



**Workforce Innovation and Opportunity Act
Local Workforce Plan
Two-Year Modification**

January 1, 2023 – December 31, 2024

Local Workforce Development Area 03

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INTRODUCTION

These instructions provide direction for local workforce plans (local plans) submitted under [Public Law 113-128, the Workforce Innovation and Opportunity Act \(WIOA\)](#). WIOA requires each local workforce development board (LWDB), in partnership with the appropriate chief local elected official(s), to develop and submit a comprehensive four-year local plan to the state.

Additionally, local plans must be modified at the end of the first two-year period of the four-year local plan to reflect changes in labor market and economic conditions and other factors affecting the implementation of the local plan. Federal regulations require states and LWDBs to regularly revisit and recalibrate state plan strategies in response to changing economic conditions and workforce needs of the state (20 Code of Federal Regulations (CFR) 676.135).

WIOA emphasizes the importance of collaboration and transparency in the development and submission of local plans. Local Workforce Development Boards (LWDBs) provide leadership, and should seek broad stakeholder involvement, in the development of their local plan. Chief local elected officials, LWDB members, core program partners, mandatory one-stop career center partners, and local economic development entities are an integral part of the planning process. WIOA encourages an enhanced, integrated system by including core programs in its planning and performance requirements. Affected entities and the public must have an opportunity to provide input in the development of the plan. LWDBs must make the plan available electronically and in open meetings to ensure transparency to the public.

In addition to the specific requirements outlined in these instructions, local plans must:

- A. Identify and describe policies, procedures, and local activities that are carried out in the local workforce development area (local area), consistent with the strategic and operational elements of the state plan as well as [CareerSource Florida Strategic Policy 2021.12.09.A.1 – Comprehensive Employment Education and Training Strategy](#).
- B. Align with the CareerSource Florida Board of Director's business and market-driven principles to be the global leader for talent. These principles include:
 - Increasing the prosperity of workers and employers.
 - Reducing welfare dependency.
 - Meeting employer needs.
 - Enhancing productivity and competitiveness.
- C. Address how the LWDB coordinates service delivery with core programs of the Florida Department of Education's Division of Vocational Rehabilitation, Division of Blind Services and Division of Career and Adult Education, as well as other required and optional partners.
- D. Be based on current and projected needs of the local workforce investment system, with an increased emphasis on coordination and collaboration at all levels to ensure a seamless system for employers and job seekers, including veterans, Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF) benefit recipients, individuals with disabilities, and individuals residing in rural areas.

- E. Set forth a strategy to utilize all allowable resources to:
- Assist Floridians with securing employment that leads to economic self-sufficiency and reduces the need for public assistance.
 - Provide opportunities for Floridians to develop skills intended to meet the present and future needs of employers.
 - Ensure that workforce-related programs are responsive to present and future needs of business and industry and complement the initiatives of state and local economic development partners, including Enterprise Florida, Inc. in relation to:
 - Job training;
 - The attainment of a credential of value identified pursuant to Section 445.004(4)(h)4.c., Florida Statutes;
 - The attainment of a postsecondary degree or credential of value; and
 - Any other program that has, at least in part, the goal of securing employment or better employment for an individual and receives federal funds or a state appropriation.
 - Prioritize evidence-based, results-driven solutions to improve outcomes for Floridians and Florida businesses.
 - Develop collaborative partnerships that leverage multiple sources of funding to provide services to all customers seeking assistance, especially Florida's vulnerable populations.
 - Identify barriers to coordinating and aligning workforce-related programs and develop solutions to remove such barriers.
- F. Identify the education and skill needs of the workforce and the employment needs of the local area and include an analysis of the strengths and weaknesses of services provided to address identified needs. Assessments include the best available information, evidence of effectiveness, performance information for specific service models and a plan to improve program effectiveness by adopting proven or promising practices as a part of the local vision.
- G. Provide a comprehensive view of the systemwide needs of the local area.
- H. Address how LWDBs foster strategic alignment, improve service integration, and ensure the workforce system is industry-relevant, responding to the economic needs of the local workforce development area and matching employers with skilled workers.
- I. Lead to greater efficiencies, reduce duplication, and maximize financial and human resources.
- J. Address current and future strategies and efficiencies to address the continuous improvement of Florida's workforce investment system and its focus on customer service excellence.

KEY DATES

ON OR BEFORE

Florida Unified Plan Public Comment.....	February-March 2022
Florida Unified Plan Reviewed by Federal Agencies.....	March-June 2022
Key Dates Sent to Local Boards.....	March 25, 2022
Local Plan Guidelines Issued.....	May 25, 2022
Final Revisions and Approval of Florida Unified Plan... ..	July-August 2022
Local Plans Due.....	October 3, 2022
Local Plans Approved by State Board.	December 2022
Local Plans Effective	January 1, 2023

PUBLIC COMMENT PROCESS

Prior to the date on which the LWDB submits the local plan, the LWDB must provide an opportunity for public comment on the development of the local plan. To provide adequate opportunity for public comment, the LWDB must:

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

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

- (2) Include an opportunity for comment by members of the public, including representatives of business, labor organizations, and education (WIOA § 108(d)(2)).

Discussions were set with the LWDB staff, Board of Directors, and the Chipola Regional Workforce Development Board Consortium, all of which are made of various representatives of business, labor and other partner organizations throughout the five-county area. All meetings were advertised to the general public.

In addition, discussions were held with Opportunity Florida, the regional economic development organization covering all counties served by the LWDB. Opportunity Florida is directly tasked with improving the local environment for business development and expansion and as such is a key partner in any planning effort concerning the needs of private employers in the five counties served.

- (3) Provide no less than a 14-day period and no more than a 30-day period for comment on the plan before its submission to DEO, beginning on the date on which the proposed plan is made available (WIOA § 108(d)(2)).

A twenty (20) day period for comment beginning on September 2, 2022, was provided prior to submission, which will run concurrent to the submission of the plan, with the comment period remaining open for the full twenty (20) day period.

PLAN SUBMISSION

ONLINE FORM

Each LWDB must submit its local plan, required attachments and contact information for primary and secondary points of contact for each local plan via the state's online form established for WIOA local plan submissions. Hard copies of local plans or attachments are not required. **All local plans must be submitted no later than 5:00 p.m. (EDT) on Monday, October 3, 2022. Please note, the local plan and all attachments must be submitted in a searchable PDF format that is Americans with Disabilities Act compliant.**²

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

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

Please carefully review these instructions and those posted online prior to submitting plans.

Prior to local plan submission, please ensure:

- The LWDB members reviewed the plan.
- The LWDB chair and the chief local elected official signed the appropriate documents.
- The name and number of the LWDB are on the plan cover page.
- The plan submitted date and point of contact is on the cover page.
- The structure and numbering follow the plan instructions format.
- A table of contents with page numbers is included and each page of the plan is numbered.
- Text is typed, preferably in the fonts Arial or Calibri, with a font size of 11 or greater.
- Responses to all questions are informative and concise.
- The name of the LWDB, the page number and plan submission date are listed in the footer of the document.

ATTACHMENTS

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

The CareerSource Chipola Local Workforce Plan Two-Year Modification 2023 – 2024 is found at [CareerSource Chipola](#) - and [CareerSource Chipola - » Resources](#) .

- A. Executed interlocal agreement that defines how parties carry out roles and responsibilities of the chief local elected official** (if the local area includes more than one unit of general local government in accordance with WIOA § 107(c)(1)(B) .
- B. Executed agreement between the chief local elected official(s) and the local workforce development board.**
- C. Evidence of designation of the fiscal agent** by the chief local elected official(s), if other than the chief local elected official.
- D. Current bylaws** established by the chief local elected official to address criteria contained in 20 CFR 679.310(g) and [CareerSource Florida Administrative Policy 110 – Local Workforce Development Area and Board Governance](#) .
- E. Current board member roster, meeting minutes for the local plan agenda item, discussions about the plan, and the board's vote on the local plan.**
- F. Agreements describing how any single entity selected to operate in more than one of the following roles:** local fiscal agent, local board staff, one-stop operator, or direct provider of career services, will carry out its multiple responsibilities, including

how it develops appropriate firewalls to guard against conflicts of interest. Also attach copies of any processes and procedures that clearly detail a) how functions are sufficiently separated; b) descriptions of the steps the local area has taken to mitigate risks that could lead to impropriety; c) firewalls (physical, technological, policies, etc.) created to ensure such risks are mitigated; and d) oversight and monitoring procedures.

G. Executed Memoranda of Understanding for all one-stop partners (Section III(b)(2) of the State of Florida WIOA Unified Plan).

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

I. Executed cooperative agreements which define how all local service providers, including additional providers, will carry out the requirements for integration of and access to all services available in the local one-stop delivery system. This includes cooperative agreements (as defined in WIOA section 107(d)(11)(B) between the LWDB or other local entities described in WIOA section 107(d)(11)(C) 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.

J. A description of the process used by the LWDB to obtain input and comment by representatives of business and labor organizations for the development of the plan. This attachment must include any comments submitted during the public comment period that represent disagreement with the local plan (WIOA § 108(d)).

PLAN APPROVAL

DEO will review each local plan for the requirements outlined in these guidelines using a local plan review checklist that aligns with requirements outlined in these guidelines. If there are questions or concerns, DEO will notify the contact(s) included in the local plan.

DEO will recommend approval of the local plan to the CareerSource Florida Board of Directors (state board), unless DEO notifies the LWDB in writing that:

- There are deficiencies in workforce investment activities that have been identified through audits, and the local area has not made acceptable progress in implementing plans to address the deficiencies;
- The local plan does not comply with applicable provisions of WIOA and the WIOA regulations, including the required consultations and public comment provisions, and the nondiscrimination requirements of 20 CFR Part 38; or
- The local plan does not align with the state plan, including with regard to the alignment of the core programs to support the strategy identified in the state plan in

accordance with WIOA § 102(b)(1)(E) and 20 CFR 676.105.

The local plan, including plan modifications, will be considered to be approved upon written notice by DEO advising of state board approval or at the end of the 90-day period beginning the day DEO receives the local plan, or plan modification, unless, in accordance with 20 CFR 679.570, any deficiencies referenced above were identified by DEO in writing and remain unresolved.

Any questions regarding the submission, review and/or approval of local plans should be submitted to DEO at: WIOA-LocalPlans@DEO.MyFlorida.com.

A. ORGANIZATIONAL STRUCTURE

The local plan must describe the organizational structure in place in the local area, including:

(1) Chief Elected Official(s)

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

The interlocal agreement signed by all members of the five-county consortium names the chair of the consortium as the Chief Local Elected Official for the required purposes. Contact information for the CLEO is:

Name/Title: Scott Monlyn, Chair
Company: Calhoun County Board of County Commissioners
Mailing Address: BOCC, County Commissioner District 4,
20859 Central Avenue E., Room 130
Blountstown Florida 32424
Phone: (850) 643-8274
Email: smonlyn@calhouncountygov.com

The other representatives to the consortium as appointed by each of the local boards of county commissioners:

Name/Title: Brandon Newsome
Company: Holmes County Board of County Commissioners
Mailing Address: BOCC, County Commissioner District 2,
107 E Virginia Ave, Bonifay, FL 32425
Phone: (850) 547-1119
Email: bnbocc@yahoo.com

Name/Title: Johnny Eubanks
Company: Calhoun Liberty Journal
Mailing Address: Post Office Box 454
Bristol, FL 32321
Phone: (850) 643-3333
Email: jbeubanks@fairpoint.net

Name/Title: Paul Donofro
Company: Jackson County Board of County Commissioners
Mailing Address: BOCC, County Commissioner District 3,
2864 Madison St, Marianna, FL 32448
Phone: (850) 482-9633
Email: donofrop@jacksoncountyfl.gov

Name/Title: Charles Kent
Company: Washington County Board of County Commissioners
Mailing Address: BOCC, County Commissioner District 2,
131 South Boulevard, Chipley, FL 32428
Phone: (850) 326-5128
Email: ckent@washingtonfl.com

Each board of county commissioners has the ability to appoint a new consortium member if they so desire. Changes normally occur when local boards reform after local elections. In the event members of the consortium are changed by their respective counties future plans will be updated as necessary.

- (b) Describe how the chief local elected official(s) was involved in the development review, and approval of the local plan.

The Chipola Regional Workforce Development Consortium consists of one member, either the Chair or their designee, of each of the five county commissions in the LWDA. The group elected one member to serve as Chair of the Consortium and Chief Elected Official for the purposes of the Consortium that signs all vital documents. The staff members meet with the Consortium on an as needed or as requested basis to obtain their input on issues and to keep the group updated on changes taking place within the organization and to maintain the group as a vital partner in the planning and development of the plan or plan modifications. The LWDB's Executive Director met with members of the Consortium to discuss the plan modification and obtain input from them. They were mailed a copy and answers to any questions or concerns were provided. Following approval, the Consortium Chair signed the plan modification prior to submission to CareerSource Florida.

In addition, by policy of the Board of Directors, annually each of the five counties represented by the LWDB, as well as the Consortium members, receive a report on attendance of the appointed members. County appointed members' attendance is reported to the county of appointment and at-large members are reported to the Consortium. In the past, this information was used by these entities to remove members from the Board that are unable or unwilling to participate in order to appoint members who will be more involved.

The workforce services draft plan was reviewed, discussed, and approved at the October 3, 2022, meeting of the Consortium, with the Board Chair signing the plan modification prior to submission to CareerSource Florida.

(2) Local Workforce Development Board

- (a) Identify the chairperson of the LWDB by name, title, mailing address, phone number and email address. Identify the business that the chairperson represents.

Name: Debbie Kolmetz, Chair
Company: Panhandle Realty
Mailing Address: 1566 Highway 90, Ponce de Leon, FL 32455
Phone: (850) 259-1904
Email: panhandlefla@yahoo.com

- (b) If applicable, identify the vice-chairperson of the LWDB by name, title, mailing address, phone number and email address. Identify the business or organization the vice-chairperson represents.

Name: David Corbin, Vice-Chair
Company: Chipley Gun & Pawn
Mailing Address: 1222 Jackson Ave. Chipley, FL 32428
Phone: (850) 638-8987
Email: pawns4u@yahoo.com

- (c) Describe how the LWDB members were involved in the development, review, and approval of the local plan.

The members of the Board of Directors are well informed on the programs and are directly involved in policy making for all programs. Meetings were held with management staff, career center staff, and the Board to discuss the issues and members were provided with a link to the plan modification for final review and comment, prior to submission to CareerSource Florida. The workforce services draft plan was reviewed, discussed and approved at the September 8, 2022, meeting of the LWDB, with the Board Chair signing the plan modification prior to submission to CareerSource Florida.

- (d) Describe how the LWDB convened local workforce development system stakeholders to assist in the development of the local plan.

Meetings were held with other workforce partners including the Division of Vocational Rehabilitation, Early Learning Coalition, and the school systems within the LWDA. A particular focus was placed on meetings of career and technical education staff within the region.

Meetings were set up with the LWDB's staff, Board of Directors, and the Chipola Regional Workforce Development Board Consortium, all of which are made of various representatives of business, labor and other partner organizations throughout the five-county area.

In addition, discussions were held with Opportunity Florida, the regional economic development organization covering all counties served by the LWDB. Opportunity Florida is directly tasked with improving the local environment for business development and expansion and as such, is a key partner in any planning effort concerning the needs of private employers in the five counties served.

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

- (a) Provide the name of the entity selected to receive and disburse grant funds (local fiscal agent) if other than the chief local elected official (WIOA § 107(d)(12)(B)(in)(III) and 20 CFR 679.420).

The Chipola Regional Workforce Development Board, Inc., dba CareerSource Chipola is the administrative entity/grant recipient for the LWDB.

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

The Chipola Regional Workforce Development Board, Inc., dba CareerSource Chipola is the administrative entity/grant recipient.

(4) One-Stop Operator and One-Stop Career Centers

- (a) Provide the name of the entity or entities selected through a competitive process to serve as the one-stop operator and the effective date of the current agreement in place between the LWDB and the one-stop operator.

Linda Sumblin, Workforce Consultant, serves as the LWDB's One-Stop Operator. The current agreement in place was first effective August 1, 2021.

- (b) Describe the steps taken to ensure a competitive process for selecting the one-stop operator(s) (WIOA § 121(d)(2)(A)).

The LWDB advertised and released a Request for Proposal for a One-Stop Operator on January 29, 2021. The notice was publicly advertised through the major newspapers in the area, as well as posted on the Board's website. The solicitation was also forwarded to fifteen (15) entities on the approved Vendor List and the organizations were given until March 3, 2021, to respond to the proposal. Advertisements were made well in advance of the proposal due date to give potential bidders sufficient time to submit their bids. The RFP clearly described the services being procured and did not contain features that would restrict competition.

- (c) If the LWDB serves as the one-stop operator, provide the last date the state board granted approval to the LWDB to serve in this capacity and the approved duration.

N/A.

- (d) Describe the roles and responsibilities the LWDB has identified and assigned to the one-stop operator.

The One-Stop Operator, in a satisfactory and proper manner as determined by the LWDB, shall carry out all activities as agreed upon in the performance-based Contract for Services. The One-Stop Operator is responsible for working with the LWDB to ensure coordination of services across program lines and with other organizations as required by the Act.

It is the responsibility of the One-Stop Operator to provide quarterly reports showing the effectiveness of delivering services across programs and other WIOA required organizations. In addition, the One-Stop Operator presented the LWDB with a draft of established practices that encourage the One-Stop partners to provide services to individuals with barriers to employment, including individuals with disabilities, who may require longer-term services, such as intensive employment training and education services. Evaluation methods, necessary actions and any recommendation or suggestions for improvement are included in

the reports. The One-Stop Operator quarterly reports are included in the Board meetings as an agenda item and presented to the full Board of Directors for review.

- (e) Provide the location (address) and type of each access point, indicating whether it is a comprehensive center³, affiliate site or specialized center, as described in [CareerSource Florida Administrative Policy 093 – One-Stop Delivery System and One-Stop Career Center Certification Requirements](#).

**Marianna center - 4636 Hwy-90 E Suite E Marianna, FL 32446 – Comprehensive
Blountstown center - 17336 Main St N Blountstown, FL 32424 – Specialized
Chipley center - 757 Hoyt Street Room 108, Chipley FL 32428 - Specialized**

- (f) Identify the days and times when each access point is open to customers. Comprehensive career centers must be open to the general public for walk-in service a minimum of eight hours per day during regular business days, Monday through Friday.

**Marianna career center: Monday-Friday 8:00 AM - 5:00 PM
Blountstown career center: Monday Friday 8:00 AM - 5:00 PM
Chipley career center: Monday-Friday 8:00 AM - 5:00 PM
(Monday-Thursday 8 AM – 5 PM during summer campus closure)**

The hours are posted at the entrance to each career center in the LWDA. Extended hours are available based on location and customer need. Additionally, extended hours are available through electronic means allowing customers to access many of the services regardless of time of day.

- (g) For each access point, identify how each local area provides customers with access to each required (and any approved optional) one-stop career center partners' programs, services and activities (physical co-location, electronic methods, and/or referrals).

The comprehensive center, the largest in the region, is in Marianna and primarily serves residents of Jackson County; the first satellite center is in Chipley and primarily serves residents of Holmes and Washington Counties; and the second satellite center is in Blountstown and serves the residents of Calhoun and Liberty Counties. The Chipley and Blountstown career centers have electronic linkages and provide for veteran, employment, and other on-site services. The Blountstown career center has an established veteran staff member presence on Fridays.

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

Improvements to the local IT system allows success coaches and other staff members to interact with clients both visually and verbally through remote access. This lessens expenses associated with travel by staff members, but

more importantly will give customers, especially those with limited funds, a less expensive way to interact with staff members while still maintaining a high level of personal connection.

- (h) Pursuant to the [CareerSource Florida Administrative Policy 093 – One-Stop Delivery System and One-Stop Career Center Certification Requirements](#), provide the required attestation that at least one comprehensive one-stop center in the local area meets the certification requirements contained therein.

The Marianna career center is a comprehensive American Job Center that meets the following requirements of CareerSource Florida’s Policy No. 93, Issued February 2, 2017, and revised December 15, 2021, on One Stop Career Center Certification Requirements.

- 1) **The Marianna career center has at least one Title I staff person physically present,**
- 2) **Provides the career services described in 20 CFR 678.430,**
- 3) **Provides access to training services described in 20 CFR 680.200, including serving as the point of access to training services for participants in accordance with WIOA sec. 134(c)(3)(G),**
- 4) **Provides access to the employment and training activities carried out under WIOA sec. 134(d),**
- 5) **Provides access to programs and activities carried out by one-stop partners listed in 20 CFR 678.400 through 678.410.**
- 6) **Provides access to workforce and labor market information, as described in Section 15(a) of the Wagner-Peyser Act. (7)**
- 7) **Provides access to programs, services, and activities during regular business days (Monday through Friday) as further prescribed in Section IV.D.1. Availability and Hours of Operation of this policy.**
- 8) **Provides physical and programmatic access to individuals with disabilities and limited English proficiency**

- (i) Describe any additional criteria (or higher levels of service coordination than required in [CareerSource Florida Administrative Policy 093 – One-Stop Delivery System and One-Stop Career Center Certification Requirements](#)) relating to service coordination achieved by the one-stop delivery system, to respond to education/training needs, labor market, economic, and demographic conditions and trends in the local area (WIOA § 121(g)(3)).

The LWDB’s comprehensive center provides higher levels of service coordination than required by incorporating the characteristics of a High Quality One-Stop Center listed in CSC Policy 093 and TEGl No. 04-15. These include the following.

- **Excellent Customer Service to Job Seekers, Workers, and Businesses**
 - **A welcoming environment to all customer groups including job seekers, businesses, and others, either in person or by telephone or email, and**
 - **The presence of One-Stop center staff sensitive to the unique needs of individuals with disabilities and prepared to provide necessary accommodations,**
 - **Developing, offering, and delivering quality business services,**
 - **Improving the skills of job seeker and worker customers by offering access to education and training.**

- **Creating opportunities for individuals at all skill levels of experience**
- **Providing career services that motivate, support, and empower customers including individuals with disabilities, to make informed decisions based on local and regional economic demand and effectively attain their personal employment and education goals.**
- **Valuing skill development by assessing and improving each individual's basic, occupational, and employability skills.**
- **Innovative and Effective Service Design**
 - **Integrated and expert intake process with frontline staff who can assist customers and make appropriate referrals to partner programs.**
 - **Practices that actively engage industry sectors and use economic and labor market information, sector strategies, career pathways, Registered Apprenticeships, and competency models to help drive skill-based initiatives.**
 - **The balance of traditional labor exchange services with strategic talent development within a regional economy.**
 - **Ensures meaningful access to all customers.**
 - **Includes both virtual and center-based service delivery for job seekers, workers, and employers.**
 - **Incorporates innovative and evidence-based delivery models that improve the integration of education and training, create career pathways that lead to industry recognized credentials, encourage work-based learning, and use state-of-the-art technology to accelerate learning, promote college, and career success.**
- **Integrated Management Systems and High-Quality Staffing**
 - **Reflects the establishment of robust partnerships among partners.**
 - **Organized and integrated services by function, i.e., Business Services Team.**
 - **Operational policies reflect an integrated system of performance, communication, case management, and uses technology to achieve integration and expanded service offerings.**
 - **Common performance indicators are used to ensure that federal investments in employment and training programs are evidence-based, labor market driven, and accountable to participants and taxpayers.**
 - **Center staff members are trained in an ongoing learning process with the knowledge, skills, and motivation to provide superior service to job seekers, including those with disabilities, and businesses in an integrated, regionally focused framework of service delivery.**
 - **Center staff members include highly trained career counselors, skilled in advising job seekers of their options, knowledgeable about local**

labor market dynamics, aware of available services inside and outside the career centers, and skilled in developing customers' skills for employment success.

The LWDB adheres to requirements developed as part of the certification

process. In addition, the members of the Board of Directors view each meeting as an opportunity to improve services, respond to changes in the local labor market, local economy, or demographic conditions. As such, the LWDB is constantly seeking ways to improve services to individuals and business customers.

(5) Provider of Workforce Services

- (a) Provide the name of the entity or entities selected to provide workforce services (except training services) within the local one-stop delivery system.

The LWDB is the only direct provider of services in the workforce development area.

- (b) Identify and describe what workforce services (except training services) are provided by the selected one-stop operator, if any.

The One Stop Operator, Linda Sumblin, works to ensure the LWDB is coordinating services across programs and with other organizations, as required by the Act.

- (c) Identify and describe what career services are provided by the designated provider of workforce services (except training services).

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

- (d) If the LWDB serves as the direct provider of workforce services (except training services), provide the last date the CareerSource Florida Board of Directors granted approval to the LWDB to serve in this capacity and the approved duration.

The most recent date the CareerSource Florida Board of Directors granted approval to the LWDB to serve as Direct Provider of Workforce Services was June 9, 2021. The three-year authorization for the LWDB began July 1, 2021 and ends June 30, 2024.

(6) Youth Service Provider

- (a) Provide the name of the entity or entities selected to provide youth workforce investment activities (youth program services) and, if the entity was competitively procured, the term through which the entity is contracted to provide these services.

The LWDB is the direct provider of all local workforce services, including youth workforce activities.

- (b) Describe the steps taken to ensure a competitive process for the selection of the youth service provider(s) in the local area, if the LWDB does not provide these services.

N/A – the LWDB is the youth service provider.

- (c) Describe any additional criteria⁴ the LWDB has established to ensure providers best positioned to deliver required youth program elements resulting in strong outcomes for youth participants are used, if applicable.

N/A

- (d) Identify and describe the youth program element(s) provided by each provider.

The LWDB ensures the 14 elements are made available to eligible youth as part of a menu of services based on the objective assessment and Individual Service Strategy (ISS). Based on the need for a skilled labor force with adequate credentials, the following activities are provided for the LWDB's youth:

- 1. Tutoring, study skills training, instruction and dropout prevention strategies** that lead to completion of a high school diploma includes services such as providing academic support, helping a youth identify areas of academic concern, assisting with overcoming learning obstacles, or providing tools and resources to develop learning strategies. Dropout prevention strategies intended to lead to a high school diploma include activities that keep a young person in-school and engaged in a formal learning and/or training setting.
- 2. Alternative secondary school services** assist youth who have struggled in traditional secondary education. Dropout recovery services are those that assist youth who have dropped out of school. Both types of services help youth to re-engage in education that leads to the completion of a recognized high school equivalent. Examples of activities under this program element include:
 - Basic education skills training
 - Individualized academic instruction
 - English as a Second Language training
 - Credit recovery
 - Counseling and educational plan development
- 3. Paid and unpaid work experience** is a planned, structured learning experience that takes place in a workplace and provides youth with opportunities for career exploration and skill development. A work experience activity may take place in the private for-profit sector, the non-profit sector, or the public sector. Work experience for you: summer employment and other employment opportunities available throughout the school year, pre-apprenticeship programs, internships and job shadowing, and on-the-job training. The region has had difficulty meeting the required expenditure rates for youth work experience. The work experience program has been revamped and revitalized and recently completed a successful summer program. Steps have been taken to provide more year round work experience opportunities that will allow the organization to meet required expenditure percentages.

4. **Occupation skills training** is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Occupational skills training:
 - is outcome-oriented and focused on an occupational goal specified in the individual service strategy for the youth;
 - is of sufficient duration to impart the skills needed to meet the occupational goal; and
 - leads to the attainment of a recognized postsecondary credential

5. **Education offered concurrently with workforce preparation** and training for a specific occupation element reflects an integrated education and training model and describes how workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway. This element is also referred to as Integrated Education or Contextualized Instruction.

6. **Leadership development opportunities** encourage responsibility, confidence, employability, self-determination, and other positive social behaviors. Leadership development includes:
 - Exposure to postsecondary education possibilities
 - Community and service-learning projects
 - Peer-centered activities, including peer mentoring and tutoring
 - Organizational and teamwork training, including team leadership training
 - Training in decision-making, including determining priorities and problem solving
 - Citizenship training, including life skills training such as parenting and work behavior training
 - Civic engagement activities which promote the quality of life in a community
 - Other leadership activities that place youth in a leadership role, such as serving on youth leadership committees

7. **Supportive services** enable an individual to participate in WIOA activities. These services enable an individual to participate in WIOA activities (such as, but not limited to, assistance with transportation, childcare, housing, health care, educational testing, and work-related tools).

8. **Adult mentoring** is a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee.

9. **Follow-up services** are critical services provided following a youth's exit from the program. The goal of follow-up services is to help ensure that youth are successful in employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise.

10. **Comprehensive guidance and counseling** provide individualized counseling to

participants. This program element also includes substance and alcohol abuse counseling, mental health counseling, and referral to partner programs.

11. **Financial literacy education** provides youth with the knowledge and skills that they need to achieve long-term financial stability. Financial literacy education encompasses information and activities on a range of topics, such as creating budgets; setting up checking and saving accounts; managing spending, credit, and debt; understanding credit reports and credit scores; and protecting against identity theft.
12. **Entrepreneurial skills training** provides the basics of starting and operating a small business. This training helps youth develop the skills associated with entrepreneurship, such as the ability to take initiative, creatively seek out and identify business opportunities, develop budgets, and forecast resource needs, understand various options for acquiring capital and the trade-offs associated with each option, and communicate effectively and market oneself and one's ideas. Examples of approaches to teaching youth entrepreneurial skills include:
 - Entrepreneurship education introducing to the values and basics of starting and running a business, such as developing a business plan and simulations of business start-up and operation
 - Enterprise development which provides supports and services that incubate and help youth develop their own businesses, such as helping youth access small loans or grants and providing more individualized attention to the development of viable business ideas
 - Experiential programs that provide the youth with experience in the day-to-day operation of a business
13. **Services that provide labor market and employment information** about in-demand industry sectors or occupations available in the local area and includes career awareness, career counseling, and career exploration services. Labor market information also identifies employment opportunities, and provides knowledge of job market expectations, including education and skill requirements and potential earnings. Numerous tools and applications are available that are user-friendly and can be used to provide labor market and career information to youth. These tools can be used to help youth make appropriate decisions about education and careers.
14. **Postsecondary preparation and transition activities** help youth prepare for and transition to postsecondary education and training. These services include helping youth explore postsecondary education options, including technical training schools, community colleges, 4-year colleges and universities, and Registered Apprenticeship programs. Examples of other postsecondary preparation and transition activities include:
 - Assisting youth to prepare for SAT/ACT testing
 - Assisting with college admission applications
 - Searching and applying for scholarships and grants
 - Filling out the proper Financial Aid applications and adhering to changing guidelines
 - Connecting youth to postsecondary education programs

4 The state's criteria for youth service provider selection is outlined in [CareerSource Florida Administrative Policy 120 – Youth Service Provider Selection](#).

