



BOARD MEETING AGENDA

Wednesday, June 3, 2020 – 11:30 a.m.

(Revised 6/2/2020)

Zoom Link: <https://us02web.zoom.us/j/84561977150>
Meeting ID: 845 6197 7150 - Conference Line: 1 646 558 8656

| | | |
|-------------------------------------|--------------|---------------|
| Call to Order | | R. Riley |
| Invocation and Pledge of Allegiance | | R. Stermer |
| Roll Call | | C. Schnettler |
| Public Comment | | |
| Approval of Minutes, March 11, 2020 | Pages 4 - 12 | R. Riley |

Renewal of Contracts

| | | |
|-------------------------|---------|-----------|
| CDS Renewal | Page 13 | D. French |
| TPMA Renewal | Page 14 | |
| Eckerd Contract Renewal | Page 15 | |

APPROVAL OF CONTRACTS 2020-2021

| | | |
|--|--------------|------------|
| <u>Master Contracts Requiring 2/3rds Vote/Under \$25,000</u> | Page 16 - 17 | R. Skinner |
| 1. Nature Coast Business Development Council | | |
| 2. School Board of Levy County | | |

Master Contracts Requiring 2/3rds Vote/Under \$25,000 - OJT, CBT, or Internship/Paid Work Experience Training Opportunities

3. Ancorp
4. Key Training Center
5. Lockheed Martin
6. SECO Energy
7. Benefits Advisors
8. Ocala Housing Authority

Master Contracts 2/3rds Vote/Exceeds \$25,000

9. College of Central Florida
10. Marion County School Board
11. Ocala/Marion County Chamber and Economic Partnership
12. Citrus County Chamber of Commerce

Contracts Not Requiring 2/3rds Vote

13. Youth Services Contracting - Eckerd
14. Thomas P. Miller and Associates
15. Payroll Services Contract – CD Staffing

OUR VISION STATEMENT

To be recognized as the number one workforce resource in the state of Florida by providing meaningful and professional customer service that is reflected in the quality of our job candidates and employer services.



PRESENTATION – DEO Performance Presentation

Pages 18 - 38

DISCUSSION ITEMS

Board Member Recruitment

R. Riley

Financial Disclosure Forms/Annual Conflicts

Page 39

R. Skinner

ACTION ITEMS

Training Provider and Program Recertification

Pages 40 - 42

D. French

Authorization to Approve Additional Training Provider

Page 43

D. French

Applications

Sub-Grantee Agreement

Pages 44 – 68

R. Skinner

CONSENT AGENDA

CEO Contract Review – 4/16/2020

R. Riley

CEO Contract Renewal

Page 69

Staff Increases

Page 70

Nominating Committee 4/28/2020

Pages 71 - 73

K. Cunningham

Affirmation of Chair

Nomination of Vice Chair

Nomination of Treasurer

Joint Consortium – Executive Meeting 4/29/2020

R. Riley / R. Skinner

Sub-grantee Agreement

Page 74

Performance and Monitoring – 5/5/2020

T. Knight

DEO Programmatic Monitoring and Close Out

Page 75

Career Center – 5/7/2020

C. Harris

Covid DWG – Initial Allocation

Page 76

Marketing and Outreach – 5/13/2020

A. Jones

No Action Items

Business and Economic Development – 5/14/2020

P. Beasley

No Action Items

Executive Committee – 3/31/2020, 5/27/2020

R. Riley / R. Skinner

Telework Policy and Agreements

Page 77

Final Financial Audit

Page 78

Direct Services Extension

Page 79

2019/2020 Budget

Pages 80 - 91

2020/2021 Budget - Employee Compensation:

Pages 92 - 96

Annual COLA increase

OUR VISION STATEMENT

To be recognized as the number one workforce resource in the state of Florida by providing meaningful and professional customer service that is reflected in the quality of our job candidates and employer services.



Healthcare/Employee Benefits
Contract Amendment: Alachua County
Rosen Hotel Contract

Pages 97 - 98
Page 99
Page 100

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

ADJOURNMENT

OUR VISION STATEMENT

To be recognized as the number one workforce resource in the state of Florida by providing meaningful and professional customer service that is reflected in the quality of our job candidates and employer services.



CAREERSOURCE CITRUS LEVY MARION BOARD MEETING

MINUTES

DATE: March 11, 2020
PLACE: College Of Central Florida, Lecanto, FL
TIME: 11:30 a.m.

MEMBERS PRESENT

Albert Jones
Arno Proctor
Brandon Whiteman
Bruce Register
Carol Jones
Charles Harris
Darlene Goddard
David Pieklik
Debra Stanley
Fred Morgan
Jeff Chang
Jorge Martinez
Judy Houlios
Kathy Judkins
Kevin Cunningham
Kimberly Baxley
Mark Vianello
Mark Paugh
Nicole Nash
Pat Reddish
Ted Knight
Theresa Flick

MEMBERS ABSENT

Angie White
Mike Melfi
Lanny Mathis
Pete Beasley
Rachel Riley
William Burda

OTHER ATTENDEES

Rusty Skinner, CSCLM
Kathleen Woodring, CSCLM
Dale French, CSCLM
Robert Stermer, Attorney
Laura Byrnes, CSCLM

Danielle Veenstra CSCLM
Cira Schnettler, CSCLM
Michael Barrington, CSCLM
Hellen Painter, Purvis and Gray

CALL TO ORDER

The meeting was called to order by Rachel Riley, Chair, at 12:00 p.m.

ROLL CALL

Cira Schnettler called roll and a quorum was declared present.

APPROVAL OF MINUTES

Al Jones made a motion to approve the minutes from the December 11, 2019 meeting. Kathy Judkins seconded the motion. Motion carried.

INTRODUCTION OF NEW BOARD MEMBERS

Kim Baxley announced that the Consortium approved three new members at the last Consortium meeting. She welcomed Angie White with Vocational Rehabilitation, Arno Proctor with Ancorp, and Nicole Nash from Brannen Bank.

PRESENTATIONS

Action Item: Financial Audit Report – Purvis Gray

Helen Painter with Purvis Gray reviewed highlights of the draft annual audit. She was happy to report no findings and complimented the accounting department staff on their thorough assistance through the audit. Fred Morgan made a motion to accept the draft report. Charles Harris seconded the motion. Motion carried.

Quarterly Highlights

Laura Byrnes provided an overview of quarterly activities and presented the quarterly highlight video.

RELATED PARTIES CONTRACT APPROVAL

Ancorp

Kevin Cunningham made a motion to accept the contract with Ancorp. Arno Proctor abstained from the motion. Deb Stanley seconded the motion. The motion was approved by a 2/3 vote. Motion carried.

PUBLIC COMMENT

Kim Baxley called for public comments. Hearing none she moved on with the agenda.

DISCUSSION ITEMS

Workforce Issues that are Important to Our Community

Kim Baxley opened the floor to any board members that wanted to bring discussion items. Darlene Goddard invited everyone to attend an HR workshop that she will be hosting at the end of the month. She will send the link to Cira Schnettler, who will then forward to the members.

ACTION ITEMS

Local Plan

Dale French explained that the plan was emailed in two parts to the members for review. Public comment sessions were held in all three counties with no public attendance. The draft report is due to the State on March 16. Al Jones made a motion to approve the Local Plan and submittal to the State. Darlene Goddard seconded the motion. Motion carried.

Updated By-Laws

Rusty Skinner stated that due to changes in state law and WIOA regulations the By-Laws needed to be updated. The By-Laws in the packet contain the edits. Darlene Goddard made a motion to accept the revisions to the By-Laws. Nicole Nash seconded

the motion. Motion carried.

LEO Agreement

Rusty Skinner advised the board that the LEO Agreement, which is an agreement between the Consortium and the CLM Board that outlines duties and responsibilities, was approved by the Consortium at their last meeting. Kevin Cunningham made a motion to approve the LEO agreement. Kathy Judkins seconded the motion. Motion carried.

Corona Virus

Rusty Skinner provided updates on the actions and precautions management is taking to handle the Corona virus. He noted that as the virus progresses throughout the community, policies will need to be made regarding employee leave for disease prevention. He is in discussions with the State on how to handle this properly. Kim Baxley suggested that the item be sent to the Executive Committee for further discussion.

CONSORTIUM ACTIONS AND UPDATES

Rusty Skinner notified the Board that the Consortium approved the LEO Agreement, Inter-Local Agreement, Local Plan, and By-Laws. The Consortium also reappointed all members whose term is ending June 2020. The Consortium approved three new members and approved Fred Morgan to have dual membership on the Board representing the Apprenticeship and Labor sectors.

CONSENT AGENDA

Performance and Monitoring (1/14/20)

Committee Chair Ted Knight summarized the Performance and Monitoring committee meeting and action item.

Independent Monitoring Contract Review

Business and Economic Development (2/6/20)

On behalf of Committee Chair Pete Beasley, Kathleen Woodring summarized the committee meeting.

No Action Items – Report Only

Marketing and Outreach (2/12/20)

Committee Chair Al Jones provided a summary of the committee's activities. He reminded the members of the upcoming State of the Workforce Conference and that there were sponsorship opportunities still available.

No Action Items – Report Only

Career Center (11/21/19)

Committee Chair Charles Harris summarized the Career Center committee meeting.

No Action Items – Report Only

Executive (1/23/20, 3/4/20)

Committee Vice-Chair Kim Baxley summarized the Executive committee meetings and action items.

Eckerd Budget Modification
YouthBuild Grant Acceptance
Work Based Training Policy
CSNCFL Contract with Alachua County
Amendment to CSNCFL Contract
Budget Amendments 7/1/19 – 12/31/19

Nicole Nash made a motion to approve the consent agenda items for the committee meetings. Mark Paugh seconded the motion. Motion carried.

PROJECT UPDATES

None

MATTERS FROM THE FLOOR

David Pieklik shared that Project Charleston is moving ahead in Levy County. The company is working with CLM for hiring talent. Potential opening will be in about eight weeks. He notified the members that Levy county ranked 9th in the country by USA Today, as one of the fastest growing counties or local economies in the US.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:47 p.m.

APPROVED:

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

| | |
|---|---|
| LAST NAME—FIRST NAME—MIDDLE NAME <i>Proctor Arno E</i> | NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Citrus Levy Marion Reg. Workforce Dev. Board(CareerSource) |
| MAILING ADDRESS <i>5393 SW 86th PL Marion</i> | THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY |
| CITY COUNTY <i>Ocala Marion</i> | NAME OF POLITICAL SUBDIVISION: |
| DATE ON WHICH VOTE OCCURRED March 11, 2020 | MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE |

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Arno Proctor, hereby disclose that on March 11, 20 20 :

(a) A measure came or will come before my agency which (check one or more)

☐ inured to my special private gain or loss;

☐ inured to the special gain or loss of my business associate, _____;

☐ inured to the special gain or loss of my relative, _____;

☒ inured to the special gain or loss of ANCORP, by whom I am retained; or

☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

OJT + Custom Business Training

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

3/11/2020
Date Filed

[Signature]
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



CONTRACT INFORMATION FORM

This form is to report a contract valued **under** \$25,000 or more involving a conflict of interest of board members or employees.

I, Rachel Riley, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource Citrus Levy Marion (local board) and will be executed and implemented immediately after approval by CareerSource Florida.

Identification of all parties to the contract: Ancorp and CSCLM

Contractor Name & Address: Ancorp / 707 SW 19th Ave., Williston, FL 32696

Contractor Contact Phone Number: 352-528-7813

Contract Number or Other Identifying Information, if any: _____

Contract Term: March 11, 2020 - June 30, 2020

Value of the Contract/Renewal/Extension: \$20,000

Description of goods and/or services to be procured: On-the-Job Training, Custom Business Training, Work Experience or Paid Internship, Apprenticeships

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: Arno Proctor

The nature of the conflicting interest in the contract: Board Member of CSCLM and Ancorp

The board member with the conflict of interest ☒ did ☐ did not (check one) attend the meeting at which the board voted to approve the contract.

I further attest that the following is being provided with this form:

- A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting and for those in attendance, the affirmative and negative votes and abstentions for each member.
- Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting in which a voted related to the contract took place, for board member(s)/employee(s) who have any relationship with the contracting vendor (as defined in paragraph I(f) of the CSF contracting policy).

I certify that the information above is true and correct.

Rachel M Riley
Signature of Board Chair / Vice Chair*

Rachel M Riley
Print Name

3/11/2020
Date

* Must be certified and attested to by the board's Chair or Vice Chair.



**DISCLOSURE AND CERTIFICATION OF
CONFLICT OF INTEREST IN A CONTRACT**

I, Arno Proctor, a board member /an employee of the board (circle one) hereby disclose that:

I, myself / my employer / my business / my organization/ OR "Other" (describe) Ancorp
(circle one or more) could benefit financially from the contract described below:

Local Workforce Development Board: CareerSource Citrus Levy Marion

Contractor Name & Address: Ancorp / 707 SW 19th Ave, Williston, FL 32696

Contractor Contact Phone Number: 352-528-7813

Description or Nature of Contract: On-the Job Training, Custom Business Training, Work Experience or Paid Internship, Apprenticeships

Description of Financial Benefit*: \$20,000

For purposes of the above contract the following disclosures are made:

The contractor's principals**/owners***: (check one)

☒ have no relative who is a member of the board; OR

☐ have a relative who is a member of the board, whose name is: _____

The contractor's principals**/owners*** ☐ is ☒ is not (check one) a member of the board. If applicable, the principal's/owner's name is: _____

[Signature]
Signature of Board Member/Employee

Arno Proctor
Print Name

3/11/2020
Date

* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

** "Principal" means an owner or high-level management employee with decision-making authority.

*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S VOTING TO APPROVE THE CONTRACT; BOARD MEMBERS WHO BENEFIT FINANCIALLY OR WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST ABSTAIN FROM THE VOTE, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERCEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, F.S. OR SECTION 101(f), WIOA.

CareerSource Citrus Levy Marion - Information Only

| Item # | Contractor & Term of Contract | Purpose/Scope of Work Summary | Funding | Board Action | Contractor / SubContractor | Conflicts |
|--------|--------------------------------|---|----------|--------------|----------------------------|--------------|
| | | Master Contracts Requiring 2/3rds Vote/Under \$25,000 - OJT, CBT, or Internship/Paid Work Experience Training Opportunities | | | | |
| 1 | Ancorp | CBT and/or OJT Training Services - approval but to not exceed. | \$20,000 | Approved | C | Arno Proctor |
| | March 11, 2020 - June 30, 2020 | or Internship/Paid Work Experience Training Opportunities | | | | |
| | | | | | | |
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| | | | | | | |
| | | | | | | |



RECORD OF ACTION/APPROVAL

Board Meeting Wednesday, June 3, 2020

TOPIC/ISSUE:

Approval of renewal of contract with Customer Driven Staffing (CDS)

BACKGROUND:

CDS is the contracted staffing agency that processes payroll activities for our Paid Internship and Work Experience agreements. The original agreement allows up to three renewals for a total service delivery of four program years. This will be the fourth program year for this agreement and will continue the payroll services for the Paid Internship and Work Activities that we provide in Citrus Levy and Marion counties for our next program year: July 1, 2020 – June 30, 2021.

POINTS OF CONSIDERATION:

The rate for processing the payroll is set at 22% of total payroll amounts.

STAFF RECOMMENDATIONS:

Approval of contract renewal with CDS

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting Wednesday, June 3, 2020

TOPIC/ISSUE:

Approval of renewal of contract with Thomas P. Miller & Associates (TPMA)

BACKGROUND:

TPMA is the contracted One Stop Operator as required under the Workforce Innovation and Opportunity Act. This will be the third renewal (fourth program year) of the original agreement. The agreement allows up to three renewals for a total service delivery of four program years. This will extend the agreement with TPMA to act as our One Stop Operator for our next program year: July 1, 2020 – June 30, 2021.

POINTS OF CONSIDERATION:

The budget for next program year will remain the same as PY 19-20. The total cost of services will remain at \$75,000.00.

STAFF RECOMMENDATIONS:

Approval of contract and budget with Thomas P. Miller & Associates

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting Wednesday, June 3, 2020

TOPIC/ISSUE:

Approval of contract renewal for Youth Services with Eckerd Connects and next program year budget. This contract also serves Adult and Dislocated Workers in Levy County.

BACKGROUND:

This will be the third renewal (fourth program year) of the original agreement. The agreement allows up to three renewals for a total service delivery of four program years. This renewal will continue the young adult services that we provide in Citrus Levy and Marion Counties and Adult and Dislocated Worker services in Levy County for our next fiscal year, July 1, 2020 – June 30, 2021. Eckerd has met all performance benchmarks for this program year.

POINTS OF CONSIDERATION:

Budget figures are:

Operating Costs: \$994,545
Participant Costs: \$641,050
Total: \$1,635,595

STAFF RECOMMENDATIONS:

Approval of contract renewal and budget with Eckerd Connects

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting Wednesday, June 3, 2020

TOPIC/ISSUE:

Approval of 2020-2021 contracts

BACKGROUND:

POINTS OF CONSIDERATION:

Please see the attached Contracts Spreadsheet attached for details. Contracts with Board Member conflicts require approval from 2/3rds of the members present.

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

BOARD ACTION:

| Item # | Contractor & Term of Contract | Purpose/Scope of Work Summary | Funding | Board Action | Contractor / SubContractor | Conflicts |
|--------|--|--|---|--------------|----------------------------|--------------------------------|
| | | Contracts Requiring 2/3rds Vote, Under \$25,000 | | | | |
| 1 | Nature Coast Business Development Council July 01, 2020 - June 30, 2021 | Employer Outreach & Job Development Services | \$ 10,000.00 | | C | David Pieklik |
| 2 | School Board of Levy County July 01, 2020 - June 30, 2021 | Training Services and Facility usage and rental fees. Cost is an average based on prior year usage. This is a blanket approval but to not exceed. | \$ 10,000.00 | | C | Carol Jones |
| | | Master Contracts Requiring 2/3rds Vote/Under \$25,000 - OJT, CBT, or Internship/Paid Work Experience Training Opportunities | | | | |
| 3 | ANCORP July 01, 2020 - June 30, 2021 | CBT and/or OJT Training Services - approval but to not exceed. or Internship/Paid Work Experience Training Opportunities | \$ 20,000.00 | | C | Arno Proctor |
| 4 | Key Training Center July 01, 2020 - June 30, 2021 | CBT and/or OJT Training Services - approval but to not exceed. or Internship/Paid Work Experience Training Opportunities | \$ 20,000.00 | | C | Theresa Flick |
| 5 | Lockheed Martin July 01, 2020 - June 30, 2021 | CBT and/or OJT Training Services - approval but to not exceed. or Internship/Paid Work Experience Training Opportunities | \$ 20,000.00 | | C | Jeff Chang |
| 6 | SECO Energy July 01, 2020 - June 30, 2021 | CBT and/or OJT Training Services - approval but to not exceed. or Internship/Paid Work Experience Training Opportunities | \$ 20,000.00 | | C | Kathy Judkins |
| 7 | Benefits Advisors July 01, 2020 - June 30, 2021 | CBT and/or OJT Training Services - approval but to not exceed. or Internship/Paid Work Experience Training Opportunities | \$ 20,000.00 | | C | Brandon Whiteman |
| 8 | Ocala Housing Authority July 01, 2020 - June 30, 2021 | CBT and/or OJT Training Services - approval but to not exceed. or Internship/Paid Work Experience Training Opportunities | \$ 20,000.00 | | C | Judy Houlios |
| | | Master Contracts 2/3rds Vote/Exceeds \$25,000 | | | | |
| 9 | College of Central Florida July 01, 2020 - June 30, 2021 | Training Services and facility usage and rental fees to include costs for employee tuition. This is a blanket approval but to not exceed. (Includes training services for customers but not ITA). Have been determined to be contractor services and not subrecipients for the purpose of providing goods or services. Cost is an average based on prior year usage. | \$ 400,000.00 | | C | Mark Paugh |
| 10 | Marion County School Board July 01, 2020 - June 30, 2021 | Training Services and Facility usage and rental fees. Cost is an average based on prior year usage. This is a blanket approval but to not exceed. Primary location for services is at CTAE. (Includes training services for customers but not ITA) | \$ 50,000.00 | | C | Mark Vianello |
| 11 | Ocala/Marion County Chamber & Economic Partnership (CEP) July 01, 2020 - June 30, 2021 | Employer Outreach & Job Development Services. Have been determined to be contractor services and not subrecipients for the purpose of providing goods or services. Average based on prior year usage. | \$ 35,000.00 | | C | Kathy Judkins Mark Vianello |
| 12 | Citrus County Chamber of Commerce July 01, 2020 - June 30, 2021 | Employer Outreach & Job Development Services | \$ 25,000.00 | | C | |
| | | Contracts Not Requiring 2/3rds Vote | | | | |
| 13 | Eckerd Youth Alternatives July 01, 2020 - June 30, 2021 | WIOA Youth Services Provider, Supportive Services Costs providing services to youth in all three counties. Operating budget Total Contract Budget | \$641,050.00 \$994,545.00 \$ 1,635,595.00 | | S | |
| 14 | Thomas P. Miller and Associates July 01, 2020 - June 30, 2021 | One Stop Operator Contract | \$75,000.00 | | C | |
| 15 | CD Staffing July 01, 2020 - June 30, 2021 | Internship and Work Experience Payroll Services | \$ 100,000.00 | | C | |
| | 17 | | | | | |



CareerSource Citrus Levy Marion Performance Overview

Daniel Harper, *Department of Economic Opportunity*

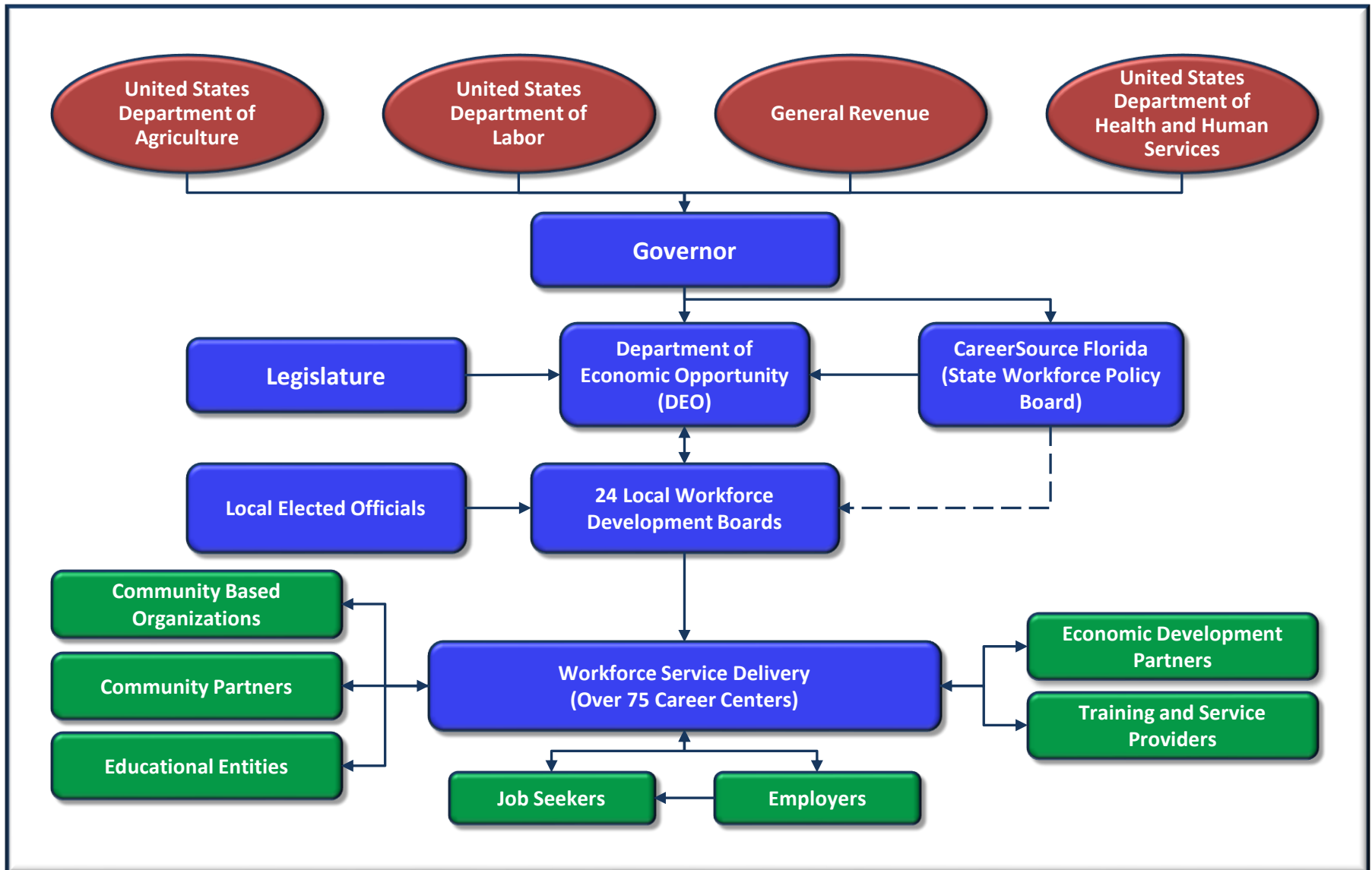
June 3, 2020



AGENDA

- Workforce Structure and Service Delivery Model
- Roles and Responsibilities
- Program Year 2018 Primary Indicators of Performance
- United States Department of Labor (USDOL) Monitoring Activity
- Programmatic and Financial Monitoring Activity
- Local Area Financial Overview
- Apprenticeships

