the Workforce Investment Act ("WIA"), established a program to provide universal access to workforce development services for the businesses and citizens of Palm Beach County.

The State of Florida's Workforce Development Board ("WDB") Workforce Florida, Inc. (WFI) created by the Legislature in 2000, has been designated by the Governor to take the lead in designing and directing Florida's workforce development strategy and to designate Workforce Development Areas. The County of Palm Beach has been designated by the Governor of the State of Florida as a Workforce Development Region (Region 21).

Background and Policy Issues: Workforce Alliance, Inc. (Alliance) currently operates as the County's administrative entity pursuant to Interlocal Agreement #R2007-1220 dated July 10, 2007 to provide policy guidance for implementing and exercising oversight with respect to job training activities under the Workforce Innovation Act of 2000 (Florida Statutes, Section 455) and the WIA. The Interlocal Agreement #R2007-1220 designates Alliance as the fiscal agent, grant recipient and administrative entity to administer such funding sources as may be available to support workforce development activities for Region 21, Palm Beach County, Florida.

The proposed first amendment to the Interlocal Agreement encompasses language that was requested by the Florida Department of Community Affairs which inserts language stating the requirements of the Independent Special District charter in accordance with Sections 189.416(1) and 189.418(1), Florida Statutes by adding sections "J" to Article 9. of the Interlocal Agreement.

Pursuant to the authority under Section 163.01, Florida Statutes Alliance respectfully requests approval by the Palm Beach County Board of County Commissioners authorizing the execution of the first amendment to the Interlocal Agreement Creating the Palm Beach Workforce Development Consortium; authorizing the execution of such other documents as may be necessary to complete the transactions contemplated hereby; and providing an effective date.

Attachment:

1. First Amendment to the Interlocal Agreement Creating the Palm Beach Workforce Development Consortium

Recommended by: [Signature] [Date]

Department Director

Approved By: [Signature] [Date]

Assistant County Administrator
II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

<table>
<thead>
<tr>
<th>Fiscal Years</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>External Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Income (County)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-Kind Match (County)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NET FISCAL IMPACT As Alliance is designated as the grant recipient and administrative entity in the Interlocal Agreement there is no fiscal impact.

No. ADDITIONAL FTE POSITIONS (Cumulative)

Is Item Included in Current Budget? Yes _____ No _____

Budget Account No.: Fund ________ Department ________ Unit
Object ________ Reporting Category

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Departmental Fiscal Review:

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

_________________________  __________________________
OFMB  Contract Dev. and Control

B. Legal Sufficiency:

_________________________
Assistant County Attorney

C. Other Department Review:

_________________________
Department Director
FIRST AMENDMENT TO THE
INTERLOCAL AGREEMENT CREATING
THE
PALM BEACH WORKFORCE DEVELOPMENT CONSORTIUM

WITNESSETH:

WHEREAS, Palm Beach County and the municipalities of Delray Beach, Palm Beach Gardens, and South Bay, all of the State of Florida pursuant to the authority under Section 163.01, Florida Statutes, and each passing resolutions to that effect entered into an Interlocal Agreement Creating The Palm Beach Workforce Development Consortium.

WHEREAS, Palm Beach County and the municipalities of Delray Beach, Palm Beach Gardens, and South Bay, wish to revise the Interlocal Agreement and insert language stating the requirements of the Independent Special District charter in accordance with Sections 189.416(1) and 189.418(1), Florida Statutes.

WHEREAS, the effective date of this First Amendment shall be August 1, 2007.

NOW, THEREFORE, in consideration of the mutual covenant and agreement expressed herein, Palm Beach County and the municipalities of Delray Beach, Palm Beach Gardens, and South Bay, hereby agree that the Interlocal Agreement Creating The Palm Beach Workforce Development Consortium is amended as follows:

1. Insert and add the following "Section J." to "Article 9. DUTIES AND RESPONSIBILITIES OF THE PALM BEACH WORKFORCE DEVELOPMENT CONSORTIUM" of the Interlocal Agreement as follows:

   J. The following provisions for the requirements of the Workforce Alliance Independent Special District (ISD) Charter are provided herewith:

   a) The purpose of the ISD is to develop a readily available workforce of skilled workers which is mandatory to attract new businesses to the ISD and to retain and expand existing businesses within the ISD. This in turn will increase the wealth of the ISD, grow the economic “pie”, ensure jobs for our citizens, expand the tax base, improve the quality of life and ensure the district’s economic future.

   b) The powers, functions and duties of the ISD will not be used for the purpose of ad valorem taxation, bond issuance or other revenue-raising capabilities within the district. Nor will tax deeds and tax certificates for non-ad valorem assessments as well as liens or the foreclosure of liens be used. The budget and its approval as well as contractual agreements will be in parallel with the provisions set forth in this Interlocal Agreement.
c) The method of establishing the ISD is by this Interlocal Agreement between the governing bodies of Palm Beach County and the municipalities of Delray Beach, Palm Beach Gardens and South Bay, all located within the boundaries of Palm Beach County. The ISD shall be established by the concurrence and signing of all participants of this Interlocal Agreement.

d) The ISD Charter will be amended as required upon recommendation by any member of The Palm Beach Workforce Development Consortium/ISD providing thirty days written notice prior to a scheduled meeting of the members.

e) The membership and organization of the ISD will parallel that of The Palm Beach Workforce Development Consortium.

f) There will be no compensation for members of the governing board other than for travel and meeting expenses.

g) The administrative duties of the governing board are as follows:

- Determine the procedures for the development of the Workforce Investment Plan and the strategy to implement Florida’s workforce development initiative within the ISD.
- Together with Workforce Alliance, Inc., to approve the workforce development plan for the ISD and modifications thereto.
- Provide oversight and guidance in conjunction with the Workforce Alliance Inc. Board of Directors.
- Perform any other appropriate duties necessary for the accomplishment, and consistent with the purposes of the ISD.

h) The applicable financial disclosure, noticing, and reporting requirements will be followed as required by and in accordance with all applicable Florida Statutes for publicly elected officials, in accordance with Florida’s Government-in-the Sunshine Law (FS Chapter 286) and reporting will be in parallel with The Palm Beach Workforce Development Consortium and Workforce Alliance, Inc. as required for federal and state reporting.

i) Members of the ISD governing board will be a duly elected County commissioner or a city Councilperson appointed to the ISD by their respective commission or council.

j) The ISD will be financed through the allocation of federal funds from the United States Department of Labor or the United States Department of Health and Human Services or through any other Federal, State or Local source. Other funds in the form of public and/or private grants or awards may be available from time to time.
k) The ISD will not tax, issue bonds, nor collect non ad valorem assessments, fees or service charges.

l) Planning to meet federal and state requirements is the submission of a strategic workforce development plan every two years which is process oriented in nature. Therefore, a local plan which will be tailored to the ISD and which will focus on the outcomes necessary to meet the goals and objectives of the ISD will be developed and reviewed on an annual basis.

m) The geographic boundary of the ISD is limited to the confines of the legal description of Palm Beach County Florida.

n) The creation of this ISD is consistent with local government approved comprehensive plans.

2. All other provisions of the Interlocal Agreement Creating The Palm Beach Workforce Development Consortium and attachments thereto in conflict with this First Amendment shall be and are hereby changed to conform with this First Amendment. All other provisions of the Interlocal Agreement and attachments thereto not in conflict with this First Amendment are still in effect and are to be performed as specified in the Interlocal Agreement.

[The remainder of this page is intentionally left blank.]
EXECUTION PAGE [Page 1 of 1]  

COUNTY OF Palm Beach  
R2007 14:46  SEP 11 2007

BY: Addie L. Greene  
    Chair

DATE: SEP 11 2007

ATTEST: Sharon R. Bock, Clerk & Comptroller
        Clerk

CITY OF DELRAY BEACH

BY: Rita Ellis  
    Mayor

DATE: 08/10/2002

ATTEST: Joseph Whipple, Deputy City Clerk
        Corporation Secretary

CITY OF PALM BEACH GARDENS

BY:  
    Mayor

DATE: 9/9/07

ATTEST:  
        City Clerk
        Corporation Secretary

CITY OF SOUTH BAY

BY:  
    Mayor

DATE: 8-7-07

ATTEST: Virginia K. Walker  
        Corporation Secretary

STATE OF FLORIDA, COUNTY OF PALM BEACH
I, SHARON R. BOCK, Clerk & Comptroller, do hereby certify this to be a true and correct copy of the document filed in my office on SEP 11 2007.

[Signature]

Deputy Clerk
September 17, 2008

ATTN: Ms. Shannon LaRocque-Baas, Assistant County Administrator
Palm Beach County Board of County Commissioners
County Administration
301 North Olive Street
West Palm Beach, Florida 33401

Re: Executed Amendment 002 To Agreement R2007-1220
Creating The Palm Beach Workforce Development Consortium

Dear Ms. LaRocque-Baas:

Please find enclosed two fully executed originals of Amendment 002 to Agreement R2007-1220 between Palm Beach County and the municipalities of Delray Beach, Palm Beach Gardens, and South Bay. Please maintain this amendment with your records.

Should you have any questions concerning this matter please do not hesitate to contact our office. Thank you for your cooperation and assistance. We look forward to working with you and your staff.

Sincerely,
Sharon Brea
Director Contracts

Enc. (2)
September 17, 2008

ATTN: Ms. Patty Snider, City Clerk
City of Palm Beach Gardens
10500 North Military Trail
Palm Beach Gardens, Florida 33410

Re: Executed Amendment 002 To The Interlocal Agreement
Creating The Palm Beach Workforce Development Consortium

Dear Ms. Snider:

Please find enclosed a fully executed original of Amendment 002 to the Interlocal Agreement Creating The Palm Beach Workforce Development Consortium between Palm Beach County and the municipalities of Delray Beach, Palm Beach Gardens, and South Bay. Please maintain this amendment with your records.

Should you have any questions concerning this matter please do not hesitate to contact our office. Thank you for your cooperation and assistance. We look forward to working with you and your staff.

Sincerely,
Sharon Brea
Director Contracts

Enc. (1)
September 17, 2008

ATTN: Mr. Brian Shutt
City Attorney's Office
200 N.W. 1st Avenue
Delray Beach, Florida 33444

RE: Executed Amendment 002 To Agreement R2007-1220
Creating The Palm Beach Workforce Development Consortium

Dear Mr. Shutt:

Please find enclosed a fully executed original of Amendment 002 to the Interlocal Agreement Creating The Palm Beach Workforce Development Consortium between Palm Beach County and the municipalities of Delray Beach, Palm Beach Gardens, and South Bay. Please maintain this amendment with your records.

Should you have any questions concerning this matter please do not hesitate to contact our office. Thank you for your cooperation and assistance. We look forward to working with you and your staff.

Sincerely,
Sharon Brea
Director Contracts

Enc. (1)
WHEREAS, Palm Beach County and the municipalities of Delray Beach, Palm Beach Gardens, and South Bay, all of the State of Florida pursuant to the authority under Section 163.01, Florida Statutes, and each passing resolutions to that effect entered into an Interlocal Agreement Creating The Palm Beach Workforce Development Consortium.

WHEREAS, Palm Beach County and the municipalities of Delray Beach, Palm Beach Gardens, and South Bay, wish to revise the Interlocal Agreement incorporating language that was signed by Governor Crist pursuant to Senate Bill 428 which authorizes the designation of a Regional Workforce Board as a One-Stop Operator and Direct Provider of certain services by agreement of the Chief Elected Official and the Governor.

WHEREAS, the effective date of this Second Amendment shall be July 22, 2008.

NOW, THEREFORE, in consideration of the mutual covenant and agreement expressed herein, Palm Beach County and the municipalities of Delray Beach, Palm Beach Gardens, and South Bay, hereby agree that the Interlocal Agreement Creating The Palm Beach Workforce Development Consortium is amended as follows:

1. Delete in its entirety “Article 6. CREATION OF ADMINISTRATIVE ENTITY” found on page 3 of the Agreement and replace with the below revised “Article 6. CREATION OF ADMINISTRATIVE ENTITY AND DIRECT PROVIDER OF SERVICES”.

   6. CREATION OF ADMINISTRATIVE ENTITY AND DIRECT PROVIDER OF SERVICES

   The Consortium, pursuant to Section 163.01(7) of the Florida Statutes and Senate Bill 428 will employ staff which comprise Workforce Alliance, Inc. as Administrative entity and the Direct Provider of Services to operate and implement workforce programs including One-Stop Direct Services and related programs in the Workforce Development Area (Region 21).

2. All other provisions of Agreement R2007-1220 Creating The Palm Beach Workforce Development Consortium and attachments thereto in conflict with Amendment 002 shall be and are hereby changed to conform with Amendment 002. All other provisions of the Interlocal Agreement and attachments thereto not in conflict with Amendment 002 are still in effect and are to be performed as specified in the Interlocal Agreement.

   [The remainder of this page is intentionally left blank.]
CITY OF DELRAY BEACH
BY: Reta Ellis
DATE: 8-5-08
ATTEST: 

CITY OF PALM BEACH GARDENS
BY: 
DATE: 8/21/08
ATTEST: 

CITY OF SOUTH BAY
BY: Stanley Walker-Turner
DATE: 9-5-08
ATTEST: 

Approved as to form and legal sufficiency:

By: 

City Attorney

Corporation Secretary

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

COUNTY ATTORNEY
November 25, 2014

David H. Baker, Esquire
Alley, Maass, Rogers & Linsday, P.A.
340 Royal Poinciana Way, Suite 321
PO Box 431
Palm Beach, FL 33480

Re: Palm Beach Workforce Development Consortium - Third Amendment to Interlocal Agreement

Dear Mr. Baker:

Enclosed please find a certified copy of the Palm Beach County Board of County Commissioners Agenda Item Summary dated November 18, 2014, approving the Third Amendment to Interlocal Agreement (R2014-1650) along with four (4) original executed Agreements. Kindly distribute the Agreements to the appropriate parties.

If you have any questions, please do not hesitate to contact me.

Very truly,

[Signature]

Barbara S. Kennedy, MBA
Executive Assistant to Shannon R. LaRocque, P.E.
Assistant County Administrator

Enclosures

c: Tammy K. Fields, Esq., Chief Assistant County Attorney
    Steve Craig, CEO & President, CareerSource Palm Beach County
Meeting Date: November 18, 2014  [x] Consent  [ ] Regular
[ ] Ordinance  [ ] Public Hearing

Department: County Administration

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: the Third Amendment to Interlocal Agreement creating the Palm Beach Workforce Development Consortium (Consortium) (R2007-1220).

Summary: CareerSource Palm Beach County, Inc. currently operates as the County’s administrative entity to provide policy guidance for implementing and exercising oversight with respect to job training activities under the Workforce Innovation Act of 2000 (Florida Statutes, Chapter 445). The Interlocal Agreement designates CareerSource as the fiscal agent, grant recipient and administrative entity to administer such funding sources as may be available to support workforce development activities for Region 21, Palm Beach County, Florida. The Third Amendment adds the City of West Palm Beach as a Consortium member and establishes the Board of County Commissioners as Chief Elected Official (CEO) of the Consortium. Countywide (TKF)

Background and Justification: Public Law 105-220 enacted by Congress of the United States effective August 1998, which Act is known as the Workforce Investment Act (WIA) established a program to provide universal access to workforce development services for businesses and citizens of Palm Beach County.

The State of Florida’s Workforce Development Board CareerSource Florida created by the Legislature in 2000, has been designed by the Governor to take the lead in designing and directing Florida’s workforce development strategy.

Attachment:
1. Third Amendment to Interlocal Agreement Creating the Palm Beach Workforce Development Consortium

Approved by:  

[Signature]

Assistant County Administrator

Date: 10-29-14
II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

<table>
<thead>
<tr>
<th>Fiscal Years</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Expenditures</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Operating Costs</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>External Revenues</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Program Income (County)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>In-Kind Match (County)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NET FISCAL IMPACT</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td># Additional FTE Positions (Cumulative)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Is Item Included in Current Budget: Yes    No

Budget Account No:

Reporting Category:

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Departmental Fiscal Review: ____________________________

III. REVIEW COMMENTS

OFMB Fiscal: ____________________________

Contract Development & Control: ____________________________

Legal Sufficiency: ____________________________

Assistant County Attorney

Other Department Review: ____________________________

Department Director

This summary is not to be used as a basis for payment.
THIRD AMENDMENT
TO
INTERLOCAL AGREEMENT CREATING
THE
PALM BEACH WORKFORCE DEVELOPMENT CONSORTIUM

This Third Amendment modifies the Interlocal Agreement that created the Palm Beach Workforce Development Consortium ("Consortium") and is made and entered into pursuant to the authority under Section 163.01, Florida Statutes, by and between Palm Beach County and the Cities of Delray Beach, Palm Beach Gardens, South Bay and West Palm Beach, all of the State of Florida.

WITNESSETH THAT:

WHEREAS, Public Law 105-220 enacted by the congress of the United States effective August 1998, which Act is known as the Workforce Investment Act ("WIA"), established a program to provide universal access to workforce development services for the businesses and citizens of Palm Beach County; and,

WHEREAS, the State of Florida's Workforce Development Board ("WDB") CareerSource Florida created by the Legislature in 2000, has been designated by the Governor to take the lead in designing and directing Florida's workforce development strategy and to designate Workforce Development Areas; and

WHEREAS, the County of Palm Beach was designated by the Governor of the State of Florida as a Workforce Development Region (Region 21); and,

WHEREAS, the Workforce Investment Act of 1998, allows that an agreement may be entered into between the general purpose governmental jurisdictions which comprise the workforce development/investment area; and

WHEREAS, the governing body of each of the parties to this Agreement desire that its county or city be included in regional workforce development initiatives to avail its businesses and citizens of the benefits of Florida's workforce development strategy, including those programs funded through the Workforce Investment Act of 1998 (WIA), the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWOR), the Wagner-Peyser Act (WP), the Florida Workforce Innovation Act of 2000 (FWIA), and such other funding sources as may be available to support workforce activities; and

WHEREAS, the above governing bodies in the WDB Region 21 with the exception of the City of West Palm Beach came together to form the Consortium to carry out their separate and independent functions described herein in a coordinated and cooperative fashion; and
WHEREAS, a readily available workforce of skilled workers is mandatory to attract new businesses to the region and to retain and expand existing businesses which will increase the wealth of the region, support strong economic development, ensure jobs for our citizens, expand the tax base, improve the quality of life and ensure the region’s economic future; and

WHEREAS, the Consortium established an independent district with no taxing or bonding authority to enhance local workforce development activities in Palm Beach County, Florida; and

WHEREAS, the above governing bodies with the exception of the City of West Palm Beach entered into an Interlocal Agreement, which was designated by the County as R2007-1220, dated July 10, 2007 creating the Palm Beach Workforce Development Consortium which Agreement was modified by the First Amendment to the Interlocal Agreement dated September 11, 2007 and designated as R2007-1446 by the County, and Amendment 002 to Agreement Creating the Palm Beach Workforce Development Consortium dated July 22, 2008 and designated R2008-1268 by the County which are collectively herein referred to as the “Interlocal Agreement”; and

WHEREAS, the above governing bodies desire to amend the Interlocal Agreement to add the City of West Palm Beach as a Consortium member; and

WHEREAS, the above governing bodies wish to amend the Interlocal Agreement to make clear that the Chief Elected Official (CEO) is the Board of County Commissioners of Palm Beach County, Florida, and is the fiscal agent, grant recipient and administrative entity to administer the programs and funds in Region 21 with the power and authority to delegate such responsibility to Workforce Alliance, or any other appropriate entity, as its sub-grant recipient to perform the responsibilities as fiscal agent and administrative entity.

NOW, THEREFORE, in consideration of the promises and mutual covenants and obligations contained herein and for other good and valuable consideration, the parties agree and understand as follows:

1. Delete in its entirety Section 1.b. of the Interlocal Agreement and replace it with the following:

b. The members, representatives and officers of the Consortium are specified in Sections 8.a. and 8.b. of this Interlocal Agreement.

2. The following is inserted at the end of Section 2 of the Interlocal Agreement:

Mayor, City of West Palm Beach
West Palm Beach, Florida

401 Clematis Street
West Palm Beach, FL 33401
3. Delete in its entirety Section 8.a. of the Interlocal Agreement and replace it with the following:

a. The Consortium shall consist of representatives of the five (5) member governments who shall be elected officials designated to serve by their respective Commission, or Council with the exception of the City of West Palm Beach from which the representative shall be the Mayor. Each municipality shall have one (1) representative, entitled to one vote each. The County shall have one (1) representative entitled to a total of five (5) votes. The elected officials or, in the case of the City of West Palm Beach, the Mayor may designate an alternate to serve in the elected official's or Mayor's absence. The alternate shall be an elected official to the Commission or Council.

4. Delete in its entirety Section 8.b. of the Interlocal Agreement and replace it with the following:

b. The officers of the Consortium shall include a chair which is the Representative of the Board of County Commissioners of Palm Beach County. The vice chair shall be elected from among the mayors of the four (4) participating cities by the membership of the Consortium for a term of one (1) year, consistent with the state fiscal year, but shall hold office until a successor is duly elected.

5. Delete in its entirety Section 9.b.-h. of the Interlocal Agreement and replace it with the following:

b. The Board of County Commissioners is designated as the CEO, the fiscal agent, grant recipient and administrative entity to administer WIA, PRWOR, Wagner-Peyser Act and such other funding sources as may be available to support workforce development activities for Region 21, Palm Beach County, Florida as charted by CareerSource Florida.

c. The Board of County Commissioners shall designate the subgrant recipient, initially Workforce Alliance, Inc. (to be renamed CareerSource Palm Beach County, Inc. and to be known as CareerSource Palm Beach County), whose responsibility it is to administer workforce development services and the Board of County Commissioners and the subgrant recipient shall enter into a formal agreement.

d. To determine the procedures for the development of the workforce investment plan as described in Section 117 of the WIA and the strategy to implement Florida's workforce development initiative within the area designated in Section 4 of this Agreement.
e. Together with the subgrant recipient to approve the workforce
development plan for the Region and modifications thereto.

f. To provide oversight and guidance in conjunction with the subgrant
recipient.

g. To accept responsibility for compliance and accountability for State and
federal funds. Any disallowed costs will remain the responsibility of Palm
Beach County as the CEO.

h. To perform any other appropriate duties necessary for the
accomplishment, and consistent with the purposes, of this Agreement, the
WIA, PRWOR, WP, and FWIA.

i. To establish an Independent Special District (to create through an
interlocal agreement offering staff the ability to participate in the Florida
Retirement System), with no taxing or bonding authority, to enhance
workforce development activities in Palm Beach County, Florida.

6. The following is inserted at the end of Section 16 of the Interlocal Agreement:

Mayor, City of West Palm Beach 401 Clematis Street
West Palm Beach, Florida West Palm Beach, FL 33401

7. Attachment 1 to the Interlocal Agreement is replaced by the Attachment 1
attached hereto.

8. All other provisions of the Interlocal Agreement and attachments thereto in
conflict with this Third Amendment shall be and are hereby changed to conform
with this Third Amendment. All other provisions of the Interlocal Agreement and
attachments thereto not in conflict with this Third Amendment are still in effect
and are to be performed as specified in the Interlocal Agreement.

[The remainder of this page is intentionally left blank.]
EXECUTION PAGE [Page 1 of 2]

CITY OF DELRAY BEACH
BY: _____________________________ Mayor
    Cary D. Glickstein
DATE: ____________________________
ATTEST: __________________________ City Clerk

CITY OF PALM BEACH GARDENS
BY: _____________________________ Mayor
DATE: 6/2/14
ATTEST: __________________________ City Clerk

CITY OF SOUTH BAY
BY: _____________________________ Mayor
DATE: 4/24/14
ATTEST: __________________________ City Clerk

CITY OF WEST PALM BEACH
BY: _____________________________ Mayor
DATE: 5/13/2014
ATTEST: __________________________ City Clerk

CITY ATTORNEY’S OFFICE
Approved as to form and legality
By: _____________________________
EXECUTION PAGE [Page 2 of 2]

ATTEST:
SHARON R. BOCK
CLERK AND COMPTROLLER

By: [Signature]
Deputy Clerk

Palm Beach County Board of
County Commissioners:

By: [Signature]
Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: [Signature]
Tammy K. Fields
Chief Assistant County Attorney

APPROVED AS TO TERMS
AND CONDITIONS

By: [Signature]
Shannon R. LaRocque, P.E.
Assistant County Administrator
## Attachment 1

### CareerSource Palm Beach County, Inc. Board Composition

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Private Sector</strong></td>
<td></td>
</tr>
<tr>
<td>Appointed by:</td>
<td></td>
</tr>
<tr>
<td>Palm Beach County Commission</td>
<td>14</td>
</tr>
<tr>
<td>City of South Bay</td>
<td>1</td>
</tr>
<tr>
<td>City of Delray Beach</td>
<td>1</td>
</tr>
<tr>
<td>City of Palm Beach Gardens</td>
<td>1</td>
</tr>
<tr>
<td>City of West Palm Beach</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Private Sector</strong></td>
<td>18</td>
</tr>
<tr>
<td><strong>Mandatory Appointments</strong></td>
<td></td>
</tr>
<tr>
<td>Local Educational Entities</td>
<td>1</td>
</tr>
<tr>
<td>Postsecondary Educational Institution/Community College</td>
<td>1</td>
</tr>
<tr>
<td>Labor or Employee Representatives</td>
<td>2</td>
</tr>
<tr>
<td>Community-Based Organizations: Disabled</td>
<td>1</td>
</tr>
<tr>
<td>Community-Based Organizations: Veterans</td>
<td>1</td>
</tr>
<tr>
<td>Economic Development Agencies</td>
<td>2</td>
</tr>
<tr>
<td>One-Stop Partners: TANF/DCF</td>
<td>1</td>
</tr>
<tr>
<td>One-Stop Partners: Senior Community Service Employment Program</td>
<td>1</td>
</tr>
<tr>
<td>One-Stop Partners: Vocational Rehabilitation</td>
<td>1</td>
</tr>
<tr>
<td>CSBG</td>
<td>1</td>
</tr>
<tr>
<td>HUD</td>
<td>1</td>
</tr>
<tr>
<td>Job Corps</td>
<td>1</td>
</tr>
<tr>
<td>Migrant &amp; Seasonal Farmworkers Programs</td>
<td>1</td>
</tr>
<tr>
<td>Private Non-Profit Training Provider</td>
<td>1</td>
</tr>
<tr>
<td>Private For-Profit Training Provider</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Mandatory</strong></td>
<td>17</td>
</tr>
</tbody>
</table>

Minimum of 51% Private Sector appointments required by Federal Law/State Statutes *

Mandatory appointments are specified by Federal Law/State Statutes **
MEMORANDUM OF UNDERSTANDING
ONE-STOP DELIVERY SYSTEM
BY AND BETWEEN
CAREERSOURCE PALM BEACH COUNTY, INC.
AND
PALM BEACH STATE COLLEGE
4200 Congress Avenue, Station 60, Lake Worth, Florida 33462

I. PARTIES
This Memorandum of Understanding ("MOU"), is made pursuant to the Workforce Innovation and Opportunity Act of 2014 ("the Act" or "WIOA"), and is entered into by Palm Beach State College ("Partner") and Careersource Palm Beach County, Inc. ("CareerSource").

II. PURPOSE
The Act 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 the Act.

The purpose of this MOU is to describe the cooperative workforce training, employment and economic development efforts of CareerSource and the Partner and the actions to be taken by each to assure the coordination of their efforts in accordance with state issued requirements in order to establish and maintain an effective and successful "One-Stop" delivery system.

This MOU is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in Palm Beach County. In addition, this MOU will establish joint processes and procedures that will enable the Partner to integrate with the current One-Stop service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons with disabilities within Palm Beach County.

The parties to this document agree to coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties’ respective programs, services and agencies.

III. PROVISION OF SERVICES
A. CareerSource has been designated by the chief elected official as the administrative entity, grant recipient and fiscal agent.

B. CareerSource agrees to perform the following functions under this MOU:
   1. Coordinate with the Partner to provide access to workforce services and programs through the One-Stop delivery system in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-Stop system. Workforce services and programs include, but are not limited to, the allowable activities described in the Act and related legislation for: the Adult; Dislocated Worker and Youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF) program; Migrant and Season Farmworker program; Senior Community Service Employment program, Adult Education and Family Literacy programs; Perkins Act programs; Blind Services and Vocational Rehabilitation.
   2. Coordinate with 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 delivery system.
   3. Coordinate with the Partner for the funding of the infrastructure costs of the One-Stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C. § 3151 and any infrastructure funding mechanism requirements issued by the State of Florida.
   4. Maintain the statewide "CareerSource" and "American Job Center Network" branding of each career center.
   5. Maintain and operate at least one comprehensive One-Stop career center within the local workforce development area that shall be open to the public from 8:00 am until 5:00 pm, Monday through Friday (excluding recognized holidays and emergency situations).
6. Provide an area for the Partner’s meetings and/or co-location as space and funding permits.

7. Abide by all of its policies, rules, and procedures and applicable Florida statutes and rules.

8. The contact information for CareerSource is as follows:

   Steve Craig, President/CEO
   3400 Belvedere Road, West Palm Beach, Florida 33406
   Telephone Number: 561-340-1060 Ext. 2221   Fax Number: 561-340-1062
   E-Mail: scrraig@careersourcepbc.com

C. Partner agrees to perform the following functions under this MOU:

1. Coordinate with CareerSource to provide access to its workforce services and programs through the One-Stop delivery system in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-Stop system.

2. Coordinate with CareerSource to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-Stop delivery system such as TTY/TTD, assistive and adaptive technology.

3. Coordinate with CareerSource for the funding of the infrastructure costs of the One-Stop career centers and the funding of shared services and operating costs in accordance with §678.700 through §678.755 of the WIOA and the funding of shared services and operating costs in accordance of §678.760 of the Act and any infrastructure funding mechanism requirements issued by the State of Florida.

4. Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-Stop system.

5. Provide feedback to CareerSource management regarding the performance of the partnership, including its effectiveness, success, total number of job seekers placed and their entry wage rate.

6. Participate in mandatory One-Stop delivery system periodic meetings to provide updates on the partners’ programs and procedures to CareerSource staff.

7. The contact information for Partner is as follows:

   Dr. Ava Parker, President
   4200 Congress Avenue, Station 60, Lake Worth, Florida 33462
   Telephone Number: (561) 868-3501 Fax Number: (561) 868-3504
   E-mail: avaparker@palmbeachstate.edu

D. Any notice, request or demand required or permitted to be given hereunder by either Party to the other shall be effected either by the parties in writing and given personally or mailed certified, return receipt requested, postage prepaid or telexier with applicable verification of date and time initiated, if mailed the following day, at their respective addresses set forth above, or to such address as such party may provide in writing delivered and effective. Notices delivered personally shall be deemed communicated as of actual receipt. Mailed notices shall be deemed communicated as of 5 days after mailing or verified receipt whichever is earlier.

IV. METHODS OF INTERNAL REFERRAL
Internal cross-referral procedures will be developed and/or reassessed based upon services and program need to ensure that high quality and convenient services are available to potentially eligible customers of the One-Stop system.

V. CONFIDENTIALITY OF RECORDS
In the event that either party to this MOU obtains access to any records, files, or other information of the other party in connection with, or during the performance of this MOU, then that party shall keep all such records, files or other information confidential, and shall comply with all laws and regulations concerning the confidentiality of such records, files or other information to the same extent as such laws and regulations apply to the other party.
VI. INFRASTRUCTURE COSTS
Costs of the infrastructure of One-Stop career centers will be funded in accordance with the requirements of the WIOA, federal cost principles; and all other applicable legal requirements. An infrastructure and additional costs budget, as defined in "Attachment 1" will be annually reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to Partner in proportion to relative benefits received. If Partner's appeal to the State regarding infrastructure costs, results in a change to the Partner's infrastructure cost contributions, this MOU shall be updated to reflect the final Partner's infrastructure cost contributions.

VII. COST ALLOCATION METHODOLOGY
All required Partners will provide access to their programs at CareerSource's comprehensive One Stop located at 3400 Belvedere Road in West Palm Beach, and they will each contribute to the infrastructure and career service costs. Partners will have staff co-located at the center or will provide access via direct linkage. Only those partners that participate in CareerSource's career center affiliate locations would be required to contribute to the infrastructure costs for those career centers.

Direct linkage will allow customers to connect with the Partner program staff to access services. Cross trained front desk and other physically co-located staff can assist in providing information and referrals to the direct linkage partners. Partners utilizing direct linkage must contribute a minimum of the equivalent of 8 hours a week, or .2 FTE.

CareerSource selected Labor Hours/FTE as the allocation bases to determine overall Partner contributions. This was done in an effort to:

a) remedy the imbalance of non-physically represented Partners, and
b) 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.

VIII. TERM
The Term of this MOU shall commence on January 1, 2018, or the date last executed by both parties, whichever is later, through December 31, 2018, and will automatically renew annually for successive one-year terms, unless otherwise terminated by either party. The parties agree to review this MOU no less than once every three year period to ensure appropriate funding and delivery of services. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

IX. AMENDMENTS AND MODIFICATIONS
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.

X. MERGER
This MOU constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations or covenants not herein expressed shall be binding upon the parties.

XI. THIRD PARTY BENEFICIARY
The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this MOU. None of the Parties intend to directly or substantially benefit a third party by this MOU. The Parties agree that there are no third party beneficiaries to this MOU and that no third party shall be entitled to assert a claim against any of the Parties based upon this MOU.

XII. GOVERNANCE
The accountability and responsibility for the One-Stop delivery system's organizational activity and accomplishments will rest with CareerSource. Pursuant to the Act CareerSource shall conduct oversight with respect to the One-Stop delivery system for the Local Workforce Development Area Palm Beach County, Florida.

XIII. DISPUTE RESOLUTION
If an issue arises involving this MOU, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.
If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource and designated party of the Partner. A joint decision shall be issued within 60 calendar days of receipt.

If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) to review concerns and determine resolution. DEO may remand the issue back to the President/CEO of CareerSource and to the Partner, Partner or impose other remedies to resolve the issue.

XIV. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER MATTERS Partner certifies that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the Agreement in accordance with 29 CFR Parts 45, 74, 95 and 98 and 45 CFR PART 74. No MOU shall be entered with a party listed on the GSA List of Parties Excluded from Federal Procurement or Non-Procurement Programs.

XV. INDEPENDENT CONTRACTOR In the execution of this MOU and rendering of services prescribed by this MOU, Partner shall maintain at all times its independent status, and shall be considered an independent contractor in the performance of its duties and responsibilities under this MOU. CareerSource shall neither have nor exercise any control or direction over the methods by which the Partner shall perform its work and functions other than as provided herein. Nothing in this MOU is intended to, nor shall be deemed to constitute, a partnership or a joint venture between the parties. No provision of this MOU, act of Partner in the performance of this MOU, or act of CareerSource in the performance of this MOU, shall be construed as making Partner the agent, servant or employee of the CareerSource.

XVI. INDEMNIFICATION/HOLD HARMLESS
To the extent not otherwise prohibited or limited by Florida law or Federal law or regulation, and without waiving any defense or immunity, Partner shall be liable, and agrees to be liable, for and shall indemnify, defend, and hold harmless CareerSource, any of its directors, employees, or agents, officers or assignees, and the Palm Beach County Board of County Commissioners and the Palm Beach County Workforce Development Consortium from liability of any nature and kind, including costs, expenses, and attorney's fees, for or on account of any actions, suits or damages of any character whatsoever arising out of any negligent act or omission of the Partner or any employee, agent, subcontractor, or representative of the Partner.

To the extent not otherwise prohibited or limited by Florida law or Federal law or regulation, and without waiving any defense or immunity, CareerSource shall be liable, and agrees to be liable, for and shall indemnify, defend, and hold harmless Partner, any of its directors, employees, or agents, officers or assignees, from liability of any nature and kind, including costs, expenses, and attorney's fees, for or on account of any actions, suits or damages of any character whatsoever arising out of any negligent act or omission of CareerSource or any employee, agent, subcontractor, or representative of CareerSource.

XVII. NON-ASSIGNABILITY CLAUSE This MOU or any right accruing hereunder shall not be assigned by Partner or CareerSource in whole or in part. Any assignment in violation hereof shall be invalid.

XVIII. NON-DISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCES (29 CFR PART 37 AND 45 CFR PART 80)
Partner agrees that it will comply fully with the following:
1) Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color or national origin and the regulations promulgated under such Act, with respect to the disabled and the limited English-speaking
5) Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.
6) Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either
citizenship/status as a lawfully admitted immigrant authorized to work in the United States or Participation in any WIOA Title I financially assisted program or activity.


8) Equal Employment Opportunity (EEO): Partner agrees that it shall comply with Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO No. 11375, requires that Federal Contractors and subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires subcontractors to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin as supplemented in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 41 CFR Part 60 and 45 CFR Part 80 if applicable.

9) Immigration Reform and Compliance Act of 1986 (P. L. 99-603)

10) State, Federal, criminal and civil laws with respect to the alteration or falsification of records created in connection with this MOU.


XIX. CERTIFICATION REGARDING CLEAN AIR ACT, WATER ACT, ENERGY EFFICIENCY AND ENVIRONMENTAL STANDARDS

Clean Air and Water Act: When applicable, if this MOU is in excess of $100,000, Partner shall comply with all applicable standards, orders or regulations issued under the Clean Air Act as amended (42 U.S.C. 7401), Section 508 of the Clean Water Act as amended (33 U.S.C. 1368 et seq.), Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15). Partner shall report any violation of the above to the CareerSource. Energy Efficiency: Partner shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State of Florida’s Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163). Partner will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

XX. PUBLIC ANNOUNCEMENTS AND ADVERTISING

CareerSource’s approval is required prior to Partner distributing, advertising, communicating, public announcement or sending any outreach material containing references to CareerSource.

REMAINDER OF PAGE INTENTIONALLY BLANK
IN WITNESS WHEREOF, Partner and CareerSource have caused this MOU to be duly executed as of the date set forth below.

APPROVED BY: CareerSource Palm Beach County, Inc.  APPROVED BY: Palm Beach State College

BY:  
Name: Steve Craig  
Title: President/CEO  
Date: 1-22-18

BY:  
Name: Ava Parker  
Title: President  
Date: 1-19-18

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

__________________________________________  
Legal Counsel

Page 6 (12/18/17)
ATTACHMENT 1
INFRASTRUCTURE AND SHARED SERVICES BUDGET

An Infrastructure Funding and Shared Services Budget covering the sharing of costs for infrastructure and shared services shall be agreed to by CareerSource and Partner on or before January 1, 2018 and for the purpose of complying with WIOA section 121(h) and its implementing regulations, and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR part 200, 20 CFR 678.700, 34 CFR 361.700, and 34 CFR 463.700. Infrastructure costs are defined as non-personnel costs necessary for general American Job Center operations, including facility rentals, utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities), and technology to facilitate access to the American Job Center (including planning and outreach), and may include costs associated with the common identifier (i.e., American Job Center signage) and supplies, as defined in the Uniform Guidance at 2 CFR 200.94, to support the general operation of the one-stop center. This list is not exhaustive. The budget is established on a July 1 to June 30 fiscal year basis. The budget is based on historical costs from the previous fiscal year’s expenditures and modified based on forecast current year costs. A reconciliation of the budget to actual costs will be completed as of June 30 each year, and the adjusting invoice will be prepared by August 31.

One-stop operating costs include infrastructure costs and additional costs, which are made up of applicable career services, and may include shared operating costs, and shared services, as described below.

Additional Costs. One-stop partners must share in additional costs, which must include applicable career services, and may include shared operating costs and shared services that are necessary for the general operation of the one-stop center.

Career Services. One-stop partners must ensure that at least some career services, described in WIOA sec. 134(c)(2), are provided at the one-stop center.

Shared Operating Costs and Shared Services. One-stop partners also may share other costs that support the operations of the one-stop centers, as well as the costs of shared services. The costs of shared services may include initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, referrals to other one-stop partners, and business services (WIOA sec. 121(i)(2), 20 CFR 678.760, 34 CFR 361.760, and 34 CFR 463.760). As discussed in more detail in the section pertaining to personnel costs above, such costs also may include personnel expenses associated with a shared welcome desk or greeter directing employers and customers to the services or staff that are available in that one-stop center.
### Labor Hours/FTE

<table>
<thead>
<tr>
<th>Expense</th>
<th>One Stop Delivery</th>
<th>PBSC Career and Technical Ed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leases</td>
<td>$521,854</td>
<td>$856</td>
</tr>
<tr>
<td>Liability/Property/Other Insurance</td>
<td>$83,056</td>
<td>$136</td>
</tr>
<tr>
<td>Copiers</td>
<td>$40,216</td>
<td>$66</td>
</tr>
<tr>
<td>Telephone/Internet</td>
<td>$72,072</td>
<td>$118</td>
</tr>
<tr>
<td>IT Licenses/Fees</td>
<td>$190,137</td>
<td>$312</td>
</tr>
<tr>
<td>Utilities</td>
<td>$41,861</td>
<td>$69</td>
</tr>
<tr>
<td>Facilities Maintenance</td>
<td>$36,376</td>
<td>$60</td>
</tr>
<tr>
<td>Record Storage &amp; Maintenance</td>
<td>$13,922</td>
<td>$23</td>
</tr>
<tr>
<td>IT Supplies</td>
<td>$28,731</td>
<td>$47</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>$42,000</td>
<td>$69</td>
</tr>
<tr>
<td>Other</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Infrastructure Costs</strong></td>
<td><strong>$1,070,224</strong></td>
<td><strong>$1,755</strong></td>
</tr>
</tbody>
</table>

### Additional One Stop Costs

<table>
<thead>
<tr>
<th>Expense</th>
<th>One Stop Delivery</th>
<th>PBSC Career and Technical Ed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Services Staff</td>
<td>$491,559</td>
<td>$806</td>
</tr>
<tr>
<td>IT Staff-Shared Cost</td>
<td>$395,532</td>
<td>$649</td>
</tr>
<tr>
<td>Front Desk/Center Mgr</td>
<td>$97,917</td>
<td>$161</td>
</tr>
<tr>
<td>DEO Career Services Staff</td>
<td>$501,325</td>
<td>$822</td>
</tr>
<tr>
<td>Temp Services (1 FTE)</td>
<td>$50,000</td>
<td>$82</td>
</tr>
<tr>
<td>Furniture/Equipment</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Indirect Cost (1429)</td>
<td>$207,005</td>
<td>$489</td>
</tr>
<tr>
<td><strong>Total Additional One Stop Expense</strong></td>
<td><strong>$1,834,248</strong></td>
<td><strong>$3,008</strong></td>
</tr>
</tbody>
</table>

**Total/Total Infrastructure and Additional One Stop Costs**

- **$2,904,472**
  - **$4,763**

**In Kind Costs**

- **($5,880)**

**Estimated Amount Due to CareerSource Palm Beach County**

- **$0**
MEMORANDUM OF UNDERSTANDING
ONE-STOP DELIVERY SYSTEM
BY AND BETWEEN
CAREERSOURCE PALM BEACH COUNTY, INC.
AND
SCHOOL BOARD OF PALM BEACH COUNTY
3300 Forest Hill Boulevard, West Palm Beach, Florida 33406

I. PARTIES
This Memorandum of Understanding ("MOU"), is made pursuant to the Workforce Innovation and Opportunity Act of 2014 ("the Act" or "WIOA"), and is entered into by the School Board of Palm Beach County, Florida ("Partner") and Careersource Palm Beach County, Inc. ("CareerSource").

II. PURPOSE
The Act 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 the Act.

The purpose of this MOU is to describe the cooperative workforce training, employment and economic development efforts of CareerSource and the Partner and the actions to be taken by each to assure the coordination of their efforts in accordance with state issued requirements in order to establish and maintain an effective and successful "One-Stop" delivery system.

This MOU is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in Palm Beach County. In addition, this MOU will establish joint processes and procedures that will enable the Partner to integrate with the current One-Stop service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons with disabilities within Palm Beach County.

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

III. PROVISION OF SERVICES
A. CareerSource has been designated by the chief elected official as the administrative entity, grant recipient and fiscal agent.

B. CareerSource agrees to perform the following functions under this MOU:

1. Coordinate with the Partner to provide access to workforce services and programs through the One-Stop delivery system in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-Stop system. Workforce services and programs include, but are not limited to, the allowable activities described in the Act and related legislation for: the Adult; Dislocated Worker and Youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF) program; Migrant and Season Farmworker program; Senior Community Service Employment program, Adult Education and Family Literacy programs; Perkins Act programs; Blind Services and Vocational Rehabilitation.

2. Coordinate with 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 delivery system.

3. Coordinate with the Partner for the funding of the infrastructure costs of the One-Stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C. § 3151 and any infrastructure funding mechanism requirements issued by the State of Florida.

4. Maintain the statewide "CareerSource" and "American Job Center Network" branding of each career center.

5. Maintain and operate at least one comprehensive One-Stop career center within the local workforce development area that shall be open to the public from 8:00 am until 5:00 pm, Monday through Friday (excluding recognized holidays and emergency situations).
6. Provide an area for the Partner's meetings and/or co-location as space and funding permits.

7. Abide by all of its policies, rules, and procedures and applicable Florida statutes and rules.

8. The contact information for CareerSource is as follows:

   Steve Craig, President/CEO
   3400 Belvedere Road, West Palm Beach, Florida 33406
   Telephone Number: 561-340-1060 Ext. 2221
   Fax Number: 561-340-1062
   E-Mail: scraig@careersourcepbc.com

C. Partner agrees to perform the following functions under this MOU:

1. Coordinate with CareerSource to provide access to its workforce services and programs through the One-Stop delivery system in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-Stop system.

2. Coordinate with CareerSource to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-Stop delivery system such as TTY/TTD, assistive and adaptive technology.

3. Coordinate with CareerSource for the funding of the infrastructure costs of the One-Stop career centers and the funding of shared services and operating costs in accordance with §678.700 through §678.755 of the WIOA and the funding of shared services and operating costs in accordance of §678.760 of the Act and any infrastructure funding mechanism requirements issued by the State of Florida.

4. Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-Stop system.

5. Provide feedback to CareerSource management regarding the performance of the partnership, including its effectiveness, success, total number of job seekers placed and their entry wage rate.

6. Participate in mandatory One-Stop delivery system periodic meetings to provide updates on the partners' programs and procedures to CareerSource staff.

7. The contact information for Partner is as follows:

   Jane Kim, Manager, Operations/Special Projects
   Department of Adult and Community Education
   4200 Purdy Lane, Bldg. 50-103, Palm Springs, FL 33461
   Telephone Number: (561) 649-6012
   Fax Number: (561) 649-6028
   E-mail: jane.kim@palmbeachschool.org

D. Any notice, request or demand required or permitted to be given hereunder by either Party to the other shall be effected either by the parties in writing and given personally or mailed certified, return receipt requested, postage prepaid or telexer with applicable verification of date and time initiated, if mailed the following day, at their respective addresses set forth above, or to such address as such party may provide in writing delivered and effective. Notices delivered personally shall be deemed communicated as of actual receipt. Mailed notices shall be deemed communicated as of 5 days after mailing or verified receipt whichever is earlier.

IV. METHODS OF INTERNAL REFERRAL
Internal cross-referral procedures will be developed and/or reassessed based upon services and program need to ensure that high quality and convenient services are available to potentially eligible customers of the One-Stop system.

V. CONFIDENTIALITY OF RECORDS
In the event that either party to this MOU obtains access to any records, files, or other information of the other party in connection with, or during the performance of this MOU, then that party shall keep all such records, files or other information confidential, and shall comply with all laws and regulations concerning the confidentiality of such records, files or other information to the same extent as such laws and regulations apply to the other party.
VI. INFRASTRUCTURE COSTS
Costs of the infrastructure of One-Stop career centers will be funded in accordance with the requirements of the WIOA; federal cost principles; and all other applicable legal requirements. An infrastructure and additional costs budget, as defined in “Attachment 1” will be annually reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to Partner in proportion to relative benefits received. If Partner’s appeal to the State regarding infrastructure costs, results in a change to the Partner’s infrastructure cost contributions, this MOU shall be updated to reflect the final Partner’s infrastructure cost contributions.

VII. COST ALLOCATION METHODOLOGY
All required Partners will provide access to their programs at CareerSource’s comprehensive One Stop located at 3400 Belvedere Road in West Palm Beach, and they will each contribute to the infrastructure and career service costs. Partners will have staff co-located at the center or will provide access via direct linkage. Only those partners that participate in CareerSource’s career center affiliate locations would be required to contribute to the infrastructure costs for those career centers.

Direct linkage will allow customers to connect with the Partner program staff to access services. Cross trained front desk and other physically co-located staff can assist in providing information and referrals to the direct linkage partners. Partners utilizing direct linkage must contribute a minimum of the equivalent of 8 hours a week, or .2 FTE.

CareerSource selected Labor Hours/FTE as the allocation bases to determine overall Partner contributions. This was done in an effort to:
(a) remedy the imbalance of non-physically represented Partners, and
(b) 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.

VIII. TERM
The Term of this MOU shall commence on January 1, 2018, or the date last executed by both parties, whichever is later, through December 31, 2018, and will automatically renew annually for successive one-year terms, unless otherwise terminated by either party. The parties agree to review this MOU no less than once every three year period to ensure appropriate funding and delivery of services. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

IX. AMENDMENTS AND MODIFICATIONS
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.

X. MERGER
This MOU constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations or covenants not herein expressed shall be binding upon the parties.

XI. THIRD PARTY BENEFICIARY
The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this MOU. None of the Parties intend to directly or substantially benefit a third party by this MOU. The Parties agree that there are no third party beneficiaries to this MOU and that no third party shall be entitled to assert a claim against any of the Parties based upon this MOU.

XII. GOVERNANCE
The accountability and responsibility for the One-Stop delivery system’s organizational activity and accomplishments will rest with CareerSource. Pursuant to the Act CareerSource shall conduct oversight with respect to the One-Stop delivery system for the Local Workforce Development Area Palm Beach County, Florida.

XIII. DISPUTE RESOLUTION
If an issue arises involving this MOU, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.
If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource and designated party of the Partner. A joint decision shall be issued within 60 calendar days of receipt.

If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) to review concerns and determine resolution. DEO may remand the issue back to the President/CEO of CareerSource and to the Partner, Partner or impose other remedies to resolve the issue.

XIV. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER MATTERS Partner certifies that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the Agreement in accordance with 29 CFR Parts 45, 74, 95 and 98 and 45 CFR PART 74. No MOU shall be entered with a party listed on the GSA List of Parties Excluded from Federal Procurement or Non-Procurement Programs.

XV. INDEPENDENT CONTRACTOR In the execution of this MOU and rendering of services prescribed by this MOU, Partner shall maintain at all times its independent status, and shall be considered an independent contractor in the performance of its duties and responsibilities under this MOU. CareerSource shall neither have nor exercise any control or direction over the methods by which the Partner shall perform its work and functions other than as provided herein. Nothing in this MOU is intended to, nor shall be deemed to constitute, a partnership or a joint venture between the parties. No provision of this MOU, act of Partner in the performance of this MOU, or act of CareerSource in the performance of this MOU, shall be construed as making Partner the agent, servant or employee of the CareerSource.

XVI. INDEMNIFICATION/HOLD HARMLESS Subject to the limits of Section 768.28, Florida Statutes or Federal law or regulation, and without waiving any defense or immunity, Partner shall be liable, and agrees to be liable, for and shall indemnify, defend, and hold harmless CareerSource, any of its directors, employees, or agents, officers or assignees, and the Palm Beach County Board of County Commissioners and the Palm Beach County Workforce Development Consortium from liability of any nature and kind, including costs, expenses, and attorney's fees, for or on account of any actions, suits or damages of any character whatsoever arising out of any negligent act or omission of the Partner or any employee, agent, subcontractor, or representative of the Partner.

To the extent not otherwise prohibited or limited by Florida law or Federal law or regulation, and without waiving any defense or immunity, CareerSource shall be liable, and agrees to be liable, for and shall indemnify, defend, and hold harmless Partner, any of its directors, employees, or agents, officers or assignees, from any and all liability of any nature and kind, including costs, expenses, and attorney's fees, for or on account of any actions, suits or damages of any character whatsoever arising out of any negligent act or omission of CareerSource or any employee, agent, subcontractor, or representative of CareerSource.

XVII. NON-ASSIGNABILITY CLAUSE This MOU or any right accruing hereunder shall not be assigned by Partner or CareerSource in whole or in part. Any assignment in violation hereof shall be invalid.

XVIII. NON-DISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCES (29 CFR PART 37 AND 45 CFR PART 80)
CareerSource and Partner agree that it will comply fully with the following:
1) Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color or national origin and the regulations promulgated under such Act, with respect to the disabled and the limited English-speaking
5) Section 54 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.
6) Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either
citizenship/status as a lawfully admitted immigrant authorized to work in the United States or Participation in any WIOA Title I financially assisted program or activity.


8) Equal Employment Opportunity (EEO): Partner agrees that it shall comply with Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO No. 11375, requires that Federal Contractors and subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires subcontractors to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin and as supplemented in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 41 CFR Part 60 and 45 CFR Part 80 if applicable.

9) Immigration Reform and Compliance Act of 1986 (P.L. 99-603)

10) State, Federal, criminal and civil laws with respect to the alteration or falsification of records created in connection with this MOU.


XIX. CERTIFICATION REGARDING CLEAN AIR ACT, WATER ACT, ENERGY EFFICIENCY AND ENVIRONMENTAL STANDARDS
Clean Air and Water Act: When applicable, if this MOU is in excess of $100,000, Partner shall comply with all applicable standards, orders or regulations issued under the Clean Air Act as amended (42 U.S.C. 7401), Section 508 of the Clean Water Act as amended (33 U.S.C. 1368 et seq.), Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15). Partner shall report any violation of the above to the CareerSource. Energy Efficiency: Partner shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State of Florida’s Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163). Partner will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq .); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq .); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

XX. PUBLIC ANNOUNCEMENTS AND ADVERTISING
CareerSource’s approval is required prior to Partner distributing, advertising, communicating, public announcement or sending any outreach material containing references to CareerSource.

XXI. COMMERCIAL NONDISCRIMINATION
CareerSource shall not discriminate on the basis of race, gender, gender identity or expression, religion, national origin, ethnicity, sexual orientation, age or disability in the solicitation, selection, hiring, or treatment of sub-consultants, vendors, suppliers, or commercial customers. CareerSource shall provide equal opportunity for sub-consultants to participate in all of its public sector and private sector sub-consulting opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that has occurred or is occurring in the marketplace, such as those specified in the Palm Beach County School Board Policy 6.143. CareerSource understands and agrees that violation of this clause is a material breach of the contract and may result in contract termination, debarment, or other sanctions.

XXII. CONFIDENTIALITY OF STUDENT INFORMATION (IF CONFIDENTIAL INFORMATION WILL BE PROVIDED TO CAREERSOURCE)
CareerSource is subject to all School Board obligations relating to compliance with student records confidentiality laws. By signing this Agreement, CareerSource acknowledges and agrees to comply with the Family Educational Rights and Privacy Act (FERPA) and all State and Federal Laws relating to the confidentiality of student records. CareerSource will receive student information. Since parental consent will not be obtained and CareerSource has legitimate educational interests in the information, CareerSource shall hereby be deemed a "school official" in accordance with School Board Policy 5.50 and shall enter into the Addendum concerning student information (PBSID 2220).
XXIII. GOVERNING LAW AND VENUE
This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida without regard to its conflict of laws provisions. The parties agree that any controversies or legal disputes arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the jurisdiction of the State courts of the Fifteenth Judicial Circuit of Palm Beach County, Florida.

XXIV. INSPECTOR GENERAL
In the event this Agreement involves a purchase in accordance with Policy 6.14, CareerSource agrees and understands that the School District’s Office of the Inspector general ("Inspector General") shall have immediate, complete and unrestricted access to all papers, books, records, documents, information, personnel, processes (including meetings), data, computer hard drives, emails, instant messages, facilities or other assets owned, borrowed or used by CareerSource with regard to the Agreement. CareerSource’s employees, vendors, officers and agents shall furnish the Inspector General with requested information and records within their custody for the purposes of conducting an investigation or audit, as well as provide reasonable assistance with the Inspector General in locating assets and obtaining records and documents as needed for investigation or audit relating to the Agreement. Furthermore, CareerSource understands, acknowledges and agrees to abide by School Board Policy 1.092.

XXV. PUBLIC RECORDS COMPLIANCE
CareerSource shall:
   a. Keep and maintain public records that ordinarily and necessarily would be required by the School Board of Palm Beach County in order to perform the service to the Board under this agreement.
   b. Upon request from the Board’s custodian of public records, provide the Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law.
   c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if CareerSource does not transfer the records to the Board.
   d. Upon completion of the Agreement, transfer, at no cost, to the Board all public records in possession of CareerSource or keep and maintain public records required by the Board to perform the service. If CareerSource transfers all public records to the Board upon completion of the Agreement, CareerSource shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If CareerSource keeps and maintains public records upon completion of the Agreement, CareerSource shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Board, upon request from the Board’s custodian of public records, in a format that is compatible with the information technology systems of the Board.

Failure of CareerSource to abide by the terms of this provision shall be deemed a material breach of this Agreement. This provision shall survive any termination or expiration of this Agreement.

IF CAREERSOURCE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CAREERSOURCE’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, HE OR SHE MUST CONTACT THE PUBLIC RECORDS MANAGEMENT COORDINATOR FOR THE SCHOOL DISTRICT OF PALM BEACH COUNTY AT 561-629-8585, PUBLICRECORDS@PALMBEACHSCHOOLS.ORG, OR 3300 FOREST HILL BLVD., SUITE C-110, WEST PALM BEACH, FL, 33406.

REMAINDER OF PAGE INTENTIONALLY BLANK
IN WITNESS WHEREOF, Partner and CareerSource have caused this MOU to be duly executed as of the date set forth below.

APPROVED BY: CareerSource Palm Beach County, Inc.

Name: Steve Craig
Title: President/CEO
Date: 2-6-18

APPROVED BY: School Board of Palm Beach County, Florida

Name: Dr. Robert Avossa, Ed.D.
Title: Superintendent of Schools
Date: 2/11/18

Reviewed and Approved as to Legal Sufficiency

[Signature]
12/22/18
<table>
<thead>
<tr>
<th>Labor Hours/FTE</th>
<th>One Stop Delivery System</th>
<th>Adult Ed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>119.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>97.58%</td>
</tr>
<tr>
<td>Leases</td>
<td>$521,854</td>
<td>$6,633</td>
</tr>
<tr>
<td>Liability/Property/Other Insurance</td>
<td>$83,056</td>
<td>$1,056</td>
</tr>
<tr>
<td>Copiers</td>
<td>$40,216</td>
<td>$511</td>
</tr>
<tr>
<td>Telephone/Internet</td>
<td>$72,072</td>
<td>$916</td>
</tr>
<tr>
<td>IT Licenses/Fees</td>
<td>$190,137</td>
<td>$2,417</td>
</tr>
<tr>
<td>Utilities</td>
<td>$41,861</td>
<td>$532</td>
</tr>
<tr>
<td>Facilities Maintenance</td>
<td>$36,376</td>
<td>$462</td>
</tr>
<tr>
<td>Record Storage &amp; Maintenance</td>
<td>$13,922</td>
<td>$177</td>
</tr>
<tr>
<td>IT Supplies</td>
<td>$28,731</td>
<td>$365</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>$42,000</td>
<td>$534</td>
</tr>
<tr>
<td>Other</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Infrastructure Costs</strong></td>
<td><strong>$1,070,224</strong></td>
<td><strong>$13,603</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional One Stop Costs</th>
<th>One Stop Delivery System</th>
<th>Adult Ed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Services Staff</td>
<td>$491,569</td>
<td>$6,248</td>
</tr>
<tr>
<td>IT Staff-Shared Cost</td>
<td>$395,532</td>
<td>$5,027</td>
</tr>
<tr>
<td>Front Desk/Center Mgr</td>
<td>$97,917</td>
<td>$1,245</td>
</tr>
<tr>
<td>DEO Career Services Staff</td>
<td>$501,325</td>
<td>$6,372</td>
</tr>
<tr>
<td>Temp Services (1 FTE)</td>
<td>$50,000</td>
<td>$636</td>
</tr>
<tr>
<td>Furniture/Equipment</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Indirect Cost (.1429)</td>
<td>$297,905</td>
<td>$3,786</td>
</tr>
<tr>
<td><strong>Total Additional One Stop Expense</strong></td>
<td><strong>$1,834,248</strong></td>
<td><strong>$23,314</strong></td>
</tr>
<tr>
<td><strong>Total/Total Infrastructure and Additional One Stop Costs</strong></td>
<td><strong>$2,904,472</strong></td>
<td><strong>$36,916</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In Kind Costs</th>
<th>SDPBC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(78,795)</td>
</tr>
</tbody>
</table>

| Estimated Amount Due to CareerSource Palm Beach County | $0 |
MEMORANDUM OF UNDERSTANDING
ONE-STOP DELIVERY SYSTEM
BY AND BETWEEN
CAREERSOURCE PALM BEACH COUNTY, INC.
AND
AARP FOUNDATION, SCSEP
3951 North Haverhill Road, West Palm Beach, Florida 33417

I. PARTIES
This Memorandum of Understanding ("MOU"), is made pursuant to the Workforce Innovation and Opportunity Act of 2014 ("the Act" or "WIOA"), and is entered into by the AARP Foundation, SCSEP ("Partner") and Careersource Palm Beach County, Inc. ("CareerSource").

II. PURPOSE
The Act 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 the Act.

The purpose of this MOU is to describe the cooperative workforce training, employment and economic development efforts of CareerSource and the Partner and the actions to be taken by each to assure the coordination of their efforts in accordance with state issued requirements in order to establish and maintain an effective and successful "One-Stop" delivery system.

This MOU is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in Palm Beach County. In addition, this MOU will establish joint processes and procedures that will enable the Partner to integrate with the current One-Stop service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons with disabilities within Palm Beach County.

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

III. PROVISION OF SERVICES
A. CareerSource has been designated by the chief elected official as the administrative entity, grant recipient and fiscal agent.

B. CareerSource agrees to perform the following functions under this MOU:

1. Coordinate with the Partner to provide access to workforce services and programs through the One-Stop delivery system in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-Stop system. Workforce services and programs include, but are not limited to, the allowable activities described in the Act and related legislation for: the Adult; Dislocated Worker and Youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF) program; Migrant and Season Farmworker program; Senior Community Service Employment program, Adult Education and Family Literacy programs; Perkins Act programs; Blind Services and Vocational Rehabilitation.

2. Coordinate with 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 delivery system.

3. Coordinate with the Partner for the funding of the infrastructure costs of the One-Stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C. § 3151 and any infrastructure funding mechanism requirements issued by the State of Florida.

4. Maintain the statewide "CareerSource" and "American Job Center Network" branding of each career center.

5. Maintain and operate at least one comprehensive One-Stop career center within the local workforce development area that shall be open to the public from 8:00 am until 5:00 pm, Monday through Friday (excluding recognized holidays and emergency situations).
6. Provide an area for the Partner’s meetings and/or co-location as space and funding permits.

7. Abide by all of its policies, rules, and procedures and applicable Florida statutes and rules.

8. The contact information for CareerSource is as follows:

   Steve Craig, President/CEO
   3400 Belvedere Road, West Palm Beach, Florida 33406
   Telephone Number: 561-340-1030 Ext. 2221
   Fax Number: 561-340-1062
   E-Mail: scraig@careersourcepbc.com

C. Partner agrees to perform the following functions under this MOU:

1. Coordinate with CareerSource to provide access to its workforce services and programs through the One-Stop delivery system in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-Stop system.

2. Coordinate with CareerSource to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-Stop delivery system such as TTY/TTD, assistive and adaptive technology.

3. Coordinate with CareerSource for the funding of the infrastructure costs of the One-Stop career centers and the funding of shared services and operating costs in accordance with §678.700 through §678.755 of the WIOA and the funding of shared services and operating costs in accordance of §678.760 of the Act and any infrastructure funding mechanism requirements issued by the State of Florida.

4. Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-Stop system.

5. Provide feedback to CareerSource management regarding the performance of the partnership, including its effectiveness, success, total number of job seekers placed and their entry wage rate.

6. Participate in mandatory One-Stop delivery system periodic meetings to provide updates on the partners’ programs and procedures to CareerSource staff.

7. The contact information for Partner is as follows:

   Name: Ted Simpkins, Project Director
   Address: 3951 North Haverhill Road, West Palm Beach, Florida 33417
   Telephone Number: (561) 471-9828 Fax Number: (561) 471-9831
   E-Mail: tsimpkins@aarp.org

D. Any notice, request or demand required or permitted to be given hereunder by either Party to the other shall be effected either by the parties in writing and given personally or mailed certified, return receipt requested, postage prepaid or telecopier with applicable verification of date and time initiated, if mailed the following day, at their respective addresses set forth above, or to such address as such party may provide in writing delivered and effective. Notices delivered personally shall be deemed communicated as of actual receipt. Mailed notices shall be deemed communicated as of 5 days after mailing or verified receipt whichever is earlier.

IV. METHODS OF INTERNAL REFERRAL

   Internal cross-referral procedures will be developed and/or reassessed based upon services and program need to ensure that high quality and convenient services are available to potentially eligible customers of the One-Stop system.

V. CONFIDENTIALITY OF RECORDS

   In the event that either party to this MOU obtains access to any records, files, or other information of the other party in connection with, or during the performance of this MOU, then that party shall keep all such records, files or other information confidential, and shall comply with all laws and regulations concerning the confidentiality of such records, files or other information to the same extent as such laws and regulations apply to the other party.
VI. INFRASTRUCTURE COSTS
Costs of the infrastructure of One-Stop career centers will be funded in accordance with the requirements of the WIOA; federal cost principles; and all other applicable legal requirements. An infrastructure and additional costs budget, as defined in "Attachment 1" will be annually reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to Partner in proportion to relative benefits received. If Partner's appeal to the State regarding infrastructure costs, results in a change to the Partner's infrastructure cost contributions, this MOU shall be updated to reflect the final Partner's infrastructure cost contributions.

VII. COST ALLOCATION METHODOLOGY
All required Partners will provide access to their programs at CareerSource's comprehensive One Stop located at 3400 Belvedere Road in West Palm Beach, and they will each contribute to the infrastructure and career service costs. Partners will have staff co-located at the center or will provide access via direct linkage. Only those partners that participate in CareerSource's career center affiliate locations would be required to contribute to the infrastructure costs for those career centers.

Direct linkage will allow customers to connect with the Partner program staff to access services. Cross trained front desk and other physically co-located staff can assist in providing information and referrals to the direct linkage partners. Partners utilizing direct linkage must contribute a minimum of the equivalent of 8 hours a week, or .2 FTE.

CareerSource selected Labor Hours/FTE as the allocation bases to determine overall Partner contributions. This was done in an effort to:

a) remedy the imbalance of non-physically represented Partners, and

b) 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

VIII. TERM
The Term of this MOU shall commence on January 1, 2018, or the date last executed by both parties, whichever is later, through December 31, 2018, and will automatically renew annually for successive one-year terms, unless otherwise terminated by either party. The parties agree to review this MOU no less than once every three year period to ensure appropriate funding and delivery of services. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

IX. AMENDMENTS AND MODIFICATIONS
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.

X. MERGER
This MOU constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations or covenants not herein expressed shall be binding upon the parties.

XI. THIRD PARTY BENEFICIARY
The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this MOU. None of the Parties intend to directly or substantially benefit a third party by this MOU. The Parties agree that there are no third party beneficiaries to this MOU and that no third party shall be entitled to assert a claim against any of the Parties based upon this MOU.

XII. GOVERNANCE
The accountability and responsibility for the One-Stop delivery system's organizational activity and accomplishments will rest with CareerSource. Pursuant to the Act CareerSource shall conduct oversight with respect to the One-Stop delivery system for the Local Workforce Development Area Palm Beach County, Florida.

XIII. DISPUTE RESOLUTION
If an issue arises involving this MOU, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.
If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource and designated party of the Partner. A joint decision shall be issued within 60 calendar days of receipt.

If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) to review concerns and determine resolution. DEO may remand the issue back to the President/CEO of CareerSource and to the Partner, Partner or impose other remedies to resolve the issue.

XIV. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER MATTERS Partner certifies that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the Agreement in accordance with 29 CFR Parts 45, 74, 95 and 98 and 45 CFR PART 74. No MOU shall be entered with a party listed on the GSA List of Parties Excluded from Federal Procurement or Non-Procurement Programs.

XV. INDEPENDENT CONTRACTOR In the execution of this MOU and rendering of services prescribed by this MOU, Partner shall maintain at all times its independent status, and shall be considered an independent contractor in the performance of its duties and responsibilities under this MOU. CareerSource shall neither have nor exercise any control or direction over the methods by which the Partner shall perform its work and functions other than as provided herein. Nothing in this MOU is intended to, nor shall be deemed to constitute, a partnership or a joint venture between the parties. No provision of this MOU, act of Partner in the performance of this MOU, or act of CareerSource in the performance of this MOU, shall be construed as making Partner the agent, servant or employee of the CareerSource.