5 As appropriate, a local area may use an existing analysis, which is a timely current description of the regional economy, to meet the requirements of 20 CFR 679.560(a)(1)(i) and (ii).

B. ANALYSIS OF NEED AND AVAILABLE RESOURCES

The local workforce plan must describe strategic planning elements, including:

(1) A regional analysis of:

- (a) Economic conditions including existing and emerging in-demand industry sectors and occupations (20 CFR 679.560(a)(1)(i)); and

Due to the impacts of Hurricane Michael, the LWDB noticed shifts in employment demands not reflected in the most recent data. The LWDB identified the following sectors as emerging or in-demand in the post-Hurricane Michael recovery period:

- **Construction**
- **Health Care and Assistance**
- **Manufacturing**
- **Transportation and Warehousing**
- **Public Administration**

Data from the Department of Economic Opportunity (DEO) indicates the fastest growing occupations in the LWDA are in the health care field or related to manufacturing and logistics. The destruction from Hurricane Michael caused significant local pressure to increase workers available in the construction industry to aid in the recovery efforts. The high number of governmental employers as a percentage of the overall employment numbers impacts the need for public administration. Manufacturing as well as Transportation and Warehousing are both targets of the local and regional economic development organizations which continue to put significant resources toward efforts to grow those industries.

- (b) The employment needs of employers in existing and emerging in-demand industry sectors and occupations⁵ (20 CFR 679.560(a)(1)(ii)).

The LWDB's five rural counties continue to face significant barriers that impact existing and emerging in-demand industry sectors and occupations in much the same way. A barrier facing all industries in the LWDA is the increased age of the population and the decline in number of existing workers. The 2020 census reported the five counties represented by the LWDB lost both population and housing units. The losses are counter to the majority of the state during the same time period.

The region is still struggling to recover from the impact of Hurricane Michael and the COVID-19 pandemic. Both events have had a significant impact on the regional economy. We are still working to determine the shifts caused by these events. Due to the rural nature of the entire region served by the LWDA there is

not always data available with enough detail necessary to provide the type of detailed analysis you will find for a more urbanized area. It is also necessary to note that none of the counties served by the LWDA are included in a Metropolitan Statistical Area (MSA). This is an indication that none of the counties in the LWDA have a significant economic tie to a major economic center.

Previously the LWDA has worked with other organizations to develop local data to be used in planning or determining program direction. A previous study was conducted by Vision First Advisors to examine all regional rural counties and determine the status in terms of economic health. This study was completed in conjunction with Opportunity Florida, a regional rural economic development organization.

The study showed the region was in economic decline and that efforts must be made to increase employment in manufacturing, logistics, value-added employers, and health care. The study called upon the region to continue close connections between workforce, education, the private sector, and economic development organizations.

Information from DEO shows only twenty occupations are projected to add 20 or more jobs from 2021 through 2029. Of those twenty-three percent are projected to be in health care and nineteen percent are projected in manufacturing or manufacturing related fields.

An examination of DEO research of the occupations gaining the most new jobs the majority are in the “Fast Food and Counter Workers” field which represents twenty-four percent of the projected new jobs. Commercial vehicle operators are projected to grow the second highest number of jobs. Construction, manufacturing, logistics, and health care related jobs comprise a majority of the top spots for total expected future job openings.

Seasoned staff with both the regional workforce board and the regional economic development organization have indicated they have reason to believe the projections are less accurate than normal due to the impacts of Hurricane Michael and COVID-19. Hurricane Michael devastated the region in October 2018 and much of the reconstruction and recovery is still occurring. As an example, the impacts on housing from Hurricane Michael, changes in work and home relationships caused by COVID-19 and the explosive growth along the gulf coast of Florida are putting pressure on the housing market that is yet to be fully understood. One company has over 10,000 housing units planned for the coastal area south of the five-county region we serve. The growth in both population and housing costs along the coast is already having the effect of forcing certain sectors of the labor force to move further inland and into our region.

In addition to the demand for building trades, the LWDB has experienced some growth in manufacturing and continues to work with local education providers to increase training opportunities available for the manufacturing sector. The LWDB also experienced an increased interest in the logistics and distribution employment sector. The LWDB realizes these fields are extremely dependent upon individuals with the capability of driving vehicles requiring a commercial

driver's license that sometimes, include special endorsements in areas such as the transportation of hazardous materials.

The LWDB used data from the supply/demand website provided by the DEO to study the needs in growth sectors as well as overall labor needs. In addition, the LWDB met directly with employers and local training providers to identify gaps between available labor and industry needs with an emphasis on working together to fill the identified gaps. The LWDB also examined data supplied by Jobs EQ and continues to use EconoVue to help guide Rapid Response activities.

The LWDB worked with local employers to identify training needed to help the existing workforce adjust to changes in technology or standards.

The LWDB utilizes information from the Florida Department of Economic Opportunity, Bureau of Labor Market Statistics (LMS) to help understand changes projected.

The work in the LWDB with both the training and business communities aligns with those occupations having the highest projected demand.

- (2) An analysis of the knowledge and skills needed to meet the employment needs of the employers in the local area, including employment needs in in-demand industry sectors and occupations (WIOA § 108(b)(1)(B) and 20 CFR 679.560(a)(2)).**

Multiple meetings with manufacturers, local and multi-county economic development organizations in the LWDB indicated a strong need for individuals with skills that can best be described as those needed by millwrights. Training in areas such as welding, pneumatics, low voltage systems, programmable logic controls, gearing, hydraulics, and other mechanic skills are in demand by manufacturers.

In addition, the LWDB considers the needs of contiguous areas. A major ship manufacturer in Panama City was awarded a contract to produce cutters for the Coast Guard. This contract, in addition to their normal shipbuilding operations, required a significant number of workers with skills also relatable to those needed for millwrights. This serves to support the decision by the LWDB to target manufacturing.

Since the LWDB is a small workforce area, it has the advantage of getting to know employers on a one-on-one basis. Instead of formal surveys or statistical reports, the LWDB generally makes direct contact with employers to determine skill needs. The LWDB understands the significant need for correctional officers in the area and the training that must be completed to perform successfully on the job. The LWDB also understands the struggle with fulfilling the needs of the employer in the occupation. Local logistics employers also have an increased need for individuals that can operate equipment, such as forklifts, that now have high-tech additions, such as computers that automatically scan and record loads and direct delivery to specified locations.

In the health care arena, the LWDB maintains direct contact with local hospitals, rehabilitation facilities, assisted living facilities and other medical institutions.

The facilities indicated a need for trained healthcare professionals; however, in addition to traditional healthcare training, employers noted a greater need for training related to recordkeeping so medical facilities can comply with state and federal regulations, as well as maximize reimbursements for transactions at the facility.

As a result of Hurricane Michael and the COVID-19 pandemic, the LWDB noted a significant change in the existing workforce. The LWDB continues to work with local partners in efforts to determine how the impact of the disasters are truly affecting the LWDB. It is still too early to determine the full impact; however, through direct contact with local employers, the LWDB is aware the changes are having a considerable impact on employers, as well as employment opportunities.

One example of the impact can be seen in the Certified Nursing Assistant (CNA) occupation. Prior to the hurricane, the LWDB was hesitant to train CNAs due to the low starting wages and high turnover rates. In the aftermath of the disaster, the LWDB observed job listings and social media posts advertising starting wages for CNA with an increase of \$5,000 to \$7,000 annually, plus sign on bonuses. For some employers, this represents an increase up to 35%. When contacting employers, the major reason for the increase is the lack of qualified candidates.

Another change expected to continue in growth is the demand for the building trades. The LWDB experienced significant losses in available housing due to the destruction of Hurricane Michael. The LWDB continues to watch this sector of the economy, but current indications show a constant demand in building trades skills such as carpenters, electricians, masonry, concrete workers, and plumbers.

- (3) An analysis of the workforce in the local area, including current labor force employment and unemployment data, information on labor market trends, and the educational and skill levels of the workforce, including individuals with barriers to employment (WIOA § 108(b)(1)(C) and 20 CFR 679.560(a)(3)

The LWDB faced many challenges since the recession of 2008. During the recession, the LWDB lost a significant amount of the labor force and employment. The LWDB trailed behind the majority of the state during the recovery period, and in fact, only experienced consecutive months of growth, in both the labor force and employment, when Hurricane Michael, designated as a Category 5, roared through the center of the LWDB.

For the first time since the recession, prior to Hurricane Michael, the five counties served experienced consecutive months in both growth of the labor force and employment. As a state, Florida recovered years prior.

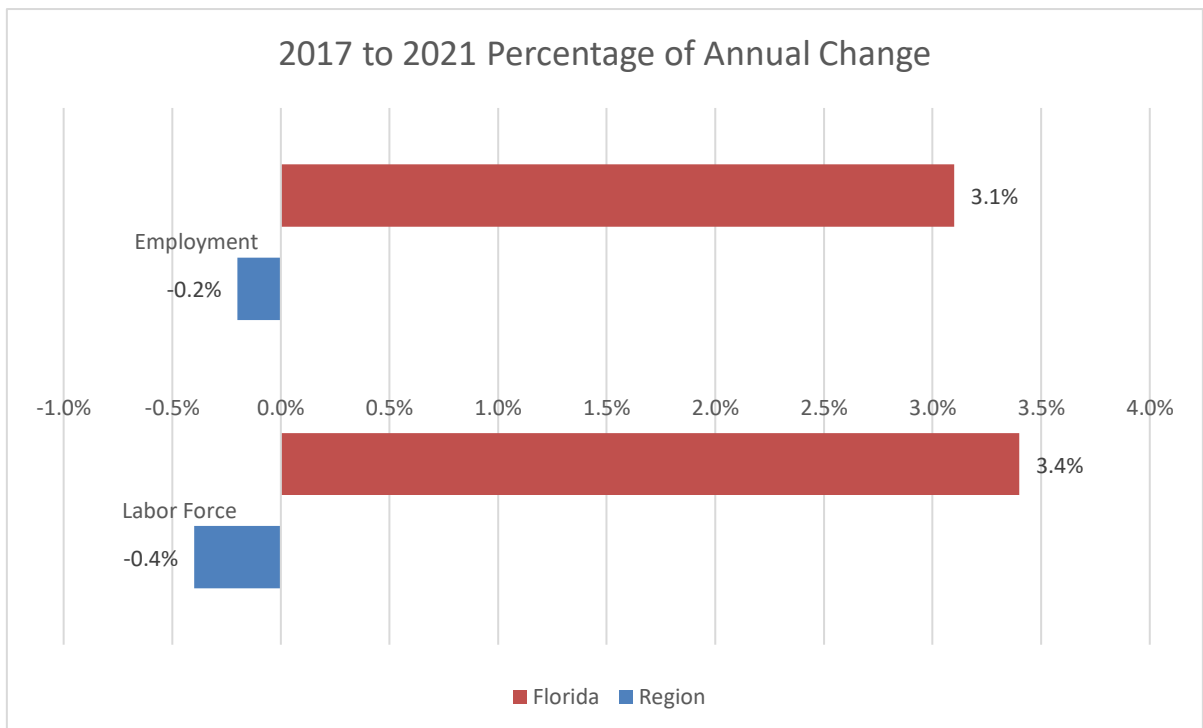
The LWDB's labor force and employment numbers appeared to be recovering when the Covid-19 pandemic struck the five rural counties. Regional leaders in both education and workforce are examining the long-term impact on employers, employment, and needed training. Both disasters, Hurricane Michael and COVID-19, continue to have significant impacts on the regional labor market. Those impacts range from a decrease in available workforce housing to an increase in individuals willing to utilize social services, such as food

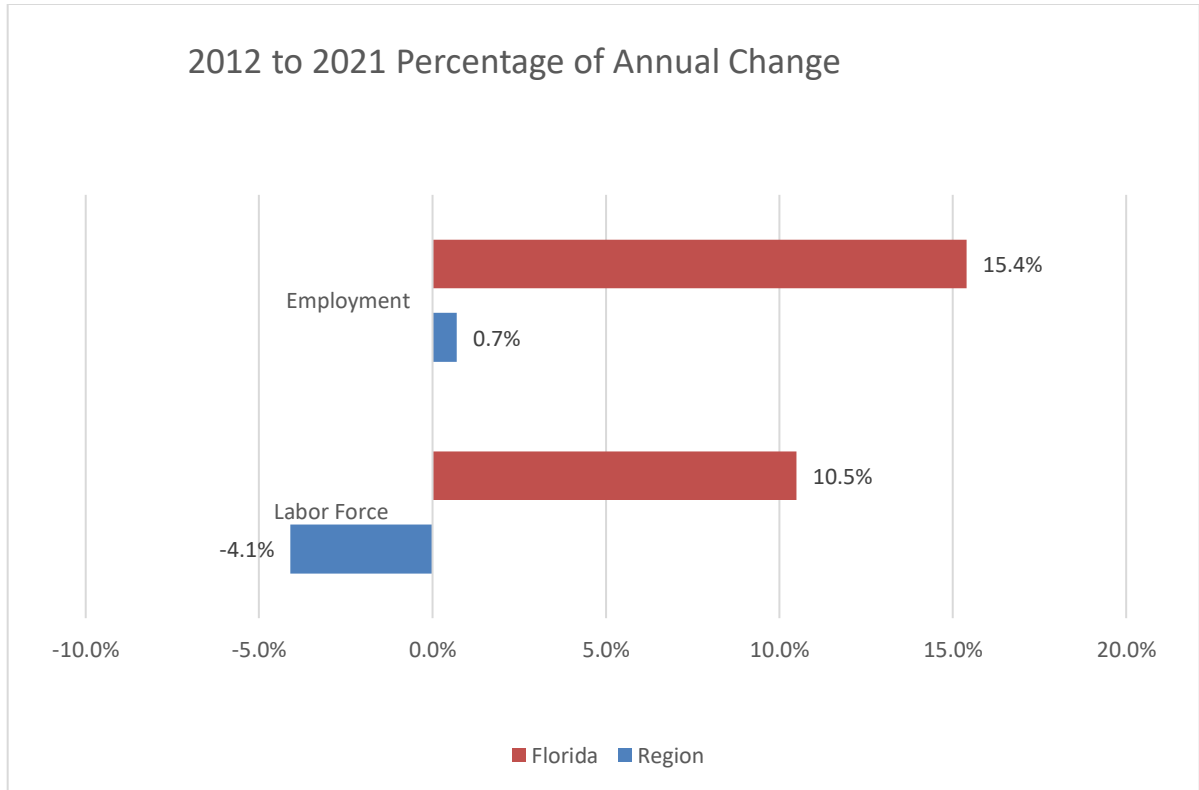
assistance.

The contrast between the tremendous economic boom experienced by Florida and the economic hits taken by the five counties served by the LWDB are evident in employment statistics comparing changes over the last five and ten years. The table and bar charts below use the annual average data for Local Area Unemployment Statistics as documented by the Florida Department of Economic Opportunity.

Comparing 2017 to 2021		
	Region	State
Labor Force	Decrease by 0.4%	Increase by 3.4%
Employment	Decrease by 0.2%	Increase by 3.1%

Comparing 2012 to 2021		
	Region	State
Labor Force	Decrease by 4.1%	Increase by 10.5%
Employment	Increase by 0.7%	Increase by 15.4%





The charts above clearly indicate the significant difference between the growth experienced by Florida as a whole and the five rural counties served by the LWDB. While Florida experienced a significant increase in the labor force, the five counties served by the LWDB experienced decreases. This is further supported by information from the 2020 census showing the five counties combined lost both population and available housing. The loss in available housing continues to have a negative impact on the ability of the LWDB to attract and retain labor.

The area faces significant challenges regarding the workforce and the ability of both employers and workers to find opportunities that meet the need of both sides of the employment equation. The rural nature of our LWDB and the lack of public transportation increase employment barriers in our area versus those in more urban areas.

The workers in the LWDB, without sufficient personal transportation, have few options and finds themselves limited to employment within a short commuting and/or walking distance. The other option is to gain employment in the same area as friends and neighbors so they can ride together.

Education level information from the DEO Bureau of Workforce Statistics and Economic Research Education indicates 50.1 percent of the labor force in the LWDB has an education level of high school diploma or below, while 16.1 percent of the labor force has a bachelor’s degree or above. When compared to data

available at the time of the previous workforce services plan, the LWDB can see an 8.7 percent decrease in the percentage of the labor force with a high school diploma or less and a 4.1% increase in those in the labor force with a bachelor's degree or higher. When viewed in combination with the decrease in the available labor force, the LWDB believes this is an indication those without training beyond a high school diploma have issues related to finding self-sufficient employment and thus, fewer of those individuals are in the regional labor force.

The area works with the Division of Vocational Rehabilitation for referrals, as appropriate. Again, the limited employment options in conjunction with limited transportation options tend to compound the impact on individuals with other barriers to employment.

The challenges faced by the LWDB are significant; however, through partnerships, the area continues to work hard to address them.

- (4) An analysis of the workforce development activities, including education and training, in the local area. This analysis must include the strengths and weaknesses of workforce development activities and the capacity to provide the workforce development activities to address the education and skill needs of the workforce, including individuals with barriers to employment, and the employment needs of employers (WIOA § 108(b)(1)(D) and (20 CFR 679.560(a)(4)).

The LWDB currently operates three (3) career centers with one considered a comprehensive center and two listed as satellite centers. The largest career center, the comprehensive center, is in Marianna, and primarily serves residents of Jackson County; the first satellite career center is in Chipley and primarily serves residents of Holmes and Washington Counties; and the second satellite career center is in Blountstown and serves the residents of Calhoun and Liberty Counties.

To the extent possible, each of the career centers are centrally located to populated areas, governmental buildings and shopping centers making them convenient locations for most customers. Centers are connected by a wide area network that spans all centers providing e-mail, internet access, state systems access, case management, and data/print sharing. The LWDB's move to a Citrix-based computer system allows staff better access to necessary work tools regardless of physical location. This certainly proved to be beneficial during the initial phases of the pandemic.

The ATLAS electronic records system provides access to case records and customer activity information via the internet. The electronic system allows staff members at any location to engage customers and provide services. Both virtual and center-based service delivery for job seekers, workers, and employers support the talent needs of the regional economy. The ATLAS system proved to be a valuable asset during the Employ Florida system Cyberattack in late June 2022, in which the system was offline for fifteen days. Because of the LWDB's decision to house the electronic case records in ATLAS and not in Employ Florida, success coaches, support staff, and members of management were able to access case records. If the LWDB had not opted to maintain a separate electronic records management system, this would not have been the case. With the LWDB having

access to the electronic records management system, and local documentation of policy and procedures, the LWDB was able to continue active case management and enrollment of individuals. The LWDB also has historical staff knowledge of operations prior to management information systems which allowed for continued manual operations.

Customers may choose any of the three career centers to access Wagner-Peyser, WIOA (Adult, Dislocated Worker, and Youth) services as specified in WIOA regulations, TANF, SNAP, Veterans, and Reemployment Services and Eligibility Assessments (RESEA). The Early Learning Coalition is in the same complex as the Marianna career center, providing subsidized childcare and daycare facilities training and certification. The Senior Community Service Employed Program (SCSEP) is co-located in the Marianna career center, providing employment opportunities for older individuals. The Division of Vocational Rehabilitation is electronically linked to the centers and a referral system is in place to ensure customers receive vocational rehabilitation assessments and services. Chemical Addiction and Recovery Effort (CARE) is available for referrals for drug screenings, testing, and rehabilitation. The LWDB has strong partnerships with both local public education institutions, Chipola College and Florida Panhandle Technical College, as well as the Adult Education centers located in each county. WIOA staff members have offices and provide services on the campuses of Chipola College and the Chipley career center, which is located on the campus of Florida Panhandle Technical College (FPTC).

The LWDB increased contact and the ability to work with training facilities located outside the five-county service delivery area; however, the recent change to require a ten percent hold back on the final payment to the training providers for Individual Training Account (ITA) expenditures is expected to significantly reduce training opportunities for those most in need.

Another weakness is lack of training capacity in the LWDB for key industry sectors. As an example, the Federal Motor Carrier Safety Administration's Entry-Level Driver Training regulations went into effect on February 7, 2022. This requirement established new minimum training requirements for commercial driver's license holders. As a result, all training institutions in a reasonable commuting distance are now backed up and have an overflow of individuals needing the certification. The changes in extensive training requirements for a key local training provider resulted in a decrease in the overall number of classes offered annually. The provider in closest proximity to the LWDB has a waiting list greater than 13 months. This means someone qualified today who wants commercial vehicle driver training must wait more than one year to start training or be forced to travel a significant distance to another facility. The distance requires additional travel and housing costs and may well exceed the available LWDB training limit resulting in the individual paying out-of-pocket.

Hurricane Michael forced major changes in the work of non-profits and faith-based organizations previously involved in employment or education related support. These impacts continue to be felt by the LWDB. The LWDB is represented across multiple long-term recovery organizations coordinating recovery efforts directed towards individuals with unmet needs. In some cases, the need includes additional training to increase employment prospects or wage levels to help provide financial

resources an individual or family needs for recovery.

The dual impact of Hurricane Michael followed by the COVID-19 pandemic dealt tremendous blows to the LWDB's economy. The LWDB suffered a loss of both population and available housing during the period of time covered by the last census. The LWDB desperately needs to reverse these declines that are negatively impacting both employers and training providers.

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

One of the LWDB's strengths is the centers' local presence, linkages to numerous resources in the rural community, and a level of local knowledge that is possible due to the close relationships between the LWDB and local partners with shared experiences. Quality customer service most often means personal service. Meeting face-to-face interaction with Department of Children and Families (DCF) is often needed but rarely available for Welfare Transition (WT) and Supplemental Nutrition and Assistance Program (SNAP) customers. Reemployment Assistance (RA) customers often need computer assistance or have questions concerning their benefit claims and are unable to reach the DEO Reemployment Assistance office due to long waiting times on the phone line. Job seekers frequently request assistance, especially if he/she is new to the electronic process, to seek reemployment assistance benefits. Based on the need, the LWDB provides one-on-one pre-employment workshops and employability skills training to help job seekers at varying skill levels.

Strong partnerships with training providers are a result of the LWDB's historical emphasis on providing opportunities to customers for in-demand and high wage training in the local area. Educational providers (Chipola College and Florida Panhandle Technical College) expanded existing programs and created new programs in collaboration with the local Board and economic development associations. School districts coordinate career academies and adult education programs with the Board to ensure access to career paths and future employment. The LWDB utilizes CareerSource Florida/DEO staff and information resources in joint meetings with training providers to acquire the most current information concerning labor projections, associated trainings, and grant information. Training providers are cognizant of industry needs and LWDB members and management staff serve on business advisory boards to ensure training meets the current and future needs of business. Likewise, education providers participate in LWDB meetings, serve on committees and support workforce events.

One of the weaknesses in the rural area is the lack of large industries paying higher wages. Many businesses have less than five employees and are family owned and operated. The lack of large business results in the lack of opportunities, such as apprenticeships and large numbers of on-the-job (OJT) contracts. The LWDB strives to improve these areas by diligently working with economic development partners.

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

C. LOCAL WORKFORCE DEVELOPMENT BOARD STRATEGIC VISION AND GOALS

Local plans describe how LWDBs implement strategies that help Floridians secure good jobs, while providing employers with the skilled workers needed to compete in the global economy. Local strategies must prioritize employment, emphasize education and training, and ensure LWDBs are responsive to Florida employers' demand for qualified workforce talent.

- (1) Describe the LWDB's strategic vision to support regional economic growth and economic self-sufficiency. This must include goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment), and goals relating to the performance accountability measures based on primary indicators of performance described in WIOA § 116(b)(2)(A) (20 CFR 679.560(a)(5)).**

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

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

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

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

Preparing an educated and skilled workforce is at the heart of the area's economic development activities. Driven by business and targeted industry

sectors, the LWDB seeks to provide career pathways, skills upgrades, and secondary/post-secondary credentials. The aggressive outreach to secure local employment opportunities through economic development organizations is highly valued by LWDB members. Strategies to address the needs of employers and job seekers are promoted through training, work experience, on-the-job training, employed worker programs, business development and employer human resource assistance. Local strategies address the core measures in the service delivery of Wagner Peyser, WIOA, Welfare Transition, SNAP, and Rapid Response programs. Partnerships and special grants with training institutions enable the LWDB to provide cost-effective solutions that produce results to enhance regional performance.

The LWDB's strategic goals are:

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

(2) Taking into account the analyses described in (1) through (4) in Section B. Analysis of Need and Available Resources above, describe the local area's strategy to work with entities that carry out the core programs and required partners to align resources available to the local area, to achieve the strategic vision and goals described above (20 CFR 679.560(a)(5)).

The LWDB works with core program entities to align resources to achieve local outcomes by:

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

D. DESCRIPTION OF STRATEGIES AND PROGRAM SERVICES

The local plan must address how the LWDB coordinates service delivery with core programs of the Division of Vocational Rehabilitation, the Division of Blind Services and the Division of Career and Adult Education, as well as required partners including, but not limited to TANF, SNAP Employment and Training (E&T), Senior Community Service Employment Program, Community Service Block Grant, programs authorized under the state's unemployment insurance laws (referred to as Reemployment Assistance in Florida), programs authorized under section 212 of the Second Chance Act of 2007, and Housing and Urban Development, where available.

(1) Workforce Development System Description: Describe the local workforce development system, including:

(a) All of the programs that are included in the system

Workforce programs operated by the LWDB include Workforce Innovation Opportunity Act (WIOA), Wagner-Peyser, Welfare Transition, Supplemental Nutrition Assistance Program (SNAP), Trade Assistance Act (TAA), and Veterans Program. Other partners co-located include Opportunity Florida and Senior Community Service Employment Service. Partners electronically linked include the Division of Vocational Rehabilitation (VR), Early Learning Coalition of NW Florida, Department of Children and Families, Tobacco Free Florida, Chipola College and FPTC.

(b) How the LWDB supports the strategy identified in the state plan under 20 CFR 676.105 and works with entities carrying out core programs and other workforce development programs, including programs of study authorized under [The Strengthening Career and Technical Education for the 21st Century Act \(Perkins V\)](#) (20 U.S.C. 2301 et seq.) to support service alignment (WIOA § 108(b)(2) and 20 CFR 679.560(b)(1)).

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

Chipola College and FPTC are strong supporters and contributors of workforce programs. The Chipley career center is co-located on the FPTC campus, and staff work closely with the college to promote success by developing closer working relationships with instructors allowing progress to be consistently followed. In addition, student issues or barriers are easily addressed and resolved onsite. The LWDB also coordinates with The Center for Career and

Alumni Development on the campus of Chipola College during registration to recruit individuals interested in occupational skills training and/or seeking employment.

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

(2) Adult and Dislocated Worker Employment and Training Activities:

Describe and assess the type and availability of adult and dislocated worker employment and training activities in the local area (WIOA §108(b)(7) and 20 CFR 679.560(b)(6)). This must include a description of local policies and procedures for individualized career and training services in the Adult program to give priority to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.

The LWDB utilizes the required types of career services: basic career services, individualized career services, and follow-up services. These services can be provided in any order; there is no sequence requirement for the services. Career services provide local areas and service providers with flexibility to target services to the needs of the customer. Participants in the LWDB service area receive career and training services based on assessed needs, as appropriate.

The LWDB training activities include:

- **Comprehensive and specialized assessments of skill levels and service needs, interviewing and evaluation to identify barriers, and appropriate employment goals;**
- **Development of an individual employment plan/Individual Service Strategy (ISS) to achieve employment goals by identifying appropriate objectives and appropriate services and information about eligible training providers and career pathways;**
- **Individual career and on-going counseling/case management provided prior to enrollment and all through the training experience by a WIOA Success Coach (case manager);**
- **Employability, employment preparation and job retention workshops to prepare and retain individuals in unsubsidized employment include Interviewing Techniques, Microsoft PowerPoint, Learn to Type, Creating an Effective Resume, Using Employ Florida, What Employers are Looking For, Using Local Labor Market Information, Using Social Media in Your Job Search, Mock Interviewing and Effective Networking Skills.**
- **Paid and unpaid work experience that are linked to careers;**
- **Occupational skills training, including training for nontraditional employment;**
- **On-the-job training;**
- **Skills upgrading and retraining;**
- **Adult education and literacy activities;**
- **Supportive services necessary to enable an eligible participant to**

participate in WIOA activities when the participant is unable to obtain supportive services through other programs providing such service. Supports may include transportation, tuition, books and training supplies, employment uniforms and tools required but not purchased by the employer; and

- Follow-up Services for participants who are placed in unsubsidized employment, for up to 12 months after the first day of employment. All youth program participants receive follow-up services for up to 12 months. The exception to the completion of follow-up services is if the individual indicates he/she does not want to the services and at that point, staff are required to document the information in the Employ Florida system.

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

Priority of service in employment and training to veterans and certain veteran spouses over non-veterans is used for receipt of employment, training, and placement services in job training programs, if the veteran meets the program's eligibility requirements. All veterans are identified through Basic Career services and those veterans with significant barriers to employment (SBE) will be referred to the appropriate Jobs for Veterans Grant (JVSG) staff member. The order of priority is: Special Disabled Veterans, Disabled Veterans, Other Eligible Veterans, Certain Spouses, and Other Eligible Persons.

Since funds are limited, priority is given in the LWDB area first to low-income individuals as stipulated in the Act or recipients of public assistance. This does not prohibit an individual from being financially assisted by WIOA if he/she is not low income, but all applicants previously determined eligible must be given priority service and enrollment.