FLORIDA'S WORKFORCE SYSTEM



ROLES AND RESPONSIBILITIES

Local Elected Officials (LEO) Roles and Responsibilities

- Select the Chief Local Elected Official (CLEO)
- Assume liability for Workforce Innovation and Opportunity Act (WIOA) program funds
- Appoint the Local Workforce Development Board (LWDB) members
- Approve the LWDB-developed WIOA budget

ROLES AND RESPONSIBILITIES

CLEO/Board Joint Roles and Responsibilities

- Develop/submit the local WIOA plan
- Conduct oversight and monitoring of the One-Stop system, Youth Activities and Employment and Training Activities
- Set policy for WIOA activities and services consistent with state and federal policies
- Select One-Stop Operators
- Negotiate and reach agreement on local performance measures
- Respond to monitoring findings

PRIMARY INDICATORS OF PERFORMANCE

- WIOA establishes performance indicators and reporting requirements to assess the state's and local area's effectiveness in serving individuals participating in the workforce development system.
- Indicators consist of:
 - ✓ 4 Adult Indicators
 - ✓ 4 Dislocated Worker Indicators
 - ✓ 3 Youth Indicators
 - ✓ 3 Wagner-Peyser Indicators

WIOA PRIMARY INDICATORS OF PERFORMANCE

| LWDB 10 Program Year (PY) 2018 July 1, 2018 – June 30, 2019 | PY 2018 Actual Performance | PY 2018 Performance Targets | PY 2018 Achievement Level | PY 2019 Performance Targets |
|---|----------------------------------|-----------------------------------|---------------------------------|-----------------------------------|
| Adults: | | | | |
| Employed 2 nd Quarter After Exit | 94.60% | 85.00% | 111.29% | 85.20% |
| Employed 4 th Quarter After Exit | 89.20% | 82.00% | 108.78% | 82.50% |
| Median Wage 2 nd Quarter After Exit | \$7,825.00 | \$6,850.00 | 114.23% | \$6,850.00 |
| Credential Attainment | 90.10% | 85.00% | 106.00% | 88.00% |
| Dislocated Workers: | | | | |
| Employed 2 nd Quarter After Exit | 100.00% | 83.00% | 120.48% | 83.20% |
| Employed 4 th Quarter After Exit | 100.00% | 75.00% | 133.33% | 76.00% |
| Median Wage 2 nd Quarter After Exit | \$11,003.00 | \$6,850.00 | 160.63% | \$6,850.00 |
| Credential Attainment | 100.00% | 75.00% | 133.33% | 75.20% |
| Youth Common Measures: | | | | |
| Education and Employment Rate 2 nd Quarter After Exit | 78.10% | 75.00% | 104.13% | 75.50% |
| Education and Employment Rate 4 th Quarter After Exit | 77.20% | 69.00% | 111.88% | 69.20% |
| Credential Attainment | 98.50% | 85.00% | 115.88% | 85.30% |
| Wagner-Peyser: | | | | |
| Employed 2 nd Quarter After Exit | 68.40% | 62.00% | 110.32% | 62.20% |
| Employed 4 th Quarter After Exit | 66.90% | 64.00% | 104.53% | 64.20% |
| Median Wage 2 nd Quarter After Exit | \$5,120.00 | \$4,850.00 | 105.57% | \$4,850.00 |

Not Met (less than 90% of target)

Met (90-100% of negotiated)

Exceeded (greater than 100% of negotiated)

USDOL Monitoring

In 2018 the USDOL conducted a comprehensive compliance review of two Local Workforce Development Boards. The findings in the report concluded that the State needed to further enhance its monitoring and training of Local Workforce Development Boards for the following areas.

- Firewalls and Internal Controls
- Board Recruitment, Vetting, Nomination, and Appointment Process
- Chief Elected Officials/Board Roles and Responsibilities
- Transparency and Sunshine Provisions
- LWDB Financial Management
- Key Program Compliance Elements

The initial USDOL report and subsequent responses can be found at the following link.

<http://www.floridajobs.org/local-workforce-development-board-resources/program-monitoring-and-reports/2019-usdol-s-compliance-review-and-responses>

As outlined in DEO's Corrective Action Plan, DEO will be working with the State and Local Workforce Development Boards on measures to increase the accountability and oversight of WIOA compliance requirements.

STATE MONITORING ACTIVITY

- Federal law requires the state to develop an oversight system to monitor all workforce programs receiving federal funds.
- DEO annually develops and implements a process for monitoring LWDBs.
- Programmatic and financial monitoring is completed annually
- Corrective Action Plans to address all findings are required.
- Starting in Program Year 2019-2020 programmatic and financial monitoring will be conducted concurrently.

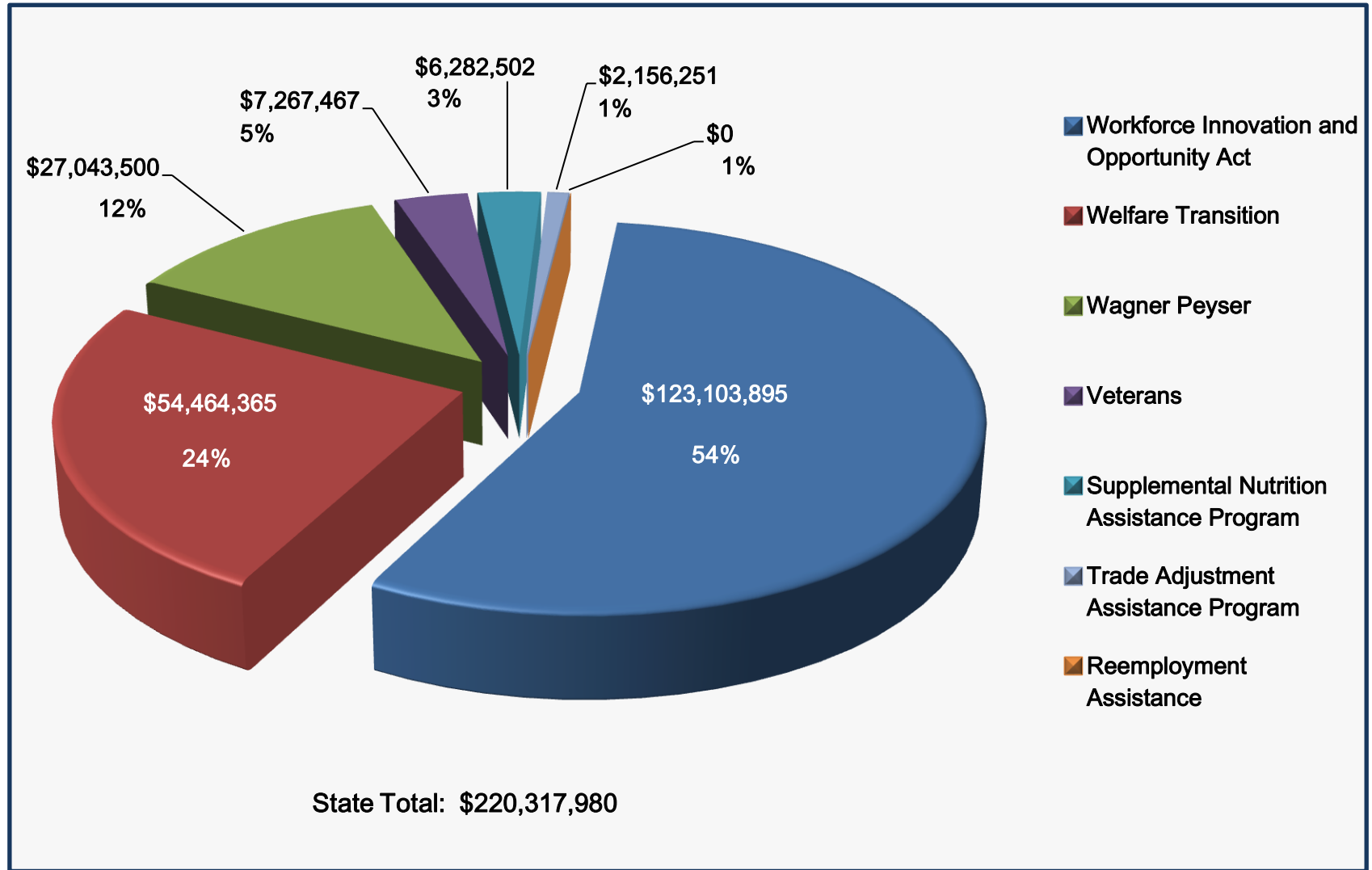
PROGRAM YEAR 2018 SUMMARY OF LOCAL FINDINGS

| Program | PY 17 Findings | PY 18 Findings |
|---|----------------|----------------|
| Welfare Transition | 1 | 4 |
| Wagner-Peyser (RESEA, MSFW, Career Center Credentialing, MIS) | 3 | 1 |
| Supplemental Nutrition Assistance Program - Employment and Training | 1 | 2 |
| WIOA Adult / Dislocated Worker / Youth | 0 | 1 |
| Trade Adjustment Assistance Act | 0 | 0 |
| Total Findings | 5 | 8 |

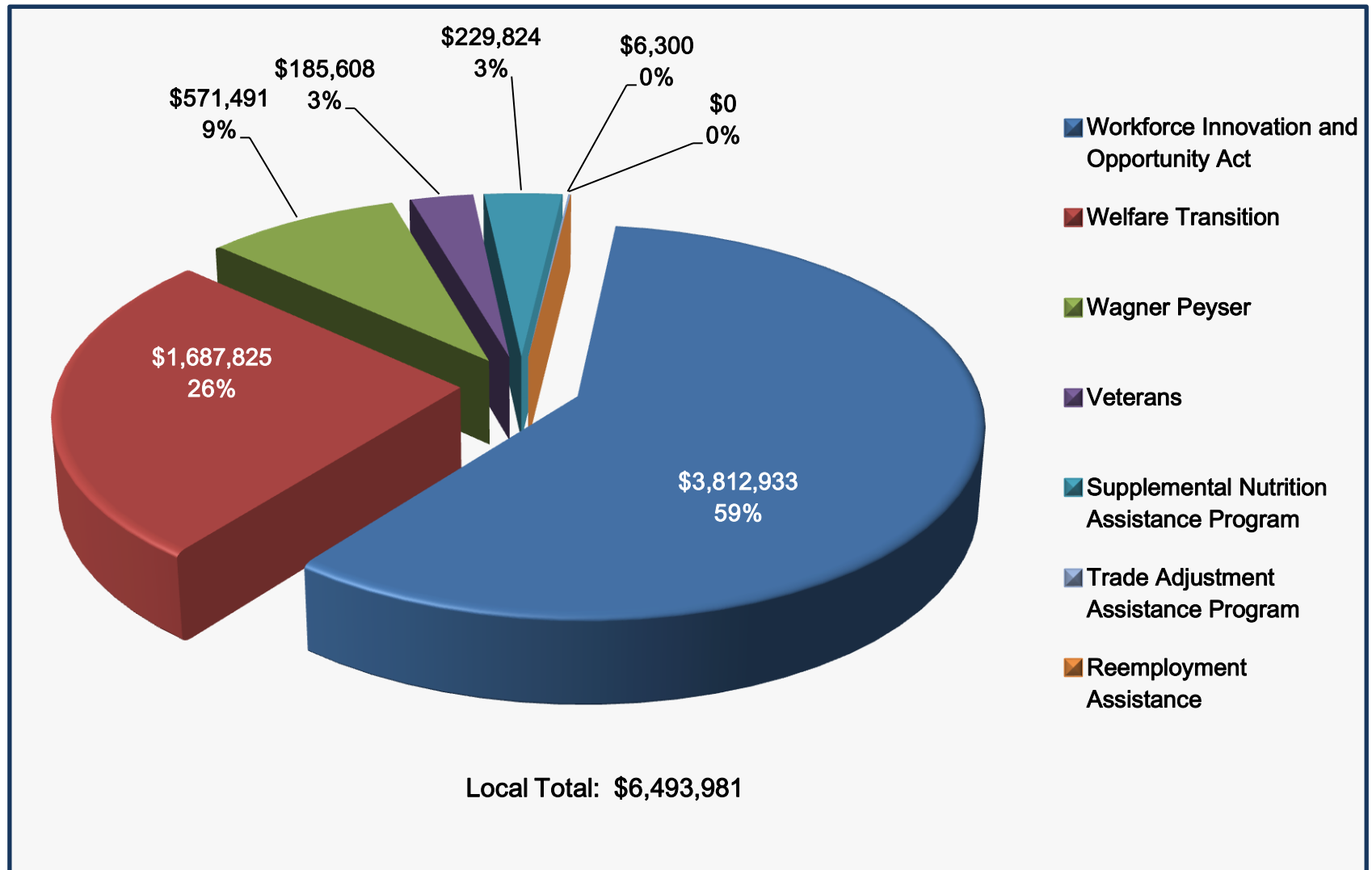
FISCAL YEAR 2018-19 SUMMARY OF THE RESULTS OF FINANCIAL MONITORING

| CATEGORIES | RESULTS |
|--------------------------|---------|
| Findings | None |
| Issues of Non-Compliance | None |
| Observations | 1 |
| Technical Assistance | 1 |