XVI. INDEMNIFICATION/HOLD HARMLESS
To the extent not otherwise prohibited or limited by Florida law or Federal law or regulation, and without waiving any defense or immunity, Partner shall be liable, and agrees to be liable, for and shall indemnify, defend, and hold harmless CareerSource, any of its directors, employees, or agents, officers or assignees, and the Palm Beach County Board of County Commissioners and the Palm Beach County Workforce Development Consortium from liability of any kind and nature, including costs, expenses, and attorney's fees, for or on account of any actions, suits or damages of any character whatsoever arising out of any negligent act or omission of the Partner or any employee, agent, subcontractor, or representative of the Partner.

To the extent not otherwise prohibited or limited by Florida law or Federal law or regulation, and without waiving any defense or immunity, CareerSource shall be liable, and agrees to be liable, for and shall indemnify, defend, and hold harmless Partner, any of its directors, employees, or agents, officers or assignees, from liability of any kind and nature, including costs, expenses, and attorney's fees, for or on account of any actions, suits or damages of any character whatsoever arising out of any negligent act or omission of CareerSource or any employee, agent, subcontractor, or representative of CareerSource.

XVII. NON-ASSIGNABILITY CLAUSE
This MOU or any right accruing hereunder shall not be assigned by Partner or CareerSource in whole or in part. Any assignment in violation hereof shall be invalid.

XVIII. NON-DISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCES (29 CFR PART 37 AND 45 CFR PART 80)
Partner agrees that it will comply fully with the following:
1) Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color or national origin and the regulations promulgated under such Act, with respect to the disabled and the limited English-speaking
5) Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.
6) Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either
citizenship/status as a lawfully admitted immigrant authorized to work in the United States or Participation in any WIOA Title I financially assisted program or activity.


8) Equal Employment Opportunity (EEO) Partner agrees that it shall comply with Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO No. 11375, requires that Federal Contractors and subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires subcontractors to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin and as supplemented in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 41 CFR Part 60 and 45 CFR Part 80 if applicable.

9) Immigration Reform and Compliance Act of 1986 (P. L. 99-603)

10) State, Federal, criminal and civil laws with respect to the alteration or falsification of records created in connection with this MOU.


XIX. CERTIFICATION REGARDING CLEAN AIR ACT, WATER ACT, ENERGY EFFICIENCY AND ENVIRONMENTAL STANDARDS
Clean Air and Water Act: When applicable, if this MOU is in excess of $100,000, Partner shall comply with all applicable standards, orders or regulations issued under the Clean Air Act as amended (42 U.S.C. 7401), Section 508 of the Clean Water Act as amended (33 U.S.C. 1366 et seq.), Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15). Partner shall report any violation of the above to the CareerSource. Energy Efficiency: Partner shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State of Florida’s Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163). Partner will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11988; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

XX. PUBLIC ANNOUNCEMENTS AND ADVERTISING
CareerSource’s approval is required prior to Partner distributing, advertising, communicating, public announcement or sending any outreach material containing references to CareerSource.

REMAINDER OF PAGE INTENTIONALLY BLANK
IN WITNESS WHEREOF, Partner and CareerSource have caused this MOU to be duly executed as of the date set forth below.

APPROVED BY: Careersource Palm Beach County, Inc.  
APPROVED BY: AARP Foundation, SCSEP

BY:  
Name: Steve Craig  
Title: President/CEO  
Date: 12-19-17

BY:  
Name: Demetri Antzoulatos  
Title: VP, Finance and Operations  
Date: 12-19-17
ATTACHMENT 1
INFRASTRUCTURE AND SHARED SERVICES BUDGET

An Infrastructure Funding and Shared Services Budget covering the sharing of costs for infrastructure and shared services shall be agreed to by CareerSource and Partner on or before January 1, 2018 and for the purpose of complying with WIOA section 121(h) and its implementing regulations, and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR part 200, 20 CFR 678.700, 34 CFR 361.700, and 34 CFR 463.700. Infrastructure costs are defined as non-personnel costs necessary for general American Job Center operations, including facility rentals, utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities), and technology to facilitate access to the American Job Center (including planning and outreach), and may include costs associated with the common identifier (i.e., American Job Center signage) and supplies, as defined in the Uniform Guidance at 2 CFR 200.94, to support the general operation of the one-stop center. This list is not exhaustive. The budget is established on a July 1 to June 30 fiscal year basis. The budget is based on historical costs from the previous fiscal year’s expenditures and modified based on forecast current year costs. A reconciliation of the budget to actual costs will be completed as of June 30 each year, and the adjusting invoice will be prepared by August 31.

One-stop operating costs include infrastructure costs and additional costs, which are made up of applicable career services, and may include shared operating costs, and shared services, as described below.

Additional Costs. One-stop partners must share in additional costs, which must include applicable career services, and may include shared operating costs and shared services that are necessary for the general operation of the one-stop center.

Career Services. One-stop partners must ensure that at least some career services, described in WIOA sec. 134(c)(2), are provided at the one-stop center.

Shared Operating Costs and Shared Services. One-stop partners also may share other costs that support the operations of the one-stop centers, as well as the costs of shared services. The costs of shared services may include initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, referrals to other one-stop partners, and business services (WIOA sec. 121)(2), 20 CFR 678.760, 34 CFR 361.760, and 34 CFR 463.760). As discussed in more detail in the section pertaining to personnel costs above, such costs also may include personnel expenses associated with a shared welcome desk or greater directing employers and customers to the services or staff that are available in that one-stop center.
<table>
<thead>
<tr>
<th>Infrastructure Expense</th>
<th>One Stop Delivery</th>
<th>AARP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Hours/FTE</td>
<td>System</td>
<td></td>
</tr>
<tr>
<td>119.00</td>
<td>97.58%</td>
<td>0.20</td>
</tr>
<tr>
<td>Infrastructure Expense</td>
<td></td>
<td>0.16%</td>
</tr>
<tr>
<td>Leases</td>
<td>$521,854</td>
<td>$856</td>
</tr>
<tr>
<td>Liability/Property/Other Insurance</td>
<td>$83,056</td>
<td>$136</td>
</tr>
<tr>
<td>Copiers</td>
<td>$40,216</td>
<td>$66</td>
</tr>
<tr>
<td>Telephone/Internet</td>
<td>$72,072</td>
<td>$118</td>
</tr>
<tr>
<td>IT Licenses/Fees</td>
<td>$190,137</td>
<td>$312</td>
</tr>
<tr>
<td>Utilities</td>
<td>$41,861</td>
<td>$69</td>
</tr>
<tr>
<td>Facilities Maintenance</td>
<td>$36,376</td>
<td>$69</td>
</tr>
<tr>
<td>Record Storage &amp; Maintenance</td>
<td>$13,922</td>
<td>$23</td>
</tr>
<tr>
<td>IT Supplies</td>
<td>$28,731</td>
<td>$47</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>$42,000</td>
<td>$69</td>
</tr>
<tr>
<td>Other</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Infrastructure Costs</strong></td>
<td><strong>$1,070,324</strong></td>
<td><strong>$1,755</strong></td>
</tr>
<tr>
<td><strong>Additional One Stop Costs</strong></td>
<td><strong>$1,834,248</strong></td>
<td><strong>$3,008</strong></td>
</tr>
<tr>
<td>Career Services Staff</td>
<td>$491,569</td>
<td>$806</td>
</tr>
<tr>
<td>IT Staff-Shared Cost</td>
<td>$395,532</td>
<td>$649</td>
</tr>
<tr>
<td>Front Desk/Center Mgr</td>
<td>$97,917</td>
<td>$161</td>
</tr>
<tr>
<td>DEO Career Services Staff</td>
<td>$501,325</td>
<td>$822</td>
</tr>
<tr>
<td>Temp Services (1 FTE)</td>
<td>$350,000</td>
<td>$82</td>
</tr>
<tr>
<td>Furniture/Equipment</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Indirect Cost (.1429)</td>
<td>$297,905</td>
<td>$489</td>
</tr>
<tr>
<td><strong>Total Additional One Stop Expense</strong></td>
<td><strong>$1,834,248</strong></td>
<td><strong>$3,008</strong></td>
</tr>
<tr>
<td><strong>Total/Total Infrastructure and Additional One Stop Costs</strong></td>
<td><strong>$2,904,472</strong></td>
<td><strong>$4,763</strong></td>
</tr>
<tr>
<td><strong>In Kind Costs</strong></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Estimated Amount Due to CareerSource Palm Beach County</td>
<td></td>
<td><strong>$4,763</strong></td>
</tr>
<tr>
<td>Tasks</td>
<td>Lead</td>
<td>Support Req.</td>
</tr>
<tr>
<td>-------</td>
<td>------</td>
<td>--------------</td>
</tr>
<tr>
<td>1. Review and revise as necessary all policies and procedures to be in compliance with WIOA and state guidelines.</td>
<td>Tom Veenstra</td>
<td>Sharon Brea &amp; Peter Pignataro</td>
</tr>
<tr>
<td>2. Develop and direct 2015-2020 Strategic Imperatives and Goals.</td>
<td>Steve Craig</td>
<td>1/1/2016</td>
</tr>
<tr>
<td>3. Revise and adjust mission and vision statements</td>
<td>Steve Craig</td>
<td>12/31/2016</td>
</tr>
<tr>
<td>4. Develop and Implement Committee Structure designed to engage Board Members in meaningful Workforce activities and ensure Board Participation on all Policy Level Decisions and transparency AT ALL LEVELS of Workforce organization.</td>
<td>Steve Craig</td>
<td>8/31/2015</td>
</tr>
<tr>
<td>5. Ensure organization remains at forefront of industry trends and has agility to effectively respond to new trends/opportunities.</td>
<td>Gerry Genovese</td>
<td>Norman Cushon</td>
</tr>
<tr>
<td>6. Work with the other regions to look at ways to streamline processes through collaboration (Example: ITA’s, OJT’s, work experience, support services, purchasing and procurement, audit services, payroll, HR, IT, Health Care, BLN, Teacher to Work).</td>
<td>Steve Craig</td>
<td>Gerry Genovese</td>
</tr>
<tr>
<td>7. Look at various fee for service ideas: Assessments Work certified program Hospitality Academy Training IT support for area businesses</td>
<td>Steve Craig</td>
<td>Gerry, Norman, Michael</td>
</tr>
</tbody>
</table>
Form an internal task force to identify training needs, help with team building and improve morale

Mary Fleming
Michael Corbit, Norman Cushon
On-Going

1. July 10 All staff meeting
2. Sept 9 - Sickle Cell-Abration Awareness Walk
3. Sept 21-23 state training
4. Oct 9 - pre-Oct 12 event survey
5. Oct 12 All day training event
6. Oct. 12 survey re: communications, teamwork, engagement
7. Oct 12 - communicated CSPBC overarching goals
9. Oct 23 - Survey feedback at All Staff Meeting
10. Oct 24 - Every Boob Counts (breast cancer) walk
11. Oct 30 Pumpkin/Cube decorating contest/event
12. Nov 2, 16, 19 - Staff safety training - Workplace Violence Prevention/Response by PBSO
13. Nov 4 - Suggestion box email implemented Identifies items added.
14. Dec. 9 - Holiday luncheon, cube/ornament decorating contest (morale booster)
15. Dec. 11 - All Staff Meeting - various employees recognized, suggestion box feedback, and organizational information shared with staff (morale booster, team building through communication, training)
16. Jan. 15, 2016 - All Staff Meeting - various employees recognized and organizational information shared with staff (morale booster, team building through communication, training)
17. Jan. 30, 2016 - Komen Race for the Cure (morale booster)
18. Feb. 5 - Consortium staff wellness fair (morale booster)

We have also created new annual training plans

Identifies items added.
<table>
<thead>
<tr>
<th>Tasks</th>
<th>Lead</th>
<th>Support Req.</th>
<th>EDOC</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Conduct annual Youth planning meetings to evaluate the entire youth program to include; but not limited to, services provided, funding, ROI, program effectiveness, etc. Based on the evaluation results, develop specific recommendations for improvement and/or expansion, measurable goals, recommended changes/additions, and funding needed to fill gaps.</td>
<td>Holly Carson</td>
<td>Gerry Genovese</td>
<td>5/30/2016</td>
<td>On-Going</td>
<td>Holly Carson/Dr. Johnson led a Youth Committee meeting on January 28, 2016. This is one of five program year 15-16 Youth Committee meetings. Included in the 1/28 meeting: Youth Outcomes/Goals for PY 15-16, a presentation on serving youth with disabilities, and industry sector and employment trends. The Youth department is also pursuing a USDOL grant for Summer Youth funding. The application is due March 25, 2016 and can be up to $2 million per regional workforce board.</td>
</tr>
<tr>
<td>2 Work with the school district to develop a counselor position for the western communities. This new position would be in collaboration with PBSC, West Tech, and Adult Ed. The primary focus of this new position is student engagement, outreach for students 17-24, focus on GED's and career pathways.</td>
<td>Michelle Dryer</td>
<td></td>
<td></td>
<td>In Process</td>
<td>Referred to youth committee for reporting purposes. A meeting will be held with top School District Administrators (Adult Ed, Chief Academic Officer, Alternative Ed) and County Youth Department to establish a ReEngagement Center</td>
</tr>
<tr>
<td>3 Develop the Virtual Career Center (VCC): College Students and Alumni, Youth and Young Adults, High School Students, Develop Career Pathway Links</td>
<td>Gerry Genovese, Tom Veenstra, Gene Wheeler, Eric Tremelling</td>
<td></td>
<td></td>
<td>12/30/2016</td>
<td>*This goal is shared with One-Stop Partners Goals *</td>
</tr>
<tr>
<td>4 Be the Point of Contact for businesses to provide input on curriculum for education.</td>
<td>Michelle Dryer</td>
<td></td>
<td></td>
<td>12/30/2016</td>
<td>*This goal is shared with One-Stop Partners Goals *</td>
</tr>
<tr>
<td>5 Work with local colleges, universities and the school district to capture graduates for CareerSource (CS) talent pool, to ensure that graduates stay local.</td>
<td>Helen Ott</td>
<td>Michelle Dryer</td>
<td>6/30/2017</td>
<td>On-Going</td>
<td>*This goal is shared with One-Stop Partners Goals *</td>
</tr>
</tbody>
</table>
### ONE -STOPS PARTNERS GOALS AND OBJECTIVES

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Lead</th>
<th>Support Req.</th>
<th>EDOC</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Design and implement standardized performance metrics and a reporting structure to monitor and assess the efficiency and effectiveness of all Careersource programs. (Performance metrics for short and long term to be in alignment with state and federal guidelines).</td>
<td>Ernesto Passarini</td>
<td>Program Directors</td>
<td>12/30/2016</td>
<td>Design of new interactive web page has been started. Input from directors has been gathered and will be incorporated into the design/functionality of the system.</td>
<td></td>
</tr>
<tr>
<td>2 Conduct an evaluation of all programs/departments to determine their effectiveness and efficiency and make specific recommendations for improvement.</td>
<td>Dina Hill, Kathy Bonner, Holly Carson</td>
<td>Gerry Genovese</td>
<td>12/30/2016</td>
<td>Unit total number of placements is 241. There are 118 training related or 49% (118/241). Industry Sectors being served. 41% training dollars allocated to healthcare 29% training dollars allocated to IT. Florida Flex Dollars (12M) to PBC employers to date: $691,268.00 (1 employer) and IW T: $142,591.00 (10 employers)</td>
<td></td>
</tr>
<tr>
<td>Improve WIOA client training to placement outcomes by developing industry related Sector Strategies such as Healthcare, IT and Construction. Utilization of Regional Targeted Occupations List (RTOL) to provide the local area the ability to accommodate current market trends and employer training. Assisting employers with obtaining Florida Flex dollars</td>
<td>Kathy Bonner</td>
<td>Gerry Genovese</td>
<td>12/30/2016</td>
<td>On Going</td>
<td></td>
</tr>
<tr>
<td>Develop and implement new and creative programs for more creative and better utilization of WIOA training dollars Fire/burglar alarm security internship &amp; OJT program began with 1 intern (7 total students in class) being place with an employer. Intern will be paid by Manpower, $10.00 per hour/ 23 hours per week for 2 months. GGRC grant partnership (healthcare career pathways) anticipated start 1/2016. PBSC Belle Glade Campus Advisory Board member. Participating in Glades Career College with PBSC &amp; Employers – provide WIOA open application process in Glades office to expedite training needs. Attend Glades Career Readiness Roundtable monthly.</td>
<td>Kathy Bonner</td>
<td>Gerry Genovese</td>
<td>12/30/2016</td>
<td>On Going</td>
<td></td>
</tr>
<tr>
<td>Implement electronic process for OJT, Scholarship and training provider applications to decrease staff processing time, and insure compliance with all WIOA requirements.</td>
<td>Kathy Bonner</td>
<td>Gerry Genovese</td>
<td>12/30/2016</td>
<td>On Going QIT, Scholarship and Training provider applications 100 % automated. ITA Portal revisions to be implemented by 7/1/16.</td>
<td></td>
</tr>
<tr>
<td>Implement a continuous monitoring process to insure common measure results meet established goals</td>
<td>Kathy Bonner</td>
<td>Gerry Genovese</td>
<td>12/30/2016</td>
<td>On Going Two days per week monitor of any negative outcomes and corrective actions taken. This process has proven to proactively eliminate issues.</td>
<td></td>
</tr>
<tr>
<td>Developed Mobile App for participants, staff, and businesses in order to eliminate the use of paper and save time and developed Time Tracker Software in order to streamline the documentation of participant hours.</td>
<td>Dina Hill</td>
<td>Gerry Genovese</td>
<td>12/30/2016</td>
<td>In Process Staff time savings of from 240 hours per month to 120 hours per month on JPR’s (Job Participation Rate) Documentation, All data entered in time tracker, mobile is being introduced to clients.</td>
<td></td>
</tr>
<tr>
<td>Implementation of peer review model</td>
<td>Dina Hill</td>
<td>Gerry Genovese</td>
<td>6/30/2017</td>
<td>On Going Increased staff productivity and morale. Significant decrease in error rate. Ranked number 1 on state mmr ytd. Resulted in 1 DEO finding during monitoring. Reviews are tracked weekly and being used to determine training needs for staff.</td>
<td></td>
</tr>
<tr>
<td>Action</td>
<td>Description</td>
<td>Responsible Parties</td>
<td>Progress</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
<td>---------------------</td>
<td>----------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Align with WIOA law, by adding new elements to our Career Prep (CP) program</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Integrate a Financial Literacy curriculum to promote higher math scores and help young adults master the foundational elements of personal finance.</td>
<td>Holly Carson, Gerry Genovese</td>
<td></td>
<td>Department performance goal: must meet 18.9% Literacy/Numeracy Gains (state common measure). According to Linda Knowle’s (DEO) report on 1/7/16, we are currently exceeding our goal.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Develop strategies to increase our department’s performance on Literacy/Numeracy state common measures</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Implement new credentialing for young adult participants (i.e. Microsoft certification or Work certified program): WIOA stackable credentials that will elevate WIOA’s new credential performance measures</td>
<td>Holly Carson, Gerry Genovese</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A new marketing tool for employers to hire our young adults</td>
<td></td>
<td></td>
<td>Department performance goal: must meet 78% Attainment of Degree or Certificate (state common measure). We are working on implementing a Summer 2016 IT program to integrate Microsoft certifications. This will help us meet our goal of certificate attainment.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Invest in upgraded technology that all Career Prep participants will be exposed to: The Smartboard interactive display system (with multi-touch technology) revolutionizes the way classmates collaborate with one another. Virtualjobshadow.com is an online career exploration tool; a highly engaging, digital resource for our young adults</td>
<td>Holly Carson, Gerry Genovese</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Develop and implement actions to position CareerSource as the leader in market intelligence and expertise in labor market information (LMI) to include; but not limited, of the following elements:</td>
<td>Tom Veenstra, Peter Pignataro</td>
<td></td>
<td>LMI section on careersourcepbc.com expanded/redesigned to include most frequently requested information and reports in easy-to-understand, comprehensive format. Section renamed to “Labor Market Reports” and promoted on website rotators to increase awareness. LMI section visits increased from 405 in Nov. 2015 to 2,829 in Dec. 2015 when changes were completed. Included Performance Analysis Manager in 2 interviews with Palm Beach Post resulting in 2 positive, front-page stories with quotes and attribution to CSPBC.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Send a minimum of one staff member per year to the state for LMI related training.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Develop and enhance quarterly letter and produce an Annual Organizational Analysis for Board with year to year comparison of performance metrics, analysis of strengths and weaknesses, and specific recommendations for improvement.</td>
<td>Tom Veenstra, Gerry Genovese &amp; Ernesto Passarini</td>
<td></td>
<td>Quarterly Business Solutions e-newsletters have been produced on-time since inception in 1Q 2015. Next Annual Organizational Effectiveness Report will cover PY 2015-2016 and produced in Fall 2016.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Integrate the Stakeholder Community (Participants, Employers, Schools, Community Partners and CareerSource Organizations). Assemble/revitalize community and statewide partnerships. Communicate with CareerSource Organizations statewide on issues as appropriate. Maintain relationships with local, state and elected officials. Ensure supply-side community partners (schools, universities, etc.) are made integral to the workforce process; develop meaningful relationships with all local colleges, universities and schools.</td>
<td>Michelle Dryer, Steve Craig, Gerry Genovese, Norman Cushon</td>
<td></td>
<td>CareerSource is an active member of several community-wide initiatives focused on education, career pathways, hard to serve populations and talent pipeline development. Each of these initiatives involve public officials, education leaders, private funders and economic development partners.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meeting with WIOA community partners to develop a customer focused delivery system across core programs (enhanced emphasis on those with barriers to employment). Partners such as: Dept. of Education, Voc Rehab, Job Corps, Dept. of Children and Families, AARP and United Way.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>CSPBC has conducted multiple meetings with CS Research Coast regarding Work Certified and YESS Programs. CSPBC Organizational Development Team has provided upgrades and enhancements to both programs. Next Meeting February 17.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Steve Craig led a discussion with representation from Brian Hirsch, VR Area 5 Director. Discussion points included an emphasis on our shared population of in and out of school youth. Further discussion also included pages 130-133 of the WIOA Task Force implementation recommendations. Brian will share points of contact of VR Unit and Area Supervisors. Guest included: Gerry, Helen, Norm, Kathy, Dina, Holly, Fran, Neely. Jan. 20, 2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Continually assess quality of service delivery: Design process and evaluate One-Stop centers. Develop appropriate measurement of candidate qualifications for referral (exact or related skill matches) and timeliness of referral (time between job order and candidate referral) and other business services.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Referred to WIOA One Stop Partnerships Committee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>This goal is shared with Youth Comm Goals</em> Adult VCC Launched with Mobile Applications Adult VCC being modified with enhancements Task Team formed for Employer Portal Task Team formed for Veterans Portal Task Team formed for Disability Portal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adult VCC 12/17/2015 Adult VCC Enhancements 12/30/2016 Employer 12/30/2016 Veterans 12/30/2016 Persons With Disabilities 12/30/2016 College Students and Alumni 12/30/2016 Youth and Young Adults 12/30/2016 High School Students 12/30/2016 Ex-Offenders 12/30/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Develop Career Pathway Links 12/30/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Develop the Virtual Career Center (VCC):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adult VCC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adult VCC Enhancements</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Employer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Veterans</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Persons With Disabilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>College Students and Alumni</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Youth and Young Adults</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>High School Students</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ex-Offenders</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>This goal is shared with Youth Comm Goals</em> Adult VCC Launched with Mobile Applications Adult VCC being modified with enhancements Task Team formed for Employer Portal Task Team formed for Veterans Portal Task Team formed for Disability Portal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adult VCC 12/17/2015 Adult VCC Enhancements 12/30/2016 Employer 12/30/2016 Veterans 12/30/2016 Persons With Disabilities 12/30/2016 College Students and Alumni 12/30/2016 Youth and Young Adults 12/30/2016 High School Students 12/30/2016 Ex-Offenders 12/30/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Develop Career Pathway Links 12/30/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 10 | Be the Point of Contact for businesses to provide input on curriculum for education.  
Develop and enhance various tools to mentor students by providing employment opportunities with businesses (Example: internships, apprenticeships, work experience, OJT, etc). | Michelle Dryer and Michael Corbit | 6/30/2017 | On-Going |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Work with local colleges, universities and the school district to capture graduates for CareerSource (CS) talent pool, to ensure that graduates stay local.</td>
<td>Helen Ott</td>
<td>6/30/2017</td>
<td>On-Going</td>
</tr>
</tbody>
</table>
| 12 | Emphasize business engagement:  
Respond to regional market needs (hospitality, marine).  
Sector strategies:  
- Advance manufacturing  
- Health Care  
- IT  
- Transportation + Logistics | Helen Ott | 12/30/2016 | On-Going |
| 13 | Develop plans to increase placements (16th or above ranking in Govt's Report) | Helen Ott | 12/30/2016 | On-Going |
| 14 | Talent Pool Development: organize efforts that bring together employers in a sector with government education, training, economic development, and labor + community organizations to focus on the workforce needs, this approach gives us an opportunity to address the common needs of employers and generate coordinated solutions. | Helen Ott | 6/30/2017 | On-Going |
| 15 | Implementation of the SNAP Program | Dina Hill, Eric Tremelling, Tom Veenstra | 1/3/2016 | On-Going |

*This goal is shared with Youth Comm Goals *

Participate in meetings with industry association including manufacturing, healthcare, marine, IT, hospitality, law, finance and others. Adjust to trends in each industry working with job seekers and companies to fill gaps.

Convene and participate in activities bringing together various constituents throughout the community to address talent needs for local businesses. This includes education, economic and workforce development partners.

New mandatory program working with Able-Bodied Adults Without Dependents (ABAWDS), receiving Nutrition Assistance beginning Jan. 4, 2016 18,000 ABAWDS in PBC  
Expect to serve 4000  
Budget of $434,215 (Start-up cost)  
Expenditures @ $266,960  
Leased office space, hired two additional staff incl. a supervisor, 2 existing staff were reassigned to SNAP from TANF, Attended 3 day DEO training, Over 20,000 letter were mailed to Palm Beach County ABAWD's, served over 500 since Jan. 4
### Company Wide (WP) Goals

<table>
<thead>
<tr>
<th>Placements</th>
<th>18,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Wage Rate</td>
<td>$12.00</td>
</tr>
</tbody>
</table>

### Departmental Goals

#### WIOA Dept Goals

<table>
<thead>
<tr>
<th>Placements</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Wage</td>
<td>$23.64</td>
</tr>
<tr>
<td>$ Spent in ITAs</td>
<td>$1.5M</td>
</tr>
</tbody>
</table>

#### Youth Dept Goals

<table>
<thead>
<tr>
<th>Placements</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Allocation</td>
<td>80% in OOS</td>
</tr>
<tr>
<td>$ Spent in ITAs</td>
<td>Up to $25K</td>
</tr>
<tr>
<td>$ Spent in OJTs</td>
<td>Up to $25K</td>
</tr>
</tbody>
</table>

#### WTP Dept Goals

<table>
<thead>
<tr>
<th>Placements</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Wage</td>
<td>$10.00</td>
</tr>
<tr>
<td>Participation Rate</td>
<td>50%</td>
</tr>
<tr>
<td>ITAs/OJTs</td>
<td>10-15</td>
</tr>
</tbody>
</table>

#### TAU Dept Goals

<table>
<thead>
<tr>
<th>Placements</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referrals</td>
<td>5408</td>
</tr>
<tr>
<td>E-Codes</td>
<td>2080</td>
</tr>
<tr>
<td>Recruiting Events</td>
<td>432</td>
</tr>
</tbody>
</table>

#### TTW Dept Goals

<table>
<thead>
<tr>
<th>Placements</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intensive Services</td>
<td>90% of Serv</td>
</tr>
</tbody>
</table>

#### Vet Dept Goals

<table>
<thead>
<tr>
<th>Placements</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Development</td>
<td>240</td>
</tr>
<tr>
<td>Outreach (E49)</td>
<td>600</td>
</tr>
<tr>
<td>Workshops and Group Counseling</td>
<td>32</td>
</tr>
</tbody>
</table>

### Adult and Dislocated

<table>
<thead>
<tr>
<th>WIOA Law</th>
<th>Description</th>
<th>Negotiated Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>116(b)(2)(A)(i)(I)</td>
<td>Employment Rate (Q2 post-exit)</td>
<td></td>
</tr>
<tr>
<td>116(b)(2)(A)(i)(II)</td>
<td>Employment Rate (Q4 post-exit)</td>
<td></td>
</tr>
<tr>
<td>116(b)(2)(A)(i)(III)</td>
<td>Median Earnings</td>
<td></td>
</tr>
<tr>
<td>116(b)(2)(A)(i)(IV)</td>
<td>Credential Rate</td>
<td></td>
</tr>
<tr>
<td>116(b)(2)(A)(i)(VI)</td>
<td>Employer Measures</td>
<td></td>
</tr>
</tbody>
</table>

### Youth

<table>
<thead>
<tr>
<th>WIOA Law</th>
<th>Description</th>
<th>Negotiated Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>116(b)(2)(A)(ii)(I)</td>
<td>Positive Outcomes (Q2 post-exit)</td>
<td></td>
</tr>
<tr>
<td>116(b)(2)(A)(ii)(II)</td>
<td>Positive Outcomes (Q4 post-exit)</td>
<td></td>
</tr>
<tr>
<td>116(b)(2)(A)(ii)(III)</td>
<td>Median Earnings</td>
<td></td>
</tr>
<tr>
<td>116(b)(2)(A)(ii)(IV)</td>
<td>Credential Rate</td>
<td></td>
</tr>
<tr>
<td>116(b)(2)(A)(ii)(VI)</td>
<td>Employer Measures</td>
<td></td>
</tr>
</tbody>
</table>

### Bus Serv Dept Goals

<table>
<thead>
<tr>
<th>Placements</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Businesses (NB)</td>
<td>4000</td>
</tr>
<tr>
<td>NB with Job Orders</td>
<td>50% of NB</td>
</tr>
<tr>
<td>Exiting Business (EB)</td>
<td>1600</td>
</tr>
<tr>
<td>EB with Job Orders</td>
<td>50% of EB</td>
</tr>
<tr>
<td></td>
<td>Traffic</td>
</tr>
<tr>
<td>----------------</td>
<td>---------</td>
</tr>
<tr>
<td>PY 13-14</td>
<td>129371</td>
</tr>
<tr>
<td>PY 14-15</td>
<td>91005</td>
</tr>
<tr>
<td>PY 15-16</td>
<td>8876</td>
</tr>
<tr>
<td><strong>Goals</strong></td>
<td>n/a</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WIA</th>
<th>Plx</th>
<th>Ave Wage</th>
<th>ITAs</th>
<th>$ Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>PY 13-14</td>
<td>785</td>
<td>$18.54</td>
<td>515</td>
<td>$2,004,064.98</td>
</tr>
<tr>
<td>PY 14-15</td>
<td>429</td>
<td>$22.51</td>
<td>681</td>
<td>$2,571,210.53</td>
</tr>
<tr>
<td>PY 15-16</td>
<td>44</td>
<td>$22.46</td>
<td>24</td>
<td>$201,582.95</td>
</tr>
<tr>
<td><strong>Goals</strong></td>
<td>500</td>
<td>$23.64</td>
<td>n/a</td>
<td>1.5M</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WTP</th>
<th>Plx</th>
<th>Ave Part</th>
<th>Ave wage</th>
<th>2-parent</th>
<th>ITAs/OJTs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PY 13-14</td>
<td>1639</td>
<td>133</td>
<td>$9.59</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PY 14-15</td>
<td>1094</td>
<td>180</td>
<td>$10.12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PY 15-16</td>
<td>91</td>
<td>171</td>
<td>$9.94</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Goals</strong></td>
<td>600</td>
<td>50</td>
<td>$10.00</td>
<td>90</td>
<td>15-Oct</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Youth</th>
<th>Plx</th>
<th>Funding</th>
<th>ITA</th>
<th>OJT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goals</strong></td>
<td>120</td>
<td>80% in OOS</td>
<td>Spend $25K</td>
<td>Spend $25K</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WP</th>
<th>Plx</th>
<th>Ave Wage</th>
<th>Ref</th>
<th>Rate of Plx</th>
</tr>
</thead>
<tbody>
<tr>
<td>PY 13-14</td>
<td>28135</td>
<td>$10.60</td>
<td>32360</td>
<td>5.67</td>
</tr>
<tr>
<td>PY 14-15</td>
<td>21560</td>
<td>$11.12</td>
<td>23738</td>
<td>6.01</td>
</tr>
<tr>
<td>PY 15-16</td>
<td>1869</td>
<td>$12.19</td>
<td>2513</td>
<td>4.46</td>
</tr>
<tr>
<td><strong>Goals</strong></td>
<td>18000</td>
<td>$12.00</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TAU</th>
<th>Plx</th>
<th>Ref</th>
<th>E-Codes</th>
<th>Recruiting Events</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goals</strong></td>
<td>1664</td>
<td>5408</td>
<td>2080</td>
<td>432</td>
</tr>
<tr>
<td><strong>Per Staff</strong></td>
<td>208/each</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TTW</th>
<th>Plx</th>
<th></th>
<th></th>
<th>Outreach</th>
<th>Workshop &amp; Group Counseling</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goals</strong></td>
<td>60</td>
<td></td>
<td></td>
<td>E49</td>
<td>32</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vets</th>
<th>Plx</th>
<th>Ref</th>
<th>Int Serv Codes</th>
<th>Job Development</th>
<th>E49</th>
<th>Group Counseling</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goals</strong></td>
<td>500</td>
<td>1200</td>
<td>90% of Serv</td>
<td>240</td>
<td>600</td>
<td>32</td>
</tr>
<tr>
<td><strong>Per Staff</strong></td>
<td>125/each</td>
<td>300/each</td>
<td>60/each</td>
<td>150/each</td>
<td>8/each</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BS</th>
<th>Plx</th>
<th>New Bus</th>
<th>Results in JO</th>
<th>Exiting Bus Cont</th>
<th>Results in JO</th>
<th>On-sites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goals</strong></td>
<td>750</td>
<td>4000</td>
<td>2000</td>
<td>1600</td>
<td>800</td>
<td></td>
</tr>
<tr>
<td><strong>Per Staff</strong></td>
<td>150/each</td>
<td>1000/each</td>
<td>500/each</td>
<td>400/each</td>
<td>200/each</td>
<td></td>
</tr>
</tbody>
</table>
Annual Organizational Effectiveness Report
Program Year 2016 - 2017

Steve Craig, President and CEO, LWDB 21
3400 Belvedere Road, West Palm Beach, FL 33406
561-340-1060 x2221
scraig@careersourcepbc.com
Contents

Introduction/Overview ......................................................................................................................... 3

Major Initiatives in PY2016/2017 .......................................................................................................... 4

Building Community Partnerships ...................................................................................................... 12

Business Development .......................................................................................................................... 14

Communications and Outreach ............................................................................................................ 16

PY2016/2017 CEO/Organization Goal Results .................................................................................. 19

PY2016/2017 Program Performance Results ....................................................................................... 20

Financial Analysis .................................................................................................................................. 32

Steps Taken to Reduce Costs and Increase Revenue ......................................................................... 34

Staffing ................................................................................................................................................... 36

Palm Beach County Workforce Profile ................................................................................................. 38

PY2017/2018 CEO/Organization Goals ............................................................................................... 46
Introduction/Overview

It has been 12 months since our last Annual Organizational Effectiveness Report in October 2016. This annual report is aligned with our current program year (July 1st through June 30th). It provides you with a complete picture of initiatives, accomplishments and our performance for PY 2016-2017.

During the period since our last report, the national, state and local economies have continued to improve. The unemployment rate has dropped to a level that would seem to indicate a condition of near full employment. Businesses are hiring and job demand is rising at a rate that is considerably above most states. In this past year we saw an increase in the overall labor force participation rate with unemployment rate decreases; this is likely caused by the return of discouraged workers to the workforce. The increase in baby boomer retirements have produced job opportunities for many to now return from the sidelines. We’ve seen an increase in the number of both working women and men. But due to the erosion of job skills during the recession and the baby boomer retirements, there is now a shortage of skilled workers. Employers have openings today for skilled workers in health care, construction, professional and business services, hospitality and advanced manufacturing. It’s our mission to connect businesses with the talent they need for their continued success.

CareerSource Palm Beach County in 2015 began the transition to the federal Workforce Innovation and Opportunity Act (WIOA). Using the guidance provided by the new law, CareerSource has capitalized on the combined strength of the business community, educational institutions, and community partners all working toward the common goal of building the workforce of the future.

WIOA seeks to eliminate overlapping efforts by multiple community agencies. The intent of the law is to focus the efforts of all community agencies with a sympathetic interest in meeting workforce needs in a more cost effective way. CareerSource Palm Beach County began well ahead of many other local boards across the state, embracing WIOA in both spirit and intent. Memorandums of Understanding (MOU) were revised and implemented with many of our existing community partners. Other community partners, although not required by WIOA, were also added to the effort. CareerSource Palm Beach County assumed the role of the convener of community agencies, and is actively engaged in joint efforts to make the spirit and intent of WIOA a reality with measurable results. These efforts will be monitored by a one-stop operator who was selected this year, per WIOA requirements.

We expect to be challenged by declining program funds in PY2017-2018, and we have already taken steps to improve our efficiency and effectiveness while reducing costs. These are outlined beginning on page 34.

Like other industries, workforce systems must learn to adapt new challenges, ideas, and evolving technologies. They must be open to the changing demographics of the communities they serve. They must seek to optimize the use of every tax dollar, and deliver measurable, meaningful results from the perspective of the clients and businesses they serve. CareerSource Palm Beach County is committed to full compliance with the laws and regulations that govern us, but also is dedicated to finding better, more cost effective ways of helping our community and the state of Florida grow and prosper.
Major Initiatives in PY2016/2017

Virtual Career Center (VCC)

Designed and implemented by our staff in 2015, the Virtual Career Center (VCC) is a ground-breaking approach designed to meet the needs of our businesses and clients. The VCC overcomes many of the limitations we face in delivering our services to those who need them. Our current career centers are open 5 days per week from 8:00 AM to 5:00 PM. Building additional centers or expanding hours of operation are not viable options due to the cost involved. Also, many of clients have transportation issues or cannot come into a center during normal business hours.

The Virtual Career Center provides most of the services available at our Career Centers and some that we do not have the capability to offer. It is available to clients 24 hours a day, 7 days a week. Using the VCC, clients can register for work, prepare a resume, use our assessment tools, post for jobs through Employ Florida (EF), research employers, and take training courses on-line without ever leaving home. The VCC may never completely replace our traditional career centers, but it vastly expands our capability to serve the community at a fraction of the cost. This may become critical when the economy slips back into the next recession and demand for our services exceeds our capacity to deliver programs in the traditional manner.
Using the lessons learned from the initial VCC rollout in 2015 and feedback from clients and other workforce professionals, we have expanded and improved the VCC to include the creation of portals to reach the clients of all programs offered.

We received $300K in funding to scale up the VCC for rollout across the state; we made it available for use by all regions June 2017. The initial installations were limited to four regions, with several others watching and weighing their options. The components, or modules, shown in the graphic on page 4 are now “standard” for all workforce regions. A full protocol for the support, update, and customization process was provided to each region prior to roll out along with train-the-trainer sessions via webinar.

We applied and received additional funding from the state in PY2017-2018 for future enhancements including:

- **Single-Sign-On Capability:** Our IT department has secured a contract with Geographic Solutions (GeoSol) to use Web services and link the VCC with Employ Florida, the state jobs database.
- **Employers:** Job postings in Employ Florida and other job boards, labor market information to include industry sectors, program and service referrals, O*Net job descriptions, learning resources, advertising, and intern matching.
- **Career Seekers:** Career exploration tool with assessment, learning resources, local colleges and universities, resume builder, cover letter, Videos (Employ Florida step-by-step guidance) and assessment reports.
- **Staff:** Salesforce integration, automated case notes, program applications, and partner referrals.
- **Other:** Streamline design; add accessibility features, additional content narration, video content, electronic forms and new pathway content.

**One-Stop Operator**

In preparing for the full implementation of WIOA this year, a key requirement of Title I was completed - identifying and securing a One-Stop Operator (OSO). An RFP was published and through a competitive bidding process the final candidate was selected and approved by the CareerSource Board as well as the Palm Beach County Commission. Effective July 1, 2017, Paul Hederman from Cambridge Consulting, LLC has assumed the role of One-Stop Operator for our region.

The role of the One-Stop Operator includes assisting in the coordination of service delivery of the One-Stop partners by ensuring memorandums of understanding are in place and they comply with the requirements outlined in WIOA. The OSO is also responsible for monitoring and reporting program performance and compliance as measured by the DEO, DOL, monitoring, and auditing reports. The OSO will ensure that effective corrective action is taken when required to maintain a high level of program effectiveness. The OSO will also ensure that we are monitoring the performance of training providers, OJT programs, internships, etc., and they are meeting our expectations. Quarterly reports will be submitted to the board of directors to update them on coordination with our core partners, key performance metrics, monitoring/audit results, and other pertinent information.

The OSO has broad responsibilities even beyond those mentioned above, but is not an employee of CareerSource. As such, he has no authority over any CareerSource staff. His role is one of monitoring, collaboration, coordination, and reporting to ensure the continued success of CareerSource Palm Beach County.
Supplemental Nutrition Assistance Program (SNAP)
CareerSource Palm Beach County became the local administrator for SNAP Education & Training in January 2016. For those unfamiliar with SNAP, it is more commonly known as food stamps. Approximately 100,000 people in Palm Beach County are eligible for SNAP. However, our mandate is to assist only a portion of that population known as Able - Bodied Adults Without Dependents (ABAWD). Approximately 18,000 fall into this category.

After a full program year and despite constant policy changes, the program is running as intended and we have been able to obtain positive results in PY16-17:

- Developed an excellent partnership and financial agreement with Palm Beach County Community Action Program to implement a Microsoft Certification program
- Recorded 119 placements with an average hourly wage of $10.85.
- Assisted over 2,410 SNAP walk-ins, with no incidents reported.
- Received and responded to thousands of emails, and phone calls.
- Provided cross-training to 3 TANF staff.
- Referred 123 clients to CSPBC internal programs.
- Three clients obtained high paying jobs in the communications field, with an average hourly wage rate of $25.00

We expect to achieve even greater results in program year 17-18.

Young Professionals Training: 101
Our Young Professionals Program is a collaborative effort with one of our core partners, Vocational Rehabilitation. Vocational Rehab asked CareerSource to develop and conduct a work readiness program for high school juniors and seniors with physical and emotional issues during their spring break. CareerSource staff stepped up to the challenge and developed a comprehensive work readiness program specifically tailored for Vocational Rehab’s youth clients. The program includes soft skills needed for the workplace, financial literacy, career exploration, and more. Youth participate in team building exercises, resume preparation and mock interviews. To date, the youth team has conducted 5 successful classes. One participant said: “The training taught me how to interview and how to greet people. I’m now ready to apply for a job, stay positive, and be part of a team”. This program is the first in the state of Florida, and it is being marketed to other CareerSource local areas across the state. Once again, CareerSource PBC leads the path for others to follow.

Pre-Release Employment Preparation and Re-entry Engagement (PREPARE)
CareerSource Palm Beach County has been an active participant in Palm Beach County’s robust, award-winning county-wide Reentry Task Force (a sub-committee of the Palm Beach County Criminal Justice Commission) since its inception in 2008. CareerSource Palm Beach County serves as the chair of the Employment and Training Subcommittee and routinely convenes service providers, employers and other stakeholders to promote strategies and best practices to reduce the employment barriers faced
by formerly incarcerated individuals. The countywide task force has gained national recognition and a Second Chance Act grant for the groundbreaking RESTORE (Regional and State Transitional Offender Re-entry) initiative which brings service providers together to serve state Department of Corrections (DOC) prison inmates before they return to Palm Beach County.

CareerSource Palm Beach County has built upon that existing infrastructure by replicating those award-winning strategies in PREPARE (Pre-Release Employment Preparation and Reentry Engagement), a program which establishes an American Job Center (AJC) in the Palm Beach County Correctional Facilities. PREPARE, which is directly-funded by the U.S. Department of Labor under the Linking to Employment Activities Pre-Release, provides similar of pre- and post-release services to jail inmates that are received by prison inmates through RESTORE. In addition to the specialized services in the PREPARE program, CareerSource Palm Beach County has established an in-house Reentry Unit charged with increasing the effectiveness of all career center staff in serving formerly incarcerated individuals. This “no wrong door” approach ensures the highest levels of services and effectiveness in the effort to prepare all job seekers to compete for family-supporting careers. These services include bonding individuals after employment which is offered by our staff.

All inmates have access to core workforce services at PREPARE centers during the pre-release phase and at CareerSource Palm Beach County career centers (post-release). Inmates with moderate to high risk/needs and low levels of job readiness are offered comprehensive, individualized employment, case management, wrap-around, and follow-up services during and after incarceration. As of June 2017, 150 candidates entered the program and more than 50% are employed.

Tamika Cooley, our PREPARE program manager, co-hosted a national webinar to discuss ways to integrate best practices from corrections and workforce systems to match job seekers to services. Along with the National Reentry Resource Center, the Bureau of Justice, the Wisconsin Department of Corrections, Employ Milwaukee and the U.S. Department of Justice, Tamika discussed lessons learned from the integrated Reentry and Employment Strategies (IRES), a pilot project that only Palm Beach County and Milwaukee County, WI are a part of.

Career Pathways Program
CareerSource Palm Beach County has collaborated with post-secondary education partners to implement innovative ideas for career based training programs that link education and economic prosperity for career seekers. Two examples of such innovative and creative thinking are:

- **Accelerated C N A Program:** Developed in conjunction with Palm Beach State College, Belle Glade campus, the healthcare industry expressed an immediate need for Certified Nursing Assistants due to the aging baby boomer population and the Glades residents need for skills training. The accelerated program condensed the curriculum for C N A’s to 6 weeks, 4 days a week, 6 hours a day compared to the standard 18 weeks course for a Patient Care Technician. Career seekers in the first class received a PBSC Certificate of Completion along with Alzheimer’s Care Certification. This class started with 10 career seekers and all completed training. This
program is funded by the USDOL Sector Partnership National Emergency Grant and a grant from the Farris Foundation. The total of both grants is $1.2 million.

- **Sector Strategy for Construction Trades**: In November 2016, Palm Beach County voters passed an additional one cent sales tax to be utilized for infrastructure repairs. Intense demand in rewarding construction/building trade jobs in Palm Beach County is being fueled by $2.7 billion in infrastructure improvement projects over the next decade. Palm Beach County Administrator Verdenia Baker has asked CareerSource Palm Beach County to assist with training and employment needs of county employers and career seekers for thousands of construction/building trade jobs needed to complete major infrastructure improvement projects. Some of the anticipated projects will consist of: improving district-owned school buildings, construct and repair roads, bridges, signals, streetlights, sidewalks, parks drainage, shoreline and wastewater infrastructure, recreation and governmental facilities.

Working in conjunction with Palm Beach State College, Corporate & Continuing Education department, accelerated training programs for the construction Industry trades (electrical, HVAC, plumbing, carpentry, and welding) have been developed. Training will be provided to suitable Palm Beach County career seekers such as but not limited to veterans, women, unskilled job seekers and ex-offenders who are interested in training that provides nationally recognized NCCR Core and Level 1 certifications. PBSC has scheduled classes in the evenings to provide the career seeker the ability to become employed or maintain employment while mastering a trade. The sales tax initiative does not provide for any training so CSPBC obtained a grant from CareerSource Florida for $269,000 to assist with training costs.

CareerSource PBC received a 2017 Florida Career Pathways Best Practice Award for outstanding dedication and leadership support demonstrated through “multi-dimensional partnerships” with Palm Beach State College. Six staff members are National Career Pathways Certified Professionals. Staff members serve on Business Advisory Boards at Palm Beach State College in the Bachelor’s Degree Program and Post-Secondary Adult Vocational Program (welding, HVAC, machining/electrical, insurance). We also implemented a pilot program in Low Voltage Security Systems with combined internship and On-The-Job training components for WIOA eligible students.

**Community Action Program**
CareerSource Palm Beach County maintains a long-standing partnership with the Board of County Commissioners of Palm Beach County in the delivery of services to a shared clientele under the Community Action Program. It is a division of the Palm Beach County Community Services Department that administers programs funded by the Community Services Block Grant (CSBG) and the Low Income Home Energy Assistance Program (LIHEAP). As evidenced by an annual Memorandum of Understanding, CareerSource works closely with the Community Action Program to pursue the following federally mandated goals for Palm Beach County’s most economically vulnerable residents:

- Low-income people become more self-sufficient
- The conditions in which low-income people live are improved
- Low-income people own a stake in their community
- Partnerships among supporters and providers of services to low-income people are achieved
- Agencies increase their capacity to achieve results
● Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems

To that end, CareerSource Palm Beach County and the Community Action Program strive to provide a seamless system of non-duplicative services via strategies such as joint outreach activities and cross referrals. In addition, a representative from CareerSource Palm Beach County serves on the Community Action Advisory Board. Over the next four years, the organization will pursue opportunities to strengthen joint service delivery by exploring the feasibility strategies that include, but will not be limited to:

● Tracking of shared clients to identify opportunities to enhance service delivery and reduce duplication
● Leveraging funding to more effectively connect joint-clients to training and employment opportunities.

**Disability Services and Ticket to Work Program**

CareerSource Palm Beach County’s Disability Services department, which includes the Ticket-to-Work Program, assists individuals with a self-disclosed documented disability, including those drawing Social Security Disability, and are looking to return to the workplace. As a designated Employer Network, CareerSource PBC’s program is rated the third most successful program in Florida.

To help employers understand the benefits of hiring a person with unique abilities and overcome misconceptions about employees with mental or physical challenges, CareerSource Palm Beach County continues to hold quarterly workshops on topics from mental health awareness to tax credits for hiring individuals with disabilities. These workshops for employers provide information and continue awareness of challenges and benefits of working with uniquely abled employees. CareerSource PBC continues to partner with organizations such as Florida Atlantic University (FAU) Center for Autism and Related Disorders (CARD), Autism After 21, the Palm Beach School for Autism, the Florida Division of Blind Services, and Signs of Excellence to expand the services provided to individuals with disabilities.

We also hosted our first annual business-to-business diversity conference, Reinforcing Employment Access and Career Hiring (R.E.A.C.H.), which featured world-renowned keynote speakers, disability expert panelists, local government and business leaders, and interactive hands-on breakout sessions. The conference provided in-depth knowledge on topics such as laws on reasonable accommodations in the workplace, innovative strategies for Human Resources, and ways to access resources when interacting with persons with disabilities. Over 150 employers, community partners, and guests attended, and plans are underway for next year’s conference.

In PY2016/2017 our goal was to place 70 individuals with unique abilities. We exceeded this goal by placing 102 people in jobs to begin the process of transition off Social Security Disability. We also added a Community Partner Work Incentives Coordinator to help individuals plan for making a smooth
transition during this process. To further assist with this process, we have partnered with organizations such as Wells Fargo to provide clients with informational workshops on topics such as using credit effectively and financial wellness. We also expanded our workshop offerings to our clients in the areas of employment readiness, including soft and technical skills, to help them achieve their goals.

Although the overriding objective of the Ticket-to-Work program is assisting those with unique abilities to return to the workforce, successful placements result in incentive payments from the Social Security Administration in the form of unrestricted funds. In PY2016/2017, Ticket-to-Work unrestricted fund income was $265,575. Program success yields increased financial resources for CareerSource PBC, subsidized wages for participating businesses, a paycheck for our clients, and a more financially stable Social Security Disability program.

We expanded our partnership with Vocational Rehabilitation by becoming a member of the Partnership Plus network to offer support for clients who successfully close out of their program, as well as adding a Vocational Rehabilitation counselor in our office to assist clients in meeting their goals of independence, self-sufficiency, and job retention.

We launched the Hospitality Training Program of the Palm Beaches for Persons with Disabilities in August 2016, the 10-week training course work and hands-on training at some of our partnering hotels. Graduates receive a National Certification through the American Hotel and Lodging Educational Institute. We are in talks to grow the program by partnering with Easter Seals Florida to offer additional certifications, a dedicated hands-on simulation room, and expanded facilities.

In PY 2017-18, we are in the process of establishing a roundtable that would provide an opportunity for organizations and corporations promoting inclusion in the workplace to identify the challenges faced with implementing inclusive policies and building partnerships to formulate possible solutions to the challenges they experience. A disability advocate and professional from the industries of hospitality, construction, healthcare, education, and administrative services will moderate the discussions.

Plans are also underway to collaborate with our Business Development team and Palm Beach State College to dedicate resources, such as access to software for job applicants with hearing and visual impairments, and necessary accommodations for interviewing job seekers with disabilities.

**Improving Employment and Economic Development in the Glades Communities**

Because of the critical service needs in the Glades area, CareerSource established and operates the West Career Center in Belle Glade. Since convening a series of collaborative meetings beginning in mid-2011, CareerSource has:

- Helped place more than 9,800 Glades area residents into jobs and provided approximately $1.5 million in training funds to area employers and residents.
• Increased outreach to actual and potential major projects in the area. A direct result of this has been the addition of two area employers that are expected to ultimately provide up to 425 jobs.
• Connected project developers and organizations to facilitate purchases of more than $30 million in products and services from businesses in the Glades communities since 2009.
• Helped to form the Glades Career Readiness Roundtable to prepare local youth and young adults for skilled jobs, including the development of the Glades Construction Academy Youth Build program, a construction pre-apprenticeship program to help out-of-school, unemployed young adults attain their GED, earn industry-recognized credentials and gain hands-on experience.
• Assigned a full-time, year-round Migrant and Seasonal Farmworker Outreach Specialist to serve the many agricultural employers and job seekers in the area.
• Served on a CORE Planning Subcommittee to promote the availability of a $1 million loan for small businesses in rural areas provided by the U.S. Department of Agriculture. The USDA presented its Rural Community of the Year Award to CareerSource Palm Beach County and its community partners for the successful efforts to increase employment and economic development in the Glades communities in 2014.
• Collaborated with Palm Beach State College to develop a 6-week accelerated CNA program for Glades area residents only.
• President and CEO Steve Craig and other staff members attended a meeting with Governor Rick Scott and about 150 local officials and business leaders in Belle Glade this summer to announce a new $85 million Florida Job Growth and Grant Fund for infrastructure and job training projects. Funding more job training opportunities was a key focus at the meeting. CareerSource Palm Beach County and Palm Beach State College have applied for two grants under this initiative.

Veteran Services
Despite a 75% reduction of our Disabled Veterans Outreach Program Specialists (DVOPs) team, our DVOPs provided 475 veterans with supportive intensive services directly contributing to 219 of these veterans gaining employment. All 475 of these veterans possessed barriers to employment which our DVOPS helped to overcome.

Our Chief Operating Officer of Programs established a donation process for business suits, ties and shirts leading to the foundation of “The Veterans Closet” which provides dozens of veterans with interview and work attire in meeting the standard of “dress for success” and a much needed boost in esteem.

The DVOP team has partnered with our internal “Re-Entry Team” which broadened the support network for veterans pending release from incarceration.

Our Senior Director of Business and Client Services has lead our Local Veterans Employment Representatives (LVERs) in supporting 362 of our local business customers including the support of 71 federal contractors in obtaining 986 job orders representing 2,623 individual job orders across 210
industries. We now have over 10,000 subscriptions to our weekly “Veterans E-Blast” communicating hiring events, job search resources and networking opportunities. Our LVERS and DVOPS combined to assist 63 veterans in obtaining vocational licensing and jobs through execution of the Call of Duty Grant.

Building Community Partnerships

As previously discussed in the introduction, WIOA requires specific community agencies involved in addressing workforce issues to work together toward a common goal - getting people with barriers to employment in sustainable jobs. Although these agencies have worked diligently in the past on behalf of their particular constituency, WIOA directs us to convene these various agencies and focus everyone’s efforts toward sharing resources and eliminating redundant services. CareerSource Palm Beach County is actively engaged in the role of convener of these agencies. As you can well imagine, this change to the way community agencies have done business in the past is not without its challenges. All must, to some degree, review their mission and vision and put aside their individual interests for the good of the community. It will take some time before we can fully achieve the vision of a unified effort by all agencies to build the workforce of the future, but it is well underway, and initial results are encouraging:

**Required Partners**

| Carl Perkins Act (Palm Beach State College) | MOU In-Place |
| Community Action Agency (CSBG) | MOU In-Place |
| PBC Employment and Training (HUD) | MOU In-Place |
| Job Corp (Cornerstone Solutions, Inc.) | MOU In-Place |
| Veterans Program (LVER/DVOP) | Managed by CareerSource PBC |
| National Farmworker Job Program | Managed by CareerSource PBC |
| Senior Services (AARP) | MOU In-Place |
| Second Chance PBSO (PREPARE) | Managed by CareerSource PBC |
| Temporary Assistance for Needy Families (TANF) | Managed by CareerSource PBC |
| SNAP Employment and Training | Managed by CareerSource PBC |
| Trade Adjustment Assistance Programs | Managed by CareerSource PBC |
| Unemployment Compensation Program | Managed by CareerSource PBC |
| Vocational Rehabilitation | MOU In-Place |
| Division of Blind Services | MOU In-Place |
For many of our community partners, we have an existing, and in some cases, long standing relationship. Any delay in securing MOU’s with some of our partners was not due to any reluctance on their part. Administrative delays had occurred in the past because many of these organizations are required to work through their state or national leadership to finalize any agreement. However, this did not stop us from beginning and completing our documentation of the collaboration. After all, it is not enough to put an MOU in place or conduct a few meetings to satisfy the intent of WIOA. It requires a sincere effort on each organizations’ part to make these new relationships work and our joint efforts bear fruit.
Business Development

CareerSource Palm Beach County acts as a positive labor exchange resource for the community, reaching into urban, rural and metropolitan neighborhoods to identify qualified talent for local businesses. We have been successful in coordinating and conducting career expos and events across Palm Beach County that help people find jobs. In PY2016/2017 we coordinated and participated in 34 hiring events. The career expos typically focus on industry sectors in qualified targeted sectors or local municipalities. This approach helped us attract 546 local companies within specific industries which in turn draw job candidates interested in employment in these fields. Over 5000 job candidates attended these expos seeking employment in over 1,500 open and available jobs.

In PY2016/2017 our career expos expanded across industry segments and targeted local municipalities, attracting companies within these jurisdictions. The goal is to help local residents find gainful employment with local businesses. By facilitating these career expos we are helping business in Palm Beach County save time, effort and money by sourcing local candidates. Utilizing training grants and workforce programs many local businesses have benefited from our services.

Our business development team touches a variety of organizations in Palm Beach County. We regularly work with the Business Development Board of Palm Beach County to attract, retain and help local businesses expand. We are at the table with all recruitment or expansion projects, assisting with job candidate sourcing, training opportunities or placement support.

CareerSource Palm Beach County supports these targeted industry clusters:
- Aviation/Aerospace/Engineering
- Agriculture
- Financial/Professional Services
- Communications/IT
- Construction
- Education
- Emerging Technologies
- Government/Non-Profit/Utilities
- Homeland Security/Defense
- Life Sciences/Healthcare
- Logistics/Distribution/Transportation
- Advanced Manufacturing
- Marine
- Retail/Wholesale
- Tourism/Recreation/Entertainment/Hospitality

CareerSource Palm Beach County is an active member of the Palm Beach County League of Cities and participates in their programs, activities and committees. The purpose of the Palm Beach County League
of Cities is to promote and advance the collective interest of the municipalities of the county, to study municipal issues and seek desired results through cooperative efforts, to enhance the quality of life of the citizens of the community and to engage residents. The League consists of all 39 municipalities of the county and includes over 75 associate members including CareerSource Palm Beach County. We regularly interface with the local elected officials of the League and staff of municipalities to drive awareness of our workforce programs and services. Our objective is to assist local municipalities in leveraging CareerSource Palm Beach County for recruiting, hiring and training needs.

We are involved with many chamber of commerce organizations in Palm Beach County, serving on committees, advisory boards and councils. By participating with these organizations we have direct contact with multiple businesses in each community, assisting with workforce development.

CareerSource Palm Beach County is also involved with local industry associations including the South Florida Manufacturers Association, Marine Industry Association of Palm Beach County, Hotel and Lodging Association, Gold Coast Builders Association, Treasure Coast Regional Planning Council, Palm Healthcare and others.

CareerSource Palm Beach County serves on the Comprehensive Economic Development Strategies (CEDS). The CEDS Plan highlights the Region's strengths, weaknesses, opportunities and challenges and provides a set of guiding principles for community leaders to set common economic development goals and priorities for action. The development of this CEDS plan was guided, supported, and coordinated in parallel with the development of the State of Florida's 2012-2017 Statewide Strategic Plan for Economic Development.

More closely aligning the functions of workforce and economic development activities generates multiple “wins” for employers, public-sector agencies, and workers by linking public workforce education and training with the skill needs of employers seeking to relocate, expand or grow operations in a local municipality. In these communities, employers’ on-the-ground knowledge of the county’s workforce capacity informs economic development decisions, and the needs of employers drive workforce development decisions. To the extent that these cities have linked workforce development activities with high-wage, high-growth sectors of the economy, closer coordination has led to reductions in poverty and unemployment, as well as to increased employment retention.
Communications and Outreach

COMMUNICATIONS ANALYTICS REPORT - Program Years ‘16-’17 vs. ‘15-’16

Program Year 2016-2017 compared to the previous Program Year 2015-2016.

WEBSITE
- 7% website sessions (150k vs 160k)
- 17% page views (647k vs 781k)
- 3% session duration (300 mins vs 305 mins)
- 13% pages/session (4 pgs. vs 5 pgs.)

LINKEDIN
- ‘16-’17: 123,437 impressions
- ‘15-’16: 81,681 impressions

MEDIA CLIPS
- Print/Online Media Clips: 420 vs. 458 clips
- Value: $407,500 vs. $2.1 million

DEVICE USED - WEB
- 85,353 , 55,553, 8,275

OUTREACH
- Spent:
  - PY 2015-2016: $43,413*
  - PY 2016-2017: $48,957*

  *50% provided by State

FACEBOOK
- ‘15/16: 31,692 reached → 7,128 impressions
- ‘16/17: 49,923 reached → 92,175 impressions

TWITTER
- 2015/2016: 109,013 impressions, profile visits
- 2016/2017: 158,545 impressions, profile visits

LIKES
- 41%

COMMUNICATIONS EXAMPLES
- Begin Your Path to a Rewarding Career in Construction/Building Trades!
  - High Paying, High Demand Jobs
  - Training Scholarships Available
  - Hundreds of Skilled and Unskilled Openings
  - Immediate Starts & Benefits Available
  - Attend Any of These Free Hiring & Training Expos!

- REACH
  - Calvary Community Church
  - Delray Beach Library
  - North Shores, Delray Beach
  - South Trail
  - St. Andrew’s
  - St. Luke’s

- Right Relief Fast

- Get: A try to avoid xturling?
**WEBSITE**
Decreases in website sessions, page views, session duration and pages per session are a successful result of improvements in website navigation made in the 2015/2016 program year session. Users are finding what they need more quickly and easily. The graph below illustrates the progress of the 2016/2017 session (yellow and orange lines). As illustrated, the majority of the 2016/2017 session is on par with the 2014 session and sometimes better than previous years. There is a sharp increase in number of website sessions from March 2016 to May 2016 due to a large advertising campaign supported by CareerSource Florida through a grant. Without the paid advertising, the results in May/June 2016 compared to May/June 2017 are similar.

![Graph showing website sessions](image)

**DEVICES USED**
Tablets and desktop use have continued to decrease over the years as more and more clients use their phones for everyday tasks. Phone use, for example, increased significantly in the previous 2015/2016 program year and has only decreased in use by 1% in the most recent 2016/2017 program year session. The decreases in tablet and desktop are expected to continue to decrease the next program year while mobile usage will remain within the same range. The decreases are also correlated to the decrease in website sessions, page views, pages per session and session duration that were due to navigation changes on the website.

**MEDIA CLIPS**
Last program year included a multitude of stories involving Mar-A-Lago’s use of foreign workers on H2B visas and CareerSource Palm Beach County’s input on employment in Palm Beach County. The stories were distributed nationally and internationally by media with large audiences. Without this, the value and audience reach would have been similar to previous years. It is also important to note that this year’s 2016/2017 session increased in audience reach compared to the 2014/2015 session.
TWITTER
The number of impressions for the most recent 2016/2017 program year has increased by 45%. More follower engagement, a stronger advertising methodology, diverse posts and content, and the use of consistently popular hashtags are all factors that attributed to this increase in impressions.

LINKEDIN
In comparison to the previous 2015/2016 session, LinkedIn’s impressions and number of followers have increased. The posts in the 2016/2017 program year also had more engagement and likes. This is due to an ongoing analysis and collection of data on CareerSource Palm Beach County’s target audiences and competitors on LinkedIn. A year’s worth of data indicated that LinkedIn followers are most interested in posts including information on programs that benefit them and give business or career advice.

YOUTUBE
The number of views has remained consistently around the same number from program year to program year.

FACEBOOK
Facebook continues to grow in followers, reach and impressions. Since the previous 2015/2016 program year, likes have grown by 41% and CareerSource Palm Beach County’s main page reached its goal of 1,000 followers and continues to increase every month.

OUTREACH
Compared to the previous 2015/2016 program year, CareerSource Palm Beach County has spent more this program year but has also received additional outreach grant funding from the state. Specialized events such as the REACH disabilities conference required paid advertising to gain attendees and promotion for several construction building/trades career expos to support the One Cent Penny Sales Surtax initiative. Communications explored new advertising methods with this year’s outreach going toward digital billboards and bus wraps. The billboards generated an estimated 1,603,536 total impressions while the bus wraps had an estimated 4,382,000. These campaigns ran toward the end of the program year from February to April 2017.

We have improved outreach effectiveness greatly compared to the previous program year. Paid advertising, audience targeting, new venues to increase awareness and visibility on social media outlets are only some of the reasons this program year has seen so much success. Examples of this are shown in the graphic found on page 16.
PY 2016/2017 CEO/Organization Goal Results

1. **Virtual Career Center (VCC)**
   Successfully rollout to CareerSource Florida statewide system by June 30th, 2017. *(Completed)*

2. **One-Stop Operator**
   Successfully complete bidding process for One-Stop Operator per new WIOA regulatory requirement and ensure that it is not a costly and burdensome process to our local area. *(Completed)*

3. **Regionalism**
   A. Continue to meet with our regional workforce development organizations, educational institutions, employers, key stakeholders and other core partners to develop sector strategies and initiatives that align with our local key values. *(Completed/On Going)*

   B. Work with CareerSource Florida to the extent possible to provide input to the statewide plan that will be presented to the CareerSource Florida Board of Directors during the May 2017 board meeting. *(Statewide Plan Canceled by CareerSource Florida)*

4. **Strengthen Government and Educational Partnerships**
   A. Work with our new chief elected official, new county commissioner and new assistant county manager and continue to build upon our existing relationship with County Administrator Verdenia Baker. *(Completed/On Going See Page 8)*

   B. Work with Palm Beach State College (PBSC) to create career pathways, internship and apprenticeship programs for in-demand careers in accordance with the new WIOA law (2-year goal). *(On Schedule, See Pages 7-8)*

5. **Local Jobs for Projects Funded by One-Cent Sales Surtax (2-Year Goal)**
   A. Identify existing schools that offer construction trades related courses. *(Completed/On Going)*

   B. Work with cities/county and school district to obtain job orders. *(Completed/On Going Initiative)*

   C. Identify training gaps and work with the schools to develop new programs if needed to meet local needs. *(Completed/On Going Initiative)*

   D. Help to produce promotional materials for the trade industry. *(Completed/On Going Initiative)*

   • Step A would be completed in 2017 along with portions of B, C and D. This is a ten-year project that is heavily dependent on the cooperation and collaboration of other agencies and organizations.

6. **Organizational Effectiveness**
   A. To make the necessary and appropriate policy, procedure, process and structural changes required to support WIOA: CareerSource Palm Beach County will develop methods and practices to quickly identify and address needed changes and implement necessary changes as quickly as possible while keeping the board informed. *(Completed/On Going Initiative)*

   B. A table or chart similar to last year will be developed which identifies the number of staff and dollars associated with the various grant funded programs and other positions added to address either the hard to serve population or improve and enhance our community awareness with our primary stakeholders. *(Completed See Pages 34-37)*
PY2016/2017 Program Performance Results

So how did we do in the program year just ending?

Career Center Traffic

The total number of visitors to our career centers increased by 1.8% in PY2016/2017 from 75,569 to 76,896. This was to be expected with our increased emphasis on outreach and communications within Palm Beach County. Traffic in our Central Career Center in West Palm Beach increased by 4.9%, but our West Career Center saw traffic decrease by over 11.5%. We suspect that this may be caused by a significant number of local individuals filing for unemployment benefits at home with help of family and friends. We also conducted more off-site events driving traffic to other locations including employer sites. The Virtual Career Center provides most of the services available at our Career Centers and some that we do not have the capability to offer. Because it is early in the implementation phase, VCC numbers are not included in the center visitor numbers.