When serving participants through the *Adult Program*, the priority of service applies to the provision of training services due to the low cost of providing basic career and individualized career services. The individuals must meet all applicable guidelines including economic (individualized career services) to be eligible for the services.

Dislocated workers (including displaced homemakers) as defined by the Act are eligible for training and not subject to the priority of service requirement. Training services may be made available to employed or unemployed adults and dislocated workers, who meet eligibility requirements for intensive services, received intensive services and unable to obtain or retain

employment through such services.

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

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

- (3) **Training Services:** Describe how training services outlined in WIOA section 134 are provided, including:

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

- Eligible individual is unable or unlikely to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment;
- Eligible individual needs training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment;
- Eligible individual has selected a training program that is directly linked to the demand occupations that will lead to employment opportunities in the local area or the planning region;
- Eligible individual has the skills and qualifications to successfully participate in the selected training program;
- Eligible individual does not currently possess skills in a demand occupation; and
- Eligible individual has limited skills in the chosen training program that will significantly reduce employment opportunities.

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

Customers access the approved training providers through the LWDB's website and in its resource rooms. The customer choice process allows the individual to research and select the training provider he/she chooses to use.

- (a) A description of the process and criteria for issuing ITAs, including a description of any ITA limitations established by the LWDB and a description of any exceptions to the use of ITAs;

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

On March 17, 2022, the LWDB's Board approved a policy to allow WIOA participants to receive an ITA expenditure of \$4,000 per calendar year for two years (maximum of \$8,000). This change was made to provide additional assistance to students due to the high cost of fuel when traveling to and from the training institution.

The LWDB does not have adequate funds to pay for childcare and other high-cost support services; therefore, the Pell Grant is used in conjunction with the WIOA training funds to ensure successful completion of the training program with maximum leveraging of funds. The use of PELL funds is at the discretion of the Success Coach based on the individual's documented financial need and training costs.

The training provider must be included on the LWDB's approved Eligible Training Provider List and the program of study must be listed on the Regional Targeted Occupations List and/or be an approved local in-demand occupation approved by the Board. The Statewide Targeted Occupation List (TOL) for occupations may also be utilized when suitable for participants. Suitability is based on the ability to find work in the local area or in an area of relocation. The LWDB's Executive Director must approve, in writing, requests and exceptions.

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

The LWDB provides a budget for each Success Coach to track the overall allowable amount to be used for training and training-related expenses. It is the duty of each Success Coach to track the budget in an ongoing manner and adjust. As needed, Success Coaches may submit a request for additional

training funds and if funds are available, the increase will be granted.

Participants may select training programs offered by approved providers who are contiguous to the LWDB (both in and out of state).

- (b) If contracts for training services are used, how the use of such contracts are coordinated with the use of ITAs; and

The LWDB will award training funds through ITAs with limited exceptions enforced through Requests for Proposals (RFPs) and contractual agreements with provider (when not providing direct services.) The exceptions include:

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

- (c) How the LWDB will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided (WIOA §108(b)(19) and 20 CFR 679.560(b)(18)).

The WIOA success coaches and resource room staff are instructed to not advocate for any training provider or program. Staff members are allowed to advise the customer during the development of a workable training and employment plan to ensure an adequate support system is available and that successful completion is obtainable. The LWDB success coaches ensure each customer is aware of the full array of training services available under the WIOA.

The customer has total choice of the training program he/she wishes to pursue if the training occupation is listed on the LWDB's demand occupation list and available through an approved training provider. Customers interested in pursuing training services are encouraged to review the tools to explore and research the training programs listed prior to selecting a training program in a demand occupation. Training provider websites and training program specifics are made available to assist customers in the process. Participants may select training programs offered by approved providers who are contiguous to the LWDB (both in and out of state).

- (d) How the LWDB 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)(3)(G)(iii)). Include strategic or other policies that align training initiatives and Individual Training Accounts (ITAs) to sector strategies and demand occupations (WIOA §134(d)(1)(A)(ix)(II)(aa)).

For ITAs, the LWDB focuses on demand occupations listed on the statewide, regional or local occupations lists.

The LWDB's policy for approving training programs established a methodology for automatic review of programs eligible for WIOA funding. The policy was designed to be rigorous while allowing the LWDB Board of Directors the ability to have direct input to add additional programs based upon local need not evident due to data lag.

To receive WIOA funds, training providers must submit data to Florida Education & Training Placement Information (FETPIP). Failure to submit data to FETPIP is grounds for immediate removal of any program not reported. A training provider that has all training programs removed shall no longer be considered an approved training provider and must complete a full training provider application to be recertified as a training provider.

Training Providers shall be evaluated without requirement of a previous relationship with the CSC, and once approved all training programs shall be subject to the same criteria regardless of training provider. Training providers must comply with CareerSource Florida's Administrative WIOA Eligible Training Provider List (ETPL) Policy.

Basis For Evaluation

The State Targeted Occupation List (TOL) can be used as the basis for determining which programs should be reviewed for inclusion on the WIOA training list with the Board retaining the ability to add programs based upon a proven local need. Programs on the TOL must be in demand, per the list, or be added by the LWDB's Board based upon established local need.

Programs are first evaluated using FETPIP for public training providers in the five counties served by the LWDB, then contiguous counties served by LWDB 2, LWDB 4, and LWDB 5. In addition, all other training providers approved or seeking approval from the LWDB will have their training programs evaluated using FETPIP data. States contiguous to the LWDB with approved programs may also be utilized.

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

After evaluation using FETPIP data, any program currently sponsored by the LWDB designated for removal will be reviewed using the previous two years of WIOA exit data for the program. The second test will test two-year exit data using data for training completion, employment in the field of training, and wage rate. Training programs failing to meet the second test will no longer be funded by WIOA.

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

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

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

Programs subject to removal may request continuation and will be evaluated based upon new program criteria.

Required Standards

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

Existing Programs FETPIP Review

Programs must meet at least one of the following:

1. At least 80% completers and 70% of LLSIL
2. At least 70% completers and 80% of LLSIL
3. Be above state average on at least three of the following six measures and at least 90% of LLSIL
 - a. % Of Employed Completers
 - b. % Of Completers in Full-Time Employment
 - c. % Of Completers Continuing Education
 - d. % Of Completers Employed and Continuing Education
 - e. % Of Completers Employed in Training Related Field or Continuing Education
 - f. Average Yearly Earnings
4. At least 60% completers and 100% of LLSIL

WIOA Two Year Exit Review

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

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

A program without WIOA exits in the previous two years shall be removed without further review.

Application Of Standards Review For Existing Programs

Standards shall be applied using two approaches. The first approach shall be to review each program by training provider. Training provider programs that meet the standards shall be eligible for continued enrollment without further review. Training provider programs that fail to meet the standard according to two years of FETPIP data shall no longer be eligible to have new individuals funded in that particular program at the institution without approval of the LWDB Board of Directors.

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

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

Existing training providers seeking approval of a training program offered for at least one year must document the program meets the required FETPIP standards.

Review Of Training Programs Not Included On A FETPIP Report

Training programs eligible for WIOA funding due to inclusion on the TOL, not included in the FETPIP system, shall be evaluated based upon the previous two years of WIOA exits. Programs without FETPIP reporting and WIOA exits shall not be eligible for WIOA funding and shall not become eligible unless a training provider completes a successful Training Provider Application for the program in question.

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

Application to the LWDB's Programs Committee to approve or deny the request. Approval of the request shall be forwarded to the Board of Directors for consideration.

Automatic Removal Of Training Programs And Appeals Process

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

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

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

New Training Program Application

Existing training providers seeking to add a new program must request the addition of the new program by letter or email combined with a completed Program Description Statement of Work form to the LWDB's Program & Center Director, who will then forward the request to the LWDB Executive Director. Upon receipt of the request, the LWDB Program & Center Director and the Executive Director shall conduct a review of the requested program and prepare a report for the LWDB's Programs Committee that, at a minimum, examines the following items:

- Inclusion on the TOL or proven local need
- Estimated wage at employment.
- Certification available to those completing training

- Has the Training Provider made a significant investment in the training program indicating a commitment to the program including, but not limited to, purchase or use of industry standard equipment, certified instructor(s), and outcomes tied to industry standards
- If the program is in an area that is scheduled to be deleted from the approved list within one year or was disallowed for WIOA funding by the LWDB within the previous two years, the program shall also be required to show significant differences between the planned program and existing, or previously existing, programs no longer eligible for WIOA enrollment
- A staff recommendation for approval or denial of the request.

Additional information may be provided within the report if it is determined such information is necessary for the LWDB's Programs Committee or the full Board to make an informed decision.

A report including staff recommendation for denial must be provided to the institution no later than two weeks prior to the scheduled LWDB's Programs Committee meeting. The institution shall be allowed to submit a written response if the written response is received no later than three workdays prior to the committee meeting.

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

Training Providers denied approval based upon information about the Training Provider and not the provider's training program may appeal the decision. An appeal must be made in writing within twenty days of the decision by the committee.

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

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

Removal Of Training Provider And Appeals

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

- (e) How the LWDB incorporates/includes work-based training activities in the local area's service delivery model.

As outlined in CareerSource Florida (CSF) Policy Number 100, the LWDB incorporates work-based training as an effective service strategy to assist job seekers in entering and advancing along a career pathway and to allow local employers to train employees while they continue to be productive members in the workforce. Work-based training includes on-the-job training, customized training, incumbent worker training, registered apprenticeships, pre-apprenticeships, transitional jobs, work experience, and internships.

The Business Services Team (including JVSG staff) and WIOA Success Coaches engage employers and present opportunities to implement sector strategies and industry partnerships through employer-driven work-based training. The advantages to the employer include a cost savings in training while providing a training customized for the business and promoting employee retention. Employers are approved eligible for the work-based training activity in accordance with the

LWDB's Policy and Local Operating Procedure. With the exception of incumbent worker training, individuals must be determined eligible for the WIOA Adult of Dislocated Worker programs to participate.

Success Coaches may provide career counseling to adults and dislocated workers who have barriers to employment and chronically unemployed or have an inconsistent work history. These individuals along with individuals who are long-term unemployed, ex-offenders, and current or former recipients of Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP) recipients. are the focus for work-based training activities. When the participants are appropriately engaged in a planned and limited time work experience, the participants develop employability skills, acquire job-specific knowledge, and gain work experience in an area that helps prepare the individuals for self-sufficient employment.

When work-based training is selected for a participant, the Success Coach develops an Individual Employment Plan (IEP) including:

- (1) A determination that a work-based learning activity is appropriate to meet the participant's needs.**
- (2) The specific work-based learning most appropriate for the participant based on an assessment of the participant's needs, skill set, and other characteristics necessary to determine the best activity for the participant.**
- (3) The specific short and long-term goals for the work-based learning activity, by identifying the purpose of the activity and outcomes expected.**
- (4) The employer with whom the activity will be done and other information relevant to the work-based learning activities.**
- (5) Other services/activities necessary to support the work-based learning activity.**

The LWDB Local Operating Procedure for Work-based Training outlines Worksite Agreements and Contracts. Worksite agreements are developed for work-based

learning activities that do not involve an exchange of consideration or a disbursement of funds to or on behalf of an employer. A contract with an employer is developed for work-based learning activities that involving an exchange of consideration or a disbursement of funds to or on behalf of an employer.

LWDB Agreements and Contracts include:

- (1) A clear statement of purpose**
- (2) A job description**
- (3) A training outline**
- (4) Requirements of the worksite employer, participant and WIOA service provider or staffing agency**
- (5) Contact information for the supervisor**
- (6) The worksite address**
- (7) Record-keeping, attendance, and payroll information**
- (8) The duration of the activity**
- (9) Signature and dates of all parties to the contract/worksite agreement**
- (10) A process to monitor the participant's worksite activities and ensure adherence to the records retention requirements, as applicable**
- (11) Required tools, equipment, or uniforms, if applicable**
- (12) Health and safety standards established under federal and state law otherwise applicable to working conditions of employees shall be equally applicable to working conditions of participants engaged in work-based training activities, and**
- (13) Signatures of both the worksite employer and staffing agency, when relevant.**

All required assurances are included in the LWDB's contracts. In addition, the LWDB ensures compliance that:

- Contracts for customized training and IWT include additional requirements outlined in CSF Policy Number 100,**
- Specific OJT requirements listed in CSF Policy Number 009,**
- Supportive Services requirements prescribed in CSF Policy Number 109, and**
- WIOA requirements and restrictions.**

Local employers are currently benefiting from the LWDB's contracts and worksite agreements for On-The-Job Training and Work Experience. Recruitment for Pre-Apprenticeship and Apprenticeship continues to be a challenge for local employers. These work-based trainings; however, are included and encouraged in the presentations to local industry and business.

- (4) Youth Workforce Investment Activities:** Describe and assess the type and availability of youth workforce investment activities (services) in the local area, including activities for youth who are individuals with disabilities.

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

outcomes.

Based on WIOA's focus to increase the number of out-of-school youth enrollments, increase expenditures for work-based learning and development of career pathways, the LWDB worked diligently to serve out-of-school youth with significant resources placed on outreach and recruitment. The LWDB met with school districts, educators, faith-based, and non-profit organizations to attempt to increase services to out-of-school youth. These efforts resulted in less enrollments than desired by the Board of Directors, which required the LWDB to do an in-depth analysis of the efforts. The Board of Directors determined more focus needed to be placed on in-school youth while not denying services to out-of-school youth qualified for services. The LWDB Board understands this action requires a waiver from DEO/United States Department of Labor (USDOL).

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

The LWDB's Board of Directors includes a representative from the Jackson County Association for Retarded Citizens (ARC) as an at-large member appointed by the five-county consortium. The consortium felt it was important to have such a representative on the Board to ensure inclusion of this population as services are developed and implemented. The Division of Vocational Rehabilitation Area Supervisor is also an active Board member. Jackson ARC and the Division of Vocational Rehabilitation work directly with differently abled individuals, including youth.

The LWDB worked with the Jackson County Board of County Commissioners on the implementation of curriculum for the Next Step at Endeavor project. The Next Step program targets individuals with Autism aging out of the education system. The program is designed to give the individual skills needed for employment as well as life skills required to live self-sufficiently. The LWDB continues to explore opportunities to work with the Next Step program to connect those in training with employers.

The description and assessment must:

- (a) Identify successful models of such youth workforce investment activities (WIOA §108(b)(9) and 20 CFR 679.560(b)(8)).

The LWDB gathered information from the Institute for Youth, Education and Families website. The Institute for Youth, Education, and Families (YEF Institute) is the go-to place for leaders seeking to improve outcomes for children and families. With expertise in early childhood success, education and expanded learning, promoting a culture of health, youth and young adult connections, and economic opportunity and financial empowerment, the YEF Institute reaches areas of all sizes and brings together local leaders to develop strategies via technical assistance projects, peer learning networks, leadership academies, and Mayors' Institutes.

Over the course of its 20-year history, the YEF Institute at the National League of Cities has transformed how leaders envision their roles in improving outcomes for all children, youth, and families in their communities. For residents to thrive, we need empowered local leaders who place the well-being of children, youth, and their families at the center focus of governance.

A skilled and educated workforce is increasingly vital to a community's economic vitality. Even if officials do not play a direct role in governing their school systems, there are numerous ways in which they can exercise leadership to support public schools, expand alternatives for students who struggle in traditional educational settings, and increase postsecondary success.

The LWDB continues to explore services and activities provided by the National League of Cities that can be used locally to build the future workforce.

- (b) Include the local area's design framework for the local youth program and how the 14 program elements required in 20 CFR 681.460 are made available within that framework (WIOA § 129(c)(1)).

WIOA Section 129(c)(2) requires 14 program elements. To support the attainment of a GED, entry into postsecondary education, and career readiness for participants, the youth programs shall provide these 14 elements or referrals. The LWDB ensures that these 14 activities are available for eligible youth as part of a menu of services based on their objective assessment and Individual Service Strategy (ISS). The services are delivered in the career centers with internal partners and electronic linkages to external partners.

- (c) Describe the LWDB's policy regarding how the local area will determine when an individual meets the definition of basic skills deficient contained in [CareerSource Florida Administrative Policy 095 – WIOA Youth Program Eligibility](#).

The LWDB uses testing scores/reports utilized by local training providers to measure basic skills, skills gains, and placement in education. Local education partners and training providers primarily use the Comprehensive Adult Student Assessment Systems (CASAS) and the Test of Adult Basic Education (TABE). Both tools are recognized by the National Reporting System (NRS). CASAS assessments meet the Workforce Innovation and Opportunity Act (WIOA) Common Measures requirements and correlate with the definitions used in the NRS. The test score results correspond to the Adult Basic Education (ABE), Adult Secondary Education (ASE), and English Language Learners (ELL) Educational Functioning Levels. Since training providers typically requires their own testing; therefore, the LWDB adopted this methodology to avoid the customer/participant the hassle of completing basic skills assessments multiple times when the LWDB's scores will not be utilized.

The LWDB defines a Basic Skills Deficient youth as a youth who has English reading, writing, or computing skills at or below 8th grade level on a generally accepted standardized test (CASAS/TABE) or 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.

- (d) 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” and describe how the LWDB 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 CFR 681.290).

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

- (e) Define the term “requires additional assistance to complete an educational program or to obtain or retain employment” and describe the circumstance(s) or other criteria the LWDB will use to qualify a youth under this eligibility barrier (20 CFR 681.300).

The LWDB defines “requires additional assistance...” (but the definition is not limited to) as a youth who:

- **Requires additional assistance to complete an educational program (in need of a GED; has dropped of a post-secondary educational program during the past 12 months; or has a diploma but requires additional education in order to obtain or retain employment);**
- **Requires additional assistance to secure and hold employment (a youth who has not held a full-time job for more than three consecutive months; or has a poor work history, to include no work history; or has been fired from a job in the last 6 calendar months; or lacks work readiness skills necessary to obtain and/or retain employment);**
- **Is Basic Skills Deficient defined by the LWDB as a youth who has English reading, writing, or computing skills at or below 8th grade level on a generally accepted standardized test (TABE) or 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;**
- **Resides in a county where the resident live birth rate for mothers ages 15 through 19 years of age is above the state average according to the Florida Bureau of Vital Statistics;**
- **At risk of court involvement;**
- **Incarcerated parent(s);**
- **Is gang involved/affiliated/affected;**
- **Experiences personal/family substance abuse;**
- **Has a substance abuse problem and is/has been actively participating in treatment;**
- **Is an emancipated minor;**
- **Is a victim of domestic violence or sexual/child abuse;**
- **Has been alienated due to sexual preference;**
- **Is a member of a migrant family;**
- **Is lacking significant work maturity and/or work history (less than six**

months of work experience within the last year)

For each item outlined above as “requires additional assistance...” staff must make diligent efforts to secure documentation to support the identified barrier.

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

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

(5) Self-Sufficiency Definition: Under WIOA § 134(c)(3)(A) training services may be made available to employed and unemployed adults and dislocated workers who need training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment. Describe the definition of “self-sufficiency” used by your local area for:

(a) Adults (distinguish if there are different definitions for unemployed individuals or employed workers); and

The LWDB’s local self-sufficiency wage for WIOA Adult, Dislocated Worker, and TANF funds is defined as being at or above 200% of the Lower Living Standard Income Level (LLSIL) based on family size.

(b) Dislocated Workers (WIOA § 34(c)(3)(A)(xii)).

If self-sufficiency is defined differently for other programs or populations served in the local area, describe the definition of “self-sufficiency” used for those programs as well. NOTE: if the local area utilizes a self-sufficiency definition that exceeds 250% of the Lower Living Standard Income Level (LLSIL) or LLSIL wage rate, the description must include the rationale/methodology used by the local area to determine the local area’s self-sufficiency standard.

The LWDB’s local self-sufficiency wage for WIOA Adult, Dislocated Worker, and TANF funds is defined as being at or above 200% of the LLSIL based on family size.

(6) Supportive Services and Needs-Related Payments: Describe the types of supportive services offered in the local area to include any applicable limits and levels. The supportive services offered by the LWDB in the local area must align with the supportive services outlined in [CareerSource Florida Administrative Policy 109 – Supportive Services and Needs-Related Payments](#).

Supportive services are provided to eligible WIOA participants to enable participation in training. Support services includes fuel cards, uniforms, books, and uniforms/tools necessary for employment. Success coaches work closely

with training providers to combine resources so the participant is provided a complete package of assistance to allow him/her to concentrate on studies and not on meeting financial hardships.

The LWDB five-county area does not have public transportation services. Transportation expenses are provided through fuel cards and the amount is based on days in attendance and mileage ranges approved by the Board. The participants are informed the fuel cards are intended to help offset a portion of the cost of transportation.

Participants dually enrolled in workforce programs benefit by having services coordinated between programs but only receive non-duplicated services. While WIOA does not provide childcare, the service may be provided through the Welfare Transition program based on eligibility. Some in-demand pathway programs are not included on the WIOA ITA list but may be funded through Welfare Transition. Special grants also provide supports that are not included in WIOA services. Local program procedures clearly outline the supportive services and amounts allowable in each workforce program.

The amount of transportation assistance provided to customers fluctuates based on the economy and/or natural disasters. On March 17, 2022, the LWDB's Board of Directors increased the WIOA and Welfare Transition supportive service amounts due to the increasing cost of gasoline and diesel. If/when the cost of fuel decreases, staff will ensure the amount of supportive services provided reverts to the standard amount.

The Supportive Services Program Year (July 1 – June 30) amount was raised from \$2,000 to \$4,000, and Success Coaches have an option to transfer up to \$1,000 per calendar year to the Individual Training Account. The LWDB's Executive Director has the authority to approve up to an additional \$1,000 over the yearly ITA amount spent for a student with reasonable cause.

The Transportation Assistance Guidelines were also adjusted by doubling the standard dollar amount as follows:

Travel up to 150 miles per month	Value \$ 50
Travel up to 300 miles per month	Value \$100
Travel up to 450 miles per month	Value \$150
Travel up to 600 miles per month	Value \$200
Travel up to 750 miles per month	Value \$250
Travel more than 750 miles per month	Value \$300

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

The LWDB coordinates service delivery and resources with core programs and partners to provide services to individuals with disabilities and other populations protected under the Act. Streamlined customer access is available for all populations with specialized services for disabled individuals. Success coaches continually assess barriers and authorize necessary services to facilitate

full participation in the program as well as transitional activities.

The Division of Vocational Rehabilitation is electronically linked to the centers and a referral system is in place to ensure customers receive vocational rehabilitation assessments and services. The LWDB Board includes representation from the Division of Vocational Rehabilitation and Jackson County Association for Retarded Citizens (JCARC).

In addition to website services, computers, fax machines, copy machines, and phones, additional programs and services are available. These include the Welfare Transition, SNAP, referrals to Ticket to Work providers, Jobs for Veterans State Grant program, ADA compliant computers, Interpretive system for the hearing impaired, JAWS screen reader for the blind, ZoomText for the vision impaired, JoneR Translator for language translation, sign language communication assistance, and center staff providing one-on-one assistance as needed.

Participants are notified of the Grievance Process at multiple points in the LWDB career centers to include universal services, as well as program specific services. The Equal Employment Opportunity (EEO) tag line is included on outreach and recruitment materials as well as advertisements for staff vacancies.

(8) Linkage with Unemployment Insurance (referred to as Reemployment Assistance in Florida) programs: Describe strategies and services used in the local area to strengthen linkages between the one-stop delivery system and the Reemployment Assistance program (WIOA § 134(d)(1)(A)(vi)(III) and 20 CFR 679.560(b)(3)(iv)).

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

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

The LWDB ensures self-services are available to all job seekers and employer customers. Services may be accessed from computer workstations at the career centers or personal desktop computers via the internet. In addition to accessing information electronically, customers may choose to receive printed materials available at all career centers. Career services such as WIOA intensive services and training/retraining through the ITAs are offered to eligible individuals unable to secure employment through core services.

All LWDB partners coordinate, collaborate, and integrate resources, ideas, and

services to serve the customer in the most effective manner. Career center staff members are cross-trained and able to identify and refer unemployed individuals to partner programs for services and/or benefits. Dual enrollment in Wagner Peyser, RESEA, SNAP, Welfare Transition, WIOA, and Rapid Response/TAA programs is encouraged for eligible individuals and helps maximize opportunities and benefits for successful outcomes.

The LWDB developed strong linkages with Adult Education and Literacy as well as Division of Vocational Rehabilitation. Agreements with these partners promote the Wagner Peyser services available to the partners' participants. Joint employment goals provide a win-win situation for core partner programs. A cross referral process is in place between the partners.

- (9) Highest Quality of Services to Veterans and Covered Persons:** Describe the LWDB's strategies and policies for providing veterans and covered persons with the highest quality of service at every phase of services offered. Policies must be implemented to ensure eligible veterans and covered persons are aware of their entitlement to priority of service, the full array of programs and services available to them, and applicable eligibility requirements for those programs and/or services.

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

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

Priority is given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. The priority is applied daily with WIOA staff utilizing a regional decision tool to document the provision of priority service. The

decision tool is housed electronically in the LWDB SharePoint and accessible to all staff.

Priority of service begins when the individual registers for services at the point of entry, electronic and/or in-person. Point of entry includes physical locations, such as career centers, Employ Florida (EF) web site, career/job fairs and mass

recruitments. Strategies to provide training services to this targeted population include assessments, career counseling, assignment of a success coach, case management, pre-employment services, coordination with the training institution, and authorizations for supportive services.

(10) Entities Carrying Out Core Programs: Describe how the LWDB works with entities carrying out core programs to:

- (a) Expand access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment;

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

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

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

The Division of Vocational Rehabilitation is electronically linked to the career centers and a referral system is in place to ensure customers receive vocational rehabilitation assessments and services. A contracted representative with the Division of Vocational Rehabilitation utilizes the Marianna career center to meet and provide assessment services to disabled participants.

In addition to website services, computers, fax machines, copy machines, phones, additional services are available. These include the Welfare Transition, SNAP, referrals to Ticket-to-Work Program for SSI and SSDI

recipients, Jobs for Veterans State Grant program, ADA compliant computers, Interpretive system for hearing impaired, JAWS screen reader for the blind, ZoomText for the vision impaired, JoneR Translator for language translation, sign language communication assistance, and career center staff providing one-on-one assistance as needed.

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

- (b) Facilitate the development of career pathways and co-enrollment, as appropriate, in core programs; and

The LWDB Board approved training supporting Career Pathways as authorized under WIOA. LWDB eligible WIOA participants are funded for approved training that guide the participants through the chosen career path. For ITAS, the LWDB is focused on funding credential/certification-based programs included on the statewide, regional, or local demand list rather than narrowing to a specific sector. Short-term on-line programs are also approved to better prepare job seekers with pre-vocational and/or work skills. Assessments, individualized career plans, and supportive services to enable participation and completion of training are in place and reviewed for needed enhancements. Center staff are cross trained to refer individuals across programs to benefit the customer. Individuals who are co-enrolled with core partners are provided unduplicated supports with unsubsidized employment as a common goal among partners.

- (c) Improve access to activities leading to a recognized postsecondary credential (including a portable and stackable credential that is an industry-recognized certificate or certification) (WIOA § 108(b)(3) and 20 CFR 679.560(b)(2)(iii) to include credentials contained on Florida's Master Credentials List.

The LWDB historically emphasizes and directs resources to provide opportunities for individuals in the community to gain credentials, acquire workforce skills, obtain, and retain employment leading to economic self-sufficiency. WIOA supports the alignment of these partner services and local cross-referrals are already in place.

The Reimagining Education and Career Help (REACH) Act of 2021 seeks increased collaboration and cooperation among state workforce and education agencies and aims to address fundamental gaps in access to quality training. The Florida Department of Education's Division of Vocational Rehabilitation, Division of Blind Services and Division of Career and Adult Education share this vision, holding all learners and populations at the center in view of outcomes that promote full participation in the workforce and higher credentialing attainment wherever possible. Greater success will be achieved when all core partners are focused on attainment of credentials of value and acquisition of postsecondary certification, industry recognized credentials and degrees. Improvement towards reaching the REACH Act vision will be achieved through local communication and electronic linkages with core partners.

(11) Employer Engagement: Describe strategies and services used in the local area to:

- (a) Facilitate engagement of employers in workforce development, including small employers and employers in in-demand industry sectors and occupations; and

The LWDB works with employers through various economic development contacts as well as direct outreach to employers within the LWDA. In addition, the LWDB uses mail, personal contact by phone and in-person, as well as social media for outreach and recruitment.

- (b) Support a local workforce development system that meets the needs of businesses in the local area.

The LWDB's mission requires staff to meet the needs of job seekers and employers. Through constant contact with industry leaders and the involvement of private sector board members, the LWDB developed a flexible system able to continuously develop to meet the needs of employers.

Such strategies and services may include the implementation of initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of regional employers. These initiatives must support the strategies described above.

Employer engagement strategies utilized in the local area include high involvement with economic development activities affecting the community and employers. As a founding partner of Opportunity Florida, a long-standing member of Florida's Great Northwest and a key partner of all five local economic development organizations, the LWDB is ingrained with economic development. Opportunity Florida is housed in the Marianna center complex, and the LWDB works with members of that staff daily. Additionally, the LWDB Executive Director is also the Executive Director of Opportunity Florida, providing direct insight into economic development initiatives in the five-county service delivery area.

Other services include on-the-job training programs, career pathways initiatives, effective business services staff members, and personalized communication with local employers. Board members and employers are kept abreast of hiring events/job fairs and other business events via emails and social media postings.

Specialized hiring events/job fairs for industry and sector strategies were conducted the past year and based on the successes, the LWDB will continue this strategy.

(12) Enhancing Apprenticeships: Describe how the LWDB enhances the use of apprenticeships to support the local economy. Describe how the LWDB works with industry representatives and local businesses to develop registered apprenticeships, in collaboration with apprenticeship training representatives from the Florida Department of Education and other partners. Describe how job seekers are made aware of apprenticeship

opportunities.

In the LWDB service area, no established apprenticeship programs currently exist. The LWDB has a union representative on the Board of Directors that works with a union-based apprenticeship program. The board members continue to work with staff to explore opportunities to provide apprenticeship opportunities within the LWDA.