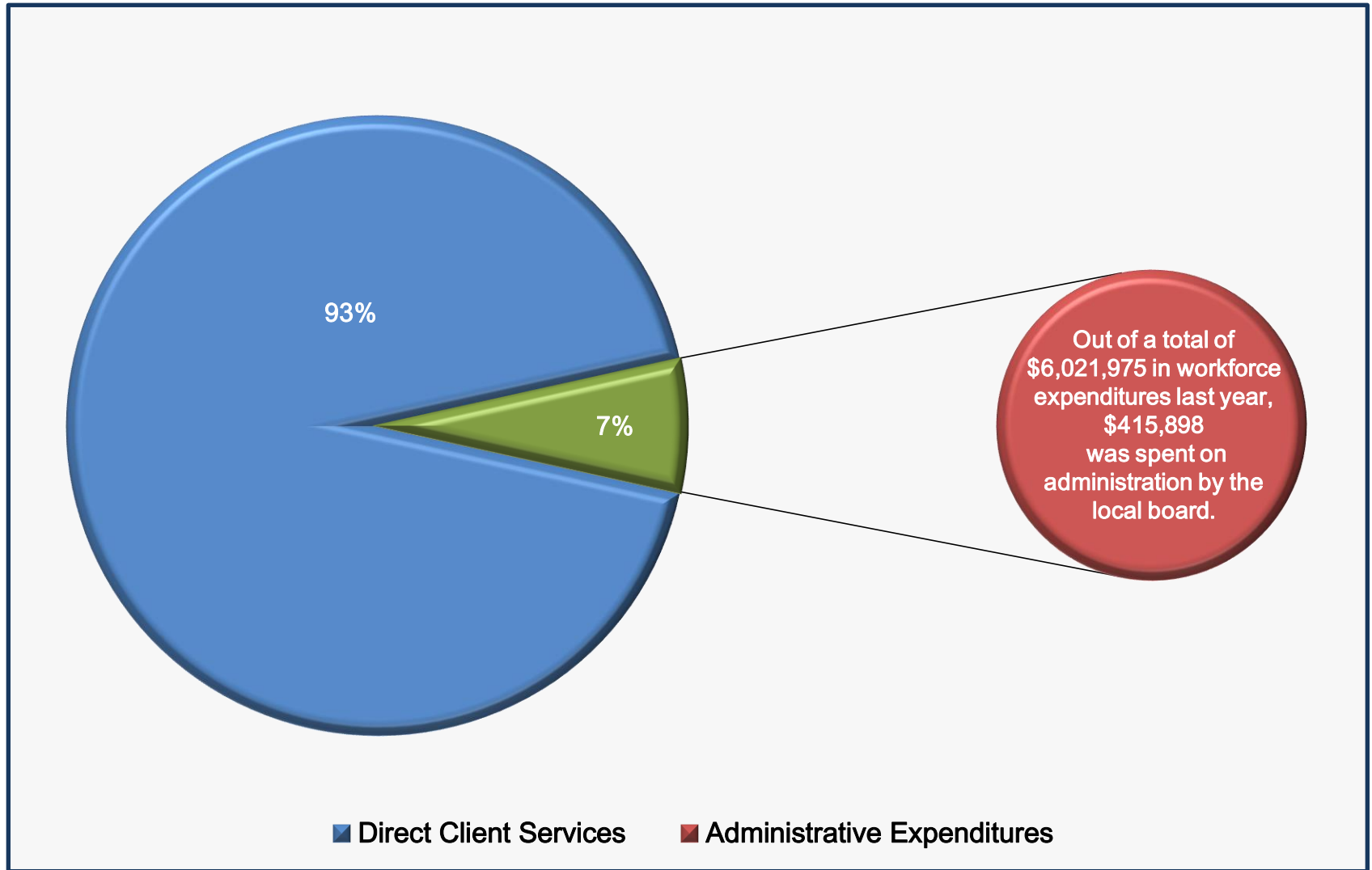
PROGRAM YEAR 2019 TOTAL STATEWIDE FUNDING



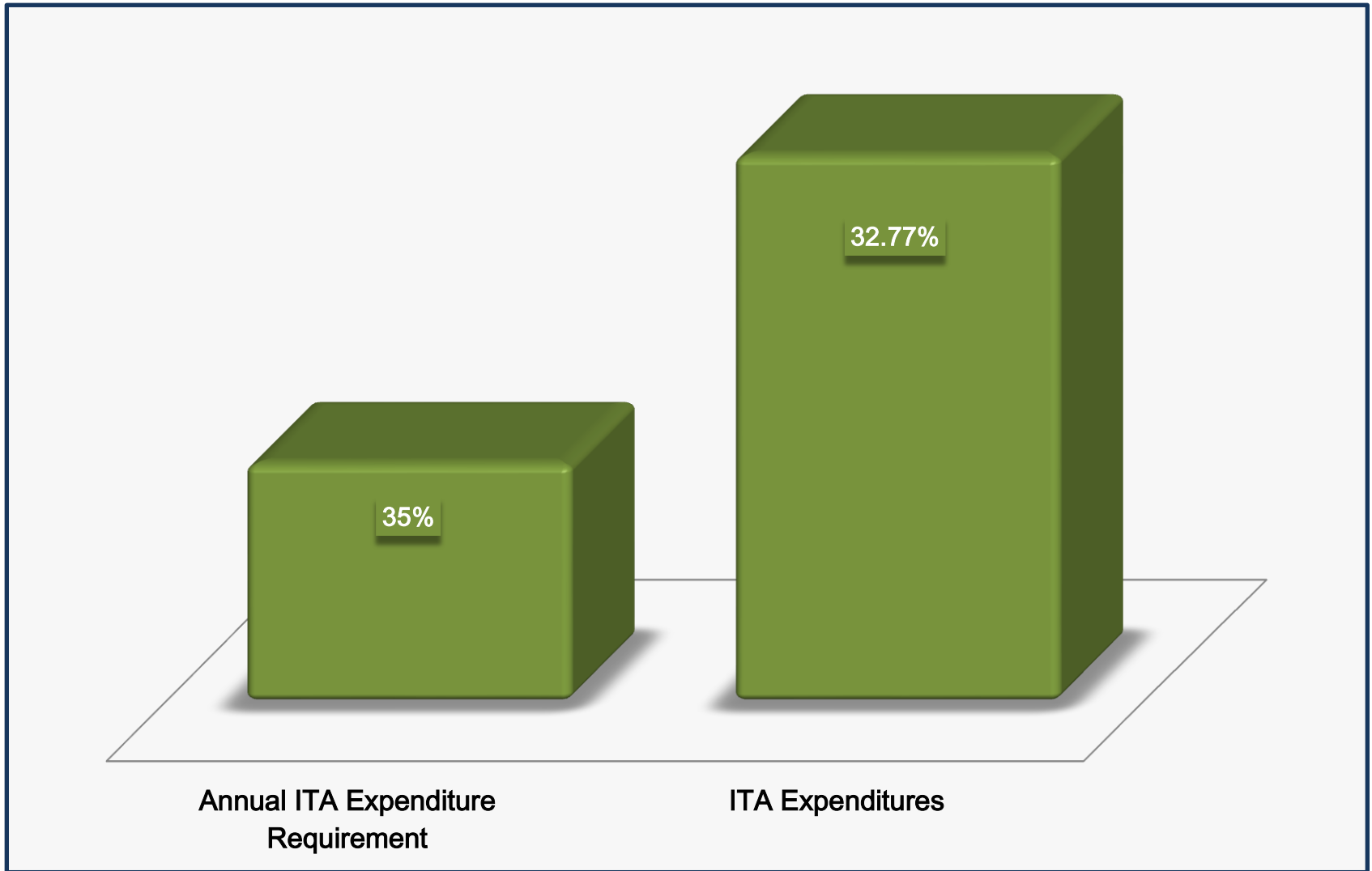
PROGRAM YEAR 2019 TOTAL LOCAL AMOUNT



PROGRAM YEAR 2018 DIRECT CLIENT SERVICES & ADMINISTRATIVE EXPENDITURES

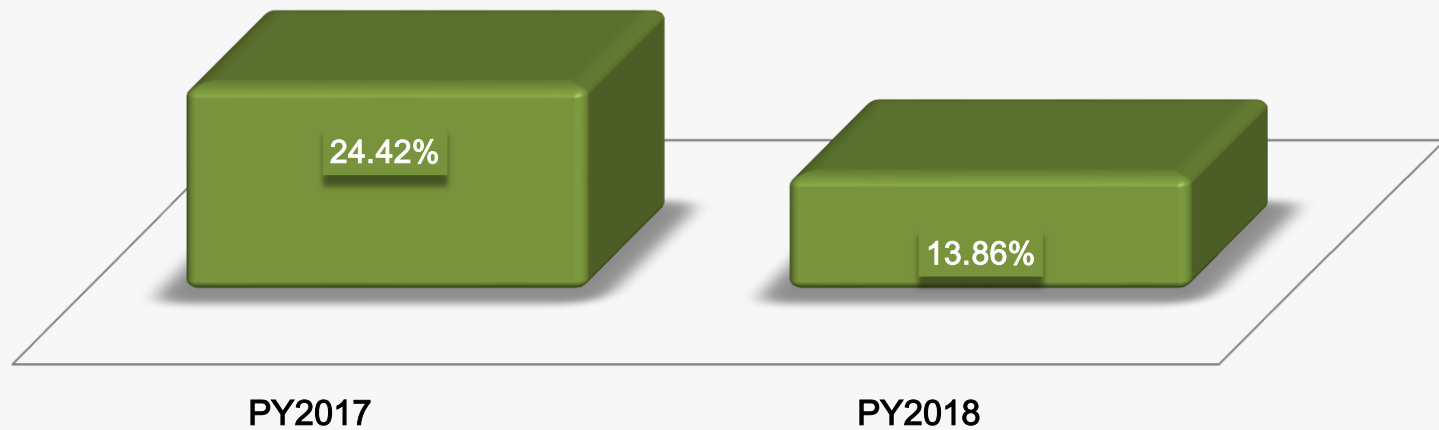


PROGRAM YEAR 2018 INDIVIDUAL TRAINING ACCOUNT EXPENDITURE REQUIREMENT

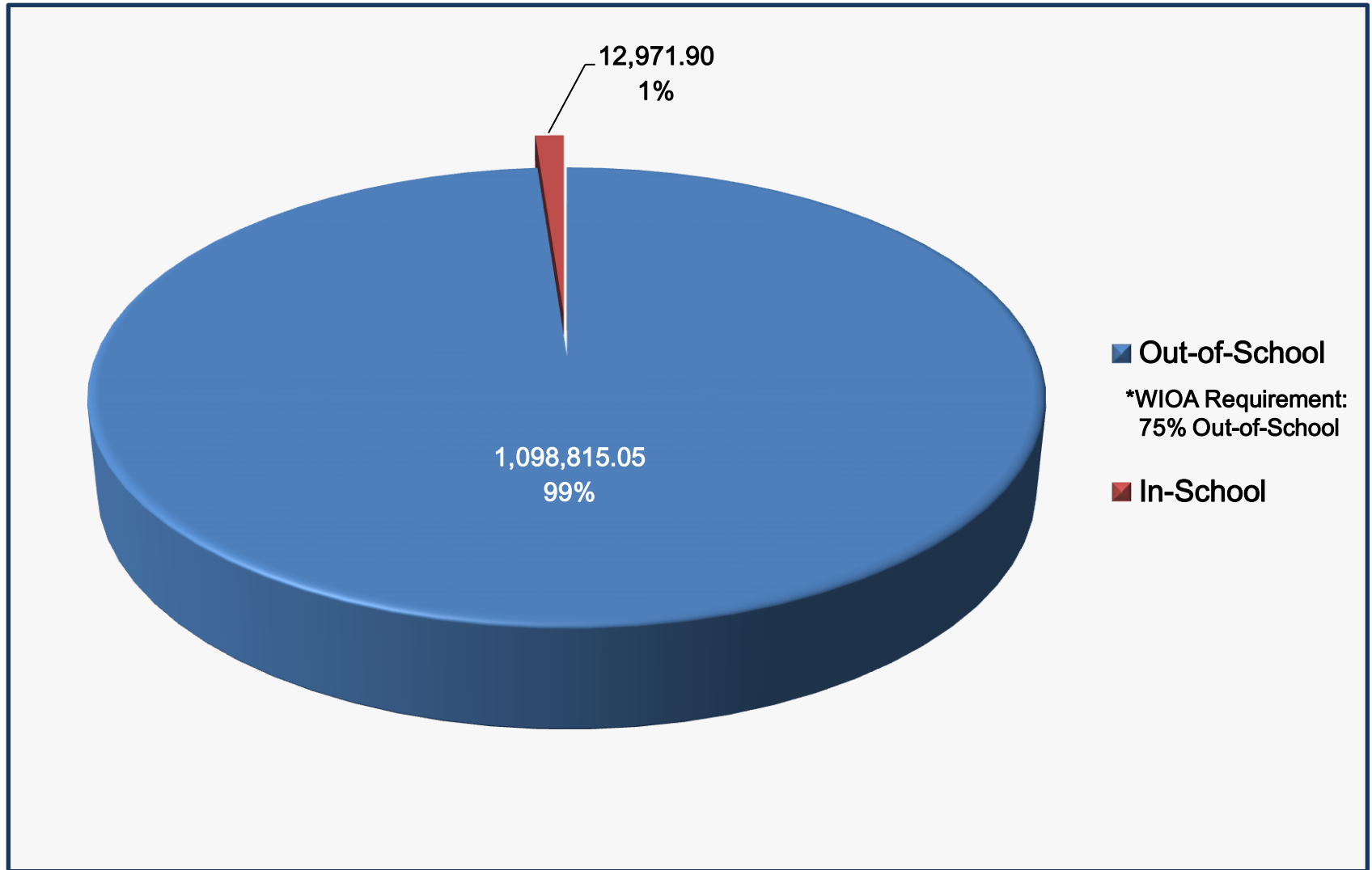


PROGRAM YEAR 2017 & 2018 WIOA WORK EXPERIENCE REQUIREMENT

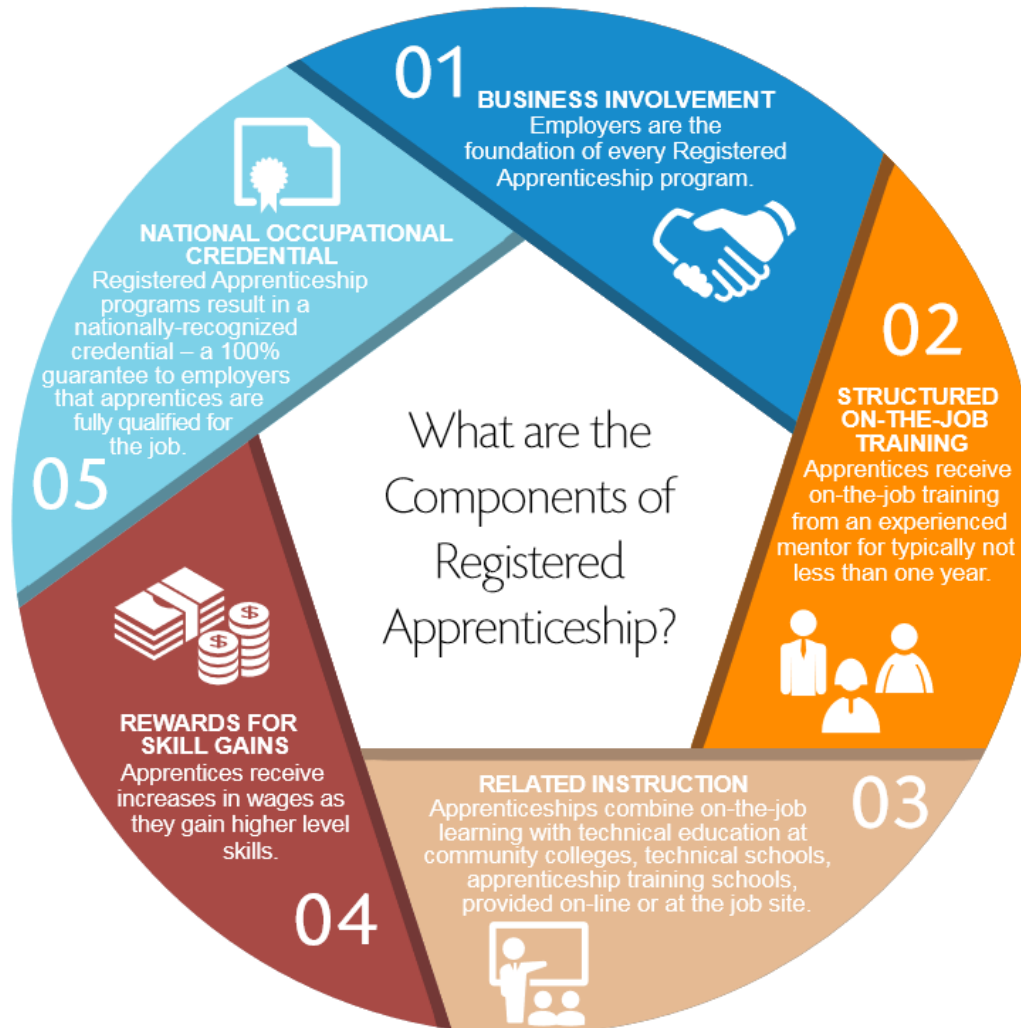
***WIOA Requirement:
20% Work Experience**



PROGRAM YEAR 2018 PERCENTAGE OF EXPENDITURES ON OUT-OF-SCHOOL YOUTH



APPRENTICESHIPS



Source: Florida Department of Education

WORKFORCE TRENDS

National Registered Apprenticeship Results

| Fiscal Year | Active Apprentices | New Apprentices | Total Completers | Active Programs | New Programs |
|-------------|--------------------|-----------------|------------------|-----------------|--------------|
| 2018 | 585,026 | 238,549 | 71,789 | 23,441 | 3,229 |

Fiscal Year 2018 State Totals

| State Name | Active Apprentices | New Apprentices | Completers | Active Programs | New Programs |
|------------|--------------------|-----------------|------------|-----------------|--------------|
| State Name | Active Apprentices | New Apprentices | Graduates | Active Programs | New Programs |
| Florida | 12,207 | 5,233 | 1,500 | 221 | 22 |

Source: United States Department of Labor

QUESTIONS



ADDITIONAL INFORMATION

For more information, please contact:

Steven Gustafson

Florida Department of Economic Opportunity

One-Stop and Program Support

(850) 245-7485

Steven.Gustafson@DEO.MyFlorida.com

BOARD MEMBERSHIP TERMS - 3/11/2020

| | CITRUS COUNTY | NAME | APPOINTED | LENGTH | TERM EXPIRES |
|----|----------------------------|-------------------|-----------|--------|--------------|
| 1 | CBO/ Barriers | Theresa Flick | 6/28/2016 | 4 | 2024 |
| 2 | CBO/Barriers-Vet | Ted Knight | 6/28/2016 | 3 | 2023 |
| 3 | Economic Development | Bruce Register | 7/1/2019 | 1 | 2024 |
| 4 | Education-School District | Debra Stanley | 3/1/2017 | 4 | 2023 |
| 5 | Private Sector | Rachel Riley | 6/28/2016 | 4 | 2024 |
| 6 | Private Sector | Nicole Nash | 2/28/2020 | 3 | 2022 |
| 7 | Private Sector | William Burda | 5/1/2017 | 4 | 2021 |
| 8 | Private Sector | Mike Melfi | 6/28/2016 | 4 | 2023 |
| 9 | Private Sector | Kevin Cunningham | 6/28/2016 | 5 | 2021 |
| 10 | Private Sector | Al Jones | 5/10/2017 | 4 | 2023 |
| | | | | | |
| | LEVY COUNTY | NAME | APPOINTED | | TERM EXPIRES |
| 1 | Economic Development | David Pieklik | 7/1/2019 | 1 | 2024 |
| 2 | Labor | Nelson Mathis, Jr | 6/28/2016 | 4 | 2024 |
| 3 | Private Sector | Arno Proctor | 2/28/2020 | 4 | 2024 |
| 4 | Private Sector | Vacant | | 3 | 2024 |
| 5 | Private Sector | Vacant | | 2 | 2020 |
| 6 | Private Sector | Vacant | | 2 | 2021 |
| 7 | Private Sector | Kim Baxley | 1/25/2018 | 3 | 2021 |
| 8 | Youth Serving Organization | Carol Jones | 3/1/2017 | 4 | 2023 |
| | | | | | |
| | MARION COUNTY | NAME | APPOINTED | | TERM EXPIRES |
| 1 | Adult Education | Mark Vianello | 3/1/2017 | 3 | 2022 |
| 2 | Apprenticeship | Fred Morgan | 2/28/2020 | 3 | 2024 |
| 3 | CBO/ Barriers | Charles Harris | 1/25/2018 | 3 | 2021 |
| 4 | Higher Education-Private | Pete Beasley | 6/28/2016 | 4 | 2024 |
| 5 | Labor | Fred Morgan | 6/28/2016 | 5 | 2024 |
| 6 | Private Sector | Brandon Whiteman | 2/25/2019 | 3 | 2022 |
| 7 | Private Sector | Vacant | | 4 | 2023 |
| 8 | Private Sector | Pat Reddish | 6/28/2016 | 3 | 2022 |
| 9 | Private Sector | Jeff Chang | 2/25/2019 | 4 | 2023 |
| 10 | Private Sector | Darlene Goddard | 6/28/2016 | 5 | 2021 |
| 11 | Private Sector | Kathy Judkins | 6/28/2016 | 5 | 2021 |
| 12 | Trans/ Public Housing | Judy Houlios | 6/28/2016 | 3 | 2022 |
| | | | | | |
| | AREA | NAME | APPOINTED | | TERM EXPIRES |
| 1 | Higher Education- Public | Mark Paugh | 6/28/2016 | 5 | 2021 |
| 2 | Voc Rehab | Angie White | 2/28/2020 | 4 | 2024 |
| 3 | Youth Serving Organization | Jorge Martinez | 6/28/2016 | 3 | 2022 |
| | | | | | |
| | | | | | |



RECORD OF ACTION/APPROVAL

Board Meeting Wednesday, June 3, 2020

TOPIC/ISSUE:

Training Provider/Program Certification for PY 2020-2022

BACKGROUND:

Pursuant to CSCLM Local Policy - OPS-28 Area Targeted Occupational List and DEO State policy guidance #90, all training providers are required to recertify their eligibility to provide training services as well as provide performance information for the programs they wish to have included on our Area Targeted Occupation List (ATOL). Final certification must occur prior to June 30, 2020 in order for a school to be eligible to receive WIOA/WT funding for mutually participating customers for program year beginning July 1, 2020. Approval of training providers and programs is required by the board.

POINTS OF CONSIDERATION:

The attached spreadsheet is a compilation of the current training providers requiring recertification. Some providers have a future date of recertification based on the original application date. They have been included for approval of continued for the next program year. Programs have been recommended to be Approved, or Not Approved based on program performance requirements (OPS-28) and relation of the program to a targeted sector.

STAFF RECOMMENDATIONS:

Approve Targeted Occupation List per the approved programs and providers on the attached list.

COMMITTEE ACTION:

BOARD ACTION:

Section 1 - Providers and Programs Approval and Denials for ATOL

| Institution | Approval | Program | Completion Rate % | Employment Rate % | Comments | Board Approval |
|----------------------------|--|--|----------------------|----------------------|---|----------------|
| 180 Skills | Approved | Online Learning Library | | | Reapplication due December 2021 | 12/11/2019 |
| ATA Career Education | Approved | Dental Assisting | 100 | 84 | | |
| ATA Career Education | Approved | Professional Coding | 100 | 100 | | |
| ATA Career Education | Approved | Pre-Licensure Practical Nursing | 100 | 74 | | |
| ATA Career Education | Approved | Medical Professional - Medical Coding | 100 | 83 | | |
| ATA Career Education | Approved | LPN to RN Bridge | 100 | 71 | | |
| ATA Career Education | Not Approved | Medical Assisting | 100 | 67 | Does not meet minimum placement threshold requirements | |
| ATA Career Education | Not Approved | Limited Medical Radiography | 100 | 50 | Does not meet minimum placement threshold requirements | |
| ATA Career Education | Not Approved | Medical Professional - Medical Assisting | | | No enrollments for prior program year | |
| ATA Career Education | Not Approved | Limited Medical Radiography with Medical Assisting | 100 | 57 | Does not meet minimum placement threshold requirements | |
| College of Central Florida | To be reviewed when data submitted | AS Engineering Technology - Advanced Manufacturing | | | | |
| College of Central Florida | | AS Engineering Technology - Quality | | | | |
| College of Central Florida | | AS Engineering Technology - Electronics | | | | |
| College of Central Florida | | AS Supply Chain Management | | | | |
| College of Central Florida | | CCC Emergency Medical Technician | | | | |
| College of Central Florida | | CCC Emergency Medical Services - Paramedic | | | | |
| College of Central Florida | Approved | AutoCAD 2018 Certified User | N/A | N/A | Non Credit - performance not tracked through FETPIP | |
| College of Central Florida | Approved | Certificate of Capability in Business Analysis (CCBA) Training | N/A | N/A | Non Credit - performance not tracked through FETPIP | |
| College of Central Florida | Approved | Certified Bookkeeper | N/A | N/A | Non Credit - performance not tracked through FETPIP | |
| College of Central Florida | Approved | Certified Electronic Health Records Specialist (CEHRS) | N/A | N/A | Non Credit - performance not tracked through FETPIP | |
| College of Central Florida | Approved | Certified Information Security Manager (CISM) | N/A | N/A | Non Credit - performance not tracked through FETPIP | |
| College of Central Florida | Approved | Certified Information Systems Auditor (CISA) | N/A | N/A | Non Credit - performance not tracked through FETPIP | |
| College of Central Florida | Approved | Certified Information Systems Security Professional (CISSP) | N/A | N/A | Non Credit - performance not tracked through FETPIP | |
| College of Central Florida | Approved | Certified Medical Administrative Assistant (CMAA) | N/A | N/A | Non Credit - performance not tracked through FETPIP | |
| College of Central Florida | Approved | Certified Six Sigma Green Belt | N/A | N/A | Non Credit - performance not tracked through FETPIP | |
| College of Central Florida | Approved | Certified Welding Inspector (CWI) | N/A | N/A | Non Credit - performance not tracked through FETPIP | |
| College of Central Florida | Approved | CNC Lathe Operations | N/A | N/A | Non Credit - performance not tracked through FETPIP | |
| College of Central Florida | Approved | CompTIA Advanced Security Practitioner (CASP) | N/A | N/A | Non Credit - performance not tracked through FETPIP | |
| College of Central Florida | Approved | CompTIA Certification Training: A+, Network+, Security+ | N/A | N/A | Non Credit - performance not tracked through FETPIP | |
| College of Central Florida | Approved | CompTIA Project+ | N/A | N/A | Non Credit - performance not tracked through FETPIP | |
| College of Central Florida | Approved | CPC Medical Billing and Coding | N/A | N/A | Non Credit - performance not tracked through FETPIP | |
| College of Central Florida | Approved | Electrical, Pneumatics, Hydraulics, Mechanical or Mechatronics | N/A | N/A | Non Credit - performance not tracked through FETPIP | |
| College of Central Florida | Approved | FANUC FAST HandlingTool | N/A | N/A | Non Credit - performance not tracked through FETPIP | |
| College of Central Florida | Approved | FANUC FAST 2D IRVision | N/A | N/A | Non Credit - performance not tracked through FETPIP | |
| College of Central Florida | Approved | HVAC/R Certified Technician | N/A | N/A | Non Credit - performance not tracked through FETPIP | |
| College of Central Florida | Approved | Lean Six Sigma Black Belt with 1-on-1 Project Coaching | N/A | N/A | Non Credit - performance not tracked through FETPIP | |
| College of Central Florida | Approved | Microsoft Office Specialist 2016 Certification Training | N/A | N/A | Non Credit - performance not tracked through FETPIP | |
| College of Central Florida | Approved | OMCA Content Marketing Associate | N/A | N/A | Non Credit - performance not tracked through FETPIP | |
| College of Central Florida | Approved | OMCP Email Marketing and Automation Professional | N/A | N/A | Non Credit - performance not tracked through FETPIP | |
| College of Central Florida | Approved | Systems Security Certified Practitioner (SSCP) | N/A | N/A | Non Credit - performance not tracked through FETPIP | |
| College of Central Florida | Not Approved | Certified Paralegal | N/A | N/A | Not linked to targeted occupations | |
| College of Central Florida | Not Approved | Insurance License - 2-20 General Lines Agent | N/A | N/A | Not linked to targeted occupations | |
| College of Central Florida | Not Approved | Insurance License - 4-40 (RCSR) | N/A | N/A | Not linked to targeted occupations | |
| College of Central Florida | Not Approved | Real Estate Broker Pre-License | N/A | N/A | Not linked to targeted occupations | |
| College of Central Florida | Not Approved | Real Estate Pre-License | N/A | N/A | Not linked to targeted occupations | |
| Marion Technical College | Approved | Applied Cyber Security | 89 | 100 | | |
| Marion Technical College | Approved | Advanced Welding Technology | 100 | 100 | | |
| Marion Technical College | Approved | Certified Nursing Assistant | 76 | 94 | Low completion, but meets 90% placement threshold of completers | |
| Marion Technical College | Approved | Commercial Vehicle Driving | 85 | 67 | Low placement, but targeted training through Bridge grant | |
| Marion Technical College | | | | | Recommended for addition to TOL on probationary trial period as it aligns with targeted industry. | |
| Marion Technical College | Approved | Professional Culinary Arts and Hospitality | 75 | 78 | | |
| Marion Technical College | Approved | Emergency Medical Technician | 100 | 100 | | |
| Marion Technical College | Approved | Firefighter 1 & s | 78 | 91 | | |
| Marion Technical College | Approved | Firefighter/EMT Combined | 75 | 90 | Low completion, but meets 90% placement threshold of completers | |
| Marion Technical College | | | | | Recommended to keep on TOL. Missed completion rate requirement of 80% by 1 completer. | |
| Marion Technical College | Approved | Medical Assisting | 78 | 86 | | |
| Marion Technical College | Approved | Medical Clinical Lab Technician | 67 | 90 | Low completion, but meets 90% placement threshold of completers | |
| Marion Technical College | Approved | Phlebotomy | 90 | 76 | | |
| Marion Technical College | Approved | Practical Nursing | 98 | 98 | | |
| Marion Technical College | Approved | Radiologic Technology | 88 | 93 | | |
| Marion Technical College | Approved | Technology Support Services | 86 | 89 | | |
| Marion Technical College | Approved | Welding Technology | 93 | 92 | | |

Section 1 - Providers and Programs Approval and Denials for ATOL

| Institution | Approval | Program | Completion Rate % | Employment Rate % | Comments | Board Approval |
|--|--------------|---|----------------------|----------------------|--|----------------|
| Marion Technical College | Not Approved | Barbering | 100 | 88 | Not attached to a targeted industry | |
| Marion Technical College | Not Approved | Cosmetology | 74 | 86 | Not attached to a targeted industry | |
| Marion Technical College | Not Approved | Massage Therapy | 45 | 90 | Not attached to a targeted industry | |
| Grant Professional School of Nursing | Approved | RN Remediation | | | Continued Eligibility - Reapplication due June 2021 | 6/12/2019 |
| Interstate Commercial Driving | Approved | Commercial Truck Driving | | | Continued Eligibility - Reapplication due December 2021 | 12/11/2019 |
| Metrix Learning | Approved | Online Learning Library | | | Continued Eligibility - Reapplication due December 2021 | 12/11/2019 |
| Metropolitan Technical Career Institute | Approved | Phlebotomy | 84 | 84 | | |
| Metropolitan Technical Career Institute | Approved | Patient Care Tech | 88 | 88 | | |
| Metropolitan Technical Career Institute | Approved | Medical Assistant | 91 | 91 | | |
| Metropolitan Technical Career Institute | Approved | Laboratory Tech Online | 100 | 100 | | |
| Metropolitan Technical Career Institute | Not Approved | EKG Technician Online | 75 | 75 | Data supplied does not meet performance thresholds | |
| Metropolitan Technical Career Institute | Not Approved | Basic X-ray Online | 71 | 71 | Data supplied does not meet performance thresholds | |
| Metropolitan Technical Career Institute | Not Approved | Medical Secretary Online | 67 | 67 | Data supplied does not meet performance thresholds | |
| Metropolitan Technical Career Institute | Not Approved | Pharmacy Technician | 0 | 0 | New Programs - no data to submit | |
| Metropolitan Technical Career Institute | Not Approved | Veterinarian Technician | 0 | 0 | New Programs - no data to submit | |
| National Training | Approved | Commercial Truck Driving | | | Continued Eligibility - Reapplication due December 2021 | 12/11/2019 |
| National Training | Approved | Heavy Equipment Operation | | | Continued Eligibility - Reapplication due December 2021 | 12/11/2019 |
| Nature Coast EM Institute To be reviewed when submitted | | | | | | |
| New Horizons - Gulf Coast Only To be reviewed when submitted | | | | | | |
| Rasmussen To be reviewed when submitted | | | | | | |
| Roadmaster Driving School | | Commercial Truck Driver | 84 | 80 | | |
| Smart Horizons To be reviewed when submitted | | | | | | |
| STRAC Institute - Veterans Assembled Electronics | Approved | Electronics assembly and soldering - IPC610,620,JSTD001,ESD, CCI, ESD | 80 | 78 | | |
| Taylor College To be reviewed when submitted | | | | | | |
| Truck Driver Institute | Approved | Commercial Truck Driving | 85 | 73 | Placement rate is lower than the 80% goal. However, this provider has always resulted in positive outcome locally. | |
| Withlacoochee Technical College | Approved | Applied Cybersecurity | 100 | 100 | | |
| Withlacoochee Technical College | Approved | Automotive Collision Technology | 85 | 91 | | |
| Withlacoochee Technical College | Approved | Correctional Officer | 94 | 93 | | |
| Withlacoochee Technical College | Approved | Crossover - Correctional Officer to LEO | 100 | 100 | | |
| Withlacoochee Technical College | Approved | Crossover - LEO to Correction Officer | 100 | 100 | | |
| Withlacoochee Technical College | Approved | Electricity | 95 | 89 | | |
| Withlacoochee Technical College | Approved | Heating, Ventilation, Air Conditioning, Refrigeration | 83 | 84 | | |
| Withlacoochee Technical College | Approved | Medical Administrative Specialist | 86 | 92 | | |
| Withlacoochee Technical College | Approved | Patient Care Assistant | 100 | 100 | | |
| Withlacoochee Technical College | Approved | Practical Nursing | 100 | 88 | | |
| Withlacoochee Technical College | Approved | Professional Culinary Arts and Hospitality | 93 | 92 | | |
| Withlacoochee Technical College | Approved | Welding Technology | 83 | 87 | | |
| Withlacoochee Technical College | Approved | Florida Law Enforcement Academy | 91 | 73 | | |
| Withlacoochee Technical College | Approved | Massage Therapy | 92 | 73 | | |
| Withlacoochee Technical College | Approved | Network Systems Administration | 88 | 71 | | |
| Withlacoochee Technical College | Not Approved | Automotive Service Technology | 100 | 67 | Does not meet minimum performance requirements | |
| Withlacoochee Technical College | Not Approved | Cosmetology | 73 | 77 | Does not meet minimum performance requirements | |
| Withlacoochee Technical College | Not Approved | Technology Support Services | 57 | 63 | Does not meet minimum performance requirements | |



RECORD OF ACTION/APPROVAL

Board Meeting Wednesday, June 3, 2020

TOPIC/ISSUE:

Authorization to approve future training provider applications prior to next board meeting

BACKGROUND:

Training provider applications must be reviewed and approved every two years. Providers as well as programs must be reviewed for acceptable performance based on local operating policy OPS-28 Area Targeted Occupation List. Application packages were sent to all current training providers on March 16th. Not all applications have been received back at this time. Communication with some providers has been difficult due to shutdown created by COVID-19 and application completions have been delayed for some.