Wagner-Peyser (WP) Performance Results

The Wagner-Peyser program (WP) is the smallest part of our overall funding, but serves the greatest number of job seekers. In fact, any client coming to CareerSource PBC seeking our help is automatically considered a WP client regardless of any other program in which they may participate. Under the WP program CareerSource PBC provides counseling, training, and other resources a job seeker may require to find a job on their own.

The following charts compare overall and individual program performance over the last two program years:
In PY2016/2017, CareerSource PBC assisted 19,504 people in gaining employment, a 14.4% decrease over the previous program year. Assisting many of our job seekers is a challenge in the current economic environment. At less than 5% unemployment, those with a solid education, good work record, and in-demand skills have most likely secured stable employment. Even though there are thousands of jobs posted and waiting for qualified candidates, many of the clients that haven’t been able to secure employment may have one or more barriers to overcome i.e. lack of job skills, limited education, checkered work history, disability, criminal background, etc. Through some of our special programs or in conjunction with community partners, we are helping job seekers overcome these barriers or mitigate their effect. However, it can be a daunting task, and takes greater effort to achieve the desired results.

Placements through CareerSource PBC are accomplished in two ways, “Direct or Obtained”. The chart above shows a two program year history of both Direct and Obtained placement ratio into employment.
In simple terms, “Direct Placements” happen as a direct result of our staff preparing a job seeker, and referring that client to an employer that results in them getting the job. In PY2016/2017, 2,044 clients were directly placed by our staff.

“Obtained Placements” on the other hand, result from the work our staff does to prepare the client for a successful job search i.e. resume preparation, interview training, counselling, job search skills, etc. If the client ultimately finds a job on their own as the result of the skills gained through CareerSource, it is considered an obtained placement. The great majority of our overall placements come from obtained placements. In PY 2016/2017, we recorded 17,460 obtained placements.
The average starting wage rate for those that have found employment during PY 2016/2017 was $10.55 per hour. This is a 9.1% decrease over the previous program year’s average of $11.61. As you will see in the individual program performance charts that follow, clients obtaining training through our WIOA program have a significantly higher starting wage than either the Wagner-Peyser or Welfare Transition clients. This would seem to validate that the largest factor in securing a good job with a living wage is in-demand job skills.

The average cost per Wagner-Peyser placement in PY2016/2017 was $130.61. This represents a 28% increase over the previous program year average of $101.84; this is a direct result of the number of placements in PY2016/2017, down by 11.8%. This resulted in the increased cost per individual placed.

With unemployment going down there are less qualified job seekers in the market. Individuals with barriers are harder to serve and take longer to place in employment; however this is a requirement of the new law. Blind Services, Vocational Rehabilitation and Adult Education are now core partners, also SNAP, Ticket To Work and Re-Entry are harder to serve and take more staff time, but it’s part of the new law and it’s the right thing to do.
The economic impact of the Wagner-Peyser program in PY2016/2017 saw a decrease of 9.3% year over year. The wage rate decreased 9.1% from the previous program year, and the number of clients placed through this program was down by 11.8%. Less people were looking for work as unemployment was down year over again.

**Workforce Investment & Opportunity Act (WIOA)**

We now operate under the new Workforce Innovation & Opportunity Act (WIOA), and for PY 2016/2017 we are no longer administering its predecessor, the Workforce Innovation Act (WIA). WIOA provides the biggest share of our program funding, but serves a much more limited group of job seekers. This is due to the cost and complexity of the training funded through this program. For example, only 271 clients obtained employment through the WIOA program as part of the 19,504 total Wagner-Peyser Program placements. WIOA clients have a higher cost per placement due to training and follow-up costs. However, the average starting wage for WIOA clients is $21.21, about twice the starting wage of the other programs. Even though the program is effective, funding is limited and many of the clients from other programs lack the requisite education, qualifications, or background to participate in the program.
In PY2016/2017, WIOA placements changed only slightly over the previous program year by -0.7%. Implementing WIOA required a reallocation of some adult and dislocated funds to support new programs that assist job seekers with significant barriers to employment. It is also impacted by a change from higher numbers of short-term training programs i.e. less than one year, to more long-term programs like the LPN to RN bridge program that can take up to two years. Because of the longer time to complete training and enter the job market, placement numbers are affected in the first year. However, those involved in these programs complete training with a higher skill set and a greater starting wage rate.

Finally, we raised the minimum requirements for awarding a scholarship to our nursing programs. We were seeing participants struggling to complete the training, or dropping out of the program. As a result, participants were frustrated and money was being wasted on training that would never be completed or result in a nursing job. After discussion with our educational partners, the decision was made to increase the level of education competence that is required for entry into these programs from a 9th grade level to a 11th grade level as measured by the TABE test.

Although we anticipated this would have somewhat of a negative effect on our WIOA placement numbers, it was the only way to effectively address the problem. Our strategy of Quality not Quantity supports better outcomes of credentials and employment.

The spike in placements seen in July 2016 on the previous chart is directly related to the 43% of healthcare long-term training ITA’s issued back in PY14/15.

Although the starting WIOA wage rate remained strong during PY2016/2017 at $21.21, this is a two-year trend over the previous program year by -6%. This decline can at least partially be attributed to a shift in WIOA funds from Individual training grants (ITA’s), and On-the-Job training (OJT’s) to the Employed Worker Training grants as part of a layoff aversion initiative. This temporary funding changed will be reversed back in PY2017/2018.
As previously mentioned, the funds allocated to the WIOA program were adjusted during PY2016/2017. Employed Worker Training (EWT) funds are most appropriately applied at times when layoffs may be imminent due to economic reasons or to provide new job skills for workers already employed. As the job market has now stabilized and layoffs are less of an immediate concern, funds allocated to EWT are being used to support a new employee career path strategy—skill upgrades that lead to promotions while providing entry level positions to back fill for lower skilled workers.

The cost associated in placing a WIOA client decreased during PY 2016/2017 by 16.8%. We are beginning to see the fruit of our labors from the software developed by CareerSource PBC over the past few years. As a result, staff can manage the WIOA administrative processes more effectively and efficiently resulting in lower cost per participant.
The economic impact of the WIOA program for PY 2016-2017 decreased by 19.6% from the previous year, we see this as a new trend over the last two years rather than a short-term phenomenon. During the worst years of the recent recession, we transitioned to shorter term training and higher numbers of participants. The feeling was to get as many people back to work as soon as possible. However, as the economy has improved, we began to shift our focus even more to the demands in critical industries as defined in our Sector Strategy. The training programs focus is on career pathways which tend to take longer, up to two years in some cases, but they fulfill a critical need in the workforce.

Welfare Transition Program
The Welfare Transition Program remains the most rigidly structured and complex workforce program that we administer. However, our WTP staff set the pace for all other workforce areas across the state in PY2016/2017. In the most important measures of success at the state level, “Participation Rate”, CareerSource PBC was rated the highest in the state at 58.5%. To provide some perspective, only 4 of the 24 local workforce development areas met the state goal of 50%. It should also be noted that the results shown in the charts below are all indications of program success from the perspective of the board of directors and the public, but “Participation Rate” at the state level is the key metric that drives funding from the Department of Health and Human Services for the state of Florida.
Our Welfare Transition Program staff placed 698 individuals in PY2016/2017 as seen in the chart on page 27. The reduction in placements from 902 in the previous program year could be attributed to low unemployment makes it more challenging to place the “hard to serve” clients and our shift in focus to vocational training to increase wages.

The average starting wage rate for the WTP population is traditionally low at about 80% of the Lower Level Starting Income Level (LLSIL) for Palm Beach County at $14.70. This gives us a target for starting wages of $11.76. Clients finding employment through WTP are generally taking entry level positions at a lower starting wage. In PY2016/2017 the average starting wage for WTP participants was $10.50 per hour, less than we would like at 70% of LLSIL, a slight increase over $10.37 in the previous program year.

The average cost per WTP placement remains relatively low at $119.59. This represents an increase of 5% from $113.89 over the previous program year. This increase in cost per participant is especially noteworthy considering we received a -6.7% reduction in TANF funds in PY2016-17.
This is one case where the economic impact of the program may be significantly understated. Although WTP clients in PY2016/2017 had a direct economic impact of nearly $13.3 million, they also began transitioning off of welfare payments. Although not shown in this chart, it does have a multiplier effect on the economic impact.

### Youth and Young Adults

Our youth and young adult program is continuing to develop and implement new strategies to improve our focus on positive outcomes. Our year-round Career Prep work readiness program serves Palm Beach County youth, ages 17 to 24. This five-week intensive class enables youth to explore careers, develop leadership skills, receive financial literacy training, participate in college tours and community service, and engage in mock interviews and resume building. During the final phase of the program, graduates move to one-on-one coaching to prepare them for enrolling in higher education or seeking employment in a chosen area of interest. This program year 94% of our youth completed the Career Prep course. Our youth program also funds paid internships in hospitality, health, business, manufacturing and more. Our ultimate goal for participants is enrollment in post-secondary education or employment. These goals are the positive outcomes by which we measure the success of our program. In 2016-2017, 95% of our youth and young adults had a positive outcome.

In an effort to encourage more business partners to train and hire our young adults, we have integrated the On-the-Job Training (OJT) program into our year-round program. This promotes an investment in our qualified youth candidates and becomes an extra incentive for employers. Another component of our Youth and Young Adult program is Individual Training Accounts (ITA’s). Motivated young adults who have chosen an education path that leads to a high wage, high demand career may qualify for training scholarships. We continue to make process improvements to our program as we leverage technology to
promote our year-round as well as our summer program. Our employer internship application is also available online and has improved our ability to connect business with young talent.

PY2016/2017 was the fourth year we offered out Summer Youth Hospitality program. Students receive hospitality certification training and complete valuable job shadowing at local hotels. There are three hospitality certifications offered by the Hotel and Lodging Association (AHLE): Guest Service Gold, Restaurant Server and Guestroom Attendant. Participants are cross-trained in all three areas so they can become more versatile in their skills and more qualified for employment. Besides giving them a competitive edge to stand out from other applicants, it helps meet the need for qualified hospitality industry employees. 100% of our summer class passed all three AHLE certification exams.

This program year we also offered a Microsoft certification training class. Students were trained in Microsoft Word, Excel, and PowerPoint. We plan to market this to local employers who have expressed a demand for qualified applicants with Microsoft skills. The training was a success with 100% of the students completing the training.

Business Services

CareerSource Palm Beach County increased the quality and quantity of services to businesses in PY 2016-2017, resulting in the increased market penetration seen in the pie chart on page 31. We have implemented new business models to improve our efficiency and effectiveness.

The state extended an incentive program to increase new market penetration through the 2016/2017 program year and the current 2017-2018 program year. Staff with business interactions was trained to provide appropriate e-codes (employer codes) in the state jobs data base (Employ Florida) documenting value added services provided and to submit a two question survey via our customer relationship
management program “Salesforce.com.” While the surveys are indicative of interaction, they do not reflect key indicators of order fill rates or relationship development (return business).

The focus of Business Services was shifted from industry specific to Account Manager/Recruiter to improve the working relationship between the business customer, recruiter and account manager over time, with a goal of each recruiter maintaining a stable, long-term relationship with 20 to 25 businesses with a broad spectrum of wage ranges and job types. Through this method, we develop an inventory of both individuals needing bridge jobs avoiding financial disaster to professionals looking for upward mobility. The goal is to form a top to bottom staffing partnership.

Business Services has also been responsive to the capabilities of our organization in providing exceptional customer service by managing job order disposition. Through close coordination with our recruiting function and our customers, we are able to determine the most efficient recruiting plan yielding the best results available. For example, an organization requiring no applicant screening with a well-defined recruiting system may be offered job posting service steering applicants to their job board (option 1) or a small growing company without staffing experience may be afforded the services of our professional recruiters to pre-screen qualified applicants (option 2).

The transition of our Veteran LVER staff into the Business Services function has resulted in systemic improvement in the business outreach process and stabilization of our outreach team. This program year we attained 986 job orders representing 2,623 individual jobs across 210 industries as seen below.
Financial Analysis

One of our most pressing challenges has been to provide innovative, high quality programs and services in an ever changing economy and be prepared for fluctuations in funding. Following three consecutive years of declining formula allocations we received additional funds through new programs and grant opportunities in PY2016/2017.

The chart on page 33 shows our annual allocations and other funds received in the 2015/2016 program year compared to the current PY2016/2017 program year. In PY 2016/2017, total WIOA formula funding increased $640,959 (8%) and TANF funds decreased $175,316 (-6.7%). Wagner Peyser funds saw a small increase (2.1%) and Veterans Programs increased (35.3%). The increase in Vet funding was due to increased staff in both the Local Veteran and Disabled Veteran programs. Reemployment Assistance, including assessments and eligibility, funding increased significantly (73.9%/$290,498).

We received funding from DEO beyond our typical formula funds. WIOA state level funds of $300,000 were designated to develop the Virtual Career Center (VCC) for all Florida regions in June 2017. Supplemental WIOA State level funds of $182,610 were received. WIOA Incentives of $360,312 and Wagner Peyser Incentives of $238,441 were earned based performance. These incentive funds are available until December 2017.

Unrestricted Income of $266,943 was earned in program year 2016/2017, a 113.7% increase from 2015/2016. $265,575 was from the Ticket-to-Work program that places individuals with disabilities in employment. An incentive is received based on job retention and it is anticipated these unrestricted funds will continue to grow. In addition, program income of $13,175 was earned from a program we developed in-house to provide work readiness training to Vocational Rehabilitation youth. $1,050 was earned from performing assessments to local employers. We also received $19,440 for rent from Vocational Rehab, who is located in our Belle Glade facility.

In June 2016 we received $30,000 from the Community Action Program to provide Microsoft training to participants in the TANF and SNAP program. For the upcoming year, we have been awarded $65,000 to provide this training to this population.

In June 2016 we received $10,000 from the City of Belle Glade to provide Microsoft training and Internships to Belle Glade Youth during the summer. For the summer of 2017, we have been awarded $50,000 from the Palm Beach County Youth Services to provide hospitality training, Microsoft training, and internships to eligible summer youth.

In November 2016, Palm Beach County voters approved a one cent sales surtax for infrastructure costs. The anticipated $2.7 billion generated over the next ten years will create a demand for skilled workers in the construction industry. In May, we were awarded $269,690 in WIOA funds for Community Based Sector Strategies for training in the construction industry. In addition, Palm Beach County has agreed to provide $100,000 annually, for four years towards this training.
For the upcoming year PY2017/2018 fiscal year, the total WIOA allocation is $8,474,380, a decrease of $142,970 (1.7%) under last year. CareerSource received modest decreases in most of the formula allocations. Despite these reductions, we were able to increase funds from special grants, and have submitted 16 proposals for still other grants for over $6.1M from CSF, DEO and the Department of Labor, 3 of the 16 have already been funded.

**Audit Results**
The annual financial audit, performed by Mayer, Hoffman McCann PC, was completed in a timely manner and resulted in no findings. This is the third year that they have audited CareerSource Palm Beach County. The Department of Economic Opportunity (DEO) monitored our Finance Department times during the fiscal year all with no findings. In addition, monitoring and continuous improvement services were performed by Taylor, Lombardi, Hall and Wydra PA twice this fiscal year. They have a long-standing history of providing services to Florida workforce boards including monitoring, technical guidance and training. All observations and recommendations were reviewed and implemented as appropriate.

CareerSource continues to look for ways to increase income and to serve our clients more efficiently and effectively. As we move into PY2017/2018, the changes in our funding and the local economy have brought about opportunities to increase community partnerships, continue to expand career pathways, and pursue new grants.

<table>
<thead>
<tr>
<th>Funding Stream</th>
<th>PY 2016/2017</th>
<th>PY 2015/2016</th>
<th>Change</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIOA Adult</td>
<td>2,561,702</td>
<td>2,468,750</td>
<td>93,952</td>
<td>3.8%</td>
</tr>
<tr>
<td>WIOA Dislocated</td>
<td>3,662,549</td>
<td>3,188,552</td>
<td>473,997</td>
<td>14.9%</td>
</tr>
<tr>
<td>WIOA Youth</td>
<td>2,393,099</td>
<td>2,319,089</td>
<td>74,010</td>
<td>3.2%</td>
</tr>
<tr>
<td>Supplemental WIOA State</td>
<td>182,610</td>
<td>0</td>
<td>182,610</td>
<td>-</td>
</tr>
<tr>
<td>WIOA-Virtual Career Center</td>
<td>300,000</td>
<td>0</td>
<td>300,000</td>
<td>-</td>
</tr>
<tr>
<td>TANF (1)</td>
<td>2,425,843</td>
<td>2,601,159</td>
<td>-175,316</td>
<td>-6.7%</td>
</tr>
<tr>
<td>Reemployment Assistance (2)</td>
<td>683,419</td>
<td>392,921</td>
<td>290,498</td>
<td>73.9%</td>
</tr>
<tr>
<td>Wagner Peyser (3)</td>
<td>1,955,702</td>
<td>1,915,487</td>
<td>40,215</td>
<td>2.1%</td>
</tr>
<tr>
<td>Vets (4)</td>
<td>708,949</td>
<td>523,924</td>
<td>185,025</td>
<td>35.3%</td>
</tr>
<tr>
<td>SNAP (5)</td>
<td>549,378</td>
<td>549,712</td>
<td>-334</td>
<td>-0.1%</td>
</tr>
<tr>
<td>Incentives</td>
<td>598,753</td>
<td>0</td>
<td>598,753</td>
<td>-</td>
</tr>
<tr>
<td>OTHER</td>
<td>129,130</td>
<td>55,209</td>
<td>73,921</td>
<td>133.9%</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>16,151,134</strong></td>
<td><strong>14,014,803</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>723,430</td>
<td>1,358,573</td>
<td>-635,143</td>
<td>-46.8%</td>
</tr>
<tr>
<td>Unrestricted Funds</td>
<td>266,943</td>
<td>124,890</td>
<td>142,053</td>
<td>113.7%</td>
</tr>
<tr>
<td>Other Income</td>
<td>45,563</td>
<td>8,492</td>
<td>37,071</td>
<td>436.5%</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>990,373</strong></td>
<td><strong>1,483,463</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17,141,507</strong></td>
<td><strong>15,498,266</strong></td>
<td></td>
<td>10.6%</td>
</tr>
</tbody>
</table>
1. Temporary Assistance for Needy Families (TANF), Employment and Training (E&T) - These funds are to provide eligible participants with job preparation, work opportunities, and support services to enable them to gain self-sufficiency.

2. Reemployment Assistance (RA) - these funds are provided to support local One Stop centers staff that assist customers in filing Unemployment Compensation initial and continuing claims via the state’s internet system. Additional funds are to provide assessments and eligibility for those at risk for losing their unemployment benefits through the Reemployment Services and Eligibility Assessment program (RESEA).

3. Wagner Peyser – these funds are provided to assist individuals to secure employment and workforce information and to employers seeking qualified individuals to fill job openings. These services provide universal access to all.

4. Veterans Career Services – these funds provide for trained career consultants who are also veterans. Our staff assists veteran’s to effectively translate their military experience and skills for a civilian prospective employer. The focus of these staff is to assist veteran’s facing additional barriers to employment.

5. Supplemental Nutrition Assistance Program (SNAP), Employment and Training (E&T) - These funds provide eligible participants with job preparation, training and work experience to enable them to gain self-sufficiency.

**Steps Taken to Reduce Costs and Increase Revenue**

We face the prospect of significant federal and state funding cuts in 2018-2019, so it is essential that we take steps this program year to reduce costs while continuing to support WIOA requirements and improve the efficiency and effectiveness of our operations. Following is an overview of the actions taken in 2016-2017:

**A. Rent Reductions by November 2017**

- Close the SNAP office in West Palm Beach $ 21,200
- Close the Boca Raton office (Delray Beach office is free) $145,850
- Rent from Vocational Rehabilitation (Belle Glade) $ 23,450
  
  **Total Rent Savings per Year** $190,500

**B. Increased Revenue or in-kind staff savings from Outside Agencies**

**Palm Beach County:**

- Youth funding for additional clients (2017/2018) $ 50,000
- Welfare Transition/SNAP funding for Microsoft Training $ 65,000
- One-Cent Sales Tax training dollars (4 year commitment) $100,000
- Forward March (funded by the Dept. of Military Affairs, 1 of only 3 regions in the state) Supplies two counselors to perform Career Prep at no cost $120,000
Adult Education:
● One-Cent Sales Tax training dollars (4 year commitment) $ 15,000
Total $350,000

C. Ticket-to-Work
(Unrestricted funds for PY 2016/2017) $255,916

D. Industry Cluster and Grant Funding
Grants:
● Farris Foundation ($200,000/per year thru 6/1/19) $200,000
● TAACCT with Palm Beach State College – Excel/IT (Additional $65,000 thru 9/30/17)
CareerSource Florida Funding:
● Community Based Sector Strategies $269,690
● Incumbent Worker Training (IWT) (52 employees) $125,976
● Quick Response Training (QRT) (2 employers) $420,000
Total $1,015,666

E. State Incentives
● Performance Funding #1 in the State $598,753

F. State Funding for Virtual Career Center (VCC)
● For Development of Business Part of VCC $300,000
● For Statewide Launch and Ongoing Improvements $300,000
Total $600,000

G. Staff Reduction Savings
$802,565
Grant Extensions:
● Prepare/LEAP – Homeless Ex-Offenders (total of $500,000 extended thru 12/15/17)/DEO Sector Partnership/National Emergency Grant
● CareerSource Florida (total of $615,000 extended thru 12/31/17)

Total from A, B, C, D, E, F and G:
A. Rent Reductions $190,500
B. Increased Revenue $350,000
C. Ticket-to-Work $255,916
D. Industry Cluster & Grants $1,015,666
E. State Incentives $598,753
F. State Funding for Virtual Career Center $600,000
G. Staff Reduction Savings $802,565
Total $3,813,400

Potential Savings/Funding:
● Move the Belle Glade office To West Tech $188,500
* In addition 5 vacant Manpower/Temp positions were eliminated.
Staffing

Over the past five years we have strived to improve our services every year in spite of reductions in funding. While this has been a challenge, it has been accomplished in four ways, by:

- Reducing everything that wasn’t necessary from the budget
- Improvements in technology
- Hiring the right staff
- Creating a motivated team that is driven to excel.

At July 1st, 2016 for PY2015-16, we had 113 full time and 20 temporary staff, totaling 133, of which 71 were required to run the mandated One-Stop services. Above those 71 needed to run the One Stop, we had 62 additional staff. Specific grants paid for 26 staff of these positions and the other 36 were paid through formula allocations of WIOA and TANF. We have taken the initiative over the years to come up with programs and services that address the hardest to serve and because of this, we already had community partner relationships that matched the intent of the new WIOA law and the 24 MOU’s we now have in place. We have also looked to grant opportunities to fill in gaps in the health care and ex-offender areas.

For the PY2016-17 we received a grant to develop the Virtual Career Center (VCC). Formula funds were used to supplement the grants funds in order to ensure the VCC would be available to all Florida regions by July 2017. Continued expansion and development of the VCC will be funded by both grant and program allocations.

As of August 15, 2017 for PY2016-17 we had 117 full time and 5 temporary staff, totaling 122, of which 74 are required to run the mandated One-Stop services. Above those 74 needed to run the One Stop, we have 48 additional staff. Specific grants pay for 25 staff of these positions and the other 23 are paid through formula allocations of WIOA and TANF.

On page 37 is a breakdown of the additional 48 staff, by program, above the minimum required to run the one stop and how they are funded compared with the prior year.
<table>
<thead>
<tr>
<th>Department</th>
<th>PY15/16 Program Allocations</th>
<th>PY15/16 Grant Funded</th>
<th>PY16/17 Program Allocations</th>
<th>PY16/17 Grant Funded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterans</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ticket to Work (Social Security)</td>
<td></td>
<td>6</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>RESEA</td>
<td></td>
<td>3</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Educational Partnerships</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Internships and Apprenticeships</td>
<td>1</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CORE Partnerships</td>
<td>1</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Vocational Rehabilitation Training</td>
<td>1</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Hispanic Community Expansion</td>
<td>1</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Supplemental Nutrition Assistance Program (SNAP)</td>
<td></td>
<td>10</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Grants</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Farris Grant</td>
<td></td>
<td>0</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>● Healthcare Sector Partnership</td>
<td></td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>● Re-Entry/PREPARE (Pre-Release)</td>
<td>1</td>
<td>3</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Glades Communities</td>
<td>1</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Healthcare Expansion</td>
<td>3</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Hospitality/Marine Expansion</td>
<td>2</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Talent Acquisition Unit Expansion</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Now Business Services/Recruiters</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Expo’s</td>
<td></td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>WIOA (Performance)</td>
<td>1</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Virtual Career Center</td>
<td></td>
<td>4</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Homeless (Lord’s Place)</td>
<td>Contract</td>
<td></td>
<td>Contract</td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td>36</td>
<td></td>
<td>26</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>PY2015 - 2016</th>
<th>PY2016 - 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Additions</td>
<td>$4,203,000</td>
<td>$3,629,000</td>
</tr>
<tr>
<td>Grant Funded</td>
<td>$1,944,000</td>
<td>$1,612,000</td>
</tr>
<tr>
<td>Program Funded</td>
<td>$2,259,000</td>
<td>$2,017,000</td>
</tr>
</tbody>
</table>
Palm Beach County Workforce Profile

The 2017 population of Palm Beach County is 1,459,547. The demographics of Palm Beach County are changing as our county population grows and becomes older. We see the future as full of opportunities to adapt to these changes, using a workforce that is on average better educated than the state or nation. Below you will find a series of charts providing current information and a 4-year forecast of changes for Palm Beach County:

Population by Age Cohort

<table>
<thead>
<tr>
<th>Age Cohort</th>
<th>2017 Population</th>
<th>2021 Population</th>
<th>Change</th>
<th>% Change</th>
<th>2017 % of Cohort</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 5 years</td>
<td>76,045</td>
<td>82,881</td>
<td>6,836</td>
<td>9%</td>
<td>5.21%</td>
</tr>
<tr>
<td>5 to 9 years</td>
<td>76,667</td>
<td>76,081</td>
<td>-586</td>
<td>-1%</td>
<td>5.25%</td>
</tr>
<tr>
<td>10 to 14 years</td>
<td>79,553</td>
<td>82,560</td>
<td>3,007</td>
<td>4%</td>
<td>5.45%</td>
</tr>
<tr>
<td>15 to 19 years</td>
<td>80,631</td>
<td>79,528</td>
<td>-1,103</td>
<td>-1%</td>
<td>5.52%</td>
</tr>
<tr>
<td>20 to 24 years</td>
<td>79,826</td>
<td>81,678</td>
<td>1,852</td>
<td>2%</td>
<td>5.47%</td>
</tr>
<tr>
<td>25 to 29 years</td>
<td>88,371</td>
<td>88,466</td>
<td>95</td>
<td>0%</td>
<td>6.05%</td>
</tr>
<tr>
<td>30 to 34 years</td>
<td>87,593</td>
<td>95,074</td>
<td>7,481</td>
<td>9%</td>
<td>6.00%</td>
</tr>
<tr>
<td>35 to 39 years</td>
<td>81,939</td>
<td>90,216</td>
<td>8,277</td>
<td>10%</td>
<td>5.61%</td>
</tr>
<tr>
<td>40 to 44 years</td>
<td>84,832</td>
<td>85,469</td>
<td>637</td>
<td>1%</td>
<td>5.81%</td>
</tr>
<tr>
<td>45 to 49 years</td>
<td>90,406</td>
<td>87,126</td>
<td>-3,280</td>
<td>-4%</td>
<td>6.19%</td>
</tr>
<tr>
<td>50 to 54 years</td>
<td>99,780</td>
<td>93,029</td>
<td>-6,751</td>
<td>-7%</td>
<td>6.84%</td>
</tr>
<tr>
<td>55 to 59 years</td>
<td>102,257</td>
<td>103,881</td>
<td>1,624</td>
<td>2%</td>
<td>7.01%</td>
</tr>
<tr>
<td>60 to 64 years</td>
<td>93,185</td>
<td>107,254</td>
<td>14,069</td>
<td>15%</td>
<td>6.38%</td>
</tr>
<tr>
<td>65 to 69 years</td>
<td>89,884</td>
<td>97,280</td>
<td>7,396</td>
<td>8%</td>
<td>6.16%</td>
</tr>
<tr>
<td>Age Cohort</td>
<td>2017 Population</td>
<td>2021 Population</td>
<td>Change</td>
<td>% Change</td>
<td>2017 % of Cohort</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------------</td>
<td>-----------------</td>
<td>--------</td>
<td>----------</td>
<td>------------------</td>
</tr>
<tr>
<td>70 to 74 years</td>
<td>79,565</td>
<td>90,929</td>
<td>11,364</td>
<td>14%</td>
<td>5.45%</td>
</tr>
<tr>
<td>75 to 79 years</td>
<td>62,054</td>
<td>71,795</td>
<td>9,741</td>
<td>16%</td>
<td>4.25%</td>
</tr>
<tr>
<td>80 to 84 years</td>
<td>48,146</td>
<td>50,097</td>
<td>1,951</td>
<td>4%</td>
<td>3.30%</td>
</tr>
<tr>
<td>85 years and over</td>
<td>58,813</td>
<td>56,313</td>
<td>-2,500</td>
<td>-4%</td>
<td>4.03%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,459,547</td>
<td>1,519,657</td>
<td>60,110</td>
<td>4%</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

Data Sources: The demographic data in this report is compiled from several sources using a specialized process. Sources include annual population estimates and population projections from the US Census Bureau, birth and mortality rates from the US Health Department, state data from the Florida Department of Economic Opportunity (DEO).

### Population by Education

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Less Than 9th Grade</td>
<td>82,331</td>
<td>90,372</td>
<td>8%</td>
<td>7%</td>
<td>7%</td>
</tr>
<tr>
<td>9th Grade to 12th Grade</td>
<td>59,243</td>
<td>60,741</td>
<td>6%</td>
<td>7%</td>
<td>7%</td>
</tr>
<tr>
<td>High School Diploma</td>
<td>283,946</td>
<td>298,367</td>
<td>27%</td>
<td>30%</td>
<td>28%</td>
</tr>
<tr>
<td>Some College</td>
<td>215,459</td>
<td>225,129</td>
<td>20%</td>
<td>20%</td>
<td>21%</td>
</tr>
<tr>
<td>Associate's Degree</td>
<td>90,126</td>
<td>94,699</td>
<td>8%</td>
<td>9%</td>
<td>8%</td>
</tr>
<tr>
<td>Bachelor's Degree</td>
<td>208,754</td>
<td>215,684</td>
<td>20%</td>
<td>17%</td>
<td>18%</td>
</tr>
<tr>
<td>Graduate Degree and Higher</td>
<td>126,966</td>
<td>131,936</td>
<td>12%</td>
<td>10%</td>
<td>11%</td>
</tr>
</tbody>
</table>

Data Sources: Educational attainment numbers are based on EMSI’s demographic data and the American Community Survey. By combining these sources, we interpolate for missing years and projects data at the county level. Educational attainment data cover only the population aged 25 years or more and indicate the highest level achieved.
## Educational Attainment by Race/Ethnicity

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>White, Non-Hispanic</td>
<td>657,032</td>
<td>669,327</td>
<td>42,345</td>
<td>305,872</td>
<td>308,815</td>
</tr>
<tr>
<td>Black, Non-Hispanic</td>
<td>168,096</td>
<td>184,055</td>
<td>38,196</td>
<td>90,951</td>
<td>38,950</td>
</tr>
<tr>
<td>American Indian or Alaskan Native, Non-Hispanic</td>
<td>1,626</td>
<td>1,742</td>
<td>593</td>
<td>620</td>
<td>413</td>
</tr>
<tr>
<td>Asian, Non-Hispanic</td>
<td>29,657</td>
<td>33,079</td>
<td>3,242</td>
<td>8,987</td>
<td>17,427</td>
</tr>
<tr>
<td>Native Hawaiian or Pacific Islander, Non-Hispanic</td>
<td>469</td>
<td>498</td>
<td>22</td>
<td>100</td>
<td>347</td>
</tr>
<tr>
<td>Two or More Races, Non-Hispanic</td>
<td>8,862</td>
<td>9,540</td>
<td>1,613</td>
<td>3,819</td>
<td>3,430</td>
</tr>
<tr>
<td>White, Hispanic</td>
<td>184,434</td>
<td>200,892</td>
<td>50,915</td>
<td>81,696</td>
<td>51,823</td>
</tr>
<tr>
<td>Black, Hispanic</td>
<td>8,461</td>
<td>9,266</td>
<td>2,330</td>
<td>3,749</td>
<td>2,382</td>
</tr>
<tr>
<td>American Indian or Alaskan Native, Hispanic</td>
<td>3,919</td>
<td>3,862</td>
<td>1,132</td>
<td>1,722</td>
<td>1,065</td>
</tr>
<tr>
<td>Asian, Hispanic</td>
<td>831</td>
<td>912</td>
<td>231</td>
<td>368</td>
<td>232</td>
</tr>
<tr>
<td>Native Hawaiian or Pacific Islander, Hispanic</td>
<td>524</td>
<td>571</td>
<td>146</td>
<td>232</td>
<td>146</td>
</tr>
<tr>
<td>Two or More Races, Hispanic</td>
<td>2,916</td>
<td>3,186</td>
<td>810</td>
<td>1,290</td>
<td>816</td>
</tr>
<tr>
<td></td>
<td>1,066,826</td>
<td>1,116,929</td>
<td>141,574</td>
<td>499,405</td>
<td>425,847</td>
</tr>
</tbody>
</table>
Population by Gender and Educational Achievement

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Males</td>
<td>505,303</td>
<td>529,028</td>
<td>73,758</td>
<td>226,873</td>
<td>204,672</td>
</tr>
<tr>
<td>Females</td>
<td>561,523</td>
<td>587,901</td>
<td>67,816</td>
<td>272,532</td>
<td>221,174</td>
</tr>
<tr>
<td></td>
<td>1,066,826</td>
<td>1,116,929</td>
<td>141,574</td>
<td>499,405</td>
<td>425,847</td>
</tr>
</tbody>
</table>

Unemployment Statistics

<table>
<thead>
<tr>
<th>Month</th>
<th>PY2015-16</th>
<th>PY2016-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL</td>
<td>5.6</td>
<td>5.3</td>
</tr>
<tr>
<td>AUG</td>
<td>5.5</td>
<td>5.2</td>
</tr>
<tr>
<td>SEP</td>
<td>5.3</td>
<td>5.0</td>
</tr>
<tr>
<td>OCT</td>
<td>5.0</td>
<td>4.7</td>
</tr>
<tr>
<td>NOV</td>
<td>4.7</td>
<td>4.6</td>
</tr>
<tr>
<td>DEC</td>
<td>4.6</td>
<td>4.5</td>
</tr>
<tr>
<td>JAN</td>
<td>4.5</td>
<td>4.7</td>
</tr>
<tr>
<td>FEB</td>
<td>4.7</td>
<td>4.9</td>
</tr>
<tr>
<td>MAR</td>
<td>4.5</td>
<td>4.3</td>
</tr>
<tr>
<td>APR</td>
<td>4.3</td>
<td>4.2</td>
</tr>
<tr>
<td>MAY</td>
<td>3.9</td>
<td>3.9</td>
</tr>
<tr>
<td>JUN</td>
<td>4.3</td>
<td>4.4</td>
</tr>
</tbody>
</table>
The most widely reported labor statistic is the Current Population Survey or as it is better known, the unemployment rate. The unemployment rate is calculated monthly by the federal Bureau of Labor Statistics. The rate is calculated by dividing the number of unemployed persons (as self-reported) by the size of the workforce and multiplying that number by 100, where an unemployed person is defined as a person not currently employed but actively seeking work. The size of the workforce is defined as both those employed plus those unemployed.

The labor force is defined as persons 16 years of age and older residing in the 50 states and the District of Columbia who are not inmates of institutions (penal and mental facilities, homes for the aged), and who are not on active duty in the Armed Forces. Therefore, many unemployed people who are capable of working are not counted since they are no longer seeking employment. As a result, the unemployment rate significantly understates the level of engagement of the current workforce.

That being said, the unemployment rate in Palm Beach County over this last program year has continued to drop from 5.2% in July 2016 to 4.3% in June 2017. Although 4% has traditionally been accepted as near full employment, perhaps a more accurate gauge of the strength of the workforce is the Labor Force Participation Rate.

**Labor Force Participation Rate**

The labor force participation rate is the ratio between the labor force and the overall size of the national population of the same age range. In other words, of the entire available workforce, what percentage is actually employed?

Florida’s labor force participation rate most recently peaked at 64% from November 2006 to March 2007. Until recently, the participation rate was generally declining. However, the rate has been gradually increasing since August 2016. The reported Florida participation rate was 59.5% in January 2017. Among all unemployed, the share of those reentering the labor force increased slightly from 29.8% in January 2016 to 30.0% in January 2017. Furthermore, the share of new entrants increased from 11.1% to 12.7% over the same time period.

This rate is not available by county, we can now model the Palm Beach County labor force participation rate using our economic modeling tool Analyst under license from EMSI. From 2011 to 2016, jobs increased by 17.4% in Palm Beach County, from 557,936 to 654,963. This change outpaced the national growth rate of 8.8% by +8.6%. As the number of jobs increased, the labor force participation rate increased from 58.1% to 59.2% between 2011 and 2016.

The data series is limited, but there is reason to believe that Florida’s underlying employment picture may be improving and/or returning to historic norms. However, the significant size and composition of the long-term unemployed group (156,000 persons or 33% of all unemployed in January) may be compounding some of the trend results. The equivalent percentage from the United States as a whole was only 24%.
Florida Labor Force Participation Rate

Advertised Job Openings
Since 2009, the decline in unemployment has been slower than in previous economic recoveries, even as GDP growth lags behind. This is mostly due to the retirement of the baby boomer generation and weak productivity growth.

Most of the workers who left the active job market during the Great Recession are unlikely to return, either by choice or due to difficulty finding another job. In addition, “skill erosion” has made many of the long-term unemployed uncompetitive in the eyes of potential employers. The official unemployment rate is actually a broadly accurate measure of slack in the labor market; it is not misleadingly low as many commentators currently claim. There is a large group of part time marginally attached workers.

For some time now we have all heard that a skill gap exists between those looking for work and open advertised jobs. The conversation around which jobs are most affected and the root cause of the gap may never be fully understood. It could be long-term unemployment has caused an erosion of work skills or that technological changes have contributed to structural unemployment. The fact still remains; the number of unfilled advertised positions remains high in Palm Beach County (see graph page 44).
Employment Outlook

Our unemployment rate is relatively low compared to the depths of the recent recession. That’s good, but less people are entering the workforce than are leaving it. Baby Boomers are leaving the workforce in record numbers with insufficient qualified replacements available either through new entrants to the workforce, or through immigration. Using marginally attached contract labor and part time workers have helped businesses make up for the loss of workers during the recent recession, but expected increases in productivity cannot completely overcome the short fall in talent either. We should expect over the next decade this problem will only grow more acute. As the resulting gap between job growth and labor supply widens, this will have a negative effect on local businesses by driving up wages, constraining growth, and reducing corporate profits.

Industries that have been doing well in the recovery continue to do well. Construction added jobs for the tenth month in a row. Health care, hospitality, professional and business services continued their strong hiring activity. Food services hiring should slow down in the near future, given slowing sales growth, but has not so far. Temporary help continued to grow, which is a positive indicator of overall labor demand. Retail employment as a whole managed a very small gain, but brick and mortar clothing store employment has fallen, likely the result of store closure at some chains. As the labor market tightens, it should become harder for employers to find suitable candidates. However, it appears that a
surge of folks coming back into the labor force to look for work is extending the period of better than average local job placement figures.

Therefore, the challenge for CareerSource Palm Beach County is using the time and resources we have now to prepare for the inevitable increase in unemployed clients seeking our services, and finding new, cost effective ways to meet a significant surge in the demand for our services.

Due to the devastation in Puerto Rico caused by Hurricane Maria, we anticipate a significant increase in individuals and families relocating to South Florida continuing well into next year. We stand ready to assist them in finding employment and other assistance.

Economic Outlook
Although the Dow Jones average broke the 22,000 mark in August 2017, the GDP has been lack luster during this post recovery period. It is the GDP that’s the best indicator of the overall health of the economy. GDP growth in the second quarter bounced up to 2.6%, returning to a level that is expected by most economists to continue for a while. Economic expansion in the second half of 2017 should run at an annual pace of 2.5% or so, leaving growth for the full year at about 2.1%. In other words, the economy is doing OK, but not great. However, this middling performance may keep inflation under control, or a Goldilocks economy: not too hot, not too cold.

Consumer spending should grow by 2.8%, underpinned by rising household wealth and income, job gains, and the increasing use of credit. But motor vehicle sales are slowing this year. And solid overall consumer spending should cause imports of goods to rise faster than exports, lowering U.S. GDP slightly.

Business equipment investment has improved, with a strong jump in computer purchases, although low crude oil prices are suddenly threatening investments in the capital-intensive energy sector. Spending on commercial structures is expected to rise by 9%. Business spending on inventories was flat in the second quarter, indicating room for growth in the second half of the year.

Home building should rev up, given the current shortage of affordable homes for sale. The second quarter saw a slight decline, but only because good weather pulled some starts forward into the first quarter. Home prices continue their upward climb as do rental unit prices.
PY2017/2018 CEO/Organization Goals

1. **Virtual Career Center (VCC)**
   Continue to enhance the VCC in the education, internship, apprenticeship, and automated forms areas for all programs. Continue to work with CareerSource Florida and other regional boards that want this service.

2. **One-Stop Operator**
   Review policies, procedures and processes to ensure we are in compliance with the new WIOA regulatory requirements.

3. **Sector Strategies**
   Continue to meet with our regional workforce development organizations, educational institutions, employers, key stakeholders and other core partners to develop, expand and enhance our sector strategies and initiatives that align with our local key values.

4. **Strengthen Educational Partnerships**
   Work with Palm Beach State College (PBSC) to create career pathways, internship and apprenticeship programs for in-demand careers in accordance with the new WIOA law.

5. **Local Jobs for Projects Funded by One-Cent Sales Surtax (Multi - Year Goal)**
   - A. Work with cities/county and school district to obtain job orders.
   - B. Identify training gaps and work with the schools to develop new programs if needed to meet local needs.
   - C. Help to produce promotional materials for the trade industry. (This is a ten-year project that is heavily dependent on the cooperation and collaboration of other agencies and organizations).

6. **Identify Cost Savings and Increases in Revenue**
   With the uncertainties in the 2017/2018 Federal and State budgets, it is essential that leadership make the necessary structural changes required to support WIOA: CareerSource Palm Beach County will develop methods and practices to quickly identify and address needed changes and continue to look at cost savings and improvements in technology while keeping the board informed.

7. **Organizational Effectiveness**
   A table or chart similar to last year (see page 37) will be developed which identifies the number of staff and dollars associated with the various grant funded programs and other positions added to address either the hard to serve population or improve and enhance our community awareness with our primary stakeholders.
Quality Documentation System

Back to Main Menu
This is a controlled document. Printed copies must have issue number verified prior to each use. This document begins with this page and ends with the signature page.

TITLE: SUPPORT SERVICES
STATUS: RELEASED
DOCUMENT NUMBER: AL-014
ISSUE NUMBER: 02
EFFECTIVE DATE: 07/09/2015
AUTHOR NAME: Paul Hederman
LAST UPDATE DATE: 2015-07-02 14:42:58
BY: Paul Hederman
AREA OR PROGRAM AFFECTED: ALL PROGRAMS
DOCUMENT TYPE: POLICY
DESCRIPTION OF CHANGE: Revision

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>EFFECTIVE DATE</th>
<th>DESCRIPTION OF CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>06/22/2015</td>
<td>Initial Issue</td>
</tr>
<tr>
<td>02</td>
<td>07/09/2015</td>
<td>Revision</td>
</tr>
</tbody>
</table>
1.0 PURPOSE:
The purpose of this document is to provide "Local Policy Guidelines" for the issuance of Support Services either directly to or on behalf of eligible CareerSource Palm Beach County clients.

2.0 APPLICATION:
This document applies to all CareerSource Palm Beach County staff responsible for administering support services to client participating in in the Welfare Transition(WTP), and/or Workforce Innovation and Opportunity (WIOA) programs.

3.0 DEFINITIONS:
- **Applicant** - an individual who has applied for but who has not yet been approved for TCA
- **DCF** - Department of Children & Families
- **DEO** - Department of Economic Development
- **FLORIDA** - DCF System
- **Gazelle** - a web application that manages support services and training accounts for clients.
- **GED** - General Equivalency Diploma
- **IRP** - Individual Responsibility Plan
- **Mandatory** - TANF case is still open; receiving TCA
- **OSST** - One Stop Service Tracking
- **Program Year** - July 1st- June 30th
- **TANF** - Temporary Assistance for Needy Families
- **TCA** - Temporary Cash Assistance
- **Transitional** - Employed; TANF case is closed due to earned income
- **WTP** - Workforce Transition Program
- **AAVH** - Vehicle screen in the FLORIDA DCF system
- **CLRC** - Case notes screen in the FLORIDA DCF system
- **ELC** - Early Learning Coalition
- **TCC** - Transitional Child Care
- **TEd** - Transitional Education and Training Child Care
- **EFM** - Employ Florida Marketplace
- **IEP** - Individual Employment Plan/ Career Plan
- **ITA** - Individual Training Account
- **GED** - General Education Development
- **Incentives** - Monetary rewards typically provided on a gift card or electronic voucher
- **ISS** - Individual Service Strategy
4.0 REFERENCE DOCUMENTS:

1. DEO Communiqué - Lower Living Standard Income Level (LLSIL) and Federal Poverty Guidelines
   http://www.floridajobs.org/workforce-board-resources/policy-and-guidance/communiques

2. Florida Statute Chapter 445.025, Other Support Services
3. Florida Statute Chapter 445.031 Transitional Transportation
   http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=73ddd59cb7a5d010VgnVCM10000048f3d6a1RCRD&vgnextchannel=7d316c0b4c3bf110VgnVCM1000004718190aRCRD

   App_mode=Display_Statute&Search_String=&URL=0400-0499/0445/Sections/0445.025.html

   App_mode=Display_Statute&Search_String=&URL=0400-0499/0445/Sections/0445.031.htmlFlorida

   App_mode=Display_Statute&Search_String=&URL=0500-0599/0559/Sections/0559.904.html

8. DEO Communiqué - Lower Living Standard Income Level (LLSIL) and Federal Poverty Guidelines
   http://www.floridajobs.org/workforce-board-resources/policy-and-guidance/communiques

9. DEO Final Guidance – Transitional Child Care, http://www.floridajobs.org/workforce-board-resources/policy-and-
   guidance/guidance-papers


11. Florida Statute Chapter 445.023 (a) - Dependent care for children with special needs
12. Florida Statute Chapter 445.030 - Transitional Education and Training
13. Florida Statute Chapter 445.032 - Transitional Child Care

   http://www.floridaearlylearning.com/OEL_Accountability_Monitoring.html

15. Workforce Innovation and Opportunity Act of 2014

5.0 MATERIALS REQUIRED:

N/A

6.0 POLICY:

6.1 WTP

Support Services may be provided, subject to funding availability, when necessary for a mandatory WTP client to maintain participation in work/educational activities or employment for no less than 35 hours per week. However, there are some mandatory clients that are only able to participate on a partial basis (medically deferred and victims of domestic violence) that may receive support services. Support Services may also be available to the transitional WTP client whose cash case has closed due to employment or cash severance. Applicants who have been approved for Up-Front Diversion may also be eligible for support services. WTP Support Services (excluding childcare) are limited to $600 per client, per program year or less depending on funding. However,
Support Services are not an entitlement, therefore CareerSource Palm Beach County is under no obligation or commitment to approve or provide support services of any type. Support Services may be modified on a case by case basis depending on special circumstances and only when authorized by the TANF Program Manager and Chief Operating Officer.

**Transportation Services** - limited up to $50.00 fuel subsidy per month or a $15.00 monthly Bus Pass, not to exceed the maximum support service limit of $600. For the transitional client, transportation support services may be available up to 3 months after the cash case closes due to employment (earned income) or cash severance and if the transitional client is income eligible to receive transitional benefits.

*Note – client will be required to provide documentation of 10 job searches per month in order to be eligible for monthly transportation services.

**Vehicle Repairs** - may be covered under certain circumstances and limits. Vehicle Repair Service is an allowable support service expenditure, subject to funding availability, when necessary for **WTP Transitional participants** to maintain employment at no less than 35 hours per week.

The following are allowable costs for Vehicle Repairs:

- Vehicle Repairs are limited to $200 per transitional participant, per program year, not to exceed the maximum support service limit of $600.
- All vehicle repairs require two (2) written estimates from a licensed repair shop (Florida Statute Chapter 559.904); CareerSource Palm Beach County will pay the lower of the two estimates, up to $200, not to exceed the maximum support service limit of $600.
- Tire replacements must be the same size as the vehicle's original tires or another size recommended by the auto manufacturer.
- Vehicle must be registered/titled in the participant’s name - no exceptions! Newly acquired vehicles or vehicles where the registration/ownership is being transferred cannot be repaired until the transitional participant can present a valid Florida registration in his/her name.
- Vehicle must be documented (considered an asset) with the Florida Department of Children & Families on the "AAVH" Screen or in CLRC notes.
- Participant must show proof of Florida State required auto insurance.
- Transitional participant must possess a Florida State issued driver’s license that is legal; is not a suspended or revoked driver’s license; otherwise, auto repair services will not be considered - no exceptions! Refer to: [https://services.flhsmv.gov/DLCheck/](https://services.flhsmv.gov/DLCheck/)
- For auto repairs that exceed the $200 limit, the transitional participant must show copy of check or money order as proof of payment for the difference.
- Auto Repair services for transitional participants are limited to 90 days after cash case closes due to earned income and/or child support.
- Cost of auto repairs should not exceed the current value of the vehicle. The retail value of vehicle may be found by using the NADA guide - [http://www.nadaguides.com](http://www.nadaguides.com)

The following are NOT allowable costs for Vehicle Repairs:

- The safe functioning of the vehicle; routine maintenance such as tune-ups, oil changes, etc.
- Non-essential components such as audio, climate control (unless accompanied by a doctor’s statement documenting health circumstances) and auto body repairs are prohibited.
- CareerSource Palm Beach County **will no longer** (effective February 1, 2007) assist(s) with auto insurance down-payments.

**Clothing** - Vouchers for work clothing, uniforms, and footwear required for work are limited to $200 per client, per program year, not to exceed the maximum support service limit of $600. **Clients must be advised by the WTP career consultant that if purchases are for items other than what the clothing voucher was intended, the client will be required to reimburse CareerSource Palm Beach County for the exact cost of unauthorized purchases or the client will be prohibited from receiving any further clothing vouchers.**

**Note:** All participants must be referred to and attend an appointment at Dress for Success before a clothing voucher will be approved.

**Testing and licensing fees** - required for training or employment are limited to $200 per client, per program year, not to exceed the maximum support service limit of $600. GED exams are limited to $70 per exam. If the client does not show for the scheduled GED exam, no additional exam vouchers may be issued without prior approval from Program Director. In addition, CareerSource Palm Beach County will assist with the client (either mandatory or transitional) with the Adult Education Registration Fee (per term), not to exceed three terms per program year and not to exceed the maximum support service limit of $600.

Effective July 1, 2011, the Florida Legislature passed the ruling that all Florida residents and non-residents who enroll in GED or ESOL classes must pay a fee for these courses per term.
• For WTP clients who are Florida residents: CareerSource Palm Beach County will assist with the $30 Adult Education Registration Fee (GED or ESOL), per term, not to exceed three terms per program year AND not to exceed the maximum support service limit of $600 per program year.

Any request for additional costs/fees must have prior approval from the Program Director.

**I-765 Application for Employment Authorization (for refugee clients)** - Certain aliens who are temporarily in the United States may file this form to request an Employment Authorization Document (EAD). Other aliens who are authorized to work in the United States without restrictions must also use this form to apply for a document that shows such authorization. WTP "refugee" program clients are limited to $380 for the filing fee, not to exceed the maximum support service limit of $600.

**Child Care** - Under the Welfare Transition Program, child care assistance is a support service referral provided to an "eligible" TCA applicant, "eligible" WTP mandatory participant and/or an "eligible" WTP transitional participant. Provision of child care services does not constitute an entitlement and are subject to local funds availability.

The subsidized child care program provides quality child care to children of low income families including children of participants in the Workforce Transition Program and is administered by the local Early Learning Coalition of Palm Beach County. Child care is available for children under the age of 13 years. Subsidized child care for special needs children ages 13 to 17 also may be available for children meeting the criteria specified in sections 445.023

Each family receiving a subsidized child care referral from CareerSource Palm Beach County shall contribute to the cost of their child care through a parent co-payment. The fee schedule is established by the local Early Learning Coalition. The amount of the parent co-payment is based on the household’s total income and family size and is determined by the community child care coordinating agency (Family Central). The parent fee is collected by the child care provider. WTP support service dollars may not be used to pay the parent co-payment.

**WTP Mandatory Participants:** Child care referrals are provided at 3 month intervals as long as the participant is in core/core plus activities 35+ hours a week. It may also be available to those participants who are complying with WT program requirements to have a Level 1 sanction lifted. Child care is also provided to medically deferred and domestic violence participants as long as they are not deferred 22 or more hours a week and are participating in core and/or core plus activity(ies).

Child Care should be authorized for the number of hours assigned to the required work activity including reasonable transportation time to and from the child care provider. The initial authorization (referral) for the WTP mandatory participant should be for 90 days (3 months).

**WTP Transitional Participants:** Transitional Child Care is available for former WTP participants who are employed and no longer receiving TCA as a result of:

- Earned income, or "opt not to receive TCA" due to receipt of earned income,
- Increased child support payments, or
- Receipt of Upfront Diversion.

TCA applicants who are diverted from entering the welfare system through “Up-Front Diversion” must be eligible for and accept “Up-Front Diversion” to receive transitional child care. Transitional Child Care (TCC) is available for up to 2 years beginning with the first month the participant does not receive TCA (due to earned income or the month following receipt of the “Up-Front Diversion” payment and/or services, if local funding is available.

The child care authorization (referral) is issued by the WTP Career Consultant for a maximum of up to one year, after the participant is no longer receiving TCA (subject to availability of funds), and the household income does not exceed 200% of the federal poverty level during the two-year period. The child care referral should cover the hours of employment plus reasonable transportation time to and from the child care provider.

**Transitional Education and Training (TEd) Child Care:** Child Care for TEd may be provided to former TCA recipients who are working while attending school or training. A WTP transitional participant who is employed may receive a TCC referral related to their employment and they may also receive additional TEd referral for child care assistance to support training and education to upgrade their skills.

Authorized period is for up to one year after the participant is no longer receiving TCA, subject to availability of funding. The referral form is the same as the one used for TCA referrals. TCC eligibility is given to families who have lost their eligibility for TCA because of excess earned income, new or increased child support, loss of time limits (with earned income) or who opts not to receive TCA. Total family income may not exceed 200% of the Federal Poverty Guideline. The TCC authorization will support employment and if that is not sufficient to also cover hours for school, then a TEd referral will authorize the school hours. The care cannot be certified longer than 30 days after the school term ends. In the event the participant is not attending school, the TEd childcare should be terminated.

All authorizations, revisions and terminations of child care must be documented in the OSST System.
- **Background Checks & Fingerprinting** - required for assignment to a Community Service/Work Experience work site. Not to exceed two (2) background checks and/or fingerprinting per program year. Allowable cost per program year is $150 not to exceed the maximum support service limit of $600.
  - Background reimbursement costs to the client - require a complete, clear copy of the background results and proof of payment before a reimbursement can be processed.

- **Clients that have been sanctioned during the program year will not be eligible for any above mentioned Supportive Services, excluding childcare and transportation expenses.**
  - Background reimbursement costs payable to the Community Service/Work Experience partner require a complete, clear copy of the background results and proof of payment before a reimbursement can be processed.
  - Background costs payable direct to the background vendor/agencies, also require that a completed, clear copy of the background results are provided to CareerSource Palm Beach County.

- **PLEASE NOTE:** All WTP transitional clients must remain below 200% of the current year federal poverty level to remain eligible for support services.

6.2 WIOA:

**Support Services** for the Workforce Innovation and Opportunity Act (WIOA) Adult & Dislocated Worker are defined as those services provided to eligible program participants and job seekers, which are necessary to reduce barriers to obtaining or retaining employment.

**Eligibility Requirements**

A WIOA program participant/job seeker must be certified eligible under a particular program funding stream (Adult or Dislocated) prior to the receipt of any support service. To qualify for support services a program participant must:

- Demonstrate a financial need.
- Be unable to afford the associated cost.
- Be unable to secure the needed service elsewhere.

Support services should be viewed individually to enable program participants to participate in education and training activities identified in the participant’s Career Plan. The decision regarding appropriateness of support services should be made by the Career Consultant staff, which is most familiar with the program participants’ specific situation. All support services should be documented in the participants file and in Employ Florida.

**Support Services are not an entitlement.** There is no obligation or commitment by the CareerSource Palm Beach County to approve or provide support services of any type. Support Services may be modified on a case by case basis depending on special circumstances and only when authorized by the program manager and Chief Operating Officer.

**Conditions for Receiving Support Services**

Receiving any support service is contingent on the fact the participant is actively participating in training or work experience as defined by their career plan or has completed training / work experience and is actively searching for employment within the allowable time frames.

- Clients must be attending school or work experience regularly
- Clients must provide noteworthy progress reports or timesheets monthly **prior to** the receipt of support services
- Career Consultants must monitor clients who receive child care very closely
- Clients support services, including child care services, will be terminated promptly if they miss five consecutive days from school or work experience without good cause, **or** failure to provide noteworthy monthly progress reports or timesheets
- A new schedule of classes must be submitted each semester by all clients in training
- Clients must notify their Career Consultant if there are any changes to their schedules **and/or** barriers to timely completion of training

**Support Service Limitations**
Support services, excluding childcare, are limited per program year to $600.00 per participant, but cannot exceed 24 months per individual. Any expenditure in excess of this limit requires prior approval by WIOA Program Manager or higher, in the event of extraordinary circumstances. This approval must be case noted in the participant’s file found in Employ Florida.

The following are examples of what could be paid from the $600.00 support services budget:

- Supplies, work tools, uniforms, fuel subsidies and bus passes
- Assessments, background screening, and GED preparation (if need for training or employment)

**Support Services Post Training**

Participants who have completed training can receive one additional fuel subsidy / bus pass for job search activities, if the eligibility requirements (demonstrate a financial need, unable to afford the associated cost and unable to secure the needed service elsewhere) still exist. The decision regarding appropriateness of post training support services should be made by the Career Consultant staff member, if funds are available.

---

### 6.3 WIOA YOUTH:

**Support Services** for the Workforce Innovation and Opportunity Act (WIOA) Youth program are defined as those services provided to eligible program clients and are deemed necessary to reduce barriers to obtaining or retaining employment or attending and completing training. All items defined as support services, with the exception of childcare referrals and miscellaneous reimbursements, will be logged into the Gazelle tracking system at the time of issuance.

**Eligibility Requirements:**

A WIOA program participant must be certified eligible under the Youth program prior to the receipt of any support service. To qualify for support services a Youth program participant must:

- Demonstrate a financial need
- Be unable to afford the associated cost
- Be unable to secure the needed service elsewhere

Support services should be viewed individually to enable clients to participate in education / training activities identified in their Career Plan or Individual Service Strategy (ISS). The decision regarding appropriateness of support services should be made by the Youth program staff which is most familiar with the clients’ specific situation. All support services should be documented in the clients file and in Employ Florida. Youth staff should obtain backup documentation for all support services to ensure the integrity of the requested support. Common support services include but are not limited to, bus passes, fuel subsidies, clothing vouchers, childcare and GED registration.

**Support Services are not an entitlement**, therefore CareerSource Palm Beach County is under no obligation or commitment to approve or provide support services of any type. Support Services may be modified on a case by case basis depending on special circumstances and only when authorized by the program manager and Chief Operating Officer.

**Conditions for Receiving Support Services**

Receiving support service is contingent on the fact that the client is actively participating in training, work experience, or a summer program defined by their career plan or has completed training/ work experience/ summer program and is actively searching for employment within the allowable time frames.

**Support Services Limitations**

Support services, excluding childcare, are limited to $600.00 per client, per program year. Any expenditure in excess of this limit requires prior approval by WIOA Youth Program Manager or higher. Justification for this request must be case noted in Employ Florida.

Transportation support services are limited to no more than a $70 fuel subsidy per month or a monthly bus pass, not to exceed the maximum support service of $600.00 per program year.

**Support Services Post Training**

Clients who have completed training can receive one additional fuel subsidy/bus pass for job search activities, if the eligibility requirements still exist. Clients post training must still demonstrate a financial need, be unable to afford the associated cost and be unable to secure the needed services elsewhere to receive post training support services.
The decision regarding appropriateness of post training support services should be made by the Youth staff member, if funds are available and the annual limits have not been met.

**Support Services during Follow-up**

Clients whose case has closed or exited (whichever is the latter) may receive post-employment follow up services designed to ensure job retention, wage gains and career/training progress. Follow up services must be provided for not less than 12 months after the completion of program participation, and they may be provided for longer than 12 months if necessary. These services do not extend the participation period.

EFM allows activity codes to offer support services designated with an “F” code. CareerSource Palm Beach County’s local policy will allow and endorse the use of the following support services including but not limited to:

- SS- Transportation (F12)
- SS- Purchase Work Related Uniforms/Attire (F13)
- SS-Purchase Work Related Tools (F14)

The decision regarding appropriateness of support services during follow-up should be made by the Youth staff member, if funds are available and the annual limits have not been met.

**Incentives** are monetary rewards typically provided electronic vouchers. Incentive payments are not included in the calculations of the $600 support service limits. Incentives must be earned by clients for significant benchmarks set by Youth staff during a program year. Common incentives include but are not limited to obtaining a GED/high school diploma or 1yr retention of employment.

Youth staff will issue incentives via an email to Finance requesting desired amount to be loaded onto the client's Global Cash Card (debit card). Receipt of any and all incentives along with supporting documents will be documented in the clients file and EFM.

**Stipends** are defined as payment of an allowance for training or a learning experience. Stipends are not included in the calculations of the $600 support service limits. They are not wages. Stipends must be earned by clients for specific projects or educational efforts.

Common stipends include but are not limited to Action Prep activities for 5 weeks or during the summer program while participating in the youth program.

Payments for stipends are issued through the finance department in the form of a debit card (Global Cash Card). Clients' stipend earning activities and receipts will be documented in the clients' case file and EFM.

**Documentation Requirements**

Documentation of disbursements made to clients must be maintained in the client’s case file. The following documents must be maintained:

- Disbursement receipt from Gazelle
- Check requests/requests for stipends and/or incentives
- Child Care Support Service Referral
- Receipts of stipends and/or incentives issued

7.0 FLOWCHARTS:

N/A
Attachment Files:

View File Attachment: Gas Card-Bus Pass Reconciliation 062515.docx, Gas Card/Bus Pass Reconciliation Procedure
### SIGNATURE PAGE

**DOCUMENT APPROVALS**

*(ELECTRONIC DISTRIBUTION PROCESS)*

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>SIGNATURE</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul Hederman</td>
<td>Author</td>
<td>Paul Hederman</td>
<td>07/02/15</td>
</tr>
<tr>
<td>Dina Hill</td>
<td>Reviewer</td>
<td>Dina Hill</td>
<td>07/09/15</td>
</tr>
<tr>
<td>Peter Pignataro</td>
<td>Administrator</td>
<td>Peter Pignataro</td>
<td>07/09/15</td>
</tr>
<tr>
<td>Norm Cushon</td>
<td>Approver 1</td>
<td>Norm Cushon</td>
<td>07/09/15</td>
</tr>
<tr>
<td>Gerard Genovese</td>
<td>Approver 2</td>
<td>Gerard Genovese</td>
<td>07/09/15</td>
</tr>
</tbody>
</table>

### FINAL APPROVAL

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>SIGNATURE</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Craig</td>
<td>President/CEO</td>
<td>Steve Craig</td>
<td>07/09/15</td>
</tr>
</tbody>
</table>
In House Recruitment Agreement

Date: Click here to enter a date. Employer/Company Name:
Employer Contact Name: Click here to enter text. Phone: Click here to enter text.
Company Address:

Please read this In House Recruitment (IHR) Agreement carefully as it contains information about the IHR event(s) you have or will request. You will be asked to sign a new Agreement once every twelve (12) months. Future access to IHR services will not be initiated until you have returned this acknowledgement confirming your acceptance of its terms and conditions.

CareerSource of Palm Beach County agrees to provide the employer with:

- Recruiting/interviewing space at the West Palm Beach and/or Boca Central Career Center Office.
- The opportunity to book up to two (2) select hiring events per office in any one (1) business week. Regionally the total IHR events booked cannot exceed six (6) in any one (1) business week.
- An internally posted promotional flyer three (3) or more days prior to the scheduled IHR event.
- A candidate file search for the IHR event based on specific job order criteria.
- Access to walk-in candidates-at employer discretion. Do you wish to see walk-in candidates? ☐ Yes ☐ No
- A staff member to coordinate interviews.
  - Staff member: LILIA CABALLERO  Phone: 561-340-1060X 2304
- A copy of the event job seeker sign-in sheet.

The employer agrees to provide CareerSource of Palm Beach County with:

- A specific job order for each vacant position at least five (5) business days in advance of the scheduled event.
  - Note: Scheduling the event with a minimum of five (5) business days’ notice will allow staff to properly file search and market your event. Events may be scheduled with fewer than five (5) business days’ notice but they will result in fewer “scheduled” and walk-in candidates as all job fair activities may not be completed.
- Information on any special event requirements of needs.
- At least one (1) business days’ notice to cancel or reschedule an event. Contact: LILIA CABALLERO
- Assurance that the employer will stay for the entire length of the scheduled IHR event.
- Specific hire information on each candidate hired no later than fifteen (15) business days following the IHR event. Reasonable extensions to the fifteen (15) day deadline may be requested.
- Hire information includes each of the following:
  - Candidates Name & Social Security Number (The new hires name and last four digits of the SSN are acceptable)
  - Starting Wage/Salary

CareerSource of Palm Beach County reserves the right to restrict employer access to future IHR events should the employer elect not to comply with any or all of these requests. Please sign below to acknowledge that you understand and agree to the terms and conditions outlined above.

Employer Representative’s Signature: ________________________________ Date:

CareerSource of PB County Representative’s Signature: ______________________ Date:

UNI-025- Recruiting Agreement, Issue 1, 5/07/2014
An Equal Opportunity Employer/Program-Auxiliary aids and services are available upon request to individuals with disabilities using TTY/TDO equipment via the Florida Relay Service at 711
What is CareerSource of Palm Beach County?
What Do I Need to Do?

• How do I get started?
• When do I file for Re-employment?
• Top 10 things you should know
Career Centers

Monday through Friday, 8 a.m.-5 p.m.

- Closed Most Federal Holidays
- Professional Work Environment. Please Refrain From Bringing Children During Your Visit

**West Palm Beach**
New 3400 Belvedere Rd.
West Palm Beach, FL 33406
(561) 340-1060

**Belle Glade**
1085 S. Main Street
Belle Glade, FL 33430
(516) 829-2040
Employ Florida Marketplace

Registration at [www.EmployFlorida.com](http://www.EmployFlorida.com) is required to participate in CareerSource Palm Beach County programs and/or services As Easy As 1-2-3...

- Register on Employ Florida
- Create Your Resume
- Setup Your Virtual Recruiter
- You have the ability to utilize the Virtual Career Center at [www.careersourcepbc.com](http://www.careersourcepbc.com)
Dress is “Business Casual”

Veterans and Persons with Disabilities have Priority of Service

Employers Visit Career Centers Every Day. Always Be Ready For An Interview!

Men
- Shirt and Tie
- Sport Shirt with a Collar
- Golf Shirt
- Slacks, Shoes and Socks

Ladies
- Blouse
- Slacks
- Skirt
- Closed-toe Shoes, Shoes and Socks or Dress Sandals
On-line Workshops

Gain Valuable Employment/Job Search Skills

• Career Center Orientation /Create a Resume
• Resume Level II
• Interviewing Skills  www.careersourcepbc.com
Personality & Skill Assessments

Assessments

Examine Career Options

• Find Skill Strengths
  • Unique Talents
  • Occupational Groups
  • Work Environments that Fit Best
Coaching

Career Consultants Provide

• Resume Coaching
• Labor Market Information
• Job Search Coaching
• Job Referrals
• Information about Training Scholarships
• Information about Onsite Recruitments and Hiring Events
Employer Interviews

For Schedules and Information

Check www.careersourcepbc.com
Speak with a Career Consultant for Job Referrals and Appointment times
RECAP

✓ **Register**, Complete Background, Create Resume at [www.employflorida.com](http://www.employflorida.com)

✓ **Participate in** Workshops to Improve Your Job Search Skills

✓ **Schedule** for an Onsite Interviews with one of our Employers

✓ **Speak** With a Career Consultant for
  
  ✓ Job Search Assistance
  
  ✓ Assessments
  
  ✓ Job Referrals
Quality Documentation System

Back to Main Menu

This is a controlled document. Printed copies must have issue number verified prior to each use. This document begins with this page and ends with the signature page.