Meetings with the local sheriff's department indicated a need for a law enforcement apprenticeship program. Following discussions with the sheriff and staff, Chipola College and the LWDB management team, a decision was made to initiate contact with the Florida Sheriff's Association (FSA) to continue the process. It was noted the need extends across Florida; therefore, initiating discussions with the FSA appeared to be the most effective strategy to address the need.

The LWDB understands the importance of apprenticeships and continue to work with schools, employers, and industry associations in efforts to move forward with the establishment of these programs.

E. DESCRIPTION OF THE LOCAL ONE-STOP DELIVERY SYSTEM

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

(a) Describe how required WIOA partners contribute to the LWDB's planning and implementation efforts. If any core or required partner is not involved, explain the reason.

The LWDB one-stop delivery system includes all required WIOA core program partners (WIOA Adult, Dislocated and Youth, Wagner-Peyser, Adult Education and Literacy and the Division of Vocational Rehabilitation). Partners co-located and paying a proportionate infrastructure cost include WIOA Adult/Dislocated/Youth, Wagner-Peyser, Jobs for Veterans State Grant Program, Welfare Transition (TANF), Supplemental Nutrition Assistance Program (SNAP), Trade Adjustment Assistance (TAA), Senior Community Service Employment Program, Opportunity Florida, and referrals to Ticket-to-Work Program. Division of Vocational Rehabilitation, though not co-located, utilizes office space in the Marianna center on a routine basis for contracted assessment services. The Early Learning Coalition of Northwest Florida is in the same office complex as the Marianna career center and the LWDB Board management. The on-going Adult Education and Literacy partnership increased significantly and continues to reach populations working toward obtaining his/her GED. Each partner is actively involved in the planning and sharing of resources to enable dual enrollment to assist customers to upgrade skills and/or achieve the high school or GED credential, continue his/her education, and gain self-sufficient employment. The Division of Vocational Rehabilitation representative is an active LWDB member and meetings have been held with core partners to develop the local plan.

The partners were instrumental in the development of the plan. Each partner was given the opportunity to review and provide recommendations for inclusion. Since career and training services are the key to moving individuals to higher paying jobs, this component of the plan involved those individuals who work daily in outreach, recruitment, and/or service delivery. Those partners were WIOA, Voc. Rehab, and WT. Those working with SNAP customers refer individuals to programs that can help fund training since local funds are not sufficient to provide those services. Voc. Rehab. provides resources for training which increases opportunities for customers in the five-county delivery area. CSC also utilizes Voc. Rehab. for referrals and assistance with Ticket-to-Work. CSC partners with Early Learning Coalition for childcare to help WT customers engaged in work and training activities. Early Learning Coalition is committed to improving self-sufficiency levels which is a key component of CSC's mission. Each partner supports CSC's strategy to increase opportunities for employment and provides support to ensure success.

The LWDB operates three (3) career centers with one being a full-service, comprehensive center and the other two (2) locations classified as satellite centers. The Marianna career center is a full-service/comprehensive center which provides Wagner-Peyser, WIOA Adult, Youth, and Dislocated Worker, Trade Adjustment Assistance (TAA), Jobs for Veterans State Grant services, Supplemental Nutrition Assistance Program (SNAP) and Welfare Transition (WT) programs.

Wagner-Peyser

All career centers provide Wagner-Peyser services and the LWDB serves as the provider for the services to include, but not limited to, intake and assessment, work registration, assistance with re-employment benefits claim filing, job information, job development, assisted job search, job listings, job referrals, job placement, follow-up on job referrals, referrals to other services, information on all programs and services, workshops, labor market information, tax credit information, federal bonding services, and employer marketing.

Basic career services are made available to all individuals seeking services through the career center system. Once staff determines individualized career services are appropriate for a career seeker to obtain or retain employment, services are made available to the career seeker at the centers.

Individuals may also receive workforce preparation skills that help the customer acquire a combination of basic, academic skills, and obtaining skills necessary for successful transition into and completion of post-secondary education, training, or employment.

Comprehensive and specialized assessments of skill levels and service needs are available to job seekers. These services may include diagnostic testing, use of other assessment tools and in-depth evaluation to identify employment barriers and appropriate employment goals.

Workforce Innovation and Opportunity Act/Trade Adjustment Act (TAA)

All career centers offer WIOA services including eligibility determination, case management, and funding assistance within budgetary allowances. Rapid Response/TAA services are offered primarily in the Marianna career center.

Adult, Dislocated Worker and Youth Programs are composed of basic career services, individualized career services, training, and follow-up services. The services can be provided in any order and without a sequence of service requirement. Youth services include, but are not limited to, work-readiness training, occupational/vocational training opportunities, work-based learning opportunities, incentives, support services, GED assistance, mentoring, job placement, and post-secondary education support.

Basic Career Services

Includes eligibility determination for the WIOA programs; outreach, intake, and orientation to information and other services available through the career centers; initial assessment of skill levels, as well as aptitudes, abilities, 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 a career center staff member determines individualized career services are appropriate and needed to obtain or retain employment, the following services are made available to individuals in the career centers: Testing and other assessment tools to identify employment barriers and employment goals, referrals to partner programs for supportive services, career planning/case management, development of employment plan, information regarding the Regional Demand Occupational List and Eligible Training Provider List including training provider information and provision of labor market statistics.

Training Services

Training services are very important to the employment success of many Adult/Dislocated Workers, Youth, and TAA career seekers. As with career services, there is no sequence requirement of services and the need and suitability for training must be determined and documented.

Jobs for Veteran State Grant Veteran Program

The LWDB ensures individuals identified as veterans or eligible spouses receive veteran's priority of services at the point of entry when accessing any locations or community events. Veteran services are considered a career center responsibility and not just a task assigned to the Veterans Program staff. All career center staff are trained and tasked to identify and serve veterans, especially veterans with specific barriers to employment (SBE). Once front-line staff identify an SBE veteran, the veteran is referred to a veteran staff member to receive enhanced services, per federal program requirements.

Reemployment Assistance (RA) Benefits

Each career center resource room is equipped with computers for job seekers to use. If an individual is interested in filing a claim for RA benefits, he/she may connect to the DEO Reemployment Assistance claims and

benefits system to complete the online application and work registration process. Front line staff are available to provide information about the programs and services available through the workforce system.

Welfare Transition (WT) Program

All career centers provide services to WT participants and appointments are scheduled to ensure that quality services can be delivered. WT offers participants a variety of career services including referrals to other workforce and partner programs and services, community service/work experience activities to teach and/or strengthen basic job skills; tuition assistance for GED, English as a Second Language (ESOL), approved courses of study; and job searching. WT also provides support services in the form of transportation assistance and other similar types of services to customers who are suitable and qualified to participate in training programs.

Adult Basic Education

The LWDB provides information and referrals to Jackson County Adult Education, Holmes County Adult Education, Liberty County Adult Education, and Florida Panhandle Technical College (FPTC) for Adult Basic Education services. The LWDB has an established Memorandum of Understandings (MOU) to define the role and resource contribution of the local partnerships.

Senior Employment Services

The LWDB has an established partnership with National Caucus of Black Aged, Inc. (NCBA) and this organization maintains a presence in the Marianna career center. CSC provides information and makes referrals to NCBA. The LWDB has an established Memorandum of Understanding (MOU) to define the role and resource contribution of this local partnership.

Division of Vocational Rehabilitation

The LWDB partners and provides referrals to the Division of Vocational Rehabilitation (VR) for services to those with disabilities. In turn, VR makes referrals to the LWDB. A formal Memorandum of Understanding (MOU) was developed and is on file. This MOU defines the role and resource contribution of the local partnership.

- (b) Identify any optional/additional partners included in the local one-stop delivery system.

Non-required partners included in the local one-stop delivery system include the Jobs for Veterans State Grant Program, Welfare Transition (TANF), Supplemental Nutrition Assistance Program (SNAP), Trade Adjustment Assistance (TAA), Early Learning Coalition of NW Florida, Senior Community Service Employment Program, Opportunity Florida, Florida's Great Northwest, Chambers of Commerce, County School Boards, Tobacco Free Florida, and the Florida Panhandle Technical College.

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

- (a) Describe how entities within the one-stop delivery system, including one-stop operators and one-stop partners, comply with the Americans with Disabilities Act regarding physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing needs of individuals with disabilities. Describe how the LWDB incorporates feedback received during consultations with local Independent Living Centers on compliance with Section 188 of WIOA (WIOA §108(b)(6)(C)).

The LWDB's career centers are ADA compliant providing job seekers, including individuals with barriers to employment; i.e., individuals with disabilities, with the skills and credentials necessary to secure and advance in their lives.

The LWDB promotes accessibility for job seekers and the career centers are compliant with accessibility requirements for individuals with disabilities within the centers. The LWDB has a reasonable accommodation policy to ensure all center staff understand and recognize the processes and procedures to follow when a job seeker requests or appears in need of accommodations.

The LWDB refers individuals to organizations for participation in the Ticket to Work program. A veterans staff member provides one-on-one services to disabled veterans.

Individuals with disabilities are provided universal services with basic assistive technology tools available. These include an ADA compliant computer and the Interprettype system for the hearing impaired. Additionally, staff is knowledgeable in the use of JoneR Translator and Google Translator. A JAWS screen reader for

the blind and ZoomText for the vision impaired are also available. The LWDB initiated contact with the Division of Blind Services to provided updated equipment at no cost to the LWDB.

To serve individuals with limited English-speaking proficiency, the LWDB has agreements with several of the school systems in the area as well as private individuals that make themselves available should the need arise for the services of a translator. The LWDB's Resource Room personnel at each of the centers follow the information provided in a Resource Guide that includes contact information for these individuals. This population is not generally recruited but Spanish speaking parents of children enrolled in local schools may be referred through the school districts. In most cases, when adults come to the career centers and do not speak English, he/she will bring another family member who speaks fluently to help with translation needs.

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

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

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

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

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

- (1) Equitable Use – The design is useful for people with diverse abilities.** Career seekers are asked if he/she requires additional assistance to fully access the services and no assumptions are made about job seekers' abilities. Space is available in each career center for staff members to engage with job seekers privately, as needed.
- (2) Flexibility in Use – The design accommodates a wide range of individual preferences and abilities.** Skills testing and assessments can be completed by job seekers either online or manually. Marketing materials are provided in multiple formats.
- (3) Simple and Intuitive Use – Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills or current concentration level.** Pertinent information may be made available in multiple languages. In each access location, job seekers check in on a touch screen computer using an interactive, automated process. If needed, staff members are available in the career centers to provide assistance.
- (4) Perceptible Information – The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities.** Workshops are communicated in a variety of methods. Information is presented verbally and supported by graphic presentation. Job seekers are also given handouts with information relative to the topic.
- (5) Tolerance for Error – The design minimizes hazards and the adverse consequences of accidental or unintended actions.** Computers are configured so that job seekers cannot inadvertently change settings. As special circumstances occur, accommodations are made for job seekers with

specific needs. Staff members are assigned to the resource rooms of career centers to provide assistance as needed.

- (6) **Low Physical Effort – The design can be used efficiently and comfortably and with a minimum of fatigue.** Adjustable chairs are provided for all workstations and labs/classrooms. Printers are available to job seekers to print work-related information.
- (7) **Size and Space for Approach and Use – Appropriate size and space is provided for approach, reach, manipulation and use regardless of the user’s body size, posture, or mobility.** Meetings/workshops are held in large rooms to accommodate services, as well as wheelchairs. Classrooms/labs are arranged in a manner that allow the instructor access to all participants. Resource materials are available in places and heights that are accessible.

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

The LWDB facilitates access to services through the website and center facilities located across the five counties and offer online workshops for job seekers. The career centers are strategically located to provide physical access to all job seekers and employers.

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

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

In November 2011, the LWDB initiated use of an electronic filing process and within one year, all programmatic case records were paperless. The system (ATLAS) is web-based and enables secure document storage and records for career center activities. Upon entering the career centers, customers login at a kiosk and staff members are alerted of appointment arrivals or someone needing to speak with a program contact. Customers can submit documents for specific program requirements. The system streamlined the job seeker, business and program participation process and allowed integration between partners who are co-located in any of the LWDB’s career centers. Since the system is web-based, it is used at hiring events/job fairs to capture data integrated into business services. The LWDB’s website technology allows individuals to access workforce information, E-courses, program orientations, workshops and WIOA pre-applications. ATLAS case management may be accessed from the web by success coaches. This system allowed case management to continue uninterrupted during the Hurricane Michael recovery as

well as during the pandemic when the LWDB's staff members, individuals, and businesses were isolated due to quarantines.

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

The LWDB follows the requirements as specified in the approved Procurement Policy and Procedures which meets all applicable federal or state procurement guidelines for services. Prior to issuance of a Request for Proposal (RFP), independent cost estimates are completed. The estimates are used as a guide to determine whether the overall cost is within market limits. RFP's are required to provide a clear and accurate description of services to be procured. This includes requirements that must be fulfilled and other factors used in evaluation of bids or proposals, technical requirements described in terms of functions to be performed or performance required, provide for open and fair competition, specify due dates that gives proposers sufficient time to prepare the proposals, and specifies the criteria used to determine the award. Proposals are evaluated by a review committee consisting of individuals knowledgeable in the specific program area and judged on the potential contractor's ability to perform successfully under the terms and conditions of the proposal, with additional consideration given to such matters as demonstrated ability, ability to perform, past performance and technical and financial resources. An evaluation summary is provided to the LWDB's Board of Directors for final consideration and approval.

- (5) **Service Provider Continuous Improvement:** Describe how the LWDB will ensure the continuous improvement of eligible providers through the system and that such providers will meet the employment needs of local employers, workers, and job seekers (WIOA §108(b)(6)(A) and 20 CFR 679.560(5)(I)).

The LWDB's program management team provides oversight for workforce programs for quality and federal/state/local compliance. The team is responsible for conducting quality program reviews, providing oversight of business and employer services, assessing service delivery methods, and ensuring the local area is progressing toward positive performance outcomes.

Continuous improvement is managed through ongoing meetings, reinforcement of policies and procedures, and recommendations for improvement. The LWDB conducts periodic desk reviews for: Wagner-Peyer (WP) job seekers and job orders; Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Workers and Youth; Supplemental Nutrition and Assistance Program (SNAP); Welfare Transition (WT), and Special Projects, as appropriate. As part of compliance, all stages of program operations are reviewed from eligibility determination to allowable financial transactions.

The LWDB continues to assess effectiveness of programs and services to ensure that the services align with labor market relevance and the local area adjusts its strategies to respond to the changing economic conditions and workforce needs in

the service delivery area.

The Eligible Training Provider performance is reviewed annually by the Board/Committees to ensure training resources are utilized to increase the skills of individuals in targeted industries. The Board's Programs Committee review training provider completion rates, placement rates, and average wages for those who complete programs. The LWDB will adhere to CareerSource Florida's policy to determine the eligibility of training providers consistent with the state's policy to establish a statewide list approved by the Governor.

F. COORDINATION OF SERVICES

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

Individualized services are coordinated across programs and partners utilizing multiple approaches. The LWDB's management team communicates with representatives of partner programs and cooperative agreements are developed outlining conditions for coordination and responsibilities of parties. Referral processes are in place to refer individuals appropriately across programs. Shared planning and activities are ongoing as individuals mutually served are provided efficient and non-duplicated services as appropriate to their needs. Success coaches and career center staff members are cross trained to identify possible partner participation and provide referrals to partner programs.

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

Career center programs coordinate with the Adult Education programs in each of the five counties in the LWDA. Program funds are utilized to assist with costs by dual enrollment of eligible participants. Coordination of services and supportive service are communicated between programs so non-duplication of payments and services remain in place.

- (2) **Coordination with Economic Development Activities:** Describe the strategies and services that are used in the local area to better coordinate workforce development programs and economic development (20 CFR 679.560(b)(3)(iii)). Include an examination of how the LWDB will coordinate local workforce investment activities with local economic development activities that are carried out in the local area and how the LWDB will promote entrepreneurial skills training and microenterprise services (WIOA §108(b)(5) and 20 CFR 679.550(b)(4)).

The LWDB is a founding member of Opportunity Florida, a ten-county rural economic development organization. The two groups developed a contractual agreement resulting in a much closer alignment and directly ties the goals of the two organizations in ways that benefit both organizations. The LWDB Executive Director is also the Executive Director of Opportunity Florida. The LWDB is the managing organization for Opportunity Florida under the guidance of Opportunity Florida's Board of Directors.

The LWDB is also a member of Florida's Great Northwest, a ten-county economic development organization. In addition, the LWDB is directly involved with the lead economic development organization in all five counties represented by the LWDB. The LWDB has been involved in every major employment announcement within the service area in the last ten years.

Both the LWDB and Opportunity Florida promote entrepreneurial and microenterprise training as part of the partnership.

- (3) **Coordination with Rapid Response:** Describe how the LWDB coordinates workforce investment activities carried out in the local area with statewide rapid response and layoff aversion activities (WIOA §108(b)(8) and 20 CFR 679.560(b)(7). The description must include how the LWDB implements the requirements in [CareerSource Florida Strategic Policy 2021.06.09.A.2. – Rapid Response and Layoff Aversion System](#) and [CareerSource Florida Administrative Policy 114 – Rapid Response Program Administration](#).

The LWDB adheres to guidance issued in the CSF Administrative Policy, Rapid Response Program Administration.

Rapid Response provides customer-focused services to both dislocated workers and employers, ensuring immediate access to services for affected workers to expedite reentry into the workforce. WIOA legislation required Rapid Response and early intervention assistance be provided to workers to avert or minimize the economic disruption of a mass job dislocation event.

The LWDB has a dedicated position, Assistant Director of Business Services, responsible for integration of service and delivery at the beginning to provide information about available resources.

The classification of a Rapid Response event is without regard to industry, size of the employer, number of workers potentially affected, or the time between notification and layoff date.

There are four (4) types of Rapid Response events:

- a) **Worker Adjustment and Retraining Notification (WARN) event:** Any employer that provides written notice of a mass layoff or closure with intent to meet the federal WARN requirements;
- b) **Non-WARN event:** Any employer experiencing a mass layoff or closure, even if it is not subject to the federal WARN requirements;
- c) **Trade Adjustment Allowance (TAA) event:** Any employer for which a TAA petition has been filed with the U.S. Department of Labor (USDOL); and

- d) **Natural disasters:** Any employer experiencing a mass layoff or closure due to natural or force majeure disasters.

Rapid Response activities assist communities experiencing employer closures, mass layoffs, disaster-related mass job dislocations, or TAA petition filings that precipitate substantial increases in the number of unemployed individuals. Rapid Response services and activities shall be provided to all employers who experience a mass layoff or closure, regardless of how the LWDB was notified, or became aware of, the event.

DEO provides the LWDB notifications of filed TAA petitions and WARN notices via email to the LWDB's Rapid Response staff member and other designated recipients as assigned by the LWDB. The LWDB may add individuals to the Rapid Response event distribution list by submitting an email with the requested recipient's name and email to WARN@deo.myflorida.com.

The WARN Act of 1988 required employers, in certain circumstances, to provide advance notification of layoffs and plant closings in order to provide workers with ample time to seek other employment or retraining opportunities. Employers covered under the WARN Act submit WARN notices to the State Rapid Response Coordinator sixty (60) days in advance of plant closings and/or mass layoffs.

The LWDB assists employers meeting the criteria set forth in the WARN Act of 1988 and required in 20 CFR Part 639, with filing WARN Notices by providing the procedures and instructions available in the Employer's Guide for Advance Notice of Closings and Layoffs. WARN filing assistance must be documented in the employer's Employ Florida services plan with Employer Service Code E47 – WARN Notice Assistance.

Upon receipt of a WARN notice, DEO shall provide notification via email to the LWDB. DEO shall provide a copy of the WARN notice and any known separation details in a notification email to the LWDB within two (2) business days of receipt. If a WARN notice is incomplete, DEO will provide the known details to the LWDB in the form of an advanced, partial layoff notification.

A summary of all WARN information is available from the DEO public website at www.floridajobs.org. The State Rapid Response Program Office is responsible for updating the list and keeping it current within three (3) business days of receiving a WARN notice. The online WARN Summary Report includes:

- a) Company name and address;
- b) Total number of affected workers;
- c) The affected employer's industry;
- d) WARN notification date;
- e) Layoff dates; and
- f) A copy of the WARN notice.

Arranging on-site employer/employee visits and informational sessions

Upon rumor or notice of dislocation, the LWDB's Program & Center Director or

designee, initiates contact with the company representative and completes the “On Site Rapid Response Visit Report.” The report is sent to the appropriate DEO contact. The Program & Center Director and Rapid Response staff member arrange for on-site employer visits to inform employees of available services. This is done at the earliest convenience for the employees and accommodates for shift workers as well.

Developing rapid response visit reports

The “On Site Rapid Response Visit Report” is completed upon the initial visit with the employer.

Administering employee surveys

Employee needs assessment surveys are distributed and completed during the employee informational meeting. The survey results are given to the LWDB’s Executive Director as well as appropriate career center staff for follow-up.

Developing event response plans

The Program & Center Director and the Rapid Response staff member work with the employer to develop a response plan that benefits the needs of the employee and the company. This plan includes informational meetings, presentations by workforce partners, on-site career fairs, assessment, and job search assistance through the career centers.

Coordinating reemployment services with career centers

Early intervention reemployment services are coordinated with the career centers throughout the Rapid Response Event. Wagner–Peyser (WP) and WIOA staff are included in the employee informational meetings and present oral and written information to employees. A packet of suitable materials is distributed and explained by staff to enable the employee to make the best decision concerning job search and/or training programs. During the onsite meetings, individuals are provided information about filing for Reemployment Assistance benefits through Florida’s online link - CONNECT. Data is collected to survey workers’ interest in employment assistance including re-training. In addition, the career centers accommodate employees as needed for group sessions including testing/assessments, job applications, completing resumes, “Surviving A Layoff” workshops, and other resources. Resource rooms, computer rooms, the Community (Board) Room, as well as single offices are made available to assist as needed with the dislocation event.

Reporting the employment situation of State employees

The LWDB reports the employment situation of state government employees in the same manner as other rapid response events.

Rapid response-related performance measures and goals

The Program & Center Director and the Rapid Response staff member initiates the rapid response services within 48 hours of receiving the WARN notice and completes the Rapid Response Report within 5 days of the employer visit.

Rapid response dislocated worker unit staffing

The Program & Center Director provides support to the assigned Rapid

Response staff member. Other staff members (Executive Director, Business Services, Workforce Innovation and Opportunity Act (WIOA) and Wagner-Peyser (WP) staff) assist, as needed.

Public awareness.

Public awareness for dislocation services is provided through the LWDB's career center marketing materials and activities. Information for general and special assistance available to workers and employers is disseminated throughout the LWDB on an on-going basis. Advertisements of available training programs and employment opportunities encourage job seekers to seek assistance through the system. In addition, DEO materials are utilized as appropriate to the event.

- (4) **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 §108(b)(4)A)). 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);

The LWDB uses data from the DEO's Bureau of Labor Market Statistics. There are numerous resources available through LMS ranging from a Quarterly Census of Employment and Wages to Employment Projects. The LWDB's selection process directly involves meeting with employers as well as examination of current data. Since the LWDB is a rural area without a single county located within a Metropolitan Statistical Area, much of the decision-making process is driven by information directly from local employers.

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

The LWDB has a strong partnership with the regional economic development organizations, Opportunity Florida and Florida's Great Northwest. The LWDB and these partners also work directly with county and industry organizations. Strategies utilized are not just developed within the LWDB counties directly served but are instead driven and developed by relationships with industry and economic development organizations across Northwest Florida.

The LWDB continues to work across state lines with workforce and economic development groups in the Alabama and Georgia areas due to the sharing of labor force and employers.

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

The LWDB works directly with local industry leaders, as well as regional organizations, to better understand the needs of local/regional employers. The

LWDB targets two sectors based upon current and emerging occupation information as well as the emphasis of our regional economic development partners.

The first sector is healthcare. The numbers of healthcare providers indicate the industry sector dominates both in current and emerging occupations in the LWDB. Industry partners in the sector continue to see growth and this is leading to an increased demand for labor.

The second sector is manufacturing, logistics and distribution. The LWDB's regional economic development partners combined these sectors to better develop the manufacturing arena. The LWDB is losing both labor force and employed individuals and has targeted the manufacturing sector to stem this decline and improve the economic health of the area.

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

Implementation of sector strategies is communicated from top management throughout the system. Information is shared with staff members about selected sectors and funds are set aside for targeting those sectors. This alignment simply becomes part of the LWDB's DNA and as such, naturally becomes part of operations. The LWDB has targeted specific sectors for additional recruitment and worked directly with local training providers to expand understanding of improvements that can be made to better serve the targeted sectors.

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

By working directly with training providers to help them understand employer needs in the area, the LWDB can directly impact the availability of training for targeted sectors. As the LWDB works directly with employers and individuals seeking employment, programs can be tailored and more resources placed in areas that benefit the targeted sectors.

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

Since the LWDB serves five rural counties, the measure of success comes from direct contact with industry. One advantage in being a smaller, rural based LWDB is that while the area does not have the data available in areas located in a Metropolitan Statistical Area (MSA), the LWDB has more direct contact with employers and industry leaders in the immediate area. The employers and industry leaders provide direct feedback on areas needing improvement as well as help the LWDB develop policy and plans to properly direct resources.

The LWDB sustains efforts in the sector strategy arena by constantly moving resources as necessary to support the effort, maintaining close contact with industry and training leaders, by finding new ways to introduce our board members to industries, and working directly with economic development organizations to better understand shifts in targets, if and when they occur.

- (5) Coordination with Relevant Secondary and Postsecondary Educations:** Describe how the LWDB coordinates relevant secondary and postsecondary education programs and activities with education and workforce investment activities to coordinate strategies, enhance services and avoid duplication of services (WIOA §108(b)(10) and 20 CFR 679.560(b)(9)).

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

Strategies to coordinate and enhance training services include:

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

- (6) Coordination of Transportation and Other Supportive Services:** Describe how the LWDB coordinates WIOA Title I workforce investment activities with the provision of transportation assistance, including public transportation, and other appropriate supportive services in the local area (WIOA §108(b)(11) and 20 CFR 679.560(b)(10)).

Supportive services are provided to eligible WIOA participants to enable the individual to participate in training. Support services include transportation assistance, uniforms, books, and tools necessary for employment. Success coaches work closely with training providers to combine resources from multiple sources so the individuals are provided a

complete “toolkit” to allow the individual to concentrate on studies and not on meeting financial hardships.

The LWDB five-county area does not have access to public transportation services. Transportation expenses are provided through fuel cards, based on days in attendance and mileage.

Participants who are dually enrolled in workforce programs benefit by having services coordinated between programs but may only receive non-duplicated services. While WIOA does not provide childcare, this service may be provided through the Welfare Transition program, if qualified. Some in-demand pathway programs are not included on the WIOA ITA list but may be funded through Welfare Transition. Special grants provide supports not included in WIOA services. Local program procedures outline the supportive services and amounts allowable in each workforce program.

- (7) **Coordination of Wagner-Peyser Services:** Describe plans, assurances, and strategies for maximizing coordination, improving service delivery, and avoiding duplication of Wagner-Peyser Act (29 U.S.C 49 et seq.) services and other services provided in the local area through the one-stop delivery system (WIOA §108(b)(12) and 20 CFR 679.560(b)(11)).

All Wagner-Peyser employment services are available to customers in the three career centers. DEO merit-based public employees are in two of the centers and provide Wagner-Peyser Act funded labor exchange activities in accordance with United States Department of Labor (USDOL) regulations. The LWDB’s management team provides oversight of daily functions and delivery of Wagner Peyser functions and services in coordination with all other programs. Employment services are integrated in WIOA, WT, SNAP, and business services through local procedures, daily operations, and delivery of programs.

Per DEO, within six months of hire, all front-line staff must successfully pass the TOPYX (online) Tier I certification exam to be considered certified and proficient to assist job seekers and employers. Annual continuing education training updates are required, and training affords a means to provide cross-training opportunities. Locally, new staff members are encouraged to complete the training during the first 90 days of employment coinciding with the probationary period for the positions. The Tier II certification is encouraged and includes WIOA, Wagner-Peyser, TAA, Migrant Seasonal Farm Worker, Veteran Services, WT, and SNAP programs. In addition, management and center staff participate in on-site and web-based trainings, provided by DEO, to keep abreast of new employment policies, service delivery and best practices.

Each LWDB career center has a Resource Room equipped with computers for customer use. Any individual interested in filing an RA benefit claim may connect to the state’s online system to complete the application and subsequent work registration process. Career center staff members are available to assist customers with general computer and RA application questions. The career centers are equipped with telephones which customers may use to contact a representative for initial claims questions and assistance.

The RA claimants are registered in Employ Florida (EF) within 24 hours of filing for benefits. Any individual who visits the career center or utilizes the LWDB's website may receive reemployment assistance services regardless of whether the individual has filed an RA claim.

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

- (8) **Coordination of Adult Education and Literacy:** Describe how the LWDB coordinates WIOA Title I workforce investment activities with adult education and literacy activities under WIOA Title II. This description must include how the LWDB carries out the review of local applications submitted under Title II WIOA § 108(b)(10), consistent with WIOA sections 107(d)(11)(A) and (B)(a) and WIOA § 232 (20 CFR 679.560(b)(12)).

Adult Education and Literacy programs works collaboratively with Board management and success coaches to provide adult education services in each of the five counties. MOU's are executed between the LWDB and the Adult Education and Literacy programs. WIOA, Welfare Transition, SNAP, and other career center customers benefit from these partner services to obtain a secondary diploma or the GED, and subsequently transition to postsecondary education and training or employment.

Local processes are in place for cross-referrals and outcomes to maximize student access and achievement. Use and sharing of information, resources, and cooperative efforts with employers increase coordinated success. Career center assessments identify individuals who are basic skills deficient; or do not meet grade levels to enter training; or do not have a high school diploma. These are significant barriers to employment and educational information is provided to the individuals. The career center staff members coordinate with partner programs and provide eligible individuals with tuition, supplies, and testing, or refer individuals to financial aid resources, as appropriate.

WIOA requires LWDBs to coordinate with eligible Adult Education and Literacy providers and review applications to determine whether they are aligned with the local plan and make recommendations to the Florida Department of Education (DOE) tasked with administering adult education alignment. The LWDB reviews the applications to provide adult education and literacy activities under WIOA for the local area and determines whether such applications are consistent with the local plan and provides recommendations to the eligible agency to promote alignment with such plan.

- (9) **Reduction of Welfare Dependency:** Describe how the local board coordinates workforce investment activities to reduce welfare dependency, particularly how services are delivered to TANF/Welfare Transition and Supplemental Nutrition

Assistance Program (SNAP) Employment & Training (E&T) participants, to help individuals become self-sufficient. This description must include strategies and services that will be used in the local area to support co-enrollment of Welfare Transition and SNAP E&T participants into other workforce development programs. 20 CFR 675.100(h) and 20 CFR 680.620

The LWDB requires WT and SNAP customers to register in EF for job search purposes. The LWDB assigns all mandatory participants to participate in the required number of hours appropriate to the program services are received through, i.e., TANF/WT or SNAP. These activities include Job Search and Job Readiness, Community Service/Work Experience, Vocational Education and Training, Job Skills Training Directly Related to Employment, Satisfactory Attendance at a Secondary School or Course of Study Leading to a GED.

For participants interested in training services, success coaches coordinate services to determine a plethora of funding resources to allow for completion and certification in a targeted occupation leading to self-sufficient employment. In this manner, multiple funding streams may be utilized to provide funding for books, tuition, fees, and supportive services. Tracking systems are in place to ensure duplication of services does not occur.

For the LWDB, the ultimate goal for all workforce programs is “employment.” Teamwork between programs allow case staffing to determine how best to serve the participant, provide funding and resources that will ensure successful completion of activities, and allow for self-sufficient employment. Once the participant is determined work ready, staff work to ensure that he/she has a quality resume, understands the expectations from employers, and ready to take the next step into building a career pathway.

G. PERFORMANCE & EFFECTIVENESS

The local workforce plan must include:

- (1) The local levels of performance negotiated with the Governor and CLEO(s) with WIOA section 116(c), to be used to measure the performance of the local area and to be used by the LWDB for measuring the performance of the local fiscal agent (where appropriate), eligible providers under WIOA Title I Subtitle B, and the one-stop delivery system in the local area. (WIOA §108(b)(17) and 20 CFR 679.560(16)(b))**

DEO has not completed PY 2022 and 2023 performance negotiations at the time of this update.

The LWDB negotiated Performance Goals for PY 2020 and PY 2021 approved by DEO. See chart below.

PY 2020 & PY 2021 Performance Goals

Measures	PY 2020 Performance Goals	PY 2021 Performance Goals
Adults:		
Employed 2nd Qtr After Exit	85.5%	85.5%
Employed 4th Qtr After Exit	85.0%	85.5%
Median Wage 2nd Quarter After	\$7,100	\$7,400
Credential Attainment Rate	85.0%	85.5%
Measurable Skill Gains	70.0%	70.0%
Dislocated Workers:		
Employed 2nd Qtr After Exit	85.0%	85.0%
Employed 4th Qtr After Exit	79.0%	80.5%
Median Wage 2nd Quarter After	\$7,500	\$7,700
Credential Attainment Rate	83.0%	83.2%
Measurable Skill Gains	50.0%	50.0%
Youth:		
Education and Employed 2nd Qtr After Exit	85.0%	86.0%
Education and Employed 4th Qtr	80.0%	82.0%
Median Wage 2nd Quarter After	\$4,200	\$4,400
Credential Attainment Rate	80.0%	82.0%
Measurable Skill Gains	52.0%	55.0%
Wagner-Peyser:		
Employed 2nd Qtr After Exit	65.0%	65.0%
Employed 4th Qtr After Exit	65.0%	65.0%
Median Wage 2nd Quarter After	\$4,800	\$4,900

- (2) 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 high level of performance for the WIOA goals will be accomplished by local monitoring and evaluations of services/processes and training for continuous improvement. All programs are monitored internally during the year and financially, on a weekly basis. Performance reporting data retrieved from reporting systems assist management with measuring and determining staff productivity and setting individual staff performance goals. Customer satisfaction surveys provide feedback to identify areas needing improvement. Worksite training (work experience/OJT/employed worker training) is being aggressively promoted to ramp up WIOA services to job seekers and employers. Front-line staff members are required to have skills in customer service, communication, computer use, and specific programmatic training, as well as receive the 15 hours continuing education

training annually.

Staff members working in the centers are placed in teams focusing on areas of importance to performance. Each team has targeted tasks designed to improve services and outcomes within the LWDB.

- (3) Describe how the LWDB considered feedback from one-stop career center customers when evaluating the effectiveness of its one-stop career centers.

Customer satisfaction surveys provide feedback to identify areas needing improvement. Customer comments provide valuable input concerning gaps in the provision of training services and resolution is readily implemented. The LWDB's career center system is committed to providing job seekers and employers with a complete array of labor market and work preparation services. The design and delivery of core workforce development services are universally accessible to all individuals and employer customers. The goals are to support business growth by connecting employers to a well-prepared local labor force, foster strong work preparation skills, and to empower job seekers with the information and support they need to make an informed decision leading to permanent, long-time work. These goals are supported by knowledgeable staff, in a flexible and adaptable environment with a commitment to customer-based continuous improvement. The LWDB listens to the needs of the individuals and employers and makes changes as needed.

END OF LOCAL PLAN INSTRUCTIONS

SIGNATURE PAGE for 22-24 LOCAL WORKFORCE PLAN TWO-YEAR MODIFICATION

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

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

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

Workforce Development Board Chair

DocuSigned by:
Debbie Kolmetz

Signature

Debbie Kolmetz

Board Chair

10/5/2022

Date

**Board of Directors met and approved this drafted 22-24 Plan on September 8, 2022*

Chief Elected Official

DocuSigned by:
Scott Manlyn

Signature

SCOTT MANLYN

Consortium Chair

10/5/2022

Date

**Consortium met and approved this drafted 22-24 Plan on October 3, 2022*



ATTACHMENT A

Interlocal Agreements

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

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

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2. **Parties To This Agreement**

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

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

Board of County Commissioners
Holmes County, Florida
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Board of County Commissioners
Liberty County, Florida
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Bristol, FL 32321

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

4. Population To Be Served

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

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

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

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

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

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

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

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

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

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

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

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

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

6. Quorum and Voting

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

7. Appointment of the CareerSource Chipola (CSC) Board

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

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

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

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

8. Workforce Investment Area Designation

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

9. No Local Funds Required of Counties

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

10. Legal Requirements

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

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

11. Duration of Agreement

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

12. Dispute Resolution Process

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

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

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

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

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

13. Effective Date

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

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

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

By: M. J. Bin
Chairman

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

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

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Chipley, FL 32428

4. Population To Be Served

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

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

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

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

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

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

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12. Dispute Resolution Process

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

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

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

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

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

13. Effective Date

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

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

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

By:  _____
Chairman

**INTERLOCAL AGREEMENT AMENDING THE WORKFORCE
DEVELOPMENT CONSORTIUM**

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

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

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

WHEREAS, the WIOA requires the Governor to designate Regional Workforce Development Areas (WDA) to promote the effective delivery of workforce development

programs and further provides that a consortium of units of general local government may constitute such a WDA; and

WHEREAS, Calhoun, Holmes, Jackson, Liberty and Washington Counties desire to continue as a WIOA board; and

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

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

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

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

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

WHEREAS, the workforce development plan must be approved and submitted jointly by the WDB and the Consortium in the WDA; and

WHEREAS, within the service delivery region comprised of Calhoun, Holmes, Jackson, Liberty and Washington Counties, there currently exists an efficient and

effective delivery system of federally and state-funded employment and training programs which are customer-centered; and

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

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

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

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

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

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2. Parties To This Agreement

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

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

4. Population To Be Served

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

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

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

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

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

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

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

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

WTW, Supplemental Nutritional Assistance Program (SNAP), Re-Employment Services and other workforce development programs; and to manage and control all those functions traditionally managed and controlled by the DEO and,

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

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

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

6. Quorum and Voting

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

7. Appointment of the CareerSource Chipola (CSC) Board

There is hereby established CSC, which shall be in accordance with the requirements of Section 107 of the WIOA and Section 7 of this Agreement which shall be called "CSC". The initial number of members of the CSC shall be thirty-nine (39). Thereafter, the number of members of the CSC shall be determined by CSC.

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

8. Workforce Investment Area Designation

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

9. No Local Funds Required of Counties

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

10. Legal Requirements

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

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

11. Duration of Agreement

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

12. Dispute Resolution Process

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

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

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

(3) If, after hearing the dispute, accord is not reached on the resolution of the dispute, the party that raised the dispute may, by giving one hundred eighty (180) days written notice, before the end of the program year (before June 30th) withdraw

from the Consortium, effective July 1st of the following program year, or at such later time as designated by the Governor of the State of Florida.

13. Effective Date

This Agreement and any amendments hereto shall be effective between and among each county.

Agreement entered into on this 24 DAY OF May, 2016.

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

By: *Kenneth Stephens*
Chairman

WITNESS: *Kristie Cloud*
Kristie Cloud

CAREERSOURCE CHIPOLA

By: *Richard Williams*
Executive Director

Date: June 7, 2016

WITNESS: *Angela K. Richard*

RESOLUTION 2016-08

**INTERLOCAL AGREEMENT AMENDING THE WORKFORCE
DEVELOPMENT CONSORTIUM**

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

WITNESSETH THAT:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2. **Parties To This Agreement**

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

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

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

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

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

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

4. Population To Be Served

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

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

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

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

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

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

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

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

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

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

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

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

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

6. Quorum and Voting

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

7. Appointment of the CareerSource Chipola (CSC) Board

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

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

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

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

8. Workforce Investment Area Designation

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

9. No Local Funds Required of Counties

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

10. Legal Requirements

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

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

11. Duration of Agreement

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

12. Dispute Resolution Process

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

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

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

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

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

13. Effective Date

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

THIS RESOLUTION ADOPTED THIS 9th DAY OF June, 2016.

**BOARD OF COUNTY COMMISSIONERS
LIBERTY COUNTY, FLORIDA**

By: Debra Barber
Chairman

INTERLOCAL AGREEMENT AMENDING THE WORKFORCE DEVELOPMENT CONSORTIUM

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

WITNESSETH THAT:

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

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

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

WHEREAS, the WIOA requires the Governor to designate Regional Workforce Development Areas (WDA) to promote the effective delivery of workforce development

programs and further provides that a consortium of units of general local government may constitute such a WDA; and

WHEREAS, Calhoun, Holmes, Jackson, Liberty and Washington Counties desire to continue as a WIOA board; and

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

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

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

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

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

WHEREAS, the workforce development plan must be approved and submitted jointly by the WDB and the Consortium in the WDA; and

WHEREAS, within the service delivery region comprised of Calhoun, Holmes, Jackson, Liberty and Washington Counties, there currently exists an efficient and

effective delivery system of federally and state-funded employment and training programs which are customer-centered; and

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

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

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

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

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

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2. Parties To This Agreement

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

NAME / ADDRESS

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Blountstown, FL 32424

Board of County Commissioners
Holmes County, Florida
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Bonifay, FL 32425

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

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

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

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

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

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

WTW, Supplemental Nutritional Assistance Program (SNAP), Re-Employment Services and other workforce development programs; and to manage and control all those functions traditionally managed and controlled by the DEO and,

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

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

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

6. Quorum and Voting

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

7. Appointment of the CareerSource Chipola (CSC) Board

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

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

9. No Local Funds Required of Counties

No funds will be provided from the treasuries of any of the parties to this Agreement for implementation of the WIOA program, it being the intent hereof that all funding of the WIOA program and the other programs contemplated to be managed pursuant to this Agreement shall be accomplished entirely by grants pursuant to the WIOA and any other available State or Federal grants. However, in accordance with Section 117(d)(12)B(i)(II) of the WIOA, each county recognizes that appointing a local board does not release the local elected officials or the Governor of the State of Florida for liability for misuse of grant funds obtained under WIOA.

10. Legal Requirements

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

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

11. Duration of Agreement

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

12. Dispute Resolution Process

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

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

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

(3) If, after hearing the dispute, accord is not reached on the resolution of the dispute, the party that raised the dispute may, by giving one hundred eighty (180) days written notice, before the end of the program year (before June 30th) withdraw



ATTACHMENT B

**Executed Agreement Between
Chief Local Official(s) and LWDB**

SEE ATTACHMENT A



ATTACHMENT C

Designation of Fiscal Agent By Chief Elected Official(s)



November 10, 2022

As the Chief Local Elected Official for the CareerSource Chipola Consortium, I am writing to confirm the Chipola Regional Workforce Development Board, Inc., doing business as CareerSource Chipola, has been approved as both the grant recipient and administrative entity for the five counties served by the consortium.

This approval was originally granted upon creation of the organization and has not been revoked. The state board and State of Florida have both recognized this fact for the entire life of the organization. If the CareerSource Chipola Consortium determines it is necessary to revoke this authority the appropriate state entities will be notified.

Respectfully submitted,

DocuSigned by:

Scott Monlyn

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Commissioner Scott Monlyn
Chief Local Elected Official
CareerSource Chipola Consortium, Chair
Calhoun County Commissioner, Chair

4636 Highway 90 E, Suite K, Marianna, FL 32446
850.633.4417, 850.482.3590/Fax
www.careersourcechipola.com

Equal Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities via the Florida Relay Service at 711.



ATTACHMENT D

Current Bylaws

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

BY-LAWS

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

ARTICLE I
Name

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

ARTICLE II
Purpose

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

2. The purpose of this organization is to:

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

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

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

ARTICLE III
Basic Policies

The following are the basic policies of the Corporation:

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

ARTICLE IV
Membership

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

ARTICLE V
Officers

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

2. Chair

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

3. Vice-Chair

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

4. Secretary-Treasurer

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

5. Qualifications

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

6. Election

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

7. Nominations

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

8. Term of Office

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

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

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

9. Vacancies

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

ARTICLE VI
Board of Directors

1. Duties and Responsibilities

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

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

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

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

2. Membership

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

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

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

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

3. Nominations

Nominations of WDB membership shall be as follows:

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

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

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

4. Terms of Office

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

5. Expenses

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

ARTICLE VII
Committees

1. Committees

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

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

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

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

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

2. Standing and Special Committees

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

3. Executive Committee

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

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

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

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

4. Finances of Committees

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

ARTICLE VIII
Meetings

1. Annual Meeting

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

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

2. Rules of Procedure

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

3. Regular Meetings

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

4. Special Meetings

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

5. Public Access to Meetings

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

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

6. Quorum

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

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

ARTICLE IX
Indemnification and Bonding

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

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

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

ARTICLE X
Rules of Procedure

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

ARTICLE XI
Amendments to the By-Laws

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

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



ATTACHMENT E

Current Board of Directors

Includes roster and meeting minutes for plan agenda items, discussions about the plan, and the board's vote on local plan.



General Meeting
September 8, 2022, at 6:00 P.M. (CT)
[Join via Microsoft Teams Meeting](#)
or by phone at 561-570-4464 Conference ID: 767 953 649#
or in person at 4636 Highway 90, Suite K
Marianna, FL 32446 - Community Room
Richard - (850) 557-2441; Tabetha - (850) 693-3913

Minutes

CALL TO ORDER

A quorum was present and Debbie Kolmetz, Chair, called the meeting to order. Travis Ephriam led the group in the Invocation and Pledge to the Flag.

The following board members were present:

Janice Sumner, Debbie Kolmetz, Travis Ephriam, Mary McKenzie, Raymond Russell, Arthur Obar, Donnie Read, Kyle Peddie, Andy Jackson, Penny Bryan, David Bouvin, David Corbin

The following board members were absent:

Sandy Spear, Ralph Whitfield, Sarah Clemmons, Frances Henderson, Kristy Terry, Johnny Eubanks, Tracy Andrews, Keith Sutton, Larry Moore

Others present included:

Richard Williams, Debby Wood, Sara Johnson, Melody Wade, Tabetha Smith, Kayla Baxter, Deena Johnson, Cheri Gilmore – CSC Staff

PUBLIC COMMENTS

Debbie Kolmetz asked if there were any public comments. There were none.

GENERAL MEETING MINUTES

Arthur Obar made the motion, Donnie Read seconded the motion, and the vote was unanimous to approve the minutes of the July 14, 2022, general meeting.

STATUS OF FUNDS REPORT

Richard Williams went over the Status of Funds Report. Mr. Williams reminded the Board that Hurricane Michael funds end September 30, 2022.

COMMITTEE APPOINTMENTS

Arthur Obar made the motion, Raymond Russell seconded the motion, and the vote was unanimous to approve the appointment of Debbie Kolmetz as Chair and David Corbin as Vice-Chair of the Executive Committee.

2022-2023 BUDGET

Donnie Read made the motion, Raymond Russell seconded the motion, and the vote was unanimous to approve the CareerSource Chipola 2022-2023 Budget.

AUDITING RFP

Raymond Russell made the motion, Travis Ephriam seconded the motion, and the vote was unanimous to approve the request for an Auditing RFP.

WORKFORCE TWO YEAR PLAN DRAFT

Richard Williams and Debby Wood discussed the drafted Workforce Two-Year Plan. No changes or comments were made by the Board. **Arthur Obar made the motion, Janice Sumner seconded the motion, and the vote was unanimous to approve the Workforce Two Year Plan.**

DIRECTOR'S COMMENTS

Mr. Williams introduced the Board to CareerSource Chipola's new Outreach Director, Kayla Baxter. Mr. Williams further spoke on the Reach Act and the impending end of the Hurricane Grants on September 30, 2022.

BOARD MEMBER COMMENTS

None.

ADJOURNMENT

There being no further business to discuss, Janice Sumner made the motion, Raymond Russell seconded the motion, and the vote was unanimous to adjourn the meeting.

Arthur Obar
Obar's Insurance Agency
Post Office Box 594
Graceville, FL 32440-0594
(850) 263-4483 – Work 850-263-4484 – Fax
(850) 703-4334 – Cell
Obar_Ins@BellSouth.net

Consecutive Years: 11
Appt: 12/17/12
Term Expires 6/30/23
(Private Sector)

Liberty County Private Sector Members

Donnie Read
Twin Oaks Juvenile Development, Inc. (850) 643-1091 – Fax
11939 NW State Road 20 Liberty Wilderness# (850) 379-8344
Bristol, FL 32321 donnie@twinoaksfl.org
(850) 643-1090 – Work (850) 643-7698 – Cell

Consecutive Years: 21
Appt: 6/02
Term Expires 6/30/23
(Private Sector)

Ralph Whitfield
Whitfield Stakes
Post Office Box 1043
Bristol, FL 32321 (850) 447-1649 - Cell
(850) 643-2201 - Work (850) 643-2333 – Fax

Appt: 4/99
Term Expires 6/30/25
(Private Sector)
Consecutive Years: 23

Johnny Eubanks
Calhoun-Liberty Journal jbeubanks@fairpoint.net
Post Office Box 454 (850) 643-2498 – Home
Bristol, FL 32321 (850) 570-0222 - Cell
(850) 643-3333 - Work (800) 400-5810 - Fax

Consecutive Years: 28
Appt: 4/96
Term Expires 6/30/24
(Private Sector)

Washington County Private Sector Members

David Corbin, Vice-Chair
Chipley Gun & Pawn
1222 Jackson Ave.
Chipley, FL 32428
(850) 638-8987
Pawns4u@yahoo.com

Consecutive Years: 2
Appt: 12/20
Term Exp: 6/30/25

Tracy Andrews
Gulf Power Company, Lead Economic Development Project Manager
1195 Jackson Avenue
Chipley, FL 32428 tracy.andrews@nexteraenergy.com
(850) 415-4211 – Work (850) 866-3281 – Cell

Consecutive Years: 6
Appt: 6/18
Term Expires 6/30/24
(Private Sector)

At-Large Membership

Kyle Peddie, Superintendent
Liberty County School Board
11051 NW SR 20
Bristol, FL 32321
850-643-2275 kyle.peddie@lcsb.org

Consecutive Years: 3
Appt: 3/25/21
Term Expires: 6/30/24
(Local Education)

Larry Moore, Director
Florida Panhandle Technical College
757 Hoyt St.
Chipley, FL 32428
850-638-1180, Ext. 210 larry.moore@fptc.edu

Consecutive Years: 5
Appt. 4/11/17
Term Expires: 6/30/25
(Post-Secondary/College)

Dr. Sarah Clemmons, President
Chipola College
3094 Indian Circle
Marianna, FL 32446
850-718-2288 clemmons@chipola.edu

Consecutive Years: 5
Appt. 4/11/17
Term Expires 6/30/25
(Post-Secondary/College)

Keith Sutton, Supervisor
Division of Vocational Rehabilitation
4357 Lafayette St, Suite 202
Marianna, FL 32446
850-482-9600 keith.sutton@vr.fl DOE.org

Consecutive Years: 5
Appt. 4/11/17
Term Expires 6/30/25
(Vocational Rehabilitation)

Penny Bryan
West Florida Electric
P. O. Box 127
Graceville, FL 32440
phagan@westflorida.coop

Consecutive Years: 3
Appt. 7/26/21
Term Expires 6/30/24
(Labor Representative)

Kristy Terry, Director
Calhoun County Chamber of Commerce
20816 Central Avenue East, Suite 2
Blountstown, FL 32424
(850) 643-6465 - Cell kristy@calhounco.org

Consecutive Years: 15
Appt: 6/16/09
Term Expires 6/30/24
(Economic Development)

Dr. David Bouvin
American Legion Post 100
3010 College St.
Marianna, FL 32446
850-718-2380 / 850-313-9765
bouvind@chipola.edu

Consecutive Years: 2
Appt: 7/26/21
Term Expires 6/30/23
(CBO/Representing Veterans)

VACANT (Habilitative Services of North Florida, Inc.)

Term Expires 6/30/25

Andy Jackson, Member
IBEW Local 1055
5490 Marble Court
Marianna, FL 32446 james.jackson3@nexteraenergy.com
(850) 526-3165 – Home (850) 209-5962 – Cell

Consecutive Years: 9
Appt: 2/11/13
Term Expires 6/30/25
(Organized Labor)

Frances Henderson, Director
Jackson County ARC, Inc.
2973 Pennsylvania Avenue
Marianna, FL 32448 jcarc@embarqmail.com
850-526-7333 – Work 850-526-2311 – Fax

Consecutive Years: 6
Appt. 9/22/16
Term Expires: 6/30/25
Represents CBO/Disabled



ATTACHMENT F

Agreements describing how any single entity selected to operate in more than one of the following roles:

local fiscal agent, local board staff, one-stop operator, or direct provider of career services, will carry out its multiple responsibilities, including how it develops appropriate firewalls to guard against conflicts of interest. Also attach copies of any processes and procedures that clearly detail a) how functions are sufficiently separated; b) descriptions of the steps the local area has taken to mitigate risks that could lead to impropriety; c) firewalls (physical, technological, policies, etc.) created to ensure such risks are mitigated; and d) oversight and monitoring procedures.

CAREERSOURCE CHIPOLA CONTRACT FOR SERVICES

This Contract is between the CareerSource Chipola., hereinafter referred to as "CSC", whose address is 4636 Highway 90, Suite K, Marianna, Florida and Linda Sumblin, hereinafter referred to as "Service Provider", the address of which is 933 Washington Street, Fort Walton Beach, Florida 32547 for the express purpose of provision of services pursuant to the Workforce Innovation and Opportunity Act (WIOA) of 2014, and any other programs administered by CareerSource Chipola and funded within this Contract.

It is expected that all funds for this contract are provided to CSC from the Florida Department of Economic Opportunity which received the funds from the United States Department of Labor. At the time of award the expected funding sources are WIOA adult, youth, and dislocated worker. The CFDA for these funds are 17.258 (\$2,000), 17.259 (\$1,000), 17.278 (\$1,000). Actual funds will be awarded based on the cost allocation for the periods of service and may not match the percentages initially determined.

This award is not for research and development and all services are provided directly by the Service Provider with no indirect charges.

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

ARTICLE I. SCOPE OF SERVICES

The Service Provider, in a satisfactory and proper manner as determined by the CSC, shall carry out all activities as agreed upon in this Contract for Services. Such activities shall be performed, except as otherwise specifically stated herein, by persons or instrumentalities solely under the dominion and control of the Service Provider. The purpose of this Contract is to secure the services of a One-Stop Operator that will coordinate the service delivery of participating one-stop partners and service providers within the Marianna career center. Linda Sumblin will be responsible for working with CSC to assure that the region is coordinating services across program lines and with other organizations as required by the Act.

ARTICLE II. PERIOD OF CONTRACT

This Contract is effective upon both parties signing and the Service Provider shall complete performance on or before June 30, 2022, unless this Contract is terminated as herein provided. In the event that the funds on which this contract is dependent are withdrawn, this contract may be terminated at CSC's option and CSC has no further liability to the Service Provider beyond that already incurred by the termination date and within the limits of unpaid funds that were not withdrawn. This contract can be renewed for us to three (3) additional one-year terms based on performance, business needs and the availability of funds.

ARTICLE III. TERMS OF CONTRACT

The total amount of funds in this Contract is \$4,000.00. It is understood that these funds will be used to provide the services as outlined in the Payment and Performance Section of the Contract

Package.

ARTICLE IV. INDEMNIFICATION

The Service Provider is an independent Service Provider and shall carry out and execute its duties and responsibilities under this Contract as an independent Service Provider. In discharging such duties and responsibilities, Service Provider shall exercise due and responsible care and shall comply with all assurances contained herein. The Service Provider agrees to defend, indemnify, and hold CSC, its officers, agents, and employees harmless and blameless from liability of any kind whatsoever, including costs, reasonable attorney's fees, and expenses which arise out of, or are the result of performance or non-performance of this Contract and any claim whatsoever arising out of the contractual relationship.

ARTICLE V. CATALOGUE OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBERS

- A. The CFDA Numbers for Workforce Innovation and Opportunity Act are as follows:
 - Adults: 17.258
 - Youth: 17.259
 - Dislocated Worker: 17.278
- B. The CFDA Number for WT Program/TANF is: 93.558
- C. The CFDA Number for Wagner Peyser is: 17.207
- D. The CFDA Number for DVOP is: 17.801
- E. The CFDA Number for LVER is: 17.804
- F. The CFDA Number of UC is: 17.225
- G. The CFDA Number for FSET is: 10.551
- H. The CFDA Number for REA/RESEA is: 17.225

ARTICLE VI. PAYMENT & PERFORMANCE

This is a fixed unit performance based contract. All performance should be completed and invoices submitted to CSC by July 15, 2021. The amount listed for each item reflects the amount that will be paid to the Service Provider upon verification by CSC that the deliverable has been completed.

Deliverable 1: Value: **\$1,000.00** Provide 1st quarter report showing how the Marianna career center is effectively delivering services across program lines and with other organizations as required by WIOA. Additionally by the end of the first quarter, the Service Provider should present CSC with a draft of established practices that encourage the One-Stop partners to provide services to individuals with barriers to employment, including individuals with disabilities, who may require longer-term services, such as intensive employment training and education services.

Required Items: This information should be provided in a report format and should include evaluation methods, necessary actions and any recommendations or suggestions for improvement.

Deliverable 2: Value: **\$1,000.00** Provide 2nd quarter report showing how the Marianna career center is effectively delivering services across program lines and with other organizations as

required by WIOA.

Required Items: This information should be provided in a report format and should include evaluation methods, necessary actions and any recommendations or suggestions for improvement.

Deliverable 3: Value: **\$1,000.00** Provide 3rd quarter report showing how the Marianna career center is effectively delivering services across program lines and with other organizations as required by WIOA.

Required Items: This information should be provided in a report format and should include evaluation methods, necessary actions and any recommendations or suggestions for improvement.

Deliverable 4: Value: **\$1,000.00** Provide 4th quarter report showing how the Marianna career center is effectively delivering services across program lines and with other organizations as required by WIOA.

Required Items: This information should be provided in a report format and should include evaluation methods, necessary actions and any recommendations or suggestions for improvement.

Payment will be made to the Service Provider based upon submission of documentation of allowable expenses up to the amount earned in the deliverables above.

ARTICLE VII. AUDITS

a. **Non-Profit, Governmental and Education Entities**

If this award is made to a non-profit, governmental or institution of higher education, and if this Service Provider receives \$750,000 or more in a fiscal year in federal financial assistance to operate a federal program, the federal cost principles and audit requirements of 2 CFR 200 shall be adhered to. The Service Provider shall provide for a program specific independent financial and compliance audit conducted and prepared in accordance with generally accepted government auditing standards.

b. **Commercial Organizations**

If this award is made to a for-profit commercial organization, and if this Service Provider receives \$750,000 or more in a fiscal year in federal financial assistance to operate a federal program, the Service Provider shall provide for a Single Audit or program specific independent financial and compliance audit conducted and prepared in accordance with generally accepted government auditing standards.

c. **Audit and Monitoring Reports**

- 1) Service Providers shall submit a copy of their independent audit report within thirty (30) calendar days after its receipt by the Service Provider and not later than nine (9) months after the end date of this Contract.
- 2) If an official audit or monitoring report identifies unacceptable accounting practices and/or records management, CSC reserves the right to withhold any or all reimbursement from the Service Provider until such time as the accounting practices and/or records management are improved to the satisfaction of CSC.

- 3) The Service Provider will implement a system for monitoring fiscal, participant and program activities for compliance with this Contract. The Service Provider will maintain documentation to verify completion of monitoring activities.
- 4) The Service Provider will respond in writing to monitoring reports and requests for corrective action plans in the allotted timeframe after receipt of the monitoring report from CSC.

ARTICLE VIII. RECORD KEEPING

The Service Provider will be responsible for maintaining all financial records, supporting documenting and any other documents (including electronic storage media) pertinent to this contract for a period of three (3) years from the date of the final payment of this Contract, or until all audits are complete and findings on all claims have finally been resolved, whichever is longer.

The Service Provider will cooperate with CSC to facilitate the duplication and/or transfer of any said records or documents during the required retention period. If the Service Provider is unable to retain the records for the required period, the Service Provider will notify CSC in writing and request instruction. The Service Provider shall not dispose of any records with the prior written consent of CSC.

ARTICLE IX. MODIFICATION, AMENDMENT, TERMINATION OF CONTRACT

- A. This Contract may not be modified, amended, canceled, extended, or assigned orally without the express written consent of the CSC board or Executive Director of CSC. All modifications, amendments, cancellations, extensions, or assignments must be reduced to writing and incorporated into an amendment hereto.
- B. This Contract is subject to termination by CSC on thirty (30) days advance notice to the Service Provider at its address as hereinabove specified.
- C. Termination for Lack of Funds: In the event funds to finance this Contract are reduced, suspended, or terminated in whole or in part, the obligation of each party hereunder may be terminated upon no less than twenty-four hours' notice in writing by CSC to the Service Provider.
- D. Termination for Breach: Either party may terminate this Contract when it has determined that the other party has failed to provide any of the services specified herein in a timely or proper fashion, or has violated any stipulations of this Contract. If the Service Provider fails to perform, in whole or in part, or to make sufficient progress so as to endanger performance, CSC will notify the Service Provider of such unsatisfactory performance in writing. The Service Provider has thirty (30) working days from receipt of notice in which to respond with a plan agreeable to CSC to correct said deficiencies. Upon failure of Service Provider to respond within the appointed time or failure of Service Provider to respond with appropriate plans, CSC will serve a termination notice that shall become effective within fifteen (15) days after its issuance.

In the event of such termination, CSC shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CSC within thirty (30) days of the termination date.

The Service Provider shall give CSC written notice of any perceived breach and it shall give CSC thirty (30) working days to cure any perceived breach under this Contract.

- E. Termination for Convenience: Performance under this Contract may be terminated by either party for convenience when it is in their best interest. Any termination for convenience will be preceded by written notice setting forth the effective date of said termination. The termination shall be effective ninety (90) days after the notice is issued and the Service Provider has ninety (90) days after the effective date to bill for payment. The Service Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.
- F. Termination (Other): Unearned payment under this Contract may be suspended or the Contract terminated upon the refusal by the Service Provider to accept or comply with any conditions that may be imposed by the United States Department of Labor, the Department of Economic Opportunity, Workforce Florida, the Governor, or CSC at any time.

The submittal of false information may be considered fraud and could result in the immediate termination of the Contract.

This Contract shall be interpreted under the laws of the State of Florida.

- G. CSC may extend the terms of this Contract by written notice to the Service Provider. CSC shall give the Service Provider a preliminary written notice of its intent to extend at least sixty (60) days before the Contract expires. The preliminary notice does not commit CSC to an extension.

If CSC exercises this option, the extended Contract shall be considered to include this option provision. The Contract may be renewed on a yearly basis for a period of up to two (2) years after the initial Contract specifying the terms under which the cost may change as determined in the RFP. Renewal shall be contingent upon satisfactory performance evaluations and the availability of funds. The total duration of this Contract, including the exercise of any options under this clause, shall not exceed three (3) years.

ARTICLE X.

The Parties agree to comply with all provisions and perform all services as set forth in this Contract.

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

SIGNATURE SHEET

APPROVED FOR CAREERSOURCE
CHIPOLA

DocuSigned by:
By: 
EEDE7902265 (Signature)

Name: Richard Williams
Title: Executive Director
Date: 7/30/2021

Witness: _____

APPROVED FOR SERVICE PROVIDER

DocuSigned by:
Linda Sumblin
1FFDB0DB80434BA (Signature)

Name: Linda Sumblin
Title: Contractor
Date: 8/1/2021

Witness: _____

ASSURANCES AND CERTIFICATIONS

1. Assurances

- a. The Contractor assures that all activities under this Contract shall be conducted in conformance with the Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128, the Workforce Innovation Act of 2000 rules and regulations, the Temporary Assistance for Needy Families Program (TANF), 45 CFR parts 260-265, and other applicable federal regulations and policies promulgated thereunder; all applicable Federal, State and local laws, regulations, directives, policies and instructions as they pertain to this Contract which are in effect at the inception of this Contract or as may be promulgated or amended during its life; and other laws, ordinances, regulations and licensing requirements including state and federal safety, health, and personal protective equipment requirements. When determining applicability, all programs and activities funded, or otherwise financially assisted, in whole or part, under the Welfare Transition Program are considered to be programs and activities receiving federal financial assistance.
- b. The Contractor will comply with the Americans with Disabilities Act, (42 U.S.C., 12101 et. seq.) which prohibits discrimination by public and private entities on the basis of disability in employment, public accommodations, transportation, State and local government services and in telecommunications.
- c. The Contractor will comply, as applicable, with the provisions of the Davis-Bacon Act as amended (40 U.S.C. 3141-3148) and as supplemented by Department of Labor (DOL) regulations 29 CFR Part 5, the Copeland Anti-Kickback Act (40 U.S.C. 3145) as supplemented by DOL regulations 29 CFR Part 3, and the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708) as supplemented by DOL regulations 29 CFR Part 5, regarding labor standards for federally assisted construction sub-agreements.
- d. When applicable, if this Contract is in excess of \$150,000, the Contractor shall comply with all applicable standards, orders or regulations issued under the Clean Air Act as amended (42 U.S.C. 7401 – 7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended. Any violation of these Acts should be reported to CSC and the Regional Office of the Environmental Protection Agency (EPA).
- e. The Contractor understands it is illegal for any corporate entity to punish whistleblowers or retaliate against any employee who reports suspected cases of fraud or abuse (Sarbanes Oxley, Section 1107, Section 1513 of Title 18, USC). In addition, it is a crime to alter, cover up or falsify, or destroy any document that may be relevant to any official investigation (Sarbanes Oxley, Section 1102, Section 1512 of Title 18, USC).
- f. ETA Salary Limitation Certification and Sworn Statement Pursuant to Public Law 109-149 Section 101 & 2 CFR 200. The Contractor certifies that it 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 June 15, 2006, shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, 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.
- g. 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, Pub. L. 94-163.
- h. Under the Resource Conservation and Recovery Act (Section 6002 of the Solid Waste Disposal

Act, as amended by the RCRA), state and local institutions of higher education, hospitals, and non-profit organizations that receive direct Federal awards or other Federal funds shall give

preference in their procurement programs funded with Federal funds to the purchase of recycled products pursuant to EPA guidelines.

- i. The Contractor will retain records as required and will give CSC, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers or documents related to this Contract and will establish a proper accounting system in accordance with generally accepted accounting standards or CSC directives.
- j. If the Contract contains federal funds and the Contractor provides services to children up to age 18, the Contractor shall comply with the Pro-Children Act of 1994 (20 USC 6081). The Contractor shall immediately report knowledge or reasonable suspicion of abuse, neglect, or exploitation of a child, aged person, or disabled adult to the Florida Abuse Hotline on the statewide toll-free telephone number (1-800-96ABUSE). As required by Chapters 39 and 415, F.S., this provision is binding upon the Contractor and its employees.
- k. The Contractor and any of its subcontractors shall comply with applicable Federal, State and local Child Labor Laws.
- l. Contracts or agreements for the performance of experimental, developmental or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
- m. Contracts awarded in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with the Contract Work Hours and Safety Standards Act, 40 U.S.C. 3701 and 3708, as supplemented by the Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- n. The Contractor agrees to comply with OMB Circular 2 CFR 200 – Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.
- o. The Contractor will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing these programs.

2. Certification Regarding Debarment, Suspension And Other Responsibility Matters

When applicable, as required by the regulation implementing Executive Order 12549 and 12689, Debarment and Suspension, 29 CFR 180.220, the Contractor must not be presently nor previously within a three-year period preceding the effective date of this Contract, debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency. No contract shall be awarded to parties listed on the General Services

Administration (GSA) List of Parties Excluded from Federal Procurement or Non-Procurement Programs.

By signing these Assurances, the Contractor certifies to the best of its knowledge and belief, that it and its principals:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
- 2) Have not within a three year period preceding this Contract been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- 3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in the previous paragraph; and
- 4) Have not within a three year period preceding this Contract had one or more public transactions (Federal, State or local) terminated for cause or default.

3. Certification Regarding Lobbying

The Contractor certifies, to the best of its knowledge and belief, that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence 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 contract, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant loan or cooperative contract.
- b. This certification is a material representation of fact upon which reliance was placed when this Contract was made or entered into. This Certification is a prerequisite for making or entering into this Contract imposed by the Byrd Anti-Lobbying Act (Section 1352, Title 31, U.S.C.). Any person or organization that fails to sign 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.

4. Certification Regarding Drug-Free Workplace Requirements

Pursuant to the Drug-Free Workplace Act of 1988 and its implementing regulations codified at 29 CFR 98, Subpart F, the Contractor attests and certifies that it will provide a drug-free workplace by the following actions.

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- b. Establishing an ongoing drug-free awareness program to inform employees concerning:
 - 1) The dangers of drug abuse in the workplace.
 - 2) The policy of maintaining a drug-free workplace.
 - 3) Any available drug counseling, rehabilitation and employee assistance programs.

- 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c. Making it a requirement that each employee to be engaged in the performance of the Contract be given a copy of the statement required by paragraph a.
- d. Notify the employee in the statement required by paragraph 1 that, as a condition of employment under the Contract, the employee will:
 - 1) Abide by the terms of the statement, and
 - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
 - 3) Notify the agency in writing ten (10) calendar days after receiving notice under subparagraph 4.b. from an employee or otherwise receiving actual notice of such conviction. Contractor will provide such notice of convicted employees, including position and title, to the Board's Administrative Entity on whose activity the convicted employee was working. The notice shall include the identification number(s) of each affected Contract/Grant.
 - 4) Take one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph 4.b., with respect to any employee who is so convicted.
- e. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended.
- f. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local, health, law enforcement or other appropriate agency.
- g. Make a good faith effort to continue to maintain a drug- free workplace through implementation of this entire certification.

5. Certification Regarding Nondiscrimination and Equal Opportunity

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

Programs funded through CareerSource Chipola are equal opportunity programs and the Contractor shall assure that all programs and activities conducted under this Agreement are accessible to individuals with disabilities. Where the physical facilities are not accessible, an alternate plan for accessing the program or activity must be developed and retained on file, and a copy provided to the

CareerSource Chipola Equal Opportunity Officer. Provisions must also be made for the limited English speaking and vision and sensory impaired. These provisions include: having a plan to provide interpreters and sign language assistance when necessary, and assuring that adequate staff or other sources are available to adequately communicate with non-English speaking applicants and/or participants.

CareerSource Chipola has established and maintains procedures to informally resolve grievances or complaints from, and provide counseling to participants in programs operated under this Agreement. A representative of the Contractor will be required to inform program participants of such procedures and their right to file with the appropriate local, State, or National entity a complaint if the matter is not resolved through informal procedures. The Contractor agrees to require that each participant read and understand their rights and responsibilities as enumerated in the Notice of Nondiscrimination and Complaint and Grievance Procedures Form.

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

6. Certification Regarding Public Entity Crimes

Contractor understands that they must comply with Section 287.133(3)(A), Florida Statutes on Public Entity Crimes, which states that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, FS, for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

Contractor understands that if there is a change in this information, the Contractor is required to inform CSC immediately.

7. Modification, Amendment, Termination of Contract

- A. This Contract may not be modified, amended, canceled, extended, or assigned orally without the express written consent of the CSC board or Executive Director of CSC. All modifications, amendments, cancellations, extensions, or assignments must be reduced to writing and incorporated into an amendment hereto.
- B. This Contract is subject to termination by CSC on thirty (30) days advance notice to the Contractor at its address as hereinabove specified.
- C. Termination for Lack of Funds: In the event funds to finance this Contract are reduced, suspended, or terminated in whole or in part, the obligation of each party hereunder may be terminated upon no less than twenty-four hours' notice in writing by CSC to the Contractor.
- D. Termination for Breach: Either party may terminate this Contract when it has determined that the other party has failed to provide any of the services specified herein in a timely or proper fashion, or has violated any stipulations of this Contract. If the Contractor fails to perform, in whole or in part, or to make sufficient progress so as to endanger performance, CSC will notify the Contractor of such unsatisfactory performance in writing. The Contractor has thirty (30) working days from

receipt of notice in which to respond with a plan agreeable to CSC to correct said deficiencies. Upon failure of Contractor to respond within the appointed time or failure of Contractor to respond with appropriate plans, CSC will serve a termination notice that shall become effective within fifteen (15) days after its issuance.

In the event of such termination, CSC shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CSC within thirty (30) days of the termination date.

The Contractor shall give CSC written notice of any perceived breach and it shall give CSC thirty (30) working days to cure any perceived breach under this Contract.

E. Termination for Convenience: Performance under this Contract may be terminated by either party for convenience when it is in their best interest. Any termination for convenience will be preceded by written notice setting forth the effective date of said termination. The termination shall be effective ninety (90) days after the notice is issued and the Contractor has ninety (90) days after the effective date to bill for payment. The Contractor shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.

F. Termination (Other): Unearned payment under this Contract may be suspended or the Contract terminated upon the refusal by the Contractor to accept or comply with any conditions that may be imposed by the United States Department of Labor, the Department of Economic Opportunity, CareerSource Florida, the Governor or CSC at any time.

The submittal of false information may be considered fraud and could result in the immediate termination of the Contract.

This Contract shall be interpreted under the laws of the State of Florida.

G. CSC may extend the terms of this Contract by written notice to the Contractor. CSC shall give the Contractor a preliminary written notice of its intent to extend at least sixty (60) days before the Contract expires. The preliminary notice does not commit CSC to an extension.

If CSC exercises this option, the extended Contract shall be considered to include this option provision. The Contract may be renewed on a yearly basis for a period of up to two (2) years after the initial Contract specifying the terms under which the cost may change as determined in the RFP. Renewal shall be contingent upon satisfactory performance evaluations and the availability of funds. The total duration of this Contract, including the exercise of any options under this clause, shall not exceed three (3) years.

By the signature on this page, the Contractor certifies that it has read and understands all of these Assurances and Certifications and agrees to the information contained herein.

Linda Sumblin, One Stop Operator
Name and Title

8/1/2021
Date

DocuSigned by:
Linda Sumblin
Signature



**WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA), TRADE ACT (TAA),
WELFARE TRANSITION (WT), SUPPLEMENTAL NUTRITION ASSISTANCE
PROGRAM (SNAP), WAGNER-PEYSER (WP), REEMPLOYMENT SERVICES AND
ELIGIBILITY ASSESSMENT (RESEA), SPECIAL PROJECTS, ONE-STOP
CREDENTIALING & ADMINISTRATIVE REVIEW**

**CSC MONITORING SCHEDULE AND PROCESS
PROGRAM YEAR: JULY 1, 2022 – JUNE 30, 2023**

AND

**RESPONSE TO DEO MONITORING REVIEW
PY 2021-2022
CORRECTIVE ACTION PLAN**

ANTICIPATED REVIEW PERIOD: April 1, 2022 – March 31, 2023

Based on the DEO Monitoring Review for PY 2021-2022, specific elements of monitoring are included in the CSC Monitoring Schedule and Process. This is in response to the required DEO Corrective Action Plan.

CSC utilizes the monitoring tools issued by the Department of Economic Opportunity (DEO). Since the DEO Monitoring Tools are issued after the beginning of the new program year, the monitoring folders will contain two different versions of the tool, i.e., prior and current program year.

Any issue/observation/finding noted during a local monitoring review is required to be addressed in writing as to actions taken (if any can be) to resolve the issues. Staff is not required to continue monitoring the same case over and over during the review period. Once the case has been reviewed for eligibility (as applicable), the intent is to check the cases for ongoing open activities, career plans, measurable skills gains, credentials, case notes, etc.

Program Monitoring by Success Coaches

CSC Program Staff will monitor cases assigned to them utilizing the appropriate program DEO Monitoring Tool:

- WIOA – Niki Long and Regina Golden will conduct monitoring of cases.
- Trade Act – Myra Rowe will conduct monitoring of cases, as applicable.

- Welfare Transition – Viria Brown and Tammy Pumphrey will conduct monitoring of cases.
SNAP – Viria Brown and Tammy Pumphrey will conduct monitoring of cases. **Note: CSC is in the process of training another staff person (Mary McClellan) to complete monitoring in the specific areas noted in this review. She will begin her training in WT in November 2022.**
- Wagner Peyser (including Veteran Services and Employer Services) – Myra Rowe and Ken McDonald will conduct monitoring of job orders and job seeker cases. Steve Williams and Chris Bailey (veteran staff) will provide support in the monitoring of Veteran Services and Veteran friendly employers.
- NDWG – Rose Adams, Niki Long, and Regina Golden will conduct monitoring of cases through the end of the grant period on September 30, 2022.

When the monitoring sample has been issued to CSC for the PY 2022-2023 DEO Quality Assurance Review, staff is expected to review each of the sampled cases to determine if there are issues/findings and resolve these issues, if possible. Management staff must be notified of outstanding issues/findings to determine if any action/s can be taken to correct the issue prior to the DEO review.

Staff conducting monitoring should save monitoring tools to the appropriate Teams folder.

All issues/findings noted should be addressed with staff. Staff is to save all correspondence and the results of the corrections in the appropriate Teams Monitoring Folder.

Periodic spot-check reviews will be made by the Program & Center Director to ensure tools are being utilized and monitoring reviews are being conducted, and tools saved in Teams.

Financial Monitoring Linked to Programmatic Monitoring (conducted by Management)

All funding requests are reviewed at least weekly by the Program & Center Director for program eligibility/policy, funding source, and allowable costs. These invoices are reviewed and compared to data recorded in the appropriate management information system (MIS). The reviews are conducted and signed off by program management staff prior to the issuance of payment by the finance department. This level of monitoring is considered intensive for both program and finance staff to ensure that all funds are being expended in accordance with all state and federal regulations. At all times, separation of duties is maintained.

Local Staff Review:

- TAA – As applicable and if the LWDB has any TAA participants, career center staff member, Myra Rowe – will monitor new TAA participants for the review period April

1, 2022 – March 31, 2023. Note: For the May 2022 Program Year DEO Programmatic Review, TAA was not included due to the lack of TAA participants. All monitoring tools for the review period will be posted in the appropriate TEAMS folder.

- **Welfare Transition** – Viria Brown and Tammy Pumphrey will review WT cases assigned to participation during the review period April 1, 2022 – March 31, 2023. Corrections will be made as appropriate during reviews. All monitoring tools for the review period will be posted in the appropriate Teams folder.

Key focus areas for monitoring are:

- Finding Number WT 03.22.01

CORRECTIVE ACTION:

Safety Plan

Required Action: WT staff will develop a Safety Plan for each participant when there is an indication of domestic violence. The Safety Plan MUST include all elements as required by guidance. The IRP/ARP must also include the elements of the Safety Plan. It is understood that there may be issues when the Safety Plan and supporting resources cannot be directly provided to the participant due to the danger in the home. In this case, WT staff will ensure the elements are outlined and discussed with the participant and that he/she understands their options. A case note WILL be entered outlining the discussion and steps. A copy of the Safety Plan WILL be maintained in the Atlas electronic records system. It is also understood that the participant may accidentally indicate there is domestic violence and then, cannot undo the selection. CSC staff is required to proceed with the plan and ensure that well documented case notes are written. Note: CSC is in the process of training another staff person (Mary McClellan) to complete monitoring in the specific areas noted in this review. She will begin her training in WT in November 2022.

Calendar notices were sent to ensure system reviews occur and are documented.

- Finding Number WT 03.22.02

Pre-penalty and Sanction Process

Required Action: WT staff WILL document the reason(s) why pre-penalty and sanction protocols were not followed. The WT staff WILL

initiate contact with the participant to explain adverse actions which may be taken for noncompliance and enter the counseling notes in the management information system if the case files. All efforts must be documented in the appropriate management information system. WT staff will conduct separate monitoring reviews that focus solely on the Pre-penalty and Sanction Process and document the efforts in the WT Monitoring Teams folder for PY 2022-2023 Monitoring. Note: CSC is in the process of training another staff person (Mary McClellan) to complete monitoring in the specific areas noted in this review. She will begin her WT training in November 2022.

Calendar notices were sent to ensure system reviews occur and are documented.

ONI WT 03.22.01

Transitional Service Eligibility

Required Action: WT staff MUST ensure the case file is updated with the Notice of Change in Child Care Status form at any point there is a change, and the WT staff MUST end the transitional childcare services in the appropriate management information system. If the participant fails to provide proof of continued employment, the transitional services MUST be terminated immediately in the system, a Notice of Change in Child Care Status form must be mailed, and a copy retained in the participant's Atlas electronic case file. WT staff will conduct separate monitoring reviews that focus solely on the Transitional Service Eligibility process and document the efforts in the WT Monitoring Teams folder for PY 2022-2023 Monitoring. Note: CSC is in the process of training another staff person (Mary McClellan) to complete monitoring in the specific areas noted in this review. She will begin her WT training in November 2022.

Calendar notices were sent to ensure system reviews occur and are documented.

- **WIOA** - Niki Long and Regina Golden will review Adult/DW/Youth cases enrolled during the review period April 1, 2022 – March 31, 2023, and make corrections as appropriate. All monitoring tools for the review period will be posted in the appropriate Teams folder.

Key focus areas for monitoring are:

CORRECTIVE ACTION:

ONI Number WIOA 03.22.02

OJT Activity Dates (to ensure the correct date is included in Employ Florida and within the OJT Agreement/Training Plan and that all dates are in compliance with activity duration dates). Staff will thoroughly review each case transaction to ensure that documentation maintained in the file to support the referral of OJT participants matches the occupation for which the participant is being trained as recorded in Employ Florida. CSC staff must ensure that OJT participants are referred to occupations that are in-demand. Also, WIOA staff will ensure that all coding aligns with the position.

Required Action: *WIOA team members will conduct routine reviews of all OJT participant records to ensure accuracy in recording. The reviews and results will be posted in the appropriate Teams folder for PY 2022-2023 Monitoring. As of the writing of this response, CSC has one (1) active OJT participant, and the case has been reviewed for compliance. ID #11846622, Small Parts Assembler. The occupation code is 51202300, Electromechanical Equipment Assemblers. There were not issues noted for this OJT participant.*

ONI Number 03.22.03

Employment Verification

Required Action: *WIOA team members **MUST** review and verify the participant's employment and wage information at exit. Staff will cross-reference data entered in Employ Florida for accuracy. WIOA team members will conduct routine reviews of program exits to ensure accurate information is included in the Atlas electronic file and coincides with information entered in Employ Florida.*

Staff will perform reviews to ensure that state and local policies are being adhered to for compliance with Common Exit procedures. Staff understand that there is no ability to extend activities which do not meet the definition of training or work experience. All non-training or non-work experience activities must be closed on the same day as they are recorded.

ONI Number WIOA 03.22.04

Recording of Measurable Skill Gains

(staff will ensure that a measurable skill is documented frequently so in case the participant drops out of the activity, at least one gain can be made per program year).

Required Action: *WIOA team members, Niki Long and Regina Golden will ensure that all MSGs are documented and recorded by the applicable program year. WIOA team members will conduct routine*

reviews of all participants to ensure that MSGs are recorded correctly and carried out in accordance with guidance. The reviews and results will be posted in the appropriate Teams folder for PY 2022-2023 Monitoring.

Calendar notices were sent to ensure system reviews occur and are documented.

Finding Number WIOA 03.22.06

Quarterly Follow-ups

(staff will ensure that contact is made with the participant to offer additional services or provide referrals to other services, if needed). Also, WIOA team members are required to conduct federal quarterly follow-ups. The follow-up to determine if the participant needs additional services and the mandatory quarterly follow-up are two (2) separate components.

Required Action: WIOA team lead, Niki Long, will pull the list of the mandatory quarterly follow-ups at the beginning of each quarter and provide to WIOA team members. Niki Long will conduct routine reviews to ensure that quarterly follow-ups are being completed. It is not allowable to wait until the end of the quarter to start working on follow-ups. Team members are required to review their caseload to ensure that participants are offered follow-up services to determine if the participant needs additional services and/or referrals. ALL follow-up services MUST be documented in Employ Florida.

Calendar notices were sent to ensure system reviews occur and are documented.

- **Wagner-Peyser** – Myra Rowe and Ken McDonald will review job orders posted during the review period and job seekers enrolled as participants for the review period of April 1, 2022 – March 31, 2023. If issues/findings are noted, staff members will notify the responsible party of the issues and provide instruction for corrections. All monitoring tools for the review period will be posted in the appropriate Teams folder.

Key focus areas for monitoring are:

- Job Seeker Services and Activities
- MSFW Identification
- Job Seeker Permission for Registration and Requirements for Participation
- Ensure job seekers have a full application in Employ Florida prior to receiving a service that initiates or triggers participation.
- Provide the most efficient job matching using the O*NET code that best aligns with the duties listed in the job order description.

- Job Order Placement and Wage Rate Verification
- Employer-Entered Job Order Review and New Employer Account Verification
- Assessment Employability Development Plans.

CORRECTIVE ACTION:

ONI Number WP 03.22.05

Assessment and Employability Development Plans (EDPs)

Required Action: The WP team will ensure that the EDP is developed and/or updated in Employ Florida. The reviewers, Myra Rowe and Ken McDonald, will conduct and document routine reviews to ensure that Employment Development Plan codes recorded have accompanying case notes to support the codes. All required elements must be included.

- **SNAP** – Participants required to participate during the review period April 1, 2022 – March 31, 2023, will be reviewed by the Success Coach and/or SME and corrections will be made as appropriate. All monitoring tools for the review period will be posted in the appropriate TEAMS folder. Key focus areas for monitoring are:

CORRECTIVE ACTION:

Finding Number SNAP 03.22.03

Initial Engagement Process

Required Action: SNAP team members WILL ensure that all initial appointments and status codes are entered in the appropriate management information system timely. All initial appointment status' will be selected in the management information system within two (2) business days of the appointment. WT Team Lead, Tammy Pumphrey, will complete routine reviews to prevent recurring issues. Note: CSC is in the process of training another staff person (Mary McClellan) to complete monitoring in the specific areas noted in this review. She will begin her training in WT in November 2022 and in early spring, will be able to begin monitoring in SNAP specific areas of concern.

Finding Number SNAP 03.22.04

Grievance/Complaint/EEO Form, and an Opportunities and Obligations Form

Required Action: SNAP team members MUST obtain a signed copy of the Grievance/Complaint/EEO, and E&O forms and ensure that forms are scanned to the Atlas electronic records system. Staff will ensure the correct contact information is listed on all forms. WT Team Lead, Viria Brown, will complete routine reviews to prevent recurring issues. Note: CSC is in the process of training another staff person (Mary McClellan) to complete monitoring in the specific areas noted in this review. She will begin her WT training in November 2022 and in early spring, will be able to begin monitoring in SNAP specific areas of concern.

Finding Number SNAP/WT 03.22.05

Assignment and Documentation of Activity Hours

Required Action: SNAP team members MUST ensure that the Atlas electronic case file are updated to support all hours recorded. WT Team Lead, Tammy Pumphrey, will complete routine reviews to prevent recurring issues. Note: CSC is in the process of training another staff person (Mary McClellan) to complete monitoring in the specific areas noted in this review. She will begin her WT training in November 2022 and in early spring, will be able to begin monitoring in SNAP specific areas of concern.

- **Special Projects** – The monitoring for special projects will be conducted in accordance with program compliance requirements. This will include a 10% sample of program participant records served during the review period April 1, 2022 – March 31, 2023, under the Performance Funding Model (PFM) state level incentive funds, as applicable. All monitoring tools for the review period will be posted in the appropriate Teams folder. NDWG monitoring will occur in an ongoing manner through the end of the grant program on September 30, 2022.

Board Management Review Process

Local programmatic reviews will be conducted via the ATLAS, EF and OSST Systems and there is no requirement of advance notification to career center staff. Management staff may utilize a host of tools to complete the monitoring reviews including the DEO Program specific monitoring tool. Monitoring reviews may consist of samples of services and/or case notes to ensure services and notes are recorded correctly and in a timely manner. In this manner, a true determination can be made as to the effectiveness of services provided and whether technical assistance is needed. When a review is

conducted by management staff, the appropriate program team member/members will be provided a detailed email, narrative summary, and/or monitoring tool, dependent upon the level of review. Corrective Action Plans will be assigned with required completion dates for staff to submit responses.

Conflicts of Interest Firewalls

CSC staff adhere to standards issued by CareerSource Florida regarding conflicts of interest disclosure. Board members are to safeguard their ability to make objective, fair and impartial decisions. Board members must disclose conflicts of interest in writing or by electronic form to CSC prior to any board meeting in which business involving these interests will be discussed. Also, CSC board management staff prepares agenda items and is aware of areas where conflicts could be an issue. At no point does CSC want the perception that benefits received could influence a decision. At any point where there may potentially be a conflict of interest on the part of a board member, the information is prepared as an agenda item for the next upcoming board meeting. The agenda item is presented and requires a 2/3 quorum vote of the members present. If a board member is involved, the member declares a conflict of interest and the information is recorded in the board meeting minutes. The board member does not vote when a conflict is declared, and that information is also noted in the minutes.

Conflict of Interest forms are maintained on file with CSC.

Separation of Duties/Functions:

CSC management staff follows state and federal guidelines regarding separation of duties and promotes ethics in operations and transparency. CSC is a direct provider of services and the fiscal agent. Programmatic and fiscal monitoring are conducted annually by the Department of Economic Opportunity (DEO) and routinely by CSC staff. **All** Expense Authorization Forms related to training (work-based and occupational) are created by frontline staff and routed through the management program team for the initial review. The Program & Center Director reviews the forms for participant names, program funding source, activity dates, expense amount, signatures, etc. If errors are found, the forms are returned to staff for correction. This process continues until the forms are correct/accurate. Each form is initialed and dated following the review. The finance staff review the forms for provider information, funding source, requirement of the provider, ensures the same product/service has not been previously paid for, amount, signatures, etc. Every step of this process is supported by documentation and serves as monitoring to ensure funds are spent in accordance with policies and guidelines. The staff reviewing the forms are separate from the individual entering information in the system and, for issuing payment. The key emphasis is to ensure there is a documented trail of separation of duties. Steps are initiated at multiple levels to avoid risks and staff are experienced and trained to meet their duties and obligations.

Career Center Credentialing

The Administrative Specialist maintains records to ensure that front-line staff have completed all required Tier I certification within the established time limits and maintains the tracking of continued education courses for the required 15 hours each program year. She also ensures that an Employment Service (ES) Complaint System is in place to process any complaints received. The tools to capture this information are stored in the appropriate monitoring folder on Teams.

Financial Disclosure Review

CSC focuses on ensuring compliance with financial disclosure requirements as referenced in Chapters 112.3145 and 445.07, Florida Statutes; and DEO's Final Guidance FG-075. The tool to capture this information is stored in the appropriate monitoring folder on Teams.

Collection of Demographic Data

CSC ensures compliance with the nondiscrimination and equal opportunity provisions of 29 CFR Part 37, and DEO's Guidelines for Compliance with Section 199 of the Workforce Innovation and Opportunity Act regarding Collection of Demographic Data. CSC has a procedural instruction in place for compliance and will provide a copy to DEO during the annual monitoring review.

Management Review Process

CSC has established requirements associated with local merit staffing responsibilities for DEO staff assigned to work under the functional supervision of the LWDB, local sector strategy implementation, and local board governance activities. The Program & Center Director provides guidance and oversight.

Management Information Systems (MIS)

CSC's IT Director has security checks in place to track the effectiveness of the LWDB's information security controls and that a business process and policy are in place that protects DEO data and information technology resources and complies with DEO's Information Technology (IT) guidelines and the DEO/CSC Grantee Agreement. These controls ensure that CSC has firewalls in place to ensure risks are avoided to the degree possible.

CSC has a Technology Resources Acceptable Use Policy that is signed by all staff members. Also, Security Forms are completed/signed by appropriate staff members for access to CSC, Department of Children and Families (DCF), and Department of Economic Opportunity (DEO) management information systems. Access to these systems is reviewed annually by DEO during the monitoring review.



ATTACHMENT G

Executed Memoranda of Understanding for All One-Stop Partners

MEMORANDUM OF UNDERSTANDING

Chipola College And CareerSource Chipola

This Memorandum of Understanding (MOU) is entered into between CareerSource Chipola (CareerSource); located at 4636 Highway 90 East, Suite K, Marianna, FL and Chipola College (College); located at 3094 Indian Circle, Marianna, FL., on the date signed for the purpose of promoting training and employment activities that will improve the economic health of the region served by both organizations as well as improve the ability of individuals to improve employability and their ability to earn at least a self-sustaining income.

This MOU establishes a baseline agreement between the parties to further the goals of both entities and the economic health of the region.

Responsibilities of Each Party

CareerSource Chipola agrees to:

- Provide Training to selected College staff as appropriate in the Employ Florida system for the purpose of utilizing tools available in Employ Florida that will aid in training and employment efforts by both parties.
- Provide a direct contact in our center for employment listings as well as for individuals that need more detailed assistance in job search efforts.
- Provide a direct linkage to employers in the region willing to go to the career exploration class at the college to interact directly with students and provide information about actual careers available within the region as well as other items of importance to employers and the class.
- Co-host a job fair on campus when mutually agreed as needed in which the first hour is dedicated to College alumni and current students.
- Provide a case manager on campus at the placement center during registration periods and at least one day per week to meet with individuals enrolled in WIOA programs.
- Provide desks, chairs, and laptops for use in the placement center for the purpose of career related services and exploration by students and alumni.
- Provide a monthly report on the number of individuals that requested services at the placement center and signed in through the Atlas system.
- Provide appropriate CareerSource Chipola branded materials and signage for the center.
- Work with the College to increase outreach to students in programs sponsored with available WIOA funding.

Chipola College agrees to:

- Provide free space for use as an alumni and student placement center on campus.

- Have a dedicated faculty member that teaches a career exploration class on campus and serve as staff for the placement center.
- Communicate with CareerSource Chipola any job leads provided to the College for listing in Employ Florida.
- List College job openings in Employ Florida.
- Co-brand the placement center with CareerSource Chipola.
- Utilize the CareerSource Chipola Atlas system to track services requested at the placement center.
- Work with CareerSource Chipola to develop a list of services to be tracked.
- Require all instructors of programs eligible for WIOA funds from CareerSource Chipola to meet, individually and/or in a group setting, at least once per calendar year with the WIOA Case Manager and Chipola College Placement Center staff to discuss both WIOA and other career services as well as provide feedback to placement center/WIOA staff about any notable changes, demands, or critical information necessary to increase chances for employment within the industries served.

In addition to the items listed for each party the two parties jointly agree to continue their long-standing cooperative efforts to serve individuals and employers in the region by increasing the availability of a trained workforce.

This Memorandum of Understanding is not a legal undertaking. The two parties, CareerSource Chipola and Chipola College, are implementing guidelines to support services between the two organizations to support students, job seekers, and employers served by the two parties. The parties will implement their responsibilities to the best of their ability.



Dr. Sarah Clemmons
President,
Chipola College



Richard Williams
Executive Director,
CareerSource Chipola



Document Details

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Document Created	Document Created Fingerprint: d48d99daa82dde3547daf5c263d2fd57	Feb 10 2021 09:50AM America/Chicago
Document Sent	Document Sent to Richard Williams (richard.williams@careersourcechipola.com)	Feb 10 2021 09:50AM America/Chicago
Document Viewed	Document Viewed by Richard Williams (richard.williams@careersourcechipola.com) IP: 69.85.211.114	Feb 10 2021 02:36PM America/Chicago
Document Signed	Document Signed by Richard Williams (richard.williams@careersourcechipola.com) IP: 69.85.211.114	Feb 10 2021 02:37PM America/Chicago
Document Completed	This document has been completed. Fingerprint: 0c438e696603a150e4088e7104dee3e8	Feb 10 2021 02:37PM America/Chicago

**MEMORANDUM OF UNDERSTANDING
ONE-STOP CAREER CENTER SYSTEM
BY AND BETWEEN
CHIPOLA REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.
d.b.a. CAREERSOURCE CHIPOLA
AND
FLORIDA DEPARTMENT OF EDUCATION DIVISION OF BLIND
SERVICES
SA-118**

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 Chipola ("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 Region 3. 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 Region 3.

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 Chipola has been designated by the chief elected official as the administrative entity, grant recipient and fiscal agent.

CareerSource agrees to perform the following functions under this MOU:

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1. Coordinate with 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, UI, Veterans, TAA and TANF programs.
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 disbursement to the local area workforce boards.
4. Maintain the statewide 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 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:

Richard Williams, Executive Director
4636 Highway 90 East, Suite K
Marianna, FL 32446
Telephone Number: 850-633-2732
Fax Number: 850-482-3590
E-Mail: richard.williams@careersourcechipola.com

- B. Partner agrees to perform the following functions under this MOU:

Page 2 of 6

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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 § 678.700 through § 678.755 of the WIOA and the funding of shared services and operating costs in accordance of § 678.760 of the WIOA 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. The IFA is attached to this MOU as Addendum 1, including its Attachment A, One Stop Operating Budget.
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 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. The IFA is attached to this MOU as Addendum 1, including its Attachment A, One-Stop Operating Budget.

VII. TERM

The term of this MOU shall commence on July 1, 2020 or the date last executed by both parties, whichever is later, and shall remain in effect for a three (3) year period through June 30, 2023. The MOU may be renewed for an additional three (3) year period upon agreement by both parties. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

Neither this MOU nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement.

VIII. 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. CONFLICT RESOLUTION

A. 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, the issue and the resolution will be documented in writing.

B. If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource and the Director of the Partner organization. A joint decision shall be issued within 60 calendar days of receipt.

C. If dissatisfied with the decision, the dispute may be filed with the State of Florida's Department of Economic Opportunity (DEO) and the Commissioner of the Department of Education (DOE) to review concerns and determine a resolution. DEO and DOE may remand the issue back to the President/CEO of CareerSource and to the Director of the Partner organization, or impose other remedies to resolve the issue.

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XII. 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 Chipola

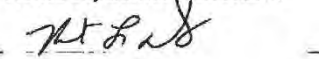
By: 

Name: Richard Williams

Title: Executive Director

Date: Aug 28 2020

APPROVED BY PARTNER:
Florida Department of Education

By: 

Name: Robert L. Doyle, III

Title: Division of Blind Services Director

Date: 9/25/2020

By: 

Name: Richard Carcoran J. Abakelly

Title: Commissioner of Education *Cheryl Stubb*

Date: 10/16/20

**INFRASTRUCTURE FUNDING AGREEMENT FOR
ONE-STOP CAREERCENTER SYSTEM BETWEEN
THE DEPARTMENT OF EDUCATION AND
CAREERSOURCE CHIPOLA**

Addendum 1

I. PARTIES

This Infrastructure Funding Agreement ("IFA"), is made pursuant to the Workforce Innovation and Opportunity Act of 2014 ("WIOA"), and is entered into by the Florida Department of Education, Division of Blind Services (hereafter referred to as the Partners) and CareerSource Chipola (hereafter referred to as "CareerSource").

II. PURPOSE

The Workforce Innovation and Opportunity Act of 2014 is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its one-stop customer service delivery system. The one-stop system assures coordination between the activities authorized in and linked to this Act.

The purpose of this IFA is to describe the infrastructure cost responsibilities of the Parties to provide for the maintenance of effective and successful one-stop system. This agreement is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in Calhoun, Holmes, Jackson Liberty and Washington counties.

The parties to this document agree to coordinate and perform the responsibilities described herein within the scope of legislative requirements governing the parties' respective programs, services, and agencies.

III. INFRASTRUCTURE COST BUDGET

Refer to the Infrastructure Funding Agreement One-Stop Operating Budget included with this Agreement as Attachment A.

IV. COST ALLOCATION METHODOLOGY

CareerSource utilizes an occupied square footage calculation to determine allocation of infrastructure and other costs for overall Partner contributions. This was done in an effort:

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

V. ALLOCATION BASIS PER COST ITEM

N/A

Addendum 1_SA-118

VI. PARTNER CONTRIBUTION AMOUNTS

Costs for all Partner Agencies were allocated by the current approved cost allocation plan for partners/programs that are physically located in the center. Partners/programs with only a virtual presence/direct linkage, such as the Division of Blind Services, will only share in telephone/internet service charges. As noted on the chart below, the annual cost for the Division of Blind Services is \$125.00. This will be handled through in-kind services where the Partner Agency will provide training for all front line CareerSource staff at least one time during the program year. Such training will be designed to help staff better understand the obstacles faced by vision impaired individuals when seeking employment assistance through a career center. Training shall also be designed to improve the knowledge base of front line CareerSource staff as to resources available to assist individuals with vision impairment.

Infrastructure Costs	Annual Budget	Core Programs	VR**	SCSEP	Blind Services*	Adult Ed. Jackson Co.*	Chipola College*	CSBG-Tri-County*
Rent	\$ 93,750	\$ 88,063	\$ 2,531	\$ 2,166	-	-	-	-
Cleaning/Janitorial	\$1,213	\$1,162	\$33	\$28	-	-	-	-
Pest Control	\$600	\$570	\$18	\$14	-	-	-	-
Telephone/Internet	\$12,550	\$11,423	\$339	\$289	\$125	\$125	\$125	\$125
Utilities	\$17,552	\$16,675	\$474	\$404	-	-	-	-
Insurance	\$1,935	\$1,838	\$52	\$45	-	-	-	-
Total:	\$127,600	\$120,720	\$3445	\$2,935	\$125	\$125	\$125	\$125

* Direct linkage partners not physically co-located in the One-Stop center.

** Vocational Rehabilitation is calculated with them having private office space available for use twice per week.

VII. COST RECONCILIATION AND ALLOCATION BASE UPDATE

All Parties agree that a quarterly reconciliation of budgeted and actual costs and update of the allocation bases will be completed in accordance with the following process:

1. Partners will provide CareerSource with the following information no later than fifteen (15) days after the end of each quarter, as applicable:
 - Quarterly cost information and documentation of the actual costs,
 - Updated staffing information (per the 1st day of the 1st month of each quarter), and
 - Actual customer participation numbers (per the last day of the last month of each quarter).
2. Upon receipt of the above information, CareerSource will:
 - Compare budgeted costs to actual costs,
 - Update the allocation bases, and

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- Apply the updated allocation bases, as described in the Cost Allocation Methodology section above, to determine the actual costs allocable to each partner.
3. CareerSource will prepare an updated budget document showing cost adjustments and will prepare an Invoice for each Partner with the actual costs allocable to each Partner for the quarter.
 4. CareerSource will submit the invoices to the Partners and send a copy of the updated budget to all Parties no later than forty-five (45) days after the end of each quarter. The Partners understand that the timeliness of CareerSource's preparation and submission of Invoices and adjusted budgets is contingent upon the timeliness of each Partner in providing the necessary cost information. For Partners that advance funds to the local area, CareerSource will only send a copy of the updated budget.
 5. Upon receipt of the invoice and adjusted budget, each Partner will review both documents and will submit payment to CareerSource no later than fifteen (15) days following receipt. Payment of the invoice signifies agreement with the costs in the adjusted budget. For Partners that advance funds to the local area, CareerSource may draw down funds for quarterly payments upon approval via email of the reconciled budget.
 6. Partners will communicate any disputes with costs in the invoice or the adjusted budget CareerSource in writing. CareerSource will review the disputed cost items and respond accordingly to the Partner within ten (10) days of receipt of notice of the disputed costs. When necessary, CareerSource will revise the Invoice and the adjusted budget upon resolution of the dispute.

VIII. STEPS UTILIZED TO REACH CONSENSUS

The Partners and CareerSource conferred regarding the involvement of each partner at the CareerSource Centers. The appropriate allocation bases were discussed and those bases included in this IFA were agreed upon as the most appropriate. CareerSource proposed the Initial Partner Contribution Amounts as described above and the Partners concurred with their proposal. Finally, the parties discussed the best mechanism by which to review and reconcile actual expenses in the future and agreed to the term included in the Cost Reconciliation and Allocation Base Update section above.

IX. DISPUTE AND IMPASSE RESOLUTION

All Parties will actively participate in local IFA negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally. Should informal resolution efforts fail, then the following Dispute Resolution process must be followed.

1. If an issue arises involving this IFA, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.

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2. If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource and the Director of the Partner organization. A joint decision shall be issued within 60 calendar days of receipt.
3. If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) and the Commissioner of the Department of Education (DOE) to review concerns and determine resolution. DEO and DOE may remand the issue back to the President/CEO of CareerSource and to the Director of the Partner organization, or impose other remedies to resolve the issue.

If Partners in a local area have employed the dispute resolution process and have failed to reach consensus on an issue pertaining to the IFA, then an Impasse is declared and the State Funding Mechanism (SFM) is triggered and the IFA will be appealed through the process established by the governor for this purpose.

X. MODIFICATION PROCESS

This IFA may be amended or modified with review and consent of all parties. Amendments and modifications must be issued in writing to all parties and sent certified U. S. Mail. All parties must be given a minimum of 30 days to comment prior to the inclusion of any amendment or modification. Oral amendments or modifications shall have no effect.

XI. EFFECTIVE PERIOD

This IFA will become effective as of the date of signing by the final signatory below and must terminate on June 30, 2023.

XII. PAYMENT METHODOLOGY

CareerSource has determined that the funding amount required to fully cover all infrastructure costs for the Partner is insignificant. As such it has been determined that in order to cover associated costs the requirements of the MOU between the Partner and CareerSource to which this IFA is made are sufficient to cover all related WIOA costs otherwise associated with the Partner. Therefore no payment terms are necessary.

Addendum 1_SA-118

SIGNATURES:

CHIPOLA REGIONAL WORKFORCE DEVELOPMENT CONSORTIUM

Chuck Lockey

Signature

Chuck Lockey, Chair

Printed Name

Aug 28 2020

Date

DEPARTMENT OF EDUCATION (PARTNER)

CAREERSOURCE CHIPOLA

Signature

Richard Corcoran - Commissioner of Education

Printed Name

10/14/20

Date

Signature

Signature

Richard Williams, Executive Director

Printed Name

Aug 28 2020

Date

Robert L. Doyle III, Division of Blind Services Director

Printed Name

9/15/2020

Date

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**Attachment A
Infrastructure Funding Agreement
(IFA) One-Stop Operating Budget**

Cost Allocation Methodology: Costs will be allocated by the current approved cost allocation plan for partners/programs that are physically located in the center. Partners/Programs with only a virtual presence/direct linkage will only share in Telephone/Internet Services. Resource sharing with SCSEP: We provide space and technology and SCSEP provides a part-time worker to greet our customers and assist in the resource room. Resource sharing with Jackson County District Schools provides office space on campus for our case managers to meet with program participants. Resource sharing with Chipola College provides a career center on campus with full utilities and internet connectivity.

	FTE Percentage	100.0%	95.0%	2.7%	2.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
		Annual Budget	Core Programs	VR***	SCSEP	Blind Svcs *	Adult Ed. Jackson*	Chipola College*	CSBG Tri-County*		
Infrastructure Costs											
Rent		\$ 93,750	\$ 89,063	\$ 2,531	\$ 2,156	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93,750
Cleaning/Janitorial Supplies		\$ 1,213	\$ 1,152	\$ 33	\$ 28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,213
Pest Control		\$ 600	\$ 570	\$ 16	\$ 14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600
Telephone/Internet Services		\$ 12,550	\$ 11,423	\$ 339	\$ 289	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 12,550
Utilities		\$ 17,552	\$ 16,674	\$ 474	\$ 404	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,552
Insurance		\$ 1,935	\$ 1,838	\$ 52	\$ 45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,935
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
subtotal		127,600	120,720	3,445	2,935	125	125	125	125	125	127,600

* Direct linkage partners not physically co-located in the One-Stop center.
 ** Shared Services include: Business services, front desk staffing, staff training/travel, referrals to other One-Stop partners.
 *** Vocational Rehabilitation is calculated with them having private office space available for use twice per week.



Audit Trail

Document Details

Title	Corrected Document
File Name	SA-118 MOU-IFA - corrected.pdf
Document ID	479323d3ecd940109df52efc382c0113
Fingerprint	02eb8e918f4f8ead9a3d27df288be043
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Document Created	Document Created Fingerprint: 02eb8e918f4f8ead9a3d27df288be043	Aug 28 2020 09:40AM America/Chicago
Document Signed	Document Signed by Richard Williams (richard.williams@careersourcechipola.com) IP: 69.85.211.114	Aug 28 2020 09:40AM America/Chicago
Document Sent	Document Sent to Chuck Lockey (c_lockey@jacksoncountyfl.com)	Aug 28 2020 09:40AM America/Chicago
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Document Completed	This document has been completed. Fingerprint: 675db3dfcc0db362d84e485ecae4f72	Aug 28 2020 06:43PM America/Chicago

Processed by eversign.

THE SCHOOL BOARD OF JACKSON COUNTY



H. Larry Moore
Superintendent of Schools

2903 Jefferson Street
P.O. Box 5958
Marianna, Florida 32447
Telephone 850-482-1200
Fax 850-482-1299

June 5, 2018

MEMORANDUM

TO: H. Larry Moore, Superintendent
Board Members of Jackson County School District

FROM: Phyllis T. Daniels, Director of Career and Adult Education
Jackson County School District

SUBJECT: 2018-2019 MOU between CareerSource Chipola and The Jackson County School Board/Jackson County Adult Education Center

This Memorandum of Understanding renews the agreement between CareerSource Chipola and The District.

Terry E. Nichols
District 1

Tony Pumphrey
District 2

Stacey B. Goodson
District 3

Chris M. Johnson
District 4

Charlotte M. Gardner
District 5

An Equal Opportunity Employer

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CAREERSOURCE CHIPOLA
AND
JACKSON COUNTY SCHOOL BOARD/
JACKSON COUNTY ADULT EDUCATION
2018-2019**

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

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

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

CareerSource Chipola and its career centers agree to:

- Recognize the Jackson County School Board as the designated Jackson County Adult Education provider for Adult Basic Education services;
- Promote, encourage and help to facilitate using the services offered by Jackson County School Board/Jackson County Adult Education;
- Utilize the Referral Form/Information Sharing Form to provide referral services to customers desiring additional information about services provided by Jackson County Adult Education.

- Contact Jackson County School Board/Jackson County Adult Education with any additional, unique needs for individuals or groups requiring similar needs to determine whether Jackson County School Board can provide the needed services;
- Invite a representative of Jackson County School Board/Jackson County Adult Education to participate in routine orientation sessions conducted at the career centers; and
- Display and distribute information and promotional materials in the career center regarding services provided by Jackson County School Board/Jackson County Adult Education.

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

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

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

IV. Amendments/Cancellation

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

**AMENDMENT TO MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
CHIPOLA REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.
dba CAREERSOURCE CHIPOLA
AND
JACKSON COUNTY SCHOOL BOARD/
JACKSON COUNTY ADULT EDUCATION**

This AMENDMENT to the Jackson County School Board/Jackson County Adult Education Memorandum of Understanding ("MOU") is entered into by and between CareerSource Chipola (hereafter referred to as CSC) and the Jackson County School Board/Jackson County Adult Education (hereafter referred to as Partner Agency). Defined terms used herein shall have the meanings set forth in the MOU.

WHEREAS, on April 25, 2016, the Partner Agency entered into the MOU with the CSC to provide the service; and

WHEREAS, the MOU will remain in effect until notification of cancellation by either party providing thirty (30) days written notice; and

WHEREAS, the parties wish to incorporate infrastructure funding agreement terms and conditions; and

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter stated, the Partner Agency and CSC covenant and agree as follows:

1. The recitals are true and correct and are incorporated herein by reference.
2. CSC has determined the funding amount required to fully cover all infrastructure costs for the Partner Agency is insignificant. As such it has been determined that in order to cover associated costs the requirements of the MOU between the Partner Agency and CSC to which this Amendment is made are sufficient to cover all related WIOA costs otherwise associated with the Partner Agency.
3. The Partner Agency agrees to provide office space on as needed basis for CSC Case Managers to meet with program participants.

The effective date of the Amendment shall be the date that it is signed by both parties.

All provisions in the MOU and any attachments thereto in conflict with this Amendment shall be and are hereby changed to conform to this Amendment.

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

**ADDENDUM
to the**

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


In addition to the previously submitted MOU between CareerSource Chipola and the Jackson County School District, the duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR 361.505 and 34 CFR 361.720.


V. Authorization for Signature

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

CAREERSOURCE CHIPOLA

**JACKSON COUNTY SCHOOL
BOARD/JACKSON COUNTY ADULT
EDUCATION**

By: 
Date: 6/22/18

By: 
Date: 6/19/18

**AMENDMENT TO MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
CHIPOLA REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.
dba CAREERSOURCE CHIPOLA
AND
JACKSON COUNTY SCHOOL BOARD/
JACKSON COUNTY ADULT EDUCATION**

This AMENDMENT to the Jackson County School Board/Jackson County Adult Education Memorandum of Understanding ("MOU") is entered into by and between CareerSource Chipola (hereafter referred to as CSC) and the Jackson County School Board/Jackson County Adult Education (hereafter referred to as Partner Agency). Defined terms used herein shall have the meanings set forth in the MOU.

WHEREAS, on April 25, 2016, the Partner Agency entered into the MOU with the CSC to provide the service; and

WHEREAS, the MOU will remain in effect until notification of cancellation by either party providing thirty (30) days written notice; and

WHEREAS, the parties wish to incorporate infrastructure funding agreement terms and conditions; and

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter stated, the Partner Agency and CSC covenant and agree as follows:

1. The recitals are true and correct and are incorporated herein by reference.
2. CSC has determined the funding amount required to fully cover all infrastructure costs for the Partner Agency is insignificant. As such it has been determined that in order to cover associated costs the requirements of the MOU between the Partner Agency and CSC to which this Amendment is made are sufficient to cover all related WIOA costs otherwise associated with the Partner Agency.
3. The Partner Agency agrees to provide office space on as needed basis for CSC Case Managers to meet with program participants.

The effective date of the Amendment shall be the date that it is signed by both parties.


All provisions in the MOU and any attachments thereto in conflict with this Amendment shall be and are hereby changed to conform to this Amendment.


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

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed by their proper and duly authorized representatives.

**Jackson County School Board/
Jackson County Adult Education**

CareerSource Chipola

By: 
Signature

By: 
Signature

Name: H. Larry Moore

Name: Richard Williams

Title: Superintendent

Title: Executive Director

Date: 12/8/17

Date: 12-20-17

Chipola Regional Workforce Development Consortium


Signature

Chuck Lockey, Chair
Printed Name

12-21-17
Date

**AMENDMENT TO MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
CHIPOLA REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.
dba CAREERSOURCE CHIPOLA
AND
JACKSON COUNTY SCHOOL BOARD/
JACKSON COUNTY ADULT EDUCATION**

This AMENDMENT to the Jackson County School Board/Jackson County Adult Education Memorandum of Understanding ("MOU") is entered into by and between CareerSource Chipola (hereafter referred to as CSC) and the Jackson County School Board/Jackson County Adult Education (hereafter referred to as Partner Agency). Defined terms used herein shall have the meanings set forth in the MOU.

WHEREAS, on April 25, 2016, the Partner Agency entered into the MOU with the CSC to provide the service; and

WHEREAS, the MOU will remain in effect until notification of cancellation by either party providing thirty (30) days written notice; and

WHEREAS, the parties wish to incorporate infrastructure funding agreement terms and conditions; and

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter stated, the Partner Agency and CSC covenant and agree as follows:

1. The recitals are true and correct and are incorporated herein by reference.
2. CSC has determined the funding amount required to fully cover all infrastructure costs for the Partner Agency is insignificant. As such it has been determined that in order to cover associated costs the requirements of the MOU between the Partner Agency and CSC to which this Amendment is made are sufficient to cover all related WIOA costs otherwise associated with the Partner Agency.
3. The Partner Agency agrees to provide office space on as needed basis for CSC Case Managers to meet with program participants.

The effective date of the Amendment shall be the date that it is signed by both parties.

All provisions in the MOU and any attachments thereto in conflict with this Amendment shall be and are hereby changed to conform to this Amendment.


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

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed by their proper and duly authorized representatives.

**Jackson County School Board/
Jackson County Adult Education**

CareerSource Chipola

By: 
Signature

By: 
Signature

Name: H. Larry Moore

Name: Richard Williams


Title: Superintendent

Title: Executive Director

Date: 12/8/17

Date: 12-20-17

Chipola Regional Workforce Development Consortium


Signature

Chuck Lockey, Chair
Printed Name

12-21-17
Date

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

- I. **Parties to this Memorandum of Understanding:** This Memorandum of Understanding (MOU) is hereby entered into by and between CareerSource Chipola, as the duly appointed and certified Workforce Development Board for the Workforce Investment and Opportunity Act (WIOA) and Jackson County School Board/Jackson County Adult Education as the designated agency to offer programs in Adult Basic Education, Adult High School Credit Completion, and GED (General Educational Development) Preparation in Jackson County.

- II. **Purpose of this MOU:** The purpose of this MOU is to establish an Agreement between the above mentioned entities concerning their respective roles and responsibilities for implementation of the provisions of Section 121(c)(2) of Title I of the Workforce Investment and Opportunity Act for Jackson County and the Jackson County School Board/Jackson County Adult Education.

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

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

CareerSource Chipola and its career centers agree to:

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

similar needs to determine whether Jackson County School Board can provide the needed services;

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

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

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

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

IV. **Amendments/Cancellation**

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

V. Authorization for Signature

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

CAREERSOURCE CHIPOLA

JACKSON COUNTY SCHOOL
BOARD/JACKSON COUNTY ADULT
EDUCATION

By: 

By: Chris M. Johnson

Date: 4/25/16

Date: 3/15/16

Infrastructure Funding Agreement (IFA) One-Stop Operating Budget

Cost Allocation Methodology: Costs will be allocated by the current approved cost allocation plan for partners/programs that are physically located in the center. Partners/Programs with only a virtual presence/"direct linkage" will only share in Telephone/Internet Services. Resource sharing with SCSEP. We provide space and technology and SCSEP provides a part-time worker to greet our customers and assist in the resource room. Resource sharing with Jackson County District Schools provides office space on campus for our case managers to meet with program participants. Resource sharing with Chipola College provides a career center on campus with full utilities and internet connectivity.

Infrastructure Costs	100.0%	95.0%	2.7%	2.3%	0.0%	0.0%	0.0%	0.0%	0.0%
Infrastructure Costs	Annual Budget	Core Programs	VR***	SCSEP	Blind Svcs *	Adult Ed. Jackson*	Chipola College*	Tri-County*	CSBG
Rent	\$ 93,750	\$ 89,063	\$ 2,531	\$ 2,156	\$ -	\$ -	\$ -	\$ -	\$ 93,750
Cleaning/Janitorial Supplies	\$ 1,213	\$ 1,152	\$ 33	\$ 28	\$ -	\$ -	\$ -	\$ -	\$ 1,213
Pest Control	\$ 600	\$ 570	\$ 16	\$ 14	\$ -	\$ -	\$ -	\$ -	\$ 600
Telephone/Internet Services	\$ 12,550	\$ 11,423	\$ 339	\$ 289	\$ 125	\$ 125	\$ 125	\$ 125	\$ 12,550
Utilities	\$ 17,552	\$ 16,674	\$ 474	\$ 404	\$ -	\$ -	\$ -	\$ -	\$ 17,552
Insurance	\$ 1,935	\$ 1,838	\$ 52	\$ 45	\$ -	\$ -	\$ -	\$ -	\$ 1,935
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
subtotal	127,600	120,720	3,445	2,935	125	125	125	125	127,600

* Direct linkage partners not physically co-located in the One-Stop center.
 ** Shared Services include: Business services, front desk staffing, staff training/travel, referrals to other One-Stop partners.
 *** Vocational Rehabilitation is calculated with them having private office space available for use twice per week.

17

**MEMORANDUM OF UNDERSTANDING BETWEEN
CAREERSOURCE CHIPOLA
AND
THE NATIONAL CAUCUS ON BLACK AGED,
SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM**

I. Parties:

This Memorandum of Understanding (MOU) is entered into pursuant to 20 USC 2301 et seq. and PL 113-128 (the Workforce Innovation and Opportunity Act - WIOA) Section I between CareerSource Chipola and The National Caucus on Black Aged, operator of the Senior Community Service Employment Program as authorized under Title V of the Older Americans Act of 1965, hereinafter referred to as "NCBA".

II. Background:

Pursuant to the above-referenced cites, the NCBA is a required partner of the One Stop system. The vision for the One-Stop Delivery System is to align a wide range of publicly and privately funded education, employment, and job training programs while also providing high-quality customer service to job seekers, workers, and businesses. One-stop centers (currently branded as American Job Centers) continue to be a valued community resource, known both locally and nationally as an important source of assistance for those looking for work or workers, and those looking for opportunities to grow their careers. Individuals who can benefit from senior employment program can be expeditiously identified and served using a shared placement concept through the One-Stop Delivery System.

III. Purpose:

The purpose of this MOU is to further codify the existing relationship for service provision and the infrastructure funding agreement between CareerSource Chipola and NCBA, provider of SCSEP services in LWDA 03.

This Agreement is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in the counties represented by CSC. In addition, this Agreement will establish joint processes and procedures that will enable the Partner to integrate with the current career center service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons with within the CSC area.

The 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.

IV. Responsibilities:

A. CareerSource Chipola:

1. Will maintain cooperative working relationships, to facilitate joint planning, staff development and training, evaluation of services, and more efficient management of limited financial and human resources.
2. Will provide access to brochures, pamphlets, guides, schedules of presentations, and information regarding services to NCBA.
3. Will provide a single Point of Contact (POC) to assist NCBA with questions and issues that arise in the day-to-day operations. Answers will be provided within 24 hours.
4. Will provide office space at the Marianna career center to NCBA.
5. Will share information that will benefit the participants in finding a job, accessing training support if qualified, and gaining certifications or degrees to improve their employment opportunities.

B. The NCBA :

1. Will use career center services to place SCSEP clients and communicate these placements to center staff.
2. Have one Job Developer stationed in the Marianna career center on a part-time basis to provide screening, certification and referrals for the SEP as well as Work Experience to older workers that meet the qualifications.
3. Will accept referrals from system partners of eligible clients.
4. Will participate in center-wide activities as needed.

V. Cost Sharing/Resource Sharing:

Costs of the infrastructure of CareerSource Chipola's career 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. In place of paying a portion of costs of infrastructure at the Marianna career center, NCBA will provide one (1) part-time SCSEP worker to work with customers and assist in the Resource Room as needed.

VI. Infrastructure Funding Agreement (IFA):

In compliance with WIOA and its implementing regulations and consistent with the Uniform Guidance, funding provided by the one-stop partners to cover the operating costs, including infrastructure cost of the one-stop delivery system must be based on the partner program's proportionate use of the system and relative benefit received (WIOA sec. 121 (h)(1)(B)(i) and 121 (h)(2)(C)(i), 20 CFR 678.760 through 678.760 through 361.760, and 34 CFR 463.700 through 463.760). Please see attached One Stop operating budget which details the infrastructure cost of the one stop delivery system and the assigned cost to the required partners based upon their proportionate use of the system and relative benefit received.

Required Partners in Local Workforce Development Area 3 (CareerSource Chipola region) are:

- SCSEP (Senior Community Service Employment Program) - NCBA
- VR (Vocational Rehabilitation)
- Division of Blind Services
- Adult Ed (Calhoun, Holmes, Jackson, Liberty & Washington County Schools)
- Tri-County Community Council, Inc. (CSBG Program)

The following programs are administered by CareerSource Chipola:

WIOA Adult	RA/UC
WIOA Youth	Vets DVOP
WIOA Dislocated Worker	Vets LVER
WT TANF	SNAP
RESEA	Wagner Peyser
Wagner-Peyser Performance Incentive	

Chief Elected Officials:

Calhoun County Board of Commissioners
 Holmes County Board of Commissioners
 Jackson County Board of Commissioners
 Liberty County Board of Commissioners
 Washington County Board of Commissioners

VII. Modification

CareerSource Chipola or NCBA may propose to modify this MOU at any time. Any such modification will not be effective until a written amendment to this MOU is executed by both parties. Modifications made solely due to changes in infrastructure costs will not require approval of local elected officials.

VIII. Dispute Resolution

Attempts to resolve issues regarding this MOU (including IFA) will be resolved starting at the local level, and will progress to a regional, then state level if resolution is not resolved. The Governor of the state of Florida has final resolution authority.

IX. MOU Management

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

CAREERSOURCE CHIPOLA

Name: Richard Williams
Title: Executive Director
Address: 4636 Highway 90 E, Marianna, FL 32446
Phone: (850) 633-2731
Fax: (850) 482-3590
Email: richard.williams@careersourcechipola.com

NATIONAL CAUCUS ON BLACK AGED (NCBA)

Name: Pauline Mills
Title: Program Coordinator
Address: 6056 Doctor's Park Road, Milton, FL 32570
Phone: (850) 623-3041
Email: pmills@myncba.com

X. Effective Date / Duration

This MOU shall begin on the date on which the last party has signed the MOU and shall remain in effect until notification of cancellation by either party. Either party may unilaterally cancel this MOU providing thirty (30) days written notice to the other party.

XI. Authority and Signature

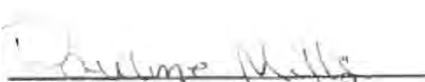
By signing my name below, I certify that I have read the above information. All of my questions have been discussed and answered satisfactorily. My signature certifies my understanding of the terms outlined herein and agreement with this MOU.

CAREERSOURCE CHIPOLA

NCBA



Richard Williams, Executive Director



Pauline Mills, Program Coordinator

12-20-17

Date

12-19-17

Date

CHIPOLA REGIONAL WORKFORCE DEVELOPMENT CONSORTIUM



Chuck Lockey, Chair

12-21-17

Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CareerSource Chipola
and
National Caucus and Center on Black Aged, Inc., as operators of
The Senior Employment Program (SEP)**

I. Parties to this Memorandum of Understanding

This Memorandum of Understanding (MOU) is hereby entered into by and between CareerSource Chipola, hereafter referred to as CSC, as the duly appointed and certified Workforce Development Board for the Workforce Investment and Opportunity Act (WIOA) and the National Caucus and Center on Black Aged, Inc., as operators of The Senior Employment Program (hereafter referred to as the Partner).

II. Purpose of this MOU

The Workforce Innovation Act of 2014 is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its career center customer service delivery system. The career center system assures coordination between the activities authorized in and linked to this Act.

The purpose of this MOU is to describe the cooperative workforce training, employment and economic development efforts of CSC 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 career center delivery system.

This Agreement is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in the counties represented by CSC. In addition, this Agreement will establish joint processes and procedures that will enable the Partner to integrate with the current career center service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons with within the CSC area.

The 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.

III. Provision of Services

Both CSC and its career centers and the Partner Agency agree to:

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

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

In addition, the Partner agrees to:

- Have one Job Development stationed in the Marianna career center on a part-time basis. They will provide screening, certification and referrals for the Senior Employment Program as well as Work Experience to older workers that meet the qualifications. They will communicate with center staff on hires.

IV. Cost Sharing

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

V. Performance Incentives: N/A

VI. Confidentiality Policy

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

VII. Dispute Resolution

If a dispute arises with any partner within CSC's career center system, the following shall be followed:

1. Contact the career center operator and try to resolve the dispute.

2. If you are unable to resolve the dispute with the career center operator, contact the management of CSC.

VIII. Amendments

Amendments to this MOU must be presented in writing to CSC and must be signed by both parties.

IX. Effective Date /Duration

This MOU shall begin on the date on which the last party has signed the MOU and shall remain in effect until notification of cancellation by either party. Either party may unilaterally cancel this MOU providing thirty (30) days written notice to the other party.


X. Certification

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

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

CAREERSOURCE CHIPOLA

**NATIONAL CAUCUS AND CENTER
OF BLACK AGED, INC.**

By: 

By: 

Date: 5/12/16

Date: 05-16-2016

Infrastructure Funding Agreement (IFA) One-Stop Operating Budget

Cost Allocation Methodology: Costs will be allocated by the current approved cost allocation plan for partners/programs that are physically located in the center. Partners/Programs with only a virtual presence/direct linkage* will only share in Telephone/Internet Services. Resource sharing with SCSEP. We provide space and technology and SCSEP provides a part-time worker to greet our customers and assist in the resource room. Resource sharing with Jackson County District Schools provides office space on campus for our case managers to meet with program participants. Resource sharing with Chipola College provides a career center on campus with full utilities and internet connectivity.

Infrastructure Costs	100.0%	95.0%	2.7%	2.3%	0.0%	0.0%	0.0%	0.0%	0.0%
Infrastructure Costs	Annual Budget	Core Programs	VR***	SCSEP	Blind Svcs *	Adult Ed. Jackson*	Chipola College*	Tri-County*	CSBG
Rent	\$ 93,750	\$ 89,063	\$ 2,531	\$ 2,156	\$ -	\$ -	\$ -	\$ -	\$ 93,750
Cleaning/Janitorial Supplies	\$ 1,213	\$ 1,152	\$ 33	\$ 28	\$ -	\$ -	\$ -	\$ -	\$ 1,213
Pest Control	\$ 600	\$ 570	\$ 16	\$ 14	\$ -	\$ -	\$ -	\$ -	\$ 600
Telephone/Internet Services	\$ 12,550	\$ 11,423	\$ 339	\$ 289	\$ 125	\$ 125	\$ 125	\$ 125	\$ 12,550
Utilities	\$ 17,552	\$ 16,674	\$ 474	\$ 404	\$ -	\$ -	\$ -	\$ -	\$ 17,552
Insurance	\$ 1,935	\$ 1,838	\$ 52	\$ 45	\$ -	\$ -	\$ -	\$ -	\$ 1,935
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
subtotal	127,600	120,720	3,445	2,935	125	125	125	125	0

* Direct linkage partners not physically co-located in the One-Stop center.
 ** Shared Services include: Business services, front desk staffing, staff training/travel, referrals to other One-Stop partners.
 *** Vocational Rehabilitation is calculated with them having private office space available for use twice per week.

Phyllis

MEMORANDUM OF UNDERSTANDING

CareerSource Chipola

AND

Tri-County Community Council, Inc.

AND

Jackson County School Board

I. Parties to this Memorandum of Understanding

This Memorandum of Understanding (MOU) is hereby entered into by and between CareerSource Chipola, hereinafter referred to as CSC, Tri-County Community Council, hereinafter referred to as Tri-County, and the Jackson County School Board, hereinafter referred to as JCSB.

II. Purpose of this MOU

In the aftermath of Hurricane Michael, the organizations party to this MOU have realized the importance of recovery efforts targeting housing and workforce. This MOU describes a collaborative partnership between the parties designed to increase the number of individuals ready to enter the workforce with skills needed to increase the rate of recovery in the construction and repair of workforce housing in the impacted counties.

This Agreement is intended to coordinate resources made available through the efforts of CareerSource Florida and the Florida Department of Economic Opportunity, hereinafter referred to as DEO, intended to increase opportunities for skills training in the construction trades through the Jackson County School Board Building Construction Technology Training Program Project, hereinafter referred to as The Project.

The 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.

III. Provision of Services

CSC agrees to:

- Utilize Workforce Innovation and Opportunity Act (WIOA) funds made available to CSC for the purpose of The Project to pay for costs related to training for the program participants with an emphasis on non-traditional employment within the region.

- Enter into information sharing agreements to allow for the tracking of participants for purposes of reporting, program development, and to help all partners utilize training and job placement information to improve their tax payer funded services.
- The payment for cost related to training will be accomplished under the rules and regulations of WIOA.
- Work with JCSB to ensure maximum use of the funds available within the limits of WIOA.
- Utilize data provided by the JCSB and collected by CSC to report outcomes from the project to DEO.
- Provide staff to work with selected participants for the purpose of job placement including, but not limited to, resume assistance, interviewing skills training, labor market information, one on one assistance with job search, and other related job placement related tasks as allowed under governing rules and regulations.
- Provide staff and funding for selected individuals to continue their education in related fields after graduation from the JCSB program.
- Up to the limit of funding available, provide selected participants with required items such as books, uniforms, supplies, and transportation assistance.
- Distribute and display information and promotional materials in the Marianna and Chipley career centers provided by parties to this agreement.
- Participate in periodic meetings to provide updates on The Project and work with partners to assist in efforts to improve outcomes as The Project is developed.
- Participate in proposal development for joint projects that will mutually benefit all partner organizations in meeting their respective missions, goals, and objectives.
- Promote to the general community and targeted audiences career opportunities available to those with skills in the construction trades.

JCSB agrees to:

- Complete and provide all necessary pre-purchase documentation including necessary quotes, bids, pricing comparisons, or other efforts to allow partners to expend funds in support of The Project.
- Maintain an inventory, as deemed necessary by the funding partners, of all equipment and/or items purchased through WIOA or Community Service Block Grant (CSBG) funds.
- Enter into information sharing agreements to allow for the tracking of participants for purposes of reporting, program development, and to help all partners utilize training and job placement information to improve their tax payer funded services.
- Aid in the collection of data necessary for required reports on project outcomes and successes.
- Utilize all items purchased or otherwise provided for The Project only as allowed in the rules and regulations governing the funding sources and the partner agencies.

- Promote other activities which encourage youth to complete secondary education and enroll in post-secondary training/education leading to employment and progress through a career pathway ending in unsubsidized employment.
- Participate in periodic meetings to provide updates on The Project and work with partners to assist in efforts to improve outcomes as The Project is developed.
- Participate in proposal development for joint projects that will mutually benefit all partner organizations in meeting their respective missions, goals, and objectives.
- Allow access to participants for the purpose of job placement, additional job training, or inclusion in other workforce services provided by CSC.
- Distribute and display information and promotional materials from partner agencies as appropriate.
- Provide feedback to the partners regarding performance of The Project including effectiveness and success.
- Promote activities to improve coordination of workforce activities with economic development activities.

Tri-County agrees to:

- Utilize CSBG funds made available to Tri-County for the purpose of The Project to pay for costs related to the purchase of equipment and supplies.
- Work directly with staff from the JCSB to establish necessary rules and requirements of state provided funds for both expenditure and reporting purposes.
- ~~Interview families.~~
- Work with JCSB to collect and report necessary information required by the CSBG program and/or DEO.
- Work with all parties to establish benchmarks necessary for state required performance.

(Handwritten initials: Pw, JCSB)

IV. Cost Sharing

Each agency party to this agreement will utilize funds made available through DEO for the purposes outlined by DEO and this Agreement. While it is understood the JCSB will use additional funds and resources towards positive outcomes for The Project, there is no requirement that CSC or Tri-County utilize other funding sources as a result of the Agreement.

V. Confidentiality Policy

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

VI. Dispute Resolution

All parties have entered into the Agreement in good faith. If a dispute arises with any party to the Agreement the following shall be followed:

- i. If the dispute is between two parties, those parties shall meet in an attempt to settle the dispute. If this meeting does not settle the dispute a meeting of all three parties will be held for the same purpose.
- ii. If the dispute is between all three parties, all parties shall meet in an attempt to settle the dispute.
- iii. If the dispute is not settled after a meeting of all parties, DEO as the funding agency will be asked to mediate the dispute.

VII. Effective Date/Duration

This MOU shall begin on the date on which the last party has signed this MOU and shall remain in effect until notification of cancellation by either party or one year after the all funds provided by DEO for this project are expended.

Any party may cancel the MOU providing thirty (30) days written notice to the remaining parties.

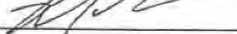
In the event a party cancels the MOU, the remaining parties may amend the MOU to have the terms of the agreement remain intact between the two parties.

VIII. Certification

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

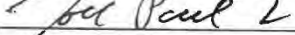
IN WITNESS WHEREOF, the parties hereto cause this MOU to be executed by their undersigned officials as duly authorized.

CAREERSOURCE CHIPOLA

By: 

Date: 5/28/19

TRI-COUNTY COMMUNITY COUNCIL, INC.

By: 

Date: _____

JACKSON COUNTY SCHOOL BOARD

By: Charlotte M. Gardner

Date: 6/18/19

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CAREERSOURCE CHIPOLA
AND
FLORIDA DEPARTMENT OF EDUCATION
DIVISION OF VOCATIONAL
REHABILITATION
NO.: SA-273**

I. Parties to this Memorandum of Understanding

This Memorandum of Understanding (MOU) is hereby entered into by and between CareerSource Chipola, (hereafter referred to as CSC), the duly appointed and certified Workforce is made pursuant to the Workforce Innovation and Opportunity Act of 2014 (the Act) and is entered into by the Department of Education, Division of Vocational Rehabilitation (hereafter referred to as the Partner) and Chipola Regional Workforce Development Board, Inc. d/b/a CareerSource Chipola (hereinafter referred to as CSC).

II. Purpose of this MOU

The Workforce Innovation Act of 2014 is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its career center customer service delivery system. The career center system assures coordination between the activities authorized in and linked to this Act.

The purpose of this MOU is to describe the cooperative workforce training, employment and economic development efforts of CSC 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 career center delivery system.

This agreement is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in the counties represented by CSC. In addition, this agreement will establish joint processes and procedures that will enable the Partner to integrate with the current career center service delivery system resulting in a seamless and comprehensive array of education, human service, job training and other workforce development services to persons with within the CSC area.

The 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.

III. Provision of Services:

- A. CSC has been designated by the chief elected official as the administrative entity, grant recipient and fiscal agent.
- B. CSC and its career centers agree to:
 - 1. Review this MOU annually and solicit feedback from the Partner regarding improvements, changes and/or additions.
 - 2. Coordinate with the Partner to provide access to workforce services and programs

through the career center delivery system in accordance with policies and procedures which include the manner in which the services will be coordinated and delivered through the career center system. Workforce services and programs include, but are not limited to, the allowable activities described in the WIOA and related legislation for: WIOA adult, dislocated worker and youth programs, Wagner Peyser, UI, Veterans programs, TAA, TANF program, Adult Education and Family Literacy, Perkins Act programs and Vocational Rehabilitation.

3. Coordinate with the Partner to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the career center delivery system.
4. Coordinate with the Partner for the funding of the infrastructure costs of the career centers and the funding of shared services and operating costs in accordance with 29 U.S.C. §3151 and any state infrastructure funding mechanism requirements issued by the State of Florida.
5. Maintain the statewide "CareerSource" branding of each career center.
6. Provide an area for the Partner's meetings and/or co-location as space permits.
7. Model CSC core values and maintain a professional working environment.
8. Abide by all policies, rules and procedures and applicable Florida statutes and rules.

The Partner will perform the following functions:

1. Coordinate with CSC to provide access to its workforce services and programs through the career center delivery system in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the career center system.
2. Coordinate with CSC 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 career center delivery system.
3. Coordinate with CSC for the funding of the infrastructure costs of the career centers and the funding of shared services and operating costs in accordance with 29 U.S.C. §3151 and any infrastructure funding mechanism requirements issued by the State of Florida.
4. Provide feedback to CSC management regarding the performance of the partnership, including its effectiveness and success.
5. Participate in career center periodic meetings to provide updates on the partners' programs and procedures to CSC staff.

IV. METHODS OF INTERNAL REFERRAL

Internal cross-referral procedures will be developed and/or reassessed based upon availability of funding, services and program need to ensure that high quality and convenient services are available to potentially eligible customers of the One-Stop career center 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 career 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 the date last executed by both parties through June 30, 2023. 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.

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.

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 career center system's organizational activity and accomplishments will rest with CSC. Pursuant to the Act CSC shall conduct oversight with respect to the career center delivery system. Any dispute concerning this MOU will be resolved in accordance with CSC's Grievance/Complaint and Hearing/Appeal Procedures

XII. Certification

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

XIII. Signatures

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

CAREER SOURCE CHIPOLA



By: _____
Oct 15 2020

DATE: _____

DEPARTMENT OF EDUCATION/
DIVISION OF VOCATIONAL
REHABILITATION

/s/ Allison Flanagan

By: _____
10/15/2020

DATE: _____

DEPARTMENT OF EDUCATION

Signature: _____

Richard Corcoran, Commissioner of Education

Print: _____

Date: _____

J. A. Corcoran, Ch. of Ed. / JAC

10/27/20

**INFRASTRUCTURE FUNDING AGREEMENT
FOR ONE-STOP CAREER CENTER SYSTEM
BETWEEN THE DEPARTMENT OF EDUCATION AND
CAREER SOURCE CHIPOLA**

I. PARTIES

This Infrastructure Funding Agreement ("IFA"), is made pursuant to the Workforce Innovation and Opportunity Act of 2014 ("WIOA"), and is entered into by the Florida Department of Education, Division of Vocational Rehabilitation and Division of Blind Services (hereafter referred to as the Partners) and CareerSource Chipola (hereafter referred to as "CareerSource").

II. PURPOSE

The Workforce Innovation and Opportunity Act of 2014 is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its one-stop customer service delivery system. The one-stop system assures coordination between the activities authorized in and linked to this Act.

The purpose of this IFA is to describe the infrastructure cost responsibilities of the Parties to provide for the maintenance of effective and successful one-stop system. This agreement is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in Calhoun, Holmes, Jackson Liberty and Washington counties.

The parties to this document agree to coordinate and perform the responsibilities described herein within the scope of legislative requirements governing the parties' respective programs, services, and agencies.

III. INFRASTRUCTURE COST BUDGET

Refer to the Infrastructure Funding Agreement One-Stop Operating Budget included with this Agreement as Attachment A.

IV. COST ALLOCATION METHODOLOGY

CareerSource utilizes an occupied square footage calculation to determine allocation of infrastructure and other costs for overall Partner contributions. This was done in an effort:

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

V. ALLOCATION BASIS PER COST ITEM

N/A

VI. PARTNER CONTRIBUTION AMOUNTS

See Attachment A - Infrastructure Funding Agreement One-Stop Operating Budget for costs associated with the Partners.

VII. COST RECONCILIATION AND ALLOCATION BASE UPDATE

All Parties agree that a quarterly reconciliation of budgeted and actual costs and update of the allocation bases will be completed in accordance with the following process:

1. Partners will provide CareerSource with the following information no later than fifteen (15) days after the end of each quarter, as applicable:
 - o Quarterly cost information and documentation of the actual costs,
 - o Updated staffing information (per the 1st day of the 1st month of each quarter), and
 - o Actual customer participation numbers (per the last day of the last month of each quarter).
2. Upon receipt of the above information, CareerSource will:
 - o Compare budgeted costs to actual costs,
 - o Update the allocation bases, and
 - o Apply the updated allocation bases, as described in the Cost Allocation Methodology section above, to determine the actual costs allocable to each partner.
3. CareerSource will prepare an updated budget document showing cost adjustments and will prepare an invoice for each Partner with the actual costs allocable to each Partner for the quarter.
4. CareerSource will submit the invoices to the Partners and send a copy of the updated budget to all Parties no later than forty-five (45) days after the end of each quarter. The Partners understand that the timeliness of CareerSource's preparation and submission of invoices and adjusted budgets is contingent upon the timeliness of each Partner in providing the necessary cost information. For Partners that advance funds to the local area, CareerSource will only send a copy of the updated budget.
5. Upon receipt of the invoice and adjusted budget, each Partner will review both documents and will submit payment to CareerSource no later than fifteen (15) days following receipt. Payment of the invoice signifies agreement with the costs in the adjusted budget. For Partners that advance funds to the local area, CareerSource may draw down funds for quarterly payments upon approval via email of the reconciled budget.
6. Partners will communicate any disputes with costs in the invoice or the adjusted budget CareerSource in writing. CareerSource will review the disputed cost items and respond accordingly to the Partner within ten (10) days of receipt of notice of the disputed costs. When necessary, CareerSource will revise the invoice and the adjusted budget upon resolution of the dispute.

VIII. STEPS UTILIZED TO REACH CONSENSUS

The Partners and CareerSource conferred regarding the involvement of each partner at the CareerSource Centers. The appropriate allocation bases were discussed and those bases included in this IFA were agreed upon as the most appropriate CareerSource proposed the initial Partner Contribution Amounts as described above and the Partners concurred with their proposal. Finally, the parties discussed the best mechanisms by which to review and reconcile actual expenses in the future and agreed to the term included in the Cost Reconciliation and Allocation Base Update section above.

IX. DISPUTE AND IMPASSE RESOLUTION

All Parties will actively participate in local IFA negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally. Should informal resolution efforts fail, then the following Dispute Resolution process must be followed.

1. Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to the XYZ local WDB Chair (or designee) and all Parties to the MOU regarding the conflict within 10 business days.
2. The CareerSource Chair (or designee) shall place the dispute on the agenda of a special meeting of CareerSource's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a 2/3 majority consent of the Executive Committee members present.
3. The decision of the Executive Committee shall be final and binding unless such a decision is in contradiction of applicable State and Federal laws or regulations governing the Partner agencies.
4. The Executive Committee must provide a written response and dated summary of the proposed resolution to all Parties to the MOU.
5. The CareerSource Chair (or designee) will contact the petitioner and the appropriate Parties to verify that all are in agreement with the proposed resolution.

If Partners in a local area have employed the dispute resolution process and have failed to reach consensus on an issue pertaining to the IFA, then an impasse is declared and the State Funding Mechanism (SFM) is triggered and the IFA will be appealed through the process established by the governor for this purpose.

X. MODIFICATION PROCESS

This IFA may be amended or modified with review and consent of all parties. Amendments and modifications must be issued in writing to all parties and sent certified U. S. Mail. All parties must be given a minimum of 30 days to comment prior to the inclusion of any amendment or modification. Oral amendments or modifications shall have no effect.

XI. EFFECTIVE PERIOD

This IFA is entered into on date of final signatures. This MOU will become effective as of the date of signing by the final signatory below and must terminate on June 30, 2023.

SIGNATURES

Chipola Regional Workforce Development Consortium

Chuck Lockey

Signature

Chuck Lockey

Printed Name

Department of Education (Partner):

Signature

Richard Corcoran, Commissioner of Education

Printed Name

Date

10/27/20

*J. Abokelly
Chad A. Ste...*

Department of Education (Partner):

CareerSource Chipola

/s/ Allison Flanagan

Signature

Allison Flanagan

Printed Name

10/15/2020

Date

[Signature]

Signature

Printed Name

Oct 15 2020

Date

**Infrastructure Funding Agreement (IFA)
One-Stop Operating Budget**

Cost Allocation Methodology Costs will be allocated by the current approved cost allocation plan for partners/programs that are physically located in the center. Partners/Programs with only a virtual presence "direct linkage" will only share in Telephone/Internet Services. Resource sharing with SCSEP. We provide space and technology and SCSEP provides a part-time worker to greet our customers and assist in the resource room. Resource sharing with Jackson County District Schools provides office space on campus for our case managers to meet with program participants. Resource sharing with Chipola College provides a career center on campus with full utilities and internet connectivity.

	FTE Percentage	100.0%	95.0%	2.7%	2.3%	0.0%	0.0%	0.0%	0.0%	0.0%
Infrastructure Costs	Annual Budget	Core Programs	VR***	SCSEP	DIV Blind Svcs*	Adult Ed. Jackson*	Chipola College*	Tri-County*		
Rent	\$93,750	\$ 89,063	\$2,531	\$2,156	\$ -	\$ -	\$ -	\$ -	\$ 93,750	
Cleaning/Janitorial Supplies	\$ 1,213	\$ 1,152	\$ 33	\$ 28	\$ -	\$ -	\$ -	\$ -	\$ 1,213	
Pest Control	\$ 600	\$ 570	\$ 16	\$ 14	\$ -	\$ -	\$ -	\$ -	\$ 600	
Telephone/Internet Services	\$12,550	\$ 11,423	\$ 339	\$ 289	\$ 125	\$ 125	\$ 125	\$ 125	\$ 12,550	
Utilities	\$17,552	\$ 16,674	\$ 474	\$ 404	\$ -	\$ -	\$ -	\$ -	\$ 17,552	
Insurance	\$ 1,935	\$ 1,838	\$ 52	\$ 45	\$ -	\$ -	\$ -	\$ -	\$ 1,935	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
subtotal	127,600	120,720	3,445	2,935	125	125	125	125	0	127,600

* Direct linkage partners not physically co-located in the One-Stop center.
 ** Shared Services include: Business services, front desk staffing, staff training/travel, referrals to other One-Stop partners.
 *** Vocational Rehabilitation is calculated with them having private office space available for use twice per week.



ATTACHMENT H

Executed Infrastructure Funding Agreements with All Applicable WIOA Required Partners



ATTACHMENT I

Executed Cooperative Agreements

SEE ATTACHMENT A



ATTACHMENT J

A description of the process used by the LWDB to obtain input and comment by representatives of business and labor organizations for the development of the plan.

This attachment must include any comments submitted during the public comment period that represent disagreement with the local plan (WIOA § 108(d)).

The Two-Year Drafted Plan was presented to the Board of Directors and posted on the website for public comment on September 1, 2022.

The Board of Directors met on September 8, 2022, at 6:00 PM (CST) and approved the draft. An ad was then published and posted in four major newspapers/news websites in the area: Jackson County Floridan, Calhoun-Liberty Journal, Calhoun County Record, and Washington County Times, for public comment as follows:

CareerSource Chipola is accepting public comments on the organizations Workforce Innovation and Opportunity Act Local Workforce Plan Two-Year Modification. The draft plan can be viewed at www.careersourcechipola.com or by contacting Tabettha Smith at CareerSource Chipola, 4636 Highway 90, Suite K, Marianna, Fl. 32446. Comments will be accepted through September 29.

An invitation for September 27, 2022, at 2:00 PM (CST) was presented to Opportunity Florida, Division of Blind Services, and all 5 Counties (Calhoun, Holmes, Jackson, Liberty, Washington) Chamber, Commissioners, and Superintendents for public comments. No question or changes were suggested.

The Consortium met on October 3, 2022, at 3:45 PM (CST) and approved the draft for submission.

There were no public comments.