POINTS OF CONSIDERATION:

We are asking the Board to allow staff to approve or reject late submitted training provider applications based on performance requirements as set fourth in operating policy OPS-28 Area Targeted Occupation List so that we can continue to provide uninterrupted services to our jointly served customers. This authorization would be effective for applications received after the date of this meeting (June 3, 2020) and prior to the Board's next scheduled meeting in September 2020. A complete list of approved providers and programs will be provided for the Board's review and approval at the next scheduled meeting. Approvals made by staff would temporarily allow funding of approved programs until officially approved by the full board.

STAFF RECOMMENDATIONS:

Authorize staff to approve late training provider applications until Board review and approval in September 2020.

COMMITTEE ACTION:

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting Wednesday, June 3, 2020

TOPIC/ISSUE:

Sub-grantee Agreement

BACKGROUND:

DEO has reviewed comments submitted during the comment period and issued the final Agreement. The Agreement requires the signature of the Consortium Chair and the Board Chair. It must be signed and returned to DEO by July 17, 2020.

POINTS OF CONSIDERATION:

While few changes have been made as a result of the comments submitted, the Agreement is necessary for continuation of funding.

STAFF RECOMMENDATIONS:

Approve the Agreement and Authorize the Council Chair to sign.

**AGREEMENT
BETWEEN CAREERSOURCE CITRUS LEVY MARION
AND THE
FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY**

This Agreement is entered into between the State of Florida, Department of Economic Opportunity (“DEO”), and Citrus Levy Marion Regional Workforce Development Board, Inc., d/b/a CareerSource Citrus Levy Marion (“Board” or “Subrecipient”). DEO and the Board are sometimes referred to herein individually as a “Party” and collectively as “the Parties.”

WHEREAS, DEO is Florida’s designated state agency for receipt of federal workforce development funds, and is required to carry out the duties and responsibilities assigned by the Governor under each federal grant assigned to DEO; and

WHEREAS, the Board is a “subrecipient” of funds (as that term is defined by federal law), and a “recipient” of funds (as that term is defined by state law); and

WHEREAS, pursuant to section 121(h) of the Workforce Innovation and Opportunity Act (Pub. L. 113-128) and section 445.009(2)(c), Florida Statutes, DEO and the Board intend for this Agreement to satisfy the requirements that the Board enter into a memorandum of understanding and infrastructure funding agreement with each mandatory or optional partner participating in the one-stop delivery system.

1. DEFINITIONS AND ACRONYMS.

- a. **“Board”** means the Local Workforce Development Board
- b. **“CDBG-DR”** means Community Development Block Grant-Disaster Recovery.
- c. **“CFR”** means Code of Federal Regulations.
- d. **“CLEO”** means the Chief Local Elected Official.
- e. **“DCF”** means the Florida Department of Children and Families.
- f. **“FDLE”** means the Florida Department of Law Enforcement.
- g. **“LWDA”** means Local Workforce Development Area.
- h. **“MOU”** means Memorandum of Understanding.
- i. **“NFA”** means Notice of Award/Notice of Fund Availability.
- j. **“RA”** means Reemployment Assistance.
- k. **“SNAP E&T”** means the Supplemental Nutrition Assistance Program Employment & Training program.
- l. **“State Board”** means the State Workforce Development Board.
- m. **“TAA”** means Trade Adjustment Assistance.
- n. **“WIOA”** means the Workforce Innovation and Opportunity Act.
- o. **“WP”** means the Wagner-Peyser Act.
- p. **“WT”** means the Welfare Transition program.

- 2. TERM AND EXPIRATION.** The Effective Date of this Agreement is July 1, 2020. This Agreement ends on June 30, 2021 (the “Expiration Date”), unless otherwise terminated as set forth herein. This Agreement may be renewed or extended for a period of time to be determined by DEO in its sole discretion, and without the Board’s approval, at any time prior to the Expiration Date. This Agreement terminates, supersedes, and replaces any prior agreement in effect between DEO and the Board regarding the subject matter set forth herein as of the Effective Date. The period between the Effective Date and the Expiration Date or the termination date is the “Agreement Period”. Subrecipient is absolutely responsible for all work performed and all expenses incurred in fulfilling the obligations of this Agreement. If the LWDA is redesignated in whole or in part, or the Board is decertified, then DEO may terminate this Agreement. If DEO elects to terminate this Agreement, then DEO will notify the Board and the CLEO of such termination, when the termination becomes effective, and any termination instructions.

3. FISCAL AND ADMINISTRATIVE CONTROLS.

- a. DEO will provide funds in consideration for the Subrecipient’s successful performance under this Agreement. The State of Florida’s and DEO’s performance and obligation to pay under this Agreement is contingent upon

an annual appropriation by the Legislature of the State of Florida. DEO shall have final authority as to both the availability of funds and what constitutes an “annual appropriation” of funds. The lack of appropriation or availability of funds shall not create DEO’s default under this Agreement. If there is a state or federal funding shortfall, then the funding otherwise made available under this Agreement may be reduced. The Subrecipient shall not expend funding provided under this Agreement or made available pursuant to any NFA to pay any costs incurred in connection with any defense against any claim or appeal of the State of Florida or any agency or instrumentality thereof (including DEO) or to pay any costs incurred in connection with the prosecution of any claim or appeal against the State of Florida or any agency or instrumentality thereof (including DEO), which the Subrecipient instituted or in which the Subrecipient has joined as a claimant.

- b. DEO will make funding available to the Subrecipient by issuing NFAs through DEO’s financial management information system. Each NFA may list or incorporate specific terms, conditions, assurances, restrictions, or other instructions applicable to the funds provided by the NFA. The Subrecipient’s receipt of funding made under an NFA may be conditioned upon the Subrecipient’s successful performance of certain requirements prior to the receipt of such funding. The Subrecipient must comply with all terms, conditions, assurances, restrictions, or other instructions contained within the NFA as a condition precedent to the Subrecipient’s receipt of funding set forth in the NFA. Except as specifically set forth herein, if a conflict between the terms of this Agreement and any NFA, the terms of the NFA shall control.
- c. Accountability for Funds.
 - i. Reduction or Suspension of Funding. DEO may partially, completely, temporarily or permanently, reduce or suspend any funding provided under this Agreement or funding made available pursuant to an NFA, if the Subrecipient fails to comply with all applicable state and federal laws, rules, and regulations, or the terms of this Agreement or any NFA. DEO will exercise its authority to reduce or suspend funding in accordance with the applicable federal and state laws, rules, regulations, and policies.
 - ii. Recoupment. Notwithstanding anything in this Agreement or any NFA to the contrary, DEO has an absolute right to recoup funds. DEO may refuse to reimburse the Subrecipient for any cost if DEO determines that such cost was not incurred in compliance with the terms of this Agreement. DEO may demand a return of funds if DEO terminates this Agreement.
 - iii. Overpayments. If the Subrecipient’s (a) noncompliance with this Agreement or any applicable federal, state, or local law, rule, regulation, or ordinance, terms of any NFA, or (b) performance or nonperformance of any term or condition of this Agreement results in (i) an unlawful use of funds; (ii) a use of funds that doesn’t comply with the terms of this Agreement; or (iii) a use which constitutes a receipt of funds to which the Subrecipient is not entitled (each such event an “Overpayment”), then the Subrecipient shall return such Overpayment of funds to DEO.
 - iv. Discovery of Overpayments. The Subrecipient shall refund any Overpayment of funds to DEO within 30 days of the Subrecipient’s discovery of an Overpayment or receipt of notification from DEO that an Overpayment has occurred. DEO is the final authority as to what may constitute an Overpayment of funds. Refunds should be sent to DEO’s Agreement Manager and made payable to the “Department of Economic Opportunity”. Should repayment not be made in a timely manner, DEO may charge interest at the lawful rate of interest on the outstanding balance beginning 30 days after the date of notification or discovery.
- d. By signature below, the Subrecipient certifies to DEO that it has written administrative procedures, processes, and fiscal controls in place for the operation of WIOA, WP, TAA, SNAP E&T, WT, CDBG-DR and any other program for which the Subrecipient receives funds from DEO. The written administrative procedures, processes, and fiscal controls described in this paragraph must, at minimum, comply with applicable state and federal law, rules, regulations, policies, guidance, and the terms of this Agreement. DEO may request copies of the Board’s written procedures and policies for review. As needed, DEO shall provide guidance and technical assistance to the Subrecipient to ensure compliance with this section. If the Subrecipient cannot certify that it has written administrative procedures, processes, and fiscal controls in place for the operation of any program for which it may receive funds at a future date, then as a condition precedent to the award of any funds, the Subrecipient shall

establish and adopt such written administrative procedures, processes, and fiscal controls, as necessary for the applicable program.

- e. By signature below, the Subrecipient certifies that it has written administrative procedures, processes, and fiscal controls in place for the payment of supportive services including, but not limited to prepaid gas or prepaid debit cards. Controls must address issuance, storage, and reconciliation of prepaid gas or prepaid debit cards. The Subrecipient must maintain documentation supporting the eligibility of the receipt of supportive services and that the value of the supportive service is consistent with the documented need of the participant.
- f. The Subrecipient shall manage, maintain, and properly dispose of program and financial records in accordance with governing state and federal laws and regulations.
- g. The Board will appoint at least one Regional Security Officer that is responsible for ensuring the Board's compliance with all information system security matters and system access control for users of DEO-owned systems. The Regional Security Officer will comply with policies and requirements imposed by DEO. The Subrecipient will designate a custodian for purchased property and equipment that will be responsible for ensuring the Subrecipient's compliance with 2 CFR §§ 200.310-200.316.
- h. The Subrecipient is responsible for managing real property and leases for all space utilized in the one-stop delivery system. The Subrecipient and its designated one-stop operator or managing partner shall be responsible for all activities involved in securing space for local career centers, ensuring payment to lessors, and cost allocating rent charges, and otherwise managing leases.
- i. The Subrecipient will comply with all federal and state laws, policies, guidance, plans, or other similar documents produced, approved, or disseminated by DEO, the State Board, or any other entity whose funds are made available to the Subrecipient through DEO. These documents will be made available on DEO's website or distributed to the Subrecipient through other means.
- j. Funds provided to the Subrecipient by DEO may not be used to pay consultants in excess of \$710 per day and must be documented as reasonable and necessary.

4. PERFORMANCE, REPORTING, MONITORING, AND AUDITING.

- a. DEO may request any information at any time from the Subrecipient. The Subrecipient shall provide any requested information in the form and manner requested by DEO, within the time frame established by DEO, so DEO may review the Board's performance and compliance and compile and submit information to the appropriate parties. The Board shall provide timely electronic data to DEO, via the electronic financial and programmatic data systems established by DEO in order to allow DEO to provide accurate reports to state and federal funding agencies, the State Board, and other interested parties, and to review the Board's fiscal status and performance.
- b. The Subrecipient will comply with the audit requirements set forth in Exhibit A on an annual basis and take prompt corrective action with respect to any audit findings.
- c. The Subrecipient shall allow access to representatives of DEO, DEO's Office of Inspector General and Office of Civil Rights, appropriate representatives from other state and federal funding agencies, and any other entity authorized by law for the purposes of conducting monitoring, reviews, inspections, investigations, proceedings, hearings, or audits (each a "Compliance Review"). The Subrecipient will fully cooperate with any Compliance Review conducted pursuant to this section. Failure to fully cooperate will constitute a material breach of this Agreement and may result in the termination or suspension of this Agreement and any funding provided by DEO. DEO reserves the right to, in its sole discretion, decide what constitutes full cooperation under this paragraph. DEO may exercise its rights under this paragraph at any time and as frequently as DEO deems necessary. The Subrecipient will reimburse DEO for all reasonable costs incurred by DEO for any activity conducted pursuant to this section that results in the suspension or termination of this Agreement. The Subrecipient will not be

responsible for costs incurred from activities conducted under this section that do not result in the suspension or termination of this Agreement. Nothing in paragraph (b) of this section, or Exhibit A, is intended to limit the terms of this paragraph (c).

- d. Annually, the subrecipient shall submit the following information electronically to FMA-RWB@deo.myflorida.com by the deadlines prescribed below:
- Completed Salary Cap by April 1;
 - Annual detailed budget of revenues and expenditures by funding source by October 1; and
 - Completed Internal Control Questionnaire signed by Board Chair and Executive Director by September 30.
- e. The State Board and DEO have established special guidelines concerning audit quality as guidance for the Board. For the procurement of the audit services, the Board must procure these services in accordance with Florida Statutes. As part of these guidelines, the Board is also required to communicate to their independent auditors (auditor) the following procedures that must be performed:
- i. It is essential that the auditor test the Board's reconciliation of its financial records to the Subrecipient Enterprise Resource Application (SERA) maintained by DEO. The auditor should include a note to the financial statements confirming whether such a reconciliation was performed by the Board in a satisfactory manner.
 - ii. Auditors are required under federal audit guidelines to test compliance with federal cash management requirements and to report any material problems. However, the State Board and DEO have established state level guidance for cash management that should also be tested. The auditor should review the key guidelines contained in the SERA Manual produced by DEO concerning cash management, especially the criteria for Allowable Cash on Hand, and conduct the appropriate tests of compliance.
 - iii. It is required that auditors always prepare and submit a management letter for those findings and observations not included in the audit report, as opposed to providing only a verbal briefing. The Board must prepare a written statement of explanation or rebuttal, including corrective actions to be taken, concerning the deficiencies cited in the management letter. NOTE: If a management letter is not present, this should be stated in the schedule of findings and questioned costs.
 - iv. All funds overseen, managed, or administered by the Board must be included in the scope of the audit and within the audited financial statements. This includes funds that are provided to any auxiliary entity over which the Board or Board's leadership exercises any controlling influence, such as a foundation or an association. For purposes of this guidance document, all foundations, associations, or other similar entities are considered to be affiliated organizations and, in some instances, may need to be classified as a component unit.
 - v. For any affiliated organization, at a minimum the audit report should disclose the entity's mission or purpose; any and all controlling members; summarized financial data including total assets, liabilities, net assets, revenues, expenditures; sources of all revenues; the entity's relationship to the Board's activities; and a statement that the activities of the entity comply with Federal Regulations and Florida Statutes, as applicable. The auditor may need to provide other disclosures and presentations (such as consolidated financial statement) as appropriate after giving proper consideration of applicable accounting standards pronouncements regarding reporting of related entities.
 - vi. The auditor should state in the Report on Compliance and Internal Control over Compliance Applicable to Each Major Federal Awards Program that the audit was conducted in accordance with the special audit guidance provided by the DEO.
 - vii. The Board must limit the audit services to no more than five years and then must follow Florida

Statutes and its own policies to competitively re-procure these services. The previous audit firm may be awarded the new contract for audit services through the competitive procurement if the lead partner of the audit firm had not been engaged with the Board for any of the previous five years.

- f. DEO will meet at least annually with the CLEO and the Board to review the Board's performance and compliance and will notify the Board's Chief Executive Officer and CLEO in writing of any findings, deficiencies, recommendations, or other areas of concern. The Board's failure to meet its negotiated level of performance or its failure to comply with state and federal laws, regulations, standards or the terms of agreements between the Board and DEO may constitute grounds for corrective measures, sanctions and remedies, consistent with WIOA and any policies of DEO or the State Board. DEO may require corrective measures be taken in accordance with a Performance Improvement Plan, or other appropriate action, developed by DEO. The Board's failure to comply with the terms of any Performance Improvement Plan or other appropriate action will constitute a material breach of this Agreement, may result in the suspension or termination of this Agreement, the reduction or withholding of funding provided under this Agreement, or any other sanction or remedy available to DEO by law.

5. THE BOARD'S ONE-STOP DELIVERY SYSTEM. The Board shall operate at least one physical comprehensive career center with access to partner programs, services, and activities in accordance with 20 CFR 678.300(c) and 678.305. The Board shall designate a one-stop operator in accordance with 20 CFR 678.605-678.625, Section 445.009, F.S., and applicable policies, including the following one-stop delivery system requirements:

- a. Each partner program in the Board's career centers will contribute to infrastructure costs at a rate negotiated and agreed upon by the Parties, or pursuant to a policy established by the Governor. The following infrastructure elements, set forth specifically in 20 CFR 678.755, must be incorporated into the period of time in which the infrastructure funding agreement is effective. This may be a different time period than the duration of the MOU.
- b. Identification of an infrastructure and shared services budget that will be periodically reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to its use of the career center and relative benefit received, and that complies with 2 CFR part 200 (or any corresponding similar regulation or ruling).
- c. Identification of all career center partners, chief local elected officials, and Board participating in the infrastructure funding arrangement.
- d. Steps the Board, chief local elected officials, and career center partners used to reach consensus or an assurance that the local area followed the guidance for the State funding process.
- e. Description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached.
- f. Description of the periodic modification and review process to ensure equitable benefit among one- stop partners.
- g. The Board shall incorporate infrastructure funding provisions in each memorandum of understanding with its one-stop partners. Remedies for nonperformance must also be included.

6. SERVICES DELIVERED BY DEO STAFF WITHIN THE BOARD'S ONE-STOP DELIVERY SYSTEM.

- a. Certain workforce program services will be performed by DEO staff assigned to work under the functional supervision and direction of the Board. These services include WP services, TAA services, services to veterans, services to migrant and seasonal farmworkers, and other workforce services as agreed upon by the Parties. The provision of these services will be consistent with applicable federal and state law, rules, regulations, policies, and guidance, and State Board policies. The Board will refer any question or conflict regarding management of DEO staff to DEO for resolution.
- b. The Parties shall maintain a staffing structure chart describing each career center site location, the designated one-

stop operator or managing partner at the site location, all DEO staff placed at the site location, and the position classification and program assignment for each DEO staff member working at the site location. The Board must provide a copy of the staffing structure in an organizational chart to DEO Human Resources annually by July 1 or within 30 days upon changes to the organizational structure. All necessary changes to the staffing structure chart will be made by the Parties in a timely fashion.

- c. The Board will provide DEO information and recommendations regarding the performance of DEO staff assigned to the Board pursuant to a procedure developed and implemented by the Parties. The Board shall exercise due care with respect to its submission of information concerning the performance of DEO staff. DEO will act on the information provided by the Board, but the ultimate decision for any personnel action remains with DEO.
- d. DEO staff assigned to the Board are subject to all statutes and rules applicable to State Personnel System employees and all DEO policies - including DEO's travel, leave, and time distribution policies. DEO staff assigned to the Board will be required to obtain their local manager's approval prior to taking leave.
- e. The Board shall consult with DEO with regard to any issues that may affect, or be in conflict with, the terms or conditions of the collective bargaining agreement for any DEO staff holding positions covered by a collective bargaining agreement. DEO will provide guidance to the Board upon request for the purpose of ensuring compliance with terms of any applicable collective bargaining agreement.
- f. DEO retains ultimate decision-making authority with respect to wages, salary, benefits, hiring, firing, discipline, and promotion of DEO staff.
- g. The Board will appoint a local personnel liaison for the purpose of coordinating personnel related activities for DEO staff. The personnel liaison must be a DEO staff member. The Board will provide the name and contact information of the designated personnel liaison to the DEO Human Resource Office upon designation of this staff member and thereafter annually or upon changes in the designated staff member.
- h. The Board shall jointly plan with DEO for the use of resources available to each partner to ensure a coordinated and efficient approach to the delivery of customer services. The Board will provide the services outlined in section 445.009, Florida Statutes. The Board will also provide basic and individualized career services pursuant to section 134(c)(2) of WIOA, access to training services pursuant to section 134(c)(3)(D) of WIOA, access to programs and activities carried out by the Board's partners listed in 20 CFR 678.400 through 678.410, including the Employment Service program authorized under WP, as amended by WIOA Title III, services to employers as outlined in 20 CFR 680.140(b)(2), and workforce and labor market information. For clarification purposes, "basic career services" are referred to as "core services" in section 445.009(6)(a)(c), Florida Statutes, and "individualized career services" are referred to as "intensive services" in section 445.009(7), Florida Statutes.
- i. The Board will develop methods for referring individuals between its one-stop operator(s) and its partners for appropriate services and activities.

7. OPEN GOVERNMENT AND CONFIDENTIALITY.

- a. The Board is subject to Chapters 119 and 286 of the Florida Statutes. The Board is responsible for responding to public records requests and subpoenas. The Board is responsible for ensuring that its staff and agents have a working knowledge of Chapter 119, Florida Statutes. The Board agrees to appoint a public records coordinator for the purpose of ensuring that all public records matters are handled appropriately.
- b. **IF THE BOARD HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE BOARD'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT DEO'S CUSTODIAN OF PUBLIC RECORDS** by telephone at 850-245-7140, via e-mail at PRRequest@deo.myflorida.com, or by mail at Department of Economic Opportunity, Public Records Coordinator, 107 East Madison Street, Caldwell Building, Tallahassee, Florida 32399-

- c. The Board will have access to varying types of confidential information as a result of its performance under this Agreement. The Board will protect the confidentiality of any information to which it has access in accordance with applicable law. The Board will obtain guidance from DEO with respect to confidentiality matters. DEO will facilitate the Board's requests for guidance from other state agencies.
- d. Staff of the Board, its agents, contractors, subcontractors and any other entity performing services on behalf of the Board granted access to workforce information systems, including systems containing confidential information, must complete Exhibit B to this Agreement, "Individual Non-Disclosure and Confidentiality Certification Form," prior to accessing said workforce information systems. A copy of each completed form must be retained by the Board and made available to DEO upon request.
- e. Board requests for DEO data must come from Board executive staff to DEO. DEO will not accept data requests from the Board's contractors. DEO will only grant access to DEO-owned systems to staff of the Board, its agents, contractors, subcontractors and entities performing services on behalf of the Board.
- f. DEO may provide the Board access to RA information on an ongoing basis as a result of the Board's use of shared information systems and the provision of integrated services. Access to such information will typically be at no cost (any cost imposed by DEO will be reflected in a separate agreement between the Parties). Certain RA information is made confidential by section 443.1715, Florida Statutes, and 20 CFR 603.9(b)(1) requires the Board to agree to the following terms as a condition of accessing this information. DEO will immediately suspend or cease providing the Board access to RA information if DEO determines the Board is not in compliance with section 443.1715, Florida Statutes, 20 CFR 603, and the conditions set forth below. DEO may, in its sole discretion, provide access once DEO is satisfied that the Board has cured the deficiency. The Board shall:
 - i. use the information it receives only for purposes authorized by law and consistent with this Agreement;
 - ii. store the information, whether physically or electronically, in such a manner that is secure from unauthorized access;
 - iii. ensure the information is only accessible by authorized individuals that have an actual need to access the information for a legitimate and lawful purpose;
 - iv. ensure that any entity to which the Board further discloses the information complies with these terms;
 - v. not store the information on any portable storage media device (e.g., laptops, external hard drives, thumb drives, iPads, tablets, or smartphones, etc.);
 - vi. to the extent practicable, and considering the arrangement in place under this Agreement (shared information systems), destroy the information after the purpose for which it is disclosed is accomplished in accordance with 20 CFR 603.9(b)(1)(vi). However, the Board may not seek to delete information from DEO's information systems;
 - vii. to the extent practicable, and considering the arrangement in place under this Agreement, maintain a system sufficient to allow DEO to conduct an audit of transactions concerning the information;
 - viii. ensure all individuals obtaining access to the information are aware of the penalties established by section 443.1715, Florida Statutes, and acknowledges that all individuals have been so instructed through the execution of this Agreement; and
 - ix. allow DEO or its representatives access to conduct onsite inspections to ensure the Board's compliance with section 443.1715, Florida Statutes.
- g. The Board will immediately notify DEO of any breach of security, as defined by section 501.171, Florida Statutes, occurring in any operation under its control. If the breach of security concerns data belonging to DEO, DEO reserves the right to determine whether the provisions of section 501.171, Florida Statutes, apply. DEO will determine if notifications are necessary and, if so, the procedure for making, and the content included in, those notifications. The Board will provide the notifications if deemed necessary by DEO and will not provide said notifications without prior approval from DEO. DEO will not unreasonably withhold approval to send notifications and will make all decisions regarding said notifications as quickly as possible and consistent with the timelines in section 501.171, Florida Statutes. The Board is responsible for all fees and costs incurred due to a breach of security occurring in an operation, program, or physical setting under the Board's control, including,

but not limited to, the cost of sending breach notifications.

8. BACKGROUND SCREENINGS.

a. Level 1 Screenings.

- i. The Board will require and obtain a Level 1 background screening as a condition of employment or contract award for all Board, career center staff, contractors, and subcontractors. Additionally, the Board will require and obtain a Level 1 background screening for all individuals performing financial management activities. The Level 1 background screening must be conducted prior to employment or, for contract awards, prior to contractor's employees beginning work. The Level 1 background screening must be conducted at least every five years of consecutive employment, and upon re-employment in all circumstances (including assignment to a new or different contract for Board contractors). The Board will develop a policy for implementing background screenings.
- ii. The Level 1 background screenings are further explained in section 435.03, Florida Statutes. The Board will contract with an FDLE-approved provider to perform the Level 1 background screenings. The Board is responsible for all costs associated with obtaining the Level 1 background screening described in this section.
- iii. The Board will maintain its background screening material in a locked file cabinet or other secure location and store the material separately from any official employee personnel file. The Board will protect the confidentiality of the screening materials as required by law or contract.
- iv. The Board is responsible for maintaining a current list of all individuals for whom it has obtained a Level 1 background screening. The list must include, but need not be limited to, the name of the individual, the last four digits of the individual's social security number, the date the screening was completed, the date the results of the screening were reviewed, and the individual responsible for reviewing and approving the employment or access granted to the individual that was the subject of the screening.

b. Level 2 Screenings.