TITLE: WIOA Priority for Adult Funds
STATUS: RELEASED
DOCUMENT NUMBER: PO-112
ISSUE NUMBER: 01
EFFECTIVE DATE: 07/24/2015
AUTHOR NAME: Kathy Bonner
LAST UPDATE DATE: 2015-07-22 15:47:56
BY: Kathy Bonner
AREA OR PROGRAM AFFECTED: WIOA
DOCUMENT TYPE: POLICY
DESCRIPTION OF CHANGE: Initial Issue

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>EFFECTIVE DATE</th>
<th>DESCRIPTION OF CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>07/24/2015</td>
<td>Initial Issue</td>
</tr>
</tbody>
</table>
1.0 PURPOSE:

To establish a priority requirement with respect to funds allocated to CareerSource Palm Beach County (CSPBC) for adult employment and training activities. Provide individuals with barriers to employment access to and opportunities for the employment, education, training and support service needed to succeed in the labor market.

2.0 APPLICATION:

Policy applies to all CareerSource Palm Beach County (CSPBC) staff facilitating Workforce Innovation Opportunity Act (WIOA) training activities and allocating WIOA Adult training dollars.

3.0 DEFINITIONS:

1. WIOA Workforce Innovation Opportunity Act
2. CSPBC CareerSource Palm Beach County
3. TEGL Training and Employment Guidance Letter
4. DOL Department of Labor
5. ADA Americans with Disabilities Act

4.0 REFERENCE DOCUMENTS:

1. Workforce Innovation Opportunity Act 2014, Public Law No 113-128  
   https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf along with any relevant final rules, guidance letters and/or communiques published by federal or state agencies published after January 22, 2015
3. Training and Employment Guidance Letter (TEGL)10-09 Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in whole or in part by the U.S. Department of Labor (DOL) 
   http://wdr.doleta.gov/directives/

5.0 MATERIALS REQUIRED:

Access to internet.

6.0 POLICY:

Section 1349c)(3)(E) of WIOA established a priority requirement with respect to funds allocated to the local area for adult employment and training activities. One-stop center staff responsible for WIOA Adult 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. Under WIOA priority must be provided regardless of the level of funds.
Veterans and eligible spouses receive priority of service for all DOL-funded job training programs, such as WIOA programs. TEGL 10-09 states priority must be provided in the following order:

1. To veterans and eligible spouses who are also included in the groups given statutory priority of WIOA adult formula funds. Veterans and eligible spouses who are also recipients of public assistance, other than low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA Adult funds.
2. Non-covered person (individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA Adult formula funds.
   a. CSPBC provides local priority of service to individuals with Disabilities as defined in section 3 of the Americans with Disabilities Act of 1990 (42 USC 12102).
3. Veterans and eligible spouses who are not included in WIOA's priority groups.
4. Non-covered persons outside the groups given priority under WIOA.

When past income is an eligibility determinant for Federal employment or training programs, any amount received as military pay or allowances by any person who served on active duty, and certain other specified benefits must be disregarded for the veteran and for other individuals for whom those amounts would normally be applied in making an eligibility determination. Military earnings are not to be included when calculating income for veterans or transitioning service members for this priority, in accordance with 38 USC 4213.

7.0 FLOWCHARTS:

N/A
## SIGNATURE PAGE

### DOCUMENT APPROVALS

(ELECTRONIC DISTRIBUTION PROCESS)

**DOCUMENT NO:** PO-112  **ISSUE NO:** 01

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>SIGNATURE</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathy Bonner</td>
<td>Author</td>
<td>Kathy Bonner</td>
<td>07/22/15</td>
</tr>
<tr>
<td>Norm Cushon</td>
<td>Reviewer</td>
<td>Norm Cushon</td>
<td>07/22/15</td>
</tr>
<tr>
<td>Peter Pignataro</td>
<td>Administrator</td>
<td>Peter Pignataro</td>
<td>07/23/15</td>
</tr>
<tr>
<td>Gerard Genovese</td>
<td>Approver 1</td>
<td>Gerard Genovese</td>
<td>07/23/15</td>
</tr>
</tbody>
</table>

### FINAL APPROVAL

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>SIGNATURE</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Craig</td>
<td>President/CEO</td>
<td>Steve Craig</td>
<td>07/24/15</td>
</tr>
</tbody>
</table>
Please review the below agreement, at the bottom you will have the opportunity to electronically sign and submit your renewal. If you have any questions please contact your local SCSEP Project Site Office.

[ Published ]

HA Agreement Renewal form Submitted by HAUser: Neely Young, on 8/7/2014 2:51:20 PM

Print Electronic Agreement | Print a blank agreement for signature:

Host Agencies: 

Host Agency Career Source: FEIN: 65-0709274
Address: 3400 Belvedere Rd., West Palm Beach, FL - 33406
Phone: 561-340-1060 Ext: 2306
Fax: 561-340-1057

The above named agency/organization, an equal employment opportunity employer, requests the services of enrollees from the AARP Foundation Senior Community Service Employment Agency.

This Agency is:
- A Non-Profit Organization.
- Tax exempt under the Internal Revenue code 501(c)(3)
- A Public Organization.

The purpose of this agreement is for the host agency and AARP Foundation to enter into a joint engagement in the SCSEP, under which a participant receives training in a community service assignment while actively pursuing unsubsidized employment. The host agency agrees to provide meaningful training and work experience to the participant(s) in exchange for federally subsidized community service hours by AARP Foundation.

To ensure our host agency partners understand their important role in the daily lives of SCSEP participants and their responsibilities in supporting each participant's goals to enhance or learn new skills and to obtain unsubsidized employment, we ask that each host agency supervisor clearly understand and support the following agency and participant requirements in this agreement:

1) The host agency agrees to support SCSEP objectives and will consider hiring participant(s) in permanent employment positions(s), if a vacancy arises.

2) The host agency acknowledges that AARP Foundation may reassign participant(s) at any time in accordance with SCSEP rules, regulations, and policies.

3) It is understood that the purpose of the SCSEP is for a participant to provide community service while they actively pursue training and unsubsidized employment off the program. When an individual enrolls and/or gets a job off the program they may lose their public benefits. These benefits may include, but are not limited to: Public Housing, Food Stamps, SSI/SSD, and Medicaid.

4) It is understood that participants may miss some hours at the host agency assignment in order to pursue training and unsubsidized employment that is provided outside of the host agency. Participants may be required to do the following activities/tasks:
   - Accept referrals and interviews for employment outside the program;
   - Conduct an ongoing search for unsubsidized employment as specified in the Individual Employment Plan (IEP) and as directed by an AARP Foundation representative;
   - Accept regular transfers to other host agency assignments as necessary to further the participant's training and work experience;
   - Register and maintain registration with the State Employment Service and/or One Stop Center;
   - Attend job search training, job clubs, participant meetings, etc., when offered by the AARP Foundation office, and engage in continuing unsubsidized job search activities.

5) It is understood that the SCSEP is short-term, work-training to prepare participants for unsubsidized employment off the program. The SCSEP is not an entitlement, nor is it designed to solely provide income maintenance. SCSEP participants are in training status, preparing for unsubsidized employment.

6) It is understood that training with the host agency is a short-term opportunity, participation in the SCSEP is NOT a job, and participants are NOT employees of either the AARP Foundation or the host agency where they are temporarily assigned.

7) It is understood that AARP Foundation SCSEP does not conduct background checks or drug screening on participants. Host agencies may conduct background checks and drug screenings in their...
sole and exclusive discretion and in accordance with applicable law. The AARP Foundation SCSEP is not financially or otherwise responsible for any costs, expenses or claims associated with background checks or drug screenings.

8) The host agency agrees to have a fax machine in good working condition in order to both receive and send participant Time & Attendance Reports from and to the AARP Foundation office or designated fax number. Good working order includes insuring that the document output settings are correct so that the fax is readable but not overly dark or overly light. Without good copy, AARP Foundation SCSEP cannot scan timesheets. If AARP Foundation SCSEP is consistently unable to scan your timesheets, AARP Foundation SCSEP participants cannot be paid and will potentially have to be transferred to a host agency where a fax machine is properly working.

9) Host agencies agree to give serious consideration for any permanent job openings in the agency to qualified participants. The host agency agrees to provide supervision, training, and a safe work environment for each assigned participant. The host agency also agrees to the provisions outlined in the Participant and Host Agency Handbook as a condition of participation in the SCSEP.

10) The host agency agrees to respond to the host agency customer satisfaction survey that is issued by the U.S. Department of Labor (DOL) if randomly selected. This survey is generally sent out in January, but timing is at the discretion of DOL. If selected, please complete the survey as it influences continued DOL funding for the SCSEP grant. The DOL will make three attempts to obtain a completed survey from a host agency.

11) It is understood that the AARP Foundation is responsible for providing worker compensation insurance for all participants, in accordance with state law. The host agency is responsible for maintaining a safe working environment for participants during their normal course of duties, and to insure that proper equipment, procedures, and safe practices are used in conformance with state law. AARP Foundation has the right to coordinate onsite safety inspections with the host agency to insure that work procedures, equipment and practices are used to protect the safety of participants. If the host agency fails to adhere to reasonable safe working practices, AARP Foundation has the right to terminate the agreement for cause and for the protection of the participants.

The host agency must keep the following key safety issues in mind at all times:
A. No lifting over 20 pounds
A. No step stools or ladders
A. Participants may not drive unless the assignment, which includes driving, is approved by AARP Foundation
A. Participants must always be supervised

12) No participant is authorized to drive as part of his or her assignment without the approval of AARP Foundation. Only in exceptional situations can a participant transport other passengers and only then with the approval of the national SCSEP director. If participant duties include driving a vehicle owned or operated by the host agency, the host agency shall maintain appropriate automobile liability covering participant(s) engaged in the performance of their training assignments using a vehicle owned or operated by the host agency. Applicable statutes will govern the limits of liability for Federal, state, and local government host agencies. A copy of the host agency’s certification of insurance and participant’s current driver’s license and a motor vehicle record (MVR) check is required prior to the driving assignment beginning. Participants will be reimbursed for the cost of the MVR.

If the participant drives his or her own vehicle as part of his or her assignment, the participant must also maintain automobile liability insurance in the appropriate amount covering participant(s) engaged in the performance of their assignments using a vehicle owned or operated by the participant. The host agency shall also reimburse the participant for mileage if the participant drives his or her own vehicle in the performance of the host agency assignment. A copy of the host agency’s certification of insurance, the participant’s current driver’s license, and an MVR is required prior to the driving assignment beginning. Participants will be reimbursed for the cost of the MVR.

13) It is understood that the AARP Foundation’s SCSEP is federally funded and is required to maintain documentation (timesheets) to substantiate the expenditure of federal funds for wages. It is also understood and agreed to that AARP Foundation SCSEP shall pay the wages of participants assigned to the host agency. The host agency shall not permit participant(s) to perform community service for any hours not in accordance with those expressly authorized by AARP Foundation or to volunteer hours. If the host agency permits participant(s) to perform community service exceeding authorized hours, or to return to community service training assignments without prior authorization from AARP Foundation representative or past the participant’s termination date, host agency shall compensate participant(s) for such time. The host agency agrees to verify, sign and return accurately completed timesheets to AARP Foundation SCSEP for processing. Timesheets must be signed by the individual participant and by a responsible supervisory official having firsthand knowledge of the hours worked by the participant. AARP Foundation recognizes that assigned supervisors change may not always be available to sign participant timesheets. In this case, In lieu of providing the names and signatures of authorized supervisors, by signing this Host Agency Agreement, the authorized agency representative agrees to ensure that the participant signs his/her timesheet and that a responsible official of the agency certifies that the reported information on the timesheet is correct.

14) It is understood that it must not use participants as substitutes for permanent employees in the agency. Federal regulations prohibit maintenance of effort. Participants are additions to, not substitutes for, regular agency staff. Maintenance of effort requirements regarding the use of SCSEP funds specify that a community service assignment for a participant under Title V of the Older Americans Act is permissible only when the following specific maintenance of effort requirements are met. Community service assignments:
a. Must not reduce the number of employment opportunities or vacancies that would otherwise be available to individuals who are not SCSEP participants;
b. Must not displace currently employed workers (including partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits);
c. Must not impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed; and
d. Must not assign or continue to assign an SCSEP participant to perform the same work or substantially the same work as that performed by any other individual who is on layoff.

15) The host agency will be listed on the Time Attendance Report. If there are changes to a participant's supervisor, the AARP Foundation SCSEP office must be notified so that the information can be updated in the databases.

16) It is understood that all participant(s) records are subject to the Privacy Act, 5 U.S.C. §§ 552a, and neither party shall release records without written release signed by participant(s) or otherwise in accordance with law.

17) The host agency shall maintain all records, including original or copies of participant(s) timesheets, relating to this agreement for a period of four years. The host agency shall retain original participant(s) time sheets if faxed to AARP Foundation for payment. AARP Foundation or the DOL, through any authorized representative, shall have access to and the right to examine all records related to this agreement.

18) It is understood that either party may terminate this agreement at any time for any reason upon notification to the other party. The host agency may reject or request the removal of any participant at any time for any lawful reason upon written notification to AARP Foundation.

19) It is understood that any amendment, modification, or addendum to this agreement including changes or modifications to training assignments, must be made by mutual consent of the parties, in writing, signed and dated by both parties, prior to assignment of participant(s) to host agency or any changes being performed.

---

**E-Signature** [Required fields are denoted with an asterisk (*)]

- I certify that I am authorized to submit the Host Agency Agreement and Safety renewal form. I accept terms and conditions to submit the form. Click here for more information on electronic signatures.
- Full Legal Name: [ ]
- Title: [ ]
- Confirm ZipCode: [ ]
- Date: 8/7/2014 2:51:20 PM

(For security reasons, you must provide your host agency zip code to submit this form.)

---

If you have any host agency signed document to be uploaded please upload this document here

[ ] Sign and Submit form

06-28-2013

AARP Foundation SCSEP
BY AND BETWEEN
WOUNDED WARRIORS OF SOUTH FLORIDA, INC., A Florida Not For Profit 501(c)(3) Organization
1335 Old Dixie Highway, Suite 3, Lake Park, Florida 33403
AND
CAREER SOURCE PALM BEACH COUNTY, INC., A Florida Not For Profit 501(c)(3) Organization
3400 Belvedere Road, West Palm Beach, Florida 33406

WHEREAS, this Memorandum of Understanding (MOU) is entered into between, CareerSource Palm Beach County, Inc. (CSPBC), FEI/EIN number 650709274 and Wounded Warriors of South Florida, Inc. (WWofSF) FEI/EIN number 262862846.

WHEREAS, CSPBC and WWofSF enter into this MOU to establish their respective roles and responsibilities and will coordinate and perform the activities and services described in the body of this MOU.

NOW THEREFORE, in consideration of the mutual covenant and agreement expressed herein, CSPBC and WWofSF hereby agree as follows.

I. Term

The term of this MOU shall be effective upon execution of this instrument by an authorized representative of both CSPBC and WWofSF. This MOU shall be automatically renewed annually without action of any party, unless earlier terminated. Either party may terminate this MOU, with or without cause, at any time by giving written notice five calendar days in advance to the other party.

II. Purpose

By entering into this MOU the parties shall achieve the following:

1. Coordinate resources and services in the best interest of eligible veterans which may be beyond the capability of either organization independently.

2. Establish methods of communication concerning the following activities:
   a. Veteran referrals
   b. Demonstrations of support including introductions, event coordination, the shared use of logos mutually agreed to in writing in advance and the support of applicable grants and funding generating opportunities.
   c. Neither party shall be responsible for delays or failures in performance from acts beyond the reasonable control of such party, such as natural or man-made disasters.

3. Nothing herein shall create or be construed to create an employer-employee, agency, joint venture, or partnership relationship between the parties. Both parties in the performance of this MOU will be acting in an individual capacity and not as agents, employees, partners, joint venturers, or associates of one another.

4. It is understood the parties shall maintain the confidentiality of any information, regarding job seekers, participants or client customers that identifies or may be used to identify them and which may be obtained through application forms, interviews, tests, reports or any other source. No release of information if such release is required by Federal or State law shall be construed as a breach of this Section.

5. Any monies derived from the joint collaboration of the parties herein with the sole purpose of expanding and enhancing the capabilities of both organizations through the development of promotional materials to draw attention to the parties’ joint services and causes will be shared equally. This joint program will be called the “Wounded Warriors of South Florida training and job placement services program.” Therefore, future requests for funding will be designated in one of the three ways: (1) Wounded Warriors of South Florida; (2) CareerSource Training and Job Placement; or (3) jointly as the Wounded Warriors of South Florida training and job placement services program.

III. Organization Description

CSPBC

a. CSPBC is a countywide network of career development professionals who work directly with Palm Beach County employers to find, develop and keep qualified talent. CSPBC also invests in programs to help businesses identify and cultivate Palm Beach County’s talent pool so that prospective employees have the skills and experience companies seek.

b. Together, CSPBC connects employers with qualified, skilled talent and residents with employment and career development opportunities to achieve economic prosperity.

c. CSPBC, a business-led countywide workforce investment company that provides program implementation and designs strategies to address critical countywide workforce needs. CSPBC consists of a coalition of local business, education and government leaders.
a. WWofSF’s mission is to provide temporary, immediate, financial assistance to service-connected disabled veterans from conflicts and wars since 9/11.

b. WWofSF assists wounded warriors returning from such combat areas, while maintaining a high respect for privacy, for the veteran and their families.

IV. Scope of Services

CSPBC agrees to provide:

a. Priority of service to U.S. Military Veterans their spouses and individuals with disabilities.

b. A CSPBC team of client services professionals dedicated to helping job seekers achieve career success.

c. Two full-service career centers staffed with career coaches and consultants who are dedicated to serving first time, experienced and professional job seekers, face-to-face or through our virtual career center or a combination of both.

d. Job placement assistance services to include:
   - Career consulting
   - Computers, phones and fax machines for job-searches
   - Internet access to EmployFlorida, the statewide system that features local job openings, skill requirements, wages and more
   - Job search and placement services
   - Job-search workshops
   - Training opportunities for those who qualify
   - Work assessments

e. Employment services available to all Palm Beach County businesses, non-profit organizations and government agencies. With a comprehensive package of services that can be tailored to give Palm Beach County businesses the edge in today’s competitive economy, employers can tap into our talented pool of professionals, find high-skilled technicians or fill entry-level positions. The following employment services will increase an organization’s return on investment by reducing hiring timelines and improving new hire retention rates:

Recruiting
   - At our career centers, or at your location
   - Mass recruitments – hiring events for all size groups
   - Internet job postings

Interviewing
   - Use our easily accessible Career Center facilities
   - Interviewing rooms available

Candidate Screening
   - Identify qualified candidates
   - Maintain diverse pool of candidates
   - Interview qualified applicants

Assessments
   - Match skills and determine aptitudes
   - Industry-specific assessment tools

Funding/Training Incentives
   - Employed Worker Training
   - On-the-Job Training
   - Incumbent Worker Training
   - Quick Response Training

Local Labor Market Information and Trend Analysis
   - Identify local talent capabilities in the county
   - Provide an extensive array of labor market sources and customized data

Outplacement Services
   - Programs to assist employers facing layoffs or downsizings
   - Support for all industry sectors

WWofSF agrees to provide the following financial services:

a. Emergency financial assistance within the WWofSF scope of mission

b. Rent/mortgage

c. Utilities

d. Auto repairs, loans and insurance

e. Home repairs

f. Other bills that require immediate action
subject to funding availability.

V. Communications

a. Both CSPBC and WWoSF agree to communicate in their mutual efforts to implement the provisions of this MOU and to strive for a seamless delivery of services.

b. While email and written communications are preferable for detailed accuracy, to facilitate services to clients or organizations in need, verbal or communications may be used to expedite services.

VI. Modification

Either party may propose to modify and/or amend this MOU at any time. All proposed modifications and/or amendments shall be in writing and become effective only upon the written concurrence of both parties.

VII. Entire Agreement

This MOU constitutes the entire understanding of the parties with respect to the subject matter hereof. All other prior agreements, understandings and representations regarding the subject matter hereof are hereby superseded and terminated. This MOU or any right accruing hereunder shall not be assigned by either party in whole or in part. Any assignment in violation hereof shall be invalid. Both parties certify that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the MOU in accordance with 29 CFR Parts 45, 74, 85 and 99 and 45 CFR Part 74.

IN WITNESS WHEREOF, CSPBC and WWoSF have caused this MOU to be duly executed as of the date set forth below.

Approved By CareerSource Palm Beach County, Inc.  
Approved By Wounded Warriors of South Florida, Inc.

By:  
By:

Signature  
Signature

Steve Craig, CareerSource, President/CEO  
Howard Golin, Executive Director

Name & Title Printed  
Name & Title Printed

Witness:  
Witness:

Mary Muller  
Jose Llanes

Date: 11/23/2015  
Date 11/17/15
WHEREAS, this Memorandum of Understanding (MOU) is entered into between, CareerSource Palm Beach County, Inc. (CSPBC), FEI/EIN number 500709274 and Gulfstream Goodwill Industries, Inc., (GGI), FEI/EIN number 591197040.

WHEREAS, CSPBC and GGI enter into this MOU to establish their respective roles and responsibilities and will coordinate and perform the activities and services described in the body of this MOU.

NOW THEREFORE, in consideration of the mutual covenant and agreement expressed herein, CSPBC and GGI hereby agree as follows.

I. Term

The term of this MOU shall be effective upon execution of this instrument by an authorized representative of both CSPBC and GGI. This MOU shall be automatically renewed annually without action of any party, unless earlier terminated. Either party may terminate this MOU, with or without cause, at any time by giving written notice five calendar days in advance to the other party.

II. Purpose

By entering into this MOU the parties shall achieve the following:

1. Coordinate resources and services in the best interest of eligible job seekers with disabilities which may be beyond the capability of either organization independently.

2. Establish methods of communication concerning the following activities:
   a. Special needs referrals
   b. Demonstrations of support including introductions, event coordination, the shared use of logos mutually agreed to in writing in advance and the support of applicable grants and funding generating opportunities.
   c. Neither party shall be responsible for delays or failures in performance from acts beyond the reasonable control of such party, such as natural or man-made disasters

3. Nothing herein shall create or be construed to create an employer-employee, agency, joint venture, or partnership relationship between the parties. Both parties in the performance of this MOU will be acting in an individual capacity and not as agents, employees, partners, joint venturers, or associates of one another.

4. It is understood the parties shall maintain the confidentiality of any information, regarding job seekers, participants or client customers that identifies or may be used to identify them and which may be obtained through application forms, interviews, tests, reports or any other source. No release of information if such release is required by Federal or State law shall be construed as a breach of this Section.

5. Any monies derived from the joint collaboration of the parties herein with the sole purpose of expanding and enhancing the capabilities of both organizations through the development of promotional materials to draw attention to the parties’ joint services and causes will be shared equally. This joint program will be called the "Gulfstream Goodwill Industries & CareerSource Palm Beach County Training and Job Placement Services Program". Therefore, future requests for funding will be designated in one of the three ways: (1) Gulfstream Goodwill Industries Training; (2) CareerSource Training and Job Placement; or (3) jointly as the Gulfstream Goodwill Industries & CareerSource Palm Beach County Training and Job Placement Services Program.

III. Organization Description

CSPBC

a. CSPBC is a countywide network of career development professionals who work directly with Palm Beach County employers to find, develop and keep qualified talent. CSPBC also invests in programs to help businesses identify and cultivate Palm Beach County’s talent pool so that prospective employees have the skills and experience companies seek.

b. Together, CSPBC connects employers with qualified, skilled talent and residents with employment and career development opportunities to achieve economic prosperity.

c. CSPBC, a business-led countywide workforce investment company that provides program implementation and designs strategies to address critical countywide workforce needs. CSPBC consists of a coalition of local business, education and government leaders.
GGI

a. GGI founded and incorporated in 1966, has been in continuous operation for 45 years and is a member of Goodwill Industries International founded in 1902.

b. GGI's mission is to assist people with disabilities and other barriers to employment to become self-sufficient, working members of our community.

c. To meet GGI's mission, GGI provides outreach and recruitment, case management, vocational assessment, employment training including on the job training, apprenticeship and internship, life skills training, intake and orientation, job placement, job coaching, supported employment, charter school, contract services, offender services, in and out-of-school youth services including youthful offenders, mentoring, homeless residential services, brain injury rehabilitation, life skills training, deaf services, vision services, assistive technology, ADA consultation and benefits planning assistance. GGI promotes a collaborative strategy as the key to achieving the best possible outcomes for all of its program participants.

IV. Scope of Services

CSPBC agrees to provide:

a. Priority of service to individuals with disabilities.

b. A CSPBC team of client services professionals dedicated to helping job seekers achieve career success.

c. Two full-service career centers staffed with career coaches and consultants who are dedicated to serving first time, experienced and professional job seekers, face-to-face or through our virtual career center or a combination of both.

d. Job placement assistance services to include:
   - Career consulting
   - Computers, phones and fax machines for job-searches
   - Internet access to EmployFlorida, the statewide system that features local job openings, skill requirements, wages and more
   - Job search and placement services
   - Job-search workshops
   - Training opportunities for those who qualify
   - Work assessments

e. Employment services available to all Palm Beach County businesses, non-profit organizations and government agencies. With a comprehensive package of services that can be tailored to give Palm Beach County businesses the edge in today's competitive economy, employers can tap into our talented pool of professionals, find high-skilled technicians or fill entry-level positions. The following employment services will increase an organization's return on investment by reducing hiring timelines and improving new hire retention rates:

   Recruiting
   - At CSPBC career centers, or at GGI's location
   - Mass recruitments – hiring events for all size groups
   - Internet job postings

   Interviewing
   - Use of easily accessible career center facilities
   - Interviewing rooms availability

   Candidate Screening
   - Identify qualified candidates
   - Maintain diverse pool of candidates
   - Interview qualified applicants

   Assessments
   - Match skills and determine aptitudes
   - Industry-specific assessment tools

   Funding/Training Incentives
   - Employed Worker Training
   - On-the-Job Training
   - Incumbent Worker Training
   - Quick Response Training

   Local Labor Market Information and Trend Analysis
   - Identify local talent capabilities in the county
   - Provide an extensive array of labor market sources and customized data

   Outplacement Services
   - Programs to assist employers facing layoffs or downsizings
   - Support for all industry sectors
GGI agrees to provide the following ancillary support services and referrals:
- Life Skills/Peer support
- Substance abuse treatment
- Job Placement referral assistance
- Job training referral (including on-the-job training and technical certifications)
- Emergency services such as obtaining copies of identification cards, interview clothing

Unless otherwise agreed to in writing by CSPBC and GGI the above services and resources are provided at no charge subject to funding availability.

V. Communications

a. Both CSPBC and GGI agree to communicate in their mutual efforts to implement the provisions of this MOU and to strive for a seamless delivery of services.

b. While email and written communications are preferable for detailed accuracy, to facilitate services to clients or organizations in need, verbal or communications may be used to expedite services.

VI. Modification

Either party may propose to modify and/or amend this MOU at any time. All proposed modifications and/or amendments shall be in writing and become effective only upon the written concurrence of both parties.

VII. Entire Agreement

This MOU constitutes the entire understanding of the parties with respect to the subject matter hereof. All other prior agreements, understandings and representations regarding the subject matter hereof are hereby superseded and terminated. This MOU or any right accruing hereunder shall not be assigned by either party in whole or in part. Any assignment in violation hereof shall be invalid. Both parties certify that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the MOU in accordance with 29 CFR Parts 45, 74, 95 and 96 and 45 CFR Part 74.

IN WITNESS WHEREOF, CSPBC and GGI have caused this MOU to be duly executed as of the date set forth below.

Approved By CareerSource Palm Beach County, Inc.  
Approved By Gulfstream Goodwill Industries, Inc.

By:  
Signature

By:  
Signature

Steve Craig, President/CEO  
Name & Title Printed

Marvin Tanck, President  
Name & Title Printed

Witness:  
Name & Title Printed

Date 10/1/2015  
Date 9-22-15

Page 3 of 3 (rev. 7/23/15)
Non-Financial MOU Gulfstream Goodwill Industries, Inc. and CareerSource Palm Beach County, Inc.
Memorandum of Understanding Between
Cornerstone Solutions, Inc. - Job Corps Services
and
CareerSource Palm Beach County

The following Memorandum of Understanding (MOU) is a non-financial agreement between Cornerstone Solutions, Inc. – Job Corps Services of Outreach and Admissions and Placement Services (henceforth referred to as Cornerstone) and CareerSource Palm Beach County (henceforth referred to as CareerSource).

Background:
Job Corps is a federally-funded career technical training program that provides students career readiness; career training; employability skills training; counseling; case management; academics; room and board while in training; and transportation related to fulfilling education goals. Cornerstone is a contracted-provider of specific services for the US Department of Labor, Office of Job Corps, which includes providing prospective applicants/students with intake processing into the Job Corps program and general career guidance.

CareerSource is an employment and training organization that provides employment and training services to WIOA youth and adults.

Purpose:
This MOU articulates the resources and services provided by Cornerstone and CareerSource that may assist applicants/students/clients with access to resources and services of either organization.

Cornerstone Solutions Inc. agrees to:

- Refer youth who have the potential to benefit from CareerSource services.
- Assist in contacting the youth referred and enrolled into programs sponsored by CareerSource who need to be re-engaged.
- Provide CareerSource with employment or training information on youth enrolled into the CareerSource's programs through this MOU.
- Attend WIOA Youth Council Committee meetings.

CareerSource agrees to:

- Provide referrals of applicants who could benefit from Job Corps training
- Provide information on the program to potential applicants visiting CareerSource Centers
- Provide employability skills training as determine by funding availability
- Accept referrals from Job Corps that are better aligned with CareerSource services

Disclaimers:
This MOU does not allow staff of either Organization access to confidential applicant/student/client information. This MOU is non-financial in nature, and binds no party or partner to financial obligations to the other. Partner Organizations assure compliance with all pertinent Local, State, Federal Laws and Statutes and Regulations.

Amending/Termination:
The MOU may be amended at any time in writing and by mutual consent of the Organizations. Each Organization may cancel its participation in the MOU upon 30 calendar days by written notice to the other Organization.
Approved:

The undersigned Organizations bind themselves to the faithful performance of this Non-Financial MOU. It is mutually understood that this agreement shall not become effective until executed by all parties involved.

Cornerstone Solutions, Inc.-Job Corps Services CareerSource Palm Beach County

By
Ron Jones, President/CEO
Cornerstone Solutions Inc.

Date 8/25/2015

By
Steve Craig, President/CEO
Career Source Palm Beach County

Date 9/1/15

Cornerstone Solutions, Inc.
1526 East Forrest Avenue
Suite 280, Jefferson Station
East Point, GA 30344

404-961-7399 (V)
404-766-4838 (F)
WHEREAS, this Memorandum of Understanding (MOU) is entered into between CareerSource Palm Beach County, Inc. (CareerSource) and the School Board of Palm Beach County (SBPBC).

WHEREAS, the federal Workforce Innovation and Opportunity Act (WIOA) is designed to enhance employment and training services to the state’s job seekers and businesses.

WHEREAS, the vision for WIOA is to achieve and maintain an integrated, job-driven public workforce system that links diverse talent to businesses by ensuring the needs of business and workers drive workforce solutions, Career centers provide excellent customer service to job seekers, workers and employers that focus on continuous improvement and the workforce system supports strong regional economies.

WHEREAS, CareerSource and the SBPBC enter into this MOU to establish their respective roles and responsibilities within the scope of WIOA’s requirements and to coordinate and perform the activities and services described herein.

NOW THEREFORE, in consideration of the mutual covenant and agreement expressed herein, CareerSource and the SBPBC hereby agree as follows.

I. Term
The term of this MOU shall be effective upon the date last signed by an authorized representative of both parties for a period of three calendar years thereafter. Either party may terminate this MOU, with or without cause, at any time by giving written notice five calendar days in advance to the other party.

II. Purpose
By entering into this MOU the parties shall achieve the following:
1. Eliminate unwarranted duplication of services, reduce administrative costs and enhance participation and performance of participants served through the workforce system;
2. Establish guidelines for creating and maintaining a cooperative working relationship, facilitate joint planning and evaluation of services and develop more efficient management of limited financial and human resources, and
3. Build a workforce system that dramatically upgrades the workplace skills of participants and economically benefits the workforce, and the employers of the State of Florida.

III. Scope of Services
SBPBC shall be responsible for implementing and coordinating a GED lab in the West CareerSource Career Center that will serve between 15 and 20 students who are preparing to take the GED exam. The days of operation are Monday through Friday from 9 am to 1 pm. All services provided by SBPBC will be in-kind at no cost to CareerSource or CareerSource students.

IV. Communications
Both CareerSource and the SBPBC agree to fully cooperate and communicate in their mutual efforts to implement the provisions of this MOU and to ensure a seamless delivery of workforce system services. Both Parties agree to facilitate and maintain collaboration, cooperation and on-going communications between the SBPBC and CareerSource. The SBPBC shall coordinate and obtain the written approval of CareerSource before distributing any workforce system material and agrees to coordinate and use any marketing and communication design specifications developed by CareerSource.

V. Property and Equipment
SBPBC will have access to technology provided by CareerSource to perform the duties of SBPBC, as determined necessary by CareerSource. Additionally, CareerSource may assign equipment to be used by
SBPBC. SBPBC shall be responsible for the safeguarding of assigned CareerSource equipment and bringing all technical problems and/or repair issues to the attention of the CareerSource Career Center Manager.

VI. Leasing
CareerSource is responsible for the management, leasing and securing of all CareerSource Career Center space located within Palm Beach County, Florida.

VII. Program Records and Report and Confidentiality
Upon execution of this MOU SBPBC shall sign a "Non-Disclosure and Confidentiality Certification" statement and shall return it to CareerSource.

VIII. Disputes
SBPBC agrees to contact the CareerSource Career Center Manager regarding disputes or issues that need to be resolved. Any dispute that cannot be resolved informally by the CareerSource Career Center Manager shall be reduced to writing and delivered to the CareerSource President/CEO. The CareerSource President/CEO shall decide the dispute, reduce the decision to writing and deliver a copy to the SBPBC and Career Center Manager within twenty (20) days after first receiving written notice of the dispute. The decision of the CareerSource President/CEO is final.

IX. Modification
Either party may propose to modify and/or amend this MOU at any time. All proposed modifications and/or amendments shall be in writing and become effective only upon the written concurrence of both parties.

X. Entire Agreement
This MOU constitutes the entire understanding of the parties with respect to the subject matter hereof. All other prior agreements, understandings and representations regarding the subject matter hereof are hereby superseded and terminated. This MOU or any right accruing hereunder shall not be assigned by either party in whole or in part. Any assignment in violation hereof shall be invalid. Both parties certify that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the MOU in accordance with 29 CFR Parts 45, 74, 95 and 98 and 45 CFR Part 74.

In Witness Whereof, SBPBC and CareerSource have caused this MOU to be duly executed as of the date set forth below and agree that the provisions contained herein are subject to all applicable Federal, State and local laws, regulations and/or guidelines relating to nondiscrimination, equal opportunity displacement, privacy rights of participants and maintenance of records and other confidential information relating to participants.

Approved By
CareerSource Palm Beach County, Inc.

Approved By
School Board of Palm Beach County

By: ____________________________    By: ____________________________
Signature Steve Craig, President/CEO  Signature

Name & Title Printed

Witness: ____________________________    Witness: ____________________________

Date ____________________________    Date ____________________________
NON-DISCLOSURE AND CONFIDENTIALITY CERTIFICATION STATEMENT

It is understood that the School Board of Palm Beach County (SBPBC) and/or through its Directors, employees, agents, officers, heirs and assignees shall maintain the confidentiality of any information, regarding a CareerSource Palm Beach County, Inc. (CareerSource) applicant or job seeker or student, and the applicant or job seeker or student’s immediate family that identifies or may be used to identify applicant or job seeker or student and which may be obtained through application forms, interviews, tests, reports from public agencies or an CareerSource Career Consultant or any other source. SBPBC shall not disclose such information without the written permission of the applicant or job seeker or student and CareerSource. All release of information shall be in accordance with applicable state laws, state/federal regulations, and policies of CareerSource.

SBPBC shall require its security officers, employees, contractors, subcontractors or any subsequent persons who have access to CareerSource Job seeker information to sign and comply with an "Individual Security Certification Form" attached.

Name: ________________________________ Date: __________________
(SBPBC Authorized Representative Signature)

Name: ________________________________ Date: __________________
(SBPBC Authorized Representative Name Printed)

Name: ________________________________ Date: __________________
Witness Signature

Name: ________________________________ Date: __________________
Witness Name Printed
It is understood that I, a Director, employee, agent, officer, heir or assignee of the School Board of Palm Beach County (SBPBC) shall maintain the confidentiality of any information, regarding a CareerSource Palm Beach County, Inc. (CareerSource) applicant or job seeker or student, and the applicant or job seeker or student's immediate family that identifies or may be used to identify a applicant or job seeker or student and which may be obtained through application forms, interviews, tests, reports from public agencies or a CareerSource Career Consultant or any other source. SBPBC shall not disclose such information without the written permission of the applicant or job seeker or student and CareerSource. All release of information shall be in accordance with applicable state laws, state/federal regulations and policies of CareerSource.

Name: ___________________________ Date: ________________
(SBPBC Authorized Representative Signature)

Name: ___________________________ Date: ________________
(SBPBC Authorized Representative Name Printed)

Name: ___________________________ Date: ________________
Witness Signature

Name: ___________________________ Date: ________________
Witness Name Printed
Memorandum of Understanding
Between
Urban League of Palm Beach County, Inc. and CareerSource Palm Beach County

This Memorandum of Understanding (MOU) establishes a partnership between the Urban League of Palm Beach County, Inc., located at 1700 N. Australian Avenue, West Palm Beach, FL 33407 and CareerSource Palm Beach County, Inc., located at 3400 Belvedere Road, West Palm Beach, FL 33406.

I. PURPOSE AND SCOPE

The Urban League of Palm Beach County and CareerSource Palm Beach County are partnering for the purpose of providing services and establishing a relationship conducive for the referral of youth to participate in the Urban Youth Empowerment Program Rise (UYEP RISE) Workforce Development Program in Palm Beach County, Florida. The implementation and execution of the UYEP RISE Program will help young adult offenders and high school dropouts, ages 14 to 24, improve long-term labor market prospects by developing employment strategies including but not limited to employability skills training and work experience opportunities leading to eventual jobs; training and educational strategies helping participants obtain high school diplomas or GEDs, and furthering linkages of academic education to career pathways; create mentoring opportunities to build relationships with positive and caring adults; and link court-involved youth to community services and supports to address barriers to success.

II. RESPONSIBILITIES

Each party will appoint a person to serve as the official contact and coordinate the activities of each organization in carrying out this MOU.

The Urban League of Palm Beach County agrees to:
1. Serve as the lead agency on this program and coordinate all activities, staffing and resources to achieve the goals set forth by the National Urban League in the grant guidelines.
2. Provide an in-depth work skills training and work experience program to clients selected for enrollment in the program.
3. Provide Advocate Counselors to work one-on-one with clients to address personal, educational and career goals and barriers for success. Advocate Counselors will utilize partner agencies for referral of clients to address these barriers.
4. Guide staff and partner agencies with information on UYEP WORKS for identification and recruitment of youth participants who are eligible and would benefit from participation.
5. Provide recruitment collateral to all partner agencies.
6. Stay in contact with partner agencies to determine services and support that may be provided to clients in the UYEP WORKS program that would help eliminate barriers to their success.

CareerSource Palm Beach County agrees to:
1. Provide referrals of eligible youth who could benefit from UYEP RISE.
2. Provide UYEP RISE participants with the full range of services offered at the organization's one-stop Career Centers (including career readiness workshops, labor market information, youth programs, and job search assistance). Specific services and supports depend upon participant eligibility and funding availability.
3. Collaborate with Urban League of Palm Beach County to identify alternative funding sources to sustain and grow UYEP RISE.

III. TERMS OF UNDERSTANDING

It is understood that Urban League of Palm Beach County, Inc. and CareerSource Palm Beach County will cooperate to provide these services with no fees charged to any participants by either party. Enrollment in the programs offered by either party is subject to admission requirements and space availability. Both parties agree to serve participants without regard to race, color, religion, gender, sexual orientation, national origin, or disability and to make auxiliary aids and services available upon request to individuals with disabilities.

The terms of this Memorandum of Understanding shall be from October 23, 2015 through September 30, 2018, with options to renew in perpetuity for additional periods of one-year upon agreement of both parties. This Memorandum of Understanding may be terminated by either party upon 30 days written notice. No inference shall be made which would allow either party to bind the other. No other agreements between the parties shall be valid unless specified in writing.

This Memorandum of Understanding is contingent upon funding awarded by the National Urban League, Workforce Development Division. If the funding is not awarded, this Memorandum of Understanding will be void.

IV. Authorization

The signing of this MOU implies that the signatories will strive to meet their responsibilities as stated in the MOU.

Patrick Franklin, President/CEO
Urban League of Palm Beach County, Inc.

[Signature]
9/8/15

Steve Craig, President/CEO
CareerSource Palm Beach County, Inc.

[Signature]
9-1-15

Date
CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES

This Contract is made as of the _____ day of July 1, 2017, by and between Palm Beach County, a Political Subdivision of the State of Florida, by and through its Board of Commissioners, hereinafter referred to as the COUNTY, and CareerSource Palm Beach County, Inc., hereinafter referred to as the AGENCY, a not-for-profit corporation authorized to do business in the State of Florida, whose Federal Tax I.D. is 65-0709274.

Whereas the AGENCY has agreed to assure access to funded services for COUNTY departments, divisions and/or programs; and to assure that individuals referred from COUNTY departments, divisions and/or programs will receive services on a timely basis;

In consideration of the mutual promises contained herein, the COUNTY and the AGENCY agree as follows:

ARTICLE 1 - SERVICES

The AGENCY agrees to provide services to residents of Palm Beach County as set forth in the Scope of Work and Service Units in Exhibit A. The AGENCY also agrees to provide deliverables, including reports, as specified in Article 2. No changes in the scope of work or services are to be conducted without the written approval of the Palm Beach County Community Services Department (the DEPARTMENT). The Agency receiving funds must be an agency within Palm Beach County and the AGENCY’S services, with these contracted funds, are limited to meeting the needs of Palm Beach County residents.

No part of the funding is intended to benefit any specific individual or recipient. All funding is intended for the overall benefit of all recipients of the services provided by the programs being funded herein.

ARTICLE 2 – SCHEDULE
The AGENCY shall commence services on June 1, 2017 and complete services on March 31, 2018.

Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in Article 13.

ARTICLE 3 - PAYMENTS

The COUNTY shall pay to the AGENCY for services rendered under this contract not to exceed a total amount of SIXTY-FIVE THOUSAND DOLLARS ($65,000). The AGENCY will bill the COUNTY on a monthly basis, or as otherwise provided, at the amounts set forth in Exhibit "B" for services rendered toward the completion of the Scope of Work. Where incremental billings for partially completed items are permitted, the total billings shall not exceed the estimated percentage of completion as of the billing date.
The program and unit cost definitions for this contract year are set forth in Exhibit B. All requests for payments of this Contract shall include an original cover memo on AGENCY letterhead signed by the Chief Executive Officer, Chief Financial Officer or their designee.

The AGENCY is obligated to provide the COUNTY with the properly completed requests for all funds paid relative to this Contract no later than September 30th of each fiscal year. Any amounts not submitted by September 30th, shall remain the COUNTY’S and the COUNTY shall have no further obligation with respect to such amounts.

Payment of invoices shall be contingent on timely receipt of all required reports. Invoices received from the AGENCY pursuant to this Contract will be submitted through the Services and Activities Management Information System (SAMIS) website, reviewed and approved by the COUNTY’s representative, to verify that services have been rendered in conformity with the Contract. Approved invoices will then be sent to the Finance Department for payment. Invoices will normally be paid within thirty (30) days following the COUNTY representative’s approval. Any payment due by COUNTY under the terms of this contract shall be withheld until all reports due from the AGENCY and necessary adjustments have been approved by the COUNTY. In the event that the AGENCY has drawn down all possible funds prior to the end of the fiscal year and does not comply with all reporting requirements, the COUNTY will take this into consideration during the next funding year.

COUNTY funding can be used to match grants from non-County sources; however, the grantee cannot submit reimbursement requests for the same expenses to more than one funding source or under more than one COUNTY funded program.

ARTICLE 4 - AVAILABILITY OF FUNDS

The obligations of the COUNTY under this Contract for the current or any subsequent fiscal year are subject to the availability of funds lawfully appropriated for its purpose by the Board of County Commissioners of Palm Beach County.

ARTICLE 5 - TRUTH-IN-NEGOTIATION CERTIFICATE

Signature of this Contract by the AGENCY shall also act as the execution of a truth-in-negotiation certificate certifying that the wage rates, over-head charges, and other costs used to determine the compensation provided for in this Contract are accurate, complete and current as of the date of the Contract and no higher than those charged the AGENCY’S most favored customer for the same or substantially similar service.

The said rates and costs shall be adjusted to exclude any significant sums should the COUNTY determine that the rates and costs were increased due to inaccurate, incomplete or noncurrent wage rates or due to inaccurate representations of fees paid to outside consultants. The COUNTY shall exercise its rights under this Article within three (3) years following final payment.

ARTICLE 6 – AMENDMENTS TO FUNDING LEVELS
This contract may be amended to decrease and/or increase funds for the delivery of services depending upon the utilization and rate of expenditure of funds.

AGENCY shall be subject to decrease of funds if funds are not utilized at the anticipated rate of expenditures. The anticipated rate of expenditures is determined by dividing the contract service amount by the months in the contract unless otherwise provided for in this contract. A 10% increase over the monthly expenditure rate must be pre-approved by the COUNTY. The anticipated rate of expenditure will be figured on a per service basis. The formula for reduction of funds shall be as follows:

At one quarter of the service period the AGENCY shall have provided at a minimum twenty percent (20%) of their anticipated services. If the minimum has not been reached ten percent (10%) of the unspent funds allocated for that service period may be reduced.

At one half of the service period the AGENCY shall have provided at a minimum forty percent (40%) of their anticipated services. If the minimum has not been reached fifty percent (50%) of the unspent funds allocated for that service period may be reduced.

At three quarters of the service period the AGENCY shall have provided at a minimum seventy five percent (75%) of their anticipated services. If the minimum has not been reached one hundred percent (100%) of the unspent funds allocated for that service period may be reduced.

In the event that funds become available due to other agencies budgets being decreased, a currently funded AGENCY may apply for those funds. AGENCY may become eligible for an increase in funding if they have spent their funds at the anticipated rate and can present a proposal for the utilization of additional funds by delivering additional units of service.

Any increase or decrease of funding for any of the AGENCY's contracted programs of up to 10% may be approved by the Director of Community Services or Designee. Any increase or decrease of funding over 10% must be approved by the Board of County Commissioners.

ARTICLE 7 - INSURANCE

The AGENCY agrees to maintain, on a primary basis and at its sole expense, at all times during the life of this contract the following insurance coverages, limits, including endorsements described herein. The requirements contained herein, as well as COUNTY's review or acceptance of insurance maintained by AGENCY is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by AGENCY under this contract. In addition, AGENCY agrees to notify COUNTY of any cancellation, non-renewal or material change taking place during the life of this contract.

A. Commercial General Liability The AGENCY agrees to maintain Commercial General Liability at a limit of liability not less than $500,000 Each Occurrence. Coverage shall not contain any endorsement(s) excluding nor limiting
Premises/Operations, Personal Injury, Product/Completed Operations, Contractual Liability, Severability of Interests or Cross Liability. Coverage shall be provided on a primary basis.

B. **Business Automobile Liability** The AGENCY agrees to maintain Business Automobile Liability at a limit of liability not less than **$500,000** Each Occurrence. Coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event AGENCY does not own automobiles, AGENCY agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy. Coverage shall be provided on a primary basis.

C. **Worker's Compensation Insurance & Employers Liability** The AGENCY shall maintain Worker's Compensation Insurance & Employers Liability in accordance with Florida Statute Chapter 440. AGENCY shall provide coverage on a primary basis.

D. **Additional Insured** The AGENCY agrees to endorse COUNTY as an Additional Insured with a CG026 Additional Insured or its equivalent – Designated Person or Organization endorsement to the Commercial General Liability. The additional insured shall read “Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents. Coverage shall be provided on a primary basis.

E. **Waiver of Subrogation** AGENCY agrees by entering into this contract to a Waiver of Subrogation for each required policy herein. When required by the insurer, or should a policy condition not permit AGENCY to enter into an pre-loss agreement to waive subrogation without an endorsement, then AGENCY agrees to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which includes a condition specifically prohibiting such an endorsement, or voids coverage should AGENCY enter into such an agreement on a pre-loss basis.

F. **Right to Review** COUNTY reserves the right, but not the obligation, to review and revise any insurance requirement, not limited to limits, coverages and endorsements based on insurance market conditions affecting the availability or affordability of coverage; or changes in the scope of work / specifications affecting the applicability of coverage. Additionally, the COUNTY reserves the right, but not the obligation, to review and reject any insurance policies failing to meet the criteria stated herein or any insurer providing coverage due to its poor financial condition or failure to operating legally.

G. **Umbrella or Excess Liability** AGENCY may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest “Each Occurrence” limit for the Commercial
General Liability and Business Auto Liability. AGENCY agrees to endorse COUNTY as an “Additional Insured” on the Umbrella or Excess Liability, unless the Certificate of Insurance states the Umbrella or Excess Liability provides coverage on a pure/true “Follow-Form” basis.

H. **Certificate of Insurance** AGENCY shall, at its sole expense, agree to maintain in full force and effect at all times during the life of this Contract, insurance coverages and limits (including endorsements), as described herein. AGENCY shall agree to provide the COUNTY with at least ten (10) day prior notice of any cancellation, non-renewal or material change to the insurance coverages. The requirements contained herein, as well as COUNTY’S review or acceptance of insurance maintained by AGENCY are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by AGENCY under the contract.

Simultaneously with the AGENCY execution of this Contract, it shall be the responsibility of the AGENCY to provide initial evidence of the following minimum amounts of insurance coverage to:

Palm Beach County  
c/o Insurance Tracking Services, Inc. (ITS)  
P.O. Box 20270  
Long Beach, CA 90801

Subsequently, the AGENCY shall, during the term of this Contract and prior to each renewal thereof, provide such evidence to ITS at pbc@instracking.com or fax (562) 435-2999, which is Palm Beach County’s insurance management system, prior to the expiration date of each and every insurance required herein.

**ARTICLE 8 - INDEMNIFICATION**

The AGENCY shall protect, defend, reimburse, indemnify and hold harmless the COUNTY, its agents, employees and elected officers from and against all claims, liability, expense, loss, cost, damages and/or causes of action, including attorneys fees and costs, arising during and as a result of performance of the terms of this contract or due to the acts or omissions of the AGENCY. The AGENCY also shall not use funds made available pursuant to this contract for the purpose of initiating or pursuing litigation against the COUNTY.

**ARTICLE 9 - SUCCESSORS AND ASSIGNS**

The COUNTY and the AGENCY each binds itself and its partners, successors, executors, administrators and assigns to the other party and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract.
Except as above, neither the COUNTY nor the AGENCY shall assign, sublet, convey or transfer its interest in this Contract without the prior written consent of the other.

ARTICLE 10 – WARRANTIES AND LICENSING REQUIREMENTS:
The AGENCY represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the COUNTY’s representative upon request.

The AGENCY shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. The AGENCY is presumed to be familiar with all federal, state, and local laws, ordinances, codes and regulations that may in any way affect the services offered.

The AGENCY further represents that it has, or will secure at its own expenses, all necessary personnel required to perform the services under this Contract, and that they shall be fully qualified and, if required, authorized, permitted and/or licensed under State and local law to perform such services. Such personnel shall not be employees of or have any contractual relationship with the COUNTY.

The AGENCY represents and warrants that it is governed by a Board, or other appropriate body, whose members have no monetary conflict of interest. Further, the members must also serve the AGENCY without compensation, and the composition of the governing body must reasonably reflect Palm Beach County and/or client demographics.

The AGENCY shall comply with all legal criminal history record check regulations required for the population they serve. AGENCY will have and comply with policy that requires them to conduct a Level 1 or Level 2 Criminal Background Check as appropriate on applicants and volunteers being considered for positions that will provide services or will be around children, the elderly and other vulnerable adult populations, prior to start date. AGENCY may hire employees prior to obtaining the Level 2 background check results, the employees are only permitted to attend training and orientation during this period while they are waiting for their background check results. They are not allowed to have any contact with the clients during this period. Live Scan Screening proof must be provided that shows the scan was completed prior to an employee’s start date. All criminal background checks shall be done at the expense of the agency.

ARTICLE 11 - NONDISCRIMINATION

The AGENCY warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity and expression, or genetic information.

AGENCY has submitted to COUNTY a copy of its non-discrimination policy which is consistent with the above paragraph, as contained in Resolution R-2014-1421, as amended, or in the alternative, if the AGENCY does not have a written non-discrimination
policy or one that conforms to the COUNTY’s policy, it has acknowledged through a
signed statement provided to COUNTY that AGENCY will conform to the COUNTY’s non-
discrimination policy as provided in R-2014-1421, as amended.

ARTICLE 12 - REMEDIES

This Contract shall be governed by the laws of the State of Florida. Any legal action
necessary to enforce the Contract will be held in a court of competent jurisdiction located
in Palm Beach County, Florida. No remedy herein conferred upon any party is intended
to be exclusive of any other remedy, and each and every such remedy shall be cumulative
and shall be in addition to every other remedy given hereunder or now or hereafter
existing at law or in equity, by statute or otherwise. No single or partial exercise by any
party of any right, power, or remedy hereunder shall preclude any other or further exercise
thereof.

No provision of this Contract is intended to, or shall be construed to, create any third party
beneficiary or to provide any rights to any person or entity not a party to this Contract,
including but not limited to any citizen or employees of the COUNTY and/or AGENCY.

ARTICLE 13 - AGENCY’S PROGRAMMATIC REQUIREMENTS

The AGENCY agrees to specific programmatic requirements, including but not limited to,
the following:

A. The AGENCY must maintain separate financial records for the Community Action
Program (CAP) and account for all receipts and expenditures including direct and
indirect cost allocations in accordance with Generally Accepted Accounting
Principles (GAAP), by individual service categories, by administration and
program costs. CAP Assisted Agencies’ cost allocations are to be completed
and posted by service category, delineating program and administrative costs, to
the general ledger on a monthly basis. The backup documentation-copies of
paid receipts, copies of checks, invoices, or any other applicable documents
acceptable to the Palm Beach County Department of Community Services will
be requested as desk and/or on-site monitoring on a periodic basis. Allowable
administrative expenses shall not exceed fifteen percent (15%) and shall be
inclusive with the unit cost of service. The administrative cost to be maintained
at individual service category and to be available as in the detailed general
ledger. These costs must support the unit rate and number of units billed.

B. That the COUNTY shall be promptly reimbursed for any funds which are
misused, misspent or unspent are for any reason deemed to have been spent on
ineligible expenses.

C. Maintain records in accordance with the Public Records Law, Chapter 119,
Florida Statutes.

D. No private or confidential data collected, maintained or used during the course
of the contract period shall be disseminated except as authorized by statute
during the contract period or thereafter.

E. To allow COUNTY through the DEPARTMENT to both fiscally and
programmatically monitor to assure that its fiscal and programmatic goals and
conduct as outlined in the Scope of Work, Exhibit A and Units of Service Rate and Definition, Exhibit B are adhered to. All contracted programs/services will be monitored at least yearly and possibly twice-yearly. The DEPARTMENT staff will utilize and review other Funder's licensing or accreditation monitoring results. A copy of all grant audits and monitoring reports by other funding entities are required to be provided to the County. Services will be monitored against administrative and programmatic standards designed to measure program efficiency and effectiveness. The AGENCY shall maintain business and accounting records detailing the performance of the contract. Authorized representatives or agents of the COUNTY and/or the DEPARTMENT shall have access to records upon reasonable notice for purposes of review, analysis, inspection and audit.

F. Agencies will be monitored by the information within the contract, Exhibit A, Exhibit B, and Economic Stability monitoring tool.

G. Agencies with findings during the monitoring phase will need to complete a Grant Compliance Agreement within 30 days outlining how and when findings will be resolved.

H. AGENCY agrees to not use or disclose protected health information, defined as individually identifiable health information other than permitted or required by this Contract or as required by law.

I. Disclosure of Incidents:
AGENCY must inform Funder by telephone all unusual incidents that involved any CAP Clients within 4 - 8 hours of the occurrence of the incidents. This includes incidents occurring in or out of the facilities or on approved trips away from the facility. A written report must follow within 24 hours of the incidents. An unusual incident is defined as any alleged, suspected, or actual occurrence of an incident that adversely affects the health and safety of the CAP Clients. All of the incidents require that immediate action is taken to protect CAP Clients from further harm, that an investigation is conducted to determine the cause of the incident and contributing factors, and that a prevention plan is developed to reduce the likelihood of further occurrences. Examples include but are not limited to physical, verbal or sexual abuse.

J. For CAP Clients who are children or adolescent, the AGENCY must inform Funder by telephone all unusual incidents that involved any CAP Clients within 2-4 hours of the occurrence of the incidents. This includes incidents occurring in or out of the facilities or on approved trips away from the facility. A written report must follow within 24 hours of the incidents. An unusual incident is defined as any alleged, suspected, or actual occurrence of an incident that adversely affects the health and safety of the CAP Clients. All of the incidents require that immediate action is taken to protect CAP Clients from further harm, that an investigation is conducted to determine the cause of the incident and contributing factors, and that a prevention plan is developed to reduce the likelihood of further occurrences. Examples include but are not limited to physical, verbal or sexual abuse.

K. AGENCY must provide a copy of their revised budget if there are programmatic changes. This needs to be reviewed, discussed and approved by Community Services Department Program and Fiscal Staff.
L. To submit annually on a periodic basis to 211 Palm Beach/Treasure Coast, Inc. information regarding available services and related information about Impact Partner and the funded program(s), as requested by 211 Palm Beach/Treasure Coast, Inc.

M. To verify that the insurance information is in compliance by contacting Insurance Tracking System (ITS) website at www.instracksing.com prior to submitting the signed contracts.

Failure to provide this information in a timely fashion and in the format required will be grounds for financial reimbursements to be held by the COUNTY until such information is received.

Copies of the required COUNTY forms have been supplied to the as attachments to this contract.

**ARTICLE 14 – ACCESS AND AUDIT REQUIREMENTS**

The AGENCY shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion or termination of this Contract. The COUNTY shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the AGENCY’S place of business.

AGENCY shall establish policies and procedures and provide a statement, stating that the accounting system or systems established by the AGENCY, has appropriate internal controls, checking the accuracy and reliability of accounting data, and promoting operating efficiency.

The AGENCY will provide a final close out report and Financial Reconciliation Statement as set forth in “Exhibit C” on accounting for all funds expended hereunder no later than 30 days from the contract end date.

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code 2-421 through 2-440, as may be amended, which is authorized and empowered to review past, present and proposed County contracts, transactions, accounts and records. The Inspector General has the power to subpoena witnesses, administer oaths and require the production of records, and audit, investigate, monitor, and inspect the activities of the AGENCY, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud.

Failure to cooperate with the Inspector General or interference or impeding any investigation shall be in violation of Palm Beach County Code 2-421 through 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

The AGENCY shall have all audits completed by an Independent Certified Public Accountant (IPA) who shall either be a Certified Public Accountant or a Public Accountant licensed under Chapter 473, Fla. Stat. The IPA shall state that the audit complied with
the applicable accounting principles.

A. The annual financial audit report shall include all management letters and the AGENCY’s response to all findings, including corrective actions to be taken.
B. The annual financial audit report shall include a schedule of financial assistance specifically identifying all contracts, agreements and grant revenue by sponsoring agency and contract/agreement/grant number.

B. Two bound originals (electronic or hard copy) of the audit is due within 30 days after receipt of the financial audit report by the Independent Certified Public Accountant or a Public Accountant licensed under Chapter 473, Fla. Stat. or nine (9) months after the close of the fiscal year. The complete financial audit report, including all items specified herein, shall be sent directly to:

Community Services Department
Attn: CAP Program Monitor
Palm Beach County
810 Datura Street
West Palm Beach, Florida 33401

ARTICLE 15 - CONFLICT OF INTEREST

The AGENCY represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in Chapter 112, Part III, Florida Statutes and Palm Beach County Code of Ethics. The AGENCY further represents that no person having any such conflict of interest shall be employed for said performance of services.

The AGENCY shall promptly notify the COUNTY’s representative, in writing, by certified mail, of all potential conflicts of interest of any prospective business association, interest or other circumstance which may influence or appear to influence the AGENCY’S judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the AGENCY may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute a conflict of interest if entered into by the AGENCY. The COUNTY agrees to notify the AGENCY of its opinion by certified mail within thirty (30) days of receipt of notification by the AGENCY. If, in the opinion of the COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by the AGENCY, the COUNTY shall so state in the notification and the AGENCY shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the COUNTY by the AGENCY under the terms of this Contract.

ARTICLE 16 - DRUG-FREE WORKPLACE
The AGENCY shall implement and maintain a drug-free workplace program of at least the following items:

A. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

B. Inform employees about the dangers of drug abuse in the workplace, the AGENCY'S policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

C. Give each employee engaged in providing the services that are under contract a copy of the statement specified in Article 16, Paragraph A.

D. In the statement specified in Article 16, Paragraph A, notify the employees that, as a condition of working on the contract services, the employee will abide by the terms of the statement and will notify the AGENCY of any conviction of, or plea of guilty nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.

E. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted or so pleads.

F. Make a good faith effort to continue to maintain a drug-free workplace through implementation Section 287.087, Florida Statutes.

ARTICLE 17 - AMERICANS WITH DISABILITIES (ADA)

The AGENCY shall meet all the requirements of the Americans With Disabilities Act (ADA), which shall include, but not be limited to, posting a notice informing service recipients and employees that they can file any complaints of ADA violations directly with the Equal Employment Opportunity Commission (EEOC), One Northeast First Street, Sixth Floor, Miami, Florida 33132.

ARTICLE 18 - INDEPENDENT CONTRACTOR RELATIONSHIP

The AGENCY is, and shall be, in the performance of all work services and activities under this contract, an Independent Contractor, and not an employee, agent or servant of the COUNTY. All persons engaged in any of the work or services performed pursuant to this contract shall at all times, and in all places, be subject to the AGENCY's sole direction, supervision and control. The AGENCY shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the AGENCY's relationship and the relationship of its employees to the COUNTY shall be that of an Independent Contractor and not as employees or agents of the COUNTY.

The AGENCY does not have the power or authority to bind the COUNTY in any promise, agreement or representation. Further, the AGENCY shall not pledge the COUNTY'S credit
or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness.

ARTICLE 19 - CONTINGENT FEES

The AGENCY warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the AGENCY to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the AGENCY, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract.

ARTICLE 20 - SUBCONTRACTING

The COUNTY does not allow subcontracting by the AGENCY for services under this contract.

ARTICLE 21 - PUBLIC ENTITY CRIMES

As provided in F.S. 287.132-133, by entering into this contract or performing any work in furtherance hereof, the AGENCY certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the 36 months immediately preceding the date hereof. This notice is required by F.S. 287.133(3)(a).

ARTICLE 22 - EXCUSABLE DELAYS

The AGENCY shall not be considered in default by reason of failure in performance if such failure arises out of causes reasonably beyond the control of the AGENCY or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God, force majeure, natural or public health emergencies, labor disputes, freight embargoes and abnormally severe and unusual weather conditions.

Upon the AGENCY's request, the COUNTY shall consider the facts and extent of any failures to perform the work and, if the AGENCY's failure to perform was without its or its subcontractors fault or negligence, the contract schedule and/or any other affected provisions of this contract shall be revised accordingly, subject to the COUNTY's rights to change, terminate or stop any or all of the work at any time.

ARTICLE 23 - ARREARS

The AGENCY shall not pledge the COUNTY'S credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The AGENCY further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.
ARTICLE 24 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The AGENCY shall deliver to the COUNTY’s representative for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the COUNTY under this Contract.

To the extent allowed by Chapter 119, Florida Statutes, all written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the COUNTY or at its expense will be kept confidential by the AGENCY and will not be disclosed to any other party, directly or indirectly, without the COUNTY’S prior written consent unless required by a lawful court order. All drawings, maps, sketches, programs, data base, reports and other data developed, or purchased, under this Contract for or at the COUNTY’S expense shall be and remain the COUNTY’S property and may be reproduced and reused at the discretion of the COUNTY.

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract and the consummation of the transactions contemplated hereby.

Notwithstanding any other provision in this Contract, all documents, records, reports and any other materials produced hereunder shall be subject to disclosure, inspection and audit, pursuant to the Palm Beach County Office of the Inspector General Palm Beach County Code 2-421 through 2-440, as may be amended.

ARTICLE 25 - TERMINATION

This contract may be canceled by the AGENCY upon sixty (60) days prior written notice to the COUNTY’S representative in the event of substantial failure by the COUNTY to perform in accordance with the terms of this contract through no fault of the AGENCY. It may also be terminated, in whole or part, by the COUNTY, with or without cause, immediate upon written notice to the AGENCY. Unless the AGENCY is in breach of this contract, the AGENCY shall be paid for services rendered to the COUNTY’S satisfaction through the date of termination. After receipt of a Termination Notice and except as otherwise directed by the COUNTY, the AGENCY shall:

Stop work on the date and to the extent specified.

Terminate and settle all orders and subcontracts relating to the performance of terminated work. Transfer all work in process, completed work, and other materials related to the terminated work to the COUNTY. Transfer pertinent client records and refer clients receiving services to another AGENCY funded by COUNTY, as approved by the COUNTY, in order to ensure continuity of care. Continue and complete all parts of the work that have not been terminated. Submit an invoice for final payment on the terminated portion of the contract within thirty (30) days of the termination date.
ARTICLE 26 - SEVERABILITY

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Contract, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 27 - MODIFICATIONS OF WORK

The COUNTY reserves the right to make changes in Scope of Work, including alterations, reductions therein or additions thereto. Upon receipt by the AGENCY of the COUNTY’S notification of a contemplated change, the AGENCY shall, in writing: (1) provide a detailed estimate for the increase or decrease in cost due to the contemplated change, (2) notify the COUNTY of any estimated change in the completion date, and (3) advise the COUNTY if the contemplated change shall affect the AGENCY’S ability to meet the completion dates or schedules of this Contract.

If the COUNTY so instructs in writing, the AGENCY shall suspend work on that portion of the Scope of Work affected by a contemplated change, pending the COUNTY’S decision to proceed with the change.

If the COUNTY elects to make the change, the COUNTY shall initiate a Contract Amendment and the AGENCY shall not commence work on any such change until such written amendment is signed by the AGENCY and approved and executed on behalf of Palm Beach County.

ARTICLE 28 - NOTICES

All notices required in this Contract shall be sent by, and if sent to the COUNTY shall be mailed to:

James Green, Director
Community Services Department
Palm Beach County
810 Datura Street
West Palm Beach, Florida 33401

and if sent to the AGENCY shall be mailed to:

Steve Craig, Chief Executive Officer
CareerSource Palm Beach County, Inc.
3400 Belvedere Road
West Palm Beach, FL 33406

ARTICLE 29 - STANDARDS OF CONDUCT FOR EMPLOYEES
The AGENCY must establish safeguards to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private financial gain for themselves or others such as those with whom they have family, business, or other ties. Therefore, each institution receiving financial support must have written policy guidelines on conflict of interest and the avoidance thereof. These guidelines should reflect State and local laws and must cover financial interests, gifts, gratuities and favors, nepotism, and other areas such as political participation and bribery. These rules must also indicate the conditions under which outside activities, relationships, or financial interest are proper or improper, and provide for notification of these kinds of activities, relationships, or financial interests to a responsible and objective institution official. For the requirements of code of conduct applicable to procurement under grants, see the procurement standards prescribed by 45 CFR Part 74, Subpart P and 45 CFR Part 92.36.

The rules of conduct must contain a provision for prompt notification of violations to a responsible and objective grantee official and must specify the type of administrative action that may be taken against an individual for violations. Administrative actions, which would be in addition to any legal penalty(ies), may include oral admonishment, written reprimand, reassignment, demotion, suspension, or separation. Suspension or separation of a key official must be reported promptly to the County.

A copy of the rules of conduct must be made available to each officer, employee, board member, and consultant of the recipient organization who is working on the grant supported project or activity and the rules must be enforced to the extent permissible under State and local law or to the extent to which the grantee determines it has legal and practical enforcement capacity.

The rules need not be formally submitted to and approved by the County; however, they must be made available for a review upon request, for example, during a site visit.

ARTICLE 30 - SCRUNTINIZED COMPANIES (when contract value is greater than $1 million)

As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, the AGENCY certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies With Activities in Sudan List or Scrutinized Companies With Activities in The Iran Petroleum Energy Sector List created pursuant to F.S. 215.473, or on the Scrutinized Companies that boycott Israel List, or is engaged in a boycott of Israel, pursuant to F.S. 215.4725, or is engaged in business operations in Cuba or Syria.

If the County determines, using credible information available to the public, that a false certification has been submitted by AGENCY, this Contract may be terminated and a civil penalty equal to the greater of $2 million or twice the amount of this Contract shall be imposed, pursuant to F.S. 287.135.
ARTICLE 31 - PUBLIC RECORDS

Notwithstanding anything contained herein, as provided under Section 119.0701, F.S., if the Agency: (i) provides a service; and (ii) acts on behalf of the County as provided under Section 119.011(2) F.S., the AGENCY shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time. The AGENCY is specifically required to:

A. Keep and maintain public records required by the County to perform services as provided under this Contract.

B. Upon request from the County’s Custodian of Public Records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. The AGENCY further agrees that all fees, charges and expenses shall be determined in accordance with Palm Beach County PPM CW-F-002, Fees Associated with Public Records Requests, as it may be amended or replaced from time to time.

C. Ensure that public records that are exempt, or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Contract, if the AGENCY does not transfer the records to the public agency.

D. Upon completion of the Contract the AGENCY shall transfer, at no cost to the County, all public records in possession of the AGENCY unless notified by County’s representative/liaison, on behalf of the County’s Custodian of Public Records, to keep and maintain public records required by the County to perform the service. If the AGENCY transfers all public records to the County upon completion of the Contract, the AGENCY shall destroy any public records that are exempt, or confidential and exempt from public records disclosure requirements. If the AGENCY keeps and maintains public records upon completion of the Contract, the AGENCY shall meet all applicable requirements for retaining public records. All records stored electronically by the AGENCY must be provided to County, upon request of the County’s Custodian of Public Records, in a format that is compatible with the information technology systems of County, at no cost to County.

Failure of the AGENCY to comply with the requirements of this article shall be a material breach of this Contract. County shall have the right to exercise any and all remedies available to it, including but not limited to, the right to terminate for cause. AGENCY acknowledges that it has familiarized itself with the requirements of Chapter 119, F.S.,
and other requirements of state law applicable to public records not specifically set forth herein.

IF THE AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AGENCY’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT RECORDS REQUEST, PALM BEACH COUNTY PUBLIC AFFAIRS DEPARTMENT, 301 N. OLIVE AVENUE, WEST PALM BEACH, FL 33401, BY E-MAIL AT RECORDSREQUEST@PBCGOV.ORG OR BY TELEPHONE AT 561-355-6680.

ARTICLE 32 - ENTIRETY OF CONTRACTUAL AGREEMENT

The AGENCY agrees that the Scope of Work has been developed from the AGENCY’S service proposal and that the COUNTY expects performance by the AGENCY in accordance with such application. In the event of a conflict between the proposal and this Contract, this Contract shall control.

The COUNTY and the AGENCY both further agree that this Contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.
IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Contract on behalf of the COUNTY and AGENCY has hereunto set his/her hand the day and year above written.

ATTEST:

Sharon R. Bock, Clerk & Comptroller

BY: Deputy Clerk

WITNESS:

BY: Signature

BY: SHARON BREA
Name Typed

65-0709274
AGENCY's Federal ID Number

AGENCY:

CareerSource Palm Beach County, Inc.

BY: Signature

BY: STEVE CRAIG, PRESIDENT/CEO
AGENCY's Signatory Name Typed

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

BY: Assistant County Attorney

APPROVED AS TO TERMS AND CONDITIONS
Department of Community Services

BY: James Green, Director
SCOPE OF WORK & SERVICE UNITS
2017 COMMUNITY ACTION PROGRAM
COMMUNITY SERVICES BLOCK GRANT

Agency Name: CareerSource Palm Beach County, Inc.
Program Name: Microsoft Suite Certification and Work Readiness Skills Training

Overview:

CareerSource Palm Beach County, Inc., (Agency) proposes a program to provide Microsoft Suite Certification training and Work Readiness Skills Training and other services to 50 low income residents of Palm Beach County.

Potential program participants will be identified by the Agency and CAP. All potential participants will meet with a CAP representative to complete the eligibility and assessment process. The eligibility process will screen candidates to ensure they meet the income guidelines required to receive services. The client’s total household income must be at or below 125% of the Federal Poverty Level Guideline.

Services:

The Agency shall perform client assessments to determine the level of computer literacy. Pre and Posts test shall be administered to measure the success of the training.

The Agency shall provide classes in Word, Excel and PowerPoint for the Microsoft Suite Certification. Classes will be held in the West Palm Beach and Belle Glade area or other areas within Palm Beach County.

The Agency shall provide Work Readiness Training and services such as:

- Resume writing assistance
- Interviewing skills and self-promotion
- Registering clients to Employ Florida
- Job search
- Referrals to employers
- Job fairs
- Exposing clients to job opportunities

The Agency will provide one Career Consultant, up to two (2) times a week, for up to eight hours, to provide such services at Palm Beach County Community Services site(s).

Palm Beach County Community Action Program will provide office space and supplies, computer equipment (including printer), and phone to the Career Consultant.

The Agency shall provide additional transitional services as needed to complete the
program.

**Number of Clients to be served:** 50
UNITs OF SERVICE RATE AND DEFINITION
2017 COMMUNITY ACTION PROGRAM CONTRACT

Agency: CareerSource Palm Beach County, Inc.

<table>
<thead>
<tr>
<th>Service Name and Definition of Unit of Service</th>
<th>Cost Per Unit</th>
<th>Total Cost Of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Suite Certification and Work Readiness Skills Training</td>
<td>$1,300</td>
<td>$65,000</td>
</tr>
</tbody>
</table>

Provide Microsoft Suite Certification training for a minimum of 50 participants. The cost includes training, materials, test vouchers, and support services.

**TOTAL CONTRACT** $65,000

*The expenditure rate will be heavily weighted towards the final months of the contract.*
FINANCIAL RECONCILIATION STATEMENT

As required by the provisions of the Agreement/Contract between Palm Beach County ("the County") and Agency Name ("Agency") [Contract Number] effective ______, 201__, for [describe subject of Agreement/Contract], attached is a final financial reconciliation of the funds provided by County.

As shown in the attached (mark applicable box):

☐ All funds provided by Palm Beach County were spent in accordance with the provisions of the Agreement/Contract; and total administrative expenses did not exceed fifteen percent (15%)

OR

☐ There were under expenditures in the amount of $______, which pursuant to the Contract/Agreement, will be returned to Palm Beach County by ________ [date]; all other funds were spent in accordance with the provisions of the Agreement/Contract.

The undersigned states that he/she is the CFO or other individual dually authorized as stipulated in the contract to sign this type of document. The information attached is a true and accurate representation of the expenditure of Palm Beach County funds under the Agreement/Contract.

____________________________    ________________________
Signature                      Date

____________________________
Print Name
Summary of Certificates
This report displays detailed Certificate of Insurance information for a selected Insured. Any items shown in red are deficient.

Thursday, June 22, 2017

<table>
<thead>
<tr>
<th>Required</th>
<th>Provided</th>
<th>Override</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Liability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration: 12/30/2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Aggregate:</td>
<td>$500,000</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Products - Completed Operations Aggregate:</td>
<td>$500,000</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Personal And Advertising Injury:</td>
<td>$500,000</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Each Occurrence:</td>
<td>$500,000</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Fire Damage:</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Medical Expense:</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Automobile Liability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration: 2/14/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Owned Autos</td>
<td>not provided</td>
<td>X</td>
</tr>
<tr>
<td>Hired Autos</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Owned Autos</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Combined Single Limit:</td>
<td>$500,000</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Expiration: 10/1/2017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notifications
There were no deficiency letters issued.

Do you have an updated Certificate? Click the button below to submit a Certificate.
MEMORANDUM OF UNDERSTANDING (MOU)

CAREER TRAINING CONCEPTS / FORWARD MARCH PROGRAM

The collaboration between CareerSource Palm Beach County (CSPBC) whose principal address is 3400 Belvedere Road, West Palm Beach, FL 33406, and Career Training Concepts, Inc. (CTC) whose principal address is 3640 Hewatt Court, Snellville, GA 30039, is to develop and provide an array of functional literacy, workplace readiness, life skills training, and job placement activities designed for older youth and adults to become members of the workforce through the Forward March Program (Forward March).

This MOU shall begin on the date last signed by both parties. This MOU shall be automatically renewed annually without action of any party, unless earlier terminated by either party. Either party may terminate this MOU, with or without cause, at any time by giving written notice five calendar days in advance to the other party. This Agreement will be modified at anytime without notice to the other party upon change or amendment to any law or regulation that governs the Program.

CSPBC will ensure that an array of employment services is available to Forward March participants referred to the program through CSPBC, as set forth below:

1. Distribute Forward March procedures to program referrals. Such procedures shall be in writing and agreed to by CSPBC and CTC no later than 30 days after execution of this MOU by both parties.

2. Use the Forward March Program Referral Form (Attachment A) to refer eligible customers to the program seeking job readiness training and job placement. No drug or criminal background screening will be required to enter the program, but customers must sign an acknowledgment that they are willing to undergo said screening at the time of job placement if required by a prospective employer.

3. Refer customers who are 17 to 29 years old, unemployed, and receive some form of government/public assistance (food stamps, public housing, etc.). The mission of the Department of Military Affairs’ (DMA) community programs is to assist struggling youth. Special request may be made for customers that are outside this age range to register, but must be approved by the DMA contract representative on a case by case basis.

4. Refer customers to the following Forward March program location: Central Career Center: 3400 Belvedere Road, West Palm Beach, FL 33406, telephone 561-340-1060 and West Career Center: 1085 S Main Street, Belle Glade, FL 33440, telephone (561) 829-2040. The contact person is: Victoria Brown, WPB Site Manager, 3400 Belvedere Road, West Palm Beach, FL 33406; telephone (786) 351-3617.
5. Inform the community and potential program customers about **Forward March** services through the distribution of program flyers and brochures provided by **CTC** and approved by **CSPBC**.

6. Share customer documentation with **CTC** and **Forward March** program staff for eligibility purposes, after the customer has consented in writing to release such information. A copy of the written consent shall be included with each customer’s eligibility documentation.

7. Provide a dedicated facility, as determined available by **CSPBC**, to conduct training to eligible customers enrolled in **Forward March**. The facility will have a furnished computer lab (including computers and printer) for Welfare Transition (WT) customers, furnished office area for staff, and utilities, including internet access, will be included. Use of **CSPBC**’s copy machine is available if **Forward March** provides paper and toner.

**CTC** will ensure **CSPBC** that the **Forward March** program will provide the following:

1. Distribute agreed upon procedures to **Forward March** staff. Such procedures shall be in writing and agreed to by **CSPBC** and **CTC** no later than 30 days after execution of this MOU by both parties.

2. Ensure that all **Forward March** customers are provided with **Forward March Program Referral Form (Attachment A)**.

3. Provide functional literacy, work readiness, and life skills training, and placement in high demand occupations to **CSPBC** customers (older youth and young adults aged 17-29). Special request may be made for customers that are outside this age range to register, but must be approved by the Department of Military Affairs contract representative on a case by case basis.

4. Provide and maintain a current schedule of all **Forward March** courses being offered at the specific **Forward March** locations.

5. Provide weekly timesheets signed by **CTC** supervisors, to **CSPBC Welfare Transition Program** staff.

6. Provide quarterly reports to Dina Hill, WT Program Manager, via email to dhill@careersourcepbc.com.

This MOU constitutes the entire understanding of the parties with respect to the subject matter hereof. All other prior MOU, understandings, and representations regarding the subject matter hereof are hereby superseded and terminated.
In Witness Whereof, Career Training Concepts and CareerSource Palm Beach County have caused this Agreement to be duly executed as of the date set forth below.

Approved by CareerSource Palm Beach County:  
By: [Signature]  
Steve Craig, President/CEO

Approved by Career Training Concepts:  
By: [Signature]  
Matthew Morgan, Vice President

Date: 1-30-15  
Date: January 29, 2015
Attachment A

FORWARD MARCH
PROGRAM REFERRAL FORM

<table>
<thead>
<tr>
<th>Participant Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: (       )</td>
<td>Email:</td>
</tr>
</tbody>
</table>

I acknowledge and verify that the above mentioned individual is currently 17 to 29 years old, unemployed, and receives some form of government/public assistance (food stamps, public housing, etc.). Any exception to the age range will require special permission from the Dept. of Military Affairs.

____________________________________________  ________________
Career Counselor Signature                      Date

<table>
<thead>
<tr>
<th>Career Counselor (Print)</th>
<th>Phone: (       )</th>
</tr>
</thead>
</table>

As a referred potential participant of the Forward March program, I acknowledge and understand a referral DOES NOT guarantee my enrollment into Forward March. By signing below, I am stating that Career Source Palm Beach County may disclose any information that can be used to determine eligibility to participate in Forward March.

Further, I understand that as a participant receiving job placement services through the Forward March program, I will submit to a drug test and/or criminal background check, if the employer requires it, at the time of placement.

____________________________________________  ________________
Participant Signature                            Date
COOPERATIVE ENDEAVOR AGREEMENT

The Els for Autism Foundation
and
CareerSource Palm Beach County

This cooperative endeavor agreement (Agreement) is entered into by and between The Els for Autism Foundation, a public charity incorporated in the state of Delaware (hereafter, Foundation, EIN 26-3520396) and CareerSource Palm Beach County, a nonprofit organization chartered by the State of Florida to provide job placement, recruitment assistance and funds for skills training to Palm Beach County Residents (hereafter, CareerSource, EIN 65-0709274). Both organizations' missions include the commitment to provide assistance to people diagnosed with disabilities. This Agreement is intended as a collaborative effort by the parties to provide hospitality industry training programs to clients with disabilities on the campus of the Els Center of Excellence (Campus), located in Jupiter, Florida.

This Agreement defines the joint goals and respective responsibilities of the agreement's parties in three areas: operation of training programs, job placement and availability of facilities.

In consideration of the mutual promises set forth herein and for other good and valuable consideration, the parties agree as follows:

1. **Term**: This agreement is valid from 1 March 2016 through 31 December 2016, unless extended in writing by amendment or subsequent agreement.

2. **Responsibilities of the Foundation**:

   2.1 The Foundation will provide mutually acceptable facilities on its Campus for CareerSource staff to provide classroom-based instruction and activities during the term of this agreement. The Foundation will ensure that its facilities are available to CareerSource staff for no fewer than 12 hours per week during the term of the Agreement. CareerSource staff will not have access to campus after 5:00 PM or before 9:00 AM on weekdays, on weekends, holidays or when Foundation offices are closed.
2.2 The Foundation will disseminate program recruitment materials for the Hospitality Training program of the Palm Beaches via its listserve.

2.3 Foundation staff will support CareerSource staff in its efforts to develop unpaid work experiences at local hotels and resorts for participants enrolled in CareerSource's classroom programs.

2.4 Foundation staff will collaborate with CareerSource staff in developing curriculum and assessment documents used to measure participant progress. These assessment documents will use measurement techniques and expectations for people with developmental disabilities.

3. Responsibilities of CareerSource:

3.1 CareerSource will provide appropriately credentialed staff to conduct courses provided on the Foundation’s Campus. Nothing in this agreement gives CareerSource the right to use the Campus for any other purpose or to assign or license the use of the Campus to any assignee, licensee or other third-party.

3.2 CareerSource warrants that each staff member assigned to work on the Campus during the term of this agreement (a) is fully licensed and credentialed to perform such services on the Foundation’s Campus, (b) is fully covered by liability insurance provided by CareerSource, (c) has been the subject of a satisfactory background check (minimum Level II) performed by CareerSource or an affiliated organization within the past two years and (d) has been informed that all compensation associated with services performed on the Foundation’s campus will be paid by CareerSource.

3.3 CareerSource agrees to provide advice, support and assistance for the Foundation’s efforts to launch a Hospitality Work Experience Program. This support and assistance includes, but is not limited to; dissemination of the Foundation’s program recruitment materials and other recruitment efforts, assistance with program orientation, applicant screenings, coaching of program participants and hosting of a Hospitality Industry Job Fair. CareerSource staff will also support foundation staff in its effort to seek paid employment opportunities at local hotels and resorts for participants completing the Foundation’s work experience program.

3.4 CareerSource will also provide administrative support for the Foundation’s Hospitality Work Experience Program by conducting applicant screenings and supporting recognition ceremonies and parent/caregiver seminars. CareerSource will provide recruitment assistance to fill Job Coach positions for the Foundation’s Hospitality Work Experience Program by posting job orders, recruiting and screening candidates and referring qualified Job Coach candidates to the Foundation to be interviewed.
4. General Terms and Conditions:

4.1 No Other Agreements or Conditions: This document constitutes the entire agreement between the parties. All binding terms have been included in this Agreement. Statements and representations that may have been made by either party that may be inconsistent with the final written Agreement are invalid. Only the written terms of this Agreement bind the parties.

4.2. Use of Logo and Advertising: Neither party may use the logo or mark of the other party in any publication, solicitation or advertisement without the prior written consent of the other party. Neither party shall use images or voice recordings of staff or participants engaging in activities on Campus without the prior written consent of the other party. The parties agree that, prior to disseminating written materials, advertising or any public announcement about CareerSource’s activities on Campus, they will seek the other party’s written permission.

4.3 CareerSource has been informed that all CareerSource staff and program participants are under live video surveillance when on Campus. Activities conducted by CareerSource staff will be routinely taped. This means that viewers of the recordings can see what is happening and hear what is being said. CareerSource warrants that its staff and participants in its programs have been informed, in writing, of the existence of this video recording policy and have consented to be recorded. CareerSource further warrants that its staff and participants in its programs have been informed that videotapes of their activities may be used for teaching, learning, therapy, research programs and other purposes that advance the Foundation’s mission. In the event that dissemination of recordings of CareerSource programs generates income for the Foundation, an equitable portion of that income will be remitted to CareerSource. The amount remitted to CareerSource will reflect the cost of producing and distributing the video and the extent to which CareerSource programs are featured.

4.4. Governing Law and Venue: This Agreement shall be governed in all respects by Florida law. Venue for any dispute shall be Palm Beach County, Florida.

4.5. Attorneys’ Fees: The prevailing party shall be entitled to recover costs associated with any litigation that arises as a result of this Agreement. The prevailing party shall be entitled to recover reasonable attorney and/or paralegal fees, as well as all costs and expenses.

4.6. Assignment: Neither Party may assign its interest under this Agreement without the prior written consent of the other Party. This Agreement shall be binding upon the Parties and their respective successors and assigns. Nothing contained in this Agreement, express or implied, is intended to confer upon any other person or entity any benefits, rights or remedies.
4.7 Confidentiality: Both parties agree to maintain the confidentiality of all information and records belonging to the other party, including but not limited to patient records, business records and other documents provided under this Agreement, whether in paper, electronic or other form. Both parties agree not to disclose any confidential information to any non-party to this Agreement, unless:

4.7.1 Disclosure is required by law and, if so, advance written notice of disclosure is given to the other party with an opportunity to respond to or defend against the requirement to disclose;

4.7.2 The information is or becomes available to the public in general through a widely disseminated publication where such publication does not arise directly or indirectly from the breach of any obligation of confidentiality to the parties to this Agreement; or

4.7.3 A written agreement is obtained by the disclosing party from the non-disclosing party.

4.7.4 The provisions of this subpart also apply to any confidential information exchanged among the parties prior to the date of this Agreement.

4.8 Notices: Any notice or other communication required or permitted hereunder shall be in writing and shall be deemed effective when delivered in person or, if mailed, on the date of deposit in the mail, postage prepaid, addressed as follows:

For the Foundation: Kerri Morse
Els for Autism Foundation
The Els Center of Excellence
18370 Limestone Creek Road
Jupiter, Florida 33458

For the Outpatient Center: Steve Craig
President/CEO
CareerSource Palm Beach County
3400 Belvedere Road
West Palm Beach, Florida 33406

4.9 Termination: Either party may terminate this Agreement for their convenience upon thirty (30) days written notice to the other party advising of such termination.

4.10 Insurance/Liability: Each party shall assume sole responsibility and liability for any and all claims against it or its staff, including but not limited to, personal injury, property damage, and attorneys’ fees, which may arise during the term of this agreement with respect to their own employees and/or facilities. In addition, each party shall obtain and maintain a sufficient policy of insurance to cover claims that may arise out of activities occurring on this property while under their control and during their use.
IN WITNESS WHEREOF, The Foundation and the CareerSource each have authorized this Agreement to be signed by its duly authorized representative as of the date indicated below.

For CareerSource Palm Beach County:

[Signature]

Print Name

[Title]

Date

For the Els for Autism Foundation:

[Signature]

Print Name

[Title]

Date
MEMORANDUM OF UNDERSTANDING
ONE-STOP CAREER CENTER SYSTEM
BY AND BETWEEN
CAREERSOURCE PALM BEACH COUNTY
AND
FLORIDA DEPARTMENT OF EDUCATION DIVISION OF BLIND SERVICES

I. PARTIES
This Memorandum of Understanding ("MOU"), is made pursuant to the Workforce Innovation and Opportunity Act of 2014 ("the Act"), and is entered into by the Florida Department of Education, Division of Blind Services ("Partner") and Careersource Palm Beach County ("CareerSource").

II. PURPOSE
The Act 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 the Act.

The purpose of this MOU is to describe the cooperative workforce training, employment and economic development efforts of CareerSource and the Partner and the actions to be taken by each to assure the coordination of their efforts in accordance with state issued requirements in order to establish and maintain an effective and successful "One-Stop" delivery system.

This MOU is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in Palm Beach County. In addition, this MOU will establish joint processes and procedures that will enable the Partner to integrate with the current One-Stop service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons with disabilities within Palm Beach County.

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

III. PROVISION OF SERVICES
A. The CareerSource has been designated by the chief elected official as the administrative entity, grant recipient and fiscal agent.

B. CareerSource agrees to perform the following functions under this MOU:

1. Coordinate with the Partner to provide access to workforce services and programs through the One-Stop delivery system in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-Stop system. Workforce services and programs include, but are not limited to, the allowable activities described in the Act and related legislation for: the Adult; Dislocated Worker and Youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF) program; Adult Education and Family Literacy programs; Perkins Act programs; Blind Services and Vocational Rehabilitation.
2. Coordinate with 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 delivery system.

3. Coordinate with the Partner for the funding of the infrastructure costs of the One-Stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C. § 3151 and any infrastructure funding mechanism requirements issued by the State of Florida. Funding will occur at the state level through the Department of Economic Opportunity (DEO) for disbursal to the local area workforce boards.

4. Maintain the statewide “CareerSource” branding of each career center.

5. Maintain and operate at least one comprehensive One-Stop career center within the local workforce development area that shall be open to the public from 8:00 am until 5:00 pm, Monday through Friday (excluding recognized holidays and emergency situations).

6. Provide an area for the Partner’s meetings and/or co-location as space and funding permits.

7. Model CareerSource Florida core values and maintain a professional working environment.

8. Abide by all of its policies, rules, and procedures and applicable Florida statutes and rules.

9. The contact information for CareerSource is as follows:

   Steve Craig, President/CEO
   1951 North Military Trail, Ste D, West Palm Beach, FL 33409
   Telephone Number: 561-340-1060
   Fax Number: 561-340-1057
   E-Mail: scraig@careersourcepbc.com

C. Partner agrees to perform the following functions under this MOU:

1. Coordinate with CareerSource to provide access to its workforce services and programs through the One-Stop delivery system in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-Stop system.

2. Coordinate with CareerSource to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-Stop delivery system.

3. Coordinate with CareerSource for the funding of the infrastructure costs of the One-Stop career centers and the funding of shared services and operating costs in accordance with 20 C.F.R. § 678.700 through § 678.755 and the funding of shared services and operating costs in accordance with 20 C.F.R. § 678.760 and any infrastructure funding mechanism requirements issued by the State of Florida.
Funding will occur at the state level through the Department of Economic Opportunity (DEO) for disbursement to the local area workforce boards.

4. Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-Stop system.

5. Provide feedback to CareerSource management regarding the performance of the partnership, including its effectiveness and success.

6. Participate in career center periodic meetings to provide updates on the partners’ programs and procedures to CareerSource staff.

7. The contact information for Partner is as follows:

   Robert L. Doyle, III, Director
   Florida Department of Education Division of Blind Services
   325 West Gaines Street, Suite 1114, Tallahassee, Florida 32399
   Telephone Number: 850-245-0331
   Fax Number: 850-245-0363
   E-mail: Robert.Doyle@dbs.fldoe.org

IV. METHODS OF INTERNAL REFERRAL
Internal cross-referral procedures will be developed and/or reassessed based upon availability of funding, services and program need to ensure that high quality and convenient services are available to potentially eligible customers of the One-Stop system.

V. CONFIDENTIALITY OF RECORDS
In the event that either party to this MOU obtains access to any records, files, or other information of the other party in connection with, or during the performance of this MOU, then that party shall keep all such records, files or other information confidential, and shall comply with all laws and regulations concerning the confidentiality of such records, files or other information to the same extent as such laws and regulations apply to the other party.

VI. INFRASTRUCTURE COSTS
Costs of the infrastructure of One-Stop Centers will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. The Department of Education will transfer its total statewide infrastructure cost contribution, minus funds already committed through MOUs containing lease agreements, to the Department of Economic Opportunity for disbursement to local area workforce boards, as it deems appropriate.

VII. TERM
The Term of this MOU shall commence on January 1, 2018, through June 30, 2020, with the option of one (1) renewal of the original term. The parties agree to review this IFA no less than once every three year period to ensure appropriate funding and delivery of services. This IFA may be terminated for convenience at any time by either party upon thirty (30) days written notice.

VIII. AMENDMENTS AND MODIFICATIONS
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 sent via certified U. S. Mail.
IX. MERGER
This MOU constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations or covenants not herein expressed shall be binding upon the parties.

X. THIRD PARTY BENEFICIARY
The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this MOU. None of the Parties intend to directly or substantially benefit a third party by this MOU. The Parties agree that there are no third party beneficiaries to this MOU and that no third party shall be entitled to assert a claim against any of the Parties based upon this MOU.

XI. GOVERNANCE
The accountability and responsibility for the One-Stop career center system's organizational activity and accomplishments will rest with CareerSource. Pursuant to the Act CareerSource shall conduct oversight with respect to the One-Stop delivery system. Any dispute concerning this MOU will be resolved in accordance with CareerSource's Grievance/Complaint and Hearing/Appeal Procedures QA-010.

XII. DISPUTE RESOLUTION
If an issue arises involving this MOU, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.

If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource and the Director of the Division of Blind Services, Partner. A joint decision shall be issued within 60 calendar days of receipt.

If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) and the Commissioner of the Department of Education (DOE) to review concerns and determine resolution. DEO and DOE may remand the issue back to the President/CEO of CareerSource and to the Director of the Division of Blind Services, Partner or impose other remedies to resolve the issue.

REMAINDER OF PAGE INTENTIONALLY BLANK
XIII. SIGNATURES

IN WITNESS WHEREOF, Partner and CareerSource have caused this MOU to be duly executed as of the date set forth below.

APPROVED BY:
Careersource Palm Beach County
By: ____________________________
Name: Steve Craig
Title: President/CEO
Date: 12-21-17

APPROVED BY PARTNER:
Florida Department of Education
By: ____________________________
Name: Pam Stewart
Title: Commissioner of Education
Date: ____________________________
Table of Contents

Introduction/Overview .............................................................................................................................................. 2

1. An analysis of the actual cost savings realized as a result of the RWB providing the workforce service. ........................................................................................................................................... 2

2. A description of any realized improvement to the local service delivery system and any realized improvement in performance outcomes. .................................................................................................................... 3

3. A description of any “best practices” that could be shared with other LWDBs. ........................................... 4

  3.1 Leveraging Technology ......................................................................................................................................... 4

    Virtual Career Center – “Best Practice” .................................................................................................................. 4

    Attracting/Retaining Skilled Talent –“Best Practice” .......................................................................................... 4

    Best Practice as a Model Job Center –“National Recognition” ............................................................................ 5

    Automated Paperless One-Stop Forms Development – “New Initiative” ............................................................... 5

  3.2 Convening Business and Educational Partnerships ......................................................................................... 6

    Sector Strategies Initiative – “Best Practice” .......................................................................................................... 6

    Career Pathways Program – “Best Practice” ........................................................................................................... 6

    Partnership with the School District of Palm Beach County – “Best Practice” ..................................................... 7

    Partnership with Palm Beach State College – “Best Practice” ............................................................................. 7

    Adult Education and Literacy – “Best Practice” ...................................................................................................... 7

  3.3 Cultivating Business-to-Business Focus ............................................................................................................. 7

    Increasing Employment in Key Industry Sectors – “Best Practice” ............................................................... 7

    Healthcare Recruiting – “Best Practice” ................................................................................................................ 9

  3.4 Serving a Broader Range of Career Seekers ....................................................................................................... 9

    Pre-Release Employment Preparation and Re-entry Engagement (PREPARE) – “Best Practice” ........................................... 9

    Young Professionals Training – “Best Practice” ..................................................................................................... 10

    Increasing Employment for Individuals with Disabilities –“Best Practice” .................................................... 10

    Promoting Special Abilities Employment in the Community – “New Initiative” ........................................... 10
Introduction/Overview

Any Local Workforce Development Board (LWDB) approved to be designated as a One-Stop operator or approved to be a direct provider of workforce services must submit a performance report at the end of each program year that the service(s) has been provided. This document serves as the performance report for CareerSource Palm Beach County for program year 2016/17.

CareerSource Palm Beach County continues to be recognized as a leader in performance, innovation and best practices by the Department of Economic Opportunity, the Department of Labor and CareerSource Florida. Examples of how systems and business practices implemented at CareerSource Palm Beach County have set the pace across Florida for serving career seekers and employers are provided in this report. Many of which are above and beyond required services.

1. An analysis of the actual cost savings realized as a result of the RWB providing the workforce service.

Effective November 1, 2007, CareerSource established a multi-jurisdictional Consortium called the Palm Beach Workforce Development Consortium (the “Consortium”). The Consortium consists of five members: the Mayor of the Palm Beach County Board of Commissioners, the Mayors of the municipalities of Delray Beach, Palm Beach Gardens, South Bay and West Palm Beach. This Consortium allows for the establishment of an Independent Special District and is the employer of record for all workforce services and assigns its staff to CareerSource locations. The Consortium contracts the duties and responsibilities to run centers and deliver the core and intensive services to CareerSource Palm Beach County who also acts as the fiscal agent and recipient of all workforce funding in the Local Workforce Development Board 21 (LWDB 21). Additionally, CareerSource Palm Beach County is the administrative entity for the Consortium and assumes the oversight and administrative systems for all workforce program operations. The CareerSource Palm Beach County Board of Directors, based on staff recommendations, identifies local area needs and informs the Consortium of such. The Consortium, together with CareerSource Palm Beach County, approves the local Workforce Development Plan for Workforce Development Area 21 (LWDA 21) and any modifications hereto.

As a Local Workforce Development Board, One-Stop Operator and Direct Service Provider of workforce services, CareerSource Palm Beach County is responsible for constantly improving the organizational structure to efficiently and effectively manage the day-to-day operations to ensure CareerSource Palm Beach County’s Local Workforce Services Plan is carried out and provides excellent customer service, achieving state required performance measures, completing all reports and meeting all deadlines.

The workforce services CareerSource Palm Beach County directly provided in PY2016-2017 are:
- Wagner-Peyser (WP)
- Workforce Investment and Opportunity Act (WIOA)
- Temporary Assistance for Needy Families (TANF)
- UC/Unemployment Compensation, Reemployment Assistance RA/RESEA
- TRA/TAA
- Supplemental Nutrition Assistance Program (SNAP)
The original application under the Bennett Bill anticipated a realized reduction in costs and a savings of approximately $960,000. We continue to revise the organizational structure of CareerSource to provide services in an effective and efficient manner. By providing direct services several positions were eliminated that were duplicated by the contracted service provider. The approved provisional indirect cost rate for the upcoming year is 15.44%. If we were to return to utilizing a contracted direct service provider, the financial impact would be significant. An analysis of the estimated costs that would have been incurred for the year ended June 30, 2017 has been performed. This cost analysis considered the additional staff, reimbursement of indirect expenses (15.44%) incurred by the contractor and the payment of profit (8%). The savings realized as a result of LWDA 21 directly providing services was $1,589,816.

2. A description of any realized improvement to the local service delivery system and any realized improvement in performance outcomes.

CareerSource Palm Beach County has demonstrated by our performance that we are running the centers as the direct service provider very efficiently and effectively. During the past program year (PY16/17) CareerSource Palm Beach County continued a trend of improved metrics over the previous program year (PY15/16); this was over a broad range of performance indicators:

<table>
<thead>
<tr>
<th>Overall Performance</th>
<th>PY 16-17</th>
<th>PY 15-16</th>
<th>Delta</th>
<th>Inc/Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Referrals</td>
<td>28,678</td>
<td>25,182</td>
<td>3,496</td>
<td>13.9%</td>
</tr>
<tr>
<td>Employer Codes Entered</td>
<td>34,087</td>
<td>31,962</td>
<td>2,125</td>
<td>6.6%</td>
</tr>
<tr>
<td>New Job Orders</td>
<td>12,486</td>
<td>10,766</td>
<td>1,720</td>
<td>16.0%</td>
</tr>
<tr>
<td>Businesses Served</td>
<td>5,209</td>
<td>2,991</td>
<td>2,218</td>
<td>74.2%</td>
</tr>
<tr>
<td>$ Spent in EWTs</td>
<td>$121,933</td>
<td>$58,946</td>
<td>62,987</td>
<td>106.9%</td>
</tr>
<tr>
<td>WTP Average Wage</td>
<td>$10.50</td>
<td>$10.37</td>
<td>0.13</td>
<td>1.3%</td>
</tr>
<tr>
<td>New EF Registrants</td>
<td>14,446</td>
<td>14,322</td>
<td>124</td>
<td>0.9%</td>
</tr>
</tbody>
</table>

CareerSource Palm Beach County’s vision is to be recognized by business as the primary source of talent in Palm Beach County. To accomplish this, we operate as a competitive business, rather than a nonprofit or governmental organization. This corporate, entrepreneurial approach is unprecedented (most workforce investment boards look, feel, and act like government agencies) and is the driving force behind the organization-wide culture of innovation and high-performance. Accordingly, CareerSource Palm Beach County is:

1. **Leveraging technology** to improve efficiency and effectiveness while reducing costs.
2. **Convening business and educational partnerships** to better understand industry needs, work with educational institutions to develop the skills and talent required, and to facilitate the transition from college/school to job.
3. **Cultivating business-to-business focus** processes and tools to continue increasing our business penetration and retention rate.
4. **Serving a broader range of career seekers** from entry level to C-suite as the economy improves and businesses run out of easily obtainable talent.
3. A description of any “best practices” that could be shared with other LWDBs.

3.1 Leveraging Technology

Virtual Career Center – “Best Practice”

Statewide Rollout of the Virtual Career Center

Unique in Florida and most of the nation, our Virtual Career Center (VCC) provides 24/7 online assistance to career seekers and to employers. Using the VCC, clients can register for work, prepare a resume, use our assessment tools, look for jobs through Employ Florida (EF), research employers, and take training courses on-line without ever leaving home. It is accessible on all mobile devices and offers specific pathways for persons with disabilities, veterans, and out-of-school youth.

The VCC has now been made available to all other Florida Local Workforce Development Boards, providing a clear example of how CareerSource Palm Beach County is paving a path to a more effective and efficient way to meet the needs of our community and state.

Attracting/Retaining Skilled Talent – “Best Practice”

Palm Beach County placed in the nation’s top 25 counties for attracting skilled talent and rank in the top 100 counties for attracting young talent age 25 to 34, in a 2016 study by Economic Modeling Specialists International (EMSI), an independent research firm.
During the past 5 program years, CareerSource Palm Beach County assisted more than 118,000 residents find employment, with salaries from these jobs creating $2.2 billion in wages. We also served more than 541,000 customers in our career centers. This demonstrates our collaborative success in attracting and retaining quality talent, and building a highly skilled millennial population to fuel our county’s future workforce.

**Best Practice as a Model Job Center – “National Recognition”**

The U.S. Department of Labor selected our West Career Center in Belle Glade as one of 50 one-stop centers nationwide to participate in a study on best practices for day-to-day operations and customer experience.

**Automated Paperless One-Stop Forms Development – “New Initiative”**

CareerSource Palm Beach County is creating a series of automated standardized one-stop program operating forms that replace conventional paper forms to:

- Greatly speed processing time for clients and staff
- Improve staff productivity
- Increase accuracy and reduce program audit/monitoring findings
- Eliminate most associated paper, printing and storage costs
- Increase records security and integrity.

Automated standardized forms for each program begin with an online automated client entry application form that automatically populates other program forms such as eligibility, case management documents, reporting, validation and approvals. Forms are being developed for the following programs:

- **WIOA**: 30 forms total. In addition to the functions above, processing for Individual Training Accounts and On The Job training accounts is included.
- **Youth**: 33 forms total. In addition to the functions above, automated Employer Entry and job order forms are included along with Summer Youth and Employer matching process. Forms for college student internship processing may be a future development.
- **Ticket To Work**: 7 forms total.
- **Veterans Services**: 1 form total.
- **TANF**: 27 forms total. In addition to the functions above, an iPhone and Android mobile app has been developed along with an online time tracker system for tracking/approving days/hours worked.
- **SNAP**: 14 forms total.
- **TAA and Business Services**: Future case management software development.

CareerSource Palm Beach County already has realized initial cost savings of approximately $270,000 annually as well as a 35 percent increase in training applications processed using the WIOA online forms system. We expect significantly greater ongoing cost savings when the entire system is completed. The automated forms initiative is unique within Florida and most of the nation, and has the potential to greatly transform the efficiency and effectiveness of one-stop operations to the benefit of thousands of clients and staff. As a future initiative, we will be investigating the potential for a combined application process via the Virtual Career Center.
3.2 Convening Business and Educational Partnerships

Partnerships and collaboration play a key role in our organization’s success. The federal Workforce Investment and Opportunity Act mandates that workforce boards across the nation act as conveners and facilitators between business, education and economic development to better understand industry employment needs, work with educational institutions to develop skills and talent requirements, and to facilitate the transition from college/school to jobs. CareerSource Palm Beach County has acted well ahead of this mandate in working with a wide array of partners in the public and private sectors.

CareerSource has assumed the role of convener of 14 required community partners. However, we went beyond this requirement and currently have MOUs with 28 additional community partners in unified efforts to address workforce issues towards the goal of providing every Palm Beach County resident with the opportunity to get a good job and build a career.

**Sector Strategies Initiative – “Best Practice”**

In collaboration with the Business Development Board of Palm Beach County, CareerSource PBC is conducting a comprehensive study to identify critical skills gaps in several targeted industries across the county. Gathering input from industry leaders will assist in working through educational institutions to create and maintain relevant curriculum for students to gain valuable knowledge on pathways to careers within these industries.

**Career Pathways Program – “Best Practice”**

CareerSource PBC received a 2017 Florida Career Pathways Best Practice Award for outstanding dedication and leadership support demonstrated through “multi-dimensional partnerships” with Palm Beach State College. Some of our staff members are National Career Pathways Certified Professionals.

The most recent career pathways partnership example is the sector strategy for construction trades. In November 2016, Palm Beach County voters passed an additional one cent sales tax to be utilized for infrastructure repairs. Intense demand in rewarding construction/building trade jobs in Palm Beach County is being fueled by $2.7 billion in infrastructure improvement projects over the next decade. Palm Beach County Administrator Verdenia Baker has asked CareerSource Palm Beach County to assist with training and employment needs of county employers and career seekers for thousands of construction/building trade jobs needed to complete major infrastructure improvement projects. Some of the anticipated projects will consist of: improving district-owned school buildings, construct and repair roads, bridges, signals, streetlights, sidewalks, parks drainage, shoreline and wastewater infrastructure, recreation and governmental facilities.

Working in conjunction with Palm Beach State College, Corporate & Continuing Education department, accelerated training programs for the construction Industry trades (electrical, HVAC, plumbing, carpentry, and welding) have been developed. Training will be provided to suitable Palm Beach County career seekers such as but not limited to veterans, women, unskilled job seekers and ex-offenders who are interested in training that provides nationally recognized NCCR Core and Level 1 certifications. PBSC has scheduled classes in the evenings to provide the
career seeker the ability to become employed or maintain employment while mastering a trade. The sales tax initiative does not provide for any training so CSPBC obtained a grant from CareerSource Florida for $269,000 to assist with training costs.

**Partnership with the School District of Palm Beach County – “Best Practice”**

CareerSource PBC serves as the co-chair of the Palm Beach County STEM Education Council. To further the goals of the STEM Education Council, CareerSource developed and implemented “Gateways to Geriatric Healthcare Careers”. This program is intended to meet the ever increasing demand of the healthcare industry for trained professionals.

**Partnership with Palm Beach State College – “Best Practice”**

CareerSource staff members serve on Business Advisory Boards at Palm Beach State College in the Bachelor’s Degree Program and Post-Secondary Adult Vocational Program (welding, HVAC, machining/electrical, insurance). We also implemented a pilot program in Low Voltage Security Systems with combined internship and On-The-Job training components for WIOA eligible students.

**Adult Education and Literacy – “Best Practice”**

The School District of Palm Beach County, Adult and Community Education, provides on-site instructors to help adults get the basic skills they need to be productive workers, family members, and citizens. The major program areas are Adult Basic Education Adult High School and GED preparation, and English for Speakers of Other Languages (ESOL). Those in adult education programs can earn a high school diploma or its equivalent by passing the standard GED tests.

These instructors, located in our Central and West Career Centers, utilize state-of-the-art computer laboratories with enhanced audio visual equipment. This service is provided by the school district at no cost to CareerSource Palm Beach County, as an off-set to infrastructure costs.

**3.3 Cultivating Business-to-Business Focus**

**Increasing Employment in Key Industry Sectors – “Best Practice”**

CareerSource Palm Beach County acts as a positive labor exchange resource for the community, reaching into urban, rural and metropolitan neighborhoods to identify qualified talent for local businesses. We have been successful in coordinating and conducting career expos and events across Palm Beach County that help people find jobs. In PY2016/2017 we coordinated and participated in 32 hiring events. The career expos typically focus on industry sectors in qualified targeted sectors. This approach helped us attract 546 local companies within specific industries which in turn drew over 5,000 job candidates interested in employment in these fields.

In PY2016/2017 our career expos expanded across industry segments and targeted local municipalities, attracting companies within these jurisdictions. The goal is to help local residents find gainful employment with local businesses. By facilitating these career expos we are helping business in Palm Beach County save time, effort and money by sourcing local candidates. Utilizing training grants and workforce programs many local businesses have benefited from our services.
Our business development team touches a variety of organizations in Palm Beach County. We regularly work with the Business Development Board of Palm Beach County to attract, retain and help local businesses expand. We are at the table with all recruitment or expansion projects, assisting with job candidate sourcing, training opportunities or placement support.

CareerSource Palm Beach County supports these targeted industry clusters:

- Aviation/Aerospace/Engineering
- Agriculture
- Financial/Professional Services
- Communications/IT
- Construction
- Education
- Emerging Technologies
- Government/Non-Profit/Utilities
- Homeland Security/Defense
- Life Sciences/Healthcare
- Logistics/Distribution/Transportation
- Advanced Manufacturing
- Marine
- Retail/Wholesale
- Tourism/Recreation/Entertainment/Hospitality

To increase employment in key industry sectors CareerSource Palm Beach County administers adult and dislocated worker employment and training programs such as: On-the-Job Training, Employed Worker Training, customized training, and internships to meet the needs of employers and provide career pathways to job seekers. The ultimate goal of training is employment and, to that end, CareerSource Palm Beach County utilizes internships or paid work experience in conjunction with Individual Training Accounts (ITA) or On-the-Job Training (OJT) grants. An example of the utilization of training dollars is the Security and Automation Systems Technician pilot program provided by a local state college. CareerSource Palm Beach County is providing internship assistance for WIOA eligible participants enrolled in the program.

This program was developed at the request of, and to meet the needs of, Palm Beach County employers that collectively have 120 positions open with an average wage of $17.00 per hour.

Security and Fire Alarm Systems Installers is an occupation on the Regional Targeted Occupations List and the trainees receive a nationally recognized certificate at completion of the course. The internship component is inserted halfway through college training. Trainees will be placed with reputable industry employers and paid $10.00 per hour for 25 hours a week for 2 months. Upon completion of the internship, employers will have the choice to retain the trainee utilizing the OJT program or they can opt not to retain the trainee. Employer participation is with the understanding that employment is the suggested outcome.
In a class of 7 students, 4 students were WIOA eligible, 3 students became employed by way of the OJT Program. This pilot program is being expanded into other occupational areas at Palm Beach State College.

**Healthcare Recruiting – “Best Practice”**

As one of the most in-demand occupational sectors, CareerSource PBC maintains a recruiting team of 3 Registered Nurses coordinating partnerships and sector strategies between employers, Palm Beach County School District, post-secondary educational institutions and professional organizations, including active membership on 9 healthcare education advisory boards of local colleges/universities. We sponsored the first Certified Care Coordination training in the state through the Palm Beach County Medical Society, created a program for Respite care and Geriatric Healthcare employment with several community partners. Our recruiting team also participates in the Partnership on Aging group of more than 100 members focused on healthcare issues with county residents/seniors and the Professional Resource Network serving healthcare businesses throughout the county.

**3.4 Serving a Broader Range of Career Seekers**

As the economy improves and businesses run out of easily obtainable talent, we will have a difficult time filling positions if career seekers with seasoned experience, education, and/or technical skills are not part of our inventory. Greater efforts are being made to better serve a broad range of career seekers from entry-level to C-suite.

CareerSource Palm Beach County also is building on past success in bridging the gap between education and industry. Initiatives undertaken with both the hospitality and health care industries have validated the need for someone to understand what industry needs, work with educational institutions to establish the training needed to develop the skills required, and to facilitate the transition from school to job with workforce readiness training and work experience.

**Pre-Release Employment Preparation and Re-entry Engagement (PREPARE) – “Best Practice”**

CareerSource PBC received a Distinguished Service Award from the Florida Council on Crime and Delinquency for assisting nearly 400 previously incarcerated county residents find jobs through our new reentry program. The PREPARE program was selected by U.S. Dept. of Labor to provide inmates in Palm Beach County jails with employment services during and after incarceration (program is among those in only 14 states selected for funding by DOL). CareerSource PBC has been an active participant in Palm Beach County’s robust, award-winning county-wide Reentry Task Force (a sub-committee of the Palm Beach County Criminal Justice Commission) and chairs the Employment and Training Subcommittee. The county-wide task force has gained national recognition and a Second Chance Act grant for the groundbreaking RESTORE (Regional and State Transitional Offender Re-entry) which brings service providers together to serve state Department of Corrections (DOC) prison inmates before they return to Palm Beach County.
**Young Professionals Training – “Best Practice”**

Focusing on out-of-school youth ages 17 to 24, we offer an intensive 5-week Career Prep course that enables youth to explore careers, develop leadership skills, receive financial literacy training, participating in college tours and community service. This program is conducted year-round and 94% of those enrolled completed the program. We also offered training in Microsoft certification with 100% of the students completing training, and hospitality certification with 100% of students passing.

In collaboration with Vocational Rehabilitation, we offer pre-placement training for VR students with disabilities attending high school. Our Young Professionals Training 101 is a career-focused mentoring program designed to engage, guide and motivate youth with disabilities as they transition from secondary school to employment. The training emulates the world of work while exposing youth to soft skills, work maturity, career preparation and community resources to support successful transition from high school to the employment. This program is the first in the state and is being marketed to other CareerSource regions throughout Florida.

**Increasing Employment for Individuals with Disabilities –“Best Practice”**

Our Ticket to Work (TTW) program assists individuals currently drawing Social Security Disability but looking to return to the workplace. We operate the third most successful program in Florida for placing career seekers with disabilities in jobs, according to the U.S. Department of Labor. We partnered with Florida Atlantic University’s CARD (Center for Autism and Related Disorders) program to increase autism awareness and support, becoming an Autism Friendly business last year. We also partnered with The Palm Beach School of Autism, Goodwill Industries, and Florida Division of Blind Services in conducting various collaborative programs.

**Promoting Special Abilities Employment in the Community – “New Initiative”**

In PY16-17 we hosted the first annual Reinforcing Employment Access & Center Hiring (REACH) conference to inform businesses, organizations and human resources professionals on best practices for hiring, training and retaining persons with disabilities.
UNITED STATES DEPARTMENT OF LABOR GRANT, ENTITLED
TAACCT SEELC GRANT INITIATIVE
OUTREACH AND SERVICES AGREEMENT

This agreement ("Agreement") is entered into as of the first day of July, 2015 ("Effective Date"),
by and between PALM BEACH STATE COLLEGE ("the College"), a political subdivision of
the State of Florida, with its principal address at 4200 Congress Avenue, Lake Worth, Florida
33461, and CAREER SOURCE PALM BEACH COUNTY, INC ("CSPBC"), a State of
Florida non-profit corporation, with its principal address at 3400 Belvedere Road, West Palm
Beach, FL 33406.

This agreement constitutes a service agreement under the Trade Adjustment Assistance
Community College and Career Training Grants Program, Agreement #

TC-25008-13-60-A-47 (Pellissippi State College, Knoxville, TN)

("TAACCT SEELC Grant") awarded by the U. S. Department of Labor, Employment
and Training Administration ("DOL/ETA").

WHEREAS, the College, in collaboration with CSPBC and industry, has been designated
by the DOL/ETA to receive a four-year TAACCT Grant to provide job training in the area of
Welding and Machining (collectively, the "Programs") in Palm Beach County, Florida;

WHEREAS, eligibility for the TAACCT Grant requires CSPBC to serve as a funded
partner in order to carry out specified tasks;

WHEREAS, the College and CSPBC desire to enter into this Agreement in order that
CSPBC will perform certain compensated tasks involving client awareness of training
opportunities at the college in the total amount of one hundred thousand dollars ($100,000.00) to
be paid during the term of this between July 1, 2015 and July 30, 2016.

WHEREAS, CSPBC desires to perform said Deliverables and adhere to Grant
performance goals and applicable Federal program compliance requirements, and CSPBC
understands that payment for the Services is based on DOL/ETA continued funding and DOL/ETA
acceptance of significant progress towards achieving grant goals of providing welding and
machining related training to unemployed and underemployed citizens of Palm Beach County who
qualify for training.
NOW, THEREFORE, in consideration of the foregoing, the respective covenants and conditions contained herein, the mutual benefit received by the parties hereto, and for other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Term.** The term of this Agreement shall be from the Effective Date through thirty (30) days following July 30, 2016 or the effective termination date of the grant per DOL/ETA, whichever is later (hereinafter "Termination Date").

2. **Deliverables Expected from CSPBC** In furtherance of the TAA Grant, and in keeping with this Agreement, CSPBC will carry out the following:

a. **Outreach and Support Services:**
   
i. CSPBC will provide training opportunity awareness efforts to help clients understand training to employment opportunities available under the TAACCT SEELC Grant at the Lake Worth Campus of PBSC. This will be based on timely receipt of flyers, brochures, and informational materials provided by PBSC for CSPBC use. CSPBC shall include information on the number of brochures and information session notices in their monthly report.

   Additionally CSPBC (as appropriate) shall establish Individual Education Plans for participants and determine eligibility for Individual Training Accounts (ITA) scholarships, and needs based funding for training tuition for participants that originate from CSPBC. Additional training referral efforts for CSPBC clients include:
   1. Provide referral to other support services as necessary.
   2. Coordinate and present provided training flyers and schedules to clients. The clients should also receive a serialized card from CSPBC (provided by PBSC) that is presented to college staff at training information sessions as a way of validating the prospective student as a CSPBC referral. The card serial numbers will be recorded and the information sent to CSPBC as a matter of follow up and collaboration.

   ii. CSPBC will inform and communicate with its staff to help explain the Welding and Machining related programs available through the College under the TAACCT SEELC Grant at PBSC, to aid in advising clients and other potential participants. This is agreed to with the understanding that CSPBC can not recommend one training program over another.

   iii. CSPBC will identify and collaborate with employers and establish an outreach plan for participant and employer awareness by disseminating marketing
information provided by PBSC, providing program information on website, and other local outreach opportunities as identified. This is particularly important in the areas of custom training that the college can provide to individual employers under the TAACCT SEELC Grant at reduced cost to employers.

iv. Using the HIT Grant model and process, PBSC shall submit periodic lists of student identifying information to CSPBC who will then obtain UI data reports for and submit to PBSC for grant Quarterly reports.

v. CSPBC shall submit to PBSC grant staff a monthly activity report that provides numbers of referrals made for college training, and description of outreach activities. This information will be included into the grant quarterly report which will include the number of CSPBC clients in attendance at information sessions as evidenced by the submission of the serialized cards noted in 2.A.i.2.

vi. The last monthly report, submitted on or before 30 days following the termination date of July 30, 2016 and will serve as the final Report.

3. **Payment to CSPBC.** Subject to receipt of funding from DOL/ETA and subject to CSPBC’s submission of Monthly Reports reflecting completion of the Deliverables referenced above in 2.a.iv., and upon review and approval of these reports by the College, the College agrees to pay CSPBC a maximum sum of one hundred thousand dollars ($100,000) over the course of a 12 month period beginning July 30th, 2015 award period. In no event shall the total payments to CSPBC exceed one hundred thousand dollars ($100,000). Payment to CSPBC will conform to the following schedule:

a. Starting from August 1, 2015 a payment of Eight Thousand Three Hundred and Thirty Three dollars ($8,333) per month upon submission, and review and approval by the College, of a Monthly Report to be received by the College within thirty (30) days after the end of each month, and continuing according to this schedule until the end of one year payment period ending July 30, 2016, with the last installment of Eight Thousand Three Hundred and Thirty Seven dollars ($8,337) paid to CSPBC upon receipt, and review and approval by the College, of the final monthly report, to complete the One Hundred Thousand Dollar ($100,000) commitment. CSPBC should include an Invoice
for Payment when submitting the Monthly Reports to facilitate prompt processing of payments from the College.

b. Payment to CSPBC by the College will be made within a reasonable time period and is expected not to exceed thirty (30) days from receipt, and review and approval by the College, of the Monthly Report by the Fiscal Officer for the College, named hereinafter.

4. **Records.** In accordance with OMB Circular A-133 and Florida law, CSPBC will maintain all records, including records of all payments made in connection with this Agreement for six (6) years after termination of the Grant, and make such records and financial statements available as necessary. Records shall include documents and other evidence, including but not limited to vouchers, bills, invoices, request for payment and other supporting documentation, which according to generally accepted governmental accounting principles, procedures, and practices, sufficiently and properly reflect all program costs expended in the performance of this Agreement. All records shall be subject at all times to inspection, review, or audit by College personnel, Office of the Auditor General of the State of Florida and/or personnel of DOL/ETA. CS shall maintain the confidentiality of all student records and student identifiers; the parties acknowledge that many student educational records are protected by the Family Educational Rights and Privacy Act ("FERPA") and that written permission must be obtained before releasing specific data to anyone.

5. **CSPBC Contact.** CSPBC shall appoint staff to direct its activities in the conduct of its duties under this Agreement and shall further employ or assign sufficient resources as are necessary in order to perform the Services and its duties and obligations hereunder. The following CSPBC staff member has been appointed to serve as points of contact:

   **Steve Craig**
   **President and Chief Executive Officer**

   3400 Belvedere Road
   West Palm Beach, FL 33406.
6. **College Points of Contact.** In recognition of the responsibility of the College under the Grant as Prime Recipient, the following College staff members (or their designees) have been appointed by the College to serve as points of contact:

**Main Point of Contact:** Richard Reeder  
Associate Dean of Trade & Industrial Programs  
Palm Beach State College  
4200 Congress Avenue, MS #60  
Telephone: 561-868-3540  
Fax: 561-868-3456  
Email: reederr@palmbeachstate.edu

**Program Director:** Beverly Barta  
Program Grant Director  
Palm Beach State College  
4200 Congress Avenue, MS #60  
Telephone: 561-868-4028  
Fax: 561-868-3456  
Email: bartab@palmbeachstate.edu

**Fiscal Officer:** Prianga M. Sugathapala  
Assistant Controller Grants & Foundation  
Palm Beach State College  
4200 Congress Avenue, MS #11.5  
Lake Worth, Florida 33461  
Telephone: 561-868-3074  
Fax: 561-868-3107  
E-mail: sugathap@palmbeachstate.edu

**Resource Development:** Maureen Capp  
Resource and Grant Development Director  
Palm Beach State College  
4200 Congress Avenue, MS #50  
Lake Worth, Florida 33461  
Telephone: 561-868-3333  
Fax: 561-868-3504  
E-mail: cappm@palmbeachstate.edu
7. **Termination.** This Agreement may be terminated by either party with or without cause by giving thirty (30) calendar days written notice to the other party. Additionally, this Agreement may be terminated by the College as follows:
   a) The College may, after giving no less than twenty-four (24) hours’ notice, terminate this Agreement for breach or failure of CSPBC to perform any requirement or provision of this Agreement. Notice shall be sufficient if delivered to CSPBC, as the case may be, personally, or mailed by certified mail to the point of contact for their organization.
   b) Termination by CSPBC of this Agreement with the College shall constitute grounds for immediate termination of this Agreement by the College.

8. **Amendments.** The parties may amend and modify this Agreement from time to time by mutual written agreement. However, the modification shall not conflict with the terms of the Grant award without the written consent of DOL/ETA, nor shall any amendment or modification be effective unless it is in writing and signed by both parties through their duly appointed designees.

9. ** Entire Agreement.** This Agreement contains the entire agreement of the parties hereto as of the date hereof and shall be binding upon and shall inure to the benefit of the parties, their successors and assigns. No waiver of any covenant or condition of this Agreement by either party shall be deemed or implied to constitute a further waiver of same or any other covenant or condition of this Agreement.

10. **Waivers.** Any failures or delays by any party insisting upon strict performance of the provisions of this Agreement, or asserting any of its rights and remedies as to any default shall not constitute a waiver of any other default or of any such rights and remedies.
11. **Governing Law; Venue.** This Agreement shall be constructed both as to meaning and effect under the laws of the State of Florida. Venue for any legal action arising out of this Agreement shall be in Palm Beach County, Florida.

12. **Severability.** Each of the provisions of this Agreement shall be enforceable independently of any other provision of the Agreement and independent of any other claim or cause of action. If any clause or provision herein shall be adjudged invalid or unenforceable by a court of competent jurisdiction or by operation of any applicable law, it shall not affect the validity of any other clause or provision, which shall remain in full force and effect.

13. **Independent Contractor.** Nothing in this Agreement shall be construed as creating an employer/employee or agency relationship between the College and CSPBC. CSPBC shall not have authority to enter into any contracts binding upon the College, nor to create any obligations on the part of the College, except as shall be specifically authorized in writing by the College.

14. **Assignment.** No assignments of this Agreement by either party shall be valid without the formal written consent of the other party, and DOL/ETA, if required.

15. **Political Subdivision.** Both parties acknowledge and agree that the College is a political subdivision of the State of Florida. As such the College’s performance under this Agreement and any amendments hereto or attachments herewith, shall at all times be subject to any and all Florida laws, Florida regulations and District Board of Trustees Rules which are applicable to the College’s operations, commitments and/or activities in furtherance of any terms specified herein. The parties acknowledge the performance under this Agreement is subject to the provisions and limitations of Section 768.28, Florida Statutes (the provisions and limitation of which are not waived, altered or expanded by anything herein).

16. **Compliance with Laws.** CSPBC agrees to comply with all federal, state and local laws prohibiting discrimination and shall not discriminate on the basis of race, color, religion,
sex, national origin, age, marital status or disability. CSPBC further agrees to adhere to the provisions of the Americans with Disabilities Act, the Rehabilitation Act of 1973, and all laws protecting the rights of the disabled. In addition, CSPBC shall comply with all other applicable federal and state regulations, including specifically, but without limitation those listed in this Agreement and on Attachment "A."

17. **Counterparts.** This Agreement may be executed in counterparts, and each counterpart whether original, photocopy, or facsimile copy, or any amalgamation thereof, shall be deemed to be a binding original of this Agreement.

18. **Construction.** This Agreement has been reached through mutual negotiation and shall be deemed to have been drafted by both parties and shall not be construed in favor of one party over the other by reason of drafting.
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their authorized representatives effective as of the day and year first above written.

Palm Beach State College

By:  
Dennis P. Gallon  
President, Palm Beach State College

Richard A. Becker  
VP Administration & Business Svcs.

Career Source Palm Beach County

By:  
Steve Craig  
President and CEO, Career Source PBC

March 21, 2016

Mr. Patrick Franklin, President and CEO
Urban League of Palm Beach County
1700 North Australian Avenue
West Palm Beach, FL 33407

Dear Mr. Franklin:

CareerSource Palm Beach County is pleased to offer this letter in support of the Senior Community Service Employment Program (SCSEP), a project spearheaded by the Urban League of Palm Beach County that will serve seniors, 55+ become retrained and reemployed. As the non-profit entity responsible for managing the local workforce investment system, we are keenly aware of the barriers to employment for the 55+ year old population. We are pleased to continue our history of partnership with the Urban League of Palm Beach to address this issue by supporting our 55+ year old population to overcome hurdles to become re-employed.

To that end, we agree to the following:
1. Provide referrals of eligible participants who could benefit from the SCSEP.
2. Provide SCSEP participants with the full range of services offered at the organization’s one-stop Career Centers (including career readiness workshops, labor market information, potential educational assistance, and job placement assistance). Specific services and supports depend upon participant eligibility and funding availability.
3. Collaborate with the Urban League of Palm Beach County to identify alternative funding sources to sustain and grow SCSEP.

We look forward to working with the Urban League of Palm Beach County to carry out the SCSEP.

Sincerely,

[Signature]
Steve Craig, President/CEO
Career Source Palm Beach County
MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
URBAN LEAGUE OF PALM BEACH COUNTY, INC.
AND
CAREERSOURCE PALM BEACH COUNTY, INC.

This Memorandum of Understanding (MOU) establishes a partnership between the Urban League of Palm Beach County, Inc. located at 1700 N. Australian Avenue, West Palm Beach, FL 33407 and CareerSource Palm Beach County, Inc. located at 3400 Belvedere Road, West Palm Beach, FL 33406.

I. PURPOSE AND SCOPE

The Urban League of Palm Beach County and CareerSource Palm Beach are partnering for the purpose of providing services and establishing a relationship conducive for the referral of qualified seniors to the Urban League of Palm Beach County’s Senior Community Service Employment Program (SCSEP) in Palm Beach County, Florida. The implementation and execution of the Senior Community Service Employment program will help clients obtain permissible job training, community-service work based training and unsubsidized employment.

II. RESPONSIBILITIES

Each party will appoint a person to serve as the official contact and coordinate the activities of each organization in carrying out this MOU.

The Urban League of Palm Beach County agrees to:

1. Serve as the lead agency on this program and coordinate all activities, staffing and resources to achieve the goals set forth by the National Urban League in the grant guidelines.
2. Provide an in-depth work skills training and placement in unsubsidized employments or community-service work based training.
3. Provide staff to create individual employment plans for each client participating in the program.
4. Provide staff to work one-on-one with clients to address personal goals and barriers for success. Staff will utilize partner agencies for referral of clients to address these barriers.
5. Guide staff and partner agencies with information on the grant requirements, client guidelines and other programmatic details.
6. Coordinate community host agencies.
7. Provide recruitment collateral to all partner agencies.
8. Provide job placement opportunities to qualified candidates.
9. Stay in contact with partner agencies to determine services that clients can benefit from as well as possible host agency positions.

CareerSource Palm Beach County agrees to:

1. Participate in identification and recruitment of clients who are eligible and would benefit from participation.
2. Provide SCSEP participants with the full range of services offered at the organization’s one-stop Career Centers including career readiness workshops, labor market information and job search assistance. Specific services and supports depend upon participant eligibility and funding availability.
3. Collaborate with Urban League of Palm Beach County to identify alternative funding sources to sustain and grow SCSEP.
III. TERMS OF UNDERSTANDING

It is understood that Urban League of Palm Beach County, Inc. and CareerSource Palm Beach County, Inc. will cooperate to provide these services with no fees charged to any participants by either party. Enrollment in the programs offered by either party is subject to admission requirements and space availability. Both parties agree to serve participants without regard to race, color, religion, gender, sexual orientation, national origin, or disability and to make auxiliary aids and services available upon request to individuals with disabilities.

The terms of this Memorandum of Understanding shall be from September 1, 2016 through June 30, 2021, with options to renew in perpetuity for additional periods of one-year upon written agreement of both parties. This Memorandum of Understanding may be terminated by either party upon twenty-four (24) hours written notice. No inference shall be made which would allow either party to bind the other. No other agreements between the parties shall be valid unless specified in writing.

This Memorandum of Understanding is contingent upon funding awarded by the National Urban League, Workforce Development Division. If the funding is not awarded, this Memorandum of Understanding will be void.

Authorization
The signing of this MOU implies that the signatories will strive to meet their responsibilities as stated in the MOU.

Patrick Franklin, President/CEO
Urban League of Palm Beach County, Inc.

3/18/16
Date

Steve Craig, President/CEO
CareerSource Palm Beach County, Inc.

3/21/16
Date
NON-FINANCIAL MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between: Aid to Victims of Domestic Abuse, Inc. (AVDA) a certified Domestic Violence Center whose address is Post Office Box 6161 Delray Beach, Florida 33482 and Workforce Alliance, Inc. (WFA), a Re-Employment/Career Center whose principal address is 1951-D North Military Trail, West Palm Beach, Florida 33409.

I. Purpose
This MOU attests to the commitment of said parties to respond proactively to victims of domestic violence (DV). The partners described in this MOU have demonstrated leadership in promoting inter and intra-agency cooperation and collaboration to create a coordinated community response. Both parties in the performance of this MOU will be acting in an individual capacity and not as agents, employees, partners, joint venturers, or associates of one another.

II. Description of Partners

A. AVDA Overview:
- AVDA’s mission is to promote violence-free relationships and social change by offering alternative choices to end violence and domestic abuse.
- AVDA has been a safe haven for thousands of victims of domestic abuse. Adults and children are provided 24-hour, 7 days a week emergency shelter, crisis counseling, food, clothing, individual and group counseling services. In 2005, AVDA expanded its emergency shelter capacity and opened the doors to a new transitional living facility. The transitional living facility added a new dimension to AVDA’s services by providing housing for domestic violence survivors for up to two years. In the transitional living program, survivors can move from homelessness to independent living while receiving counseling, life skills, training, and encouragement.
- AVDA’s growth reflects the dedication of the organization to empower victims of domestic abuse to enable them to live their lives independently and free of fear.
- Aid to Victims of Domestic Abuse (AVDA) is a Certified Domestic Violence Center providing Palm Beach County with emergency shelter, a 24-hour hotline, and support services for victims of domestic abuse, prevention and educational programs for the community.
- AVDA received the 'Gold' level certification from Nonprofits First and is certified for Excellence in Nonprofit Management.

B. WFA Overview:
- WFA’s mission is to connect business with talent with a vision to be recognized by businesses as the primary source for talent in Palm Beach County.
- WFA is the nonprofit organization chartered by the state of Florida to lead workforce development in Palm Beach County. On average, more than 11,000 visitors each month receive help from the specialized services at WFA’s career centers located in West Palm Beach, Boca Raton, and Belle Glade. The centers offer more than 100 classes and workshops each month for job search and job skills training, career development and consulting.
III. COMMITMENT OF THE PARTNERS

A. AVDA agrees:

1. To identify a contact person to facilitate interagency communication and attend scheduled meetings
2. To participate in trainings/workshops offered to the partnership designed to expand the capacity of each agency to better serve victims of DV
3. To provide an Emergency Crisis Hotline 24 hours a day, 7 days a week to all persons referred by the partnership
4. To work cooperatively to provide aggregate (non-confidential) data for the purpose of evaluating the effectiveness of our joint efforts
5. To provide participants with information and referrals to appropriate WFA programs
6. To provide specialized Domestic Violence Awareness training to WFA
7. To provide updates regarding WFA programs to AVDA staff as communicated by the WFA contact person

B. WFA agrees:

1. To identify a contact person to facilitate interagency communication and attend, as available, scheduled meetings
2. To participate in trainings/workshops offered to the AVDA designed to expand the capacity of each party to better serve victims of DV
3. To work cooperatively to provide aggregate (non-confidential) data for the purpose of evaluating the effectiveness of the parties joint efforts
4. To maintain confidentiality regarding AVDA’s location and to not divulge the identity of participant information without the written permission of the participant, except that such information which is necessary as determined by the participant or for monitoring or evaluating the services and performances under this MOU, or to governmental authorities to the extent necessary for the proper administration of the law. All release of information shall be in accordance with applicable State laws, and policies of the participant. No release of information by WFA, if such release is required by Federal or State law, shall be construed as a breach of this MOU
5. To follow all WFA policies/procedures regarding services to DV survivors
6. To provide information to AVDA participants regarding programs and opportunities available through WFA
7. Provide supportive services, subject to eligibility and funding availability, to eligible participants that enable the participant to gain employment opportunities and maintain participation in the programs as allowed by program rules, laws and regulations.
8. Complete an Individual Responsibility Plan or Alternative Responsibility Plan with each participant to ensure program understanding and compliance with program requirements.