- i. The Board shall identify and disclose to DEO all Board staff positions that may be granted access to confidential data, including confidential data stored in the information systems used by workforce service providers to manage and report participant information. The Board must review all Board staff positions to determine if the positions should be designated as a position of Special Trust. Positions determined by DEO to be positions of special trust, and all employees placed or considered for placement in a Board Special Trust Position must undergo a Level 2 background screening as set forth more specifically below. For all Board Special Trust Positions, only a Level 2 background screening is necessary.
- ii. Level 2 background screenings are necessary to ensure individuals with criminal convictions or individuals that are under criminal investigation or become under criminal investigations related to theft, fraud, forgery, embezzlement, crimes of violence or any similar matters are not approved for access to confidential information. This includes individuals who plea or pleaded nolo contendere or no contest to such charges or offenses; negative information of this type may disqualify a person from being granted access to confidential information under this Agreement. The Level 2 background screenings must include a state and National Criminal Information Center check through the Federal Bureau of Investigations with no negative results to the above type of offenses/convictions.
- iii. For Board employees that have not had a Level 2 background screening within the past five years and who are currently employed in a Board Special Trust Position, the Board shall transmit a list of those employees in the method prescribed by DEO, in form and substance acceptable to DEO, within 45 days after request by DEO. DEO and the Board shall coordinate to establish a timeline to conduct all level 2 background screenings for current Board employees in a Board Special Trust Position. If the Board intends to place a new employee in a Board Special Trust Position, then the Board shall require that employee undergo a Level 2 background screening prior to any offer of employment. The Level 2 background screening must be conducted at least every five years of consecutive employment and upon re-employment in all circumstances.
- iv. State merit staff shall undergo Level 2 background screenings pursuant to the standards specified in section 435.04, Florida Statutes, as a pre-condition of employment. DEO will assist the Board in obtaining

state merit staff the required Level 2 background screenings pursuant to DEO's established processes and procedures. The Level 2 background screening must be conducted at least every five years of consecutive employment and upon re-employment in all circumstances.

9. LOCAL PLAN AND ASSURANCES.

- a. The Board must submit and receive approval of local plans which outline the Board's delivery and administration of all workforce services delivered within its LWDA. The plan must identify and describe the policies, procedures, and local activities that are carried out in the LWDA consistent with the state plan and must contain all content required by DEO. Further, the plan must describe the Board's methods for ensuring the needs of workers and youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in the provision of necessary and appropriate access to services, including access to technology and materials, made available through the one-stop delivery system. The Board will continue to develop and update its local plan in accordance with applicable provisions of law and as directed by DEO or the State Board.
- b. Executive Order 11-116, signed May 21, 2011, by the Governor of Florida, requires DEO to use the U.S. Department of Homeland Security's E-Verify system. The Board shall utilize the E-Verify system to verify the employment eligibility of all new employees after the Effective Date. After the Effective Date, and for all current employees, prior to any promotion or during that employee's Level 1 or Level 2 background rescreening, the Board shall use the E-Verify system.

10. PROCUREMENT.

- a. If the Board enters into a contract in the amount of \$1,000,000 or more, in accordance with the requirements of section 287.135, Florida Statutes, the Board will obtain a certification that the contractor is not listed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel, the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, engaged in business operations in Cuba or Syria, or meets the conditions for exemption as provided in section 287.135(4), Florida Statutes. These lists are created pursuant to sections 215.4725 and 215.473, Florida Statutes. The Board certifies that it is in compliance with this provision. Upon request, DEO will provide a form the Board may utilize in connection with any procurement for the purposes of ensuring compliance with this paragraph. If federal law ceases to authorize the states to adopt and enforce the contracting prohibition described in this paragraph, this paragraph will be null and void.
- b. If the Board is affiliated with a local government entity, it will ensure compliance with section 287.133(2)(a), Florida Statutes. Any person or affiliate, as defined by that section of the Florida Statutes, placed on the convicted vendor list following a conviction for a public entity crime may not submit a response to any solicitation for the provision of goods or services to the Board. The Board will not accept any solicitation response from such an entity and will not award a contract in excess of \$35,000 for a period of 36 months from the date an entity is placed on the convicted vendor list. Upon request, DEO will provide an attestation form the Board may utilize in connection with any procurement for the purposes of ensuring compliance with this paragraph.
- c. The Board will not accept responses to procurement solicitations from, or award a contract to, any entity that appears on the discriminatory vendor list described in section 287.134, Florida Statutes. DEO recommends the Board include a clause in all procurement solicitations and contracts that the respondent or contractor is not on the state's discriminatory vendor list.
- d. DEO encourages the Board to seek goods and services through the Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE), and from RESPECT of Florida (products and services produced by individuals with disabilities).
- e. The Board will obtain prior written approval from DEO prior to purchasing any information technology resource or conducting any activity that will, in any way, access DEO data and DEO-owned systems. To ensure statewide efficiency of funding, prior approval from DEO must also be obtained prior to requesting any changes or enhancements to Employ Florida.

- f. The Board shall comply with the procurement standards in 2 CFR 200.318 - 200.326 when procuring property and services under this Agreement. The Board shall impose its obligations under this Agreement on its contractors, specifically or by reference, so that such obligations will be binding upon each of its contractors. The Board shall maintain oversight of all activities under this Agreement and shall ensure that for any procured contract or agreement, its contractors perform according to the terms and conditions of the procured contracts or agreements, and the terms and conditions of this Agreement.
- g. The Board may not purchase memberships or enter into any agreements with the Florida Workforce Development Association with funds provided by DEO. The Board may pay for registration dues in conjunction with training, including but not limited to the annual Summit provided by the Florida Workforce Development Association.
- h. Funds expended for events must be compliant with 2 CFR 200.421, and DEO's Guidance on Use of Funds for the Purchase of Outreach/Informational Items (FG-OGM-84). Documentation must be retained to support the cost of the funds expended and must demonstrate that the costs are reasonable and necessary to connect individuals to employment and training services.

11. COMPENSATION AND TRAVEL.

- a. Funds provided by DEO may not be used to fund the salary, bonus, or incentive of any employee in excess of Federal Executive Level II, regardless of the funding source.
- b. No changes to compensation for executive staff of the Board are allowed without documented Board approval and must be in alignment with local policies and procedures. The Board shall ensure that all bonuses, pay raises, and benefits are reasonable and necessary for the successful performance of the award and are a prudent use of federal funds.
- c. The Board shall comply with section 445.007(10), Florida Statutes, and the following per diem and travel expense provisions, consistent with section 112.061, Florida Statutes:
 - i. Board members may receive reimbursement for per diem and travel expenses pursuant to section 112.061, Florida Statutes.
 - ii. Lodging expenses for an employee of the Board may not exceed the daily limit for that of employees of the State of Florida, excluding taxes and fees, unless the Board is participating in a negotiated group rate discount or the Board obtains and maintains documentation of at least three comparable alternatives demonstrating that such lodging at the required rate is not available. However, an employee of the Board may expend his or her own funds for any lodging expenses over the limit for employees of the State of Florida.
 - iii. The Board shall ensure that travel and expense reimbursements made to vendors and subrecipients are in accordance with the Board's travel and expense policy. The Board's travel and expense policy must ensure that vendor reimbursements are made at the lowest possible cost necessary to ensure a reasonable level of service, comfort, and security.

12. BOARD GOVERNANCE, RESPONSIBILITIES, AND TRANSPARENCY.

- a. The Board shall ensure that the local area designation complies with the requirements outlined in the federal law (WIOA) and applicable state policy.
- b. The following information must be posted on the Board's website in a manner easily accessed by the public:
 - i. Notice of all Board meetings at least seven days before the meeting is to occur. Notice of special board meetings must be posted at least 72 hours before the meeting is to occur.
 - ii. Employee positions and salary information for each position (including any benefits and performance bonuses).
 - iii. A plain language version of any contract that is estimated to exceed \$35,000 with a private entity,

- municipality, city, town, or vendor of services, supplies, or programs, including marketing, or for the purchase or lease or use of lands, facilities, or properties.
 - iv. A list of all Board members, company or entity that the Board member is employed by or owns, and their terms of service.
 - v. Interlocal agreement(s), as applicable
 - vi. Single Audit for the last two years.
 - vii. Board meeting minutes within 15 days of Board approval.
 - viii. All active agreements with another board that delegates partial or complete responsibility for any duties the Board is expected, required, or mandated to perform under this Agreement or WIOA, even if the cost is not expected to exceed \$35,000.
- c. The Board shall comply with the requirements of 2 CFR 25 Universal Identifier and System for Award Management (SAM). The Subrecipient must have an active registration in SAM in accordance with 2 CFR part 25, appendix A, and must have a Data Universal Numbering System number. The Subrecipient must also comply with provisions of the Federal Funding Accountability and Transparency Act, which includes requirements on executive compensation and 2 CFR 170 Reporting Subaward and Executive Compensation Information.
- d. In compliance with sections 39.201 and 415.1034, Florida Statutes, if the Board, its agents, employees, contractors, subcontractors or any other entity performing the services on behalf of the Board, knows or has reasonable cause to suspect that a child, aged person, or disabled adult is or has been abused, neglected, or exploited, the Board agrees to immediately report such knowledge or suspicion to the Florida Abuse Hotline by calling 1-800-96ABUSE, or via the web reporting option at <http://www.dcf.state.fl.us/abuse/report>, or via fax at 1-800-914-0004.
- e. Consistent with 2 CFR 200.113, the Board must, within one business day of discovery, disclose any violation of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Additionally, the Board shall disclose any other on-going civil or criminal litigation, investigation, arbitration, or administrative proceeding upon execution of this Agreement.
- f. For all funds provided by DEO, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with federal money, the Subrecipient shall clearly state (i) the percentage of the total costs of the program or project which will be financed with federal money; (ii) the dollar amount of federal funds for the project or program; and (iii) the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources. Consolidated Appropriations Act of 2018, Pub. L. No. 115-141, 132 Stat. 348, div. H, Title V, Sec. 505 (Mar. 23, 2018).
- g. In compliance with section 286.25, Florida Statutes, the Board will ensure any nongovernmental organization which sponsors a program financed, in whole or in part, with funds provided under this Agreement will, in publicizing, advertising, or describing the sponsorship of the program, state: "Sponsored by (entities name) and the State of Florida, Department of Economic Opportunity." If the sponsorship reference is in written form, the words "State of Florida, Department of Economic Opportunity" will appear in the same size letters or type as the name of the entity.

13. ETHICS.

- a. The Board shall adopt an employee ethics code modeled after the provisions of Chapter 112, Florida Statutes, and shall name a Chief Ethics Officer. The Officer shall be responsible for the periodic training of Board staff and for maintaining the Ethics Code and for, which addresses:
 - i. The acceptance of gifts;
 - ii. Self-dealing;
 - iii. A prohibition on unauthorized compensation;
 - iv. Conflicting employment or contractual relationships;
 - v. Appropriate disclosure and use of information; and

vi. Nepotism.

- b. The Board will adopt and abide by a conflict of interest policy that ensures compliance with state and federal law and applicable State Board and DEO policies. The Board will make reasonable modifications to the policy if requested by DEO. The Board must ensure that adequate firewalls are in place to prevent actual or perceived conflicts of interest, poor internal controls, or the appearance of impropriety.
- c. The Board must ensure grievance procedures and Equal Opportunity representation, consistent with 20 CFR 683.285, is available and made known to staff, participants, and other interested parties in the local workforce development system. The Board must also adopt a whistle blower policy that facilitates the reporting of violations of policy or law without fear of retaliation.
- d. The Board will comply with sections 11.062 and 216.347, Florida Statutes. The Board will not, in connection with this or any other agreement with the state, directly or indirectly: (1) offer, confer, or agree to confer any pecuniary benefit on anyone as consideration for any state officer or employee's decision, opinion, recommendation, vote, or other exercise of discretion, or violation of a known legal duty; or (2) offer, give, or agree to give to anyone any gratuity for the benefit of, or at the direction or request of, any state officer or employee. For purposes of this paragraph, "gratuity" means any payment of more than a nominal monetary value in the form of cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind. DEO encourages the Board to contact the Florida Commission on Ethics for any questions regarding its compliance with this paragraph.
- e. Prohibition on Lobbying. The Subrecipient shall not, directly or indirectly, expend either state or federal funds either (i) for the purpose of lobbying any branch, unit, or instrumentality of the state or federal governments, or (ii) for any otherwise allowable purpose which could result in unauthorized lobbying.

14. LOCAL BOARD COMPOSITION, BOARD MEMBER SELECTION AND TRAINING.

- a. The Board must ensure that the local workforce board composition is compliant with all federal and state laws, polices, procedures, and rules.
- b. The Board, in consultation with the CLEO, must develop and implement clear processes and procedures for recruiting, vetting, and nominating Board members and documenting their qualifications in alignment with the requirements of WIOA, and compliant with all federal and state laws, polices, procedures, and rules.
- c. The Board shall prohibit any Board staff from serving as members of a committee or subcommittee of the Board.
- d. The Board shall ensure Board members complete mandatory Board orientation and training. The Board shall take all reasonable steps necessary to encourage attendance by the CLEO at Board orientation and training. The Board shall retain and provide to DEO upon request the dates of training and sign-in sheets (or other evidence of attendance) of training participants.

15. RELATED PARTIES. The purpose of this section is to help DEO ensure transparency and accountability, to prevent impropriety or the appearance of impropriety in public business, and to limit the possibility of the improper expenditure of state or federal funds.

- a. Related Parties. For purposes of this Agreement, "Related Party" includes any: Board member; Board employee or staff; relative of any Board member or employee or staff; any organization represented by or employing a Board member or employee or staff; any organization, the board of directors of which a Board member or employee or staff holds a board position; or any vendor with which a Board member has a relationship.
- b. Related Party Contract. For purposes of this Agreement, "Related Party Contract" means any relationship, transaction, or expenditure, contractual in nature, which results in or could result in an expenditure of state or federal funds by the Board with a Related Party. The term "Related Party Contract" does not include retail purchases made in the ordinary course of business or payments for utility services.

- c. Related Parties Compliance. The Board shall comply with section 445.007(11), Florida Statutes. The Board and its employees must annually disclose to DEO any conflicts of interest that may arise during the upcoming year, or that actually arose in the current year and were not previously disclosed.
 - i. Prior to entering into any Related Party Contract with any Related Party, the proposed Related Party Contract must be brought before the Board for consideration and approval. The Board shall ensure that:
 - (i) the Board member or employee with the conflict removes himself or herself from the room prior to any discussions at any meeting, including subcommittee meetings, involving the contract; (ii) the Board member or employee with the conflict is not physically present during the voting; and (iii) the Board member with the conflict abstains from any vote regarding the Related Party Contract.
 - ii. If the disclosure was not made prior to the meeting because the conflict was unknown prior to the meeting, the Board shall ensure that disclosure is made at the next possible meeting after knowledge of the conflict becomes available.
- d. Completion of Forms. For each Related Party Contract, the Board must ensure that the forms attached hereto as Exhibits C and D are completed, dated, executed, and certified prior to execution of the contract or incurring of expenditures for the current fiscal year. Exhibits C and D must be submitted at or before the Board meeting in which the vote is to take place for board members and employees of the board who have any conflict of interest with the contracting vendor. For conflicts unknown at the time of entering into the Related Party Contract, the Board shall ensure that completed forms of Exhibits C and D are filed within 15 days after the disclosure with the person responsible for recording the minutes of the meeting. The disclosure shall be incorporated into the minutes of the meeting at which the oral disclosure was made. If the Related Party Contract was approved by the Board in the current or previous fiscal year and the Board intends to continue the Related Party Contract, Exhibits C and D must be submitted annually to DEO for approval prior to the beginning of the next fiscal year.
- e. Contracts \$25,000 or Greater. DEO may disapprove, in its sole discretion, any contract for the Board's failure to submit any required document or form as required by this section. Prior to execution of any contract equal to or greater than \$25,000, the Board must approve and electronically submit the documentation set forth below, along with completed copies of the forms attached hereto as Exhibits C and D, to WorkforceContract.Review@deo.myflorida.com.
- f. Contracts Less Than \$25,000. Within 30 days after execution of any contract less than \$25,000, the Board must approve and electronically submit a certified board membership roster listing all members on the Board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting. For those in attendance, the affirmative and negative votes and abstentions for each member, along with completed copies of the forms attached hereto as Exhibits C and D, must be submitted to WorkforceContract.Review@deo.myflorida.com.

16. ADDITIONAL PROVISIONS.

- a. This Agreement will be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State of Florida. Each Party will perform its obligations herein in accordance with the terms and conditions of the Agreement. The exclusive venue of any legal or equitable action that arises out of or relates to this Agreement will be either the Division of Administrative Hearings or the appropriate state court in Leon County, Florida. In any such action, the Parties waive any right to jury trial.
- b. Should any term of this Agreement conflict with any applicable law, rule, or regulation, the law, rule, or regulation will control over the provisions of this Agreement.
- c. The Board is fully liable for its actions, and the actions of the Board's officers, agents, contractors and employees. The Board will indemnify, defend, and hold harmless the state, the State Board, and DEO, and their respective officers, agents, and employees from any suit, action, damage, judgment, and costs of every name and description, including attorney's fees, arising from or relating to any action of the Board.

- d. If any provision of this Agreement, whether in whole or in part, is held to be void or unenforceable by a Court of competent jurisdiction, that provision will be enforced only to the extent that it is not in violation of law or is not otherwise unenforceable, and all other provisions will remain in full force and effect.
- e. This Agreement may be executed in counterparts, each of which will be an original and all of which will constitute but one and the same instrument.
- f. Any amendment or modification to the terms of this Agreement must be in written form signed by both Parties.
- g. Annually before July 1 of each state fiscal year, the Board shall adopt a schedule of operations for the upcoming state fiscal year. Such schedule of operations shall include, but is not limited to, daily hours of operation of one-stop operators, and a holiday closure schedule which adopts either the federal, state, or appropriate county holiday schedule. If the Board has a career center that is affiliated with a college or university, the college or university schedule may be adopted for those centers. The proposed schedule must be approved by the Board and posted on the Board's website in a conspicuous, easily-accessible manner. The Board must give prior approval to any deviations from the schedule, except in emergency or reasonably unforeseeable circumstances (e.g., an order of the President or Governor, total loss of facilities from a catastrophic natural or man-made disaster, etc.). If emergency circumstances exist which result or could foreseeably result in a shutdown, the Board shall ensure that DEO and the State Board are informed within 48 hours of such shutdown or potential shutdown.

17. SERVICES TO INDIVIDUALS WITH DISABILITIES. The Board shall designate at least one staff member for the LWDA to promote and develop employment opportunities for individuals with disabilities to ensure that job counseling and placement efforts are made for such individuals.

18. SERVICES TO INDIVIDUALS WITH LIMITED ENGLISH PROFICIENCY. The Board shall establish a policy and procedure for providing free language services to customers that have a limited ability to read and/or speak the English language.

19. RESPONSE TO CUSTOMER SERVICE COMPLAINTS. DEO will forward any customer concerns or complaints about the Board received directly or forwarded from the Governor's or legislative offices, to the Board staff for review. Board staff will investigate the complaint in a timely manner, take appropriate action, and report the action in writing to DEO so that the complaint can be closed.

20. LIAISONS.

- a. The Parties acknowledge they have a close working relationship and that neither Party desires an overly-bureaucratic or formal communication structure. To that effect, the Parties may communicate with each other through any appropriate liaison, as context may dictate.
- b. DEO's formal liaison for purposes of this Agreement is Caroline ("Tisha") Womack. Ms. Womack can be reached at Caroline.Womack@deo.myflorida.com or (850) 245-7126. All communication for which the Parties' course of dealing does reveal a more appropriate liaison will be directed to Ms. Womack, or other designee.
- c. The Board's formal liaison for purposes of this Agreement is Rusty Skinner. Rusty Skinner can be reached at rskinner@careersourceclm.com, or (352) 861-1650. All communication for which the Parties' course of dealing does reveal a more appropriate liaison will be directed to Rusty Skinner, or other designee.
- d. If different liaisons are designated by either Party after the execution of this Agreement, notice of the name, telephone number, and email address of the new liaison shall be provided in writing to the other Party and said notification shall be attached to this Agreement.

21. REQUIRED LOCAL POSITIONS. Appointed individuals may serve in more than one capacity or perform other job duties and functions, as appropriate, to the extent that no conflict of interest arises or may arise. The Board shall appoint:

- a. A Regional Security Officer.
- b. A custodian for purchased property and equipment.
- c. A personnel liaison (must be a DEO merit staff member).
- d. A public records coordinator.
- e. An Equal Opportunity Officer, consistent with 29 CFR part 38.
- f. An Ethics Officer

22. CONSTRUCTION; INTERPRETATION. The title of and the section and paragraph headings in this Agreement are for convenience of reference only and shall not govern or affect the interpretation of any of the terms or provisions of this Agreement. The term “this Agreement” means this Agreement together with all Exhibits hereto, as the same may from time to time be amended, modified, supplemented, or restated in accordance with the terms hereof. The use in this Agreement of the term “including” and other words of similar import mean “including, without limitation” and where specific language is used to clarify by example a general statement contained herein, such specific language shall not be deemed to modify, limit, or restrict in any manner the construction of the general statement to which it relates. The word “or” is not exclusive and the words “herein,” “hereof,” “hereunder,” and other words of similar import refer to this Agreement as a whole, including any Exhibits, and not to any particular section, subsection, paragraph, subparagraph, or clause contained in this Agreement. The use herein of terms importing the singular shall also include the plural, and vice versa. The reference to an agreement, instrument, or other document means such agreement, instrument, or other document as amended, supplemented, and modified from time to time to the extent permitted by the provisions thereof and the reference to a statute means such statute as amended from time to time and includes any successor legislation thereto and any regulations promulgated thereunder. All references to “\$” shall mean United States dollars. The recitals of this Agreement are incorporated herein by reference and shall apply to the terms and provisions of this Agreement and the Parties. Time is of the essence with respect to the performance of all obligations under this Agreement. The Parties have participated jointly in the negotiation and drafting of this Agreement. If an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the Parties, and no presumption or burden of proof shall arise favoring or disfavoring any Party by virtue of the authorship of any of the provisions of this Agreement.

23. PRESERVATION OF REMEDIES; SEVERABILITY; RIGHT TO SET-OFF. No delay or omission to exercise any right, power, or remedy accruing to either Party upon breach or default by either Party under this Agreement will impair any such right, power, or remedy of either Party nor will such delay or omission be construed as a waiver of any breach or default or any similar breach or default. If any term or provision of this Agreement is found to be illegal, invalid, or unenforceable, such term or provision will be deemed stricken, and the remainder of this Agreement will remain in full force and effect. DEO and the State shall have all of its common law, equitable and statutory rights of set-off, including, without limitation, the State’s option to withhold for the purposes of set-off any moneys due to the Board under this Agreement up to any amounts due and owing to DEO with respect to this Agreement, any other contract with any state department or agency, including any contract for a term commencing prior to the term of this Agreement, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal state practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the state or its representatives.

24. ENTIRE AGREEMENT; AMENDMENT; WAIVER. This Agreement embodies the entire agreement of the Parties with respect to the subject matter hereof. There are no provisions, terms, conditions, or obligations other than those contained in this Agreement, and this Agreement supersedes all previous communications, representations, or agreements, either verbal or written, between the Parties. No amendment will be effective unless reduced to writing and signed by an authorized officer of the Board and the authorized agent of DEO. No waiver by any Party of any of the provisions hereof shall be effective unless explicitly set forth in writing and signed by the Party so waiving. No waiver by any Party shall operate or be construed as a waiver in respect of any failure, breach or default not expressly identified by such written waiver, whether of a similar or different character, and whether occurring before or after that waiver. No failure to exercise, or delay in exercising, any right, remedy, power, or privilege arising from this Agreement shall operate or be construed as a waiver thereof; nor shall any single or partial exercise of any right, remedy, power, or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

IN WITNESS HEREOF, by signature below, the Parties acknowledge they have read this Agreement and the attachments hereto, understand each section and paragraph, agreed to abide by the terms of this Agreement, and intend that this Agreement become effective as described above.