IV. Data Sharing and Confidentiality

Requested data between the parties is solely the number of individuals participating in groups, sessions or workshops and the number of individuals met with on an individual basis for counseling or support. In the event an individual is receiving services from
both AVDA and WFA, each party shall uphold the participant's confidentiality and will not release any information without the written consent of the participant. When information regarding a participant needs to be released as required by Federal or State law, AVDA will use its Consent for Release of Information Form and WFA will use its own form.

V. Governing Law
   This MOU shall be interpreted under the laws of the State of Florida.

VI. Term and Termination
   Either party may terminate this MOU, with or without cause, at any time by giving written notice 24 hours in advance to the other party. This MOU may be modified at anytime without notice to the other party upon change or amendment to any law or regulation that governs the Program. Any amendments to this MOU shall be in writing and signed by both parties.

IN WITNESS WHEREOF, AVDA and WFA have caused this MOU to be duly executed as of the date set forth below.

Approved By Aid to Victims of Domestic Abuse, Inc.

Pam O'Brien, Pres. CEO

Approved By Workforce Alliance, Inc.

Steve Craig, President/CEO

Date: 10/7/13

Date: 1-31-14
MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
CAREERSOURCE PALM BEACH COUNTY, INC., A Florida Not For Profit 501(c)(3) Organization
3400 Belvedere Road, West Palm Beach, Florida 33406
AND
EASTER SEALS FLORIDA, INC., A Florida Not For Profit 501(c)(3) Organization
213 South Congress Avenue, West Palm Beach, Florida 33409

WHEREAS, this Memorandum of Understanding (MOU) is entered between, CareerSource Palm Beach County Inc. (CSPBC), FEI/EIN number 650709274 and Easter Seals Florida, Inc. (ESF), FEI/EIN number 590637848.

WHEREAS, CSPBC and ESF enter into the MOU to establish their respective roles and responsibilities and will coordinate and perform the activities and services described in the body of this MOU.

NOW THEREFORE, in consideration of the mutual covenant and agreement expressed herein, CSPBC and ESF hereby agree as follows.

I. TERM
The term of this MOU shall be effective when signed by an authorized representative of both CSPBC and ESF. This MOU shall be automatically renewed annually without action of any party, unless earlier terminated. Either party may terminate this MOU, with or without cause, at any time by giving written notice 30 days before conclusion of a class session in advance to the other party.

II. PURPOSE
By entering into this MOU the parties shall achieve the following:
1. Coordinate resources and services in the best interest of eligible participants in the Hospitality Training Program of the Palm Beaches (HTPPB) at Easter Seals.
2. Establish methods of communication concerning the following activities: referrals, screening, acceptance, instruction, supervision, monitoring, removal (as deemed necessary) and follow-up services of/applicants into the HTPPB.
3. Demonstration of support including introductions, event coordinator the shared use of logos mutually agreed to in writing in advance and the support of applicable grants and funding generating opportunities.
4. Neither party shall be responsible for delays or failures in performance from acts beyond the reasonable control of such party, such as natural or man-made disasters.
5. Nothing herein shall create or be constructed to create an employer-employee, agency, joint venture, or partnership relationship between the parties. Both parties in the performance of this MOU will be acting in an individual capacity and not as agents, employees, partners, joint ventures, or associates of one another.
6. It is understood that the parties shall maintain confidentiality, as described in the Business Associate Agreement, of any information, of any information, regarding HTPPB program participants, that identifies or may be used to identify them and which may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source. The parties shall not divulge such information without the written permission of the HTPPB program participant, except that such information which is necessary to governmental authorities to the extent necessary for the proper administration of the law. No HTPPB program participant release of information, if such release is required by Federal or State law, shall be construed as a breach of this Section.
7. Production of promotional materials will be the primary responsibility of ESF. CSPBC, as determined by CSPBC in its sole and absolute discretion, will actively promote HTPPB on their website, social media, and events. ESF, as determined by ESF in its sole and absolute discretion, will actively promote HTPPB on their website, social media, and events. Promotional materials will include logos of both ESF and CSPBC in order
to clearly state the collaborative efforts of both parties. CSPBC’s written approval is required prior to ESF distributing, advertising, communicating, public announcement or sending any material containing references to CSPBC or CSPBC’s logo.

III. ORGANIZATION DESCRIPTIONS
CSPBC works with Palm Beach County employers to find, develop and keep qualified talent. CSPBC also invests in programs to cultivate Palm Beach County’s talent pool so that prospective employees have the skills and experienced companies. Together, CSPBC connects employers with qualified, skilled talent and residents with employment and career development opportunities to achieve economic prosperity.

Easter Seals has been helping individuals with disabilities and special needs since 1919. Easter Seals offers help, hope and answers to more than a million children and adults living with autism spectrum disorder (ASD) and other disabilities or special needs and their families each year. Education, services and support are provided through a network of more than 550 sites in the U.S. and through Ability First Australia. Each center provides exceptional services that are individualized, innovative, family focused and tailored to meet specific needs of the particular community served. Easter Seals is the seventh largest nonprofit organization in the US. Since 1948, Easter Seals Florida (ESF) has been the primary corporate entity serving Palm Beach County. All funds raised locally stay locally. We have no religious affiliation. Easter Seals Florida’s purpose is to change the way the world defines and views disabilities by making profound, positive differences in people’s lives every day. Easter Seals’ mission is to provide exceptional services, education, outreach, and advocacy so that people living with autism and other disabilities can live, learn, work and play in our communities.

IV. LEAD ORGANIZATION DESIGNATION AND COLLABORATION
In regards to the aforementioned HTPPB, ESF shall herein be designated and serve as the lead organization in regards to submitting grant proposal(s) to the Able Trust for the CY 2018 class session. ESF and CSPBC agree to present all applicable and relevant disclosures to the Able Trust and potential future grant funders as outlined in the applicable grant requirements.

CSPBC retains all rights and responsibilities related to the program, including but not limited to:
- The enhanced curriculum (“Enhanced Curriculum”) to the American Hotel and Lodging Association and American and Hotel Lodging Educational Institute developed and implemented by CSPBC.

ESF retains all rights and responsibilities related to the program, included but not limited to:
- ESF shall not copy or distribute the Enhanced Curriculum without the express written consent of CSPBC.
- Classroom furniture, furnishings, and equipment
- Item(s) purchased, obtained, or created after the execution and effective date of this MOU shall belong to the respective party who purchased, obtained, or created the item(s) and the respective party agrees to abide by all Federal, State, and Local laws outlined in the purchase, implementation, and distribution of materials purchased, created, or otherwise obtained and implemented in the program.
- ESF shall pay CSPBC for the following services in accordance with the following guidelines:
  a. 40% of the monies received per student for tuition upon receiving payment from Vocational Rehabilitation and/or other sources.
  b. The Primary Instructor’s salary at the rate of $35.00 per hour of instruction.
  c. The Art Instructor’s salary at the rate of $25.00 per hour of instruction.
  d. The instructor’s salary for a two-day, 16-hour workshop, at the rate of $35.00 per hour plus a flat fee of $2,500.00.
  e. The above rates are subject to change by CSPBC based upon changes in instructor(s)’ salaries.

Page 2 of 6 (12/19/17)
MOU CareerSource Palm Beach County, Inc. and Easter Seals Florida, Inc.
f. CareerSource will invoice ESF no later than the 10th calendar day of the month subsequent to the month for which the services are provided by CSPBC. Payment of the invoice by ESF to CSPBC shall be made no later than 30 calendar days following the 10th of the month the services were provided by CSPBC.

V. SCOPE OF SERVICES
CSPBC agrees to provide:

a. Priority of Service across all programs available at CSPBC career centers. Priority of Service is the right of an eligible Covered Person as defined by law to receive priority over an eligible non-covered person for the receipt of employment, training and placement services, notwithstanding other provisions of the law.

b. Covered Persons take precedence over non-covered persons in obtaining services and shall receive access to services and resources earlier in time than a non-covered person. If services or resources are limited, the covered person receives access instead of, or before, the non-covered person.

c. CSPBC team of client services professionals dedicated to helping job seekers achieve career success.

d. Two full-service career centers, as available as determined by CSPBC in its sole and absolute discretion, staffed with career coaches and consultants who are dedicated to serving first time, experienced, and professional job seekers, face-to-face or through virtual career center or a combination of both. Services include, but are not limited to, the following items.
   - Job search, placement assistance and career consulting
   - Computers, phones and fax machines for job-searches
   - Internet access to EmployFlorida, the statewide system that features local job openings, skill requirements, wages and more
   - Training opportunities for those who qualify
   - Work assessments

e. Employment services available to all Palm Beach County businesses, non-profit organizations and government agencies. With a comprehensive package of services that can be tailored to give Palm Beach County businesses the edge in today’s competitive economy, employers can tap into our talented pool of professionals, find high-skilled technicians or fill entry-level positions. The following employment services will increase an organizations return on investment by reducing hiring timelines and improving new hire retention rates.

Recruiting
   - At CSPBC career centers, or at ESF’s location
   - Mass recruitments – hiring events for all size groups
   - Internet job postings

Interviewing
   - Use of easily accessible career center facilities
   - Interviewing rooms availability

Candidate Screening
   - Identify qualified candidates
   - Maintain diverse pool of candidates
   - Interview qualified applicants

Funding/Training Incentives
   - Employed Worker Training
   - On-the-Job Training
   - Incumbent Worker Training
   - Quick Response Training
Local Labor Market Information and Trend Analysis
- Identify local talent capabilities in the county
- Provide an extensive array of labor market sources and customized data

Outplacement Services
- Programs to assist employers facing layoffs or downsizings
- Support for all industry sectors

e. HTPPB services, including but not limited to:
   - Lead Facilitation of classes and delivery of Enhanced Curriculum and American Hotel and Lodging Association and American and Hotel Lodging Educational Institute curriculum. The number of classes shall be mutually agreed upon by the parties
   - Level II Background Screening on participants who will be providing services at the Igoe-Amar Child Development Center. The number of Level II Background Screening on participants shall be mutually agreed upon by the parties
   - Referrals, screening, acceptance, instruction, supervision, monitoring, disciplinary action (as deemed necessary), and follow-up services of/for applicants.
   - Job development and outreach efforts to locate employment opportunities for program graduates.
   - Room/space in applicable facilities to support facilitation of the program as needed.
   - Additional services as agreed upon by both parties in writing.

ESF agrees to provide:
- Service as the lead organization in obtaining project funding from grants, including but not limited to, Able Trust.
- Service as lead organization with respect to billing, collection, and allocation of funds gained through Voc Rehab, Ticket to Work, WIOA, Grants, and/or private pay.
- Assist in the Facilitation of classes and delivery of approved curriculum.
- Facilitation of background checks for individuals taking part in the program.
- Referrals, screening, acceptance, instruction, supervision, monitoring, disciplinary action (as deemed necessary), and follow-up services of/for applicants.
- Job development and outreach efforts to locate employment opportunities for program graduates.
- Job coaching services to support and assist participants as needed before, during, and after completion of the program.
- Job placement and support services as needed for placement and retention
- Transportation of participants to/from on-site internship(s) (as applicable) during duration of the program.
- Room/space in applicable facilities to support facilitation of the program.
- Additional services as agreed upon by both parties in writing.

VI. COMMUNICATIONS
a. Both CSPBC and ESF agree to communicate in their mutual efforts to implement the provisions of this MOU and strive for a seamless delivery of services.
b. While email and written communications are preferable for detailed accuracy, to facilitate services to clients as needed, verbal or communications may be used to expedite services.

VII. MODIFICATION
Either part may propose to modify and/or amend this MOU at any time. All proposed modifications and/or amendments shall be in writing and become effective only upon the written concurrence of both parties.
VIII. LIMITATIONS OF LIABILITY; DISCLAIMERS OF WARRANTIES

THERE ARE NO WARRANTIES WHICH EXTEND BEYOND THE DESCRIPTION ON THE FACE HEREOF. ANY LIABILITY OF ANY PARTY ARISING IN CONNECTION WITH THIS MOU SHALL BE LIMITED TO THE TOTAL AMOUNT OF PAYMENTS PAID AND PAYABLE TO CSPBC FOR ITS OWN ACCOUNT FOR SERVICES AND PRODUCTS PROVIDED TO ESF DURING THE ONE-YEAR PERIOD PRIOR TO THE DATE OF THE EVENT FOR WHICH SUCH LIABILITY AROSE. IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR PUNITIVE DAMAGES UNDER THIS MOU, INCLUDING ANY LOSS OF GOODWILL, LOST PROFITS, LOST SAVINGS, LOSS OF DATA OR LOSS OF CUSTOMERS, WHETHER IN AN ACTION IN CONTRACT OR TORT (INCLUDING NEGLIGENCE) AND WHETHER OR NOT BASED ON A WARRANTY, WHETHER EITHER PARTY OR ANY OTHER PERSON HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE FOREGOING LIMITATION OF LIABILITY AND EXCLUSION OF DAMAGES SHALL APPLY REGARDLESS OF THE SUCCESS OR EFFECTIVENESS OF OTHER REMEDIES.

EXCEPT AS EXPRESSLY SET FORTH IN THIS MOU, NEITHER PARTY MAKES, AND EACH PARTY HEREBY SPECIFICALLY DISCLAIMS, ANY REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, REGARDING ANY MATTER SUBJECT TO THIS MOU, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR IMPLIED WARRANTIES ARISING FROM THE COURSE OF DEALING OR COURSE OF PERFORMANCE.

IX. ENTIRE AGREEMENT

This MOU constitutes the entire understanding of the parties with respect to the subject matter hereof. All other prior agreements, understandings and representations regarding the subject matter hereof are hereby superseded and terminated. This MOU or any right accruing hereunder shall not be assigned by either party in whole or in part. Any assignment in violation hereof shall be invalid. Both parties certify that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the MOU in accordance with 29 CFR Parts, 45, 74, 95, and 98 and 45 CFR Part 74.

REMAINDER OF PAGE INTENTIONALLY BLANK
IN WITNESS WHEREOF, CSPBC and ESF have caused this MOU to be duly executed as of the date set forth below.

APPROVED BY: CareerSource Palm Beach County, Inc.  APPROVED BY: Easter Seals Florida, Inc.

BY: ____________________________  BY: _____________________________________
President/CEO, Steve Craig  Highest Ranking Officer Such As The President/CEO

Print Individual’s Name & Title

WITNESS: ________________________________  WITNESS: ________________________________

DATE: 12/19/17  DATE: ________________________________
MEMORANDUM OF UNDERSTANDING
BETWEEN CAREERSOURCE PALM BEACH COUNTY, INC.
AND BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY

FOR THE DELIVERY OF SERVICES TO FARMWORKERS
UNDER TITLE I, SECTION 167 OF WORKFORCE INVESTMENT ACT

The following Memorandum of Understanding (the “Agreement”) sets forth the terms of Agreement for cooperation and consultation between CareerSource Palm Beach County, Inc. (“CareerSource”) and the Board of County Commissioners of Palm Beach County (the “County”) with regard to the workforce program services delivered by County staff in the One-Stop System established within Workforce Region #21 as part of the Palm Beach County Farmworker Jobs and Education Program (the “Program”).

I. Applicable Workforce Programs

This Agreement covers the delivery of the following program services:

- Workforce activities authorized under Title I of the *Workforce Investment Act including counseling, training, and placement. *Note: effective 7/1/15 the Workforce Investment Act will be replaced by the Workforce Innovation and Opportunity Act.
- Provision of Labor Market Information (LMI)
- Other workforce program services that may be directly provided by the Program.

II. Governing Law

The *Workforce Investment Act of 1998 shall be the principle law that governs CareerSource and the County relative to the delivery of Program services within the One-Stop system established by CareerSource. CareerSource and the County shall also comply with the applicable federal and state law and rule that governs each of the above referenced Program delivered workforce service. *Note: effective 7/1/15 the Workforce Investment Act will be replaced by the Workforce Innovation and Opportunity Act.

III. Purpose of Agreement

It is the purpose of this Agreement to establish an organizational framework to integrate the delivery of Program workforce services into the One-Stop delivery system established by CareerSource. The Agreement satisfies the requirements contained in the *Workforce Investment Act of 1998 for a Memorandum of Understanding between CareerSource and the County for the delivery of these services within the locally managed One-Stop delivery system. The Agreement defines the partnership between CareerSource and the County to provide Program workforce services in a coordinated, seamless, and customer friendly manner within the locally established One-Stop delivery system. *Note: effective 7/1/15 the Workforce Investment Act will be replaced by the Workforce Innovation and Opportunity Act.
IV Duration of Agreement

This Agreement shall commence on the date of execution and shall remain in full force and effect until the 30 day of June, 2015 or until the Agreement is cancelled by either party in accordance with the terms set forth herein.

V Statement of Work

The County shall retain fiscal responsibility and accountability for the administration of the funds allocated to it under *WIA Title I, Section 167 and any other applicable federal and state laws for the workforce program services directly delivered by the Program. It is understood by the parties to this Agreement that each should be able to fulfill its responsibilities under the Agreement in accordance with the provisions of law and regulation that govern their respective activities. Nothing in this Agreement is intended to negate or otherwise render ineffective any such provision or mandated operating procedure.

*Note: effective 7/1/15 the Workforce Investment Act will be replaced by the Workforce Innovation and Opportunity Act.

CareerSource and the County agree to share resources in supporting those core and intensive services common to each of the programs administered by each party. The County will support the Board in providing the following common core and intensive One-Stop Services.

Core Services:

- Outreach and recruitment
- One-Stop delivery system orientation
- Employment statistics information
- Information on training providers
- Local area performance measures
- Supportive services information
- Eligibility determination for all *WIA Title I programs
- Assistance in establishing eligibility for WIA funded financial aid and other financial aid
- Job search, job referral, and placement assistance
- Career counseling
- Initial assessment

*Note: effective 7/1/15 the Workforce Investment Act will be replaced by the Workforce Innovation and Opportunity Act.

Intensive Services:

- Comprehensive assessment of skill levels and service needs
- Diagnostic testing and evaluation of occupational skills, educational skills
- Identification of employment barriers and employment goals
- Development of an Individual Employment Plan
- Individual and group counseling
- Career planning
- Adult education, literacy, ESOL, and GED
- Dropout prevention activities
- Needs based payments
- Paid work experience
Training Services:
- Occupational skills training
- On-the-job training
- Occupational training programs operated by the private sector
- Skill upgrading and retraining
- Training related supportive services which will enable farm workers to complete training services

Related Assistance:
- Emergency assistance
- Workplace safety and farm worker pesticide safety instruction
- English language classes and basic education classes
- Other supportive services described in the project plan

VI Program Records

Both parties agree to share confidential customer and program information within the limits established by federal and state laws and regulations governing confidentiality. Both parties also agree to provide access and share any forms that may be used in the delivery of workforce services in the local One-Step System.

VII Modification or Cancellation of Agreement

The Agreement may be modified at any time in writing by mutual consent of the parties. Either party upon written notification of the change to the other party can effect simple and minor changes. Unless requested by the other party, these changes do not require a formal modification of this Agreement.

The Agreement may be cancelled by either party upon twenty-four (24) hours written notice except where the cancellation is for cause due to a material breach of any of the provisions of the Agreement in which case it may be cancelled upon delivery of written notice to the other party.

IN WITNESS THEREOF, the parties here to have caused this Agreement to be executed by their duly authorized representative respective on the latest day and year noted below.

Signature
Steve Craig, President and CEO
For the Regional Workforce Board
CareerSource Palm Beach County, Inc.

3-18-15

Signature
Shelley Vana, Mayor
For the Board of County Commissioners
of Palm Beach County
MEMORANDUM OF UNDERSTANDING
BETWEEN FARMWORKER COORDINATING COUNCIL OF PALM BEACH COUNTY, INC. AND CAREERSOURCE PALM BEACH COUNTY, INC.

FOR THE DELIVERY OF SERVICES TO FARMWORKERS
UNDER TITLE I, SECTION 167 OF WORKFORCE INVESTMENT ACT

The following Memorandum of Understanding (the “Agreement”) sets forth the terms of Agreement for cooperation and consultation between Farmworker Coordinating Council of Palm Beach County, Inc. (“Farmworker Council”) and CareerSource Palm Beach County, Inc. (“CareerSource”) with regard to the workforce program services delivered by CareerSource staff in the One-Stop System established within Workforce Region #21 as part of their employment and career development programs.

I. Applicable Workforce Programs

This Agreement covers the delivery of the following program services:

- Workforce activities authorized under Title I of the *Workforce Investment Act including counseling, training, and placement. *Note: effective 7/1/15 the Workforce Investment Act will be replaced by the Workforce Innovation and Opportunity Act.
- Provision of Labor Market Information (LMI)
- Other workforce program services that may be directly provided by the Program.

II Governing Law

The *Workforce Investment Act of 1998 shall be the principle law that governs Farmworker Council and CareerSource relative to the delivery of programs services within the One-Stop system established by CareerSource. CareerSource and Farmworker Council shall also comply with the applicable federal and state law and rule that governs each of the above referenced Program delivered workforce service. *Note: effective 7/1/15 the Workforce Investment Act will be replaced by the Workforce Innovation and Opportunity Act.

III Purpose of Agreement

It is the purpose of this Agreement to establish an organizational framework to integrate the delivery of Program workforce services into the One-Stop delivery system established by CareerSource. The Agreement satisfies the requirements contained in the *Workforce Investment Act of 1998 for a Memorandum of Understanding between Farmworker Council and CareerSource for the delivery of these services within the locally managed One-Stop delivery system. The Agreement defines the partnership between Farmworker Council and CareerSource to provide Program workforce services in a coordinated, seamless, and customer friendly manner within the locally established One-Stop delivery system. *Note: effective 7/1/15 the Workforce Investment Act will be replaced by the Workforce Innovation and Opportunity Act.
IV Duration of Agreement

This Agreement shall commence on the date of execution and shall remain in full force and effect until the 30 day of June, 2016 or until the Agreement is cancelled by either party in accordance with the terms set forth herein.

V Statement of Work

CareerSource shall retain fiscal responsibility and accountability for the administration of the funds allocated to it under *WIA Title I, Section 167 and any other applicable federal and state laws for the workforce program services directly delivered by their programs. It is understood by the parties to this Agreement that each should be able to fulfill its responsibilities under the Agreement in accordance with the provisions of law and regulation that govern their respective activities. Nothing in this Agreement is intended to negate or otherwise render ineffective any such provision or mandated operating procedure.

*Note: effective 7/1/15 the Workforce Investment Act will be replaced by the Workforce Innovation and Opportunity Act.

Farmworker Council and CareerSource agree to share resources in supporting those core and intensive services common to each of the programs administered by each party. CareerSource will support the Farmworker Council in providing the following common core and intensive One-Stop Services.

Core Services:
- One-Stop delivery system orientation
- Employment statistics information
- Information on training providers
- Local area performance measures
- Supportive services information
- Eligibility determination for all *WIA Title I programs
- Assistance in establishing eligibility for WIA funded financial aid and other financial aid
- Job search, job referral, and placement assistance
- Career counseling
- Initial assessment

*Note: effective 7/1/15 the Workforce Investment Act will be replaced by the Workforce Innovation and Opportunity Act.

Intensive Services:
- Comprehensive assessment of skill levels and service needs
- Diagnostic testing and evaluation of occupational skills, educational skills
- Identification of employment barriers and employment goals
- Development of an Individual Employment Plan
- Individual and group counseling
- Career planning
- Adult education, literacy, ESOL, and GED
- Dropout prevention activities
- Needs based payments
- Paid work experience
Training Services:
- Occupational skills training
- On-the-job training
- Occupational training programs operated by the private sector
- Skill upgrading and retraining
- Training related supportive services which will enable farm workers to complete training services

Related Assistance:
- Emergency assistance
- Workplace safety and farm worker pesticide safety instruction
- English language classes and basic education classes
- Other supportive services described in the project plan

VI Program Records

Both parties agree to share confidential customer and program information within the limits established by federal and state laws and regulations governing confidentiality. Both parties also agree to provide access and share any forms that may be used in the delivery of workforce services in the local One-Step System.

VII Modification or Cancellation of Agreement

The Agreement may be modified at any time in writing by mutual consent of the parties. Either party upon written notification of the change to the other party can effect simple and minor changes. Unless requested by the other party, these changes do not require a formal modification of this Agreement.

The Agreement may be cancelled by either party upon twenty-four (24) hours written notice except where the cancellation is for cause due to a material breach of any of the provisions of the Agreement in which case it may be cancelled upon delivery of written notice to the other party.

IN WITNESS THEREOF, the parties here to have caused this Agreement to be executed by their duly authorized representative respective on the latest day and year noted below.

Signature
Steve Craig, President and CEO
For the Regional Workforce Board
CareerSource Palm Beach County, Inc.

Date 6-1-15

Signature
Sergio M. Palacio, Executive Director
Farmworker Coordinating Council
of Palm Beach County, Inc.

Date 6-1-15
MEMORANDUM OF AGREEMENT BETWEEN

FOUNDCare, INC.
AND
WORKFORCE ALLIANCE, INC.

Let this service as a Memorandum of Cooperation and Agreement between two community based organizations in Palm Beach County, Florida: FoundCare, Inc. and Workforce Alliance, Inc. This statement of support for the care and services for adults and children in need commits the two agencies to the following:

FoundCare’s Housing Program will screen all individuals who are referred to eligibility for housing assistance through its funded programs. Referrals can be made to FoundCare's Housing Program at any of its three service centers in Palm Beach County:

2330 South Congress Avenue                    Monday-Friday 8:00 a.m. to 4:30 p.m. Phone: 561-472-9160
Palm Springs, FL 33406

1500 NW Ave. L (Suite A)                      Monday-Friday 8:00 a.m. to 4:30 p.m. Phone: 561-996-1810
Belle Glade, FL 33430

220 S. Congress Park Drive                    Monday-Friday 8:00 a.m. to 4:30 p.m. Phone: 561-274-9523
Delray Beach, FL 33445

FoundCare’s Housing Program will:
• Apprise Workforce Alliance, Inc. of actions taken on behalf of or with the job seeker that may affect the job seeker’s participation in its program. This includes a follow-up on the results of the eligibility screening and enrollment of the job seeker into FoundCare’s Housing Program, or referral to other community resources.

WORKFORCE ALLIANCE, Inc. will:
• Refer individuals in need of housing assistance to FoundCare’s Housing Program.
• Provide direct services to eligible Job Seekers, including: computerized job bank, career center resources, including access to fax machines, phones, copiers, etc. at no cost to the Job Seekers.
• Inform FoundCare as requested of workshops designed to improve job searches, local labor market information, skills assessments, and special programs for people with specific needs. This would include programs for veterans, and the disabled. Other services include Senior Community Service Employment.
• Provide the FoundCare and job seeker with wage reports and other documents necessary to verify the job seeker’s eligibility for services with the Workforce Alliance, Inc. release of information authorization signed by the job seeker.

BOTH FoundCare, Inc. and Workforce Alliance, Inc. agree to work toward an integrated, seamless, and coordinated service delivery system, uphold confidentiality standards and professional codes of ethics and to determine the best way to meet the needs of shared job seekers.

This Memorandum of Agreement shall commence on the date of signing by the Workforce Alliance, Inc. CEO/President and shall be on-going, unless otherwise terminated or extended by mutual agreement of the Parties and can be modified only by written mutual agreement of the Parties. Any such modification shall be preceded by written notice of intent to modify and the purpose of such modification.

IN WITNESS WHEREOF, Workforce Alliance, Inc. and FoundCare, Inc. have caused this Memorandum of Understanding to be duly executed as of the date set forth below:

APPROVED BY: Workforce Alliance, Inc.             APPROVED BY: FoundCare, Inc.

BY: [Signature]                                    BY: [Signature]
Signed Alliance President/CEO, Steve Craig     Signed Dr. Rik Pavlescak, Chief Operating Officer and
                                                Chief Program Officer

WITNESS: [Signature]                             WITNESS: [Signature]

DATE: 7-1-2013                                  DATE: 7/1/13
Sharon Brea

From: Suzanne Rodrigues
Sent: Tuesday, June 25, 2013 2:46 PM
To: pbcstaff
Subject: Acting CEO
Importance: High

Greetings,

Steve Craig will be out of the office through Monday, July 8th. Paul Hederman will assume the role of Acting CEO through Friday, July 5th and Gerry Genovese will assume the role from July 6th through July 8th or up until the time that Steve Craig returns.

Thank you.

Regards,

Suzanne Rodrigues
Executive Assistant to the President & CEO
Workforce Alliance, Inc.
315 South Dixie Highway, Suite 102
West Palm Beach, FL 33401
Phone: 561-340-1061, ext. 2208
www.pbcalliance.com
Sharon Brea

From: Sharon Brea  
Sent: Monday, June 24, 2013 2:59 PM  
To: Mimi Coenen; Michelle Dryer  
CC: Paul Hederman  
Subject: Memorandum of Agreement - WA & Foundcare, Inc.  
Attachments: Original MOU.pdf; FoundCare Revised 6-24-13.doc

Please find attached a revised copy of the Foundcare MOU. The original is attached and the revised copy includes the yellow highlighting. The revised MOU includes language form our other MOU's with partners. Please review and let me know by Thursday, June 27 if it is ok for Alliance to sign. We are requesting your feedback as you may be impacted by the services Alliance is to perform. Thank you.

From: Mimi Coenen  
Sent: Thursday, June 13, 2013 11:03 AM  
To: Sharon Brea; Paul Hederman; Michelle Dryer  
CC: Donald Scantlan; Steve Craig  
Subject: RE: Memorandum of Agreement - WA & Foundcare, Inc.

I have a few questions:

How will we know if an individual is being sent to us from Foundcare?  
Who has been tracking this information up to this point?  
The agreement states we will “accept referrals from FoundCare..” do they come electronically and if yes - then to who?  
Or is a person coming in the front door with something in hand?  

My only concern in signing this is living up to the statement “WA will inform Foundcare of the actions taken on behalf of or with the client that impact the clients access to services.”

I doubt our staff knows what action or service we provide will impact the client getting services at Foundcare.

Mimi Coenen  
Director, Client Services

Workforce Alliance  
Connecting Business with Talent

1951 N. Military Trail, Suite D  
West Palm Beach FL 33401  
Office: 561.340-1060 ext. 2359 | Fax: 561.340-1057  
Email: mcoenen@pbcalliance.com | web: www.PBCAlliance.com

CONFIDENTIALITY NOTICE: This email, including attachments, may contain confidential and privileged information, and is for the sole use of the intended recipient(s). Any unauthorized reviews, uses, disclosures or distribution is prohibited. If you are not the intended recipient, please contact the sender immediately and destroy all copies of the original message.

Go Green! Please do not print this e-mail unless it is completely necessary.

From: Sharon Brea  
Sent: Thursday, June 13, 2013 10:47 AM  
To: Paul Hederman; Mimi Coenen; Michelle Dryer  
CC: Donald Scantlan; Steve Craig  
Subject: Memorandum of Agreement - WA & Foundcare, Inc.
Please find below and attached a request to sign a MOU from Foundcare Inc. Before Workforce Alliance, Inc. signs this MOU we are requesting your feedback as you may be impacted by the services Alliance is to perform. Please reply no later than Fri, June 14 if you know of a reason why Alliance should not sign this MOU. If no response or reason is received Alliance will move forward with signing the MOU. Thank you.

Sharon Brea

From: Mary Mullen Butler  
Sent: Wednesday, June 12, 2013 12:41 PM  
To: Sharon Brea  
Cc: Steve Craig; Donald Scantlan  
Subject: Memorandum of Agreement - WA & Foundcare, Inc.

Sharon,

Attached is a signed copy of a Memorandum of Agreement between FOUNDCARE, Inc. and Workforce Alliance that was dropped off today by Ms. Vanessa Brown for Steve’s signature. Reviewing the document it looks as if the Yamato address needs to be updated and or the services at this location would need to be clarified. I understand you are out sick today. When you return, can you please call Ms. Brown to address this agreement/ advise her of any changes that may need to be made. Ms. Brown can be reached at 561-472-2466 ext. 232.

Please advise once finalized and ready for Steve’s signature.

Thank you.

Regards,

Mary Mullen-Butler  
Associate Executive Assistant

Workforce Alliance  
Connecting Business with Talent

315 South Dixie Highway, Suite 102  
West Palm Beach, FL 33401  
Office: 561.340.1061 ext. 2205 | Fax: 561.340.1062  
Email: mmullen@pbcalliance.com | web: www.PBCAlliance.com

CONFLICTIVITY NOTICE: This email, including attachments, may contain confidential and privileged information, and is for the sole use of the intended recipient(s). Any unauthorized reviews, uses, disclosures or distribution is prohibited. If you are not the intended recipient, please contact the sender immediately and destroy all copies of the original message.

Go Green! Please do not print this e-mail unless it is completely necessary.
Sharon Brea

From: Mary Mullen Butler
Sent: Wednesday, June 12, 2013 12:41 PM
To: Sharon Brea
Cc: Steve Craig; Donald Scantlan
Subject: Memorandum of Agreement - WA & Foundcare, Inc.
Attachments: Memorandum of Agreement Foundcare Inc & Workforce Alliance - June 2013.pdf

Sharon,

Attached is a signed copy of a Memorandum of Agreement between FOUNDCARE, Inc. and Workforce Alliance that was dropped off today by Ms. Vanessa Brown for Steve’s signature. Reviewing the document it looks as if the Yamato address needs to be updated and or the services at this location would need to be clarified. I understand you are out sick today. When you return, can you please call Ms. Brown to address this agreement/ advise her of any changes that may need to be made. Ms. Brown can be reached at 561-472-2466 ext. 232.

Please advise once finalized and ready for Steve’s signature.

Thank you.

Regards,

Mary Mullen-Butler
Associate Executive Assistant

Workforce Alliance
Connecting Business with Talent

315 South Dixie Highway, Suite 102
West Palm Beach, FL 33401
Office: 561.340.1061 ext. 2205 | Fax: 561.340.1062
Email: mmullen@pbcalliance.com | web: www.PBCAlliance.com

CONFIDENTIALITY NOTICE: This email, including attachments, may contain confidential and privileged information, and is for the sole use of the intended recipient(s). Any unauthorized reviews, uses, disclosures or distribution is prohibited. If you are not the intended recipient, please contact the sender immediately and destroy all copies of the original message.

Go Green! Please do not print this e-mail unless it is completely necessary.
MEMORANDUM OF UNDERSTANDING NO. 2011-267
BY AND BETWEEN
WORKFORCE ALLIANCE, INC. (Alliance)
315 South Dixie Highway, Suite 102, West Palm Beach, Florida 33401
AND
VET CENTER FOR DISABLED VETERANS OUTREACH PROGRAM (Partner Agency)
4956 10th Ave North Suite 6, Greenacres, Florida 33463

I. PURPOSE

This Memorandum of Understanding (MOU) is entered into between, Workforce Alliance Inc. and Jupiter Vet Center For Disabled Veterans Outreach Program.

The purpose of this MOU is to establish an agreement between the entities Alliance concerning their respective roles and responsibilities for the implementation of provisions of Section 4103(A), (a) (1) and (3) of Title 38 U.S. Code.

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

The parties to this MOU shall coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties’ respective programs, services and agencies.

II. PERIOD OF PERFORMANCE

This MOU shall begin on December 1, 2012 and shall be automatically renewed annually without action of any party, unless earlier terminated pursuant to Article VII. of this MOU Either party may terminate this MOU, with or without cause, at any time by giving twenty four hours written notice in advance to the other party.

III. SERVICES TO BE PROVIDED

Partner Agency staff assigned to VET Centers will perform duties, which include, but are not limited to:

- Follow-up on referrals from VET Center staff.
- Involvement with Team Leaders and other VET Center staff with particular emphasis on assessment and job readiness and development of job-finding techniques; and
- Job development and selective placement activities conducted primarily through telephone contacts with visits to employers.

IV. SPACE PROVIDED AT JUPITER VET CENTER

One office for conducting Partner Agency services will be provided at Jupiter VET Center at no charge to Alliance.

V. RESPONSIBILITIES OF PARTNER AGENCY AND OUTSTATIONING OF PERSONNEL

Since Partner Agency personnel are employees of Agency For Workforce Innovation (AWI), the local Alliance office to which each personnel are assigned shall have overall responsibility for the conduct, performance, and administration of all Partner Agency staff. Conduct will be consistent with DVA/VHA and RCS policies. AWI will provide salaries, fringe benefits, employment service training, data processing equipment and such supplies as may be required by AWI to ensure PARTNER AGENCY services remain consistent with legislative intent and coordinated with local offices services. Travel funds will be provided by AWI and any local travel for outreach/employer visitation of full-time outstationed DVOP’s will be
controlled by Alliance management taking into consideration duties involving local Partner Agency staff such as Group Sessions, Job Clubs, and Job Search workshops. It shall be the responsibility of the Partner Agency personnel to maintain the integrity of the program.

VI. **PARTNERSHIP**

The parties, through continued cooperation, will demonstrate partnership and participation in the workforce development system in Jupiter, Florida.

VII. **CERTIFICATION**

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

By signatures affixed below, the parties specify their agreement.

VIII. **SIGNATURES**

![Signature 1]

Workforce Alliance, Inc.
By Steve Craig, President/CEO

![Signature 2]

Jupiter Vet Center For Disabled Veterans Outreach Program
BY Raul Diaz, Ph.D. Clinical Psychologist

2-17-12  
Date

02/16/12  
Date
MEMORANDUM OF UNDERSTANDING

Families' Ascent to Economic Security (FATES)

A Planning Initiative for Integrating Child Care and Workforce Policies to Address the Fiscal Cliff and Strengthen Support of Florida's Children and Families

A MULTILATERAL AGREEMENT

Among

Children's Services Council of Florida, Children's Services Council of Palm Beach County, Early Learning Coalition of Palm Beach County, and CareerSource Palm Beach County

This Memorandum of Understanding (MOU) sets forth the terms, understanding, roles, responsibilities, and mutual commitments between the Children's Services Council of Florida, Inc. (d/b/a, Florida Children's Council), Children's Services Council of Palm Beach County, Early Learning Coalition of Palm Beach County, and CareerSource Palm Beach County (hereafter "Parties") to develop and implement a demonstration project titled, "Families' Ascent to Economic Security (FATES): A Planning Initiative for Integrating Child Care and Workforce Policies to Address the Fiscal Cliff and Strengthen Support of Florida's Children and Families."

BACKGROUND

Research is clear that poverty is the single greatest threat to children's well-being. Approximately 45% of children in Florida are from low-income households with parents who work. Poverty greatly impedes children's ability to learn and contributes to social, emotional, and behavioral problems. Poverty also can contribute to poor physical and mental health.

With funding from the Kellogg Foundation and adoption of its best practices in program planning, the Florida Children's Council and its community partners seek to develop a comprehensive platform designed to reduce poverty and expand families' capacity by integrating child care with workforce more coherently. Creating improved access to quality early learning programs over time provides a "continuity-of-care" model that supports better outcomes for children.

Although work support benefits associated with the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) have helped recipients maintain employment and survive on limited incomes, often the programs paradoxically create disincentives for progression along a wage or career path necessary to lift a household permanently out of poverty. Recent research calls attention to "cliff effects" as a particularly problematic disincentive associated with many work support policies. Cliff effects penalize households financially for progressing beyond income thresholds of work support eligibility. Evidence that cliff effects undermine anti-poverty programs is of increasing concern to early childhood practitioners and workforce development professionals alike.

Evolution in workforce development and child care policies triggered by the new federal guidelines specified in the Workforce Innovation and Opportunity Act (WIOA) and the Child Care Development Fund (CCDF) reauthorization provide context for a demonstration project such as that proposed by the FATES implementation model. Behavioral economics underscores the role of child care and other wrap-around services in creating much needed "slack" to reduce the toxic stress created by poverty. Our logic model draws from the extensive child development and early childhood
education literature that focus on children's direct experiences including quality and continuity of child care in responsive environments with positive teacher-child interactions.

To best support the development of young children, a holistic approach is necessary to ensure stability and security for the whole family. Working with state and local experts, policy alternatives have been identified based on research designed to more fully understand the dynamics created by structural weaknesses in existing child care subsidy programs. The resulting innovation platform for improving the impact of child care programs on the well-being of children and families in poverty is the centerpiece for an invited grant application by the Florida Children's Council to the W.K. Kellogg Foundation to underwrite a demonstration project hosted in four communities: Broward, Martin, Palm Beach, and St. Lucie Counties.

PURPOSE AND OBJECTIVES

Our interest in continuity (or stability) of care follows research demonstrating that children who experienced more child-care arrangements—both in the form of multiple concurrent locations and changes in provider environments—exhibit poorer social-emotional functioning. Our proposed model uniquely highlights the mitigation of fiscal cliffs as a critical relief valve for families. Broadly, the resulting reduction of toxic stress positively impacts parental motivation and capacity to improve their economic positions as well as parenting skills.

To advance this work, the Florida Children's Council received a planning grant from the Kellogg Foundation to develop a community model of system integration that would strengthen supports for families and provide a roadmap for the long-term state and federal policy alignment on poverty. With the model now complete, in select children's services council communities, the Council is proposing to demonstrate and evaluate new systems level policies that would blend early learning and workforce delivery more coherently. Within communities, services will be made available to a cohort of families in targeted neighborhoods within census tract areas of greatest poverty. Families eligible for child care subsidy would commit to participating in workforce development services offered as part of CareerSource Palm Beach sector strategies initiatives. Individual workforce plans would include assessment and supports on needed workforce supports, i.e., GED, industry certification, job placement, better employment services, but also help identify what the family and child care needs are to ensure success for the family. In concert with this effort, local collaborating partners in the FATES program will be implementing a decelerated payment (or phase-out) plan for child care subsidy payments to help ease the cliff effect as family income increases.

Within the Florida children's services council communities, a model of system integration will strengthen supports for families and provide a roadmap for the long-term state policy alignment on poverty. Working as the backbone organization within communities, children's services councils will partner with the workforce delivery and early learning delivery systems to integrate services and support families. The basis of the project focuses on common programmatic elements in career advancement:

- A strong link to local employers that results in an understanding of the target occupation and connection to jobs.
- Recruitment, screening, and intake processes that result in a good match between the applicant, the program, and the target occupation.
- Individualized services to training completion and success on the job.

As well as core best practices related to the effect of positive adult-child interactions on children's development:

- Continuity of quality child care that mitigates the impact of toxic stress to support positive child outcomes.
- Reduction of toxic stress increases the level of positive parent-child interactions directly impacting children's development.


- Quality teacher-child interactions including classroom climate, teacher sensitivity, and effective behavior management directly contribute to positive teacher-child interactions that impact children's executive function, self-regulation, behavior problems, and pre-academic skills.

Accordingly, the implementation model features six key components:

1. **Sector strategies** focus on selective occupations in a specific industry sector that offer family supporting wages and opportunities for wage growth and advancement.
2. **Career lattice (sector) alignment** (i.e., preparation and training) is organized for FATES clients as a sequence of stackable series of trainings and education, each step resulting in a credential valued by employers. Clients progressing along a career lattice realize greater earnings.
3. **Career readiness and advancement counseling** are key staff functions in the FATES model. Career coaches serve as counselors, mentors, guides and advocates for participants, helping FATES clients prepare for and succeed in their career selection and advancement.
4. **Fiscal cliff offsets (FCO)** are the most unique aspect of FATES in its design to address the disincentive manifest in the immediate financial penalty realized when support benefits are abruptly terminated upon achieving the maximum allowable income.
5. **Service alignment and utilization management** is a central element in the FATES model designed to ensure the continuity of child care and available wrap-around services that work to mitigate families' toxic stress.
6. **Child-care program quality** serves as the key mechanism impacting short-term early learning outcomes.

The proposed model uniquely highlights the mitigation of fiscal cliffs as a critical relief valve for families. Two complementary elements shape the proposed project: (1) the integration of a phase-out period to mitigate the fiscal cliff created by the abrupt termination of child care benefits and (2) career readiness combined with sector strategies to encourage wage progression of target families. We propose to engage families in the career readiness/sector strategies sequence of the project over three years with an anticipated rate of 20% projected to trigger the fiscal cliff necessary to enter the subsidy phase out. A more detailed brief of the project is attached as Exhibit A.

FATES asserts the potential of a holistic approach in addressing the detrimental impact of systematic disincentives created by the child-care cliff effect on household long-term wage progression while mitigating the negative impacts cascading down to children living in the context of cyclical poverty and upwards to undermine economic development at the community and regional levels. The dual focus placed on continuity and quality of child care and long-term career and wage progression in the proposed demonstration project forms a dynamic model addressing child and parent. Taking advantage of the key opportunities created by WIOA will better meet the varying and unique needs of lower-income parents pursuing education and training.

Of particular note is the dependence that the proposed demonstration project places on workforce sector strategies as the context in which to create long-term paths to significant gains in compensation navigated as wage earners leverage stackable credentials built from education, training, and on-the-job experience. It is acknowledged that the success of a career lattice/career pathway model will ultimately depend on the specific industries targeted, the requirement of employment and advancement in the targeted sectors, and the existing infrastructure for education and training in those sectors. As a result, the career pathway model will be the result of a process of adapting existing programs and services already prescribed by WIOA and adding new offerings to enable participants to advance to successively higher levels of employment in the target sectors.

**ROLES AND RESPONSIBILITIES**

The Partners jointly affirm and consent to the responsibilities and collaborative activities identified below as integral to the success of the proposed FATES demonstration project.
The Florida Children's Council agrees to:

A. Serve as the lead organization and fiscal agent serving as the direct liaison with the Kellogg Foundation and other funding sources it may secure.
B. Manage internal and contractor costs, schedules, and services prescribed in the FATES implementation model.
C. Facilitate the FATES model adoption for local implementation by sharing available documentation, best-practices, subject matter expertise via teleconferences, web conferences, in-person meetings, and shared documentation.
D. Provide project management, including, but not limited to, identifying milestones aligned with the project's implementation sequence, tracking progress, identifying delays, and direct resources as needed to support timely progression.
E. Facilitate communication within and across local implementations to anticipate or address challenges delays and accelerate solution development and execution.
F. Contract for and direct the provision of change management services necessary to adapt the implementation model to local partner contexts, including, but not limited to providing on-site process mapping, gap analysis, solution development, and related management consulting services.
G. Provide evaluation and documentation services aligned with the project’s evaluation plan, including data aggregation, project documentation, analysis, and report generation.
H. Participate in joint calls with the project management and technical assistance team, as needed.
I. Provide resources sufficient to implement modifications deemed necessary to fulfill obligations specified in this memorandum of agreement.
J. Pursue additional funding sources as may be available to augment the current budget, specifically to support local implementation.
K. The Florida Children's Council will distribute funding as made available from the W.K. Kellogg Foundation and other grantors as designated for use in underwriting service provision to participating families.

The local Parties (Children's Services Council of Palm Beach County, Early Learning Coalition of Palm Beach County and CareerSource Palm Beach County) agree to:

A. Assign a primary contact person as a project liaison to the project management and technical assistance teams.
B. Collaborate with regional partners and technical assistance providers who will document current practices and procedures in service delivery affecting targeted households.
C. Collaborate with regional partners and technical assistance providers who will be working to adopt the proposed implementation model to local service contexts, including procedural modifications and development of contingency policies such as addressing participant disqualification.
D. Integrate consensus changes to current service practices and procedures deemed appropriate to adopt the project's implementation model.
E. Redirect existing funding, to the extent possible, from existing federal, state, and local sources to underwrite the costs of services identified in this MOU, particularly the fiscal cliff offset (or phase-out) payments, as contributions to the expected grant match. Funding as earmarked for these services and distributed from the Florida Children's Council, as made available by grantors, may be applied as appropriate to defray costs.
F. Share data within existing confidentiality and privacy guidelines for use in the project evaluation plan.
G. Make available various personnel for recorded interviewing as part of the documentation process.
H. Provide workspace for technical assistance providers as needed during site visits.
I. Ensure the primary contact, or a designee, participates in joint calls with the project management and technical assistance team.
J. Pursue additional funding sources as may be available to augment the current budget, specifically to support local implementation.
K. Serve as the liaison and assume reporting activities corresponding to the requirements associated with any funding it may directly secure.

In addition to the mutual activities above, each local Party agrees to responsibilities as follows.

The Children’s Services Council of Palm Beach County agrees to:

A. Collaborate with its partnering early learning coalition in the assessment and identification of a pool of families that reflect a high potential for success in progressing along career lattices and cooperating with the project’s various elements.

B. Collaborate in assessing and directing families to available services for which they qualify, including but not limited to workforce development programming, particularly those within the CareerSource Palm Beach sector strategies initiatives, and child care assistance in collaboration with the Early Learning Coalition of Palm Beach County.

The Early Learning Coalition of Palm Beach County agrees to:

A. Assess and identify a pool of families currently within the service system meeting demographic criteria set for participating in the demonstration project.

B. Collaborate with regional partners in assessing and identifying a pool of qualifying families that reflect a high potential for success in progressing along career lattices and cooperating with the project’s various elements.

C. Identify modifications to processes and procedures, particularly those central to the implementation model, designed to support continuity and stability in child care by avoiding breaks in services.

D. Implement consumer education strategies about child care options for participating parents in education and training (or other sector strategy programs).

E. Communicate with families in most appropriate manner, using content templates provided by the technical assistance teams (as needed) to introduce and secure targeted families’ participation.

F. Conduct introductory workshops and/or one-on-one meetings as part of the intake process for participating families.

G. Assess and direct families to available services for which they qualify, including but not limited to quality child care assistance.

CareerSource Palm Beach County agrees to:

A. Collaborate with regional partners in assessing and identifying a pool of families that reflect a high potential for success in progressing along career lattices and cooperating with the project’s various elements.

B. Communicate with families in most appropriate manner, using content templates provided by the technical assistance teams (as needed) to introduce and secure targeted families’ participation.

C. Conduct introductory workshops and/or one-on-one meetings as part of the intake process for participating families.

D. Assess and direct families to available services for which they qualify, including but not limited to financial aid, academic and career guidance or coaching, soft-skills development, transportation, and child care assistance (in collaboration with the Early Learning Coalition of Palm Beach County).

E. Identify and develop, in collaboration with local education and training providers, shorter, streamlined programs of study (i.e., career pathway bridge programs) that are context specific to the targeted industry sectors, combine basic skills and career-technical skills.

F. Identify and secure participating employers matching the designated career lattices.

G. Augment processes and procedures necessary to secure employment for high-potential wage earners with best
possible match among designated career lattices.

H. Develop or expand career development services associated with career lattice progression, including (a) education or training enrollment and completion, (b) technical job skill acquisition, and (c) soft skill development.

I. Develop and maintain necessary relationships with participating employers to secure optimal placements, as well as identify and proactively mitigate issues that may terminate or undermine a participating wage earner's career lattice progression. This should include documenting monthly contacts with employers (i.e., onsite, phone, or e-mail/web survey) as part of relationship maintenance and employee assessments. At least one contact per month should be onsite.

J. Initiate and document onsite coaching meetings with participating wage earners to support current work performance and proactively mitigate issues that may undermine career lattice progression.

FUNDING AND PAYMENT FOR SERVICES

Funding distributions, as available, will take the form of bi-annual payments drawn down from the received grant funding beginning March 5, 2018.

DURATION

This MOU is entered into and continues unless terminated, as set forth below. It may be modified by mutual consent of authorized partners. This MOU shall become effective upon signature by the authorized partners below and will remain in effect until modified or terminated in cases of loss of sufficient funding to continue. All Parties reserve the right to terminate participation with 30 days’ notice to all Parties. In the absence of mutual agreement to extend this MOU by the authorized partners this MOU shall end on January 10, 2021.

GENERAL CONDITIONS

a. CONFIDENTIALITY OF RECORDS: Subject to the provisions of Ch. 119, Florida Statutes, in the event that any party to this MOU obtains access to any records, files, or other information of the another party in connection with, or during the performance of this MOU, then that party shall keep all such records, files or other information confidential, and shall comply with all laws and regulations concerning the confidentiality of such records, files or other information to the same extent as such laws and regulations apply to the other party.

b. THIRD PARTY BENEFICIARY: The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this MOU. None of the Parties intend to directly or substantially benefit a third party by this MOU. The Parties agree that there are no third party beneficiaries to this MOU and that no third party shall be entitled to assert a claim against any of the Parties based upon this MOU.

c. GOVERNANCE: The place for any hearing, arbitration or otherwise, shall be Palm Beach County, Florida. This MOU shall be interpreted under the laws of the State of Florida.

d. DISPUTE RESOLUTION: If an issue arises involving this MOU, the parties will make every effort to reach a resolution in a timely and efficient manner. Any party may request a face-to-face meeting to identify and discuss the issue. If resolved and no further action is deemed necessary by the parties, the issue and the resolution will be documented in writing. If not resolved, the issue and the efforts to resolve will be documented and forwarded to a mutually accepted mediator. A joint decision shall be issued within 60 calendar days of receipt.

e. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER MATTERS: The parties certify that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs, proposed for
debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the Agreement in accordance with 29 CFR Parts 45, 74, 95 and 98 and 45 CFR PART 74.

II. INDEPENDENT CONTRACTOR: In the execution of this MOU and rendering of services prescribed by this MOU, The parties shall maintain at all times its independent status, and shall be considered an Independent Contractor in the performance of its duties and responsibilities under this MOU. No party shall have nor exercise any control or direction over the methods by which the other parties perform its work and functions other than as provided herein. Nothing in this MOU is intended to, nor shall be deemed to constitute, a partnership or a joint venture between the parties. No provision of this MOU, act of the parties in the performance of this MOU shall be construed as making a party the agent, servant or employee of any one of the other parties.

AGREEMENT AND APPROVAL TO PROCEED

Contact Information

Children's Services Council of Palm Beach County  
2300 High Ridge Road  
Boynton Beach, FL 33426  
Phone 561-740-7000

Early Learning Coalition of Palm Beach County  
2300 High Ridge Road  
Boynton Beach, FL 33426  
Phone 561-214-8000

Lisa Williams-Taylor, Ph.D.  
Chief Executive Officer

Warren Erhardt  
Chief Executive Officer

Florida Children's Council  
111 N. Glades Street, Suite 300  
Tallahassee, FL 32301  
Phone 850-921-4494

CareerSource Palm Beach County  
3400 Belvedere Road  
West Palm Beach, FL 33406  
Phone 561-340-1060

Brittany Olivieri Birken, Ph.D.  
Chief Executive Officer

Steve Craig  
President & Chief Executive Officer

Date: 11-16-17

Date: 11-16-17

Date: 11-17-17

Date: 11-15-17
Memorandum of Understanding
Between Career Source of Palm Beach County
and the
Family Drug Court Program

WHEREAS, Career Source of Palm Beach County and the Family Drug Court of Palm Beach County have come together to collaborate and to continue to provide services to Family Drug Court participants; and

WHEREAS, the partners have agreed to enter into a collaborative Memorandum of Understanding in which the Palm Beach County Department of Public Safety, Division of Justice Services and the Fifteenth Judicial Circuit will be the lead agencies; and

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and

WHEREAS, the parties to this Memorandum of Understanding agree that the mission of the Palm Beach County Family Drug Court is the following: To reduce substance abuse and strengthen family systems.

Program Description

The Palm Beach County Family Drug Court (FDC) is an intervention model which emphasizes a holistic focus on strengthening families by offering extensive and comprehensive wraparound services to the substance abusing parent, affected children, as well as relatives and partners that are individualized to the needs of each family member. Cohesive linkages among stakeholders in the child welfare, substance abuse treatment, and judicial systems assure that effective communication occurs through family drug court team collaboration, with representatives from all involved systems claiming team membership and providing accountability.

The 15th Circuit Palm Beach County Family Drug Court Program is a voluntary court program designed to help substance abusing parents work towards a goal of reunification. To reach that goal, the Family Drug Court Program helps parents recover from substance abuse by referring them to a substance abuse treatment program and monitoring their progress. The program also helps make sure that parents stay in contact with their children and plan for their future. Parents submit to frequent drug testing, appear at regularly-scheduled court status hearings, and comply with other court conditions geared to accountability, rehabilitation, long-term sobriety, and cessation of criminal activity. To reunify families, this program requires that parents complete substance abuse treatment as well as other requirements set forth by the Court. In order to enter Family Drug Court: (1) participants must
be Palm Beach County residents who are the parent(s) of children with new dependency petitions where substance abuse is identified as an issue for parent(s); (2) the case jurisdiction is in Palm Beach County; (3) the primary goal for the family must be reunification; (4) the parent(s) must admit to the abuse/neglect allegation(s). Disqualifiers can include: Parents who are alleged to be sexual perpetrators, who are incompetent, suffer from an un-stabilized mental disorder, are on a pain management protocol (including methadone maintenance), have an advanced terminal illness, or have a long history of violent offenses, prior termination of parental rights, or a pending felony. The ultimate discretion to accept a case into the FDC program rests with the FDC Judge.

Plan for the Family Drug Court Program

The goal of the Palm Beach County Family Drug Court is to protect children and to reunite families, when safe to do so, and to expedite permanency by providing substance-abusing parents with support, treatment, and access to services. The Palm Beach County Family Drug Court seeks to find ways to enhance our model, resulting in high rates of successful completion of treatment and reunification with children.

Family Drug Court Services Provided

The following are examples of services provided by the Family Drug Court:

- Provide case management and family intervention services to assess needs and work with families through the court process
- Linkage to an appropriate treatment program, parenting skills program and other services that may be needed
- Linkage to health care, educational and vocational training and other services
- Active facilitation by case management to maintain participant connections to their children in out of home care as appropriate and decided by the FDC team
- Ongoing substance abuse support which can include referral to treatment, drug testing, and monitoring of aftercare services
- Frequent judicial supervision involving the program participants in an attempt to provide just and timely resolution of all matters related to the dependency case

Family Drug Court Program Location

The Family Drug Court is located at the Main Courthouse, 205 North Dixie Highway, Room 3.1112, West Palm Beach, Florida 33401. Phone (561) 355-6319.
Description of Partner Agencies

The Palm Beach County Department of Public Safety, Justice Services Division jointly with the 15th Judicial Circuit, has operated an Adult Drug Court program for over ten years. In 2010, the departments piloted the Family Drug Court program successfully through funding from the Office of Juvenile Justice and Delinquency Prevention. The Division of Justice Services will serve as the fiscal agent for the program.

The Division of Justice Services provides professional assistance to both the Justice System and citizens of Palm Beach County. Assistance is provided through a variety of highly professional programs. Services are specific to legal issues impacting children, teens, adults and the elderly. The Judges and staff of the Fifteenth Judicial Circuit are committed to providing court administered justice for all individuals involved in civil, criminal or juvenile cases in Palm Beach County. The Fifteenth Judicial Circuit continues to provide court services under the Juvenile Division for those participants involved in the Family Drug Court Program.

Career Source Palm Beach County provides career counseling, business coaching and training providers for individuals in Palm Beach County. Career Source Palm Beach County offers resume building, job search workshops, use of computers, phones and faxes to assist with job search, training opportunities for those who qualify, career counseling, assessments and job placement services.

Roles and Responsibilities

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

Career Source Palm Beach County will:

- Provide assessments for FDC participants who qualify and are seeking stable employment or job training
- Provide resume building services as available to FDC participants
- Provide participants with access to job search workshops, use of computers, phones and faxes to assist with job search as available
- Utilize the checklist (see attached) that was created by Career Source Palm Beach County and the FDC program which provides verification that FDC participants attended and completed tasks
- Send a representative to serve on the FDC Advisory Committee to assist with program design, facilitation and support
- Provide data, at CareerSource Palm Beach County’s sole and absolute discretion as determined by CareerSource Palm Beach County, to be used for
reporting and program evaluation purposes as requested

- Designate a point of contact for FDC participants to serve as a resource for services offered by Career Source Palm Beach County
- Ensure any new staff/volunteers assigned to the FDC receive a FDC orientation with the FDC Coordinator
- Participate in FDC related trainings, webinars, and meetings

**Modifications To Memorandum of Understanding**

Any amendments to this Memorandum of Understanding shall be reviewed and approved in writing by all parties.

**Authorization**

We, the undersigned have read and agree with this Memorandum of Understanding. Further, we have reviewed the described project and approve it. The signing of this Memorandum of Understanding is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the Memorandum of Understanding.

By ____________________________ Date 1/20/15
Barbara Dawicke
Trial Court Administrator, 15th Judicial Circuit

By ____________________________
Steve Craig
President and CEO, Career Source Palm Beach County

Date 11-13-14

By ____________________________ Date 1/6/15
Nicole Bishop
Director, Palm Beach County Division of Justice Services and Victim Services
MEMORANDUM OF UNDERSTANDING
Workforce Alliance, Inc. (Veterans)
&
Palm Beach County Sheriff’s Office

This Memorandum of Understanding ("MOU") is entered into between Workforce Alliance, Inc. (Veteran’s Unit) and The Palm Beach County Sheriff’s Office. This MOU will establish the procedures for the referral of eligible veteran job seekers (former inmates) by The Palm Beach County Sheriff’s Office to Workforce Alliance (Veteran’s Unit).

PROGRAM CRITERIA FOR REFERRAL TO WORKFORCE ALLIANCE’S VETERAN’S UNIT:

1. Client must be a veteran.
2. Client cannot have a dishonorable discharge.
3. Client must provide name, social security number and date of birth upon referral.

THE PARTIES UNDERSTAND:

I. The ReEntry Program under the Support Services Division of The Palm Beach County Sheriff’s Office Department of Corrections (hereinafter referred to as “PBSO”) will:

   1. Determine that the inmate is an eligible veteran that meets the above program criterions.
   2. Refer the eligible veteran (inmate) to Workforce Alliance’s Disabled Veteran Outreach Program (DVOP) by using the referral packet and attaching the referral packet via email.
   3. Include in the referral packet, the eligible veteran’s general assessment and completed/signed Employ Florida Marketplace’s (EFM) registration form.
   4. Provide Workforce Alliance’s Veteran’s Unit with the eligible veteran’s (inmate’s) projected release date.
   5. Provide to Workforce Alliance’s Veteran’s Unit by the 5th day of each month a spreadsheet of the eligible veterans (inmates) that were referred to Workforce Alliance the previous month.

II. Workforce Alliance (Veterans’ Unit) will:

   1. Acknowledge receipt of the referral packets (via email and as they are received) from PBSO.
   2. Schedule an appointment within 2 weeks prior to release date to meet with the inmate to determine if he/she is appropriate and qualified/eligible for the veteran’s program.
   3. Notify the referring PBSO Program Coordinator after the first visit with the inmate as to inmate’s acceptance/or non-acceptance into the veteran’s program.
   4. Provide to PBSO at the 30, 60, 90 day intervals, an updated spreadsheet that identifies if the eligible veterans (inmates) attended or failed to attend their scheduled appointments at Workforce Alliance and progress made.

III. DURATION, MODIFICATION, TERMINATION,

   A. Modification/Amendments.

   Either party may propose to modify and/or amend this MOU at any time. All proposed modifications and/or amendments shall be in writing and become effective only upon the written concurrence of both parties.
B. PERIOD OF AGREEMENT/TERMINATION
This MOU becomes effective on 11-01-2013, or on the date on which the MOU has been
closed by both parties, whichever occurs last. This MOU may be terminated by either party
without cause upon no less than (5) calendar days’ notice in writing to the other party unless a
lesser time is mutually agreed upon in writing both parties. Said notice shall be delivered by
certified mail, return receipt requested or in person with proof of delivery. This MOU may be
terminated for either party’s non-performance upon no less than 8 hours’ notice in writing by
the non-breaching party. Waiver of breach of any provisions of this MOU shall not be deemed
to be a waiver of any other breach and shall not be construed to be a modification of the terms
of this MOU.

C. Neither party shall be responsible for delays or failures in performance from acts beyond the
reasonable control of such party, such as natural or man-made disasters.

D. Relationship
Nothing herein shall create or be construed to create an employer-employee, agency, joint
venture, or partnership relationship between the parties.

Official Representatives

For Workforce Alliance (Veterans)
ATTN: President/CEO
Steve Craig
1951-D North Military Trail
West Palm Beach, Fl. 33409

For Palm Beach County Sheriff’s Office Department of Corrections
3228 Gun Club Road
West Palm Beach, Florida 33406-3001
Alfonso Starling
Captain Support Services Division
Articia Futch
Section Manager - Inmate Programs

/Steve Craig/
Workforce Alliance (Veterans) 11-18-13

/Palm Beach County Sheriff's Office/
Date 10/30/13
MEMORANDUM OF UNDERSTANDING #2008-313
BETWEEN
US DEPARTMENT OF VETERANS AFFAIRS/VETERANS HEALTH ADMINISTRATION
VETERANS AFFAIRS, VETERANS HEALTH ADMINISTRATION FOR DISABLED
VETERANS OUTREACH PROGRAM
VA Medical Center, 7305 North Military Trail, West Palm Beach, Florida 33410
AND
WORKFORCE ALLIANCE, INC.
326 Fern Street, Suite 301, West Palm Beach, Florida 33401

I. PURPOSE:

This Memorandum of Understanding (MOU)) is entered into between, Workforce Alliance, Inc. and the Veterans Affairs, Veterans Health Administration for Disabled Veterans Outreach Program (Partner Agency).

The purpose of this MOU is to establish an agreement between the above mentioned entities concerning their respective roles and responsibilities for implementation of provisions of Section 4103A. (a) (1) and (3) under Title 38 U.S. Code.

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

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

II. PERIOD OF PERFORMANCE

This MOU shall begin on July 1, 2008. This MOU shall be automatically renewed annually without action of any party, unless earlier terminated by either party. Either party may terminate this MOU with or without cause by giving 5 business days written notice to the other Party.

III. SERVICES TO BE PROVIDED BY WORKFORCE ALLIANCE, INC. STAFF

Workforce Alliance, Inc. staff assigned to Partner Agency should perform duties, which include, but are not limited to:

• Follow-up on referrals from Partner Agency staff.

• Involvement with Team Leaders and other Veterans Affairs, Partner Agency staff with particular emphasis on assessment job readiness and development of job-finding techniques; and

• Job development and selective placement activities conducted primarily through telephone/email contacts with visits to employers.

IV. SPACE PROVIDED AT PARTNER AGENCY

One office or room for conducting one on one Workforce Alliance, Inc. services will be provided at Partner Agency at no charge to Workforce Alliance, Inc. or the State of Florida Agency for Workforce Innovation.
V. RESPONSIBILITIES OF THE AGENCY FOR WORKFORCE INNOVATION (AWI) AND WORKFORCE ALLIANCE, INC. FACILITIES IN OUT STATIONING OF AWI PERSONNEL:

Workforce Alliance, Inc. staff which are assigned to Partner Agency shall have overall responsibility for the conduct, performance and administration of all Partner Agency staff. Conduct will be consistent with DVA/VHA and RCS policies. The Agency for Workforce Innovation (AWI) will provide salaries, fringe benefits, employment service training, data processing equipment, and such supplies as may be required by AWI to ensure that Partner Agency services remain consistent with legislative intent and coordinated with the local offices services. Travel funds will be provided by AWI and any local travel for outreach/employer visitation of full-time out stationed Partner Agency will be controlled by AWI management taking into consideration duties involving local DVA staff such as group sessions, job clubs, job search workshops. It shall be the responsibility of the personnel to maintain the integrity of the program.

VI. PARTNERSHIP:

Workforce Alliance, Inc. and Partner Agency, through continued cooperation, will demonstrate partnership and participation in the One-Stop System that has developed in Palm Beach County.

VII. CERTIFICATION:

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

By signatures affixed below, the parties specify their agreement:

VIII. Signatures

Kathryn Schmidt, President/CEO
Workforce Alliance, Inc.

[Signature]
10-27-08
Date

WITNESS:

[Signature]

Charleen R. Szabo, FACHE
Medical Center Director
Veterans Affairs/Veterans Health Administration
VA Medical Center, West Palm Beach, FL.