DEPARTMENT OF ECONOMIC
OPPORTUNITY

[LWDB Chairperson or person with authority to
sign on behalf of LWDB (verify authority if not
chairperson)]

By: _____
Signature

Printed Name: Ken Lawson

Title: Executive Director

Date: _____

By: _____
Signature

Printed Name: [insert name]

Title: [insert title]

Date: _____

Acknowledged by the Chief Local Elected Official:

By: _____
Signature

Printed Name: [insert name]

Title: [insert title]

Date: _____

EXHIBIT A AUDIT REQUIREMENTS

The administration of resources awarded by the Department of Economic Opportunity (Department or DEO) to the recipient may be subject to audits and/or monitoring by DEO as described in the Agreement and as described further in this Exhibit. No provision of the Agreement is intended to limit the terms of this Exhibit, and no provision in this Exhibit is intended to limit the terms of the Agreement. The term “contract,” as used throughout this Exhibit, means the Agreement, and any individual subaward granted to the recipient through a Notice of Fund Availability (NFA).

MONITORING. In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and section 215.97, Florida Statutes (F.S.), as revised (see AUDITS below), monitoring procedures may include, but not be limited to, on-site visits by DEO staff, limited scope audits as defined by 2 CFR §200.425, or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures or processes deemed appropriate by DEO. In the event DEO determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by DEO staff to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS.

PART I: FEDERALLY FUNDED. This part is applicable if the subrecipient is a state or local government or a nonprofit organization as defined in 2 CFR §200.90, §200.64, and §200.70.

1. A recipient that expends \$750,000 or more in federal awards in its fiscal year must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. EXHIBIT A to this form lists the federal resources awarded through DEO by this agreement. In determining the federal awards expended in its fiscal year, the subrecipient shall consider all sources of federal awards, including federal resources received from DEO. The determination of amounts of federal awards expended should be in accordance with the guidelines established in 2 CFR §§200.502-503. An audit of the subrecipient conducted by the Auditor General in accordance with the provisions of 2 CFR §200.514 will meet the requirements of this Part.
2. For the audit requirements addressed in Part I, paragraph 1, the subrecipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR §§200.508-512.
3. A recipient that expends less than \$750,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. If the subrecipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than federal entities).

PART II: STATE FUNDED. This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2), Florida Statutes.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017, and thereafter), the recipient must have a state single or project-specific audit for such fiscal year in accordance with section 215.97, F.S.; Rule Chapter 69I-5, F.A.C., State Financial Assistance; and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT A to this form lists the state financial assistance awarded through DEO by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from DEO, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.
2. For the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of section 215.97(8), F.S. This includes submission of a financial reporting package as defined by section 215.97(2), F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit

and for-profit organizations), Rules of the Auditor General.

3. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal years ending June 30, 2017, and thereafter), an audit conducted in accordance with the provisions of section 215.97, F.S., is not required. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of section 215.97, F.S., the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than state entities).

PART III: OTHER AUDIT REQUIREMENTS. AUDITOR WORK PAPERS ON INTERNAL CONTROLS

The Board will obtain the internal control work papers from the auditor(s) performing its annual independent financial statement audit. The Board will keep these work papers onsite as part of their financial records and will make these records available for review by DEO upon request. The Board further agrees that, upon request, DEO will also be provided other audit work papers as needed.

PART IV: REPORT SUBMISSION.

1. Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and required by Part I of this form shall be submitted, when required by 2 CFR §200.512, by or on behalf of the recipient directly to the Federal Audit Clearinghouse (FAC) as provided in 2 CFR §200.36 and §200.512.

The FAC's website provides a data entry system and required forms for submitting the single audit reporting package. Updates to the location of the FAC and data entry system may be found at the OMB website.

2. Copies of financial reporting packages required by Part II of this form shall be submitted by or on behalf of the recipient directly to each of the following:

- a. DEO at each of the following addresses:

Electronic copies (preferred):

or

Paper (hard copy): Audit@deo.myflorida.com

Department Economic Opportunity

MSC #75, Caldwell Building 107 East Madison

Street Tallahassee, FL 32399-4126

- b. The Auditor General's Office at the following address: Auditor General

Local Government Audits/342 Claude Pepper Building, Room 401 111 West Madison Street

Tallahassee, Florida 32399-1450

The Auditor General's website (<https://flauditor.gov/>) provides instructions for filing an electronic copy of a financial reporting package.

3. Copies of reports or the management letter required by Part III of this form shall be submitted by or on behalf of the recipient directly to:

Electronic copies (preferred):

or

Paper (hard copy):

Audit@deo.myflorida.com

Department Economic Opportunity

MSC #75, Caldwell Building 107 East Madison

Street Tallahassee, FL. 32399-4126

4. Any reports, management letters, or other information required to be submitted DEO pursuant to this agreement shall be submitted timely in accordance with 2 CFR §200.512, section 215.97, F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

5. Recipients, when submitting financial reporting packages to DEO for audits done in accordance with 2 CFR 200, Subpart F - Audit Requirements, or Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package

was delivered to the recipient in correspondence accompanying the reporting package.

PART V: RECORD RETENTION. The recipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five (5) years from the date the audit report is issued, or five (5) state fiscal years after all reporting requirements are satisfied and final payments have been received, whichever period is longer, and shall allow DEO, or its designee, CFO, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to DEO, or its designee, CFO, or Auditor General upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by DEO. In addition, if any litigation, claim, negotiation, audit, or other action involving the records has been started prior to the expiration of the controlling period as identified above, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the controlling period as identified above, whichever is longer.

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**FEDERAL RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT
CONSIST OF THE FOLLOWING:**

1. *The specific award information required to be set forth herein will be contained in one or more NFAs issued by DEO pursuant to the terms of the Agreement, which are incorporated herein by reference.*

**COMPLIANCE REQUIREMENTS APPLICABLE TO FEDERAL RESOURCES AWARDED
PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

1. *All requirements of this Agreement*

**STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST
OF THE FOLLOWING:**

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

1. *The specific award information required to be set forth herein will be contained in one or more NFAs issued by DEO pursuant to the terms of the Agreement, which are incorporated herein by reference.*

**COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT
TO THIS AGREEMENT ARE AS FOLLOWS:**

1. *All requirements of this Agreement.*

EXHIBIT B

Individual Non-Disclosure and Confidentiality Certification Form

I understand that I will be exposed to certain confidential information for the limited purpose of performing my job. I understand that confidential records may include names (or other personally identifiable information), social security numbers, wage information, reemployment assistance information, employment information, and public assistance information. I understand that this information is confidential and may not be disclosed to others. Prior to receiving access to such information, and any information systems containing such information, I acknowledge and agree to abide by the following standards:

1. I will comply with all security requirements imposed as a condition of use for any system(s) to which I may be granted access.
2. I will use access to the system(s) only for purposes authorized by law within the course and scope of my employment to secure information to conduct program business.
3. I will not disclose my user identification, password, or other information needed to access the system(s) to any party nor shall I give any other individual access to secured information contained within the system(s).
4. If I become aware that any unauthorized individual has or may have obtained access to my user identification, password, or other information needed to access system(s) to which I have been granted access, I will immediately notify the Board's Regional Security Officer.
5. I will store any physical documents containing confidential information in a place that is secure from access by unauthorized persons.
6. I will store and process information maintained in electronic format, such as magnetic tapes, discs, or external drives in such a way that unauthorized persons cannot obtain the information by any means.
7. I will undertake precautions to ensure that only authorized personnel are given access to disclosed information stored in computer system(s).
8. I will not share with anyone any other information regarding access to the system(s) unless I am specifically authorized to do so by the Department of Economic Opportunity.
9. I will not access or request access to any social security numbers, personal information, wage information, employer information, reemployment assistance information, or employment data unless such access is necessary for the performance of my legitimate business duties.
10. I will not disclose any individual data to any parties who are not authorized to receive such data except in the form of reports containing only aggregate statistical information compiled in such a manner that it cannot be used to identify the individual(s) or employers involved.
11. I will not access or divulge information about any personal associates, including relatives, friends, significant others, co-workers, or anyone with whom I reside. I will not provide services to these individuals and will, instead, refer such individuals to other qualified service providers.
12. I will retain the confidential data only for that period of time necessary to perform my public duties. Thereafter, I will either arrange for the retention of such information consistent with federal or state record retention requirements or destroy such data, and any copies made, after the purpose for which the information is disclosed is served. I will do this in such a way so as to prevent the information from being reconstructed,

copied, or used by any means. However, I will not destroy or delete information from information system(s) when such destruction or deletion is outside the scope of my authority.

13. I understand that it is misdemeanor of the second degree to disclose confidential reemployment assistance information to unauthorized persons. I further understand that the Department of Economic Opportunity has process and procedures in place to detect unauthorized access to such information. I understand that it is the practice of the Department of Economic Opportunity to prosecute violations of to the fullest extent of the law.

14. I certify and affirm that I have either (1) received training on the confidential nature of the data to which I am being granted access to, the safeguards required for access privileges, and the penalties involved for any violations; or (2) have received written standards and instructions in the handling of confidential data from my employer or the Department of Economic Opportunity. I will comply with all confidentiality safeguards contained in such training, written standards, or instructions, including but not limited to, the following: a) protecting the confidentiality of my user identification and password; b) securing computer equipment, disks, and offices in which confidential data may be kept; and c) following procedures for the timely destruction or deletion of confidential data.

15. I understand that if I violate any of the confidentiality provisions set forth in the written standards, training, and/or instructions I have received, my user privileges may be immediately suspended or terminated. I also understand that applicable state and/or federal law may provide that any individual who discloses confidential information in violation of any provision of that section may be subject to criminal prosecution and if found guilty could be fined, be subject to imprisonment and dismissal from employment. I have been instructed that if I should violate the provisions of the law, I may receive one or more of these penalties.

Should I have any questions concerning the handling or disclosure of confidential information, I shall immediately ask my supervisor, regional security officer, or One-Stop Operator for guidance and comply with their instructions.

Employee Signature: _____ Date: _____

Print Employee Name: _____

Address: _____

Work Telephone: _____

E-Mail: _____

EXHIBIT C
CONTRACT INFORMATION FORM

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, _____, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource _____ and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: _____

Contractor Name & Address: _____

Contractor Contact Phone Number: _____

Contract Number or Other Identifying Information, if any: _____

Contract Term: _____

Value of the Contract/Renewal/Extension: _____

Description of goods and/or services to be procured: _____

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: _____

The nature of the conflicting interest in the contract: _____

The board member or employee with the conflict of interest _____ did _____ did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.

If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee was not present during the discussion or vote.

I further attest that the following is being provided with this form:

- A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
- Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.

I certify that the information above is true and correct.

Signature of Board Chair / Vice Chair*

Print Name

* Must be certified and attested to by the board's Chair or Vice Chair.

Date

EXHIBIT D
DISCLOSURE AND CERTIFICATION OF
CONFLICT OF INTEREST IN A CONTRACT

I, _____, a board member / an employee of the board (circle one) hereby disclose that I, myself / my employer / my business / my organization/ OR "Other" (describe) _____ (circle one or more) could benefit financially from the contract described below:

Local Workforce Development Board: _____

Contractor Name & Address: _____

Contractor Contact Phone Number: _____

Description or Nature of Contract: _____

Description of Financial Benefit*: _____

For purposes of the above contract the following disclosures are made: The contractor's principals**/owners***: (check one)

_____ have no relative who is a member of the board or an employee of the board; OR

_____ have a relative who is a member of the board or an employee of the board, whose name is: _____

The contractor's principals**/owners*** _____ is _____ is not (check one) a member of the board. If applicable, the principal's/owner's name is: _____

Signature of Board Member/Employee

Print Name

Date

* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

** "Principal" means an owner or high-level management employee with decision-making authority.

*** "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST NOT BE PRESENT DURING ANY DISCUSSION AT ANY MEETINGS, INCLUDING SUBCOMMITTEE MEETINGS, INVOLVING THE CONTRACT AND MUST ABSTAIN FROM VOTING OR BEING PRESENT DURING VOTING BY REMOVING HIMSELF OR HERSELF FROM THE ROOM DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, June 3, 2020
CEO Contract Review Committee – Thursday, April 16, 2020

TOPIC/ISSUE:

Discussion and recommendation for renewal of CEO contract for 2020 – 2021

BACKGROUND:

| CEO Salary History | | |
|--------------------|---------------|-------------|
| Year | Salary | Increase |
| 2015 | \$ 116,499.97 | No increase |
| 2016 | \$ 120,000.19 | 3% |
| 2017 | \$ 123,600.26 | 3% |
| 2018 | \$ 127,308.00 | 3% |
| 2019 | \$133,036.86 | 4.5 % |
| 2020 | | |

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

Kathy Judkins made a motion to extend Rusty Skinner's contract for 60 days after expiration day to consider changes to compensation based on what is available for staff. Kim Baxley seconded. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, June 3, 2020
CEO Contract Review Committee – Thursday, April 16, 2020

TOPIC/ISSUE:

Discussion and recommendation for staff increases for 2020 – 2021

BACKGROUND:

| | |
|-------------|------|
| 2019 – 2020 | 4.5% |
| 2018 – 2019 | 3% |
| 2017 – 2018 | 3% |
| 2016 – 2017 | 5% |

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

No motion was made. Action item will be brought before the next executive meeting.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, June 3, 2020
Nominating Committee - Tuesday, April 28, 2020

TOPIC/ISSUE:

Affirmation of Chair – Kim Baxley – July 2020 – June 2022

BACKGROUND:

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

Darlene Goddard made a motion to affirm Kim Baxley as Chair for the 2020-2021 and 2021-2022 program years. David Pieklik seconded the motion. Motion Carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, June 3, 2020
Nominating Committee - Tuesday, April 28, 2020

TOPIC/ISSUE:

Nomination of Vice Chair

BACKGROUND:

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

Darlene Goddard made a motion to accept Brandon Whiteman as the nominee for Vice-Chair for the 2020-2021 and 2021-2022 program years. David Pieklik seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, June 3, 2020
Nominating Committee - Tuesday, April 28, 2020

TOPIC/ISSUE:

Nomination of Treasurer

BACKGROUND:

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

COMMITTEE ACTION:

BOARD ACTION:

Darlene Goddard made a motion to accept the nomination of the Fred Morgan as the Treasurer. David Pieklik seconded the motion. Motion carried.



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, June 3, 2020

Joint Consortium and Executive Committee Meeting- Wednesday, April 29, 2020

TOPIC/ISSUE:

Sub-Grantee Agreement

BACKGROUND:

See attached.

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

Staff recommends reviewing the Agreement, comments and deciding how to respond.

COMMITTEE ACTION:

Al Jones made a motion for a letter to be drafted, incorporating the comments and concerns from Rusty Skinner, Attorney Bob Stermer, Rochelle Daniels and Commissioner Smith. Commissioner Smith added that the letter should be sent to DEO and copied to the Governor, Senate President, and Speaker of the House. Commissioner Smith seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, June 3, 2020 Performance and Monitoring Committee – Tuesday, May 5, 2020

TOPIC/ISSUE:

Acceptance of 2018-2019 monitoring close-out

BACKGROUND:

State programmatic monitoring occurred June 10 through June 14, 2019. We have submitted our responses the monitoring for DEO's review and approval.

POINTS OF CONSIDERATION:

We received a close-out letter dated March 13, 2020 accepting our responses and officially closing the last programmatic monitoring review.

STAFF RECOMMENDATIONS:

Accept of the close-out letter.

COMMITTEE ACTION:

William Burda made a motion to accept the DEO letter closing the 2018-19 review process. Brandon Whiteman seconded the motion. Motion carried



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, June 3, 2020
Career Center Committee - Thursday, May 7, 2020

TOPIC/ISSUE:

COVID-19 grant budget

BACKGROUND:

We have been awarded \$224,951 in National Dislocated Worker Grant funds to assist individuals that have become dislocated from their employment gain temporary work experience/employment assisting with humanitarian, disaster relief work and restoration activities.

POINTS OF CONSIDERATION:

The attached budget is a breakdown of the grant funding and anticipated expenditures. We are looking to begin program implementation in June 2020 and expect to complete the deliverable of the grant by December 31, 2020.

STAFF RECOMMENDATIONS:

Approve acceptance of the grant funding and the attached proposed budget to begin program implementation

COMMITTEE ACTION:

Dave Benthussen made a motion to accept the grant funding. Jorge Martinez seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, June 3, 2020
Executive Committee – Tuesday, March 31, 2020

TOPIC/ISSUE:

Telecommuting/Teleworking policy

BACKGROUND:

The situation regarding COVID has resulted in staff working remotely to serve our customers. The provide structure management created a policy on telecommuting and telecommuting agreements for exempt and non-exempt staff. The policy and agreements are attached

The agreements are modeled after a Department of Management Services agreement used for DEO staff.

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

Recommend review, editing and approval of the policy and agreements

COMMITTEE ACTION:

Al Jones made a motion to accept the telework policy and agreements. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting – Wednesday, June 3, 2020
Executive Committee – Tuesday, March 31, 2020

TOPIC/ISSUE:

Fiscal year ending June 30, 2019 Financial Statements

BACKGROUND:

POINTS OF CONSIDERATION:

Purvis Gray Certified Public Accountants audited the financial statements of CareerSource CLM for fiscal year ending 6/30/2019.

STAFF RECOMMENDATIONS:

Approve the final audit report for 7/1/18-6/30/19.

COMMITTEE ACTION:

Charles Harris made a motion to accept the final financial audit report. Kathy Judkins seconded the motion. Motion carried

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting - Wednesday, June 3, 2020
Executive Committee - Wednesday, May 27, 2020

TOPIC/ISSUE:

Direct Services Annual Report Submission

BACKGROUND:

The Citrus Levy Marion Regional Workforce Development Board currently acts as the direct service provider for services made available through the One Stop career centers. We have been granted the ability to be the service provider (in lieu of contracting a provider) through a waiver granted by the governor through CareerSource Florida. This waiver must be renewed every three years and maintained through submission of an annual report at the beginning of each program year.

We have reached the end of the previous extension periods. A full waiver submission is required for program year beginning July 1, 2020.

POINTS OF CONSIDERATION:

The following waiver request details the reasoning and aspects of our business that are positively impacted by direct service provision by the Citrus Levy Marion Regional Workforce Development Board.

STAFF RECOMMENDATIONS:

Approve submission of the attached Direct Services Waiver Request.

COMMITTEE ACTION:

Charles Harris made a motion to submit the Direct Services Extension Waiver request. Pete Beasley seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting - Wednesday, June 3, 2020
Executive Committee - Wednesday, May 27, 2020

TOPIC/ISSUE:

Approval of this year's final budget

BACKGROUND:

The 2019 – 2020 budget has been updated to include any expenses through April 30 along with forecasted budget to bring us to June 30.

POINTS OF CONSIDERATION:

1. The first attachment is the Budget 2019/2020. Some considerations in reviewing the budget are:
 - We added in the funding for the COVID DWG grant of \$224,951 and show that we will carry forward about 50% of this grant into our next year. We also added in the COVID-19 PPE funding that we received from DEO for the purpose of assisting with the costs of Personal Protective Equipment. This grant was for \$20,000 and will be fully spent this year.
 - The addition of YouthBuild 3 funding has been included and we are budgeting minimal start-up costs for this year, with the majority being pushed to future years for full spending.
 - The Emerging Initiatives funding was received for purposes of soft skills programming. We will be using this to support our partnerships with our school partners as we open our Virtual Career Services through Career Team. This will occur early in the next year's budget.
 - All other funding is continuing through to the end of the year. We have built in projections for the remaining expenditures which for many of the programs results in some carryforward into next year's budget.
 - Our WIOA funds are good for 2 years and are on a fiscal year of July 1 – June 30. (Adult, Dislocated Worker & Youth)
 - Welfare transition and SNAP (Supplemental Nutrition Assistance Program) Need to be spent by June 30, however this year we have been given until August 30.

- Any of our “pass-through” funding coming from DEO has a different fiscal year that runs from October 1 – September 30. You will see those funds having carry forward because of that. (Wagner-Peyser, Veteran, TAA, Trade Act Assistance, REA , Re-employment)
 - All of the rest of the grants are either special opportunities from DEO (Department of Economic Opportunity) or from DOL(Department of Labor) and have funding periods that vary.
 - CLM costs for contract with RWB 9 have been included. These include hours spent, mileage, and expenses that we paid on their behalf and they are reimbursing us for.
2. The second attachment includes 2 summaries detailing expenditures to budget, from the last approved budget of 3/4/20.
- The first summary details as of March 30, the expenditures by category.
 - The second lengthy summary details expenditures for the same period by grant and by category.

STAFF RECOMMENDATIONS:

Approval of the modifications made to the 2019/2020 budget as detailed.

COMMITTEE ACTION:

Fred Morgan made a motion to approve the 2019-2020 budget modifications. Kathy Judkins seconded the motions.

BOARD ACTION:

| | | | | | | | | |
|--------------------------------|-----------|-------------|-------|-----------------|---------------------|---------------------|----------------|----------------------|
| ATTACHMENT 1 | | | | | | | | |
| BUDGET - CSCLM | | | | | | | | |
| PY 2019(JULY 2019 - JUNE 2020) | | | | | | | | |
| 5/27/2020 | ADULT | YOUTH | TAA | DISL. WORKER | Apprenticeship 1 | Apprenticeship 3 | SOFT SKILLS | SECTOR STRATEGIES |
| REVENUE | | | | | | | | |
| P.Y. 2019 CONTRACTS | 1,379,079 | 1,350,556 | 6,300 | 943,236 | 94,220 | 149,748 | 62,625 | 215,369 |
| CARRYFORWARD | 76,693 | 837,753 | - | - | - | - | - | - |
| INCENTIVES/SUPPLEMENTAL | 207,501 | - | - | - | - | - | - | - |
| TRANSFER | 400,000 | - | - | (400,000) | - | - | - | - |
| TOTAL REVENUE | 2,063,273 | 2,188,309 | 6,300 | 543,236 | 94,220 | 149,748 | 62,625 | 215,369 |
| EXPENDITURES | | | | | | | | |
| TOTAL ITA | 37.58% | | | | | | | |
| TRAINING: | | | | | | | | |
| ITA % | 37% | | | 39% | | | | |
| ITA/TRAINING | 268,000 | - | - | 1,000 | 2,600 | - | - | 71,561 |
| OJT | 20,000 | - | - | - | - | - | - | - |
| EMPLOYED WORKER | 5,000 | - | - | - | - | - | - | - |
| INTERNSHIPS | 55,000 | - | - | - | - | - | - | - |
| ECKERD | - | - | - | - | - | - | - | - |
| TRAINING STAFF | 280,000 | - | - | 173,000 | - | - | - | - |
| TOTAL TRAINING | 628,000 | - | - | 174,000 | 2,600 | - | - | 71,561 |
| OPERATING: | | | | | | | | |
| SUPPORTIVE SVS. | 22,000 | 339,717 | - | 500 | - | - | - | - |
| DIRECT CHARGE (STAFF) | 8,800 | - | - | 5,400 | - | - | 46,738 | - |
| ECKERD | 15,000 | 829,464 | - | 11,145 | - | - | - | - |
| DEO STAFF TRAVEL | - | - | - | - | - | - | - | - |
| OPERATING | - | 6,000 | - | - | 11,000 | - | - | - |
| TOTAL OPERATING | 45,800 | 1,175,181 | - | 17,045 | 11,000 | - | 46,738 | - |
| PROGRAM SUPPORT: | | | | | | | | |
| FACILITIES | 53,059 | 98,097 | 231 | 25,064 | - | - | 8,792 | - |
| PROGRAM | 66,331 | 118,448 | - | 15,642 | - | - | - | 5,859 |
| INFORMATION TECHNOLOGY | 68,102 | 121,611 | - | 16,060 | - | - | - | 6,016 |
| OUTREACH | 68,524 | 122,364 | - | 16,159 | - | - | - | 6,053 |
| BUSINESS | 273,652 | - | - | 64,532 | - | - | - | 24,172 |
| SELF SERVICES | 202,042 | - | - | 47,645 | - | - | - | 17,847 |
| CAREER SERVICES | 233,754 | - | - | 60,830 | - | - | - | 22,785 |
| TOTAL PROGRAM SUPPORT | 965,463 | 460,519 | 231 | 245,932 | - | - | 8,792 | 82,731 |
| TOTAL EXPENDITURES | 1,639,263 | 1,635,700 | 231 | 436,977 | 13,600 | - | 55,530 | 154,292 |
| ADMIN POOL | 182,838 | 45,731 | 27 | 46,838 | 1,560 | - | 5,672 | 17,698 |
| GENERAL POOL | 45,859 | 11,470 | 7 | 11,748 | 391 | - | 1,423 | 4,439 |
| TOTAL INDIRECT COST RATE | 228,697 | 57,201 | 33 | 58,585 | 1,951 | - | 7,095 | 22,136 |
| BALANCE | 195,313 | 495,407 | 6,035 | 47,674 | 78,669 | 149,748 | 1 | 38,941 |
| INDIRECT RATE CALCULATION | | | | | | | | |
| DIRECT TOTAL COSTS | 1,639,263 | 1,635,700 | 231 | 436,977 | 13,600 | - | 55,530 | 154,292 |
| LESS: LEASES | (30,233) | (67,825) | - | (17,489) | - | - | (6,079) | - |
| | - | - | - | - | - | - | - | - |
| SUBAWARD (ECKERDS) | (15,000) | (1,169,181) | - | (11,145) | - | - | - | - |
| TOTAL MTDC | 1,594,030 | 398,695 | 231 | 408,342 | 13,600 | - | 49,451 | 154,292 |

| | | | | | | | | | |
|--------------------------------|-------------------|-----------|---------------|--------------|-------------|-----------|----------|----------------|----------------|
| ATTACHMENT 1 | | | | | | | | | |
| BUDGET - CSCLM | | | | | | | | | |
| PY 2019(JULY 2019 - JUNE 2020) | | | | | | | | | |
| 5/27/2020 | RURAL INITIATIVES | VOC REHAB | WAGNER PEYSER | VETERAN DVOP | TECH ASSIST | WTP | SNAP | FL Corrections | BRIDGE SKILLED |
| REVENUE | | | | | | | | | |
| P.Y. 2019 CONTRACTS | 31,250 | 22,016 | 182,040 | 37,793 | 40,000 | 1,687,825 | 229,824 | 126,514 | - |
| CARRYFORWARD | - | - | 116,746 | 18,818 | - | 88,877 | 74,800 | - | 467,403 |
| INCENTIVES/SUPPLEMENTAL | - | - | 8,860 | - | - | - | - | - | - |
| TRANSFER | - | - | - | - | - | - | - | - | - |
| TOTAL REVENUE | 31,250 | 22,016 | 307,646 | 56,611 | 40,000 | 1,776,702 | 304,624 | 126,514 | 467,403 |
| EXPENDITURES | | | | | | | | | |
| TOTAL ITA | | | | | | | | | |
| TRAINING: | | | | | | | | | |
| ITA % | | | | | | | | | |
| ITA/TRAINING | - | - | - | - | - | - | - | - | 90,000 |
| OJT | - | - | - | - | - | - | - | - | - |
| EMPLOYED WORKER | - | - | - | - | - | - | - | - | - |
| INTERNSHIPS | - | - | - | - | - | - | - | - | - |
| ECKERD | - | - | - | - | - | - | - | - | - |
| TRAINING STAFF | - | - | - | - | - | - | - | - | - |
| TOTAL TRAINING | - | - | - | - | - | - | - | - | 90,000 |
| OPERATING: | | | | | | | | | |
| SUPPORTIVE SVS. | - | - | - | - | - | 314,000 | - | - | - |
| DIRECT CHARGE (STAFF) | - | 4,700 | - | - | - | 380,000 | 94,000 | 56,000 | 52,000 |
| ECKERD | - | - | - | - | - | - | - | - | - |
| DEO STAFF TRAVEL | - | - | 9,600 | 2,000 | - | - | - | - | - |
| OPERATING | 12,675 | - | 87,000 | 3,500 | 35,261 | - | - | 20,000 | - |
| TOTAL OPERATING | 12,675 | 4,700 | 96,600 | 5,500 | 35,261 | 694,000 | 94,000 | 76,000 | 52,000 |
| PROGRAM SUPPORT: | | | | | | | | | |
| FACILITIES | - | 771 | 73,958 | 24,524 | - | 62,159 | 14,807 | - | 9,177 |
| PROGRAM | 1,038 | 385 | 7,909 | 450 | - | 56,822 | 7,696 | - | 11,626 |
| INFORMATION TECHNOLOGY | 1,065 | 395 | 8,120 | 462 | - | 58,339 | 7,902 | - | 11,937 |
| OUTREACH | 1,072 | 398 | 8,171 | 465 | - | 58,701 | 7,951 | - | 12,011 |
| BUSINESS | 4,281 | 1,588 | - | - | - | 234,422 | 31,752 | - | 47,965 |
| SELF SERVICES | 3,161 | 1,172 | 24,091 | 1,372 | - | 173,078 | 23,443 | - | 35,414 |
| CAREER SERVICES | 4,036 | 1,497 | 30,758 | 1,751 | - | 220,974 | 29,930 | 24,199 | 45,214 |
| TOTAL PROGRAM SUPPORT | 14,654 | 6,205 | 153,008 | 29,025 | - | 864,494 | 123,481 | 24,199 | 173,344 |
| TOTAL EXPENDITURES | 27,329 | 10,905 | 249,608 | 34,525 | 35,261 | 1,558,494 | 217,481 | 100,199 | 315,344 |
| ADMIN POOL | 3,135 | 1,190 | 22,765 | 2,015 | 3,788 | 173,833 | 23,771 | 10,753 | 35,443 |
| GENERAL POOL | 786 | 298 | 5,710 | 505 | 950 | 43,600 | 5,962 | 2,697 | 8,890 |
| TOTAL INDIRECT COST RATE | 3,921 | 1,488 | 28,475 | 2,521 | 4,738 | 217,433 | 29,733 | 13,450 | 44,332 |
| BALANCE | 1 | 9,623 | 29,563 | 19,565 | 1 | 774 | 57,410 | 12,865 | 107,727 |
| INDIRECT RATE CALCULATION | | | | | | | | | |
| DIRECT TOTAL COSTS | 27,329 | 10,905 | 249,608 | 34,525 | 35,261 | 1,558,494 | 217,481 | 100,199 | 315,344 |
| LESS: LEASES | - | (533) | (51,135) | (16,956) | (2,239) | (42,977) | (10,238) | (6,452) | (6,345) |
| SUBAWARD (ECKERDS) | - | - | - | - | - | - | - | - | - |
| TOTAL MTDC | 27,329 | 10,372 | 198,473 | 17,569 | 33,022 | 1,515,517 | 207,243 | 93,747 | 308,999 |

| | | | | | | | | | | |
|-------------------------------------|---------|-------------------------|------------------|------------------|-----------------|----------|-------|---------|--------------|-------------|
| ATTACHMENT 1 | | | | | | | | | | |
| BUDGET - CSCLM | | | | | | | | | | |
| PY 2019(JULY 2019 - JUNE 2020) | | | | | | | | | | |
| 5/27/2020 | RWB | * | * | * | * | * | * | * | * | |
| | 9 | EMERGING INITIATIVES | YOUTH BUILD 3 | YOUTH BUILD 2 | COVID 19 PPE | COVID 19 | RWB 6 | REA | UN- RESTR | TOTAL |
| REVENUE | | | | | | | | | | |
| P.Y. 2019 CONTRACTS | 286,852 | 20,833 | 740,737 | - | 20,000 | 224,951 | 5,476 | - | - | 7,857,244 |
| CARRYFORWARD | | | - | 472,073 | - | - | | 50,519 | 353,420 | 2,557,102 |
| INCENTIVES/SUPPLEMENTAL TRANSFER | - | - | - | - | - | - | - | - | - | 216,361 |
| TOTAL REVENUE | 286,852 | 20,833 | 740,737 | 472,073 | 20,000 | 224,951 | 5,476 | 50,519 | 353,420 | 10,630,707 |
| EXPENDITURES | | | | | | | | | | |
| TOTAL ITA | | | | | | | | | | |
| TRAINING: | | | | | | | | | | |
| ITA % | | | | | | | | | | |
| ITA/TRAINING | | | - | - | - | - | - | - | - | 433,161 |
| OJT | | | - | - | - | - | - | - | - | 20,000 |
| EMPLOYED WORKER | | | - | - | - | - | - | - | - | 5,000 |
| INTERNSHIPS | | | - | - | - | - | - | - | - | 55,000 |
| ECKERD | | | - | - | - | - | - | - | - | - |
| TRAINING STAFF | - | - | - | - | - | - | - | - | - | 453,000 |
| TOTAL TRAINING | - | - | - | - | - | - | - | - | - | 966,161 |
| OPERATING: | | | | | | | | | | |
| SUPPORTIVE SVS. | | | 20,000 | 135,013 | - | - | - | - | - | 831,230 |
| DIRECT CHARGE (STAFF) | 110,324 | - | - | - | - | - | - | - | - | 757,962 |
| ECKERD | | | 47,444 | 69,036 | - | - | - | - | - | 972,089 |
| DEO STAFF TRAVEL | | | - | - | - | - | - | - | - | 11,600 |
| OPERATING | - | - | - | - | 8,112 | 50,000 | - | - | 40,000 | 273,548 |
| TOTAL OPERATING | 110,324 | - | 67,444 | 204,049 | 8,112 | 50,000 | - | - | 40,000 | 2,846,429 |
| PROGRAM SUPPORT: | | | | | | | | | | |
| FACILITIES | 3,239 | - | 1,234 | 4,859 | - | - | 5,476 | 5,476 | - | 390,921 |
| PROGRAM | 9,033 | - | - | - | 664 | 4,094 | - | - | - | 305,998 |
| INFORMATION TECHNOLOGY | 9,274 | - | - | - | 682 | 4,203 | - | - | - | 314,168 |
| OUTREACH | 9,332 | - | - | - | 686 | 4,229 | - | - | - | 316,115 |
| BUSINESS | 37,266 | - | - | - | 2,740 | 16,889 | - | - | - | 739,258 |
| SELF SERVICES | 27,514 | - | - | - | 2,023 | 12,470 | - | - | - | 571,272 |
| CAREER SERVICES | 35,128 | - | - | - | 2,583 | 15,920 | - | - | - | 729,358 |
| TOTAL PROGRAM SUPPORT | 130,785 | - | 1,234 | 4,859 | 9,378 | 57,805 | 5,476 | 5,476 | - | 3,367,090 |
| TOTAL EXPENDITURES | 241,109 | - | 68,678 | 208,908 | 17,490 | 107,805 | 5,476 | 5,476 | 40,000 | 7,179,679 |
| ADMIN POOL | 27,607 | - | 93 | 172 | 2,006 | 12,365 | - | 194 | 4,588 | 624,080 |
| GENERAL POOL | 6,924 | - | 23 | 43 | 503 | 3,101 | - | 49 | 1,151 | 156,531 |
| TOTAL INDIRECT COST RATE | 34,531 | - | 116 | 215 | 2,509 | 15,467 | - | 242 | 5,739 | 780,610 |
| BALANCE | 11,212 | 20,833 | 671,943 | 262,950 | 0 | 101,679 | 0 | 44,801 | 307,681 | 2,670,417 |
| INDIRECT RATE CALCULATION | | | | | | | | | | |
| DIRECT TOTAL COSTS | 241,109 | - | 68,678 | 208,908 | 17,490 | 107,805 | - | 5,476 | 40,000 | 7,174,204 |
| LESS: LEASES | (426) | - | (426) | (3,359) | - | - | - | (3,786) | - | (266,500) |
| SUBAWARD (ECKERDS) | - | - | (67,444) | (204,049) | - | - | - | - | - | (1,466,819) |
| TOTAL MTDC | 240,683 | - | 808 | 1,499 | 17,490 | 107,805 | - | 1,690 | 40,000 | 5,440,885 |

| | | | | |
|--|----------------|---|--|--|
| ATTACHMENT 2 | | | | |
| FUNCTIONAL BUDGET | | | | |
| PY 2019 | | | | |
| 7/1/2019-6/30/2020 | | | | |
| | | | | |
| Direct charge staff | 757,962 | | | |
| Supportive/Special Svs./Operating/DEO staff trv | 641,648 | | | |
| 50% ITA | 433,161 | | | |
| OJT | 20,000 | | | |
| Training staff | 453,000 | | | |
| Internships | 55,000 | | | |
| Employed worker | 5,000 | | | |
| Eckerd contract | 972,089 | | | |
| Eckerd participant | 474,730 | | | |
| Carryforward | 2,670,417 | | | |
| Overhead | 3,367,090 | | | |
| Indirect Costs | <u>780,610</u> | | | |
| Total Budget | 10,630,707 | - | | |

| | | | | | | |
|----------------------------------|--------------------|-----------|--------------|--------------|---------|-------|
| ATTACHMENT 3 | | | | | | |
| EXPENDITURES SUMMARY 7/1-3/31/20 | | | | | | |
| | | | | | | |
| Fund | Contract | Budget | Expenditures | Balance | % Spent | % ITA |
| | | | | | | |
| ADULT | 9FITA | 263,000 | 225,804.90 | 37,195.10 | 86% | |
| | 99OJT | 60,000 | 7,207.00 | 52,793.00 | 12% | |
| | 99EMP | 35,000 | 224.86 | 34,775.14 | 1% | |
| | 99INT | 90,000 | 44,290.57 | 45,709.43 | 49% | |
| | Training staff | 290,000 | 209,501.24 | 80,498.76 | 72% | |
| | Eckerd | 15,000 | 9,635.61 | 5,364.39 | 64% | |
| | Sup Svs./Operating | 18,000 | 15,091.57 | 2,908.43 | 84% | |
| | Admin | 264,230 | 130,177.08 | 134,052.92 | 49% | |
| | General | 77,900 | 32,684.88 | 45,215.12 | 42% | |
| | Overhead | 1,544,838 | 547,470.42 | 997,367.58 | 35% | |
| | Facilities | 53,556 | 32,967.74 | 20,588.26 | 62% | |
| | Staff | 11,000 | 6,600.60 | 4,399.40 | 60% | |
| | Unobligated | 505 | - | 505.00 | 0% | |
| | | | | | | |
| | | 2,723,029 | 1,261,656.47 | 1,461,372.53 | 46% | 44% |
| | | | | | | |
| DW | Training staff | 180,000 | 129,599.26 | 50,400.74 | 72% | |
| | ITA | 5,000 | - | 5,000.00 | 0% | |
| | 99EMP | 922 | - | 922.00 | 0% | |
| | Eckerd | 11,145 | 7,827.65 | 3,317.35 | 70% | |
| | Sup Svs./Operating | 1,000 | 200.69 | 799.31 | 20% | |
| | Admin | 53,530 | 35,391.41 | 18,138.59 | 66% | |
| | General | 15,782 | 0 | 15,782.00 | 0% | |
| | Overhead | 275,848 | 154,088.38 | 121,759.62 | 56% | |
| | Facilities | 25,365 | 18,797.43 | 6,567.57 | 74% | |
| | Staff | 6,000 | 4,041.78 | 1,958.22 | 67% | |
| | Unobligated | 36 | - | 36.00 | 0% | |
| | | | | | | |
| | | 574,628 | 349,946.60 | 224,681.40 | 61% | 44% |
| | | | | | | |
| RURAL | OPERATING | 11,755 | 85.00 | 11,670.00 | 1% | |
| | Admin | 3,095 | 20.04 | 3,074.96 | 1% | |
| | General | 913 | 5.03 | 907.97 | 1% | |
| | Overhead | 15,488 | 76.87 | 15,411.13 | 0% | |
| | | | | | | |
| | | 31,251 | 186.94 | 31,064.06 | 1% | |
| | | | | | | |
| BRIDGE | Operating/SS | 52,000 | 39,014.45 | 12,985.55 | 75% | |
| SKILLED | ITA/Training | 95,646 | 66,661.66 | 28,984.34 | 70% | |
| | Admin | 35,000 | 25,934.32 | 9,065.68 | 74% | |
| | General | 8,700 | 6,511.59 | 2,188.41 | 75% | |
| | Overhead | 136,000 | 101,757.31 | 34,242.69 | 75% | |
| | Facilities | 9,300 | 6,940.58 | 2,359.42 | 75% | |
| | Unobligated | 130,757 | - | 130,757.00 | 0% | |
| | | | | | | |
| | | 467,403 | 246,819.91 | 220,583.09 | 53% | |
| | | | | | | |
| WP | Operating | 85,000 | 83,574.98 | 1,425.02 | 98% | |
| | Admin | 28,500 | 24,572.83 | 3,927.17 | 86% | |
| | General | 7,450 | 6,169.75 | 1,280.25 | 83% | |
| | Overhead | 112,196 | 92,182.95 | 20,013.05 | 82% | |
| | Facilities | 67,000 | 55,929.52 | 11,070.48 | 83% | |
| | Staff travel | 7,500 | 7,202.32 | 297.68 | 96% | |
| | Unobligated | - | - | - | #DIV/0! | |

| | | | | | |
|------------------|----------------------|-----------|------------|------------|------|
| | | 307,646 | 269,632.35 | 38,013.65 | 88% |
| | | | | | |
| SNAP | Admin | 24,657 | 18,240.73 | 6,415.89 | 74% |
| | General | 7,269 | 4,579.88 | 2,689.40 | 63% |
| | Overhead | 122,531 | 73,558.74 | 48,971.86 | 60% |
| | Facilities | 14,669 | 11,047.10 | 3,621.70 | 75% |
| | Staff | 93,000 | 70,361.82 | 22,638.18 | 76% |
| | Unobligated | 42,499 | - | 42,499.00 | 0% |
| | | | | | |
| | | 304,624 | 177,788.27 | 126,836.03 | 58% |
| | | | | | |
| WTP | Sup. Svs. /Operating | 254,010 | 43,820.03 | 210,189.97 | 17% |
| | Admin | 170,731 | 78,003.54 | 92,727.06 | 46% |
| | General | 50,335 | 19,585.14 | 30,749.80 | 39% |
| | Overhead | 850,902 | 334,949.98 | 515,951.86 | 39% |
| | Facilities | 58,904 | 46,270.55 | 12,633.85 | 79% |
| | Staff | 391,820 | 280,604.63 | 111,215.37 | 72% |
| | | | | | |
| | | 1,776,702 | 803,233.87 | 973,467.91 | 45% |
| | | | | | |
| Voc | Admin | 1,100 | 926.41 | 173.59 | 84% |
| Rehab | General | 300 | 232.60 | 67.40 | 78% |
| | Overhead | 4,300 | 3,760.64 | 539.36 | 87% |
| | Facilities | 800 | 636.22 | 163.78 | 80% |
| | Staff | 4,000 | 3,525.65 | 474.35 | 88% |
| | Unobligated | 11,516 | - | 11,516.00 | 0% |
| | | | | | |
| | | 22,016 | 9,081.52 | 12,934.48 | 41% |
| | | | | | |
| Soft Skills | Staff/operating | 46,000 | 38,452.75 | 7,547.25 | 84% |
| | Admin | 5,332 | 5,012.24 | 319.26 | 94% |
| | General | 1,572 | 1,258.47 | 313.37 | 80% |
| | Facilities | 8,862 | 6,593.55 | 2,268.45 | 74% |
| | Unobligated | 859 | - | 859.00 | 0% |
| | | | | | |
| | | 62,624 | 51,317.01 | 11,307.33 | 82% |
| | | | | | |
| DVOP | Admin | 1,037 | 1,852.10 | (815.54) | 179% |
| | General | 306 | 465.03 | (159.43) | 152% |
| | Overhead | 1,339 | 4,112.98 | (2,774.34) | 307% |
| | Facilities | 22,920 | 18,855.25 | 4,064.75 | 82% |
| | DEO staff trv | 3,500 | 1,896.91 | 1,603.09 | 54% |
| | Operating | 2,000 | 3,150.00 | (1,150.00) | 158% |
| | Unobligated | 9,475 | - | 9,475.00 | 0% |
| | | | | | |
| | | 40,576 | 30,332.27 | 10,243.53 | 75% |
| | | | | | |
| Apprenticeship 1 | Training | 17,000 | 1,904.00 | 15,096.00 | 11% |
| | Sup. Svs. /operating | 55,500 | 7,621.48 | 47,878.52 | 14% |
| | Admin | 8,237 | 1,179.44 | 7,057.70 | 14% |
| | General | 2,428 | 296.13 | 2,132.35 | 12% |
| | Unobligated | 11,054 | - | 11,054.00 | 0% |
| | | | | | |
| | | 94,220 | 11,001.05 | 83,218.57 | 12% |
| | | | | | |
| Apprenticeship 3 | Training | 30,000 | - | 30,000.00 | 0% |
| | Admin | 3,408 | - | 3,408.00 | 0% |
| | General | 1,005 | - | 1,005.00 | 0% |

| | | | | | | |
|-------------|-------------|------------|------------|------------|------|--|
| | Unobligated | 115,335 | - | 115,335.00 | 0% | |
| | | | | | | |
| | | 149,748.00 | - | 149,748.00 | 0% | |
| | | | | | | |
| Sector | Training | 90,000 | 73,423.30 | 16,576.70 | 82% | |
| Strategies | Operating | 8,569 | - | 8,569.00 | 0% | |
| | Admin | 23,000 | 17,115.69 | 5,884.31 | 74% | |
| | General | 5,800 | 4,297.41 | 1,502.59 | 74% | |
| | Overhead | 88,000 | 65,501.96 | 22,498.04 | 74% | |
| | | | | | | |
| | | 215,369 | 160,338.36 | 55,030.64 | 74% | |
| | | | | | | |
| EMERGING | Operating | 7,837 | - | 7,837.00 | 0% | |
| INITIATIVES | Admin | 2,063 | - | 2,063.42 | 0% | |
| | General | 608 | - | 608.34 | 0% | |
| | Overhead | 10,325 | - | 10,325.00 | 0% | |
| | | | | | | |
| | | 20,834 | - | 20,833.75 | 0% | |
| | | | | | | |
| RWB 9 | Admin | 4,133 | 4,132.54 | - | 100% | |
| | General | 1,219 | 1,218.55 | (0.00) | 100% | |
| | Overhead | 3,370 | 3,370.19 | 0.00 | 100% | |
| | Facilities | 1,602 | 1,602.21 | - | 100% | |
| | Operating | 29,677 | 29,676.51 | - | 100% | |
| | | | | | | |
| | | 40,000 | 40,000.00 | 0.00 | 100% | |
| | | | | | | |
| TAA | Admin | 500.00 | 8.81 | 491.19 | 2% | |
| | General | 180.00 | 2.21 | 177.79 | 1% | |
| | Facilities | 320.00 | 231.35 | 88.65 | 72% | |
| | Training | 5,300.00 | - | 5,300.00 | 0% | |
| | | | | | | |
| | | 6,300.00 | 242.37 | 6,057.63 | 4% | |
| | | | | | | |
| DEPT OF | | | | | | |
| CORRECTIONS | Operating | 17,000 | 16,962.20 | 37.80 | 100% | |
| | Admin | 22,000 | 21,724.98 | 275.02 | 99% | |
| | General | 4,000 | 3,760.60 | 239.40 | 94% | |
| | Overhead | 55,000 | 53,640.97 | 1,359.03 | 98% | |
| | Facilities | 7,000 | 6,998.42 | 1.58 | 100% | |
| | Staff | 50,716 | 41,461.65 | 9,254.35 | 82% | |
| | | | | | | |
| | | 155,716 | 144,548.82 | 11,167.18 | 93% | |
| | | | | | | |
| UNRESTR | Operating | 32,000 | 32,337.25 | (337.25) | 101% | |
| | Admin | 5,000 | 4,003.97 | 996.03 | 80% | |
| | General | 1,300 | 1,005.32 | 294.68 | 77% | |
| | Unobligated | 315,120 | - | 315,120.00 | 0% | |
| | | | | | | |
| | | 353,420 | 37,346.54 | 316,073.46 | 11% | |
| | | | | | | |
| RWB 6 | Operating | 5,501 | - | 5,501.00 | 0% | |
| | | | | | | |
| YTH BLD 2 | Eckerd | 69,036 | 52,430.94 | 16,605.06 | 76% | |
| | Sup Svs. | 135,013 | 69,995.00 | 65,018.00 | 52% | |
| | Admin | 70 | 180.58 | (110.93) | 259% | |
| | General | 21 | 45.34 | (24.81) | 221% | |
| | Facilities | 6,341 | 4,742.73 | 1,598.27 | 75% | |
| | Unobligated | 261,593 | - | 261,593.00 | 0% | |

| | | | | | | |
|-----------|-------------|------------|--------------|------------|-----|-----|
| | | | | | | |
| | | 472,073 | 127,394.59 | 344,678.59 | 27% | |
| | | | | | | |
| YTH BLD 3 | Eckerd | 47,444 | - | 47,444.00 | 0% | |
| | Sup Svs. | 84,160 | - | 84,160.00 | 0% | |
| | Admin | 15,473 | - | 15,473.10 | 0% | |
| | General | 4,562 | - | 4,561.79 | 0% | |
| | Facilities | 4,584 | - | 4,584.00 | 0% | |
| | Unobligated | 584,514 | - | 584,514.00 | 0% | |
| | | | | | | |
| | | 740,737 | - | 740,736.90 | 0% | |
| | | | | | | |
| YTH | ECKERD | 829,464 | 511,712.10 | 317,751.90 | 62% | |
| | Sup Svs. | 339,717 | 160,552.54 | 179,164.46 | 47% | |
| | Operating | 5,000 | 4,439.53 | 560.47 | 89% | |
| | Admin | 106,000 | 101,013.37 | 4,986.63 | 95% | |
| | General | 27,000 | 25,362.45 | 1,637.55 | 94% | |
| | Overhead | 821,000 | 778,099.59 | 42,900.41 | 95% | |
| | Facilities | 60,128 | 57,201.97 | 2,926.03 | 95% | |
| | | | | | | |
| | | 2,188,309 | 1,638,381.55 | 549,927.45 | 75% | |
| | | | | | | |
| REA | Admin | 900 | 676.51 | 223.49 | 75% | |
| | General | 230 | 169.86 | 60.14 | 74% | |
| | Overhead | 5,500 | 4,076.40 | 1,423.60 | 74% | |
| | Facilities | 5,806 | 4,511.38 | 1,294.62 | 78% | |
| | Unobligated | 38,083 | - | 38,083.00 | 0% | |
| | | | | | | |
| | | 50,519 | 9,434.15 | 41,084.85 | 19% | |
| | | | | | | |
| TOTAL | | 10,803,245 | 5,368,683 | 5,434,562 | 50% | 44% |

| FUNCTIONAL BUDGET/EXPENDITURE | | | | | | |
|---|----------------|---------------------|-------------------|----------------|------------------------|--------------|
| ATTACHMENT 4 | | | | | | |
| PY 2019 | | | | | | |
| 7/1-03/31/20 | | | | | | |
| | | | | | | |
| | Budget | Expenditures | Balance | % Spent | 50% Trng (exp.) | WEX % |
| | | | | | | |
| Direct charge staff | 642,222 | 445,048.88 | 197,173.12 | 69% | | |
| Supportive/Special Svs./Operating/DEO staff trv | 830,031 | 441,952.81 | 388,078.19 | 53% | | |
| 50% ITA | 263,000 | 225,804.90 | 37,195.10 | 86% | | |
| OJT | 60,000 | 7,207.00 | 52,793.00 | 12% | | |
| Training staff | 470,000 | 339,100.50 | 130,899.50 | 72% | | |
| Internships | 60,000 | 44,290.57 | 15,709.43 | 74% | | |
| Employed worker | 35,000 | 224.86 | 34,775.14 | 1% | | |
| Eckerd contract | 972,089 | 564,143.04 | 407,945.96 | 58% | | |
| Eckerd participant | 558,890 | 230,547.54 | 328,342.46 | 41% | | |
| Carryforward | 1,521,346 | - | 1,521,346.00 | 0% | | |
| Overhead | 4,393,794 | 2,489,973.39 | 1,903,820.29 | 57% | | |
| Indirect Costs | <u>996,873</u> | <u>580,389.15</u> | <u>416,484.34</u> | <u>58%</u> | | |
| Total Budget | 10,803,245 | 5,368,682.64 | 5,434,562.53 | 50% | 44% | 16.96% |

| | |
|--|-----------|
| ATTACHMENT 6 | |
| FUNCTIONAL BUDGET | |
| PY 2019 | |
| 7/1/2019-6/30/2020 | |
| | |
| Direct charge staff | 575,041 |
| Supportive/Special Svs./Operating/DEO staff trv | 651,188 |
| 50% ITA | 109,003 |
| OJT | 9,000 |
| Training staff | 536,420 |
| Internships | 11,500 |
| Employed worker | 5,000 |
| Eckerd contract | 1,032,447 |
| Eckerd participant | 474,730 |
| Carryforward | 838,647 |
| Overhead | 3,591,038 |
| Indirect Costs | 829,988 |
| Total Budget | 8,664,001 |