[Signature]
10/15/08
Date

WITNESS:
Department of Veterans Affairs
Readjustment Counseling Service
Memorandum of Understanding (MOU) and
Agreement between Palm Beach Vet Center and
CareerSource of Palm Beach County

1. **Purpose:** The purpose of this memorandum is to establish temporary space for CareerSource of Palm Beach County, concerning respective roles and responsibilities for assisting eligible Veterans with employment needs.

2. **Scope:** This MOU establishes the intention of all parties to support this agreement to collaborate to facilitate and ensure the effective delivery of Veteran employment services in Palm Beach County, Florida, integrated so as to provide a seamless and comprehensive array of services to qualified Veterans within the scope of the legislative requirements governing said parties.

3. **Provisions:**

   a) Goal: CareerSource shall provide the services relative to their mission, for any Veterans that may be eligible for such services.

   b) Palm Beach Vet Center agrees to:

      1. Provide one (1) private office within its facility for 1 day per week for a CareerSource Disabled Veterans' Outreach Program (DVOP) Specialist to conduct the aforementioned services.
      2. Provide telephone, copier, fax machine, conference room, restrooms and break area for CareerSource DVOP.
      3. Refer Veterans with employment needs who are wishing to utilize CareerSource services.

   c) CareerSource agrees to:

      1. Follow-up on referrals from Vet Center Staff.
      2. Maintain liaison with Vet Center Team Leader and other members of the Vet Center’s staff, emphasizing the fullest range of employment services pertaining to said Veterans.
      3. Assist any Veterans who may be eligible for employment services in applications for such services.
MOU: Palm Beach Vet Center and CareerSource of Palm Beach County

4. Comply with all policies and procedures in relation to use of Vet Center space.

5. Adhere to and incorporate all VA privacy and confidentiality policies and procedures regarding Veteran Personal Health Information (PHI) and Personally Identifiable Information (PII).

4. Points of Contact: The following signatories to this agreement are the points of contact for purposes of implementing, administering and changing any issues that may arise during the term of this agreement:

Allen Brake  abrake@careersourcepbc.com  561-340-1060 ext. 2392
Raul Diaz, Ph.D.  raul.diaz2@va.gov  561-422-1201

5. Terms: This agreement becomes effective upon the date it is signed and will remain in effect for a period of one (1) year from said date. Renewal and/or re-authorization shall be readied prior to the date that the MOU in effect reaches its expiration. Changes to any existing agreement must be provided, in writing, no less than thirty (30) days prior to their becoming effective and must be agreed upon by all parties concerned.

6. Termination: Either party may cancel this agreement upon 30-calendar day's written notice.

7. Execution: This MOU and agreement is executed as follows:

Raul Diaz, Ph.D., Vet Center Team Leader  2/2/16

Steve Craig, President/CEO  2-5-16

CareerSource of Palm Beach County

Jeffrey J. Ferrara, LCSW  1/29/16

Deputy District Director, Southeast District, RCS  JAN 21, 2016 rev
WORK EXPERIENCE PROGRAM
NON-FINANCIAL MEMORANDUM OF UNDERSTANDING
CAREER TRAINING CONCEPTS/MOVING FORWARD PROGRAM

Whereas, the collaboration between CareerSource Palm Beach County (CSPBC) whose principal address is 3400 Belvedere Road, West Palm Beach, FL 33406, and Women’s Circle (WC) whose principal address is 912 SE 4th Street, Boynton Beach, FL, is to develop and provide an array of functional literacy, workplace readiness, life skills training, and job placement activities designed for adult women to become members of the workforce through the Career Training Concepts/Moving Forward Program (Moving Forward).

Whereas, this Work Experience Program Non-Financial Memorandum of Understanding (“MOU”) shall begin on the date last signed by both parties. This MOU shall be automatically renewed annually without action of any party.

Now Therefore, the parties enter into this MOU upon the following terms and conditions:

CSPBC agrees that an array of employment services, as available as determined by CSPBC, will be made available to WC Moving Forward participants referred to the program by CSPBC, as set forth below as CSPBC deems appropriate in its sole discretion and with the CSPBC customer’s consent:

1. Email, mail or hand deliver distribution of Moving Forward procedures to program referrals.

2. Use the Moving Forward Referral Form (Attachment A) to refer eligible customers to the program seeking job readiness training and job placement.

3. Refer customers who are adult women, unemployed, and receive some form of government/public assistance (food stamps, public housing, etc.).

4. Refer customers to the following Moving Forward program location: The contact person is: Tee Jackson, Job Development Coordinator, 912 SE 4th St, Boynton Beach, FL 33435; telephone (561) 244-7627 x103. The Moving Forward contact person may change with written notice to CSPBC without the need for an amendment to this MOU.

5. Inform potential program customers about Moving Forward services through the distribution of program flyers and brochures provided by WC and approved by CSPBC.

6. Share customer documentation with WC and Moving Forward program staff for eligibility purposes, after the customer has consented in writing to release such information. A copy of the written consent shall be included with each customer's eligibility documentation.
WC agrees to provide the following Moving Forward program services:

1. Distribute agreed upon procedures as set forth with Moving Forward staff.

2. Ensure that all Moving Forward customers are provided with Moving Forward Referral Form (Attachment A).

3. Provide a dedicated, donated facility (First United Methodist Church: 101 N Seacrest Blvd, Boynton Beach, FL 33435) to conduct classroom training to eligible customers enrolled in Career Training Concepts/ Moving Forward. Additionally provide computer lab facilities for job searches and resume preparation at WC offices Wednesday and Friday 1-4 pm.

4. Provide functional literacy, work readiness, and life skills training to CSPBC customers (adult women).

5. Provide and maintain a current schedule of all Moving Forward courses being offered at the specified Moving Forward locations.

6. Provide weekly timesheets signed by WC supervisors, to CSPBC TANF (Temporary Assistance to Needy Families) staff.

7. Provide quarterly reports to Dina Hill, Program Manager, via email to dhill@careersourcepbc.com. The CSPBC contact person may change with written notice to WC without the need for an amendment to this MOU.

8. WC agrees not to place CSPBC customers in positions that are involved in political activity or the instruction of worship and not to engage customers in sectarian activities or in the construction of sectarian facilities. CSPBC customers may not engage in the operation or maintenance of any facility used or to be used for sectarian activity.

This MOU constitutes the entire understanding of the parties with respect to the subject matter hereof. All other prior MOU, understandings, and representations regarding the subject matter hereof are hereby superseded and terminated.

In Witness Whereof, Women's Circle and CareerSource Palm Beach County have caused this MOU to be duly executed as of the date set forth below.

Approved by
CareerSource Palm Beach County:

By: [Signature]
Steve Craig, President/CEO

Date: 2-20-15

Approved by
Women's Circle:

By: [Signature]
Sister Lorraine Ryan, M.M.S.
Sister Lorraine Ryan, Executive Director

Date: 2/19/15
ATTACHMENT A
MOVING FORWARD REFERRAL FORM

MOVING FORWARD

AGENCY REFERRAL FORM

CLIENT INFORMATION

DATE: ____________________

Name: ____________________

First Middle Last

Address: ____________________

Street Apt. # City

State Zip Code

Phone #: ____________________ Alternative #: ____________________

Email: ____________________

REFERRING AGENCY INFORMATION

Agency Name: Career Source Palm Beach County (CSPBC)

Agency Location: 3400 Belvedere Road, West Palm Beach, FL 33406

Agency Primary Contact: Dina Hill, Manager of Client Services

Phone # 561-340-1060 Ext. 2322 Fax: 561-888-897-5269 Email: dhill@careersourcepbc.com

Case Manager: ____________________

Phone #: ____________________ Ext. ______ Email: ____________________

For Internal Use only: Women’s Circle, Inc. (Moving Forward) Please do not write below

Date Started: __________ Date Ended: __________

Reason: Class Ended □ Student Removed: □ Student withdrew □

WOMEN’S CIRCLE, INC.
912 S.E. 4TH Street, Boynton Beach, FL 33435
561-244-7627 Fax: 561-244-7629
INTERAGENCY AGREEMENT

THIS INTERAGENCY AGREEMENT is made and entered into as of this 16th day of September, 2015 by and between

AGENCY FOR PERSONS WITH DISABILITIES, STATE OF FLORIDA, AREA 9
(Hereinafter referred to as “APD”),
Whose principal place of business is
111 South Sapodilla Avenue, West Palm Beach, Florida 33401

and

FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES, CIRCUIT 15
(Hereinafter referred to as “DCF” or as “the department”),
Whose principal place of business is
111 South Sapodilla Avenue, West Palm Beach, Florida 33401

and

FLORIDA DEPARTMENT OF JUVENILE JUSTICE, CURCUIT 15
(Hereinafter referred to as “DJJ”),
Whose principal place of business is
1100 45th Street, Building B, West Palm Beach, Florida 33407

and

CHILDNET, INC.
(Hereinafter referred to as “ChildNet”),
Whose principal place of business is
4100 Okeechobee Boulevard, West Palm Beach, Florida 33409

and

THE SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA
(Hereinafter referred to as “SBPBC”),
a body corporate and political subdivision of the State of Florida,
Whose principal place of business is
3300 Forest Hill Boulevard, West Palm Beach, Florida 33406

and

CAREERSOURCE PALM BEACH COUNTY, INC.
(Hereinafter referred to as “CareerSource”),
Whose principal place of business is
3400 Belvedere Road, West Palm Beach, Florida 33406
and

EARLY LEARNING COALITION OF PALM BEACH COUNTY, INC.
(Hereinafter refer to as “ELC”),
Whose principal place of business is
2300 High Ridge, Suite 115, Boynton Beach, Florida 33426
collectively hereinafter referred to as the “Parties”.

WHEREAS, the SBPBC must fulfill its mission to educate school age children; and

WHEREAS, SBPBC is the Local Education Agency (LEA) for the Individuals with Disabilities Education Act (IDEA) and an administrative entity for Section 504 of the Carl D. Perkins Vocational and Applied Technology Act and must fulfill its obligation for education and related services to children with disabilities that interfere with their learning or inhibit their access to the education environment between three (3) and twenty-one (21) years of age as provided in 20 USC §1412 (a)(1)(A), 29 USC §794, and 34 CFR 104; and

WHEREAS, DCF is the state agency to provide, either directly or through contracted providers, the full range of child welfare services under Florida Statutes and Administrative Rules; and

WHEREAS, ChildNet is a private, not for profit, community-based care agency and an independent contractor providing case management and related services on behalf of DCF for children known to the department pursuant to Chapter 39, Florida Statutes and section 409.988, Florida Statutes; and

WHEREAS, APD is the state agency responsible for providing services to eligible persons with developmental disabilities under Chapter 393, Florida Statutes. APD services people with spina bifida, autism, cerebral palsy, Prader-Willi Syndrome, Downs Syndrome, and Intellectual Disabilities; and

WHEREAS, DJJ is the designated state agency that provides preventive, rehabilitative and intervention services for youth in the juvenile delinquency system. DJJ recognizes the importance of ensuring educational opportunities for children and will work with the Parties of this Agreement in ensuring educational services consistent with other agreements for youth jointly served; and

WHEREAS, CareerSource is the local Regional Workforce Development Board providing either directly, or through contracted service providers, employment and training services to Palm Beach County residents through federal CareerSource Development grants via the Florida Department of Economic Opportunity (DEO); and

WHEREAS, ELC is an agency utilizing local, state, and federal funding to serve young children and their families in the community with early care and relational services.
WHEREAS, the Parties acknowledge that stability within the educational setting and educational progress, including progress toward post-secondary education, and employability skills through either vocational or post-secondary education are critical components in the life of a child known to the department; and

WHEREAS, section 39.0016 (2)(b), Florida Statutes, requires DCF to locally enter into agreements with district school boards regarding children known to the department who are of school age and children known to the department who are younger than school age but who would otherwise qualify for services from the school board; and

WHEREAS, the children covered by this Agreement are those children known to the department who are being serviced through ChildNet while remaining in their own homes, and those who have been placed by ChildNet or by order of the court in the foster family, group home, child care agency, or any combination thereof, and who must receive education and related services before, during, and after the ages of compulsory school attendance; and

WHEREAS, the children known to the department, may have, or be “at risk” of developing academic and/or behavioral problems due to the disruption in their lives and may require services including, but not limited to, those attached to this Agreement and defined by sections 1003.01 (3)(a), (3)(b), and (10); 1003.53; 39.0016 (4); and 445.004 (10)(a), Florida Statutes; and

WHEREAS, the provisions of section 39.0016 (2), Florida Statutes, establish goals and not rights and do not require the delivery of any particular service or level of service in excess of existing appropriations and do not support a course of action against the state or any of its subdivisions, agencies, contractors, subcontractors or agents. These provisions do not require the expenditure of funds to meet the established goals of this Agreement or of section 39.0016 (2), Florida Statutes, except funds specifically appropriated for such purpose; and

WHEREAS, the provisions of section 39.0016 (2)(a), Florida Statutes, provides the SBPBC access to Florida Safe Families Network (FSFN); and

WHEREAS, the purposes of this Agreement are to promote collaboration among APD, DCF, DJJ, ChildNet, SBPBC, CareerSource, and ELC to 1) ensure educational access and related care, including post-secondary pursuits, promote job training and employability skills and facilitate the delivery of services or programs to children known to the department; 2) avoid duplication of services or programs; and 3) combine resources to maximize availability or delivery of services or programs.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable considerations, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

ARTICLES 1 – RECITALS

1.01 Recitals. The Parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

1.02 Definitions.
a) "Children known to the Department" means children who are "found to be dependent" as defined in Section 39.01(15), Florida Statutes, or children in shelter care. For the purposes of this Agreement children known to the department refers to children known to the DCF or its contracted provider, ChildNet.

b) "Parent" means either or both parents of a student, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of a parent.

c) "Children Awaiting Placement" shall mean children known to the department who have been involuntarily removed from the care of their parents and who have not been placed with a relative or in foster care pursuant to the entry of an Order of Adjudication of Dependency and a Disposition Order, entered after an evidentiary adjudication hearing. Pursuant to section 39.507 (1)(a), Florida Statutes, the adjudicatory hearing must take place as soon as practicable after the petition for dependency is filed and in accordance with the Florida rules of Juvenile Procedure, but no later than 30 days after arraignment. Pursuant section 39.507 (8), Florida Statutes; the court shall schedule the disposition hearing within 30 days after the last day of the adjudicatory hearing. In interpreting the phrase "awaiting placement," the Parties are guided by the definition of "foster care" in 45 CFR 1355.20, which provides that foster care means 24-hour substitute care for children placed away from their parents and for whom the State agency has placement and care responsibility.

d) "Surrogate Parent" means an individual appointed to act in the place of a parent in educational decision-making and in safeguarding a student's rights under the Individuals with Disabilities Education Act ("IDEA").

1) When a child is adjudicated dependent and is placed in out-of-home care and has been determined to be eligible to receive services or as potentially eligible to receive services under IDEA or 504 of the Americans with Disabilities Act (ADA) the foster parent or other caretaker may serve as the parent for educational purposes, if a parent is unknown, if the parent's whereabouts cannot be discovered, or if the parent is prohibited by the court from being involved in the child's education and there are no more than four children in the home. If there are more than four children in the home, the foster parent may remain actively involved but a Surrogate Parent, as defined in IDEA must be appointed for:

   a) students whose parents' whereabouts or identities are unknown;

   b) students for whom the court has terminated the parent's rights; and

   c) children, as determined on a case-by-case basis, who are entitled by law.

2) When a student has been determined to be eligible to receive services or as is perceived as potentially eligible to receive services under IDEA or 504 of the ADA and is in a residential program, including specialized therapeutic foster care, a surrogate must be appointed for:

   a) students whose parents' whereabouts or identities are unknown;
b) students for whom the courts has terminated the parent(s)’
   rights; and

c) children, as determined on a case-by-case basis, who are
   entitled by law to a surrogate but who do not fit the criteria
   for children identified in subsection (d)(2)(a) or (b).

3) If a natural parent/guardian is known, his/her whereabouts have
   been determined, and a court has not prohibited the parent’s right to make educational
   decisions for the child, the parent/guardian maintains the right and responsibility to
   represent the child in educational decisions.

e) “Homeless individual/student/person” under 42 USC §11302 of the
   McKinney-Vento Act, includes individuals who lacks a fixed, regular, and adequate
   nighttime residence and individuals who have a primary nighttime residence that is;
   1) a supervised publicly or privately operated shelter designed to provide
      temporary living accommodations (including welfare hotels, congregate
      shelters, and transitional housing for the mentally ill);
   2) an institution that provides a temporary residence for individuals
      intended to be institutionalized; or
   3) a public or private place not designed for or ordinarily used as a regular
      sleeping accommodation for human beings.

ARTICLE 2 – SPECIAL CONDITIONS

2.01 Terms of Agreement. Unless terminated earlier pursuant to Section 3.04 of this
   Agreement the term of this Agreement shall commence on September 16, 2015 and conclude on
   June 30, 2017.

2.02 Outside Agreements. This Agreement does not preclude or preempt any of the
   Parties from entering into non-conflicting agreements with other Parties outside of this Agreement.
   Such agreements shall not nullify the force and effect of this Agreement.

2.03 Dissemination of Agreement. Each Party agrees to disseminate this Agreement to
   appropriate personnel in each agency and to provide technical assistance in the implementation of
   the Agreement.

2.04 Community Alliance. In order to further improve the delivery of educational
   programs and other services to students known to the department, each Party agrees to participate
   in the community alliance operating in Palm Beach County.

2.05 Agency Collaboration. In order to support continued collaboration, the local
   interagency team agrees to meet as the Local Interagency Collaboration Team, at a minimum, on
   a quarterly basis in order to:
   a) review each agency’s rules, regulations, policies and practices that impact the
      education, special education and related services, job training and employment of children known
      to the department;
   b) make recommendations to the Regional Operations Manager of APD, the Regional
      Managing Director of DCF, the South Regional Director of DJJ, the Executive Director of
      ChildNet, the Superintendent of Schools, the President/CEO of CareerSource, the Chief Executive
Officer of ELC, and the state interagency team, regarding procedures, processes, guidelines and policies as they impact children known to the department; and
c) define and establish communication protocols, identify responsible staff, and facilitate prompt and substantive information sharing and communication between the Parties.

2.06 The School Board of Palm Beach County agrees to:

a) designate a school board liaison as a single point of contact for the Parties and provide a court liaison for dependency hearings, maintain a current roster of school principals, School Based Team leaders and Foster Care Campus Coordinators on the district’s website, and, promote the provision of training and staff development related to the implementation of this Agreement;

b) provide the Student Academic Profile to ChildNet personnel with appropriate releases (PBSD 0313) or court order; attendance and discipline, upon request; and contribute available student data, upon request, to the Comprehensive Behavioral Health Assessment (CBHA) and preliminary behavioral health screenings;

c) conduct School Based Team meetings for youth with academic and/or behavioral issues as part of an early intervention plan for youth in accordance with an established school schedule; and, support the academic achievement and social/emotional needs in accordance with the School Based Team process, the Response to Intervention practice and Individuals with Disabilities Education Act (IDEA), and Section 504 of the American with Disabilities Act (ADA) regulations; and, ensure all youth covered by this Agreement shall have access to school based services that are reasonably necessary to meet the needs of youth and support academic success including approved agencies with cooperative agreements http://www.palmbeachschools.org/ssci/documents/Cooperative_Agreements_15-16.pdf and promote and develop strategies for providing ongoing guidance support for children known to the department to ensure that they are aware of post-secondary options;

d) participate in the planning for the transition of children with disabilities and planning for youth involved in the ChildNet Independent Living Program (IL) as defined by state and federal statutes in accordance with the ESE Transition Services protocol (http://www.palmbeachschools.org/ese/TransitionServices.asp), and, collaborate with ChildNet to conduct a comprehensive educational review/staffing of children in out of home care upon turning thirteen years of age to identify strengths, needs and interventions in order to maximize educational achievement and secondary and post-secondary planning and services; and, share with CareerSource a copy of the student’s IEP (with appropriate releases - PBSD 0313) to facilitate coordination of IL and transition services;

e) provide training opportunities for foster parents on educational issues to support their role in the educational life of the foster care child, to include the value of an education, the role of an education in the development and adjustment of a child, the proper ways to access education and related services, and the development of training for potential surrogate parents as determined by the SBPB Exceptional Student Education Department. The training will include eligibility, IEP and placement processes for students with disabilities. Additionally ChildNet shall provide training on how the ability to learn is affected by abuse, abandonment, neglect and removal from the home;

1) the Parties shall develop and promote an integrated training calendar for Surrogate Parents and shall post such on their respective websites. Guardian Ad
Litem and foster parents may attend Surrogate Parent training offered by the 
SBPBC. Guardian Ad Litem who successfully complete Surrogate Parent training 
may be given priority for appointment to youth whose case they are assigned; 
2) the school board shall develop and provide training opportunities to 
all Parties to this Agreement regarding education. The training components shall 
include the processes and activities related to implementation of this Agreement. 
f) participate in the state’s Dependency Annual Conference and other conferences, 
including providing suggestions for topics and training materials; 
g) protect the rights of students and parents with respect to records created, 
maintained, and used by public institutions within the state in accordance with state and federal 
law. It is intended that parents/guardians, and students have the rights of access, challenge, and 
privacy with respect to educational records and reports, and that there will be strict adherence to 
all applicable laws and regulations pertaining to those rights. Pursuant to Title 20 USC §1232g, an 
educational agency or institution has up to 45 days in which to comply with parental request to 
review or inspect student records however, state law mandates compliance within 30 days; 
h) share, to the fullest extent permissible and in compliance with federal law, Florida 
Statutes and Administrative Rules, including but not limited to Chapter 39, Florida Statutes and 
section 1002.22, Florida Statutes, relevant information relative to the students known to the 
department as would be pertinent to their educational growth, including post-secondary pursuits, 
job training, employment, and other benefit; and acknowledge that it may be necessary to restrict 
information sharing due to statutory prohibitions other than those enunciated in section 39.202, 
Florida Statutes. It is understood that the sharing of student records, including psychological 
evaluations with parental or custodial consent or court order does not abrogate the confidentiality 
of the records as to other non-designated parties; 
i) ensure that information obtained from the Parties will be disseminated only to 
appropriate SBPBC personnel; 
j) provide student transportation to continue education in the school of origin, if 
requested, as consistent with statutory obligations under McKinney-Vento. Children Awaiting 
Placement are considered homeless under the McKinney-Vento Act and are entitled to 
transportation consistent with such Act. The obligation to provide transportation ceases upon 
placement pursuant to an Order of Adjudication of Dependency and Disposition Order. However, 
the school board, in its discretion, may consider providing transportation consistent with the best 
interest of the child, until the end of the grading period during which the Disposition Order was 
entered. Such discretion shall be exercised by the school board or its designee in accordance with 
School Board Policy. 

Within three business days of transportation request, the Foster Care Liaison will forward request 
to the Transportation Department. Approved requests for McKinney-Vento transportation services 
will be initiated within ten business days of receipt. When transportation cannot be met through 
traditional school bus transportation services where appropriate students will be provided with 
passes for Palm Tran and/or TriRail, including passes for caregivers when necessary. For students 
with an Individual Education Plan (IEP), the plan will be used to determine suitability for such 
transportation services in conjunction with the IEP Team. 
For children known to the department who are not eligible for services under the McKinney-Vento 
Act, as provided above, the school board will determine whether transportation is available when
such transportation will avoid a change in school assignment due to a change in residential placement. Recognizing that continued enrollment in the same school throughout the time the child is known to the department is in out of home care is preferable unless enrollment in the same school would be unsafe or otherwise impractical, the department and the school board shall assess that availability of federal, charitable, or grant funding for such transportation, as required by Section 39.0016 (2)(b)2.c., Florida Statutes; and

k) provide the Parties an update of the available services at each quarterly convening of the Local Interagency Collaboration Team.

2.07 ChildNet/DCF agrees to:

a) provide the SBPBC Education Liaison and the SBPBC Building Principal/designee a copy of Palm Beach County Department of Children and Families School Registration Information Form at initial registration and any subsequent change in dependency case manager or placement change within 72 hours subsequent to this change or if an educational surrogate is needed. Attached to that Registration Form shall be a copy of any court order that prohibits the natural parent or any other person from contact with the student and/or information from any other court order that may be relevant to the youth’s educational program or setting;

b) take all steps necessary to gain consent from the court, natural parent(s) and/or legal guardian of the child to enable the SBPBC, DJJ, and CareerSource to provide to DCF and ChildNet the educational and job training records for children known to the department;

c) ensure that with appropriate releases that the current psychological and/or psychiatric evaluation of the youth obtained by DCF or ChildNet and related to educational needs of the youth shall be provided to the assigned SBPBC Education Liaison, DJJ Liaison, and APD Liaison, who in turn shall ensure that the information is considered in determining the educational, habilitation, job training and employment services required to meet the needs of youth;

d) ensure that information obtained from the Parties will be disseminated only to appropriate DCF/ChildNet personnel and will carry a warning, regarding the liability, confidentiality and control over additional dissemination;

e) retain the responsibility to coordinate temporary transportation for students to and from school during the time that SBPBC determines eligibility for transportation is being reviewed, or provide transportation with reimbursement at the approved rate;

f) provide transportation, as needed, for youth not eligible for transportation by SBPBC and shall address ongoing transportation needs on a case-by-case basis for youth deemed ineligible for McKinney-Vento by SBPBC who are not under an active eligibility appeal;

g) follow protocol for notification and collaboration amongst the Parties for the case planning for a child both at the time of dependency plan development and subsequent reviews;

h) review procedures to place students in shelter and foster care homes within or closest to their home school boundaries to facilitate stabilization of school placements;

i) safeguard the rights of students and clients with respect to records created, maintained, and used by public institutions within the state in accordance with state and federal law. It is intended that parents/guardians, students and clients have the rights of access, challenge, and privacy with respect to educational records and reports, and that there will be strict adherence to all applicable laws and regulations pertaining to those rights;
j) promote the practice of changing schools during vacations or other logical breaks to minimize disruption of educational services;

k) collaborate with SBPBC to conduct a comprehensive educational review/staffing of children in out of home care upon turning thirteen years of age to identify strengths, needs and interventions in order to maximize educational achievement and secondary and post-secondary planning and services;

l) maintain a current database of clients and their respective dependency case managers and notify the SBPBC District Liaison, DJJ South Regional Director or designee and APD Eligibility /Court Liaison Supervisor of changes;

m) develop and provide training opportunities to all Parties to this Agreement regarding education. The training components shall include the processes and activities related to implementation of this Agreement;

n) promote Guardians Ad Litem and foster parents attending surrogate parent training offered by SBPBC;

o) provide the Parties an update of the available services at each quarterly convening of the Local Interagency Collaboration Team; and

p) provide the school board assurance that subcontracted agencies have Level 2 background screenings.

2.08 CareerSource agrees to:

a) provide a description of local referral processes that serve 14 to 21 year olds for employment and training services;

b) provide the Parties an update of the available services at each quarterly convening of the Local Interagency Collaboration Team;

c) distribute information about career awareness opportunities and promote labor market information on jobs in demand at the local level for the appropriate education level of each youth;

d) collaborate with the Parties to establish strategies for coordination of the various funding sources and services regarding employment and training;

e) develop and provide training opportunities to all Parties to this Agreement regarding services related to employment. The training components shall include the processes and activities related to implementation of this Agreement;

f) explore opportunities with the Parties on ways to improve and expand the DCF Operation Full Employment initiative

g) increase, for individuals, particularly those individuals with barriers to employment, access to and opportunities for the employment, education, training, and support services they need to succeed in the labor market;

h) support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system;

i) improve the quality and labor market relevance of workforce investment, education, and economic development efforts to provide America's workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide America's employers with the skilled workers the employers need to succeed in a global economy;
j) promote improvement in the structure of and delivery of services through the United States workforce development system to better address the employment and skill needs of workers, jobseekers, and employers;

k) increase the prosperity of workers and employers in the United States, the economic growth of communities, regions, and States, and the global competitiveness of the United States; and

l) provide workforce investment activities, through local workforce development systems, that increase the employment, retention, and earnings of participants, and increase attainment of recognized postsecondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers.

All services listed above can be found via the internet at www.careersourcepbc.com. CareerSource shall support this Agreement by participating in sustained dialogue to improve programs, services and outcomes for at-risk youth by integrating complementary services, identifying duplicative efforts, gaps in services, and resource alignment.

2.09 The Department of Juvenile Justice agrees to:

a) provide a current list of clients and their respective Juvenile Probation Officers and shall transmit the updated information to ChildNet liaison, ChildNet dependency case manager and SBPBC district liaison;

b) share DJJ comprehensive evaluation and assessments with the ChildNet liaison, ChildNet dependency case manager and the SBPBC district liaison upon request;

c) participate in joint planning with SBPBC DJJ school-specific contact, and ChildNet personnel to eliminate duplication of services and identify gaps in services to at risk and delinquent youth;

d) ensure that information obtained from the Parties will be disseminated only to appropriate DJJ personnel and will carry a warning, regarding the liability, confidentiality and control over additional dissemination;

f) provide the Parties an update of the available services at each quarterly convening of the Local Interagency Collaboration Team; and

g) develop and provide training opportunities to all Parties to this Agreement regarding delinquency and intervention services. The training components shall include the processes and activities related to implementation of this Agreement.

2.10 The Agency for Persons with Disabilities agrees to:

a) collaborate with the Parties to support youth with developmental disabilities in living, learning and working in their communities;

b) provide a description of local referral processes for services;

c) ensure that a youth who has or might have a developmental disability or their authorized representative may apply for services at any time by contacting the Agency for Persons with Disabilities in their area;

d) provide the Parties an update of the available services at each quarterly convening of the Local Interagency Collaboration Team;
e) provide, to the extent permissible and in compliance with federal law, Florida Statutes and Administrative Rules, updates to the ChildNet liaison of the current status of youth served by ChildNet who are active APD recipients and referred individuals; provided individually identifiable information shall not be disclosed without parental or custodial consent or court order;

f) shall develop and provide training opportunities to all Parties to this Agreement regarding the eligibility process, supports and services. The training components shall include the processes and activities related to implementation of this Agreement; and

g) ensure that information obtained from the Parties will be disseminated only to appropriate APD personnel and will carry a warning, regarding the liability, confidentiality and control over additional dissemination.

2.11 The Early Learning Coalition agrees to:

a) work to determine the needs of young children in the community;

b) administer funding for the school readiness program which provides assistance for low-to-moderate income working families participating with CareerSource by paying a portion of the child care costs;

c) develop, plan, and work in collaboration with community partners to ensure children are ready for school;

d) prioritize at-risk children as required by Florida Statutes for the school readiness program;

e) share, to the fullest extent permissible and in compliance with federal law, Florida Statutes and Administrative Rules, including but not limited to Chapter 39, Florida Statutes and section 1002.22, Florida Statutes, relevant information relative to the children known to the department as would be pertinent to their educational growth, including post-secondary pursuits, job training, employment, and other benefit; and acknowledge that it may be necessary to restrict information sharing due to statutory prohibitions other than those enunciated in section 39.202, Florida Statutes. It is understood that the sharing of student records, including psychological evaluations with parental or custodial consent or court order does not abrogate the confidentiality of the records as to other non-designated parties;

f) oversee Florida's free Voluntary Pre-Kindergarten (VPK) program, which serves over 10,000 children in Palm Beach County; and

g) evaluate the quality of early childhood services.

2.12 Agency Designees.

The Parties agree that:

a) SBPBC designee for the purpose of executing and administering this Agreement shall be the Superintendent of Schools, who may assign a designated administrator for the purpose of monitoring this Agreement;

b) DCF designee for the purpose of executing and administering this Agreement shall be the Regional Managing Director, who may assign a designated administrator for the purpose of monitoring this Agreement;

c) ChildNet designee for the purpose of executing and administering this Agreement shall be the ED, who may assign a designated administrator for the purpose of monitoring this Agreement;
d) ELC designee for the purpose of executing and administering this Agreement shall be the Chief Executive Director.

e) CareerSource designee for the purpose of executing and administering this Agreement shall be the President/CEO, who may assign a designated administrator for the purpose of monitoring this Agreement;

f) APD designee for the purpose of executing and administering this Agreement shall be the Regional Operations Manager, who may assign a designated administrator for the purpose of monitoring this Agreement; and

g) DJJ designee for the purpose of executing and administering this Agreement shall be the South Regional Director, who may assign a designated administrator for the purpose of monitoring this Agreement.

2.13 Interagency Dispute.

Each Party agrees to comply with the following steps in the case of an interagency dispute:

a) Step 1 is resolution of the dispute among local agency staff; if unsuccessful then;

b) Step 2 is resolution of the dispute at the Local Interagency Collaboration Team agency level; if unsuccessful then;

c) Step 3 is resolution of the dispute among the local agency heads, i.e., SBPBC Superintendent of Schools, the DCF Regional Managing Director, the ChildNet Executive Director, the Circuit 15 DJJ South Regional Director, the APD Regional Operations Manager, the CareerSource President/CEO, and ELC Chief Executive Director, or their designees.

2.14 Indemnification.

a) By SBPBC: School Board of Palm Beach County agrees to be fully responsible for its acts of negligence of its agent’s acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence to extent permitted by Florida law and to limit set forth in Section 768.28, Florida Statutes and nothing herein is intended to serve as a waiver of sovereign immunity or as a consent to be sued by third persons in any matter arising out of this Agreement.

b) By DCF: Department of Children and Families agrees to be fully responsible for its acts of negligence or its agent’s acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence to the extent permitted by Florida law and to the limits set forth in Section 768.28, Florida Statutes.

c) By ChildNet: agrees to be fully responsible for its acts or its agent’s acts when acting within the scope of their employment and agrees to be liable for any damages resulting from said acts pursuant to Section 39.011 Florida Statute and to the limits set forth in Section 409.993, Florida Statutes. ChildNet agrees to indemnify, hold harmless and defend SBPBC, its agents, and employees from any and all claims, judgments, costs and expenses including but not limited to, reasonable attorney’s fees, reasonable investigative and discovery costs, court costs and all other sums which SBPBC, its agents and employees may pay or become obligated to pay on account of any, all and every claim or demand or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by ChildNet, its agents or employees; the equipment of ChildNet, its agents or employees while such equipment is on premises owned or controlled by SBPBC; or the negligence of ChildNet or the negligence of
ChildNet agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBPBC’s property, and injury or death of any person whether employed by ChildNet, SBPBC or otherwise.

d) By CareerSource: CareerSource agrees to be fully responsible for its acts of negligence or its employee’s and agent’s acts of negligence when acting within the scope of their employment or agency and agrees to be liable for any damages resulting from said negligence. CareerSource subject to Section 768.28, Florida Statutes, and nothing herein is intended to serve as a waiver of sovereign immunity or as consent to be sued by third persons in any matter arising out of this Agreement.

e) By APD: Agency for Persons with Disabilities agrees to be fully responsible for its acts of negligence or its agent’s acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence to the extent permitted by Florida law and to the limits set forth in Section 768.28, Florida Statutes, and nothing herein is intended to serve as a waiver of sovereign immunity or as a consent to be sued by third persons in any matter arising out of this Agreement.

f) By DJJ: the Department of Juvenile Justice agrees to be fully responsible for its acts of negligence or its agent’s acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence.

g) By ELC: Early Learning Coalition agrees to be fully responsible for its acts of negligence or its agent’s acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence and nothing herein is intended to serve as a waiver of sovereign immunity.

ARTICLE 3- GENERAL CONDITIONS

3.01 No Waiver of Sovereign Immunity. Nothing contained herein is intended to serve as a waiver of sovereign immunity by any agency to which sovereign immunity may be applicable.

3.02 No Third Party Beneficiaries. The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the Parties intend to directly or substantially benefit a third party by this Agreement. The Parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the Parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any manner arising out of any contract.

3.03 Non-Discrimination. The Parties shall not discriminate against any employee, parent, or child known to the department in the performance of the duties, responsibilities and obligations under this Agreement because of race, age, religion, color, gender, national origin, marital status, disability or sexual orientation or expression.

3.04 Termination. This Agreement may be canceled by any of the Parties with or without cause during the term hereof upon thirty days written notice to the other Parties of its desire to terminate this Agreement.
3.05 **Records.** Each Party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each Party shall be responsible for compliance with any public documents request served upon it pursuant to Section 119.07, Florida Statutes, and any resultant award of attorney’s fees of non-compliance with that law. Each Party shall comply with confidentiality requirements pursuant to Federal and State law including but not limited to Chapter 39 regarding child abuse records and applicable sections of FERPA and the Health Insurance Portability and Accountability Act (HIPAA).

3.06 ** Entire Agreement.** This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the Parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the Parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.07 **Amendments.** No modification, amendments, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each Party hereto.

3.08 **Preparation of Agreement.** The Parties acknowledge that they have sought and obtained whatever competent advice and counselor as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein express their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the Parties than the other.

3.09 **Waiver.** The Parties agree that each requirement, duty and obligation set forth herein in substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any Party’s failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

3.10 **Compliance with Laws.** Each Party shall comply with all applicable federal and state laws, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.11 **Governing Laws.** This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida and federal law. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the jurisdiction of the state court of Florida for the Fifteenth Judicial Circuit of Palm Beach County, Florida.

3.12 **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns.
3.13 **Assignment.** Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any Party without the prior written consent of the other Party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBPBC.

3.14 **Force Majeure.** No Party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotion, or by reason of any other matter or condition beyond the control of any Party, and which cannot be overcome by reasonable diligence and without unusual expense. In no event shall a lack of funds on the part of any Party be deemed Force Majeure.

3.15 **Place of Performance.** All obligations of SBPBC, under the terms of this Agreement are reasonably capable of being performed in Palm Beach County, Florida and shall be payable and performable in Palm Beach County, Florida.

3.16 **Severability.** In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, unlawful, unenforceable or void in any respect, the invalidity, illegality, unenforceability, unlawful or void nature of that provision shall not affect any other provision and this Agreement shall be considered as if such invalid, illegal, unlawful, unenforceable or void provision had never been included herein.

3.17 **Notice.** When any of the Parties desire to give notice to the other, such notice must be in writing, sent by U.S. Postal Service, postage prepaid, addresses to the Party from whom it is intended at the place last specified. The address for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective Party and place for giving notice:

To: School Board

Robert Avossa, Superintendent of Schools
The School Board of Palm Beach County, Florida
3330 Forest Hill Boulevard
West Palm Beach, Florida 33406

With a Copy to:

June Eassa, Director of the Department of Safe Schools
The School Board of Palm Beach County, Florida
C/O Lincoln Elementary
1160 Avenue N, Room 268
Riviera Beach, Florida 33404

To: DCF

Dennis Miles, Regional Managing Director
Department of Children and Families
111 S. Sapodilla Avenue
West Palm Beach, Florida 33401

With a Copy to:

Mark Holsapfel, Regional Program Manager
Department of Children and Families
1400 West Commercial Blvd.
2nd Floor, Room 210 N
Ft. Lauderdale, Florida 33309

To: ChildNet  Larry Rein, Executive Director
        ChildNet, Inc.
        4100 Okeechobee Boulevard
        West Palm Beach, Florida 33409

        With a Copy to:  Sally Laws, Director of Service Coordination
                          ChildNet, Inc.
                          4100 Okeechobee Boulevard
                          West Palm Beach, Florida 33409

To: CareerSource  Steve Craig, President/CEO
            CareerSource Palm Beach County, Inc.
            3400 Belvedere Road
            West Palm Beach, Florida 33406

            With a Copy to:  Michelle Dryer, Director of Educational/Community Partnership
                              CareerSource Palm Beach County, Inc.
                              3400 Belvedere Road
                              West Palm Beach, Florida 33406

To: APD  Gerard C. Driscoll, Regional Operations Manager
        Agency for Persons with Disabilities
        111 S. Sapodilla Avenue, Suite 204
        West Palm Beach, Florida 33401

            With a Copy to:  Rose Ellen Taylor
                              Agency for Persons with Disabilities
                              111 S. Sapodilla Avenue, Suite 204
                              West Palm Beach, Florida 33401

To: DJJ  Terria Flakes, South Regional Director
        Department of Juvenile Justice
        201 West Broward Boulevard
        Fort Lauderdale, Florida 33301

            With a Copy to:  Greg Starling, Chief Probation Officer
                              Department of Juvenile Justice
                              1100 45th Street, Building B
                              West Palm Beach, Florida 33407

To: ELC  Warren Eldridge, Chief Executive Director
        Early Learning Coalition of Palm Beach County
3.18 **Captions.** The captions, section numbers, article numbers, title and headings in this Agreement are inserted only as a matter of convenience and in no way define, limit, construct or describe the scope or intent of such articles or sections of this Agreement, nor in any way effect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.19 **Authority.** Each person signing this Agreement on behalf of any Party individually warrants that he or she has full legal power to execute this Agreement on behalf of the Party for whom he or she is signing, and to bind and obligate such Party with respect to all provisions contained in this Agreement.

3.20 **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed to be an original but all of which taken together shall constitute one and the same agreement.

3.21 **No Agency Relationship.** No Party is an agent or servant of the other. No person employed by any Party to this Agreement, shall in connection with the performance of this Agreement or any services or functions contemplated hereunder, at any time, be considered the employee of another Party, nor shall an employee claim any right in or entitlement to any pension, worker’s compensation benefit, unemployment compensation, civil service, or other employee rights or privileges granted by operation of law or otherwise, except through and against the Party by whom they are employed.

3.22 **Inspector General.** The Parties agree and understand that the Office of Inspector General for SBPBC, APD, DCF, and DJJ (collectively the "Inspector Generals") shall have immediate, complete and unrestricted access to all papers, books, records, documents, information, personnel, processes (including meetings), data, computer hard drives, emails, instant messages, facilities or other assets owned, borrowed or used by the Parties with regard to the Agreement. Each Party’s employees, vendors, officers and agents shall furnish the Inspector Generals with requested information and records within their custody for the purposes of conducting an investigation or audit, as well as provide reasonable assistance to the Inspector Generals in locating assets and obtaining records and documents as needed for investigation or audit relating to the Agreement. Furthermore, the Parties understand, acknowledge and agree to abide by School Board Policy 1.092.
IN WITNESS WHEREOF, the Parties have caused their hand to be set to this Agreement by their respective authorized officials thereof.

SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA

Chuck Shaw, Chairman

ATTEST:

Robert M. Avossa, Ed.D., Superintendent of Schools

9-17-15
Date

Reviewed and approved as to form and legal sufficiency

Digitally signed by Blair Littlejohn
Date: 2015.08.17
16:49:50 -04'00'

School Board Attorney

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]
IN WITNESS WHEREOF, the Parties have caused their hand to be set to this Agreement by their respective authorized officials thereof.

**DEPARTMENT OF CHILDREN AND FAMILIES**

[Signature]

Dennis Miles, Regional Managing Director

10/1/15  Date

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]
IN WITNESS WHEREOF, the Parties have caused their hand to be set to this Agreement by their respective authorized officials thereof.

CHILDMET

Larry Rein, Executive Director

Date 9/4/15

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]
IN WITNESS WHEREOF, the Parties have caused their hand to be set to this Agreement by their respective authorized officials thereof.

CAREERSOURCE PALM BEACH COUNTY, INC.

[Signature]
Steve Craig, President/CEO

9/24/15
Date
IN WITNESS WHEREOF, the Parties have caused their hand to be set to this Agreement by their respective authorized officials thereof.

AGENCY FOR PERSONS WITH DISABILITIES

[Signature]
Gerard C. Driscoll, Regional Operations Manager

[Date] 9/8/15

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]
IN WITNESS WHEREOF, the Parties have caused their hand to be set to this Agreement by their respective authorized officials thereof.

**DEPARTMENT OF JUVENILE JUSTICE**

[Signature]

Terria Flakes, South Regional Director

10/6/15

Date

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]
IN WITNESS WHEREOF, the Parties have caused their hand to be set to this Agreement by their respective authorized officials thereof.

EARLY LEARNING COALITION OF PALM BEACH COUNTY

______________________________  9/23/15
Warren Eldridge, Chief Executive Director  Date

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]
WHEREAS, this Memorandum of Understanding (MOU) is made pursuant to the Workforce Innovation and Opportunity Act of 2014 and entered into between, CareerSource Palm Beach County, Inc. (CSPBC), and Hands Together of the Palm Beaches, Inc. (Hands Together); and

WHEREAS, this MOU is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in Palm Beach County. In addition, this MOU will enable each party to integrate with the current One-Stop service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons within Palm Beach County.

NOW THEREFORE, in consideration of the mutual covenant and agreement expressed herein, CSPBC and Hands Together hereby agree as follows.

I. **Term.** The Term of this MOU shall commence on the date last executed by both parties through June 30, 2017, and will automatically renew annually for successive one-year terms, unless otherwise terminated by either party. The parties agree to review this MOU no less than once every three year period to ensure appropriate funding and delivery of services. This MOU may be terminated for convenience at any time by either party upon twenty four (24) hours written notice to the other party.

II. **Purpose.** By entering into this MOU the parties shall coordinate resources and services, as available, in the best interest of eligible job seekers. It is understood the parties shall maintain the confidentiality of any information, regarding job seekers, participants or client customers that identifies or may be used to identify them and which may be obtained through application forms, interviews, tests, reports or any other source. No release of information if such release is required by Federal or State law shall be construed as a breach of this Section.

III. **Scope of Services**

CSPBC agrees to provide Hands Together, as available as determined by CSPBC:

a. train the trainer training
b. assistance with the services offered by CSPBC
c. up to twice a semester conduct resume creation computer classes that enhance Hands Together’s curriculum and encourages students to visit CSPBC to enhance his/her job search
d. services including, computerized job bank, career center resources, access to fax machines, telephones for filing a Reemployment Assistance claim and photocopy machine
e. access to a CSPBC Career Consultant, on an as needed basis, to assist with job searching, career assessment or training

IV. **Communications**

The parties agree to communicate in their mutual efforts to implement the provisions of this MOU and to strive for a seamless delivery of services. While email and written communications are preferable for detailed accuracy, to facilitate services to clients or organizations in need, verbal or communications may be used to expedite services.

V. **Modification.** Any party may propose to modify and/or amend this MOU at any time. All proposed modifications and/or amendments shall be in writing and become effective only upon the written concurrence of both parties.
VI. **Indemnification.**

a. CSPBC agrees to be fully responsible for its acts of negligence or its agent’s acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence to extent permitted by Florida law and nothing herein is intended to serve consent to be used by third persons in any matter arising out of this MOU.

b. Hands Together agrees to be fully responsible for its acts of negligence or its agent’s acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence to extent permitted by Florida law and nothing herein is intended to serve consent to be used by third persons in any matter arising out of this MOU.

VII. **No Third Party Beneficiaries.** The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this MOU. None of the Parties intend to directly or substantially benefit a third party by this MOU. The Parties agree that there are no third party beneficiaries to this MOU and that no third party shall be entitled to assert a claim against any of the Parties based upon this MOU.

VIII. **Independent Contractor.**

In the execution of this MOU and rendering of services prescribed by this MOU, Hands Together shall maintain at all times its independent status, and shall be considered an independent contractor in the performance of its duties and responsibilities under this MOU. CSPBC shall neither have nor exercise any control or direction over the methods by which the Hands Together shall perform its services and functions other than as provided herein. Nothing in this MOU is intended to, nor shall be deemed to constitute, a partnership or a joint venture between the parties. No provision of this MOU, act of Hands Together in the performance of this MOU, or act of CSPBC in the performance of this MOU, shall be construed as making Hands Together the agent, servant or employee of CSPBC.

IX. **Records.** Each Party shall maintain its own respective records and documents associated with this MOU in accordance with the records retention requirements applicable to public records. Each Party shall be responsible for compliance with any public documents request served upon it pursuant to Section 119.07, Florida Statutes, and any resultant award of attorney’s fees of non-compliance with that law. Each Party shall comply with confidentiality requirements pursuant to Federal and State law.

X. **Compliance with Laws.** Each Party shall comply with all applicable federal and state laws, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this MOU. This MOU shall be interpreted and construed in accordance with and governed by the laws of the State of Florida and federal law. Any controversies or legal problems arising out of this MOU and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the jurisdiction of the state court of Florida having appropriate jurisdiction.

XI. **NON-DISCRIMINATION EQUAL OPPORTUNITY ASSURANCES, CERTIFICATIONS, OTHER PROVISIONS**

Each party assures that it will comply fully with the following:

1) Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color or national origin.


5) Section 854 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.

6) Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), which prohibits discrimination against all participants in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or Participation in any WIOA Title I financially assisted program or activity.

8) Equal Employment Opportunity (EEO): The parties agree that it shall comply with Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO No. 11375, requires that Federal contractors and subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the contractor/subcontractor to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin and as supplemented in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 41 CFR Part 60 and 45 CFR Part 80 if applicable.

XII. Assignment. Neither this MOU nor any interest herein may be assigned, transferred or encumbered by any Party without the prior written consent of the other Party. There shall be no partial assignments of this MOU.

XIII. Entire Agreement. This MOU constitutes the entire understanding of the Parties with respect to the subject matter hereof. All other prior agreements, understandings and representations regarding the subject matter hereof are hereby superseded and terminated. This MOU or any right accruing hereunder shall not be assigned by either party in whole or in part. Any assignment in violation hereof shall be invalid. Both parties certify that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the MOU in accordance with 29 CFR Parts 45, 74, 95 and 98 and 45 CFR Part 74.

In Witness Whereof, CSPBC and Hands Together have caused this MOU to be duly executed as of the date set forth below and agree that the provisions contained herein are subject to all applicable Federal, State and local laws, regulations and/or guidelines relating to nondiscrimination, equal opportunity, displacement, privacy rights of participants and maintenance of records and other confidential information relating to job seekers.

CareerSource Palm Beach County, Inc. 

By: _______________________________ Dated: ____________________

Steve Craig, President/CEO

Hands Together of the Palm Beaches, Inc.

By: _______________________________ Dated: ____________________

Nancy Anderson, President

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]
MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
CAREERSOURCE PALM BEACH COUNTY, INC.
3400 Belvedere Road, West Palm Beach, Florida 33406
AND
PALM BEACH COUNTY HOUSING AUTHORITY
3432 West 45th Street West Palm Beach, Florida 33407

This Memorandum of Understanding (MOU) is entered into between CareerSource Palm Beach County (CareerSource) and the Palm Beach County Housing Authority for Local Workforce Development Area 21, Palm Beach County, Florida.

Whereas, CareerSource and the Palm Beach County Housing Authority enter into this MOU to establish their respective roles and responsibilities and shall coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties' respective programs, services, and agencies.

Now Therefore, in consideration of the mutual covenant and agreement expressed herein, CareerSource and the Palm Beach County Housing Authority hereby agree as follows.

I. Term
The Term of this MOU shall commence on the date last executed by the Parties and will automatically renew annually, unless otherwise terminated by either Party. The parties agree to review this MOU no less than once every three year period to ensure appropriate funding and delivery of services.

II. Confidentiality
It is understood that the parties shall maintain the confidentiality of any information, regarding a job seeker and the immediate family of any job seeker, that identifies or may be used to identify them and which may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source. The parties shall not divulge such information without the written permission of the job seeker, except that such information which is necessary as determined by the job seeker for purposes related to the performance or evaluation of this MOU may be divulged to job seeker or such other parties as they may designate having responsibilities under this MOU for monitoring or evaluating the services and performances under the MOU, or to governmental authorities to the extent necessary for the proper administration of the law. All release of information shall be in accordance with applicable rules, regulations State laws and policies. No release of information, if such release is required by Federal or State law, shall be construed as a breach of this Section.

III. Purpose
The purpose of this MOU is designed to accomplish the following:

1. To eliminate unwarranted duplication of services, reduce administrative costs and enhance participation and performance of participants served through the workforce system;

2. To establish guidelines for creating and maintaining a cooperative working relationship, facilitate joint planning and evaluation of services and develop more efficient management of limited financial and human resources; and

3. To build a workforce system that dramatically upgrades the workplace skills of participants and economically benefits the workforce and the employers of the State of Florida.

IV. Description of the Workforce System
It is the intent of the Palm Beach County Housing Authority to participate in the workforce system within Local Workforce Development Area 21, Palm Beach County, Florida and in so doing the Palm Beach County Housing Authority agrees to the following:

1. Palm Beach County Housing Authority shall comply with CareerSource Career Center procedures, policies, operational agreements and hours of operations including holiday schedules.
2. Palm Beach County Housing Authority shall participate in a CareerSource approved integrated intake, referral and participant tracking system subject to confidentiality constraints, program limitations and the Privacy Act including maintaining separate medical and personnel files.

V. Scope of Services
The Palm Beach County Housing Authority agrees to:
1. Advise CareerSource of actions taken on behalf of or with the CareerSource job seeker that may affect the job seeker's participation in a CareerSource program. This may include follow-up on the results of referrals and enrollment of the job seeker into the Palm Beach County Housing Authority Family Self-Sufficiency Program.

CareerSource agrees to provide, as available, to eligible Palm Beach County Housing Authority job seekers:
1. Direct services including, computerized job bank, career center resources, access to fax machines, telephones for filing a Reemployment Assistance claim and photocopy machine.
2. Access to a CareerSource Career Consultant, on an as needed basis, to assist with job searching, career assessment or training.
3. Referral to the Palm Beach County Housing Authority Family Self-Sufficiency Program.

In Witness Whereof, CareerSource and the Palm Beach County Housing Authority have caused this MOU to be duly executed as of the date set forth below and agree that the provisions contained herein are subject to all applicable Federal, State and local laws, regulations and/or guidelines relating to nondiscrimination, equal opportunity, displacement, privacy rights of participants and maintenance of records and other confidential information relating to job seekers.

APPROVED BY:
CareerSource Palm Beach County

By: [Signature]
Signed Steve Craig, President/CEO

APPROVED BY:
Palm Beach County Housing Authority

By: [Signature]
Signed Authorized Representative Requires Highest Ranking Officer Such as the President/CEO

Witness: [Signature]

Date: 4/22/16

Witness: [Signature]

Date: April 21, 2016
MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("Agreement") is entered into on SEP 26 2017, by and between CareerSource Palm Beach County (CSPBC) and the Palm Beach County, a political subdivision of the State of Florida, (hereinafter the "COUNTY") which are collectively the "Parties" and individually a "Party" hereto.

WITNESSETH

WHEREAS, the Reentry Task Force ("RTF") is an advisory committee of the COUNTY tasked with providing advisory services to provide for coordinated and effective reentry services to those returning to our community from incarceration; and

WHEREAS, this Agreement establishes the general conditions and joint processes that will enable CSPBC and the COUNTY through its RTF to effectively collaborate as partners in regard to the employment of individuals with criminal histories; and

WHEREAS, employment is essential for closing the revolving prison door and supporting a formerly incarcerated person’s successful return to his or her community.

NOW THEREFORE, in consideration of the mutual interests and understandings expressed herein, the Parties agree as follows:

I. TERM

This Agreement shall begin on the Effective Date and shall end at midnight three (3) years from the date of approval.

This Agreement may be renewed for an additional three (3) year period, upon the same terms and conditions contained herein, upon the mutual agreement of both Parties. Exercise of the renewal option is at each Party's sole discretion and COUNTY renewal shall be conditioned, at a minimum, on CSPBC's performance of this Agreement. The COUNTY, if it desires to pursue a renewal option, will provide written notice to CSPBC no later than sixty (60) days prior to the Agreement expiration date. A renewal term shall require the execution of a written renewal amendment that shall be signed by both Parties.

II. SCOPE OF AGREEMENT

The COUNTY and CSPBC agree to carry out their respective duties and responsibilities outlined below, subject to controlling law, policy(ies) and/or procedures, and in consideration of the mutual interests and understandings expressed herein.

A. Overview

The COUNTY and CSPBC agree to provide services to individuals with criminal records in Palm Beach County, in a manner that aligns with the Integrated Reentry and Employment Strategies (IRES) Project policies and procedures as set forth in Attachment 1, which is attached hereto and made a part hereof.
B. Responsibilities of the COUNTY through the RTF include:

1. Coordinate community and government resources to assist residents that are transitioning back to Palm Beach County (PBC) after incarceration;
2. Seek and identify funding to make available to agencies for the purposes of: a) identifying eligible clients; and b) providing a risk/needs assessment of each client;
3. Provide CSPBC access to the PBC Reentry Network (RENEW);
4. Coordinate the provision of reentry services for low, medium and high risk clients returning to the County from incarceration (per the outcome of their Level of Service Inventory, revised, LSI-r);
5. Coordinate the referral process to CSPBC for low risk clients and those clients who are job ready that are returning to the County from incarceration and in need of employment services per the result of assessments;
6. Update the CareerSource Board annually on reentry progress, accomplishments and emerging issues;
7. Maintain open and clear lines of communication with CSPBC staff in order to address any questions or concerns;
8. Develop countywide reentry policies and procedures that define the referral processes;
9. Maintain and update a PBC Reentry Strategic Plan;
10. Contact each individual convicted in and returning to PBC from the Florida prison system or local jail and provide referral information for reentry services;
11. Provide semi-annual trainings for CSPBC staff on reentry best practices, motivational interviewing, LSI-r risk needs assessment and the RENEW system;
12. Include appropriate CSPBC staff in all countywide staff meetings;
13. Work with CSPBC and other business partners to develop a committee of businesses that is interested in hiring individuals with barriers to employment; and
14. Educate and disseminate resources to employers and CSPBC staff on making informed hiring decisions, including guidance on when criminal background checks should be conducted during the hiring process, what types of criminal records should be considered for particular positions, how those records should be appropriately evaluated when filling job vacancies, and how to effectively partner with community-based organizations for referrals.

C. Responsibilities of CSPBC include:

1. CSPBC will: a) identify eligible walk-in clients that were convicted in and returning to PBC; b) provide a risk/needs proxy for individuals with criminal histories that contact CSPBC for services; and c) enter client and risk/needs proxy information into the PBC Reentry Network (RENEW);
2. Refer individuals that score medium to high-risk on the LSI-r proxy to the most appropriate community service provider through RENEW;
3. Provide reentry services to individuals returning to PBC who score low risk on the LSI-r risk/needs assessment;
4. Accept referrals for all clients who are deemed less job ready and provide linkage to employment training opportunities through the local WIOA allocation for those that qualify;
5. Develop and implement internal agency policies that enable individuals with criminal histories to receive employment assistance, including access to training funds as described above and a designated liaison for individuals with criminal histories and staff within the COUNTY and community service providers;
6. Collaborate with the RTF to understand the employment needs of active clients involved in job search activities;
7. Maintain open and clear lines of communication with COUNTY RTF staff to address any questions or concerns;
8. Provide quarterly training for reentry staff on best practices in workforce development;
9. Regularly analyze the regional labor market to provide timely and relevant labor market data and projections for growth opportunities within selected career pathways that may benefit individuals with criminal histories;
10. Build rapport with local employers by addressing specific hiring needs that could result in training partnerships for formerly incarcerated individuals through industry-specific engagement events;
11. CSPBC will develop On the Job Training (OJT) opportunities for individuals;
12. Maintain a current database of open and potential job opportunities;
13. Educate the local business community about the benefits of hiring reentry clients, including the Federal Bonding Program and the Work Opportunity Tax Credit, through presentations and participation at community meetings such as Chambers of Commerce, business development boards, etc.; and
14. PREPARE reentry unit will serve all interested clients (all risk levels) in the local jail.

III. FINANCIAL OBLIGATIONS

The Parties acknowledge that this Agreement is not intended to create financial obligations between any of the Parties. However, if costs are incurred because of the Parties performing their duties or responsibilities under this Agreement, each Party agrees to be responsible for their own costs.

The obligations of the Parties hereunder are subject to annual appropriations and/or applicable grant funding for the program obligations.

IV. AGREEMENT MANAGEMENT AND LEGAL NOTICES

A. Changes to a designated Agreement Administrator or Agreement Manager contact contained in this Section shall be made via email notification to the addresses set forth below.

B. COUNTY’s Agreement Administrator

The Agreement Administrator is responsible for maintaining the official Agreement file, processing any amendments or termination of the Agreement, and maintaining records of all formal correspondence between the Parties regarding administration of this Agreement.

The address and telephone number of the COUNTY’s Agreement Administrator is:

Nicole Bishop, Director of Justice Services
Palm Beach County Public Safety Department
205 North Dixie Highway, Suite 5.1100
West Palm Beach, Florida 33401
Telephone: (561) 355-1723
Email: NIBishop@pbegov.org

And

For all Legal Notices
Palm Beach County Attorney’s Office
Attn: Criminal Justice Commission

Page 3 of 10
301 North Olive Avenue, Suite 601  
West Palm Beach, Florida 33401  
Telephone: 561-355-2225  
Fax: 561-659-7974

C. CSPBC Agreement Managers

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

FOR CSPBC
Steve Craig,  
President/CEO  
3400 Belvedere Road,  
West Palm Beach, FL 33406  
Telephone: (561) 340-1060 ex 2221  
E-mail: scrraig@careresourcepbc.com

D. All legal notices and elections (collectively, “Notices”) to be given or delivered by or to any Party hereunder shall be in writing and shall be (as elected by the Party giving such notice) hand delivered by messenger, courier service, or national overnight delivery service, telecopied or faxed, or alternatively shall be sent by United States Certified Mail, with Return Receipt Requested. The effective date of any Notice shall be the date of delivery of the Notice if by personal delivery, courier services, or national overnight delivery service, or on the date of transmission with confirmed answer back if by telecopier or fax if transmitted before 5PM on a business day and on the next business day if transmitted after 5PM or on a non-business day, or if mailed, upon the date which the return receipt is signed or delivery is refused or the notice designated by the postal authorities as non-deliverable, as the case may be. The parties hereby designate the addresses contained in this Section IV as the addresses to which legal Notices may be delivered, and delivery to such addresses shall constitute binding notice given to such Party.

V. REVIEW AND MODIFICATION

On an annual basis or upon the request of either Party, the Parties will review this Agreement to determine whether its terms and conditions are still appropriate. If the Parties mutually agree that the terms and conditions require update or revision, the Parties may renegotiate terms and conditions hereof which shall be documented in an amendment to this Agreement executed by the Parties. There is no obligation to agree to new or revised terms and conditions and the Parties retain the right of termination as set forth in Section VI below. Modifications to the provisions of this Agreement, shall be valid only through execution of a formal written amendment to the Agreement, except that a designated Agreement Manager or Agreement Administrator, currently set forth in Section IV herein, can be changed by written notice to both Parties. without formal amendment.

VI. TERMINATION

This Agreement may be terminated at any time upon the mutual consent of the Parties or unilaterally by a Party upon no less than thirty (30) calendar days’ advance notice to the other Party. Notice shall be delivered pursuant to the provision of Article IV herein.
In addition, this Agreement may be terminated with 24-hours notice by the COUNTY for any failure of CSPBC to comply with the terms of this Agreement or any applicable Florida law.

VII. OTHER CONDITIONS

A. Public Records Law

Notwithstanding anything contained herein, as provided under Section 119.0701, F.S., if CSPD: (i) provides a service; and (ii) acts on behalf of the County as provided under Section 119.011(2) F.S., the CSPD shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time. CSPD is specifically required to:

A. Keep and maintain public records required by the County to perform services as provided under this Contract.

B. Upon request from the County’s Custodian of Public Records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. CSPD further agrees that all fees, charges and expenses shall be determined in accordance with Palm Beach County PPM CW-F-002, Fees Associated with Public Records Requests, as it may be amended or replaced from time to time.

C. Ensure that public records that are exempt, or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Contract, if CSPD does not transfer the records to the public agency.

D. Upon completion of the Contract CSPD shall transfer, at no cost to the County, all public records in possession of CSPD unless notified by County’s representative/liaison, on behalf of the County’s Custodian of Public Records, to keep and maintain public records required by the County to perform the service. If CSPD transfers all public records to the County upon completion of the Contract, CSPD shall destroy any duplicate public records that are exempt, or confidential and exempt from public records disclosure requirements. If CSPD keeps and maintains public records upon completion of the Contract, CSPD shall meet all applicable requirements for retaining public records.

E. All records stored electronically by CSPD must be provided to County, upon request of the County’s Custodian of Public Records, in a format that is compatible with the information technology systems of County, at no cost to County.

Failure of CSPD to comply with the requirements of this article shall be a material breach of this Contract. County shall have the right to exercise any and all remedies available to it, including but not limited to, the right to terminate for cause. CSPD acknowledges that it has familiarized itself with the requirements of Chapter 119, F.S., and other requirements of state law applicable to public records not specifically set forth herein.

IF CSPD HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CSPD’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT RECORDS REQUEST, PALM BEACH COUNTY PUBLIC
B. **Indemnification**

Subject to the provisions and only within the limitations of Section 768.28, Florida Statutes, and without waiving sovereign immunity, the Parties recognize their respective tort liability for injury or loss of property, personal injury, or death caused by the negligent or wrongful act or omission of any employee acting within the scope of the employee’s office or employment. It is expressly understood that this provision shall not be construed as: i) a waiver of any right, defense or immunity that the Parties have under Chapter 768.28, Florida Statutes, or any other statute, ii) an agreement by either Party hereto to indemnify the other, or iii) consent by either Party to be sued by third parties. Each Party covenants to maintain sufficient general liability and worker’s compensation coverage, unless self-insured, regarding its respective liability, throughout the term of this Agreement.

C. **Confidentiality**

CSPBCL shall exercise due diligence to safeguard confidential information, which shall include but not be limited to, adopting policies and procedures and implementing training to ensure that staff assigned to perform services pursuant to this Agreement, or that have access to confidential information provided pursuant to this Agreement, have been instructed on the requirements for safeguarding and maintaining confidential records and information associated with individuals receiving services under this Agreement as required by applicable state or federal law.

D. **Disputes**

Any dispute concerning performance of the terms of this Agreement shall be resolved informally by the Agreement Administrators. Any dispute that cannot be resolved informally shall be reduced to writing and delivered to the COUNTY. The COUNTY shall decide the dispute, reduce the decision to writing, and deliver a copy to the Parties, the Agreement Managers and the Agreement Administrator. If the decision is not acceptable to CSPBC, then CSPBC may cancel the Agreement immediately.

E. **Data Sharing and Confidential Information**

CSPBC acknowledges that the records exchanged between them are provided for official purposes only and that public access to such data is prescribed by statute. The COUNTY and CSPBC acknowledge their separate obligations to store and disseminate records containing data in compliance with the requirements of the public records law Chapter 119, Florida Statutes, as further described in Section VII(A) herein, and as required by other state and federal statutes and/or regulations. The Parties acknowledge that some records that may be provided to another Party pursuant to this Agreement are designated as confidential and/or exempt by Chapter 119, Florida Statutes and/or other Section 945.10, Florida Statutes, and/or other laws (the “Confidential Records”). In the event Confidential Records are provided to a Party in order to further the purposes of this Agreement, the receiving Party shall hold and maintain the Confidential Records in strictest confidence as required by state and federal law and shall carefully restrict access to Confidential Records to employees and third parties as is reasonably required in order to perform the services or duties set forth in this Agreement and with adequate safeguards in place to ensure
maintenance of the confidential nature of the record. The receiving Party shall not, without prior written approval of the disclosing Party, publish, copy, or otherwise disclose to others, any Confidential Records, except as required by law. The receiving Party shall return to the disclosing Party any and all records, data, and other written, printed, or tangible materials in possession that constitutes Confidential Records immediately if the disclosing Party requests it in writing. A Party receiving Confidential Records shall maintain the confidential and/or exempt status of the record as required by law at all times.

F. Health Insurance Portability and Accountability Act

CSPBC shall comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (42 U.S.C. 1320d-8), and Florida Information Protection Act of 2014 (FIPA) (Section 501.171, Florida Statutes and all applicable regulations promulgated thereunder. Agreement to comply with HIPAA and FIPA is evidenced by the execution of this Agreement.

G. Insurance

CSPBC is a local agency subject to the limitations of Florida Statutes 768.28, and shall furnish the COUNTY upon request, written verification of liability protection (self-insured or otherwise) in accordance with the limits set forth in Section 768.28, Florida Statutes. Nothing herein shall be construed to be a waiver of any Party's sovereign immunity nor shall it be construed to extend any Party's liability beyond that provided in Section 768.28, Florida Statutes, nor shall same be construed as consent to be sued by third parties.

H. Employee Status

This Agreement does not create an employee/employer relationship between the Parties. It is the intent of the Parties that they each act as independent contractors under this Agreement and neither of the Parties shall be deemed an employee of the other for any purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Workers Compensation Act, and the State unemployment insurance law. The Parties shall each retain sole and absolute discretion in the judgment of the manner and means of carrying out their activities and responsibilities hereunder provided, further that administrative procedures applicable to services rendered under this Agreement shall be those of each Individual Party. Each party shall be solely responsible for securing at its own expense, all necessary personnel required to perform the services under this Agreement. Services provided by each Party and its employees pursuant to this Agreement shall be subject to the supervision of such Party. In providing such services, no Party nor its agents or employees, shall act as officers, employees, or agents of the other Party. The Parties agree that they are separate and independent enterprises, and that each of them has the ability to pursue other opportunities.

This Agreement shall not be construed as creating any joint employment relationship between the Parties and neither of the Parties will be liable for any obligation incurred by the other Party, including, but not limited to, unpaid minimum wages and/or overtime premiums.
I. Force Majeure

None of the Parties shall be liable for loss or damage suffered as a result of any delay or failure in performance under this Agreement or interruption of performance resulting directly or indirectly from acts of God, fire, explosions, earthquakes, floods, water, wind, lightning, civil or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, strikes, or labor disputes.

J. Cooperation with Inspector General

To the extent applicable, CSPBC will cooperate and comply with the Inspector General in any investigation, audit, inspection, review, or hearing conducted pursuant to Section 20.055(5), Florida Statutes. Additionally, pursuant to Palm Beach County Code, Sections 2-421 through 2-440, as amended, Palm Beach County’s Office of Inspector General is authorized to have the power to review past, present and proposed County contracts, transactions, accounts and records. The Inspector General’s authority includes, but is not limited to, the power to audit, investigate, monitor, and inspect the activities of entities contracting with the County, or anyone acting on their behalf, in order to ensure compliance with contract requirements and to detect corruption and fraud. Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be a violation of Palm Beach County Code, Section 2-421 through 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

L. Nondiscrimination

Each of the Parties shall assure and hereby certify that they will comply with the Title VII of the Civil Rights Act of 1964, as amended, and Palm Beach County Resolution No. R2014-1421, and shall not discriminate against any individual on the basis of their race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability or genetic information with respect to any activity occurring pursuant to this Agreement.

Pursuant to Palm Beach County Resolution R-2014-1421, as may be amended, it is the policy of the Board of County Commissioners of Palm Beach County that Palm Beach County shall not conduct business with nor appropriate any funds for any organization that practices discrimination on the basis of race, color, national origin, religion, ancestry, sex, age, familial status, marital status, sexual orientation, gender identity and expression, disability, or genetic information.

CSPBC has submitted to COUNTY a copy of its non-discrimination policy which is consistent with the above paragraph, as contained in Resolution R-2014-1421, as amended, or in the alternative, if the CSPBC does not have a written non-discrimination policy, it has acknowledged through a signed statement provided to COUNTY that CSPBC will conform to the COUNTY’s non-discrimination policy as provided in R-2014-1421, as amended.

M. Appropriations

Each Party’s performance and obligations under this Agreement for subsequent fiscal years are contingent upon annual appropriations for its purpose. The COUNTY’s performance is subject to applicable grant funding for the reentry program.
N. No Third Party Beneficiary

No provision of this Agreement is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a Party to this Agreement, including but not limited to any citizen or employees of the County, RFT, and/or any of CSPBC named herein.

O. Counterparts

The Parties may execute this Agreement in whole or counterparts, and execution of counterparts shall have the same force and effect as if the Parties had signed the same instrument. Signatures transmitted by facsimile shall have the same effect as original signatures.

P. Effective Date

This Agreement is expressly contingent upon the approval of the Palm Beach County Board of County Commissioners, and shall become effective only when signed by all parties and approved by the Palm Beach County Board of County Commissioners.

Q. Conflict of Interest

The CSPD represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in Chapter 112, Part III, Florida Statutes, and the Palm Beach County Code of Ethics. The CSPD further represents that no person having any such conflict of interest shall be employed for said performance of services.

The CSPD shall promptly notify the COUNTY’s representative, in writing, by certified mail, of all potential conflicts of interest of any prospective business association, interest or other circumstance which may influence or appear to influence the CSPD’s judgement or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the CSPD may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute a conflict of interest if entered into by the CSPD. The COUNTY agrees to notify the CSPD of its opinion by certified mail within thirty (30) days of receipt of notification by the CSPD. If, in the opinion of the COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by the CSPD, the COUNTY shall so state in the notification and the CSPD shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the COUNTY by the CSPD under the terms of this Contract.
IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Contract on behalf of the COUNTY and CSPBC has hereunto set its hand the day and year above written.

ATTEST:
SHARON R. BOCK
CLERK AND COMPTROLLER

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS:

By: Mayor Paulette Burdick

WITNESS:

Signature

Name (type or print)

Signature

Name (type or print)

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: County Attorney

APPROVED AS TO TERMS
AND CONDITIONS

By: Department Director

CAREERSOURCE PALM BEACH
COUNTY:

CareerSource Palm Beach County

Company Name

By: Signature

Steve Craig

Typed Name

President/Chief Executive Officer

Title

(corp. seal)
Palm Beach County
IRES Project

Policy and Procedure Guide

Page 1 of 6
GENERAL BACKGROUND

Palm Beach County, Florida (PBC), in collaboration with The Florida Department of Corrections (FDC), the Palm Beach County Sheriff's Office (PBSCO) and Community-based Service Providers (CSPs) facilitate the successful reintegration of ex-offenders returning to Palm Beach County. The Regional and State Transitional Offender Reentry (RESTORE) Initiative, established in 2011, is a comprehensive model for inmate reentry designed to reduce recidivism for the target population by identifying needs, providing targeted evidence-based programs and coordinating pre- and post-release services to assist inmates transitioning from incarceration to the community.

A case management system, RENEW, was developed to ensure offender risk and criminogenic needs are identified and addressed in an effort to lower risk and reduce recidivism and victimization. This system is intended to focus the majority of resources on moderate and high risk offenders and shall include the following elements: on-going risk and needs assessment, responsivity, case planning, case plan follow-up and documentation, transfer of records, staff training and quality assurance.

In 2014, PBC was selected as one of two sites in the nation to implement an Integrated and Employment Strategies (IRES) pilot project through the Council of State Governments, the Department of Justice, the Department of Labor and the Annie E. Casey Foundation. The IRES pilot project was designed to test innovative approaches to reducing recidivism and increasing job readiness for ex-offenders and to identify successful strategies for integrating reentry and employment programming. The pilot project focuses on operationalizing a level of cross-systems coordination among corrections, reentry and workforce development agencies on a scale rarely seen in the field. The theory being tested is that by applying resources based on an assessment-driven referral process, recidivism and employment outcomes will improve. Thus, the pilot project has the potential to influence both correctional and workforce development programming across the country.

This policy and procedure guide is intended to define roles, tasks and referral processes related to the IRES project to develop a clear career path for each ex-offender. To be eligible for services, individuals must have been convicted in Palm Beach County.
PROGRAM OPERATIONS

I. PROGRAM ENTRY

The RESTORE Initiative utilizes four entry points that have varying levels of pre-release services (once released, the clients are eligible for identical levels of post-release services):

**Entry Point 1 - Sago Palm Reentry Center:** The Sago Palm Reentry Center, a medium-security FDC facility located in PBC, provides linkage to community reentry service providers through the RESTORE Initiative for inmates returning to PBC. The Lord's Place, the Riviera Beach Reentry Center and Gulfstream Goodwill Industries are the Community-Based Service Providers (CSPs). CSPs establish a pre-release relationship, create a transition plan with the inmates and meet the ex-offenders at felon registration the day of their release to begin post-release services. The **Program Design** is as follows: Focusing on the critical transition success elements, the target population is transferred to the institution for the last 10-36 months of their sentence. RESTORE Initiative representatives work with the inmates to develop an individualized transition plan using validated assessments. Based on identified needs, the participants complete educational, vocational, substance abuse treatment and various life skills programming prior to release, including linkage to the post-release services via reentry service providers and case managers. The project design shifts the model from pre-release employees to the CSPs for the delivery of post-release services. Pre-release staff determine risk and job readiness levels.

**Entry Point 2 - All other FDC State Prisons:** PBC provides linkage to community reentry service providers through all other FDC facilities. Medium and high risk inmates identified as returning to PBC that are not housed at Sago Palm are contacted by PBC staff 6 to 18 months prior to their release through classification officers. An initial questionnaire is sent to those medium or high risk inmates returning to PBC. Reentry services and reentry programs are presented to the ex-offender. If the inmate is interested in services, he will mail back the questionnaire. Based on the best fit for services and risk level, the inmate is assigned a Case Manager from a CSP through the RENEW system. Post-release staff determine risk and job readiness levels.
**Entry Point 3- Local Palm Beach County Jail** - The PBC Jail provides linkage to CSPs through RESTORE. Community-based service providers establish a pre-release relationship, create a transition plan with county-sentenced inmates and meet the ex-offenders the day of their release and begin post-release services. The Program Design is as follows: RESTORE Initiative representatives work with the inmates to develop an individualized transition plan using validated assessments. Based on identified needs, the participants complete educational, vocational, substance abuse treatment and various life skills programming prior to release, including linkage to the post-release services via reentry service providers and case managers. The project design shifts the model from pre-release employees to a community-based organization for the delivery of post-release services. County sentenced inmates identified by PBSO as returning to PBC are approached by pre-release reentry staff and presented with the opportunity to participate in reentry programs. The project design shifts the model from pre-release employees to the CSPs for the delivery of post-release services. Pre-release staff determine risk and job readiness levels.

**Entry Point 4- Walk-in Clients** - Ex-Offenders can also access RESTORE Initiative services by contacting any of the CSPs or CareerSource, the local workforce board, directly. Based on the geographical region that the inmate is returning to or best fit for services the client is assigned a CSP that will provide case management. This category includes those returning from the Federal system.

*Walk-ins to CareerSource or a CSP* - All Reentry partners will determine risk score and a job readiness score for walk-in clients. Moderate or High Risk clients will be sent to a CSP through RENEW and assigned a case manager, low risk clients will be referred to the CareerSource reentry liaison.
II. PROGRAM ASSESSMENTS

1) All reentry partners will determine risk to recidivate using either the full LSI-r or LSI-r Proxy and will classify clients as Low, Moderate or High risk.

1) All reentry partners will determine job readiness status using a yet to be determined tool and will be placed into one of the following quadrants:

Quadrant 1: Unsubsidized Employment Ready Clients placed in this category have qualifying levels of job skills and work experience and are ready to job search.

Quadrant 2: Unsubsidized Employment Preparation Ready Clients in this quadrant have a proven track record but will need supports in resume writing, interviewing skills, or other areas to be placed in a job. These are considered short-term supports.

Quadrant 3: Transitional Job Ready Clients in this third category have significant barriers, limited job experience and many barriers to unsubsidized employment.

Quadrant 4: Supplemental Security Income (SSI) Ready Clients are determined to be exempt from work participation requirements due to a disability or severe barrier.

III. PROGRAM CROSS SYSTEM COORDINATION

1) Each client now has a case manager, a risk score and a job readiness placement. CSP Case Management services will include a Cognitive-Based Intervention and can also include the following:

- Transitional Housing
- Bus Passes
- Vocational Training and Certification
- Identification Assistance
- Family Reunification Counseling and Events
- Educational Classes
- Peer Support Groups
- Clothes and Toiletries
- Tattoo Removal
- On the Job Training
- Substance Abuse and Mental Health Treatment Services
2) Targeted Employment Services- Clients are referred through RENEW in the following manner for targeted employment services:

![Diagram of referral process]

3) POST RELEASE DOCUMENTATION IN RENEW

Case managers will document all post release contacts, changes in employment, reentry services and service hours in RENEW under the Services Provided Tab. Upon three (3) DOCUMENTED Unsuccessful attempts at contact within three (3) months, the client case will be closed and the Case Manager with update the RENEW Detail Tab.

4) A client is considered successful when they have completed 75% of their goals. The post-release case manager will reassess using the LSI-r and change the following fields in RENEW on the DETAIL tab for the SUCCESSFUL completion.

5) Every participant will be tracked for at least three years.
COOPERATIVE ENDEAVOR AGREEMENT

The Els for Autism Foundation
and
CareerSource Palm Beach County

This cooperative endeavor agreement (Agreement) is entered into by and between The Els for Autism Foundation, a public charity incorporated in the state of Delaware (hereafter, Foundation, EIN 26-3520396) and CareerSource Palm Beach County, a nonprofit organization chartered by the State of Florida to provide job placement, recruitment assistance and funds for skills training to Palm Beach County Residents (hereafter, CareerSource, EIN 65-0709274). Both organizations’ missions include the commitment to provide assistance to people diagnosed with disabilities. This Agreement is intended as a collaborative effort by the parties to provide hospitality industry training programs to clients with disabilities on the campus of the Els Center of Excellence (Campus), located in Jupiter, Florida.

This Agreement defines the joint goals and respective responsibilities of the agreement’s parties in three areas: operation of training programs, job placement and availability of facilities.

In consideration of the mutual promises set forth herein and for other good and valuable consideration, the parties agree as follows:

1. **Term:** This agreement is valid from 1 March 2016 through 31 December 2016, unless extended in writing by amendment or subsequent agreement.

2. **Responsibilities of the Foundation:**

   2.1 The Foundation will provide mutually acceptable facilities on its Campus for CareerSource staff to provide classroom-based instruction and activities during the term of this agreement. The Foundation will ensure that its facilities are available to CareerSource staff for no fewer than 12 hours per week during the term of the Agreement. CareerSource staff will not have access to campus after 5:00 PM or before 9:00 AM on weekdays, on weekends, holidays or when Foundation offices are closed.
2.2 The Foundation will disseminate program recruitment materials for the Hospitality Training program of the Palm Beaches via its listserv.

2.3 Foundation staff will support CareerSource staff in its efforts to develop unpaid work experiences at local hotels and resorts for participants enrolled in CareerSource's classroom programs.

2.4 Foundation staff will collaborate with CareerSource staff in developing curriculum and assessment documents used to measure participant progress. These assessment documents will use measurement techniques and expectations for people with developmental disabilities.

3. Responsibilities of CareerSource:

3.1 CareerSource will provide appropriately credentialed staff to conduct courses provided on the Foundation's Campus. Nothing in this agreement gives CareerSource the right to use the Campus for any other purpose or to assign or license the use of the Campus to any assignee, licensee or other third-party.

3.2 CareerSource warrants that each staff member assigned to work on the Campus during the term of this agreement (a) is fully licensed and credentialed to perform such services on the Foundation's Campus, (b) is fully covered by liability insurance provided by CareerSource, (c) has been the subject of a satisfactory background check (minimum Level II) performed by CareerSource or an affiliated organization within the past two years and (d) has been informed that all compensation associated with services performed on the Foundation’s campus will be paid by CareerSource.

3.3 CareerSource agrees to provide advice, support and assistance for the Foundation’s efforts to launch a Hospitality Work Experience Program. This support and assistance includes, but is not limited to; dissemination of the Foundation's program recruitment materials and other recruitment efforts, assistance with program orientation, applicant screenings, coaching of program participants and hosting of a Hospitality Industry Job Fair. CareerSource staff will also support foundation staff in its effort to seek paid employment opportunities at local hotels and resorts for participants completing the Foundation's work experience program.

3.4 CareerSource will also provide administrative support for the Foundation's Hospitality Work Experience Program by conducting applicant screenings and supporting recognition ceremonies and parent/caregiver seminars. CareerSource will provide recruitment assistance to fill Job Coach positions for the Foundation’s Hospitality Work Experience Program by posting job orders, recruiting and screening candidates and referring qualified Job Coach candidates to the Foundation to be interviewed.
4. **General Terms and Conditions:**

4.1 No Other Agreements or Conditions: This document constitutes the entire agreement between the parties. All binding terms have been included in this Agreement. Statements and representations that may have been made by either party that may be inconsistent with the final written Agreement are invalid. Only the written terms of this Agreement bind the parties.

4.2. Use of Logo and Advertising: Neither party may use the logo or mark of the other party in any publication, solicitation or advertisement without the prior written consent of the other party. Neither party shall use images or voice recordings of staff or participants engaging in activities on Campus without the prior written consent of the other party. The parties agree that, prior to disseminating written materials, advertising or any public announcement about CareerSource’s activities on Campus, they will seek the other party’s written permission.

4.3 CareerSource has been informed that all CareerSource staff and program participants are under live video surveillance when on Campus. Activities conducted by CareerSource staff will be routinely tape. This means that viewers of the recordings can see what is happening and hear what is being said. CareerSource warrants that its staff and participants in its programs have been informed, in writing, of the existence of this video recording policy and have consented to be recorded. CareerSource further warrants that its staff and participants in its programs have been informed that videotapes of their activities may be used for teaching, learning, therapy, research programs and other purposes that advance the Foundation’s mission. In the event that dissemination of recordings of CareerSource programs generates income for the Foundation, an equitable portion of that income will be remitted to CareerSource. The amount remitted to CareerSource will reflect the cost of producing and distributing the video and the extent to which CareerSource programs are featured.

4.4. Governing Law and Venue: This Agreement shall be governed in all respects by Florida law. Venue for any dispute shall be Palm Beach County, Florida.

4.5. Attorneys’ Fees: The prevailing party shall be entitled to recover costs associated with any litigation that arises as a result of this Agreement. The prevailing party shall be entitled to recover reasonable attorney and/or paralegal fees, as well as all costs and expenses.

4.6. Assignment: Neither Party may assign its interest under this Agreement without the prior written consent of the other Party. This Agreement shall be binding upon the Parties and their respective successors and assigns. Nothing contained in this Agreement, express or implied, is intended to confer upon any other person or entity any benefits, rights or remedies.
4.7. Confidentiality: Both parties agrees to maintain the confidentiality of all information and records belonging to the other party, including but not limited to patient records, business records and other documents provided under this Agreement, whether in paper, electronic or other form. Both parties agree not to disclose any confidential information to any non-party to this Agreement, unless:

4.7.1 Disclosure is required by law and, if so, advance written notice of disclosure is given to the other party with an opportunity to respond to or defend against the requirement to disclose;

4.7.2 The information is or becomes available to the public in general through a widely disseminated publication where such publication does not arise directly or indirectly from the breach of any obligation of confidentiality to the parties to this Agreement; or

4.7.3 A written agreement is obtained by the disclosing party from the non-disclosing party.

4.7.4 The provisions of this subpart also apply to any confidential information exchanged among the parties prior to the date of this Agreement.

4.8 Notices: Any notice or other communication required or permitted hereunder shall be in writing and shall be deemed effective when delivered in person or, if mailed, on the date of deposit in the mail, postage prepaid, addressed as follows:

For the Foundation: Kerri Morse  
Els for Autism Foundation  
The Els Center of Excellence  
18370 Limestone Creek Road  
Jupiter, Florida 33458

For the Outpatient Center: Steve Craig  
President/CEO  
CareerSource Palm Beach County  
3400 Belvedere Road  
West Palm Beach, Florida 33406

4.9 Termination: Either party may terminate this Agreement for their convenience upon thirty (30) days written notice to the other party advising of such termination.

4.10 Insurance/Liability: Each party shall assume sole responsibility and liability for any and all claims against it or its staff, including but not limited to, personal injury, property damage, and attorneys' fees, which may arise during the term of this agreement with respect to their own employees and/or facilities. In addition, each party shall obtain and maintain a sufficient policy of insurance to cover claims that may arise out of activities occurring on this property while under their control and during their use.
IN WITNESS WHEREOF, The Foundation and the CareerSource each have authorized this Agreement to be signed by its duly authorized representative as of the date indicated below.

For CareerSource Palm Beach County:

Signature

Print Name

Title

Date

For the Els for Autism Foundation:

Signature

Print Name

Title

Date
MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
CAREERSOURCE PALM BEACH COUNTY, INC.
3400 Belvedere Road, West Palm Beach, Florida 33406
AND
URBAN LEAGUE OF PALM BEACH COUNTY, INC.
1700 North Australian Avenue, West Palm Beach, Florida 33407

WHEREAS, CareerSource Palm Beach County, Inc. ("CareerSource") and Urban League of Palm Beach County, Inc. (Provider) enter into this Memorandum of Understanding (MOU) for the provision of a subsidized work experience as a part of Provider's Urban Tech Jobs Program.

NOW THEREFORE, in consideration of the mutual covenant and agreement expressed herein CareerSource and Provider hereby agree as follows.

I. Term
This MOU shall commence on December 31, 2017 through December 31, 2018 and shall be automatically renewed annually without action of any party, unless earlier terminated pursuant to Article VII. of this MOU. This MOU or any right accruing hereunder shall not be assigned by Provider.

II. Job seeker Status
The job seeker is not an employee of CareerSource. For purposes of workers' compensation coverage the job seeker will be considered an employee of Provider. Job seekers shall not be considered an employee of CareerSource, although CareerSource will have all supervisory responsibility.

III. Independent Contractor
Both parties in the performance of this MOU will be acting in an individual capacity and not as agents, employees, partners, joint venturers, or associates of one another. Provider shall maintain at all times its independent status, and shall be considered an independent Contractor in the performance of its duties and responsibilities under this MOU. CareerSource shall neither have nor exercise any control or direction over the methods by which the Provider shall perform its work and functions other than as provided herein. Nothing in this MOU is intended to, nor shall be deemed to constitute, a partnership or a joint venture between the parties.

IV. CareerSource Representations and Duties
CareerSource agrees to:

a. maintain the confidentiality of all information provided by or about any job seeker, except as otherwise approved and authorized in writing by the job seeker, or as otherwise authorized by law.

b. provide job seekers with the work experience described in the "Training Outline".

c. provide training to job seekers so he/she can adequately perform his/her work experience. Maximum work experience hours and length in time shall be determined by Provider. CareerSource will not require participants to work hours in excess of those recorded on the Training Outline.

d. provide job seekers with the same working hours, lunch periods and break times that would be afforded to paid employees.

e. notify Provider in writing immediately upon notice of the status of a job seeker when one or more of the following situations occur:

   • the job seeker has failed to attend the initial interview or refused a suitable work site offer or voluntarily quit training.
   • the job seeker was not accepted by CareerSource into a work experience.
   • the job seeker has experienced absenteeism or sickness or other problems.

f. complete and maintain the required job seeker time record forms and provide such records upon request by Provider.

g. provide the necessary instruction, supervision and equipment for a job seeker to perform his/her duties.

h. only assign job seekers to worksites that are sanitary and safe. Job seekers may not be engaged or forced to be engaged in any sectarian construction, operation, or maintenance unless the duties performed would not indoctrinate in any form of religious worship, nor may they be engaged in any sectarian activities.

i. allow Provider to visit the job seekers work site for the purpose of monitoring the work experience program.
V. Provider Representations and Duties
Provider agrees to:
  a. provide a job seeker candidate to the CareerSource for consideration in a work experience with CareerSource containing the candidate's name and area of occupational interest.
  b. inform CareerSource of the maximum number of hours each job seeker may work and the expected length of time at CareerSource.
  c. provide the required job seeker time record forms to be completed by CareerSource.

VI. Manner of Service Provision
The program to be provided shall be a work experience wherein a job seeker is referred to CareerSource by the Provider. Job Seekers are given job functions to perform under the supervision of CareerSource in accordance with and for a time period specified, in a "Training Outline" completed for each job seeker by Provider. Job seekers shall be paid by the Provider for 20 hours per week, and may work for up to 12 weeks. The Provider's Job Developer shall deliver and pick up time sheets and make weekly visits to CareerSource to monitor the progress of the job seekers.

The Training Outline shall state the number of hours per week the job seeker shall be engaged in a work experience with CareerSource and the overall number of weeks or months in which the job seeker will be engaged in the work experience. The hours per week and overall length of the program will vary by individual job seeker. The Training Outline shall detail the duties the job seeker will be expected to perform and the location/office that the job seeker must report to each day for the length of his/her work experience. It shall be signed by: (1) a representative of CareerSource that will serve as the work site for the job seeker, during the tenure of his/her work experience; and, (2) by the assigned Provider Program Manager/Representative. The completed Training Outline shall be incorporated by reference into this MOU as if set forth in its entirety herein. No job seeker may participate in a work experience with CareerSource unless the job seeker is referred to CareerSource by Provider in accordance with the terms of this MOU.

Provider shall ensure the stipend payment is made to job seekers for the hours spent in the CareerSource work experience. Job seekers shall be paid a bi-weekly stipend payment which shall be determined by Provider. Provider shall inform each job seeker prior to his/her referral to CareerSource regarding the pay the job seeker will receive.

HOURS: Provider shall be responsible for the job seeker's stipend only up to the hours that are recorded on the seekers' time sheet. Job seekers shall only be paid for time actually spent at CareerSource. Job seekers will not be paid for time not worked, overtime, holidays, vacation, sick or other leave or time off while in the CareerSource work experience. There shall be no other benefits or payments due and owing to job seekers other than those expressly stated herein.

TIME SHEETS: Provider shall be responsible for picking up the job seeker's time sheets, in addition to distributing the same. CareerSource shall accurately fill out the timesheets, recording thereon each job seeker's time. The CareerSource Supervisor of the job seeker shall be responsible for monitoring the job seeker's time and attendance and for signing the work experience job seeker's time sheet.

PROBLEMS/ACCIDENTS: CareerSource will inform the Provider's Job Developer or Department Director immediately of any problem concerning the job seeker's performance or in the event of an accident or injury to the job seeker occurring at the CareerSource work site. The contracting business agrees to supervise all job seekers placed into a work experience. The contracting business agrees to identify a direct and alternate supervisor for each job seeker assigned to a work experience activity at CareerSource. Prior to accepting a job seeker, CareerSource shall receive a copy of the Training Outline from Provider applicable to each job seeker under their supervision and shall assign the job seeker duties in accordance with the Training Outline.

VII. Indemnification/Hold Harmless
Provider shall indemnify and hold harmless CareerSource, its officers, agents, employees, and the Palm Beach County Board of County Commissioners from liability of any nature or kind, including costs, expenses, and attorney's fees, for or on account of any actions, claims, suits or damages of any character whatsoever arising out of any negligent act or omission of the job seeker, the Provider or any employee, agent, subcontractor, or representative of Provider.

CareerSource shall indemnify and hold harmless Provider, its officers, agents, employees from liability of any nature or kind, including costs, expenses, and attorney's fees, for or on account of any actions, claims, suits...
or damages of any character whatsoever arising out of any negligent act or omission of CareerSource or any employee, agent, subcontractor, or representative of CareerSource.

VIII. Termination
Either party may terminate this MOU, with or without cause, at any time by giving written notice 24 hours in advance to the other party. This MOU will be modified at any time without notice to the other party upon change or amendment to any law or regulation that governs the Program.

IX. No Third Party Beneficiaries
No provision of this MOU is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this MOU.

X. Modifications/Amendments
This MOU may be modified by either party only upon written MOU executed by both parties. This MOU may be unilaterally amended by CareerSource if there are changes in federal, state or local laws, rules, regulations or policies.

XI. Conflict of Interest
Provider certifies that trainees referred to Provider are not members of Provider's immediate family or the immediate family of any of Provider's supervisory or management staff. To avoid a conflict of interest, all Provider's who have any financial and/or family/relative relationship(s) as defined in Section 112.3143, F.S. with any CareerSource or Palm Beach Workforce Development Consortium (Consortium) staff member or CareerSource Board, CareerSource Committee or Consortium member must prior to execution of the MOU complete and submit to CareerSource the CareerSource Conflict of Interest Disclosure form.

XII. Certification Regarding Drug-Free Workplace Rule

XIII. Governing Law And Venue
The place for any hearing, arbitration or otherwise, shall be Palm Beach County, Florida. This MOU shall be interpreted under the laws of the State of Florida.

XIV. Public Announcements And Advertising
CareerSource's approval is required prior to Provider distributing, advertising, communicating, public announcement or sending any outreach material containing references to CareerSource or CareerSource services.

XV. Certification Regarding Debarment, Suspension, And Other Matters
Provider certifies that it is not currently presently nor previously within a three-year period in accordance with the U.S. Department of Labor regulations at 29 CFR Part 98, 29 CFR Part 95 and 45 CFR Part 74 preceding the effective date of the MOU, debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency. No contract shall be awarded to parties listed on the GSA List of Parties Excluded from Federal Procurement or Non-Procurement Programs.

XVI. Nondiscrimination And Equal Opportunity

XVII. Entire MOU
This MOU constitutes the entire understanding of the parties with respect to the subject matter hereof. All other prior MOUs, understandings and representations regarding the subject matter hereof are hereby superseded and terminated.
IN WITNESS WHEREOF, Provider and CareerSource have caused this MOU to be duly executed as of the date set forth below.

Approved By CareerSource Palm Beach County, Inc.

By: ____________________________
Signed Steve Craig, CareerSource President/CEO

Witness: ____________________________

Date: 12-26-17

Approved By Urban League of Palm Beach County, Inc.

By: ____________________________
Signed Patrick Franklin, President/CEO

Witness: ____________________________

Date: 12/21/17
## CONSUMER REPORT CARD
### Individual Training Account (ITA) Providers and Courses
**Period reported:** January – November 2015

<table>
<thead>
<tr>
<th>Courses and Programs</th>
<th>Referred</th>
<th>In Process</th>
<th>Completed</th>
<th>Dropped</th>
<th>Training Related Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academy for Nursing and Health Occupations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Degree in Practical Nursing</td>
<td>5</td>
<td>3</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>LPN to RN Bridge - ADN</td>
<td>16</td>
<td>8</td>
<td>1</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Paramedic to RN Bridge - ADN</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Practical Nursing including Critical Thinking and IV Certification</td>
<td>7</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td><strong>American College of Health and Technology</strong></td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Accounting Technology</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Azure College</strong></td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Nursing</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Cambridge Institute of Allied Health &amp; Technology</strong></td>
<td>4</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Diagnostic Medical Sonography</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Capscare Academy for Healthcare Education</strong></td>
<td>9</td>
<td>5</td>
<td>4</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>3</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Registered Nurse</td>
<td>6</td>
<td>4</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Chancellor Institute</strong></td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Dade Medical College</strong></td>
<td>5</td>
<td>4</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Associate Science Diagnostic Medical Ultrasound</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Associate Science Nursing</td>
<td>4</td>
<td>3</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td><strong>Emergency Educational Institute, Inc</strong></td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Nursing AS Degree</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>FLC Healthcare Academy</strong></td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Florida Atlantic University</strong></td>
<td>22</td>
<td>11</td>
<td>9</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Advanced Human Resource Management</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>-Compensation &amp; Benefits Certificate in Medical Business Manager</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Modules I, II, III &amp; IV</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Certified Financial Planner- CFP</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>CPSM (Certified Purchasing Supply Manager)</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Executive Certificate in Project Management</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Executive Certificate in Project Management + Six Sigma Green Belt</td>
<td>5</td>
<td>2</td>
<td>3</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Introduction to Project Management â€“ PMP PREP On Campus</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Courses and Programs</td>
<td>Referred</td>
<td>In Process</td>
<td>Completed</td>
<td>Dropped</td>
<td>Training Related Placement</td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
<td>----------</td>
<td>------------</td>
<td>-----------</td>
<td>---------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>Paralegal/Legal Assistant Certificate Program</td>
<td>6</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Six Sigma Black Belt - ON CAMPUS</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Six Sigma Green to Black Belt ON CAMPUS</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fortis Institute</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Licensed Practical Nurse</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Haitian-American West Indies Training Center</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Commercial Driving License-Commercial Class B License @ Passanger Endorsement</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hope College of Arts and Science</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Associate of Science in Nursing (registered nurse 24 mos.)</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Institute of Healthcare Professions</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Associate of Science in Nursing</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>International Institute for Health Care Professionals, Inc.</td>
<td>9</td>
<td>5</td>
<td>4</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Nursing</td>
<td>6</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sterile Processing Technician</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>LiveIT Academy</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>LWAN - LAN/WAN System Engineering</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>MOS - Office System Management</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MCI Institute of Technology</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Medical Institute of Palm Beach</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MED-LIFE INSTITUTE</td>
<td>4</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>4</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Metropolitan Trucking Technical Institute</td>
<td>17</td>
<td>2</td>
<td>10</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>CDL 160 Hours Professional Passenger Transportation and Tractor Trailer Driver Certified Program</td>
<td>10</td>
<td>0</td>
<td>7</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>CDL 184 Hours Standard Industry Driver Certificate Program</td>
<td>6</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>CDL 80 Hours Bus Driver Certificate Program</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>New Horizons CLCs of South Florida</td>
<td>5</td>
<td>1</td>
<td>4</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Network+ Certification Preparatory Program</td>
<td>5</td>
<td>1</td>
<td>4</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>NRI - Institute of Health Sciences</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Practical Nurse</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Palm Beach State College</td>
<td>59</td>
<td>51</td>
<td>5</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>accounting AS</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Courses and Programs</td>
<td>Referred</td>
<td>In Process</td>
<td>Completed</td>
<td>Dropped</td>
<td>Placed</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>----------</td>
<td>------------</td>
<td>-----------</td>
<td>---------</td>
<td>--------</td>
</tr>
<tr>
<td>Basic Law Enforcement Officer (Police)-</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>State Exam</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDL Prepared Independent Truckers Program</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>CIW-Foundations-All Certificates</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Computer Programming AS</td>
<td>6</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Graphics Design AS</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Health Information Management AS</td>
<td>4</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Horticulture &amp; Landscape AS</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>HOSPITALITY AS</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Human Services AS</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Licensed Practical Nurse Certif.</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Machining Tech Certif.</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Medical Assisting Certificate- Limited</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Access</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Copder Biller Certificate</td>
<td>5</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Paralegal AS</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Paramedic Certificate</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Radiography AS</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Registered Nurse AS- Limited Access</td>
<td>22</td>
<td>21</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Water Treatment Operation C level Part 1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Palm Beach Vocational Institute</td>
<td>25</td>
<td>15</td>
<td>10</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td>LPN TO RN BRIDGE</td>
<td>8</td>
<td>3</td>
<td>5</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Nursing</td>
<td>17</td>
<td>12</td>
<td>5</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>PARAMOUNT TRAINING SERVICES</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Home Health Aide</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PC Professor</td>
<td>143</td>
<td>61</td>
<td>72</td>
<td>10</td>
<td>30</td>
</tr>
<tr>
<td>(CMT) Computer Maintenance Technology</td>
<td>43</td>
<td>26</td>
<td>16</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>(CWD) Certified Web Developer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(CIW/MCS)</td>
<td>6</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>(MCSE/CCNA) System Analyst</td>
<td>13</td>
<td>5</td>
<td>8</td>
<td>0</td>
<td>8</td>
</tr>
<tr>
<td>CADD: CAD (Computer Aided Design)</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CCNA Preparatory (Cisco Certified Network Associate)</td>
<td>1 0 1</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIW Plus Preparatory (Web Designer)</td>
<td>8</td>
<td>1</td>
<td>7</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>CIW+/MCS Preparatory (Certified Web</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Developer)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Repair (A+/N+)</td>
<td>4</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Computer Support Specialist (CR/5-class pkg)</td>
<td>1 1 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td></td>
</tr>
<tr>
<td>Excel (Level III)</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Executive Secretary</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>MCDBA Preparatory (Microsoft Certified Database Administrator)</td>
<td>10 3 6</td>
<td>1 1 1</td>
<td>1 1 1</td>
<td>1 1 1</td>
<td></td>
</tr>
<tr>
<td>MCSD Preparatory (Microsoft Certified Solutions Developer)</td>
<td>3 2 1</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td></td>
</tr>
<tr>
<td>Courses and Programs</td>
<td>Referred</td>
<td>In Process</td>
<td>Completed</td>
<td>Dropped</td>
<td>Training Related Placement</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------</td>
<td>------------</td>
<td>-----------</td>
<td>---------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>MCSE Preparatory (Microsoft Certified Systems Engineer)</td>
<td>23</td>
<td>11</td>
<td>10</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Microsoft Office: 9 (8-hour) Classes</td>
<td>15</td>
<td>4</td>
<td>9</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Microsoft Office: Executive Secretary</td>
<td>5</td>
<td>2</td>
<td>3</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Programming Analyst (MCSD/MCDBA)</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Web Marketing Professional (CIW/5-class pkg)</td>
<td>5</td>
<td>2</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SACRED HEART INTERNATIONAL INSTITUTE</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Southeaster College</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Diploma in Practical Nursing</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sullivan and Cogliano Training Centers, Inc</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Computer Applications Technology - Business Track</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Microsoft Office Specialist</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Techni-Pro Institute, LLC</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Registered Nursing</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>The Academy of Florida</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>The Network Expert Program</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>The CDL School, Inc.</td>
<td>9</td>
<td>0</td>
<td>8</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Professional Tractor-Trailer Driver Course (A-160)</td>
<td>9</td>
<td>0</td>
<td>8</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Grand Total</td>
<td>374</td>
<td>192</td>
<td>146</td>
<td>36</td>
<td>64</td>
</tr>
</tbody>
</table>
LEVELS OF ACHIEVEMENT FOR TRAINING PROVIDERS

In order for a training program to be considered for CareerSource Palm Beach County renewal, the program must achieve completion and training-related placement performance at various levels of achievement in two categories.

The first level of achievement measures the total number of participants who complete training. The second level of achievement measures the total number of participants who complete the course and obtain a training related job placement. To be considered for contract renewal a course must meet or exceed the standards for both completion and training related job placement and remain on the Targeted Occupations List.

A. 1ST LEVEL OF ACHIEVEMENT: TRAINING COMPLETION

Of 91 courses which have had referrals during calendar year 2015 (January 1\textsuperscript{st}, 2015 to December 31\textsuperscript{th}, 2015), 54 met the first performance measure for contract renewal, (i.e., the total number of participants who completed training), see list below:

<table>
<thead>
<tr>
<th>Trainer</th>
<th>Course</th>
</tr>
</thead>
</table>
| Academy for Nursing and Health Occupations | LPN to RN Bridge - ADN  
Paramedic to RN Bridge - ADN  
Practical Nursing including Critical Thinking and IV Certification |
| Azure College | Nursing |
| Cambridge Institute of Allied Health & Technology | Diagnostic Medical Sonography |
| Capscare Academy for Healthcare Education | Medical Assistant  
Registered Nurse |
| FLC Healthcare Academy | Phlebotomy |
| Florida Atlantic University | Advanced Human Resource Management -Compensation & Benefits Certificate  
Certificate in Medical Business Manager Modules I, II, III & IV  
CPSM (Certified Purchasing Supply Manager)  
Executive certificate in Project Management  
Executive Certificate in Project Management + Six Sigma Green Belt  
Paralegal/Legal Assistant Certificate Program |
| Fortis Institute | Licensed Practical Nurse |
| Haitian-American West Indies Training Center | Commercial Driving License-Commercial Class B License @ Passenger Endorsement |
| Hope College of Arts and Science | Associate of Science in Nursing (registered nurse 24 mos.) |
| Institute of Healthcare Professions | Associate of Science in Nursing |
| International Institute for Health Care Professionals, Inc. | Nursing  
Practical Nursing |
| LiveIT Academy | MOS - Office System Management |
| Medical Institute of Palm Beach | Pharmacy Technician |
| MED-LIFE INSTITUTE | Practical Nursing |
| Metropolitan Trucking Technical Institute | CDL 160 Hours Professional Passenger Transportation and Tractor Trailer Driver Certified Program |
The remaining 37 courses had no completers with which to evaluate for the first level of achievement during this period.

**B. 2nd LEVEL OF ACHIEVEMENT: PARTICIPANT OBTAINS TRAINING RELATED PLACEMENT**

The requirement for Training Related Placement is made up of those students who graduated during calendar year 2015 and obtained training related placement. 41 of the 54 courses (above) that met the first performance measure or level of achievement also met the second performance measure for contract renewal ("total number of participants who completed a course and obtained a training related job placement"), see list below:

<table>
<thead>
<tr>
<th>Trainer</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academy for Nursing and Health Occupations</td>
<td>LPN to RN Bridge - ADN</td>
</tr>
<tr>
<td></td>
<td>Paramedic to RN Bridge - ADN</td>
</tr>
<tr>
<td></td>
<td>Practical Nursing including Critical Thinking and IV Certification</td>
</tr>
<tr>
<td>Techni-Pro Institute, LLC</td>
<td>Registered Nursing</td>
</tr>
<tr>
<td>The Academy of Florida</td>
<td>The Network Expert Program</td>
</tr>
<tr>
<td>The CDL School, Inc.</td>
<td>Professional Tractor-Trailer Driver Course (A-160)</td>
</tr>
<tr>
<td>Institution</td>
<td>Course/Program</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Azure College</td>
<td>Nursing</td>
</tr>
<tr>
<td>Cambridge Institute of Allied Health &amp; Technology</td>
<td>Diagnostic Medical Sonography</td>
</tr>
<tr>
<td>Capscare Academy for Healthcare Education</td>
<td>Medical Assistant</td>
</tr>
<tr>
<td>Florida Atlantic University</td>
<td>Advanced Human Resource Management -Compensation &amp; Benefits Certificate</td>
</tr>
<tr>
<td></td>
<td>Certificate in Medical Business Manager Modules I, II, III &amp; IV</td>
</tr>
<tr>
<td></td>
<td>CPSM (Certified Purchasing Supply Manager)</td>
</tr>
<tr>
<td></td>
<td>Executive Certificate in Project Management</td>
</tr>
<tr>
<td></td>
<td>Paralegal/Legal Assistant Certificate Program</td>
</tr>
<tr>
<td>Fortis Institute</td>
<td>Licensed Practical Nurse</td>
</tr>
<tr>
<td>Haitian-American West Indies Training Center</td>
<td>Commercial Driving License-Commercial Class B License @ Passenger Endorsement</td>
</tr>
<tr>
<td>Hope College of Arts and Science</td>
<td>Associate of Science in Nursing (registered nurse 24 mos.)</td>
</tr>
<tr>
<td>Institute of Healthcare Professions</td>
<td>Associate of Science in Nursing</td>
</tr>
<tr>
<td>International Institute for Health Care Professionals, Inc.</td>
<td>Practical Nursing</td>
</tr>
<tr>
<td>LiveIT Academy</td>
<td>MOS - Office System Management</td>
</tr>
<tr>
<td>Medical Institute of Palm Beach</td>
<td>Pharmacy Technician</td>
</tr>
<tr>
<td>MED-LIFE INSTITUTE</td>
<td>Practical Nursing</td>
</tr>
<tr>
<td>Metropolitan Trucking Technical Institute</td>
<td>CDL 160 Hours Professional Passenger Transportation and Tractor Trailer Driver Certificated Program</td>
</tr>
<tr>
<td></td>
<td>CDL 184 Hours Standard Industry Driver Certificate Program</td>
</tr>
<tr>
<td></td>
<td>CDL 80 Hours Bus Driver Certificate Program</td>
</tr>
<tr>
<td>Palm Beach State College</td>
<td>CIW-Foundations-All Certificates</td>
</tr>
<tr>
<td></td>
<td>Health Information Management AS</td>
</tr>
<tr>
<td></td>
<td>Paralegal AS</td>
</tr>
<tr>
<td></td>
<td>Paramedic Certificate</td>
</tr>
<tr>
<td></td>
<td>Registered Nurse AS- Limited Access</td>
</tr>
<tr>
<td>Palm Beach Vocational Institute</td>
<td>LPN TO RN BRIDGE</td>
</tr>
<tr>
<td></td>
<td>Nursing</td>
</tr>
<tr>
<td>PC Professor</td>
<td>(CWD) Certified Web Developer (CIW/MCSD)</td>
</tr>
<tr>
<td></td>
<td>(MCSE/CCNA) System Analyst</td>
</tr>
<tr>
<td></td>
<td>CADD: CAD (Computer Aided Design)</td>
</tr>
<tr>
<td></td>
<td>CCNA Preparatory (Cisco Certified Network Associate)</td>
</tr>
<tr>
<td></td>
<td>Computer Repair (A+/N+)</td>
</tr>
<tr>
<td></td>
<td>Excel (Level III)</td>
</tr>
<tr>
<td></td>
<td>Executive Secretary</td>
</tr>
<tr>
<td></td>
<td>MCSD Preparatory (Microsoft Certified Solutions Developer)</td>
</tr>
<tr>
<td></td>
<td>Microsoft Office: Executive Secretary</td>
</tr>
<tr>
<td>Southeastern College</td>
<td>Diploma in Practical Nursing</td>
</tr>
<tr>
<td>Techni-Pro Institute, LLC</td>
<td>Registered Nursing</td>
</tr>
<tr>
<td>The Academy of Florida</td>
<td>The Network Expert Program</td>
</tr>
</tbody>
</table>
13 courses with 2015 graduates in the review period have yet to meet the second performance measure for contract renewal “total number of participants who complete a course and obtain a training related job placement” as follows:

<table>
<thead>
<tr>
<th>Trainer</th>
<th>Course</th>
<th>Completed</th>
<th>Required Training Related Placements</th>
<th>Actual Training Related Placements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capscare</td>
<td>Registered Nurse</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>FLC Healthcare Academy</td>
<td>Phlebotomy</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Florida Atlantic University</td>
<td>Executive Certificate in Project Management + Six Sigma Green Belt</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>International Institute for Health Care Professionals, Inc.</td>
<td>Nursing</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>New Horizons CLCs of South Florida</td>
<td>Network+ Certification Preparatory Program</td>
<td>4</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>NRI - Institute of Health Sciences</td>
<td>Practical Nurse</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>PC Professor</td>
<td>(CMT) Computer Maintenance Technology</td>
<td>16</td>
<td>10</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>CIW Plus Preparatory (Web Designer)</td>
<td>7</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MCDBA Preparatory (Microsoft Certified Database Administrator)</td>
<td>6</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>MCSE Preparatory (Microsoft Certified Systems Engineer)</td>
<td>10</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Microsoft Office: 9 (8-hour) Classes</td>
<td>9</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Web Marketing Professional (CIW/5-class pkg)</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>The CDL School, Inc.</td>
<td>Professional Tractor-Trailer Driver Course (A-160)</td>
<td>8</td>
<td>5</td>
<td>2</td>
</tr>
</tbody>
</table>
1.0 PURPOSE:

To establish a priority requirement with respect to funds allocated to CareerSource Palm Beach County (CSPBC) for adult employment and training activities. Provide individuals with barriers to employment access to and opportunities for the employment, education, training and support service needed to succeed in the labor market.

2.0 APPLICATION:

Policy applies to all CareerSource Palm Beach County (CSPBC) staff facilitating Workforce Innovation Opportunity Act (WIOA) training activities and allocating WIOA Adult training dollars.

3.0 DEFINITIONS:

1. WIOA Workforce Innovation Opportunity Act
2. CSPBC CareerSource Palm Beach County
3. TEGL Training and Employment Guidance Letter
4. DOL Department of Labor
5. ADA Americans with Disabilities Act

4.0 REFERENCE DOCUMENTS:

1. Workforce Innovation Opportunity Act 2014, Public Law No 113- 128
   https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf along with any relevant final rules, guidance letters and/or communiques published by federal or state agencies published after January 22, 2015
3. Training and Employment Guidance Letter (TEGL)10-09 Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in whole or in part by the U.S. Department of Labor (DOL)
   http://wdr.doleta.gov/directives/

5.0 MATERIALS REQUIRED:

Access to internet.

6.0 POLICY:

Section 1349c)(3)(E) of WIOA established a priority requirement with respect to funds allocated to the local area for adult employment and training activities. One-stop center staff responsible for WIOA Adult 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. Under WIOA priority must be provided regardless of the level of funds.
Veterans and eligible spouses receive priority of service for all DOL-funded job training programs, such as WIOA programs. TEGL 10-09 states priority must be provided in the following order:

1. To veterans and eligible spouses who are also included in the groups given statutory priority of WIOA adult formula funds. Veterans and eligible spouses who are also recipients of public assistance, other than low-income individuals, or individuals who are basic skills deficient would receive first priority for services provided with WIOA Adult funds.
2. Non-covered person (individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA Adult formula funds.
   a. CSPBC provides local priority of service to individuals with Disabilities as defined in section 3 of the Americans with Disabilities Act of 1990 (42 USC 12102).
3. Veterans and eligible spouses who are not included in WIOA's priority groups.
4. Non-covered persons outside the groups given priority under WIOA.

When past income is an eligibility determinant for Federal employment or training programs, any amount received as military pay or allowances by any person who served on active duty, and certain other specified benefits must be disregarded for the veteran and for other individuals for whom those amounts would normally be applied in making an eligibility determination. Military earnings are not to be included when calculating income for veterans or transitioning service members for this priority, in accordance with 38 USC 4213.

7.0 FLOWCHARTS:

N/A
## SIGNATURE PAGE

**DOCUMENT APPROVALS**

*(ELECTRONIC DISTRIBUTION PROCESS)*

**DOCUMENT NO: PO-112 ISSUE NO: 01**

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>SIGNATURE</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathy Bonner</td>
<td>Author</td>
<td>Kathy Bonner</td>
<td>07/22/15</td>
</tr>
<tr>
<td>Norm Cushon</td>
<td>Reviewer</td>
<td>Norm Cushon</td>
<td>07/22/15</td>
</tr>
<tr>
<td>Peter Pignataro</td>
<td>Administrator</td>
<td>Peter Pignataro</td>
<td>07/23/15</td>
</tr>
<tr>
<td>Gerard Genovese</td>
<td>Approver 1</td>
<td>Gerard Genovese</td>
<td>07/23/15</td>
</tr>
</tbody>
</table>

## FINAL APPROVAL

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>SIGNATURE</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Craig</td>
<td>President/CEO</td>
<td>Steve Craig</td>
<td>07/24/15</td>
</tr>
</tbody>
</table>
Quality Documentation System

Back to Main Menu
This is a controlled document. Printed copies must have issue number verified prior to each use. This document begins with this page and ends with the signature page.

TITLE: Local Policy - On the Job Training Program (OJT)
STATUS: RELEASED
DOCUMENT NUMBER: PO-093
ISSUE NUMBER: 05
EFFECTIVE DATE: 06/22/2015
AUTHOR NAME: Kathy Bonner
LAST UPDATE DATE: 2015-06-22 09:04:54
BY: Kathy Bonner
AREA OR PROGRAM AFFECTED: WIOA
DOCUMENT TYPE: POLICY
DESCRIPTION OF CHANGE: Replace PO-48 & 49

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>EFFECTIVE DATE</th>
<th>DESCRIPTION OF CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>04/27/2010</td>
<td>Replace PO-48 &amp; 49</td>
</tr>
<tr>
<td>02</td>
<td>09/21/2012</td>
<td>Replace PO-48 &amp; 49</td>
</tr>
<tr>
<td>02</td>
<td>01/06/2012</td>
<td>Replace PO-48 &amp; 49</td>
</tr>
<tr>
<td>03</td>
<td>10/03/2012</td>
<td>Replace PO-48 &amp; 49</td>
</tr>
<tr>
<td>04</td>
<td>02/04/2015</td>
<td>Replace PO-48 &amp; 49</td>
</tr>
<tr>
<td>05</td>
<td>06/22/2015</td>
<td>Replace PO-48 &amp; 49</td>
</tr>
</tbody>
</table>
1.0 PURPOSE:

1. To provide updated Local Policy guidelines for On-the-Job Training (OJT) and related CareerSource Palm Beach County (CSPBC) services.

2.0 APPLICATION:

1. This document applies to all CSPBC staff responsible for the execution of contracts and the delivery of OJT services.

3.0 DEFINITIONS:

1. OJT - On the Job Training
2. DEO - Department of Economic Opportunity
3. ITA - Individual Training Account
4. SOC - Standard Occupations Classification
5. SVP - Specific Vocational Preparation
6. EFM - Employ Florida Marketplace
7. O*NET - Occupational Information Network
8. WIOA - Workforce Innovation Opportunity Act
9. CSPBC - CareerSource Palm Beach County

4.0 REFERENCE DOCUMENTS:

1. Final Guidance - On the Job Training (AWI FG 00-009)
   [http://www.floridajobs.org/pdg/administration/009%20on-the-job%20training.rtf](http://www.floridajobs.org/pdg/administration/009%20on-the-job%20training.rtf)
3. O*NET online Link: [http://www.onetonline.org](http://www.onetonline.org)
4. Workforce Innovation Opportunity Act 2014, Public Law No 113-128
   [https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf](https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf) along with any relevant final rules, guidance letters and/or communiques published by federal or state agencies published after January 22, 2015.

5.0 MATERIALS REQUIRED:

1. Access to Employ Florida marketplace (EFM) System www.employflorida.com
2. Access to O*Net [www.onetonline.org](http://www.onetonline.org)
3. Access to Gazelle Web based tracking system.

6.0 POLICY:

On-the Job Training (OJT) is defined as training by an employer that is provided to a paid participant while engaged in productive work in a job that; provides knowledge or occupational skills essential for the full and adequate performance of the job; provides reimbursement to the employer of up to fifty percent (50%) of the participants wage rate of the participant, except as provided in section 134(c)(3)
(H), for the extraordinary costs of providing the training and additional supervision related to the training and is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant and the service strategy of the participant as appropriate. Reference: Workforce Innovation Opportunity Act 2014, Public Law No 113-128. Reimbursement percentage may change due to Waivers or special programs generally based on the size of the employer.

1. OJT Agreements will be provided to employers in accordance with the Workforce Innovation Opportunity Act 2014, Public Law No 113-128 Section 3 (44)(A-C).
2. OJT Agreements, training plans and other program documentation will be facilitated by appropriate CSPBC staff.
3. OJT maximum training reimbursement will be calculated utilizing the USDOL publicized O*Net Code average wage for the position = Annual salary multiplied by 20 percent = training dollar cap for position. Any ITA dollars spent will be deducted from the training cap and reimbursement amount adjusted accordingly.
4. OJT Agreements must be fully executed (signed) by employer and CSPBC prior to the WIOA eligible participant start of training/employment in order for employer to be eligible for reimbursement.
5. OJT Agreements will be in effect for a 2 year period (unless USDOL Waiver in place or special program) with individual training plans attached to Agreement for each individual participant detailing:
   a. name of trainee, employer name/phone number, training start and end date.
   b. occupation, corresponding O*NET and SVP Codes. OJT Training Plans will only be provided for occupations with an Specific Vocational Preparation (SVP) code of 6 or less. wage, reimbursement wage and maximum reimbursement amount
   c. skills to be trained, pre and post assessment
6. Training Plan maximum reimbursement amount will not exceed $10,000.00 or $30.00 per hour before subsidy.
7. OJT reimbursement will only be approved by CSPBC for trainees hired by employer who are certified WIOA eligible prior to start of employment.
8. OJT reimbursement will be made upon successful completion of trainee training plan and employer providing CSPBC necessary documentation as defined but not limited to; employer payroll register for trainee, time-sheet, and invoice to CSPBC from employer.
9. OJT training plans development and length of training will be determined by CSPBC staff:
   a. for no more than 6 months (1040 hours) and
   b. based on the Specific Vocational Preparation (SVP) code determined within O*Net and
   c. customized to the client with a pre and post assessment by the employer (score 1 (low) to 5 (high).
10. OJT Agreement will only be developed for employers who:
    a. Agree to hire, train and retain WIOA eligible participants
    b. Provide regular, full-time employment.(full time defined as 32 hrs a week or more). WIOA Youth program employers must provide no less that 25 hours per week per participant
    c. Provide a self sufficient wage as required by WA
    d. Provide a benefits
    e. Have been in business for at least 1 year with a brick and mortar location.
    f. Have not laid off any employees within 120 days prior to the execution of the OJT Agreement.
    g. Have maintained 75% retention (30 days after training end date)
    h. Be a for-profit businesses.
11. OJT Agreements will not be provided to any business that; is engaged in sectarian activities, uses funds for political or discrimination purposes
12. Employers that have not maintained a 75% retention (30 days after training end date) will be
excluded from the program for a period of 2 years from the training end date of the last training plan.

7.0 FLOWCHARTS:

N/A
# SIGNATURE PAGE

DOCUMENT APPROVALS

(ELECTRONIC DISTRIBUTION PROCESS)

**DOCUMENT NO: PO-093 ISSUE NO: 05**

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>SIGNATURE</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathy Bonner</td>
<td>Author</td>
<td>Kathy Bonner</td>
<td>06/22/15</td>
</tr>
<tr>
<td>Norm Cushon</td>
<td>Reviewer</td>
<td>Norm Cushon</td>
<td>06/22/15</td>
</tr>
<tr>
<td>Peter Pignataro</td>
<td>Administrator</td>
<td>Peter Pignataro</td>
<td>06/22/15</td>
</tr>
<tr>
<td>Gerard Genovese</td>
<td>Approver 1</td>
<td>Gerard Genovese</td>
<td>06/22/15</td>
</tr>
</tbody>
</table>

**FINAL APPROVAL**

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>SIGNATURE</th>
<th>DATE APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Craig</td>
<td>President/CEO</td>
<td>Steve Craig</td>
<td>06/22/15</td>
</tr>
</tbody>
</table>
CareerSource PALM BEACH COUNTY Employed Worker Training Program Criteria Includes:

A. The Employed Worker Training Program is administered locally by CareerSource PALM BEACH COUNTY. The purpose of the program is to assist businesses with the training of current employee who:
   1. Without appropriate training that would allow existing workers to gain the necessary skills to operate processes or technologies, employers may find it necessary to lay off workers with obsolete skills.
   2. Have employees that may need assistance to maintain or retain a good job by enhancing their skills or learn new technologies and procedures in a changing and challenging economic environment.

B. An Employed Worker is:
   1. A regular full-time employee (minimum 32 hrs. per week / W2) who is not the owner of the applying business. Owner(s) / Principal(s) of business are not eligible for training grant
   2. At least 18 years of age
   3. A citizen of the United States or a non-citizen whose status permits employment in the United States (documentation must be provided)
   4. Employed on or before the full execution date of the agreement

C. Who is eligible to apply?
   1. Businesses that have been in operation a minimum of one year (brick & mortar location), and be current on all local, state and federal tax obligations.
   2. Businesses must be for-profit located in Palm Beach County.
   3. Must have at least one regular (W2) full-time employee apart from the owner.
   4. Businesses that have not received EWT funding for 1 or more previous program years.
   5. Funding Priority is given to:
      - Businesses with less than 100 employees (in Florida). *Business with over 500 employees are not eligible for funding without prior approval from CareerSource Palm Beach County President / CEO;
      - Businesses in a qualified targeted industry;
      - Businesses who are seeking to utilize the program to train individuals with barriers to employment (persons with disabilities);
      - Businesses owned by Veterans.

Type of Training That Can Be Funded and Who Can Provide Training:

A. Examples of types of training:
   1. Computer software training
   2. Occupational skills
   3. Training and strategies to improve efficiency of business operations (OSHA & CPR not allowed)

B. Training Providers:
   Businesses can choose the most appropriate training provider for their needs and are encouraged to obtain several proposals from various training providers before a training provider is selected. Training providers considered must:
   1. Have a valid business license.
   2. Provide a nationally and/or industry recognized certificate at completion of training.

C. How long does a business have to conduct and complete the training?
   1. Training must begin within 30 business days from the date agreement is fully executed
   2. Training must be completed 90 calendar days after the start date of training
   3. Certificates and reimbursement paperwork must be provided to CareerSource PALM BEACH COUNTY within 30 calendar days from the last date of training
   4. For multiple trainings, certificates must be submitted to CareerSource PALM BEACH COUNTY within 10 calendar days of each training completion.
Maximum Amount of Training Dollars a Business Can Be Reimbursed

The maximum reimbursement amount is $2,000.00 per eligible employee (i.e. regular full-time employee(s), Selective Service registration and residency) up to $30,000.00 per business per program year.

Employed Worker Training Application Process:
Applications are reviewed on a first-come/first serve basis based on available funding.

A. How to apply to the Program:
1. Contact a CareerSource PALM BEACH COUNTY Account Manager
2. Complete and submit to CareerSource PALM BEACH COUNTY, Director of WIOA, Adult & Dislocated Worker programs a completed and signed CareerSource PALM BEACH COUNTY Conflict of Interest Disclosure form
3. Complete the Employed Worker Training Grant Application
4. Complete the Employed Worker Training vendor agreement along with Attachment A Budget Sheet
5. Complete the vendor Certification and Assurances acknowledgement Form
6. Complete the Trainee Spreadsheet
7. Submit signed original of the Application, Agreement and Budget Sheet, the Vendor Certifications and Assurances Acknowledgement Form, Trainee Spreadsheet and a sample certificate (from each training provider) to the CSPBC Program Funding Manager for review and processing.

B. What rating criteria is used to select grantees for the Employed Worker Training Grants?
Grant applications are rated based on the specific criteria on a point structure. Only those applications with a minimum score of 80 points or higher will be considered for funding.

C. What required documentation is to be provided on the trainees?
1. Employee Registration Form
2. Completed copy of I-9 and current Authorization to Work /Alien Status–documents may be requested upon review of monitor.
3. Selective Service Registration
4. Veteran Status (DD Form 214), if claimed
5. CareerSource PALM BEACH COUNTY Grievance Form

D. What can I do if my Employed Worker Training grant application is not approved?
CareerSource Palm Beach County has a Procurement, Contract Award and Provider Protest process. You may obtain a copy of CSPBC’s Procurement, Contract Award and Provider Protests policy on the CSPBC website at pbcCSPBC.com. Click on the link “Doing Business with Us”. Then scroll down the drop down menu and open the document named “CSPBC Procurement, Contract Award and Provider Protests Policy”. You may also obtain a hard copy of the CSPBC Procurement, Contract Award and Provider Protests Policy by contacting the CSPBC President / CEO at (561) 340-1061, Ext.2201 or scraig@careersourcepbc.com. Please note any person who files an action protesting a decision or intended decision pertaining to contracts administered by CSPBC shall follow the requirements of CSPBC’s Procurement, Contract Award and Provider Protests policy which states any protest of a contract award following the termination of a procurement process must be filed in writing and delivered to the CSPBC President/CEO within seventy two hours of the publication of the award. The CSPBC President/CEO’s address is 3400 Belvedere Road, West Palm Beach, Florida 33406 and e-mail address is scraig@careersourcepbc.com. The time of the publication of the award shall be the date at which notice of the award is published by CSPBC. Failure to file within seventy two hours of the publication of the award shall constitute a waiver of all rights and no other opportunity to protest the award of the contract will be considered. Only responsive entities or individuals who have submitted a responsive quote/proposal within the timeframe for submission may protest an award. Protests of awards are limited to claims with respect to any violation of law and/or regulations, or defect in the evaluation process. Note vendor selection is based on vendor qualifications, product quality and availability, and competitive price not necessarily the lowest as stated in the vendor quote solicited by CSPBC. The written protest shall separately number each claim and at a minimum include a descriptive recital of the facts pertaining to the protest and a citation of the law and/or regulation, policy or procedure allegedly violated.
The submission of this document allows the applicant to be considered as a vendor of CareerSource Palm Beach County (CSPBC). CSPBC reserves the right to request additional information regarding the applicant’s administrative, financial and legal status, and to visit the applicant’s facilities during normal and reasonable working hours. **The submission of this document does not entitle the applicant to any rights, fees or services. Failure to submit a complete application will result in the application being rejected.**

### School / Institution Information

<table>
<thead>
<tr>
<th>Training Provider Name:</th>
<th>FEIN#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Provider Type:</td>
<td>□ Not-for-Profit □ For Profit □ Public</td>
</tr>
<tr>
<td>Current Student Population:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>Suite:</td>
</tr>
<tr>
<td>State:</td>
<td>Zip:</td>
</tr>
<tr>
<td>Primary Contact name:</td>
<td>Contact Email:</td>
</tr>
<tr>
<td>Primary Contact Telephone #: (          ) - ext.</td>
<td>Alternative #: (          ) -</td>
</tr>
<tr>
<td>CEO:</td>
<td>CEO Email:</td>
</tr>
<tr>
<td>Financial Officer:</td>
<td>Financial Officer Email:</td>
</tr>
<tr>
<td>Financial Officer Telephone #: (          ) -</td>
<td>Alternative #: (          ) -</td>
</tr>
<tr>
<td>Date the school opened (MM/DD/YYYY) :</td>
<td></td>
</tr>
</tbody>
</table>

- Does school use a fictitious name? □ No □ Yes If yes, name of d/b/a: **Please provide copy of fictitious name certificate.**
- List additional locations where classes may be offered. Location #1: Location #2: Provide a copy of licenses & Accreditation for each location courses will be offered.
- Does institution offer training through other Workforce Boards? □ No □ Yes Please list.
- Have any expenditure(s) been disallowed under any publically funded employment and training program? □ No □ Yes
- Are courses provided PELL Eligible? □ No □ Yes
- Are scholarships offered? □ No □ Yes

### School / Institution licensing and Accreditation Information

- Date School approved/licensed by the Florida Department of Education Commission on Independent Education (MM/DD/YYYY): |
- Has private post-secondary and/or vocational education approval or accreditation ever been denied? □ No □ Yes Please explain:
- Do you currently report performance to the Florida Education and Training Placement Information Program (FETPIP)? □ No □ Yes Reporting to FETPIP is a CSPBC requirement. □ Yes Copies of the last two (2) FETPIP reports must be provided to CSPBC.
- Name of Accrediting entity (copy of accreditation letter required): □ Yes, Accreditation entity is recognized by US DOE. □ No
- Has training been developed in partnership or collaboration with a business or industry? □ Yes Which Industry? ____________________________ □ No
### School / Institution Training Provider Category

| Category #1: Providers – all entities providing a certificate, diploma, or credential from an organization approved by the United States Department of Labor (USDOL). | Check appropriate organization type:  
- State Educational Agency or State agency responsible for administering vocational and technical education.  
- Post-secondary, public institution eligible to receive funds under Title IV of Higher Education Act (HEA).  
- Registered apprenticeship.  
- Public regulatory agency.  
- Program approved by Department of Veteran Affairs to offer education benefits to veterans or other eligible persons.  
- Institution of higher education that is controlled formally sanctioned or chartered by an Indian tribe or tribes. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Category #2: Providers – independent or private providers of training programs that result in two (2) or four (4) year degrees.</td>
<td>☐ Yes</td>
</tr>
</tbody>
</table>
| Category #3: Providers – non-public or independent provider of training programs that result in industry recognized credentials. | ☐ Yes, approved/licensed by a State Agency providing training approval or licensing and provide copy of license: List name of State Agency providing training approval or licensing and provide copy of license:  
Agency #1  
Agency #2  
☐ Yes, offering a preparatory course for an occupational licensing examination. List name of Occupational Licensing Examination:  
Certification Examination #1:  
Certification Examination #2:  
Certification Examination #3:  
☐ Yes, offering a training approved by an IT software developer whose products are considered universal products used nationally or globally. List name of IT Software Developers providing training approval:  
IT Software Developer #1:  
IT Software Developer #2:  
Are the certificates / credentials stackable with other credentials as part of a sequence to move an individual along a career pathway?  
☐ Yes ☐ No |
| Local Area Targeted Occupation: | Are the proposed training programs referenced to occupations on the CareerSource Palm Beach County Regional Targeted Occupations List?  
☐ Yes ☐ No |
### Certification and Acknowledgement

I hereby affirm that the information provided on this application is true and correct. I also agree that falsified information or significant omissions may disqualify me from future consideration as an ITA Training Provider and may be considered justification for termination if discovered a later date.

<table>
<thead>
<tr>
<th>Print Name / Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature/ Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>A</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>COURSE</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>7</td>
</tr>
<tr>
<td>8</td>
</tr>
<tr>
<td>9</td>
</tr>
<tr>
<td>10</td>
</tr>
<tr>
<td>11</td>
</tr>
<tr>
<td>12</td>
</tr>
<tr>
<td>13</td>
</tr>
<tr>
<td>14</td>
</tr>
<tr>
<td>15</td>
</tr>
<tr>
<td>16</td>
</tr>
<tr>
<td>17</td>
</tr>
<tr>
<td>18</td>
</tr>
<tr>
<td>19</td>
</tr>
<tr>
<td>20</td>
</tr>
<tr>
<td>21</td>
</tr>
<tr>
<td>22</td>
</tr>
<tr>
<td>23</td>
</tr>
<tr>
<td>24</td>
</tr>
<tr>
<td>25</td>
</tr>
<tr>
<td>26</td>
</tr>
<tr>
<td>27</td>
</tr>
</tbody>
</table>

D/F/H/J PERSONS= ALL Students Enrolled in Class
E/G/I/K PARTICIPATN =STUDENTS FUNDED BY CAREERSOURCE PBC
Public Notice

NOTICE OF 30 DAY PUBLIC COMMENT PERIOD

PUBLIC NOTICE: CAREERSOURCE PALM BEACH COUNTY, INC., LOCAL WORKFORCE DEVELOPMENT AREA 21 NOTICE OF 30-DAY PUBLIC COMMENT PERIOD TO APPROVE AN ADDENDUM OF FOUR YEAR PLAN

NOTICE IS HEREBY GIVEN: Through this announcement CareerSource Palm Beach County, Inc. is soliciting public comment for a 30-day review period to an addendum of its Four Year Plan under the Workforce Innovation and Opportunity Act for the period 7/1/2016 through 6/30/2020. The review period will end on March 2, 2018. The draft addendum to the Four Year Plan may be reviewed at the CareerSource Palm Beach County, Inc’s office, 5400 Belvedere Road, West Palm Beach, Florida 33405, during regular business hours, Monday through Thursday 8:00 a.m. to 5:00 p.m. throughout the review period. The plan may also be reviewed at the CareerSource Palm Beach County, Inc. website: www.careersourcepbc.com. Written comments may be submitted to CareerSource Palm Beach County, Inc. via e-mail to jmpignataro@careersourcepbc.com or fax (561) 340-1062 during the review period.

Attachment:

Workforce Innovation Opportunity Act Local Plan for Program years 2017-2020