RECORD OF ACTION/APPROVAL

Board Meeting - Wednesday, June 3, 2020
Executive Committee - Wednesday, May 27, 2020

TOPIC/ISSUE:

First issue of our 2020 – 2021 Budget

BACKGROUND:

The budget is based on the following information:

- Funding that we have received the allocation for this coming year or grants that have funding that is carrying forward to the next year.
- Estimations on funding that we have not received yet. We know we will be getting the funds, so we have put in what we received last year and are comfortable that the amounts should be very close. (Wagner Peyser, Veteran, Welfare Transition, Supplemental Nutrition Assistance Program, Trade Assistance, Re-employment)
- Using the 2019-2020 budget, we have used those carry forward numbers to include in this budget.
- We will bring back a new version in August (after we close out the year) that will formalize any area where we have used estimated numbers.

POINTS OF CONSIDERATION:

1. The budget total is very close to last year's budget.
2. We typically receive incentive and supplemental dollars at the beginning of the year under both Adult and Dislocated Worker.
3. COVID-19 will result in more funding being put into the workforce system to assist through this disaster, either is supplemental funding or other grant opportunities.
4. In our staffing areas (where staff costs are charged) we increased the benefits by 4% to cover the increase in health benefits.
5. We also put in "an up to" 5% for a Cost of Living increase

STAFF RECOMMENDATIONS:

1. Approve the 2020 – 2021 budget
2. Discuss, direct and approve an increase within the 5% limit for the staff. This could be just cost of living or cost of living plus merit.

Approve updated 2019 budget, budget/expenditures reports 7/1/18-3/31/20, and draft 2020 budget.

COMMITTEE ACTION:

Al Jones made a motion to approve the 2020-2021 budget. Charles Harris seconded the motion.

Kathy Judkins made a motion to approve a 3% cost of living increase. Al Jones seconded the motion. Motion carried.

BOARD ACTION:

| | | | | | | | | |
|-------------------------------------|-----------|-------------|-------|-----------------|---------------------|---------------------|----------------|----------------------|
| ATTACHMENT 5 | | | | | | | | |
| BUDGET - CSCLM | | | | | | | | |
| PY 2020(JULY 2020 - JUNE 2021) | | | | | | | | |
| | * | * | * | * | * | * | * | * |
| 5/27/2020 | ADULT | YOUTH | TAA | DISL. WORKER | Apprenticeship 1 | Apprenticeship 3 | SOFT SKILLS | SECTOR STRATEGIES |
| REVENUE | | | | | | | | |
| P.Y. 2019 CONTRACTS | 1,395,820 | 1,339,167 | 6,300 | 699,531 | 78,669 | 149,748 | - | 38,941 |
| CARRYFORWARD | 195,313 | 495,407 | - | 47,674 | - | - | - | - |
| INCENTIVES/SUPPLEMENTAL TRANSFER | 32,000 | - | - | (32,000) | - | - | - | - |
| TOTAL REVENUE | 1,623,133 | 1,834,574 | 6,300 | 715,205 | 78,669 | 149,748 | - | 38,941 |
| EXPENDITURES | | | | | | | | |
| TOTAL ITA | 29.05% | | | | | | | |
| TRAINING: | | | | | | | | |
| ITA % | 27% | | | 33% | | | | |
| ITA/TRAINING | 44,000 | - | - | - | - | - | - | 12,953 |
| OJT | 9,000 | - | - | - | - | - | - | - |
| EMPLOYED WORKER | 5,000 | - | - | - | - | - | - | - |
| INTERNSHIPS | 11,500 | - | - | - | - | - | - | - |
| ECKERD | - | - | - | - | - | - | - | - |
| TRAINING STAFF | 325,000 | - | - | 211,420 | - | - | - | - |
| TOTAL TRAINING | 394,500 | - | - | 211,420 | - | - | - | 12,953 |
| OPERATING: | | | | | | | | |
| SUPPORTIVE SVS. | 5,000 | 339,717 | - | 498 | - | - | - | - |
| DIRECT CHARGE (STAFF) | 8,500 | - | - | 5,400 | - | - | - | - |
| ECKERD | 15,000 | 794,464 | - | 11,145 | - | - | - | - |
| DEO STAFF TRAVEL | - | - | - | - | - | - | - | - |
| OPERATING | - | 6,000 | - | - | 15,000 | 100,000 | - | - |
| TOTAL OPERATING | 28,500 | 1,140,181 | - | 17,043 | 15,000 | 100,000 | - | - |
| PROGRAM SUPPORT: | | | | | | | | |
| FACILITIES | 56,776 | 98,463 | 311 | 28,777 | - | - | - | - |
| PROGRAM | 57,783 | 155,908 | - | 22,049 | - | - | - | 1,250 |
| INFORMATION TECHNOLOGY | 72,227 | 194,879 | - | 27,561 | - | - | - | 1,563 |
| OUTREACH | 57,865 | 156,130 | - | 22,080 | - | - | - | 1,252 |
| BUSINESS | 290,476 | - | - | 110,841 | - | - | - | 6,284 |
| SELF SERVICES | 206,714 | - | - | 78,879 | - | - | - | 4,472 |
| CAREER SERVICES | 238,039 | - | - | 101,084 | - | - | - | 5,731 |
| TOTAL PROGRAM SUPPORT | 979,881 | 605,380 | 311 | 391,270 | - | - | - | 20,552 |
| TOTAL EXPENDITURES | 1,402,881 | 1,745,561 | 311 | 619,733 | 15,000 | 100,000 | - | 33,505 |
| ADMIN POOL | 175,685 | 70,413 | 40 | 76,296 | 1,945 | 12,967 | - | 4,345 |
| GENERAL POOL | 44,149 | 17,694 | 10 | 19,173 | 489 | 3,258 | - | 1,092 |
| TOTAL INDIRECT COST RATE | 219,834 | 88,107 | 50 | 95,468 | 2,434 | 16,225 | - | 5,436 |
| BALANCE | 418 | 906 | 5,938 | 3 | 61,235 | 33,523 | - | (0) |
| INDIRECT RATE CALCULATION | | | | | | | | |
| DIRECT TOTAL COSTS | 1,402,881 | 1,745,561 | 311 | 619,733 | 15,000 | 100,000 | - | 33,505 |
| LESS: LEASES | (32,989) | (68,353) | - | (20,193) | - | - | - | - |
| | - | - | - | - | - | - | - | - |
| SUBAWARD (ECKERDS) | (15,000) | (1,134,181) | - | (11,145) | - | - | - | - |
| TOTAL MTDC | 1,354,892 | 543,027 | 311 | 588,396 | 15,000 | 100,000 | - | 33,505 |

| | | | | | | | | | |
|----------------------------------|---------------------|-------------|-----------------|----------------|----------|-----------|----------|------------------|------------------|
| ATTACHMENT 5 | | | | | | | | | |
| BUDGET - CSCLM | | | | | | | | | |
| PY 2020(JULY 2020 - JUNE 2021) | | | | | | | | | |
| 5/27/2020 | * RURAL INITIATIVES | * VOC REHAB | * WAGNER PEYSER | * VETERAN DVOP | ALLACHUA | * WTP | * SNAP | * FL Corrections | * BRIDGE SKILLED |
| REVENUE | | | | | | | | | |
| P.Y. 2019 CONTRACTS | 31,250 | 9,622 | 450,000 | 37,793 | | 1,759,613 | 229,824 | 100,760 | - |
| CARRYFORWARD | - | - | 29,563 | 19,565 | - | 774 | 57,410 | - | 107,727 |
| INCENTIVES/SUPPLEMENTAL TRANSFER | - | - | - | - | - | - | - | - | - |
| TOTAL REVENUE | 31,250 | 9,622 | 479,563 | 57,358 | - | 1,760,387 | 287,234 | 100,760 | 107,727 |
| EXPENDITURES | | | | | | | | | |
| TOTAL ITA | | | | | | | | | |
| TRAINING: | | | | | | | | | |
| ITA % | | | | | | | | | |
| ITA/TRAINING | - | - | - | - | - | - | - | - | 24,450 |
| OJT | - | - | - | - | - | - | - | - | - |
| EMPLOYED WORKER | - | - | - | - | - | - | - | - | - |
| INTERNSHIPS | - | - | - | - | - | - | - | - | - |
| ECKERD | - | - | - | - | - | - | - | - | - |
| TRAINING STAFF | - | - | - | - | - | - | - | - | - |
| TOTAL TRAINING | - | - | - | - | - | - | - | - | 24,450 |
| OPERATING: | | | | | | | | | |
| SUPPORTIVE SVS. | - | - | - | - | - | 129,000 | - | - | - |
| DIRECT CHARGE (STAFF) | - | - | - | - | - | 400,000 | 90,410 | 60,000 | 10,731 |
| ECKERD | - | 2,902 | - | - | - | 35,000 | - | - | - |
| DEO STAFF TRAVEL | - | - | 9,600 | 2,000 | - | - | - | - | - |
| OPERATING | 10,395 | - | 150,000 | 3,500 | - | - | - | 724 | - |
| TOTAL OPERATING | 10,395 | 2,902 | 159,600 | 5,500 | - | 564,000 | 90,410 | 60,724 | 10,731 |
| PROGRAM SUPPORT: | | | | | | | | | |
| FACILITIES | - | 856 | 74,275 | 25,044 | - | 61,442 | 14,700 | - | 1,867 |
| PROGRAM | 1,003 | 280 | 15,403 | 531 | - | 54,432 | 8,726 | - | 3,395 |
| INFORMATION TECHNOLOGY | 1,254 | 350 | 19,253 | 663 | - | 68,038 | 10,907 | - | 4,244 |
| OUTREACH | 1,005 | 280 | 15,425 | 532 | - | 54,509 | 8,738 | - | 3,400 |
| BUSINESS | 5,043 | 1,408 | - | - | - | 273,629 | 43,863 | - | 17,068 |
| SELF SERVICES | 3,589 | 1,002 | 55,103 | 1,899 | - | 194,726 | 31,215 | - | 12,147 |
| CAREER SERVICES | 4,599 | 1,284 | 70,615 | 2,433 | - | 249,543 | 40,002 | 26,867 | 15,566 |
| TOTAL PROGRAM SUPPORT | 16,493 | 5,460 | 250,075 | 31,102 | - | 956,320 | 158,150 | 26,867 | 57,687 |
| TOTAL EXPENDITURES | 26,888 | 8,362 | 409,675 | 36,602 | - | 1,520,320 | 248,560 | 87,591 | 92,868 |
| ADMIN POOL | 3,487 | 1,007 | 46,436 | 2,492 | - | 191,605 | 30,907 | 10,525 | 11,874 |
| GENERAL POOL | 876 | 253 | 11,669 | 626 | - | 48,149 | 7,767 | 2,645 | 2,984 |
| TOTAL INDIRECT COST RATE | 4,363 | 1,260 | 58,105 | 3,118 | - | 239,754 | 38,674 | 13,169 | 14,858 |
| BALANCE | (1) | (0) | 11,783 | 17,638 | - | 313 | 1 | (1) | 1 |
| INDIRECT RATE CALCULATION | | | | | | | | | |
| DIRECT TOTAL COSTS | 26,888 | 8,362 | 409,675 | 36,602 | - | 1,520,320 | 248,560 | 87,591 | 92,868 |
| LESS: LEASES | - | (594) | (51,561) | (17,385) | - | (42,653) | (10,204) | (6,425) | (1,296) |
| SUBAWARD (ECKERDS) | - | - | - | - | - | - | - | - | - |
| TOTAL MTDC | 26,888 | 7,768 | 358,114 | 19,217 | - | 1,477,667 | 238,355 | 81,167 | 91,572 |

| | | | | | | | | | |
|-------------------------------------|-------------------------|------------------|------------------|-----------------|----------|-------|---------|--------------|-------------|
| ATTACHMENT 5 | | | | | | | | | |
| BUDGET - CSCLM | | | | | | | | | |
| PY 2020(JULY 2020 - JUNE 2021) | | | | | | | | | |
| 5/27/2020 | * | * | * | * | * | * | * | * | |
| | EMERGING INITIATIVES | YOUTH BUILD 3 | YOUTH BUILD 2 | COVID 19 PPE | COVID 19 | RWB 6 | REA | UN- RESTR | TOTAL |
| REVENUE | | | | | | | | | |
| P.Y. 2019 CONTRACTS | 20,833 | - | - | - | 101,679 | 5,444 | 13,000 | - | 6,467,994 |
| CARRYFORWARD | | 671,943 | 262,950 | - | - | - | - | 307,681 | 2,196,007 |
| INCENTIVES/SUPPLEMENTAL TRANSFER | - | - | - | - | - | - | - | - | - |
| TOTAL REVENUE | 20,833 | 671,943 | 262,950 | - | 101,679 | 5,444 | 13,000 | 307,681 | 8,664,001 |
| EXPENDITURES | | | | | | | | | |
| TOTAL ITA | | | | | | | | | |
| TRAINING: | | | | | | | | | |
| ITA % | | | | | | | | | |
| ITA/TRAINING | | 27,600 | - | - | - | - | - | - | 109,003 |
| OJT | | - | - | - | - | - | - | - | 9,000 |
| EMPLOYED WORKER | | - | - | - | - | - | - | - | 5,000 |
| INTERNSHIPS | | - | - | - | - | - | - | - | 11,500 |
| ECKERD | | - | - | - | - | - | - | - | - |
| TRAINING STAFF | - | - | - | - | - | - | - | - | 536,420 |
| TOTAL TRAINING | - | 27,600 | - | - | - | - | - | - | 670,923 |
| OPERATING: | | | | | | | | | |
| SUPPORTIVE SVS. | | 138,720 | 135,013 | - | - | - | - | - | 747,948 |
| DIRECT CHARGE (STAFF) | - | - | - | - | - | - | - | - | 575,041 |
| ECKERD | | 104,900 | 69,036 | - | - | - | - | - | 1,032,447 |
| DEO STAFF TRAVEL | | - | - | - | - | - | - | - | 11,600 |
| OPERATING | 6,930 | - | - | - | 33,821 | - | - | 40,000 | 366,370 |
| TOTAL OPERATING | 6,930 | 243,620 | 204,049 | - | 33,821 | - | - | 40,000 | 2,733,406 |
| PROGRAM SUPPORT: | | | | | | | | | |
| FACILITIES | - | 9,255 | 6,300 | - | - | 5,444 | 5,833 | - | 389,343 |
| PROGRAM | 669 | - | - | - | 3,264 | - | - | - | 324,693 |
| INFORMATION TECHNOLOGY | 836 | - | - | - | 4,080 | - | - | - | 405,855 |
| OUTREACH | 670 | - | - | - | 3,269 | - | - | - | 325,155 |
| BUSINESS | 3,362 | - | - | - | 16,409 | - | - | - | 768,384 |
| SELF SERVICES | 2,392 | - | - | - | 11,677 | - | - | - | 603,814 |
| CAREER SERVICES | 3,066 | - | - | - | 14,964 | - | - | - | 773,795 |
| TOTAL PROGRAM SUPPORT | 10,995 | 9,255 | 6,300 | - | 53,662 | 5,444 | 5,833 | - | 3,591,038 |
| TOTAL EXPENDITURES | 17,924 | 280,475 | 210,349 | - | 87,483 | 5,444 | 5,833 | 40,000 | 6,995,367 |
| ADMIN POOL | 2,324 | 3,946 | 250 | - | 11,344 | - | 231 | 5,187 | 663,304 |
| GENERAL POOL | 584 | 992 | 63 | - | 2,851 | - | 58 | 1,303 | 166,684 |
| TOTAL INDIRECT COST RATE | 2,908 | 4,937 | 313 | - | 14,194 | - | 289 | 6,490 | 829,988 |
| BALANCE | 0 | 386,530 | 52,289 | - | 1 | (0) | 6,877 | 261,191 | 838,647 |
| INDIRECT RATE CALCULATION | | | | | | | | | |
| DIRECT TOTAL COSTS | 17,924 | 280,475 | 210,349 | - | 87,483 | - | 5,833 | 40,000 | 6,989,922 |
| LESS: LEASES | - | (6,425) | (4,373) | - | - | - | (4,049) | - | (266,500) |
| | - | - | - | - | - | - | - | - | - |
| SUBAWARD (ECKERDS) | - | (243,620) | (204,049) | - | - | - | - | - | (1,607,995) |
| TOTAL MTDC | 17,924 | 30,430 | 1,927 | - | 87,483 | - | 1,784 | 40,000 | 5,115,427 |



RECORD OF ACTION/APPROVAL

Board Meeting - Wednesday, June 3, 2020
Executive Committee - Wednesday, May 27, 2020

TOPIC/ISSUE:

Employee healthcare and related benefits

BACKGROUND:

Our Health insurance renewal is July 1. We have received our renewal rates through Benefit Advisors (BA).

Florida Blue presented rates that average a 3.3% increase over the several plans being offered. The spreadsheet contains five (5) options which we are recommending for consideration.

At this time, we believe the Florida Blue premiums are reasonable and acceptable within the confines of our funding. Last program year the rates had increased an average of 25% from the prior year.

Company increased contribution from \$600 to \$601.52 = 0.0025% Increase

Breakdown by plan:

128/129 - 4.3% Increase

3566 (Being replaced by 5302) - 21.8% Decrease

47- 3.3% Increase

60 - 2.9% Increase

5771 - 2.7% Increase

POINTS OF CONSIDERATION:

- Company-paid Principal Dental plan rates will remain the same.
- Company-paid Principal company-paid Group Life rates will remain the same
- Company-paid Principal Short-Term Disability rates will remain the same.
- Company-paid Principal Dependent Life rates will remain the same.
- Employee-paid Principal Vision plan rates will increase. The benefits will also increase.
 - o Current plan that is no longer available.
 - o Updated benefits for the employees are attached
 - o Comparison of rates and benefits for last year and this year are attached

STAFF RECOMMENDATIONS:

Our recommendation is that we contract with Florida Blue for the five (5) options listed

- For option one, the HSA plan Blue Care 128/129, we recommend that the company offer \$222.36 one-time contribution to the HSA and there is a percentage increase in premiums from the current plan. The company share of the premium plus the HSA would equal \$601.52.

- The Blue Options 5302, is a PPO offering and we recommend the company pay the employee premium portion of \$601.52 being able to offer two employee only premium free plans
- The Blue Care 47 plan will be offered to employees at an up-charge of \$205.83 per month (\$95.00/pay period) and the company would pay a share equal to option two, the 5302 plan.
- The Blue Care 60 plan, we recommend that the company pay a share equal to option two and that employees pay \$298.05 per month (\$137.56/pay period) for their premium share.
- The Blue Options 5771, is a PPO offering and we recommend the company pay a share equal to option two and that the employee pay \$350.19 per month (\$161.63/pay period) for their premium share.
- Continue with all Principal plans, company-paid and employee self-pay, as proposed on the attached spreadsheet.

COMMITTEE ACTION:

Charles Harris made a motion to accept the 2020-2021 insurance plan. Fred Morgan seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting - Wednesday, June 3, 2020
Executive Committee - Wednesday, May 27, 2020

TOPIC/ISSUE:

CLM Direct Billing Contract Amendment

BACKGROUND:

During our work in Region 9, there have been a series of unanticipated costs which required CLM to pay. A number of the charges in the period December 13, 2019 through January 31, 2020 are due to the fact that Region 9(R9) does not have a credit card. Others are due to the inability of R9 to get invoices approved promptly or the fact that they had not been able to gain approval to use the bank account established by Alachua County to pay for the charges. Each charge was discussed with the County staff prior to incurring the expense.

Secondly, we estimated costs in the contract to cover staff time by various staff that were not required to assist as much as we had budgeted. At the same time we continued to incur miscellaneous operating expenses that were required but not foreseen.

The attached spreadsheets summarize these expenses into two categories: Expenses not allowed by the TA grant and prior to our contract start and contract amounts that can be reduced and charges not included in the contract.

These situations have been discussed with DEO staff and Alachua County staff and the following is a jointly agreed upon recommendation:

- For charges between December 13, 2019 and January 31, 2020, CLM will directly bill CSNCFL.
- A contract amendment will be submitted to reduce expenses where appropriate and add those miscellaneous charges that CLM incurred.

POINTS OF CONSIDERATION:

Allows CLM to be reimbursed for certain expenses and brings contract into line with expenses

STAFF RECOMMENDATIONS:

Approve contract amendment and direct billing plan

COMMITTEE ACTION:

Al Jones made a motion to accept the contract amendment. Charles Harris abstained due to conflict. Kathy Judkins seconded the motion. Motion carried.

BOARD ACTION:



RECORD OF ACTION/APPROVAL

Board Meeting - Wednesday, June 3, 2020
Executive Committee - Wednesday, May 27, 2020

TOPIC/ISSUE:

Rosen Hotel

BACKGROUND:

The Board previously approved CSCLM to serve as “host agency” for the annual Workforce Professional Development Summit. In that role, we enter into a contract with the event hotel. The contract specifies certain required minimums: hotel nights, food and beverage minimums.

This year’s event was scheduled for the end of September/first of October. Over 50% of the costs are covered through sponsorships, the remainder through registration fees. Sponsor solicitation begins in March and runs through the end of August with roughly 60-70% of the sponsors committed by June. Registration begins in June and runs through the September start date.

COVID has resulted in no commitment from sponsors and doubts as to whether we could hold an event for 600-700 people, given the COVID guidelines and hotel event space.

We have had informal talks with the hotel about a series of alternatives and have not received a positive response.

There is a “force majeure” clause in the contract. After consultation with FWDA leadership and conversation with their attorney and Bob, we are recommending that Bob send the attached letter.

POINTS OF CONSIDERATION:

STAFF RECOMMENDATIONS:

Approve sending letter

COMMITTEE ACTION:

Kathy Judkins made a motion to send the letter to the hotel, with the removal of the non-essential travel language. Al Jones seconded the motion. Motion carried.

BOARD ACTION: