



## Consortium

### AGENDA

Thursday, June 16, 2022 – 2:00 p.m.

Zoom Meeting: <https://us02web.zoom.us/j/83136431808>  
Phone 1-646-558-8656 Meeting ID: 831 3643 1808

Call to Order		R. Skinner
Roll Call		C. Schnettler
Approval of Minutes, March 16, 2022	Pages 2 - 3	R. Skinner

### **ACTION ITEMS**

Election of Consortium Chair		R. Skinner
2022/2023 Budget	Pages 4 - 5	R. Skinner
Nomination – MCPS	Pages 6 - 7	R. Skinner
MOU - NCBA	Pages 8 - 16	D. French
MOU – MTC	Pages 17 - 26	D. French
MTC Amendment	Pages 27 - 28	D. French
MOU – WTC	Pages 29 - 36	D. French
MOU – Blind Services	Pages 37 - 44	D. French
MOU – Mid Florida Community Services	Pages 45 - 51	D. French
MOU – Early Learning Coalition	Pages 52 - 58	D. French
MOU – Pinellas County Urban League	Pages 59 - 67	D. French
MOU – College of Central Florida	Pages 68 - 75	D. French

### **DISCUSSION ITEMS**

State Update	Pages 76 - 82	R. Skinner
Letter Grades	Pages 83 - 105	R. Skinner
Workforce Issues Important to Our Community		R. Skinner
Member Vacancies and Attendance	Pages 106 - 107	R. Skinner

### **PUBLIC COMMENT**

### **PROJECT UPDATES**

Board Member Agenda – 6/7/2022	Pages 108 - 110	R. Skinner
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### **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  
Consortium**

**MINUTES**

DATE: March 16, 2022  
PLACE: Zoom Only  
TIME: 10:00 a.m.

**MEMBERS PRESENT**

Commissioner Gold  
Commissioner Rooks  
Commissioner Schlabach

**MEMBERS ABSENT**

**OTHER ATTENDEES**

Rusty Skinner, CSCLM  
Dale French, CSCLM  
Cory Weaver, CSCLM

Steven Litzinger, CSCLM  
Robert Stermer, Attorney  
Cira Schnettler, CSCLM

**CALL TO ORDER**

The meeting was called to order by Commissioner Gold, at 10:00 a.m.

**ROLL CALL**

Cira Schnettler called roll and a quorum was declared present.

**APPROVAL OF MINUTES**

Commissioner Schlabach made a motion to approve the minutes from the December 13, 2021 meeting. Commissioner Rooks seconded the motion. Motion carried.

**ACTION ITEMS**

**Board Member Appointment**

Commissioner Schlabach made a motion to approve Joyce Wilson as a board member representing the Nature Coast Business Development Council. Commissioner Gold seconded the motion. Motion carried.

**DISCUSSION ITEMS**

**State Update / Workforce Issues**

Rusty Skinner explained to the members that CareerSource Florida is looking to hire a consultant to review the feasibility of realigning the workforce boards. Potentially, the consultant would provide recommendations in June 2022, meet with region stakeholders the last quarter of 2022, and if any changes are made implementation would happen July 2023.

Rusty Skinner, Cory Weaver, and Steven Litzinger provided summary reports to ensure the members had up to date and pertinent information regarding workforce inflow/outflow patterns, top sectors in the region and surrounding areas, CLM performance comparative to the other regions, as well as event, online training, and customer service data. Rusty Skinner also provided a collaboration summary showing CLM's efforts to create efficiencies working with community partners and other regions.

These reports create a picture of our successful performance, our approach to customer service, and how we build the region's talent base.

Rusty Skinner will keep the Consortium up to date as information becomes available. Commissioners agreed that an email be sent to all commissioners in the region to inform them of the status of the situation.

#### Member Vacancies

Rusty Skinner stated that there are four vacancies on the board. We are awaiting an appointment letter from the Superintendent from the Marion County School Board for the replacement of Mark Vianello. Mike Kelly with Marion County Schools currently participates on the Career Center Committee and we expect him to be the replacement. The Citrus County BOCC is revamping their economic development structure and an appointment will be made when things become more finalized. There is one private sector vacancy in both Citrus and Levy. All nominations are welcome.

#### Summer Youth Camp

Rusty Skinner provided a summary of a proposed Summer Youth Work Program. He welcomed input from the Consortium for potential funding from the Cares Act or American Rescue Act. Commissioners explained that all of those funds have already been allocated. Commissioner Gold advised to contact and potentially partner with one of the recipients of the Cares Act funds.

#### **PUBLIC COMMENT**

None

#### **PROJECT UPDATES**

None

#### **MATTERS FROM THE FLOOR**

None

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:48 a.m.

#### **APPROVED:**

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## **RECORD OF ACTION/APPROVAL**

**Consortium Meeting – Thursday, June 16, 2022**

**Board Meeting - Tuesday, June 7, 2022**

**Executive Meeting - Wednesday, June 1, 2022**

### **TOPIC/ISSUE:**

Draft 2022 Budget

### **BACKGROUND:**

### **POINTS OF CONSIDERATION:**

This budget is based on the following:

- Estimated carry forward funds from current year grants.
- Estimated funds for RESEA, Disabled Veterans and Supplemental Nutrition Assistance grants.

### **STAFF RECOMMENDATIONS:**

Approve draft 2022 Budget

### **COMMITTEE ACTION:**

Al Jones made a motion to approve the draft 2022-2023 budget. Pete Beasley seconded the motion. Motion carried.

### **BOARD ACTION:**

Deb Stanley made a motion to approve the preliminary 2022-2023 budget. Mark Paugh seconded the motion. Motion carried.



BUDGET - CSCLM																				
PY 2022(JULY 2022 - JUNE 2023)																				
6/1/2022	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
	ADULT	YOUTH	TAA	DISL WORKER	LVER	Re-Entry Nav	YTH BUILD 4	VOC REHAB	WAGNER PEYSER	VETERAN DVOP	WTP	SNAP	RECOVERY NAVIGATOR	YOUTH BUILD 3	RAPID RESPONSE	RWB 6	REA	UN- RESTR	TOTAL	
ITA requirement: 35%																				
REVENUE																				
P.Y. 2022 CONTRACTS	1,208,208	1,150,624	8,799	586,007	-	-	844,712	53,000	117,879	22,668	1,762,874	247,859	-	-	-	4,886	98,286	-	6,105,802	
CARRYFORWARD	248,293	50,998	-	149,408	9,259	134,775	-	-	74,180	803	84,000	-	97,182	241,283	38,842	-	19,899	336,713	1,485,635	
INCENTIVES/SUPPLEMENTAL TRANSFER	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL REVENUE	1,456,501	1,201,622	8,799	735,415	9,259	134,775	844,712	53,000	192,059	23,471	1,846,874	247,859	97,182	241,283	38,842	4,886	118,185	336,713	7,591,437	
EXPENDITURES																				
TOTAL ITA	41.10%																			
TRAINING:																				
ITA %	43%			37%																
ITA/TRAINING	200,000	-	-	23,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	223,000	
OJT	35,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	35,000	
EMPLOYED WORKER	35,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	35,000	
INTERNSHIPS	35,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	35,000	
TRAINING SUPPORT	10,000	-	-	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12,000	
TRAINING STAFF	188,266	-	-	188,266	-	-	-	-	-	-	-	-	-	-	-	-	-	-	376,532	
TOTAL TRAINING	503,266	-	-	213,266	-	-	-	-	-	-	-	-	-	-	-	-	-	-	716,532	
OPERATING:																				
SUPPORTIVE SVS.	4,000	181,476	-	-	-	-	90,320	-	-	-	50,000	-	-	-	-	-	-	-	325,796	
DIRECT CHARGE (STAFF)	-	-	-	-	-	55,949	-	19,183	-	-	422,783	90,744	62,606	-	26,320	-	56,108	-	733,693	
ECKERD	15,000	584,524	-	30,000	-	-	88,883	-	-	-	-	-	-	27,658	-	-	-	-	746,065	
DEO STAFF TRAVEL	-	-	-	-	279	-	-	-	3,000	3,566	-	-	-	-	-	-	-	-	6,845	
OPERATING	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	32,180	32,180	
TOTAL OPERATING	19,000	766,000	-	30,000	279	55,949	179,203	19,183	3,000	3,566	472,783	90,744	62,606	27,658	26,320	-	56,108	32,180	1,844,579	
PROGRAM SUPPORT:																				
FACILITIES	22,803	48,734	8,144	22,803	8,144	8,144	16,288	2,867	81,441	16,288	55,640	14,725	8,144	8,144	8,144	4,886	8,144	-	343,486	
PROGRAM	95,921	-	-	49,513	51	-	32,913	3,523	22,325	655	232,598	16,666	-	-	-	-	1,496	-	455,661	
INFORMATION TECHNOLOGY	81,411	119,404	-	42,023	43	8,721	27,934	2,990	468	556	78,009	14,145	9,759	-	-	-	1,270	-	386,733	
OUTREACH	50,266	73,724	-	25,946	27	-	17,247	1,846	11,699	343	48,165	8,734	-	-	-	-	784	-	238,781	
BUSINESS	125,275	-	-	64,665	-	13,420	42,985	4,601	15,737	-	303,778	21,767	-	-	-	-	1,954	-	594,181	
SELF SERVICES	71,856	105,391	-	37,091	-	7,698	24,656	2,639	4,063	-	68,854	12,485	4,964	-	-	-	1,121	-	340,817	
CAREER SERVICES	146,046	-	-	75,387	-	15,645	50,112	5,364	18,346	-	354,146	25,376	-	-	-	-	2,277	-	692,699	
TOTAL PROGRAM SUPPORT	593,577	347,253	8,144	317,429	8,266	53,629	212,136	23,831	154,078	17,842	1,141,189	113,897	22,867	8,144	8,144	4,886	17,045	-	3,052,358	
TOTAL EXPENDITURES	1,115,843	1,113,253	8,144	560,695	8,545	109,578	391,339	43,014	157,078	21,408	1,613,972	204,641	85,473	35,802	34,464	4,886	73,153	32,180	5,613,469	
ADMIN POOL	112,936	30,154	467	53,905	509	10,935	21,498	4,323	12,681	1,472	166,044	20,517	8,342	412	3,121	-	7,322	3,426	457,272	
GENERAL POOL	45,298	12,095	187	21,621	204	4,386	8,623	1,734	5,086	591	66,600	8,230	3,346	165	1,252	-	2,937	1,374	183,411	
TOTAL INDIRECT COST RATE	158,234	42,249	655	75,526	714	15,321	30,121	6,057	17,767	2,063	232,644	28,747	11,689	578	4,373	-	10,258	4,801	640,683	
BALANCE	182,424	46,120	0	99,195	1	9,876	423,252	3,928	17,214	(0)	258	14,471	21	204,903	5	(0)	34,774	299,732	1,337,285	
INDIRECT RATE CALCULATION																				
DIRECT TOTAL COSTS	1,115,843	1,113,253	8,144	560,695	8,545	109,578	391,339	43,014	157,078	21,408	1,613,972	204,641	85,473	35,802	34,464	-	73,153	32,180	5,608,582	
LESS: LEASES	(40,146)	(64,044)	(3,757)	(24,420)	(3,762)	(6,876)	(10,223)	(2,411)	(37,979)	(7,580)	(54,481)	(11,940)	(7,120)	(4,271)	(5,149)	-	(4,387)	-	(296,000)	
SUBAWARD (ECKERDS)	(15,000)	(766,000)	-	(30,000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(836,658)	
TOTAL MTDC	1,060,697	283,209	4,388	506,275	4,783	102,703	381,115	40,604	119,099	13,828	1,559,491	192,701	78,353	3,873	29,315	-	68,766	32,180	4,473,924	
																			IDCR %	
																			14.32%	

Admin %

7.31%

IDCR %

14.32%



## **RECORD OF ACTION/APPROVAL**

**Consortium Meeting  
Thursday, June 16, 2022**

### ***TOPIC/ISSUE:***

Board Appointment

### ***BACKGROUND:***

### ***POINTS OF CONSIDERATION:***

### ***STAFF RECOMMENDATIONS:***

Accept appointments of the following individual:  
Ben Whitehouse, Marion County Public Schools

### ***COMMITTEE ACTION:***

### ***BOARD ACTION:***



## NOMINATION FORM

FAX: 352 873-7956

EMAIL: [rskinner@careersourceclm.com](mailto:rskinner@careersourceclm.com)

Phone: 352 873-7939, Ext 1203

Name: Benjamin Whitehouse

Title: Director, Student Pathways and Assessment

Name of Business: Marion County Public Schools

Address: 1614 E. Fort King Street

City: Ocala County: Marion Zip Code: 34471

Business Telephone-Ext: 352-671-7150

Fax \_\_\_\_\_

\_\_\_\_\_  
Private Business Owner/Chief Executive

☒

Agency/Company Representing – Must be representative with optimum  
Policy-making authority

Home Address: 3901 SE 9th Avenue

City: Ocala County: Marion Zip Code: 34480

Cell #: 352-598-0075

E-Mail Address: Benjamin.Whitehouse@marion.k12.fl.us

### INFORMATION REQUIRED BY THE STATE - Check all that Apply

Sex: Male ☒

Female \_\_\_\_\_

Race: White ☒

Black \_\_\_\_\_ Other \_\_\_\_\_

White/Hispanic \_\_\_\_\_

Black/Hispanic \_\_\_\_\_

Veteran: Yes \_\_\_\_\_

No ☒

Disabled \_\_\_\_\_



## **RECORD OF ACTION/APPROVAL**

### **Consortium Meeting Thursday, June 16, 2022**

#### **TOPIC/ISSUE:**

Memorandum of Understanding- National Caucus and Center on Black Aging, Inc (NCBA)

#### **BACKGROUND:**

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the local Workforce Development Board, in this case, CareerSource Citrus Levy Marion (CSCLM) and the Career Center Partners. This Act requires specific programs to make their services available through a one-stop delivery system and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSCLM and the One-Stop system partners to establish an agreement concerning the operations of the one-stop system and to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

#### **POINTS OF CONSIDERATION:**

Such agreements with mandatory partners require the signature of Chief Elected Official.

#### **STAFF RECOMMENDATIONS:**

Requesting required signature from the Chief Elected Official on the Memorandum of Understanding.

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**

# MEMORANDUM OF UNDERSTANDING

Between

Citrus Levy Marion Regional Workforce Development Board, Inc.  
DBA CareerSource Citrus Levy Marion  
And  
National Caucus and Center on Black  
Aging, Inc (NCBA)

## 1. Purpose of this Memorandum of Understanding

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the local Workforce Development Board, in this case, CareerSource Citrus Levy Marion (CSCLM) and the Career Center Partners. This Act requires specific programs to make their services available through a one-stop delivery system and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSCLM and the One-Stop system partners to establish an agreement concerning the operations of the one-stop system and to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

Florida's one-stop delivery system, the CareerSource Network, is a locally-driven system which develops strategic partnerships and provides streamlined and integrated programs and services to the businesses and citizens of Florida.

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

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

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MOU

industries and occupations for Florida youth that lead to enhanced employment, career development, credentialing and post-secondary education opportunities.

These objectives will be accomplished locally by providing all customers access to high- quality career centers within a one-stop system that connects them with the full range of services available in their communities, whether they are customers seeking to find jobs, build basic educational or occupational skills, earn a postsecondary certificate or degree, or obtain guidance on how to make career choices, or are businesses and employers seeking skilled workers.

The purpose of this MOU is to establish or enhance a cooperative working relationship between CSCLM and Mid Florida Community Services, Inc to define our respective roles and responsibilities in achieving the policy objectives.

## 2. **System Partners**

MOUs will be developed with system partner programs that are provided physically within the center, provided through cross-training of partner staff, or provided through direct linkage from technology. The partner programs and targeted population programs available in CSCLM will be:

### **Locally Operated by CSCLM through agreement with DEO**

- WIOA Title I Adult, Dislocated Worker and Youth\*
- WIOA Title III Wagner-Peyser\*
- Veterans Employment and Training\*
- Trade Act\*
- Unemployment\* (Primarily provided at State level)
- Temporary Assistance for Needy Families\*
- Supplemental Nutrition Act Program (SNAP)

### **Locally Operated by CSCLM through agreement with DOL**

- YouthBuild\*

### **MOU Provided at State Level**

- WIOA Title II Adult Education and Literacy\*
- WIOA Title IV Vocational Rehabilitation\*
- Carl Perkins Career and Technical Education\*

### **MOU with CSCLM**

- Title V Older Americans Act aka SSCEP\*
- Job Corps\*
- Community Action Agencies\*
- Housing Authorities\*

- Agencies serving individuals with disabilities
- Agencies serving youth with barriers to employment
- Early Learning Coalitions
- Homeless Continuum of Care organizations
- Veteran Agencies
- Economic Development
- Support Service Providers
- Others as determined to be beneficial to serving both employers and job seekers.

\* denotes those that are “required” partners

### 3. One-Stop System Description

As designated by CareerSource Florida on behalf of the Governor, CSCLM is the local workforce board and the regional planning area, under Title I of the WIOA. Currently CSCLM has been provided permission to provide and act as the One-Stop Operator and Career Services Provider.

The CSCLM area consists of the counties of Citrus, Levy and Marion with Career Centers located in Lecanto, Chiefland, and Ocala. The Ocala Career center located at 2703 NE 14<sup>th</sup> Street is the comprehensive center for CSCLM. A professional placement center is located at the College of Central Florida Campus in Ocala for specialized recruitment and placement of professionals throughout the region and in partnership with our training partners. CSCLM also has two mobile units to assist in providing services to remote and rural areas within the region.

All of our centers provide seamless access to workforce programs for both the job seeker and the employer. Our system is linked through Employ Florida, the State’s talent matching system, to provide a system wide approach for job seeking and job placement.

Our centers provide access to a multitude of services that can be obtained through either self-service or with assistance from staff. By blending and weaving our various funding streams we are able to provide services to customers without pushing a customer from program to program, but handling in a customer driven manner based on individual strategies.

The One-Stop System is the result of the partnerships developed within our region that links the programs and services provided at the Career Centers and at other partner locations that provide the full complement of services needed by our customers.

This MOU will increase our ability to serve mutual customers, reduce duplication of efforts and expand our abilities to provide services throughout the One-Stop System either in one of our Career Centers, electronically at your location, or as an affiliate site.

#### **4. General Responsibilities of One-Stop System Partners:**

- The One-Stop System partner agrees to participate in joint planning, plan development, and modification of activities to result in:
  - Continuous partnership building;
  - Continuous planning responsive to State and Federal requirements;
  - Responsive to specific local and economic conditions including employer needs;
  - Solutions to common data collection and reporting needs;
- Make available to customers through the One-Stop System the services that are applicable to the partners programs
- Participate in the operation of the One-Stop System consistent with the agreed upon "service integration" following in the next part, number 5
- Participate in capacity building and staff development activities
- Insure that all partners and staff are cross-trained to understand programs and specific "service integration" goals as specified in the next part, number 5

#### **5. Service Integration Plan and Goals:**

CSCLM and the National Caucus and Center on Black Aging, Inc. (NCBA) agree to the following:

This agreement establishes that the duly authorized agent of the recipient agrees to satisfy the requirements of 35 CFR 361.505 and 34 CFR 361.720.

This agreement formalizes the existing partnership between CSCLM and NCBA to provide the employment and training services to our mutual customers. CSCLM and NCBA recognize that the blended services provided by all required and optional partners contributes to the One Stop "system" and neither independently creates the "system". The combination of services provides employment and educational counseling and access to partner programs through direct referral and electronic access points within each office. CSCLM customers are counseled on all aspects of employment and education options available through educational entities and funding assistance provided through Titles I, II and IV funds under WIOA. Appropriate referrals for intra-agency assistance are made between agencies through established contacts within each department and will be made between agencies through established contacts within each department and will be made in writing via e-mail between those contacts. NCBA may refer training program completers and those customers in need of additional financial assistance to CSCLM for assessment and counseling regarding their individual needs.

Both agencies agree to maintain full programmatic accessibility and compliance with all applicable laws to ensure that individuals have equal ability to access available services as further discussed in sections 8 and 9 of this document. This access includes full ADA compliance, use of assistive technology and provision of accommodations that may be necessary for individuals with additional barriers.

#### **NCBA shall:**

1. Maintain and provide updated NCBA information to customers interested in CSCLM core



services.

2. Provide NCBA program eligibility determination services to all customers interested in and possibly eligible for NCBA program services.
3. Accept and process customers referred by other CSCLM agencies/organizations to determine their eligibility for NCBA services. Referrals and customer-related information may be coordinated and/or forwarded directly or via electronic linkages.
4. Provide NCBA services to program-certified customers.
5. Participate in the development of a common application or pre-application format and/or procedure and a referral process to direct applicants to other One-Stop System agencies/organizations.
6. Ensure a CareerSourceCLM.com email address is the primary email address for all staff located on a full time or itinerant basis in a CSCLM and/or One-Stop Delivery System office.
7. List job openings through CSCLM. Refer customers demonstrating interests in and possibly eligible for agency/organization program services as appropriate. Ensure all outreach efforts that include a reference to CSCLM receive prior approval from appropriate marketing staff.
8. Coordinate customer needs with CSCLM One-Stop System agencies/organizations to reduce or eliminate duplicated services and, whenever possible, to develop the best mix of services.
9. Ensure NCBA staff attend, participate in, and contribute to CSCLM One-Stop System cross training activities as required
10. Participate in the development and implementation of other One-Stop procedures, policies, reports, customer surveys, and operational agreements. Ensure employment placement information generated NCBA is entered into state and local data collection systems. Actively participate in the development and maintenance of organizational reports that reflect the nature of NCBA's operations. Provide this information to the One-Stop Operator at least quarterly.
11. Support and cooperate with the CSCLM One-Stop Operator and other One-Stop System agencies/organizations to ensure all federal, state, and local laws, regulations, policies and procedures are applied to One-Stop System operations.
12. Ensure staff follow all applicable CSCLM policies as they relate to dress code, facility, operational and computer usage policies.

**CareerSource Citrus Levy Marion agrees to:**

1. Provide facility space for NCBA staff and volunteers when/where possible.
2. Refer customers that may potentially be eligible for services provided by NCBA.
3. Provide career services to NCBA enrolled customers to assist in the development and placement of joint customers.
4. Provide the opportunity for NCBA employees to participate in CSCLM sponsored training and staff development.
5. Assist NCBA staff to attain performance goals through joint collaboration of services available through the One-Stop system to meet the common employment and training goals of all involved parties.

## **6. Resource and Cost Sharing**

This MOU between CSCLM and NCBA is an agreement of service provision.

## **7. Data Access and Sharing**

To facilitate integration of services, partners are encouraged to provide cross-access or protected information from systems of customer data within the applicable federal and state privacy laws and regulations governing the partner programs. All state and federal confidentiality regulations regarding the creation, maintenance and/or use of records shall be in effect. Client records and/or information may be shared among partners subject to these confidentiality requirements. Data sharing arrangements will be included in section 5.

Client information shall be shared solely for the purpose of eligibility, enrollment, referral, or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

## **8. Access for Individuals with Barriers to Employment**

All One-Stop system partners will ensure access for individuals with barriers to employment, and will offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient for individualized career services and training services funded with WIOA adult funds.

## **9. Non-Discrimination**

As required by federal and state law, participating agencies will assure that no person shall be discriminated against in consideration for or receipt of partner agency services and/or employment based upon sex, disability, race, color, age, religion, national origin, political affiliation, belief, veteran status, familial status, sexual orientation, gender identity, pregnancy, or genetic information.

The One-Stop system partner will assure compliance with the Americans with Disabilities Act of 1990, and its Amendments, which prohibits discrimination on the basis of disability, as well as applicable regulations and guidelines issued pursuant to the ADA.

Partners agree to comply fully with the WIOA, Title VII of the civil rights act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities, and The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

## **10. Duration, Modification, and Termination of the Partner MOU**

It is mutually understood that this MOU shall not become effective until signed. This MOU shall remain in effect until the date below or until it is modified, extended or terminated in accordance with this section. Regardless of duration this MOU shall be reviewed every year. This MOU may be amended at any time in writing and will be effective with signed by both entities. Either party may cancel its participation in whole or in part at any time with thirty days (30) days written notice. This MOU will be in effect until June 30, 2023.

## **11. Public Records**

CSCLM and NCBA understand the broad nature of these laws and agree to comply with Florida's Public Records Laws relating to records retention.

- A. To the extent that either CSCLM or NCBA meets the definition of "contractor" under §119.0701, Fla. Stats. (2017), and in addition to other contract requirements provided by law, the CSCLM/NCBA agrees that it is acting as a contractor on behalf of the other as provided under §119.701(a) and as such it will comply with Florida's Public Records Law. Specifically, CACLM and NCBA agree to:
- i. Keep and maintain public records that ordinarily and necessarily would be required by NCBA in order to perform the services performed by CSCLM under contract;
  - ii. Provide the public with access to such public records on request for NCBA's custodian of public records;
  - iii. Provide NCBA with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law;
  - iv. Ensure the public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if CSCLM does not transfer the records to the public agency;
  - v. Upon completion of the contract, transfer, at no cost, to NCBA all public records in possession of CSCLM or keep and maintain public records required by the public agency to perform the service. If CSCLM transfers all public records to the public agency upon completion of the contract, CSCLM shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If CSCLM keeps and maintains public records upon completion of the contract, CSCLM shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to NCBA, upon request from NCBA's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

## **12. Infrastructure Funding Agreement Terms**

All partners within the Citrus Levy Marion One-Stop system with lean budgets and have long standing relationships that have been established to braid and blend funding to maximize the

impact of resources available to the citizens of our region. Due to this, the partners agree upon in-kind contributions that have a positive monetary impact on the day to day operations and expand the breadth of services available. CSCLM and NCBA agree that the infrastructure support for proportionate benefit from the One-Stop system is provided in the following methods:

- A. Provision of employment and training services to universal CSCLM customers.
- B. Provision of CSCLM outreach materials to the general public.
- C. Educational support and counseling to CSCLM referred and enrolled individuals.
- D. Ongoing partnership for outreach and connection of Adult learners to the One-Stop system.
- E. Provision of additional staff support within CSCLM's Career Centers through provision of participating trainees to perform various tasks within the centers varying from general clerical to customer assistance in the resource area. This in-kind contribution supports the infrastructure of the One-Stop system. This contribution is calculated as the following based on average participation of trainees within the career centers:

Program Contribution Per Participant (One Participant=.05 FTE)	2021 Rate	Hours	Weeks Per Year	Sub	7.65% Benefits (FICA 6.2%, Medicare 1.45%)	Total
Participant 1	\$10.00	20	52	\$10,400.00	\$795.60	\$11,195.60
Participant 2	\$10.00	20	52	\$10,400.00	\$795.60	\$11,195.60
Total NCBA Costs						\$22,391.20

## 12. Signatures

**CITRUS LEVY MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.:**

**NATIONAL CAUCUS AND CENTER ON BLACK AG**

**By:** \_\_\_\_\_

**Name:** Rusty Skinner

**Title:** Chief Executive Officer

**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Name:** Daisy Davis 

**Title:** Program Manager

**Date:** \_\_\_\_\_

### **Chief Elected Official**

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, call 1-800-434-5627 ext. 7878 or e-mail [accommodations@careersourceclm.com](mailto:accommodations@careersourceclm.com) three business days in advance. A proud member of the American Job Center network.



## **RECORD OF ACTION/APPROVAL**

### **Consortium Meeting Thursday, June 16, 2022**

#### **TOPIC/ISSUE:**

Memorandum of Understanding – The School Board of Marion County (Marion Technical College)

#### **BACKGROUND:**

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the local Workforce Development Board, in this case, CareerSource Citrus Levy Marion (CSCLM) and the Career Center Partners. This Act requires specific programs to make their services available through a one-stop delivery system and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSCLM and the One-Stop system partners to establish an agreement concerning the operations of the one-stop system and to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

#### **POINTS OF CONSIDERATION:**

Such agreements with mandatory partners require the signature of Chief Elected Official.

#### **STAFF RECOMMENDATIONS:**

Requesting required signature from the Chief Elected Official on the Memorandum of Understanding.

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**

# MEMORANDUM OF UNDERSTANDING

Between

Citrus Levy Marion Regional Workforce Development Board, Inc.

DBA CareerSource Citrus Levy Marion

And

The School Board of Marion County, Florida

## 1. Purpose of this Memorandum of Understanding

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the local Workforce Development Board, in this case, CareerSource Citrus Levy Marion (CSCLM) and the Career Center Partners. This Act requires specific programs to make their services available through a one-stop delivery system and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSCLM and the One-Stop system partners to establish an agreement concerning the operations of the one-stop system and to establish the framework for providing services to employers, employees, job seekers and others needing workforce services. Furthermore, this mutual agreement details how each required partner will support and contribute to the overall infrastructure costs of the One-Stop system.

Florida's one-stop delivery system, the CareerSource Network, is a locally driven system which develops strategic partnerships and provides streamlined and integrated programs and services to the businesses and citizens of Florida.

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

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

These objectives will be accomplished locally by providing all customers access to high-quality career centers within a one-stop system that connects them with the full range of services available in their communities, whether they are customers seeking to find jobs, build basic educational or occupational

skills, earn a postsecondary certificate or degree, or obtain guidance on how to make career choices, or are businesses and employers seeking skilled workers.

The purpose of this MOU is to establish or enhance a cooperative working relationship between CSCLM and the School Board of Marion County and to define our respective roles and responsibilities in achieving the policy objectives.

## **2. System Partners**

MOUs will be developed with system partner programs that are provided physically within the center, provided through cross-training of partner staff, or provided through direct linkage from technology. The partner programs and targeted population programs available in CSCLM will be:

### **Locally Operated by CSCLM through agreement with DEO**

- A. WIOA Title I Adult, Dislocated Worker, and Youth\*
- B. WIOA Title III Wagner-Peyser\*
- C. Veterans Employment and Training\*
- D. Trade Act\*
- E. Unemployment\* (Primarily provided at State level)
- F. Temporary Assistance for Needy Families\*
- G. Supplemental Nutrition Act Program (SNAP)

### **Locally Operated by CSCLM through agreement with DOL**

- H. YouthBuild\*

### **MOU Provided at State Level**

- I. WIOA Title II Adult Education and Literacy\*
- J. WIOA Title IV Vocational Rehabilitation\*
- K. Carl Perkins Career and Technical Education\*

### **MOU with CSCLM**

- L. Title V Older Americans Act aka SSCEP\*
- M. Job Corps\*
- N. Community Action Agencies\*
- O. Housing Authorities\*
- P. Agencies serving individuals with disabilities
- Q. Agencies serving youth with barriers to employment
- R. Early Learning Coalitions
- S. Homeless Continuum of Care organizations
- T. Veteran Agencies
- U. Economic Development
- V. Support Service Providers
- W. Others as determined to be beneficial to serving both employers and job seekers.

\* Denotes those that are "required" partners

## **3. One-Stop System Description**

As designated by CareerSource Florida on behalf of the Governor, CSCLM is the local workforce board and the regional planning area, under Title I of the WIOA. Currently CSCLM has been provided permission to provide and act as the One-Stop Operator and Career Services Provider.

The CSCLM area consists of the counties of Citrus, Levy and Marion with Career Centers located in Lecanto, Chiefland, and Ocala. The Ocala Career center located at 2703 NE 14th Street is the comprehensive center for CSCLM. A professional placement center is located at the College of Central Florida Campus in Ocala for specialized recruitment and placement of professionals throughout the region and in partnership with our training partners. CSCLM also has two mobile units to assist in providing services to remote and rural areas within the region.

All of our centers provide seamless access to workforce programs for both the job seeker and the employer. Our system is linked through Employ Florida, the State's talent matching system, to provide a system wide approach for job seeking and job placement.

Our centers provide access to a multitude of services that can be obtained through either self-service or with assistance from staff. By blending and weaving our various funding streams we are able to provide services to customers without pushing a customer from program to program but handling in a customer driven manner based on individual strategies.

The One-Stop System is the result of the partnerships developed within our region that links the programs and services provided at the Career Centers and at other partner locations that provide the full complement of services needed by our customers.

This MOU will increase our ability to serve mutual customers, reduce duplication of efforts and expand our abilities to provide services throughout the One-Stop System either in one of our Career Centers, electronically at your location, or as an affiliate site.

#### 4. General Responsibilities of One-Stop System Partners:

- A. The One-Stop System partner agrees to participate in joint planning, plan development, and modification of activities to result in:
  - I. Continuous partnership building;
  - II. Continuous planning responsive to State and Federal requirements;
  - III. Responsive to specific local and economic conditions including employer needs;
  - IV. Solutions to common data collection and reporting needs;
- B. Make available to customers through the One-Stop System the services that are applicable to the partners' programs
- C. Participate in the operation of the One-Stop System consistent with the agreed upon "service integration" following in the next part, number 5
- D. Participate in capacity building and staff development activities
- E. Ensure that all partners and staff are cross trained to understand programs and specific "service integration" goals as specified in the next part, number 5



## 5. Service Integration Plan and Goals:

CSCLM and The School Board of Marion County, Florida ("School Board") agree to the following:

This agreement establishes that the duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR 361.505 and 34 CFR 361.720.

This agreement formalizes the existing partnership between CSCLM and School Board to provide adult education and workforce services to our mutual customers. CSCLM and School Board recognize that blended services provided by all required and optional partners contributes to the One Stop 'system' and neither independently creates the 'system'. The combination of services provides employment and educational counseling and access to partner programs through direct referral and electronic access points within each office. CSCLM customers are counseled on all aspects of employment and education options available through educational entities and funding assistance provided through Titles I, II and IV funds under the WIOA. Appropriate referrals for intra-agency assistance are made between agencies through established contacts within each department and will be made in writing via e-mail between those contacts. School Board may refer training program completers and those customers in need of additional financial assistance to CSCLM for assessment and counseling regarding their individual needs.

Both agencies agree to maintain full programmatic accessibility and compliance with all applicable laws to ensure that individuals have equal ability to access available services as further discussed in sections 8 and 9 of this document. This access includes full ADA compliance, use of assistive technology and provision of accommodations that may be necessary for individuals with additional barriers.

Both parties acknowledge and agree to the requirement of the Infrastructure Funding Agreement (IFA). The completed IFA will be mutually agreed upon and is detailed in section 12.

## 6. Resource and Cost Sharing

This MOU between CSCLM and School Board is an agreement of service integration.

## 7. Data Access and Sharing

To facilitate integration of services, partners are encouraged to provide cross-access or protected information from systems of customer data within the applicable federal and state privacy laws and regulations governing the partner programs. All state and federal confidentiality regulations regarding the creation, maintenance and/or use of records shall be in effect. Client records and/or information may be shared among partners subject to these confidentiality requirements. Data sharing arrangements will be included in section 5 if applicable to this agreement.

Client information shall be shared solely for the purpose of eligibility, enrollment, referral, or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

## 8. Access for Individuals with Barriers to Employment

All One-Stop system partners will ensure access for individuals with barriers to employment and will offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient for individualized career services and training services funded with WIOA adult funds.

## 9. Non-Discrimination

As required by federal and state law, participating agencies will assure that no person shall be discriminated against in consideration for or receipt of partner agency services and/or employment based upon sex, disability, race, color, age, religion, national origin, political affiliation, belief, veteran status, familial status, gender, or pregnancy.

The One-Stop system partner will assure compliance with the Americans with Disabilities Act of 1990, and its Amendments, which prohibits discrimination on the basis of disability, as well as applicable regulations and guidelines issued pursuant to the ADA

Partners agree to comply fully with the WIOA, Title VII of the civil rights act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities, and The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

## 10. Duration, Modification, and Termination of the Partner MOU

It is mutually understood that this MOU shall not become effective until signed. This MOU shall remain in effect until the date below, or until it is modified, extended or terminated in accordance with this section. Regardless of duration, this MOU shall be reviewed every year. This MOU may be amended at any time in writing and will be effective when signed by both entities. Either party may cancel its participation in whole or in part at any time with thirty (30) days written notice. This MOU will be in effect until: June 30, 2024.

## 11. Public Records.

CSCLM understands the broad nature of these laws and agrees to comply with Florida's Public Records Laws relating to records retention.

A. To the extent that CSCLM meets the definition of "contractor" under § 119.0701, Fla. Stats. (2017), and in addition to other contract requirements provided by law, the CSCLM agrees that it is acting as a contractor on behalf of SCHOOL BOARD as provided under § 119.0701(a) and as such it will comply with Florida's Public Records Law. Specifically, CSCLM agrees that it will:

- i. Keep and maintain public records that ordinarily and necessarily would be required by SCHOOL BOARD in order to perform the services performed by CSCLM under contract;

- ii. Provide the public with access to such public records on request from SCHOOL BOARD'S custodian of public records.
- iii. Provide SCHOOL BOARD with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- iv. Ensure the public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if CSCLM does not transfer the records to the public agency.
- v. Upon completion of the contract, transfer, at no cost, to SCHOOL BOARD all public records in possession of CSCLM or keep and maintain public records required by the public agency to perform the service. If CSCLM transfers all public records to the public agency upon completion of the contract, CSCLM shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If CSCLM keeps and maintains public records upon completion of the contract, CSCLM shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to SCHOOL BOARD, upon request from SCHOOL BOARD'S custodian of public records, in a format that is compatible with the information technology systems of the public agency.

**B. IF CSCLM HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CSCLM'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF RECORDS AT: Public Relations and Communication Officer: Kevin Christian, APR, CPRC, at (352) 671-7555, [public.relations@marion.k12.fl.us](mailto:public.relations@marion.k12.fl.us) or in person at 420-A SE Alvarez Avenue, Ocala, Florida 34471.**

## **12. Infrastructure and Cost Sharing**

All partners within the Citrus Levy Marion One-Stop system operate with lean budgets and have long standing relationships that have been established to braid and blend funding to maximize the impact of resources available to the citizens of our region. Due to this, the partners on this MOU are not currently co-located within the American Job Center but provide support of its operations through in-kind contributions that have a positive monetary impact on the day-to-day operations and expand the breadth of services available. CSCLM and School Board agree that infrastructure support for proportionate benefit from the One-Stop system is provided in the following methods:

- A. Use of digital technology for shared customers to access online resources provided by CSCLM
- B. Provision of CSCLM outreach materials to the general public
- C. Educational support and counseling to CSCLM referred and enrolled students
- D. Access to classes in targeted occupations to enhance local talent pipeline
- E. Access to meeting space within the partner's facilities to meet with students to discuss CSCLM services and programmatic enrollment.
  - I. Space usage provides expansion of services for CSCLM and reduces additional costs of itinerate space when needed
- F. Ongoing partnership for outreach and connection of Adult learners to the One-Stop system for the benefit of talent pipeline establishment
  - I. Scheduled tours and visits to the Marion County Career Center by the students of Marion Technical College in targeted technical classes to promote availability of workforce services to emerging talent pools
  - II. CSCLM staff to connect directly with GED and ESOL students on-campus to promote partnership

and workforce services availability.

- G. The School Board of Marion County will assist CSCLM in strategic planning and staff development through the donation of use of Brewster Hall located in the main campus of the Marion Technical College for the purpose of two staff training and development meetings and one board of directors meeting annually. The use of this facility constitutes an in-kind contribution of rental fees equating to \$2,531.00. See Exhibit A.

13. **Signatures**

**Citrus Levy Marion Regional Workforce  
Development Board, Inc. d/b/a  
CareerSource Citrus Levy Marion**

By \_\_\_\_\_

Name: Thomas E. Skinner, Jr.

Title: Chief Executive Officer

Date: \_\_\_\_\_

**The School Board of Marion County  
Florida**

By  \_\_\_\_\_

Name: Eric Cummings

Title: Board Chair

Date: MAY 24 2022

**Chief Elected Official**

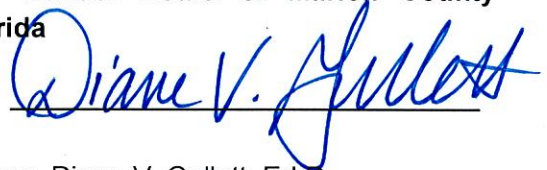
By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**The School Board of Marion County  
Florida**

By  \_\_\_\_\_

Name: Diane V. Gullett, Ed.D.

Title: Superintendent

Date: MAY 24 2022

CareerSource Citrus Levy Marion is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed above may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, please call 352-840-5700, ext. 7878 or e-mail [accommodations@careersourceclm.com](mailto:accommodations@careersourceclm.com) at least three business days in advance. Additionally, program information may be made available in Spanish upon request. A proud partner of the American Job Center network

## Exhibit A

### In-Kind Donation

The School Board of Marion County will assist CSCLM in strategic planning and staff development through the donation of use of Brewster Hall located in the main campus of the Marion Technical College for the purpose of two staff training and development meetings and one board of directors meeting annually. The use of this facility constitutes an in-kind contribution of rental fees equating to \$2,531.00.

In-kind support will be given to Career Source for the following as required above.

#### Brewster Hall not for profit rates as follows:

\$295.00/3 hrs. \$66.00 each additional hour plus \$46.00 per hour Utilities

Two- day use (8 hrs. per day) of Brewster Hall for staff training and development meeting purposes:

$\$295.00 + \$330.00 + \$368.00 = \$993.00 \times 2 = \$1986.00$

One Half-day use of Brewster Hall for Board of Directors annual meeting:

$\$295.00 + \$66.00 + \$184.00 = \$545.00$

Grand total: \$2531.00

#### NOTE:

Dates to be requested by Dale French at CareerSource ASAP to be put on 22-23 calendar.

No food or beverage has been requested. CareerSource to provide their own.

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## **RECORD OF ACTION/APPROVAL**

### **Consortium Meeting Thursday, June 16, 2022**

#### **TOPIC/ISSUE:**

Memorandum of Understanding Amendment – The School Board of Marion County (Marion Technical College)

#### **BACKGROUND:**

This is the amendment to the Memorandum of Understanding to include the “Frequency of Programs Staff Physical Presence in Location” (Hours of Operations) to satisfy the requirements from the Florida Department of Education. Marion Technical College has requested this amendment in lieu of re-writing the original MOU.

#### **POINTS OF CONSIDERATION:**

Such agreements with mandatory partners require the signature of Chief Elected Official.

#### **STAFF RECOMMENDATIONS:**

Requesting required signature from the Chief Elected Official on the Memorandum of Understanding.

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**

**FIRST AMENDMENT TO  
MEMORANDUM OF UNDERSTAND  
BETWEEN  
CITRUS LEVY MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.  
D/B/A CAREERSOURCE CITRUS LEVY MARION  
AND  
THE SCHOOL BOARD OF MARION COUNTY, FLORIDA**

This First Amendment ("**First Amendment**") is made to that certain Memorandum of Understanding dated \_\_\_\_\_ ("**Original Agreement**") by and between, **Citrus Levy Marion Regional Workforce Development Board, Inc. D/B/A CareerSource Citrus Levy Marion** and **The School Board of Marion County, Florida**.

1. The Memorandum of Understand is amended to include the "Frequency of Programs Staff's Physical Presence in Location" (Hours of Operations) to satisfy the requirements from the Florida Department of Education.

**"CareerSource Citrus Levy Marion Services the counties of Citrus, Levy and Marion in the State of Florida with locations in Lecanto, Chiefland and Ocala, Florida. Hours of operation are Monday – Friday 8:00am – 5:00pm."**

2. In all other respects, the Original Agreement between the parties shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment as of the date set forth below.

**CITRUS LEVY MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.  
D/B/A CAREERSOURCE CITRUS LEVY MARION**

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Thomas E. Skinner, Jr.  
Chief Executive Officer

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Elected Official

**THE SCHOOL BOARD OF MARION COUNTY, FLORIDA**

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Eric Cummings, Board Chair

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Diane V. Gullett, Ed.D., Superintendent





## **RECORD OF ACTION/APPROVAL**

### **Consortium Meeting Thursday, June 16, 2022**

#### **TOPIC/ISSUE:**

Memorandum of Understanding – The School Board of Citrus County (Withlacoochee Technical College)

#### **BACKGROUND:**

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the local Workforce Development Board, in this case, CareerSource Citrus Levy Marion (CSCLM) and the Career Center Partners. This Act requires specific programs to make their services available through a one-stop delivery system and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSCLM and the One-Stop system partners to establish an agreement concerning the operations of the one-stop system and to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

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#### **STAFF RECOMMENDATIONS:**

Requesting required signature from the Chief Elected Official on the Memorandum of Understanding.

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**

# MEMORANDUM OF UNDERSTANDING

Between

Citrus Levy Marion Regional Workforce Development Board, Inc.

OBA CareerSource Citrus Levy Marion

And

The School Board of Citrus County, Florida

## 1. Purpose of this Memorandum of Understanding

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the local Workforce Development Board, in this case, CareerSource Citrus Levy Marion (CSCLM) and the Career Center Partners. This Act requires specific programs to make their services available through a one-stop delivery system and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSCLM and the One-Stop system partners to establish an agreement concerning the operations of the one-stop system and to establish the framework for providing services to employers, employees, job seekers and others needing workforce services. Furthermore, this mutual agreement details how each required partner will support and contribute to the overall infrastructure costs of the One-Stop system.

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- B. Promote accountable, transparent, and data-driven workforce investment through performance measures, monitoring and evaluation that informs strategies, drives operational excellence, leads to the identification and replication of best practices and empowers an effective and efficient workforce delivery system.
- C. Improve career exploration, educational attainment and skills training for in-demand industries and occupations for Florida youth that lead to enhanced employment, career development, credentialing, and post-secondary education opportunities.

These objectives will be accomplished locally by providing all customers access to high- quality career centers within a one-stop system that connects them with the full range of services available in their communities, whether they are customers seeking to find jobs, build basic educational or occupational

skills, earn a postsecondary certificate or degree, or obtain guidance on how to make career choices, or are businesses and employers seeking skilled workers.

The purpose of this MOU is to establish or enhance a cooperative working relationship between CSCLM and the School Board of Marion County and to define our respective roles and responsibilities in achieving the policy objectives.

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MOUs will be developed with system partner programs that are provided physically within the center, provided through cross-training of partner staff, or provided through direct linkage from technology. The partner programs and targeted population programs available in CSCLM will be:

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- G. Supplemental Nutrition Act Program (SNAP)

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- H. YouthBuild\*

### MOU Provided at State Level

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- K. Carl Perkins Career and Technical Education\*

### MOU with CSCLM

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- N. Community Action Agencies\*
- O. Housing Authorities\*
- P. Agencies serving individuals with disabilities
- Q. Agencies serving youth with barriers to employment
- R. Early Learning Coalitions
- S. Homeless Continuum of Care organizations
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- W. Others as determined to be beneficial to serving both employers and job seekers.

\* Denotes those that are "required" partners

## 3. One-Stop System Description

As designated by CareerSource Florida on behalf of the Governor, CSCLM is the local workforce board and the regional planning area, under Title I of the WIOA. Currently CSCLM has been provided permission to provide and act as the One-Stop Operator and Career Services Provider.

CareerSource Citrus Levy Marion Services the counties of Citrus, Levy and Marion in the State of Florida with locations in Lecanto, Chiefland and Ocala, Florida. Hours of operation are Monday – Friday 8:00am – 5:00pm. The Ocala Career center located at 2703 NE 14th Street is the comprehensive center for CSCLM. A professional placement center is located at the College of Central Florida Campus in Ocala for specialized recruitment and placement of professionals throughout the region and in partnership with our training partners. CSCLM also has two mobile units to assist in providing services to remote and rural areas within the region.

All of our centers provide seamless access to workforce programs for both the job seeker and the employer. Our system is linked through Employ Florida, the State's talent matching system, to provide a system wide approach for job seeking and job placement.

Our centers provide access to a multitude of services that can be obtained through either self-service or with assistance from staff. By blending and weaving our various funding streams we are able to provide services to customers without pushing a customer from program to program but handling in a customer driven manner based on individual strategies.

The One-Stop System is the result of the partnerships developed within our region that links the programs and services provided at the Career Centers and at other partner locations that provide the full complement of services needed by our customers.

This MOU will increase our ability to serve mutual customers, reduce duplication of efforts and expand our abilities to provide services throughout the One-Stop System either in one of our Career Centers, electronically at your location, or as an affiliate site.

#### 4. General Responsibilities of One-Stop System Partners:

- A. The One-Stop System partner agrees to participate in joint planning, plan development, and modification of activities to result in:
  - I. Continuous partnership building;
  - II. Continuous planning responsive to State and Federal requirements;
  - III. Responsive to specific local and economic conditions including employer needs;
  - IV. Solutions to common data collection and reporting needs;
- B. Make available to customers through the One-Stop System the services that are applicable to the partners' programs
- C. Participate in the operation of the One-Stop System consistent with the agreed upon "service integration" following in the next part, number 5
- D. Participate in capacity building and staff development activities
- E. Ensure that all partners and staff are cross trained to understand programs and specific "service integration" goals as specified in the next part, number 5

#### 5. Service Integration Plan and Goals:

CSCLM and The School Board of Citrus County, Florida ("School Board") agree to the following:

This agreement establishes that the duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR 361.505 and 34 CFR 361.720.

This agreement formalizes the existing partnership between CSCLM and School Board to provide adult education and workforce services to our mutual customers. CSCLM and School Board recognize that blended services provided by all required and optional partners contributes to the One Stop 'system' and neither independently creates the 'system'. The combination of services provides employment and educational counseling and access to partner programs through direct referral and electronic access points within each office. CSCLM customers are counseled on all aspects of employment and education options available through educational entities and funding assistance provided through Titles I, II and IV funds under the WIOA. Appropriate referrals for intra-agency assistance are made between agencies through established contacts within each department and will be made in writing via e-mail between those contacts. School Board may refer training program completers and those customers in need of additional financial assistance to CSCLM for assessment and counseling regarding their individual needs.

Both agencies agree to maintain full programmatic accessibility and compliance with all applicable laws to ensure that individuals have equal ability to access available services as further discussed in sections 8 and 9 of this document. This access includes full ADA compliance, use of assistive technology and provision of accommodations that may be necessary for individuals with additional barriers.

Both parties acknowledge and agree to the requirement of the Infrastructure Funding Agreement (IFA). The completed IFA will be mutually agreed upon and is detailed in section 12.

#### 6. Resource and Cost Sharing

This MOU between CSCLM and School Board is an agreement of service integration.

#### 7. Data Access and Sharing

To facilitate integration of services, partners are encouraged to provide cross-access or protected information from systems of customer data within the applicable federal and state privacy laws and regulations governing the partner programs. All state and federal confidentiality regulations regarding the creation, maintenance and/or use of records shall be in effect. Client records and/or information may be shared among partners subject to these confidentiality requirements. Data sharing arrangements will be included in section 5 if applicable to this agreement.

Client information shall be shared solely for the purpose of eligibility, enrollment, referral, or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

#### 8. Access for Individuals with Barriers to Employment

All One-Stop system partners will ensure access for individuals with barriers to employment and will offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient for individualized career services and training services funded with WIOA adult funds.

#### 9. Non-Discrimination

As required by federal and state law, participating agencies will assure that no person shall be discriminated against in consideration for or receipt of partner agency services and/or employment based upon sex, disability, race, color, age, religion, national origin, political affiliation, belief, veteran status, familial status, gender, or pregnancy.

The One-Stop system partner will assure compliance with the Americans with Disabilities Act of 1990, and its Amendments, which prohibits discrimination on the basis of disability, as well as applicable regulations and guidelines issued pursuant to the ADA

Partners agree to comply fully with the WIOA, Title VII of the civil rights act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities, and The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

#### 10. Duration, Modification, and Termination of the Partner MOU

It is mutually understood that this MOU shall not become effective until signed. This MOU shall remain in effect until the date below, or until it is modified, extended or terminated in accordance with this section. Regardless of duration, this MOU shall be reviewed every year. This MOU may be amended at any time in writing and will be effective when signed by both entities. Either party may cancel its participation in whole or in part at any time with thirty (30) days written notice. This MOU will be in effect until: June 30, 2024.

#### 11. Public Records

CSCLM understands the broad nature of these laws and agrees to comply with Florida's Public Records Laws relating to records retention.

A. To the extent that CSCLM meets the definition of "contractor" under § 119.0701, Fla. Stats. (2017), and in addition to other contract requirements provided by law, the CSCLM agrees that it is acting as a contractor on behalf of SCHOOL BOARD as provided under § 119.0701(a) and as such it will comply with Florida's Public Records Law. Specifically, CSCLM agrees that it will:

- i. Keep and maintain public records that ordinarily and necessarily would be required by SCHOOL BOARD in order to perform the services performed by CSCLM under contract;
- ii. Provide the public with access to such public records on request from SCHOOL BOARD'S custodian of public records.
- iii. Provide SCHOOL BOARD with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

- iv. Ensure the public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if CSCLM does not transfer the records to the public agency.
- v. Upon completion of the contract, transfer, at no cost, to SCHOOL BOARD all public records in possession of CSCLM or keep and maintain public records required by the public agency to perform the service. If CSCLM transfers all public records to the public agency upon completion of the contract, CSCLM shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If CSCLM keeps and maintains public records upon completion of the contract, CSCLM shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to SCHOOL BOARD, upon request from SCHOOL BOARD'S custodian of public records, in a format that is compatible with the information technology systems of the public agency.

**B. IF CSCLM HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CSCLM'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF RECORDS AT:**

**Need contact information for CCSB**

**12. Infrastructure and Cost Sharing**

All partners within the Citrus Levy Marion One-Stop system operate with lean budgets and have long standing relationships that have been established to braid and blend funding to maximize the impact of resources available to the citizens of our region. Due to this, the partners on this MOU are not currently co-located within the American Job Center but provide support of its operations through in-kind contributions that have a positive monetary impact on the day-to-day operations and expand the breadth of services available. CSCLM and School Board agree that infrastructure support for proportionate benefit from the One-Stop system is provided in the following methods:

- A. Use of digital technology for shared customers to access online resources provided by CSCLM
- B. Provision of CSCLM outreach materials to the general public
- C. Educational support and counseling to CSCLM referred and enrolled students
- D. Access to classes in targeted occupations to enhance local talent pipeline
- E. Access to meeting space within the partner's facilities to meet with students to discuss CSCLM services and programmatic enrollment.
  - I. Space usage provides expansion of services for CSCLM and reduces additional costs of itinerate space when needed
- F. Ongoing partnership for outreach and connection of Adult learners to the One-Stop system for the benefit of talent pipeline establishment
  - I. Scheduled tours and visits to the Marion County Career Center by the students of Withlacoochee Technical College in targeted technical classes to promote availability of workforce services to emerging talent pools
  - II. CSCLM staff to connect directly with GED and ESOL students on-campus to promote partnership and workforce services availability.

**13. Signatures**

**Citrus Levy Marion Regional Workforce  
Development Board, Inc. d/b/a  
CareerSource Citrus Levy Marion**

By \_\_\_\_\_

Name: Thomas E. Skinner, Jr.

Title: Chief Executive Officer

Date: \_\_\_\_\_

**The School Board of Citrus County  
Florida**

By \_\_\_\_\_

Name: \_\_\_\_\_

Title: Board Chair

Date: \_\_\_\_\_

**Chief Elected Official**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*CareerSource Citrus Levy Marion is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed above may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, please call 352-840-5700, ext. 7878 or e-mail accommodations@careersourceclm.com at least three business days in advance. Additionally, program information may be made available in Spanish upon request. A proud partner of the American Job Center network*





## **RECORD OF ACTION/APPROVAL**

### **Consortium Meeting Thursday, June 16, 2022**

#### **TOPIC/ISSUE:**

Memorandum of Understanding (MOU) – Division of Blind Services

#### **BACKGROUND:**

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the local Workforce Development Board, in this case, CareerSource Citrus Levy Marion (CSCLM) and the Career Center Partners. This Act requires specific programs to make their services available through a one-stop delivery system and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSCLM and the One-Stop system partners to establish an agreement concerning the operations of the one-stop system and to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

#### **POINTS OF CONSIDERATION:**

1. Such agreements with mandatory partners require the signature of the Chief Elected Official.

#### **STAFF RECOMMENDATIONS:**

Approve the attached MOU for signature.

#### **CONSORTIUM ACTION:**

**MEMORANDUM OF UNDERSTANDING  
ONE-STOP CAREER CENTER SYSTEM  
BY AND BETWEEN  
CITRUS LEVY MARION REGIONAL WORKFORCE DEVELOPMENT BOARD, INC.  
d.b.a. CAREERSOURCE CITRUS LEVY MARION  
AND  
FLORIDA DEPARTMENT OF EDUCATION DIVISION OF BLIND SERVICES**

**I. PARTIES**

This Memorandum of Understanding ("MOU"), is made pursuant to the Workforce Innovation and Opportunity Act of 2014 ("the Act"), and is entered into by the **Florida Department of Education, Division of Blind Services** ("Partner") and **Careersource Citrus Levy Marion** ("CareerSource").

**II. PURPOSE**

The Act is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its one-stop customer service delivery system. The One-Stop system assures coordination between the activities authorized in and linked to the Act.

The purpose of this MOU is to describe the cooperative workforce training, employment and economic development efforts of CareerSource and the Partner and the actions to be taken by each to assure the coordination of their efforts in accordance with state issued requirements in order to establish and maintain an effective and successful "One-Stop" delivery system.

This MOU is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in Citrus, Levy, and Marion Counties. In addition, this MOU will establish joint processes and procedures that will enable the Partner to integrate with the current one-stop service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons with disabilities within Citrus, Levy, and Marion Counties.

The parties to this document agree to coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties' respective programs, services and agencies

**III. PROVISION OF SERVICES**

A. The CareerSource has been designated by the chief elected official as the administrative entity, grant recipient and fiscal agent.

CareerSource agrees to perform the following functions under this MOU:

1. Coordinate with Partner to provide access to workforce services and programs through the one-stop delivery system in accordance with published policies and procedures which include the manner in which the services will be coordinated

and delivered through the one-stop system. Workforce services and programs include, but are not limited to, the allowable activities described in the Act and related legislation for the Adult, Dislocated Worker and Youth programs, Wagner-Peyser, UI, Veterans, TAA and TANF programs.

2. Coordinate with Partner to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the one-stop delivery system.
3. Coordinate with the Partner for the funding of the infrastructure costs of the one-stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C. § 3151 and any infrastructure funding mechanism requirements issued by the State of Florida. Funding will occur at the state level through the Department of Economic Opportunity (DEO) for disbursement to the local area workforce boards.
4. Maintain the statewide branding of each career center.
5. Maintain and operate at least one comprehensive one-stop career center within the local workforce development area that shall be open to the public from 8:00 am until 5:00 pm, Monday through Friday (excluding recognized holidays and emergency situations.)
6. Provide an area for the Partner's meetings and/or co-location as space and funding permits.
7. Model CareerSource core values and maintain a professional working environment.
8. Abide by all of its policies, rules, and procedures and applicable Florida statutes and rules.
9. The contact information for CareerSource is as follows:

Thomas "Rusty" Skinner, Jr., Chief Executive Officer  
3003 SW College Road, Ste 205, Ocala, FL 34474  
Telephone Number: 352-873-7939  
Fax Number: 352-873-7956  
E-Mail: rskinner@careersourceclm.com

B. Partner agrees to perform the following functions under this MOU:

1. Coordinate with CareerSource to provide access to its workforce services and programs through the one-stop delivery system in accordance with published policies and procedures which include the manner in which the services will be

coordinated and delivered through the one-stop system.

2. Coordinate with CareerSource to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the one-stop delivery system.
3. Coordinate with CareerSource for the funding of the infrastructure costs of the one-stop career centers and the funding of shared services and operating costs in accordance with § 678.700 through § 678.755 of the WIOA and the funding of shared services and operating costs in accordance of § 678.760 of the WIOA and any infrastructure funding mechanism requirements issued by the State of Florida.
4. Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One Stop system.
5. Provide feedback to CareerSource management regarding the performance of the partnership, including its effectiveness and success.
6. Participate in career center periodic meetings to provide updates on the partners' programs and procedures to CareerSource staff.
7. The contact information for Partner is as follows:

Robert L. Doyle, III, Director  
Florida Department of Education Division of Blind Services  
325 West Gaines Street, Suite 1114, Tallahassee, Florida 32399  
Telephone Number: 850-245-0331  
Fax Number: 850-245-0363  
E-mail: [Robert.Doyle@dbs.fldoe.org](mailto:Robert.Doyle@dbs.fldoe.org)

8. Subject to the confirmation practices of the local CareerSource Board, the Division of Blind Services will appoint a representative to serve as a member of the Board, in accordance with WIOA Pub. L. No. 113-128, Title I, s. 107(b)(2)(C). The DBS representative shall attend CareerSource Board meetings and provide input to CareerSource Board. In addition to the statutory requirements of board members, the DBS representative will follow through on cross-partner referrals and customer connections on a timely basis. DBS will provide assistive technology use licenses to assist persons with disabilities. Technology licenses will be rendered on an in-kind basis where approved per the infrastructure agreement with CareerSource.

#### **IV. METHODS OF INTERNAL REFERRAL**

Internal cross-referral procedures will be developed and/or reassessed based upon availability of funding, services and program need to ensure that high quality and system.

#### **V. CONFIDENTIALITY OF RECORDS**

In the event that either party to this MOU obtains access to any records, files, or other information of the other party in connection with, or during the performance of this MOU, then that party shall keep all such records, files or other information confidential, and shall comply with all laws and regulations concerning the confidentiality of such records, files or other information to the same extent as such laws and regulations apply to the other party.

#### **VI. INFRASTRUCTURE COSTS**

Costs of the infrastructure of One-Stop Centers will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. The annual overall facilities/infrastructure budget for CareerSource Citrus Levy Marion offices is approximately \$400,000.00. The Division of Blind Services will provide its portion of infrastructure funding in-kind, or as agreed to by CareerSource Citrus Levy and the Division of Blind Services.

Infrastructure costs to be contributed will be in the form of in-kind coordination with CareerSource to include:

- Bi-Annual staff training for CareerSource employees
- Provision of marketing collateral to CareerSource
- Provision of staff time for joint outreach efforts for mutual customers to assist in the development of job placement and work-based training agreements
- Ongoing consultation to CareerSource to insure required accessibility is achieved
- Provision of meeting space for employment services provision to referred Blind Services customers when appropriate
- Annual review and staff training for CareerSource staff for assistive technologies made available through CareerSource offices
- Provision of technology use licenses to aid persons with disabilities. Technology licenses will be provided free of charge for CareerSource use, but cost approximately \$1500.00 annually.

#### **VII. TERM**

The Term of this MOU shall commence on July 1, 2022, or the date last executed by both parties, whichever is later, through June 30, 2024. The parties agree to review this MOU no less than once each year after the initial period to ensure appropriate funding and delivery of services. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

Neither this MOU nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the

parties to this Agreement.

#### **VIII. AMENDMENTS AND MODIFICATIONS**

Neither this MOU nor any provision hereof may be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement sent via certified U. S. Mail.

#### **IX. MERGER**

This MOU constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations or covenants not herein expressed shall be binding upon the parties.

#### **X. THIRD PARTY BENEFICIARY**

The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this MOU. None of the Parties intend to directly or substantially benefit a third party by this MOU. The Parties agree that there are no third party beneficiaries to this MOU and that no third party shall be entitled to assert a claim against any of the Parties based upon this MOU.

#### **XI. GOVERNANCE**

The accountability and responsibility for the One-Stop career center system's organizational activity and accomplishments will rest with CareerSource. Pursuant to the Act CareerSource shall conduct oversight with respect to the One-Stop delivery system. Any dispute concerning this MOU will be resolved in accordance with CareerSource's Grievance/Complaint and Hearing/Appeal Procedures QA-010.

#### **XII. DISPUTE RESOLUTION**

If an issue arises involving this MOU, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.

If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource and the Director of the Division of Blind Services, Partner. A joint decision shall be issued within 60 calendar days of receipt.

If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) and the Commissioner of the Department of Education (DOE) to review concerns and determine resolution. DEO and DOE may remand the issue back to the President/CEO of Career Source and to the Director of the Division of Blind Services, Partner or impose other remedies to resolve the issue.

-The remainder of this page is intentionally left blank-

## **XII. SIGNATURES**

**IN WITNESS WHEREOF**, Partner and CareerSource have caused this MOU to be duly executed as of the date set forth below.

**APPROVED BY:**

**Careersource Citrus Levy Marion**

**APPROVED BY PARTNER:**

**Florida Department of Education**

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Name:** Thomas "Rusty" Skinner, Jr.

**Name:** Richard Corcoran

**Title:** Chief Executive Officer

**Title:** Commissioner of Education

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPROVED BY PARTNER:**

**Chief Elected Official**

**APPROVED BY PARTNER:**

**Division of Blind Services**

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Name:** Robert L. Doyle, III

**Title:** \_\_\_\_\_

**Title:** Director

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_





## **RECORD OF ACTION/APPROVAL**

### **Consortium Meeting Thursday, June 16, 2022**

#### **TOPIC/ISSUE:**

Memorandum of Understanding- Mid Florida Community Services

#### **BACKGROUND:**

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the local Workforce Development Board, in this case, CareerSource Citrus Levy Marion (CSCLM) and the Career Center Partners. This Act requires specific programs to make their services available through a one-stop delivery system and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSCLM and the One-Stop system partners to establish an agreement concerning the operations of the one-stop system and to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

#### **POINTS OF CONSIDERATION:**

Such agreements with mandatory partners require the signature of Chief Elected Official.

#### **STAFF RECOMMENDATIONS:**

Requesting required signature from the Chief Elected Official on the Memorandum of Understanding.

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**

# MEMORANDUM OF UNDERSTANDING

Between

Citrus Levy Marion Regional Workforce Development Board, Inc.  
DBA CareerSource Citrus Levy Marion  
And  
Mid Florida Community Services, Inc.

## 1. **Purpose of this Memorandum of Understanding**

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the local Workforce Development Board, in this case, CareerSource Citrus Levy Marion (CSCLM) and the Career Center Partners. This Act requires specific programs to make their services available through a one-stop delivery system and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSCLM and the One-Stop system partners to establish an agreement concerning the operations of the one-stop system and to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

Florida's one-stop delivery system, the CareerSource Network, is a locally-driven system which develops strategic partnerships and provides streamlined and integrated programs and services to the businesses and citizens of Florida.

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

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

These objectives will be accomplished locally by providing all customers access to high- quality career centers within a one-stop system that connects them with the full range of services available in their communities, whether they are customers seeking to find jobs, build basic educational or occupational skills, earn a postsecondary certificate or degree, or obtain guidance on how to make career choices, or are businesses and employers seeking skilled workers.

The purpose of this MOU is to establish or enhance a cooperative working relationship between CSCLM and Mid Florida Community Services, Inc to define our respective roles and responsibilities in achieving the policy objectives.

## 2. **System Partners**

MOUs will be developed with system partner programs that are provided physically within the center, provided through cross-training of partner staff, or provided through direct linkage from technology. The partner programs and targeted population programs available in CSCLM will be:

### **Locally Operated by CSCLM through agreement with DEO**

- WIOA Title I Adult, Dislocated Worker and Youth\*
- WIOA Title III Wagner-Peyser\*
- Veterans Employment and Training\*
- Trade Act\*
- Unemployment\* (Primarily provided at State level)
- Temporary Assistance for Needy Families\*
- Supplemental Nutrition Act Program (SNAP)

### **Locally Operated by CSCLM through agreement with DOL**

- YouthBuild\*

### **MOU Provided at State Level**

- WIOA Title II Adult Education and Literacy\*
- WIOA Title IV Vocational Rehabilitation\*
- Carl Perkins Career and Technical Education\*

### **MOU with CSCLM**

- Title V Older Americans Act aka SSCEP\*
- Job Corps\*
- Community Action Agencies\*
- Housing Authorities\*
- Agencies serving individuals with disabilities
- Agencies serving youth with barriers to employment
- Early Learning Coalitions

- Homeless Continuum of Care organizations
- Veteran Agencies
- Economic Development
- Support Service Providers
- Others as determined to be beneficial to serving both employers and job seekers.

\* denotes those that are “required” partners

### **3. One-Stop System Description**

As designated by CareerSource Florida on behalf of the Governor, CSCLM is the local workforce board and the regional planning area, under Title I of the WIOA. Currently CSCLM has been provided permission to provide and act as the One-Stop Operator and Career Services Provider.

The CSCLM area consists of the counties of Citrus, Levy and Marion with Career Centers located in Lecanto, Chiefland, and Ocala. The Ocala Career center located at 2703 NE 14<sup>th</sup> Street is the comprehensive center for CSCLM. A professional placement center is located at the College of Central Florida Campus in Ocala for specialized recruitment and placement of professionals throughout the region and in partnership with our training partners. CSCLM also has two mobile units to assist in providing services to remote and rural areas within the region.

All of our centers provide seamless access to workforce programs for both the job seeker and the employer. Our system is linked through Employ Florida, the State’s talent matching system, to provide a system wide approach for job seeking and job placement.

Our centers provide access to a multitude of services that can be obtained through either self-service or with assistance from staff. By blending and weaving our various funding streams we are able to provide services to customers without pushing a customer from program to program, but handling in a customer driven manner based on individual strategies.

The One-Stop System is the result of the partnerships developed within our region that links the programs and services provided at the Career Centers and at other partner locations that provide the full complement of services needed by our customers.

This MOU will increase our ability to serve mutual customers, reduce duplication of efforts and expand our abilities to provide services throughout the One-Stop System either in one of our Career Centers, electronically at your location, or as an affiliate site.

### **4. General Responsibilities of One-Stop System Partners:**

- The One-Stop System partner agrees to participate in joint planning, plan development, and modification of activities to result in:

- Continuous partnership building;
- Continuous planning responsive to State and Federal requirements;
- Responsive to specific local and economic conditions including employer needs;
- Solutions to common data collection and reporting needs;
- Make available to customers through the One-Stop System the services that are applicable to the partners programs
- Participate in the operation of the One-Stop System consistent with the agreed upon “service integration” following in the next part, number 5
- Participate in capacity building and staff development activities
- Insure that all partners and staff are cross-trained to understand programs and specific “service integration” goals as specified in the next part, number 5

## **5. Service Integration Plan and Goals:**

CSCLM and Mid Florida Community Services, Inc. agree to the following:

- Provide Release of Information to participants to include sharing information between both agencies for the purposes of determining shared customers. Provide a data match within systems to find shared customers.
- Co-Case Manage groups of participants in order to bundle services and provide wrap around support to better serve the customer and enhance the performance of both agencies.
- Determine the menu of services available between both agencies and strategically align the services for each customer resulting in better usage of resources.
- Provide referrals to each other customers and participants that each agency has that needs further assistance.
- Provide documentation to each other that can assist in documenting eligibility.
- Work together with the common goal of increasing outcomes for both agencies.
- Using strengths of both agencies, explore opportunities to provide skills training with wrap around support for targeted groups of citizens (i.e. foster youth, veterans, SNAP) that can ultimately support the training needs of business.
- Provide training to agency staff of both organizations to better understand the mission and specific programs and services that each provides.
- Share information on any special events that will promote the success of shared customers (i.e. hiring events, job clubs, workshops, specialized coaching).
- CSCLM will make available the Workforce Skills for the 21<sup>st</sup> Century application and provide participation reports on usage.

## **6. Resource and Cost Sharing**

This MOU between CSCLM and Mid Florida Community Services, Inc is an agreement of service provision.

## **7. Data Access and Sharing**

To facilitate integration of services, partners are encouraged to provide cross-access or protected information from systems of customer data within the applicable federal and state privacy laws and regulations governing the partner programs. All state and federal confidentiality regulations regarding the creation, maintenance and/or use of records shall be in effect. Client records and/or information may be shared among partners subject to these confidentiality requirements. Data sharing arrangements will be included in section 5.

Client information shall be shared solely for the purpose of eligibility, enrollment, referral, or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

## **8. Access for Individuals with Barriers to Employment**

All One-Stop system partners will ensure access for individuals with barriers to employment, and will offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient for individualized career services and training services funded with WIOA adult funds.

## **9. Non-Discrimination**

As required by federal and state law, participating agencies will assure that no person shall be discriminated against in consideration for or receipt of partner agency services and/or employment based upon sex, disability, race, color, age, religion, national origin, political affiliation, belief, veteran status, familial status, sexual orientation, gender identity, pregnancy, or genetic information.

The One-Stop system partner will assure compliance with the Americans with Disabilities Act of 1990, and its Amendments, which prohibits discrimination on the basis of disability, as well as applicable regulations and guidelines issued pursuant to the ADA.

Partners agree to comply fully with the WIOA, Title VII of the civil rights act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities, and The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

29 CFR Part 37 and all other regulations implementing the aforementioned laws.

**10. Duration, Modification, and Termination of the Partner MOU**

It is mutually understood that this MOU shall not become effective until signed. This MOU shall remain in effect until modified, extended or terminated in accordance with this section. However, this MOU shall be reviewed every two (2) years. This MOU may be amended at any time in writing and will be effective when signed by both entities.

Either party may cancel its participation in whole or in part at any time with thirty (30) days written notice.

**11. Infrastructure Funding Agreement Terms**

**12. Signatures**

**APPROVED FOR CITRUS LEVY MARION  
REGIONAL WORKFORCE DEVELOPMENT BOARD,  
INC.:**

**APPROVED MID FLORIDA COMMUNITY  
SERVICES, INC.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Rusty Skinner

Name: \_\_\_\_\_

Title: Chief Executive Officer

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Chief Elected Official**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, call 1-800-434-5627 ext. 7878 or e-mail [accommodations@careersourceclm.com](mailto:accommodations@careersourceclm.com) three business days in advance. A proud member of the American Job Center network.



## **RECORD OF ACTION/APPROVAL**

### **Consortium Meeting Thursday, June 16, 2022**

#### **TOPIC/ISSUE:**

Memorandum of Understanding- Early Learning Coalition

#### **BACKGROUND:**

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the local Workforce Development Board, in this case, CareerSource Citrus Levy Marion (CSCLM) and the Career Center Partners. This Act requires specific programs to make their services available through a one-stop delivery system and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSCLM and the One-Stop system partners to establish an agreement concerning the operations of the one-stop system and to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

#### **POINTS OF CONSIDERATION:**

Such agreements with mandatory partners require the signature of Chief Elected Official.

#### **STAFF RECOMMENDATIONS:**

Requesting required signature from the Chief Elected Official on the Memorandum of Understanding.

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**



# MEMORANDUM OF UNDERSTANDING

Between

Citrus Levy Marion Regional Workforce Development Board, Inc.  
DBA CareerSource Citrus Levy Marion  
And  
Early Learning Coalition

## 1. **Purpose of this Memorandum of Understanding**

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the local Workforce Development Board, in this case, CareerSource Citrus Levy Marion (CSCLM) and the Career Center Partners. This Act requires specific programs to make their services available through a one-stop delivery system and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSCLM and the One-Stop system partners to establish an agreement concerning the operations of the one-stop system and to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

Florida's one-stop delivery system, the CareerSource Network, is a locally-driven system which develops strategic partnerships and provides streamlined and integrated programs and services to the businesses and citizens of Florida.

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

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

These objectives will be accomplished locally by providing all customers access to high- quality career centers within a one-stop system that connects them with the full range of services available in their communities, whether they are customers seeking to find jobs, build basic educational or occupational skills, earn a postsecondary certificate or degree, or obtain guidance on how to make career choices, or are businesses and employers seeking skilled workers.

The purpose of this MOU is to establish or enhance a cooperative working relationship between CSCLM and Early Learning Coalition to define our respective roles and responsibilities in achieving the policy objectives.

## 2. **System Partners**

MOUs will be developed with system partner programs that are provided physically within the center, provided through cross-training of partner staff, or provided through direct linkage from technology. The partner programs and targeted population programs available in CSCLM will be:

### **Locally Operated by CSCLM through agreement with DEO**

- WIOA Title I Adult, Dislocated Worker and Youth\*
- WIOA Title III Wagner-Peyser\*
- Veterans Employment and Training\*
- Trade Act\*
- Unemployment\* (Primarily provided at State level)
- Temporary Assistance for Needy Families\*
- Supplemental Nutrition Act Program (SNAP)

### **Locally Operated by CSCLM through agreement with DOL**

- YouthBuild\*

### **MOU Provided at State Level**

- WIOA Title II Adult Education and Literacy\*
- WIOA Title IV Vocational Rehabilitation\*
- Carl Perkins Career and Technical Education\*

### **MOU with CSCLM**

- Title V Older Americans Act aka SSCEP\*
- Job Corps\*
- Community Action Agencies\*
- Housing Authorities\*
- Agencies serving individuals with disabilities
- Agencies serving youth with barriers to employment
- Early Learning Coalitions

- Homeless Continuum of Care organizations
- Veteran Agencies
- Economic Development
- Support Service Providers
- Others as determined to be beneficial to serving both employers and job seekers.

**\* denotes those that are “required” partners**

### **3. One-Stop System Description**

As designated by CareerSource Florida on behalf of the Governor, CSCLM is the local workforce board and the regional planning area, under Title I of the WIOA. Currently CSCLM has been provided permission to provide and act as the One-Stop Operator and Career Services Provider.

The CSCLM area consists of the counties of Citrus, Levy and Marion with Career Centers located in Lecanto, Chiefland, and Ocala. The Ocala Career center located at 2703 NE 14<sup>th</sup> Street is the comprehensive center for CSCLM. A professional placement center is located at the College of Central Florida Campus in Ocala for specialized recruitment and placement of professionals throughout the region and in partnership with our training partners. CSCLM also has two mobile units to assist in providing services to remote and rural areas within the region.

All of our centers provide seamless access to workforce programs for both the job seeker and the employer. Our system is linked through Employ Florida, the State’s talent matching system, to provide a system wide approach for job seeking and job placement.

Our centers provide access to a multitude of services that can be obtained through either self-service or with assistance from staff. By blending and weaving our various funding streams we are able to provide services to customers without pushing a customer from program to program, but handling in a customer driven manner based on individual strategies.

The One-Stop System is the result of the partnerships developed within our region that links the programs and services provided at the Career Centers and at other partner locations that provide the full complement of services needed by our customers.

This MOU will increase our ability to serve mutual customers, reduce duplication of efforts and expand our abilities to provide services throughout the One-Stop System either in one of our Career Centers, electronically at your location, or as an affiliate site.

### **4. General Responsibilities of One-Stop System Partners:**

- The One-Stop System partner agrees to participate in joint planning, plan development, and modification of activities to result in:

- Continuous partnership building;
- Continuous planning responsive to State and Federal requirements;
- Responsive to specific local and economic conditions including employer needs;
- Solutions to common data collection and reporting needs;
- Make available to customers through the One-Stop System the services that are applicable to the partners programs
- Participate in the operation of the One-Stop System consistent with the agreed upon “service integration” following in the next part, number 5
- Participate in capacity building and staff development activities
- Insure that all partners and staff are cross-trained to understand programs and specific “service integration” goals as specified in the next part, number 5

## **5. Service Integration Plan and Goals:**

CSCLM and Early Learning Coalition agree to the following:

- Provide Release of Information to participants to include sharing information between both agencies for the purposes of determining shared customers.
- Determine the menu of services available between both agencies and strategically align the services for each customer resulting in better usage of resources.
- Provide referrals to each other customers and participants that each agency has that needs further assistance.
- Provide documentation to each other that can assist in documenting eligibility including CSCLM verifying income data to the best of our ability.
- Work together with the common goal of increasing outcomes for both agencies.

## **6. Resource and Cost Sharing**

This MOU between CSCLM and Early Learning Coalition is an agreement of service provision based on providing referrals for services.

## **7. Data Access and Sharing**

To facilitate integration of services, partners are encouraged to provide cross-access or protected information from systems of customer data within the applicable federal and state privacy laws and regulations governing the partner programs. All state and federal confidentiality regulations regarding the creation, maintenance and/or use of records shall be in effect. Client records and/or information may be shared among partners subject to these confidentiality requirements. Data sharing arrangements will be included in section 5.

Client information shall be shared solely for the purpose of eligibility, enrollment, referral, or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

## **8. Access for Individuals with Barriers to Employment**

All One-Stop system partners will ensure access for individuals with barriers to employment, and will offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient for individualized career services and training services funded with WIOA adult funds.

## **9. Non-Discrimination**

As required by federal and state law, participating agencies will assure that no person shall be discriminated against in consideration for or receipt of partner agency services and/or employment based upon sex, disability, race, color, age, religion, national origin, political affiliation, belief, veteran status, familial status, sexual orientation, gender identity, pregnancy, or genetic information.

The One-Stop system partner will assure compliance with the Americans with Disabilities Act of 1990, and its Amendments, which prohibits discrimination on the basis of disability, as well as applicable regulations and guidelines issued pursuant to the ADA.

Partners agree to comply fully with the WIOA, Title VII of the civil rights act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities, and The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

29 CFR Part 37 and all other regulations implementing the aforementioned laws.

#### **10. Duration, Modification, and Termination of the Partner MOU**

It is mutually understood that this MOU shall not become effective until signed. This MOU shall remain in effect until modified, extended or terminated in accordance with this section. However, this MOU shall be reviewed every two (2) years. This MOU may be amended at any time in writing and will be effective when signed by both entities.

Either party may cancel its participation in whole or in part at any time with thirty (30) days written notice.

#### **11. Infrastructure Funding Agreement Terms**

##### **11. Signatures**

**Approved for Citrus Levy Marion  
Regional Workforce Development  
Board, Inc.:**

**Approved for: EARLY LEARNING  
COALITION**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Thomas E. Skinner, Jr.

Name: \_\_\_\_\_

Title: Chief Executive Officer

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Chief Elected Official**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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## **RECORD OF ACTION/APPROVAL**

### **Consortium Meeting Thursday, June 16, 2022**

#### **TOPIC/ISSUE:**

Memorandum of Understanding- Pinellas County Urban League

#### **BACKGROUND:**

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the local Workforce Development Board, in this case, CareerSource Citrus Levy Marion (CSCLM) and the Career Center Partners. This Act requires specific programs to make their services available through a one-stop delivery system and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSCLM and the One-Stop system partners to establish an agreement concerning the operations of the one-stop system and to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

#### **POINTS OF CONSIDERATION:**

Such agreements with mandatory partners require the signature of Chief Elected Official.

#### **STAFF RECOMMENDATIONS:**

Requesting required signature from the Chief Elected Official on the Memorandum of Understanding.

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**

# MEMORANDUM OF UNDERSTANDING

Between

Citrus Levy Marion Regional Workforce Development Board, Inc.  
DBA CareerSource Citrus Levy Marion  
And  
National Caucus and Center on Black  
Aging, Inc (NCBA)

## 1. **Purpose of this Memorandum of Understanding**

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the local Workforce Development Board, in this case, CareerSource Citrus Levy Marion (CSCLM) and the Career Center Partners. This Act requires specific programs to make their services available through a one-stop delivery system and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSCLM and the One-Stop system partners to establish an agreement concerning the operations of the one-stop system and to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

Florida's one-stop delivery system, the CareerSource Network, is a locally-driven system which develops strategic partnerships and provides streamlined and integrated programs and services to the businesses and citizens of Florida.

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

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



industries and occupations for Florida youth that lead to enhanced employment, career development, credentialing and post-secondary education opportunities.

These objectives will be accomplished locally by providing all customers access to high- quality career centers within a one-stop system that connects them with the full range of services available in their communities, whether they are customers seeking to find jobs, build basic educational or occupational skills, earn a postsecondary certificate or degree, or obtain guidance on how to make career choices, or are businesses and employers seeking skilled workers.

The purpose of this MOU is to establish or enhance a cooperative working relationship between CSCLM and Mid Florida Community Services, Inc to define our respective roles and responsibilities in achieving the policy objectives.

## 2. **System Partners**

MOUs will be developed with system partner programs that are provided physically within the center, provided through cross-training of partner staff, or provided through direct linkage from technology. The partner programs and targeted population programs available in CSCLM will be:

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- WIOA Title I Adult, Dislocated Worker and Youth\*
- WIOA Title III Wagner-Peyser\*
- Veterans Employment and Training\*
- Trade Act\*
- Unemployment\* (Primarily provided at State level)
- Temporary Assistance for Needy Families\*
- Supplemental Nutrition Act Program (SNAP)

### **Locally Operated by CSCLM through agreement with DOL**

- YouthBuild\*

### **MOU Provided at State Level**

- WIOA Title II Adult Education and Literacy\*
- WIOA Title IV Vocational Rehabilitation\*
- Carl Perkins Career and Technical Education\*

### **MOU with CSCLM**

- Title V Older Americans Act aka SSCEP\*
- Job Corps\*
- Community Action Agencies\*
- Housing Authorities\*
- Agencies serving individuals with disabilities

- Agencies serving youth with barriers to employment
- Early Learning Coalitions
- Homeless Continuum of Care organizations
- Veteran Agencies
- Economic Development
- Support Service Providers
- Others as determined to be beneficial to serving both employers and job seekers.

\* denotes those that are “required” partners

### **3. One-Stop System Description**

As designated by CareerSource Florida on behalf of the Governor, CSCLM is the local workforce board and the regional planning area, under Title I of the WIOA. Currently CSCLM has been provided permission to provide and act as the One-Stop Operator and Career Services Provider.

The CSCLM area consists of the counties of Citrus, Levy and Marion with Career Centers located in Lecanto, Chiefland, and Ocala. The Ocala Career center located at 2703 NE 14<sup>th</sup> Street is the comprehensive center for CSCLM. A professional placement center is located at the College of Central Florida Campus in Ocala for specialized recruitment and placement of professionals throughout the region and in partnership with our training partners. CSCLM also has two mobile units to assist in providing services to remote and rural areas within the region.

All of our centers provide seamless access to workforce programs for both the job seeker and the employer. Our system is linked through Employ Florida, the State’s talent matching system, to provide a system wide approach for job seeking and job placement.

Our centers provide access to a multitude of services that can be obtained through either self-service or with assistance from staff. By blending and weaving our various funding streams we are able to provide services to customers without pushing a customer from program to program, but handling in a customer driven manner based on individual strategies.

The One-Stop System is the result of the partnerships developed within our region that links the programs and services provided at the Career Centers and at other partner locations that provide the full complement of services needed by our customers.

This MOU will increase our ability to serve mutual customers, reduce duplication of efforts and expand our abilities to provide services throughout the One-Stop System either in one of our Career Centers, electronically at your location, or as an affiliate site.

### **4. General Responsibilities of One-Stop System Partners:**

- The One-Stop System partner agrees to participate in joint planning, plan development, and modification of activities to result in:
  - Continuous partnership building;
  - Continuous planning responsive to State and Federal requirements;
  - Responsive to specific local and economic conditions including employer needs;
  - Solutions to common data collection and reporting needs;
- Make available to customers through the One-Stop System the services that are applicable to the partners programs
- Participate in the operation of the One-Stop System consistent with the agreed upon “service integration” following in the next part, number 5
- Participate in capacity building and staff development activities
- Insure that all partners and staff are cross-trained to understand programs and specific “service integration” goals as specified in the next part, number 5

## **5. Service Integration Plan and Goals:**

CSCLM and the National Caucus and Center on Black Aging, Inc. (NCBA) agree to the following:

This agreement establishes that the duly authorized agent of the recipient agrees to satisfy the requirements of 35 CFR 361.505 and 34 CFR 361.720.

This agreement formalizes the existing partnership between CSCLM and NCBA to provide the employment and training services to our mutual customers. CSCLM and NCBA recognize that the blended services provided by all required and optional partners contributes to the One Stop “system” and neither independently creates the “system”. The combination of services provides employment and educational counseling and access to partner programs through direct referral and electronic access points within each office. CSCLM customers are counseled on all aspects of employment and education options available through educational entities and funding assistance provided through Titles I, II and IV funds under WIOA. Appropriate referrals for intra-agency assistance are made between agencies through established contacts within each department and will be made between agencies through established contacts within each department and will be made in writing via e-mail between those contacts. NCBA may refer training program completers and those customers in need of additional financial assistance to CSCLM for assessment and counseling regarding their individual needs.

Both agencies agree to maintain full programmatic accessibility and compliance with all applicable laws to ensure that individuals have equal ability to access available services as further discussed in sections 8 and 9 of this document. This access includes full ADA compliance, use of assistive technology and provision of accommodations that may be necessary for individuals with additional barriers.

### **NCBA shall:**

1. Maintain and provide updated NCBA information to customers interested in CSCLM core services.
2. Provide NCBA program eligibility determination services to all customers interested in and

- possibly eligible for NCBA program services.
3. Accept and process customers referred by other CSCLM agencies/organizations to determine their eligibility for NCBA services. Referrals and customer-related information may be coordinated and/or forwarded directly or via electronic linkages.
  4. Provide NCBA services to program-certified customers.
  5. Participate in the development of a common application or pre-application format and/or procedure and a referral process to direct applicants to other Once-Stop System agencies/organizations.
  6. Ensure a CareerSourceCLM.com email address is the primary email address for all staff located on a full time or itinerant basis in a CSCLM and/or One-Stop Delivery System office.
  7. List job openings through CSCLM. Refer customers demonstrating interests in and possibly eligible for agency/organization program services as appropriate. Ensure all outreach efforts that include a reference to CSCLM receive prior approval from appropriate marketing staff.
  8. Coordinate customer needs with CSCLM One-Stop System agencies/organizations to reduce or eliminate duplicated services and, whenever possible, to develop the best mix of services.
  9. Ensure NCBA staff attend, participate in, and contribute to CSCLM One-Stop System cross training activities as required
  10. Participate in the development and implementation of other One-Stop procedures, policies, reports, customer surveys, and operational agreements. Ensure employment placement information generated NCBA is entered into state and local data collection systems. Actively participate in the development and maintenance of organizational reports that reflect the nature of NCBA's operations. Provide this information to the One-Stop Operator at least quarterly.
  11. Support and cooperate with the CSCLM One-Stop Operator and other One-Stop System agencies/organizations to ensure all federal, state, and local laws, regulations, policies and procedures are applied to One-Stop System operations.
  12. Ensure staff follow all applicable CSCLM policies as they relate to dress code, facility, operational and computer usage policies.

**CareerSource Citrus Levy Marion agrees to:**

1. Provide facility space for NCBA staff and volunteers when/where possible.
2. Refer customers that may potentially be eligible for services provided by NCBA.
3. Provide career services to NCBA enrolled customers to assist in the development and placement of joint customers.
4. Provide the opportunity for NCBA employees to participate in CSCLM sponsored training and staff development.
5. Assist NCBA staff to attain performance goals through joint collaboration of services available through the One-Stop system to meet the common employment and training goals of all involved parties.

**6. Resource and Cost Sharing**

This MOU between CSCLM and NCBA is an agreement of service provision.

## **7. Data Access and Sharing**

To facilitate integration of services, partners are encouraged to provide cross-access or protected information from systems of customer data within the applicable federal and state privacy laws and regulations governing the partner programs. All state and federal confidentiality regulations regarding the creation, maintenance and/or use of records shall be in effect. Client records and/or information may be shared among partners subject to these confidentiality requirements. Data sharing arrangements will be included in section 5.

Client information shall be shared solely for the purpose of eligibility, enrollment, referral, or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

## **8. Access for Individuals with Barriers to Employment**

All One-Stop system partners will ensure access for individuals with barriers to employment, and will offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient for individualized career services and training services funded with WIOA adult funds.

## **9. Non-Discrimination**

As required by federal and state law, participating agencies will assure that no person shall be discriminated against in consideration for or receipt of partner agency services and/or employment based upon sex, disability, race, color, age, religion, national origin, political affiliation, belief, veteran status, familial status, sexual orientation, gender identity, pregnancy, or genetic information.

The One-Stop system partner will assure compliance with the Americans with Disabilities Act of 1990, and its Amendments, which prohibits discrimination on the basis of disability, as well as applicable regulations and guidelines issued pursuant to the ADA.

Partners agree to comply fully with the WIOA, Title VII of the civil rights act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities, and The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

## **10. Duration, Modification, and Termination of the Partner MOU**

It is mutually understood that this MOU shall not become effective until signed. This MOU shall remain in effect until the date below or until it is modified, extended or terminated in

accordance with this section. Regardless of duration this MOU shall be reviewed every year. This MOU may be amended at any time in writing and will be effective with signed by both entities. Either party may cancel its participation in whole or in part at any time with thirty days (30) days written notice. This MOU will be in effect until June 30, 2023.

## **11. Infrastructure Funding Agreement Terms**

All partners within the Citrus Levy Marion One-Stop system with lean budgets and have long standing relationships that have been established to braid and blend funding to maximize the impact of resources available to the citizens of our region. Due to this, the partners agree upon in-kind contributions that have a positive monetary impact on the day to day operations and expand the breadth of services available. CSCLM and NCBA agree that the infrastructure support for proportionate benefit from the One-Stop system is provided in the following methods:

- A. Provision of employment and training services to universal CSCLM customers.
- B. Provision of CSCLM outreach materials to the general public.
- C. Educational support and counseling to CSCLM referred and enrolled individuals.
- D. Ongoing partnership for outreach and connection of Adult learners to the One-Stop system.
- E. Provision of additional staff support within CSCLM's Career Centers through provision of participating trainees to perform various tasks within the centers varying from general clerical to customer assistance in the resource area. This in-kind contribution supports the infrastructure of the One-Stop system. This contribution is calculated as the following based on average participation of trainees within the career centers:

Program Contribution Per Participant (One Participant=.05 FTE)	2021 Rate	Hours	Weeks Per Year	Sub	7.65% Benefits (FICA 6.2%, Medicate 1.45%)	Total
Participant 1	\$10.00	20	52	\$10,400.00	\$795.60	\$11,195.60
Participant 2	\$10.00	20	52	\$10,400.00	\$795.60	\$11,195.60
Total NCBA Costs						\$22,391.20

## 12. Signatures

**CITRUS LEVY MARION REGIONAL WORKFORCE  
DEVELOPMENT BOARD, INC.:**

**PINELLAS COUNTY URBAN LEAGUE**

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Name:** Thomas E. Skinner

**Name:** \_\_\_\_\_

**Title:** Chief Executive Officer

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Chief Elected Official**

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## **RECORD OF ACTION/APPROVAL**

### **Consortium Meeting Thursday, June 16, 2022**

#### **TOPIC/ISSUE:**

Memorandum of Understanding- College of Central Florida

#### **BACKGROUND:**

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the local Workforce Development Board, in this case, CareerSource Citrus Levy Marion (CSCLM) and the Career Center Partners. This Act requires specific programs to make their services available through a one-stop delivery system and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSCLM and the One-Stop system partners to establish an agreement concerning the operations of the one-stop system and to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

#### **POINTS OF CONSIDERATION:**

Such agreements with mandatory partners require the signature of Chief Elected Official.

#### **STAFF RECOMMENDATIONS:**

Requesting required signature from the Chief Elected Official on the Memorandum of Understanding.

#### **COMMITTEE ACTION:**

#### **BOARD ACTION:**



# MEMORANDUM OF UNDERSTANDING

Between

Citrus Levy Marion Regional Workforce Development Board, Inc.

DBA CareerSource Citrus Levy Marion

And

The College of Central Florida

## 1. **Purpose of this Memorandum of Understanding**

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the local Workforce Development Board, in this case, CareerSource Citrus Levy Marion (CSCLM) and the Career Center Partners. This Act requires specific programs to make their services available through a one-stop delivery system and encourages increasing access through additional partnerships with optional partners. Additionally, WIOA requires CSCLM and the One-Stop system partners to establish an agreement concerning the operations of the one-stop system and to establish the framework for providing services to employers, employees, job seekers and others needing workforce services. Furthermore, this mutual agreement details how each required partner will support and contribute to the overall infrastructure costs of the One-Stop system.

Florida's one-stop delivery system, the CareerSource Network, is a locally-driven system which develops strategic partnerships and provides streamlined and integrated programs and services to the businesses and citizens of Florida.

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

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

These objectives will be accomplished locally by providing all customers access to high- quality career centers within a one-stop system that connects them with the full range of services available in their communities, whether they are customers seeking to find jobs, build basic educational or occupational skills, earn a postsecondary certificate or degree, or obtain guidance on how to make career choices, or are businesses and employers seeking skilled workers.

The purpose of this MOU is to establish or enhance a cooperative working relationship between CSCLM and the School Board of Marion County and to define our respective roles and responsibilities in achieving the policy objectives.

## 2. **System Partners**

MOUs will be developed with system partner programs that are provided physically within the center, provided through cross-training of partner staff, or provided through direct linkage from technology. The partner programs and targeted population programs available in CSCLM will be:

### **Locally Operated by CSCLM through agreement with DEO**

- A. WIOA Title I Adult, Dislocated Worker and Youth\*
- B. WIOA Title III Wagner-Peyser\*
- C. Veterans Employment and Training\*
- D. Trade Act\*
- E. Unemployment\* (Primarily provided at State level)
- F. Temporary Assistance for Needy Families\*
- G. Supplemental Nutrition Act Program (SNAP)

### **Locally Operated by CSCLM through agreement with DOL**

- H. YouthBuild\*

### **MOU Provided at State Level**

- I. WIOA Title II Adult Education and Literacy\*
- J. WIOA Title IV Vocational Rehabilitation\*
- K. Carl Perkins Career and Technical Education\*

### **MOU with CSCLM**

- L. Title V Older Americans Act aka SSCEP\*
- M. Job Corps\*
- N. Community Action Agencies\*
- O. Housing Authorities\*
- P. Agencies serving individuals with disabilities
- Q. Agencies serving youth with barriers to employment
- R. Early Learning Coalitions
- S. Homeless Continuum of Care organizations
- T. Veteran Agencies
- U. Economic Development

- V. Support Service Providers
- W. Others as determined to be beneficial to serving both employers and job seekers.

\* denotes those that are “required” partners

### **3. One-Stop System Description**

As designated by CareerSource Florida on behalf of the Governor, CSCLM is the local workforce board and the regional planning area, under Title I of the WIOA. Currently CSCLM has been provided permission to provide and act as the One-Stop Operator and Career Services Provider.

The CSCLM area consists of the counties of Citrus, Levy and Marion with Career Centers located in Lecanto, Chiefland, and Ocala. The Ocala Career center located at 2703 NE 14<sup>th</sup> Street is the comprehensive center for CSCLM. A professional placement center is located at the College of Central Florida Campus in Ocala for specialized recruitment and placement of professionals throughout the region and in partnership with our training partners. CSCLM also has two mobile units to assist in providing services to remote and rural areas within the region.

All of our centers provide seamless access to workforce programs for both the job seeker and the employer. Our system is linked through Employ Florida, the State’s talent matching system, to provide a system wide approach for job seeking and job placement.

Our centers provide access to a multitude of services that can be obtained through either self-service or with assistance from staff. By blending and weaving our various funding streams we are able to provide services to customers without pushing a customer from program to program but handling in a customer driven manner based on individual strategies.

The One-Stop System is the result of the partnerships developed within our region that links the programs and services provided at the Career Centers and at other partner locations that provide the full complement of services needed by our customers.

This MOU will increase our ability to serve mutual customers, reduce duplication of efforts and expand our abilities to provide services throughout the One-Stop System either in one of our Career Centers, electronically at your location, or as an affiliate site.

### **4. General Responsibilities of One-Stop System Partners:**

- A. The One-Stop System partner agrees to participate in joint planning, plan development, and modification of activities to result in:
  - I. Continuous partnership building;
  - II. Continuous planning responsive to State and Federal requirements;
  - III. Responsive to specific local and economic conditions including employer needs;
  - IV. Solutions to common data collection and reporting needs;
- B. Make available to customers through the One-Stop System the services that are

- applicable to the partners' programs
- C. Participate in the operation of the One-Stop System consistent with the agreed upon "service integration" following in the next part, number 5
- D. Participate in capacity building and staff development activities
- E. Insure that all partners and staff are cross-trained to understand programs and specific "service integration" goals as specified in the next part, number 5

## **5. Service Integration Plan and Goals:**

CSCLM and the College of Central Florida (CF) agree to the following:

**This agreement establishes that the duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR 361.505 and 34 CFR 361.720.**

This agreement formalizes the existing partnership between CSCLM and College of Central Florida to provide employment and training services to our mutual customers. CSCLM and CF recognize that blended services provided by all required and optional partners contributes to the One Stop 'system' and neither independently creates the 'system'. The combination of services provides employment and educational counseling and access to partner programs through direct referral and electronic access points within each office. CSCLM customers are counseled on all aspects of employment and education options available through educational entities and funding assistance provided through Titles I, II and IV funds under the WIOA. Appropriate referrals for intra-agency assistance are made between agencies through established contacts within each department and will be made in writing via e-mail between those contacts. CF may refer training program completers and those customers in need of additional financial assistance to CSCLM for assessment and counseling regarding their individual needs.

Both agencies agree to maintain full programmatic accessibility and compliance with all applicable laws to ensure that individuals have equal ability to access available services as further discussed in sections 8 and 9 of this document. This access includes full ADA compliance, use of assistive technology and provision of accommodations that may be necessary for individuals with additional barriers.

### **CF shall:**

1. Maintain and provide updated information to customers interested in CSCLM career services.
2. Provide office space for CSCLM staff to create an integrated job placement and employment counseling office on the campus of the college.
3. Allow CSCLM staff to make regular contact with CF students and graduates during school hours to provide information on CSCLM services.
4. Partner with CSCLM staff in the creation and execution of internship opportunities for students.
5. Promote to and make students aware of CSCLM resources available on the campus through routine student communications.
6. Coordinate placement and employment tracking efforts with co-located CSCLM staff.

### **CareerSource Citrus Levy Marion agrees to:**

1. Provide staffing for integrated office locations.
2. Assist mutual customers with educational assistance needs in the form of employment counseling and financial resources.
3. Partner with CF staff in the creation and execution of internship opportunities for students.
4. Promote to and make students aware of CSCLM resources available on the campus through routine student communications.

5. Coordinate placement and employment tracking efforts with co-located CF staff.
6. Provide the opportunity for CF employees to participate in CSCLM sponsored training and staff development for the purpose of sharing information and resources.
7. Assist CF staff to attain performance goals through joint collaboration of services available through the One Stop system to meet the common employment and training goals of all involved parties.

## **6. Resource and Cost Sharing**

This MOU between CSCLM and CF is an agreement of service integration and infrastructure funding.

## **7. Data Access and Sharing**

To facilitate integration of services, partners are encouraged to provide cross-access or protected information from systems of customer data within the applicable federal and state privacy laws and regulations governing the partner programs. All state and federal confidentiality regulations regarding the creation, maintenance and/or use of records shall be in effect. Client records and/or information may be shared among partners subject to these confidentiality requirements. Data sharing arrangements will be included in section 5.

Client information shall be shared solely for the purpose of eligibility, enrollment, referral, or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

## **8. Access for Individuals with Barriers to Employment**

All One-Stop system partners will ensure access for individuals with barriers to employment and will offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient for individualized career services and training services funded with WIOA adult funds.

## **9. Non-Discrimination**

As required by federal and state law, participating agencies will assure that no person shall be discriminated against in consideration for or receipt of partner agency services and/or employment based upon sex, disability, race, color, age, religion, national origin, political affiliation, belief, veteran status, familial status, gender, or pregnancy.

The One-Stop system partner will assure compliance with the Americans with Disabilities Act of 1990, and its Amendments, which prohibits discrimination on the basis of disability, as well as applicable regulations and guidelines issued pursuant to the ADA.

Partners agree to comply fully with the WIOA, Title VII of the civil rights act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities, and The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

#### **10. Duration, Modification, and Termination of the Partner MOU**

It is mutually understood that this MOU shall not become effective until signed. This MOU shall remain in effect until the date below, or until it is modified, extended or terminated in accordance with this section. Regardless of duration, this MOU shall be reviewed every year. This MOU may be amended at any time in writing and will be effective when signed by both entities. Either party may cancel its participation in whole or in part at any time with thirty (30) days written notice. This MOU will be in effect until: June 30, 2024.

#### **11. Infrastructure and Cost Sharing**

All partners within the Citrus Levy Marion One-Stop system operate with lean budgets and have long standing relationships that have been established to braid and blend funding to maximize the impact of resources available to the citizens of our region. Due to this, the partners agree upon in-kind contributions that have a positive monetary impact on the day to day operations and expand the breadth of services available. CSCLM and CF agree that infrastructure support for proportionate benefit from the One-Stop system is provided through waiver of rental fees for space used by CSCLM staff and customers on the campus of CF. This space is used to provide a CareerSource Citrus Levy Marion satellite office for the use of students and general public. The amounts for this contribution are detailed in the table below.

Location	Sq. Ft.	Rate per Sq. Ft.	Occupancy	Total Annual Cost
College of Central Florida	3407	\$19.00	Annual	\$64,733.00

## 12. Signatures

**APPROVED FOR CITRUS LEVY MARION  
REGIONAL WORKFORCE DEVELOPMENT BOARD,  
INC.:**

**By:** \_\_\_\_\_

**Name:** Thomas E. Skinner, Jr.

**Title:** Chief Executive Officer

**Date:** \_\_\_\_\_

**APPROVED COLLEGE OF CENTRAL  
FLORIDA:**

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Chief Elected Official**

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

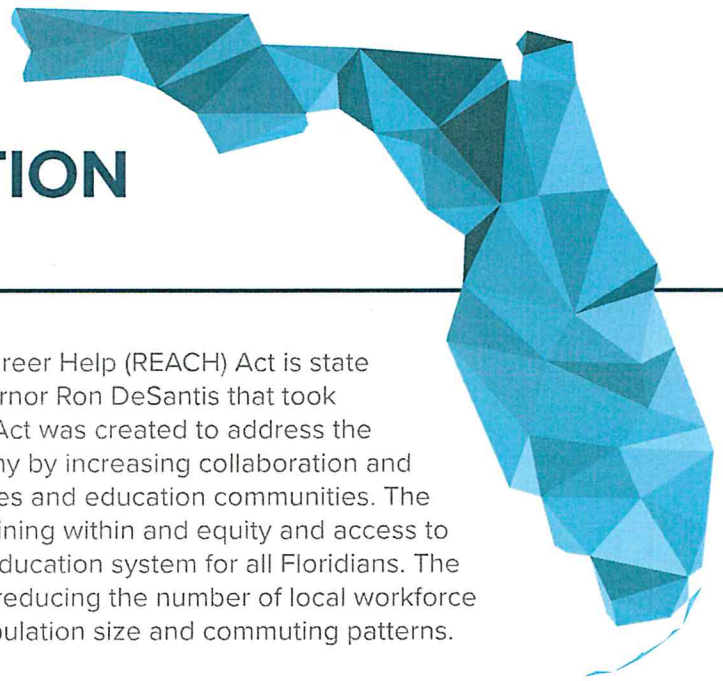
**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, call 1-800-434-5627 ext. 7878 or e-mail [accommodations@careersourceclm.com](mailto:accommodations@careersourceclm.com) three business days in advance. A proud member of the American Job Center network.

# REACH ACT

## ALIGNMENT EVALUATION



### WHAT

The Reimagining Education and Career Help (REACH) Act is state legislation signed into law by Governor Ron DeSantis that took effect on July 1, 2021. The REACH Act was created to address the evolving needs of Florida's economy by increasing collaboration and cooperation among state businesses and education communities. The Act also is designed to improve training within and equity and access to a more integrated workforce and education system for all Floridians. The REACH Act charges the state with reducing the number of local workforce development boards based on population size and commuting patterns.

### WHO

Under the REACH Act, this ecosystem for talent pipeline development includes CareerSource Florida, the state workforce development board; Florida's 24 local workforce development boards and the 100 career centers they oversee; the Department of Economic Opportunity; the Department of Education; the State College System; the State University System; and the Department of Children and Families. CareerSource Florida, in collaboration with the Governor's REACH Office, is leading the process to implement the legislation focusing on an inclusive process that engages all stakeholders.

### WHEN

As part of the REACH Act alignment evaluation process, CareerSource Florida has contracted with EY (Ernst & Young LLP) to conduct research and discovery. This includes listening to stakeholders, analyzing data, and examining solutions implemented in other states. Initial observations from Phase I will be reported to the CareerSource Florida Board of Directors June 9, 2022, with EY's summary report due June 30. It is envisioned that a second phase beginning in July will include a deeper analysis and more robust engagement with stakeholders and customers across the state. Alignment considerations are anticipated to be provided to the CareerSource Florida Board of Directors by the end of the year.

### WHY

The alignment evaluation process can help lead Florida's local workforce development boards in the response to the evolution in consumer preferences, workplace expectations, business needs, how people look for work, and even where and how they work. The goal is to deliver even more relevant services through system transformation and therefore improved outcomes for customers. The REACH Act emphasizes a customer-focused approach in exploring ways to better assist job seekers and businesses.

### WHERE

The alignment evaluation process encompasses all parts and partners across Florida, including CareerSource Florida, the 24 local workforce development boards, businesses and job seekers, to ensure equity and access for all Floridians.

### HOW

CareerSource Florida is committed to an open and transparent process of listening to stakeholders and finding transformative solutions for workforce development in Florida. Visit the REACH Act webpage on [careersourceflorida.com](https://careersourceflorida.com) for updates on the ongoing engagement process. Please complete the Alignment Feedback Form on the webpage to provide input or comments.





## Reimagining Education and Career Help (REACH) Act At-a-Glance

Florida's 2021 Reimagining Education and Career Help Act, known as the REACH Act, is a comprehensive blueprint for enhancing access, alignment and accountability across the state's workforce development system.

This workforce development system, which spans the state's education, workforce and social safety net systems, is defined in the REACH Act as the "entities and activities that contribute to the state's talent pipeline system through education, training, and support services that prepare individuals for employment or career advancement, and the entities that are responsible for oversight or conducting those activities such as CareerSource Florida, Inc., local workforce development boards, one-stop career centers, the Department of Economic Opportunity, the Department of Education, and the Department of Children and Families."

The REACH Act positions Florida to help those with barriers to education and employment become self-sufficient, giving them better access to good jobs and career pathways that offer economic opportunity. In doing so, it takes a system-wide approach to achieving the following actions:

- Establishes the Office of Reimagining Education and Career Help (REACH) in the Executive Office of the Governor to facilitate coordination and alignment of entities responsible for the state's workforce development system.
- Requires the REACH Office to create a "no-wrong-door entry" strategy to help Floridians access services from any workforce partner.
- Directs the Department of Economic Opportunity, in consultation with the CareerSource Florida Board of Directors and others, to implement a "consumer-first workforce system" that improves coordination among one-stop career center partners through an integrated system that includes common registration and intake, benefits screening, and case management.
- Requires the CareerSource Florida Board to appoint a Credentials Review Committee to identify degree and nondegree credentials of value for approval by the state workforce development board and inclusion on a Master Credentials List to be provided to the State Board of Education.
- Adds Workforce Innovation and Opportunity (WIOA) Act partners representing the Department of Education's Division of Vocational Rehabilitation and Division of Blind Services, as well as the Department of Children and Families, to the CareerSource Florida Board. *(Note: The Division of Blind Services already is represented on the state workforce development board.)*
- Creates a workforce opportunity portal to provide Floridians with access to federal, state and local workforce services and a global view of workforce-related program data including education and training options, real-time labor market information, career planning and career services tools, and other support linked to in-demand jobs.



- Requires the Department of Economic Opportunity and the Department of Children and Families to evaluate the impact of workforce services on participants receiving benefits and welfare transition programs.
- Seeks to provide Florida additional flexibility in overseeing the state's workforce investment and to streamline the administration of Florida's workforce development system while also increasing accountability by charging the Department of Economic Opportunity with preparing a federal waiver. The waiver would allow CareerSource Florida to fulfill the roles and responsibilities of local workforce development boards or reduce the number of local workforce development boards.
- Requires the assignment of a letter grade for local workforce development boards based on criteria including performance accountability measures, return on investment and improvement of the long-term self-sufficiency of participants.
- Creates staggered eight-year term limits for some members of local workforce development boards and establishes some additional performance and accountability requirements for board compliance.
- Authorizes the Department of Economic Opportunity to prepare a federal waiver to be submitted by the Governor to create greater flexibility and strategic investment in Florida's WIOA implementation.
- Charges the Labor Market Estimating Conference as the entity responsible for determining Florida's real-time supply and demand in the labor market.
- Provides guidelines for consistency of data collection across the workforce and education systems.
- Directs the Department of Education, working with other entities, to develop a workforce development metrics dashboard that shows the impact of workforce-related programs on credential attainment, training completion, degree attainment and participants' wages.
- Requires the Department of Economic Opportunity, with input from the state workforce development board and others, to establish WIOA eligible training provider criteria focused on participant outcomes.
- Establishes the Open Door Grant Program to create a demand-driven supply of credentialed workers for high-demand occupations and expand the affordability of workforce training, certification and credentialing programs.
- Creates the Money-Back Guarantee Program, which will establish a tuition refund for students who do not find a job within six months after completing select programs designed to prepare them for in-demand occupations.

For more details about the far-reaching blueprint that seeks to address the evolving needs of Florida's economy, go to [Online Sunshine – Section 14.36, Florida Statutes](#).



## **Reimagining Education and Career Help (REACH) Act Alignment Evaluation Frequently Asked Questions**

### **1. Q: What is the REACH Act?**

**A:** The Reimagining Education and Career Help (REACH) Act is bi-partisan, unanimously approved state legislation signed into law by Florida Governor Ron DeSantis on June 24, 2021. The REACH Act, which took effect July 1, 2021, was created to address the evolving needs of Florida's economy by increasing the level of collaboration and cooperation among state businesses and education communities while improving training within and equity and access to a more integrated workforce and education system for all Floridians. Among its requirements, the REACH Act charges the state with reducing the number of local workforce development boards "based on population size and commuting patterns."

The law takes an integrated, collaborative approach to strengthen partnerships and enhance access to education, training and employment opportunities within and across key workforce, education and support services systems that are the backbone of Florida's comprehensive workforce development ecosystem.

Under the REACH Act, this ecosystem for talent pipeline development includes CareerSource Florida, the state workforce development board; Florida's 24 local workforce development boards and the 100 career centers they oversee; the Department of Economic Opportunity; the Department of Education; the State College System; the State University System; and the Department of Children and Families.

The landmark 118-page legislation sets expectations and challenges Florida to make a good talent pipeline development ecosystem even better through transformation focused on improvements to alignment of, access to and equity in Florida's workforce and education systems leading to stronger outcomes.

### **2. Q: How does the REACH Act say the number of local workforce development boards will be determined?**

**A:** Pages 44-45 of the REACH Act outline the following as considerations in the alignment of local workforce development boards:

(4) **WAIVERS.** —The department (state Department of Economic Opportunity) shall prepare a federal waiver for the Governor to submit to the United States Department of Labor that:

(a) Allows the state board (CareerSource Florida Board of Directors) to fulfill the roles and responsibilities of local workforce development boards or that reduces the number of local workforce development boards based on population and commuting patterns to:

1. Eliminate multiple layers of administrative entities to improve coordination of the workforce development system.
2. Establish consistent eligibility standards across the state to improve the accountability of workforce-related programs.

3. Provide greater flexibility in allocating resources to maximize the funds directed to training and business services.

(b) Allows the Governor to reallocate funds among local areas that have a demonstrated need for additional funding and programmatic outcomes that will maximize the use of the additional funds to serve low-income individuals, public assistance recipients, dislocated workers and unemployment insurance claimants.

Read the full REACH Act legislation [at this link](#).

**3. Q: How will workforce services be impacted if the number of local workforce development boards is reduced?**

**A:** The REACH Act aims to improve services for job seekers, workers and businesses by increasing collaboration, coordination and consistency. The needs of customers will guide the evaluation process.

**4. Q: Who is leading the alignment evaluation process?**

**A:** The statewide implementation of the REACH Act is being led by and coordinated through the Governor's REACH Office. CareerSource Florida is coordinating the evaluation of alignment considerations for local workforce development boards in collaboration with the Department of Economic Opportunity and the REACH Office, with input from state and local leaders in business, education and workforce development, representatives of customer groups and other stakeholders including local elected officials. In collaboration with the Governor's REACH Office, CareerSource Florida is beginning what is anticipated to be a multi-phase, data-driven initiative with increasing opportunities for state and local stakeholder engagement and input to help shape the research, evaluation and recommendations.

**5. Q: What principles are guiding the alignment evaluation process?**

**A:** CareerSource Florida, in collaboration with the Governor's REACH Office, identified the following principles to serve as a guide in the alignment evaluation process:

- I. Prioritize implementation of the REACH Act and legislative directive to enhance alignment and accountability.
- II. Identify considerations that are responsive to the needs of job seeker and business customers while prioritizing access to services and efficient use of available resources.
- III. Commit to open and transparent processes through the iterative phases.
- IV. Engage in holistic listening to drive transformative solutions.
- V. Communicate proactively to audiences and stakeholders throughout the journey.

**6. Q: How can a new alignment of local workforce development boards improve outcomes for Floridians?**

**A:** The alignment evaluation process can help lead Florida's local workforce development boards in the response to the evolution in consumer preferences,



workplace expectations, business needs, how people look for work, and even where and how they work. The goal is to deliver even more relevant services through system transformation and therefore improved outcomes for customers. The REACH Act emphasizes a customer-focused approach in exploring ways to better assist job seekers and businesses.

**7. Q: Is one option to maintain services as they currently exist?**

**A:** The REACH Act specifically references reducing the number of local workforce development boards based on population and commuting patterns. It does not preclude the consideration of other relevant factors to achieve the act's desired goal.

**8. Q: What is the process of evaluating alignment options for local workforce development boards?**

**A:** As the Governor's principal workforce development policy organization, CareerSource Florida is conducting a research and discovery process that includes listening to local workforce development board leaders, elected officials, leaders in business and education and other stakeholders. This work is being conducted in collaboration with the Governor's REACH Office.

For Phase I, CareerSource Florida has contracted with EY (Ernst & Young LLP) to:

- Conduct local and state research and analyze data on Florida's workforce system, including workforce development boards.
- Examine other states that have undertaken local workforce development board alignment.
- Conduct initial listening sessions with local and state leaders, including local workforce development boards, and businesses.
- Present an initial summary of what was learned during Phase I and what could be undertaken as important next steps and goals in Phase II. Initial observations from Phase I will be reported to the CareerSource Florida Board of Directors at its quarterly meeting on June 9, 2022, in Tallahassee and in EY's summary report on Phase I of this alignment evaluation, which is due June 30.

**9. Q: How can I share my point of view on the alignment evaluation process?**

**A:** The initial phase of the process involves listening sessions for local workforce development board leaders, businesses and stakeholders. A webpage has been created with additional information at [careersourceflorida.com/boardroom/reach-act](https://careersourceflorida.com/boardroom/reach-act). Stakeholders and interested parties may leave comments about or insights on alignment considerations at the form available on the webpage.

**10. Q: What is the timeline for the process?**

**A:** CareerSource Florida has started the first phase of the process with discovery and listening. Beginning in July, it is envisioned that Phase II will include a deeper analysis

and more robust engagement with stakeholders and customers across the state. Alignment considerations are anticipated to be provided to the CareerSource Florida Board by the end of the year.

**11. Q: What data and potential approaches will be considered in alignment discussions?**

**A:** CareerSource Florida is beginning this alignment evaluation work in response to the REACH Act by undertaking discovery which includes compiling data and listening to stakeholders. More in-depth analysis of approaches to alignment will occur after this initial phase. The Department of Economic Opportunity, charged with administering state and federal workforce initiatives, uses data points — as outlined in law — to analyze different scenarios that may be included in the later phases of CareerSource Florida's review process. This analysis of labor market information is intended to support the baseline of discovery in Phase I.

**12. Q: Has alignment taken place in other states? If so, what can we learn?**

**A:** Yes. Alignment and changes in how services are delivered are being discussed nationally and are taking place in multiple states, including North Carolina, Iowa and Tennessee. Consulting firm EY is researching how other states have undertaken alignment actions, and those findings will be included in their report this summer. That report will be shared on the CareerSource Florida website.

**13. Q: How can alignment benefit the 24 local workforce development boards, Florida counties, and the businesses and job seekers served by the state workforce system?**

**A:** The objective of the REACH Act is to provide Florida job seekers and businesses with better aligned and more effective workforce and education systems while enhancing services, equity, and access for all by:

1. Eliminating multiple layers of administrative entities to improve coordination of the workforce development system.
2. Establishing consistent eligibility standards across the state to improve the accountability of workforce-related programs.
3. Providing greater flexibility in allocating resources to maximize the funds directed to training and business services.

**14. Q: Where can I get more information?**

**A:** The REACH Act webpage on [careersourceflorida.com](https://careersourceflorida.com) has up-to-date information about the REACH Act and the ongoing engagement process. Updates will be provided through every phase of the process. Stakeholders and interested parties may leave comments about or insights on alignment considerations at [careersourceflorida.com/boardroom/reach-act](https://careersourceflorida.com/boardroom/reach-act).

# Local Workforce Development Board Letter Grade Formula



The Reimagining Education and Career Help Office



# Statutory Authority

Section 14.36(3)(h), *Florida Statutes* – Title IV, Executive Branch; Chapter 14, Governor; Reimagining Education and Career Help Act:

*Develop the criteria for assigning a letter grade for each local workforce development board under s. 445.004. The criteria shall, in part, be **based on local workforce development board performance accountability measures and return on investment**. The **majority** of the grade shall be based on the improvement by each local workforce development board in the long-term self-sufficiency of participants through outcome measures such as **reduction in long-term public assistance** and the **percentage of participants whose wages were higher after program completion compared to wages before participation in a program**.*





# Project Timeline

## 2021

- **November** – Constituted work group and established bi-weekly meeting cadence
- **December** – Conducted listening session with board representatives & added three board representatives to work group

## 2022

- **January** – Surveyed boards to learn about local performance measures
- **January – April** – Reviewed potential measures and conducted work sessions on formula
- **April 28** – Solicited feedback on draft measures from listening session participants
- **May 23** – CareerSource Florida Virtual Partner Council meeting with LWDBs Executive Directors and CEOs
- **June 9** – Present letter grade formula to the CareerSource Florida Board of Directors



# Measure Development

The workgroup developed and agreed upon ten guiding principles for the development of measures across four categories of board activity to grade:

1. Employment Services
2. Training Services
3. Business Services
4. Economic Self-Sufficiency



# Guiding Principles

1. Meet all statutory requirements for the new letter grade system so Floridians can know how well their local boards are performing in the domains of employment, training, and business services.
2. Maintain consistency with existing federal and state accountability mechanisms.
3. Leverage existing measures and data where possible and appropriate.
4. Include valid measures from within the program year wherever appropriate to minimize the time between services provided and the measured outcome.
5. Incentivize improvement.
6. Minimize perverse incentives and unintended consequences.
7. Ensure that boards are not punished for serving customers with the most significant barriers.
8. Assure quality of data through replication and/or systematic technical review.
9. Promote transparency by sharing documentation that describes all data and calculations in the formula.
10. Give boards the opportunity to review draft formulas and provide feedback.



# Formula Overview

Seven weighted measures totaling 100% and one “extra credit” measure worth up to 5 percentage points:

- **Measure 1 – 20%:** Employment and Training Services (WIOA measures)
- **Measure 2 – 10%:** Percent Trained
- **Measure 3 – 25%:** Earning Increase for WIOA Adult, WIOA DW, and WP Participants
- **Measure 4 – 10%:** Completion-to-Funding Ratio
- **Measure 5 – 5%:** Repeat Business
- **Measure 6 – 5%:** Business Penetration
- **Measure 7 – 25%:** Reduction in Public Assistance (not yet available)
- **Extra Credit Measure – up to additional 5 percentage points:** Serving Individuals on Public Assistance (not yet available)



# Formula Steps

1. Calculate raw percentage for measure, e.g. 30%
2. Calculate percentage of target achieved: If the measure has a target below 100%, divide raw percentage by measure target, capping at 100%
  1. Example:  $30\% \text{ (raw percentage)} / 25\% \text{ (target)} = 120\%$ , which is then capped at 100%
3. Multiply the result of #2 by the measure's weight
  1. Example:  $100\% \text{ (percentage of target)} * 10\% \text{ (measure weight)} = 10 \text{ percentage points}$
4. Repeat for all measures
5. Sum up weighted results for all measures (maximum of 100 across all seven measures)



# Measure #1: Employment and Training Services Outcomes – Weight = 20%

Category: Employment and Training Services

- **Denominator:** The number of federal measures for WIOA Title I and 3 programs (18 for 2020 program year)
- **Numerator:** The number of measures for which the board reached at least 90% of the negotiated local target
- Federal primary indicators for WIOA programs: Adult = 5 measures; Dislocated Worker = 5; Youth = 5; Wagner Peyser = 3; Total = 18 for 2020 program year



# Measure #2: Percent Trained

## Weight = 10%

Category: Training Services

- **Denominator:** All open participations (SNAP E&T, WT, Adult, Dislocated Workers, National Dislocated Workers Grant, Youth, Wagner-Peyser, Trade Adjustment Assistance , WIOA funded grants)
- **Numerator:** Received training services
- Target: 25%, capped (based on analysis of historical data)





# Measure #3: Earning Increase for WIOA Adult, WIOA DW, and WP Participants – Weight = 25%

Category: Employment and Training Services, Self-Sufficiency

- **Denominator:** EERQ2 Adult, DW, and WP Exiters (from measure #1)
- **Numerator:** Exiters with quarterly earnings two quarters after exit higher than quarterly earnings two quarters prior to participation
- Target: 45%, capped (based on analysis of historical data)





# Measure #4: Completion to Funding Ratio

## Weight = 10%

Category: Employment and Training Services

- **Denominator:** Share of program allocations (WIOA, TANF, RESEA, SNAP, TAA, VETS)
- **Numerator:** Share of WIOA program exiters (AD, DW, Youth, WP)
- The calculation is capped at 1.00



# Measure #5: Repeat Business

## Weight = 5%

Category: Business Services

- **Denominator:** All employer worksites served with core services in the prior three years from the reporting year
- **Numerator:** Employers from the denominator who received a core service in the most recent year
- Target: 35%, capped (based on analysis of historical data)



# Measure #6: Business Penetration

## Weight = 5%

Category: Business Services

- **Denominator:** All active employer worksites in Employ Florida
- **Numerator:** Employers from the denominator who received a core service
- Year-over-year percentage point difference between prior and current year

Year-Over-Year Change	Score
>= 4% increase	100%
2% – 3.9% increase	90%
0% – 1.9% increase	80%
-0.1% – -2% decrease	70%
-2.1% – -4% decrease	60%
-4.1% – -6% decrease	40%
-6.1% – -8% decrease	20%
< -8% decrease	0%



# Measure #7: Reduction in Public Assistance

## Weight = 25%

Category: Employment and Training Services, Self-Sufficiency

- **Denominator:** Number of exiters across all customer groups who received SNAP or TANF cash assistance during period of participation
- **Numerator:** Number of individuals who were no longer receiving SNAP or TANF in the fourth quarter after exit
- Target: TBD



# Extra Credit Measure: Serving Individuals on Public Assistance

## Bonus of up to five percentage points

Category: Employment and Training Services, Self-Sufficiency

- **Denominator:** All open participations (SNAP E&T, WT, Adult, Dislocated Workers, National Dislocated Workers Grant, Youth, Wagner-Peyser, Trade Adjustment Assistance, WIOA funded grants)
- **Numerator:** Number of individuals who received SNAP or TANF benefits during their period of participation
- **Target:** TBD



# Data Will Be Available for Review

- We are not producing baseline Program Year 2021 grades until data reporting is complete and all the data are available
- DEO will make all data and calculations available online through the Workforce Metrics platform hosted by CareerSource Florida
- SQL queries will be available from DEO upon request



# Data Sources

Measure #	Data Sources
1	ETA 9173 Reporting, Floridajobs.org - <a href="http://floridajobs.org/local-workforce-development-board-resources/program-monitoring-and-reports/state-program-reports/common-measures-performance-reports">http://floridajobs.org/local-workforce-development-board-resources/program-monitoring-and-reports/state-program-reports/common-measures-performance-reports</a>
2	File(s): ETA9173, AD, DW, Youth, WP, DWG, WIOA funded grants; TAPR – TAA; DEO Database Extract - SNAP E&T, WT
3	ETA 9173
4	DEO Finance & Accounting, ETA9173 Exiters
5	DEO Employ Florida Extract
6	DEO Employ Florida extract
7	DEO – DCF data match
EC	DEO – DCF data match



# Questions/Comments?

- **Measure 1** (slide 8): Employment and Training Services (WIOA measures)
- **Measure 2** (slide 9): Percent Trained
- **Measure 3** (slide 10): Earning Increase for WIOA Adult, WIOA DW, and WVP Participants
- **Measure 4** (slide 11): Completion-to-Funding Ratio
- **Measure 5** (slide 12): Repeat Business
- **Measure 6** (slide 13): Business Penetration
- **Measure 7** (slide 14): Reduction in Public Assistance
- **Extra Credit Measure** (slide 15): Serving Individuals on Public Assistance





First, it would be helpful to have access to or be provided any historic data used to support the recommendations included in the report.

Rather than issue a baseline report, there should be a “test report” with backup data provided to the local system so that any anomalies can be determined before a baseline report is issued. The concern is that if there is not a test report, data inconsistencies or overall system concept errors will cloud the local boards’ reputation.

Secondly, several terms have been used without definition. These terms need to be defined into precise federal measure data terms.

There are inconsistencies in measures in the “groups” used in the metrics. The groups should have funding and mission to provide the services included in the various measures.

Terms “exiter” and “completer” has been used in various measures. They should be consistent or clearly defined.

Guiding Principles 9 and 10 have not been met.

Project Timeline:

- Why only three boards when most frontline, programmatic knowledge rests at the local level?

### **Measure 1**

- Will this be annual or quarterly report? Will MSG be included quarterly since it is an annual measure? The current Indicators of Performance penalizes if MSG is not met within the measure itself.
- This measure is based on our federal performance measures and the weight of the measure should reflect the importance of those measures. If its relative value is diminished and other measures carry more performance value, local emphasis could diminish resulting in the unwanted consequence of a reduction in federal performance.

### **Measure 2**

- Remove SNAP E&T due to such limited funding to perform any quality training services (SNAP is co-enrolled in WIOA most of the time when training funds are needed).
- Remove Wagner Peyser since WP is general labor market and not linked to training. AT MINIMUM clarify the enrollment status of WP – Registrant vs. Participant.

- Double check 25% threshold – this seems extremely high. Methodology on how this has been calculated.
- Denominator:
  - The inclusion of Wagner-Peyser (WP) and National Dislocated Worker Grant (NDWG) participants does not align with the perceived goal of increasing training.
    - WP is a labor exchange program. These customers are primarily ONLY looking for a job. If we provide job search services, they become a participant and are presumably one of the “open participations” one of many terms that needs further definition
    - WP customers who are interested in training, if enrolled, would be a participant under WIOA. Including all WP participants would not be reflective of the actual number of customers who seek training.
    - Not all WP customers are eligible for WIOA funded training. They may be individuals who are working and searching for a different/better job.
    - SNAP provides no funding for training.
    - WT is a “work first” program with process limitations on the ability to provide training. Very limited training funds within WT allocation.
    - NDWG participants are almost wholly those affected by a disaster and are provided with temporary jobs.
    - The historic anecdote regarding federal funded programs is that they have enough funding to provide services, including training to approximately 10% of those eligible.
    -
- Numerator:
  - “Training Services” is not defined. Does this include “training” in interviewing for a job, resume preparation, etc.?
  - See above comment about funding to support services.
- Target:
  - Given the comment on funding, the absolute maximum that could be reached, with a “broader than ITA” definition of training is 10%
  - The target is unrealistic based upon funding, suggest a trial of 10%, to be reviewed in 2023.

### **Measure 3**

- Clarify enrollment status of WP – Registrant vs. Participant. We should not be rated on customers we never work with that are ‘window shopping’.
- Denominator
  - The inclusion of WP participants is of concern. As stated earlier, most of these customers are doing job search/labor market exchange services. The result would be that the job moves are primarily lateral in “normal times.” In times such as these the

wage increases are driven by market forces and not reliant upon individual skill improvements or additions. In other instances, such as an economic downturn, wages for WP customers are highly likely to decrease. This group (WP) should be removed from the Denominator as those in training will be enrolled under an appropriate WIOA program.

- The weight should be reduced to 20%

#### **Measure 4**

- Clarify 'WIOA Program Exiters' in the numerator when WP is included....
- Denominator includes non-training funds, while numerator seems to look at training. As funding continues to contract, it will become harder to meet this measure
- The term "Completions" is not defined. Does this include persons who are participants and only receive initial services, leaving with a positive outcome or must they be enrolled in a training activity?
- If training, then the level of overall funding as well as the anecdote of 10% will limit the ability to serve.

#### **Measure 5**

- This was a pilot measure under WIOA. The problem with this measure is as you serve businesses you come to a point where you must take a hit for year in order to reset your goal number to ensure success in the future year.
- Denominator:
  - The term "worksites" needs definition. Employers with multiple locations (worksites in EF) do not have services recorded for each worksite. A Worksite's function is to provide an accurate location for job listings. Services are credited to the "master account."
  - Does this term also include work experience worksite listings?

#### **Measure 6**

- The term "worksites" is again used without full definition.
- This measure is largely driven by labor market condition. Currently we have a very large number of employer listings. In a downturn economy we will have fewer. There should be some type of "environmental" adjustment in this calculation.
- Additionally, someone achieving a score of 100 in one year because of conditions, can, at best, only get a score of 80 if that level is maintained during the second year.
- This is another case of funding cuts making it difficult to continually increase performance year over year due to reduced staffing.

### **Measure 7**

- Recommend weight be reduced to 20%
- Inconsistent terms “exiter” and “completer” has been used in various measures. They should be consistent or clearly defined.
- Will the numerator include transitional? What is considered ‘exit date’? Is it the date the case is closed due to earnings?

## Alternative Letter Grade Proposal

The recent presentation on Letter Grades raised concerns on several areas of the proposed measures. These concerns were from local professionals with knowledge of the practical, not theoretical, business situations and the strength of the data sources.

The approach, put together in a relatively short time frame reaches outside proven data sources and, in some instances, would appear to fashion an unrealistic combination of data streams that would negatively impact the workforce system's proven track record.

Rather than take a giant step in the first year, an alternative, multi-year(step), process is suggested. This process would use proven data/performance reports in the first year and expand on those measures in the future.

1. Use the current federal indicators of performance. This can be done by using all 18 to develop the average grade or collapse that into the main compilations: Adult, Youth, Dislocated Workers and Wagner-Peyser.

The relative value of these would be 45% of the total grade. This ensures that the REACH Act requirement that self-sufficiency measures are more weighted.

2. Use two TANF measures to be the basis of the 55%.
  - a. TANF customers completing with a job.
  - b. TANF customers completing with a job and retaining employment after two quarters.

There are two steps to self-sufficiency: getting that job and retaining it. This will establish a base level of performance upon which improvement can be measured for scoring/letter grading.

This approach would establish initial grades and additional measures could be added during the next year or years. It allows a review of definitions, data sources and methodology. It will also ensure that those additional measures have been tested, targets set and understood by all parties. This will go a long way to reduced system "gaming".

BOARD MEMBERSHIP TERMS - 4/11/2022				
	WORKFORCE REP(20%)=8 MEMBERS (AT 33 TOTAL)			
	SECTOR	NAME	TERM EXPIRES	COUNTY
1	Apprenticeship	Fred Morgan	2029	Marion
2	CBO/ Barriers	Theresa Flick	2029	Citrus
3	CBO/ Barriers	Charles Harris	2026	Marion
4	CBO/Barriers-Vet	Ted Knight	2028	Citrus
5	Labor	Fred Morgan	2029	Marion
6	Labor	Nelson Mathis, Jr	2029	Levy
7	Youth Serving Organization	Jorge Martinez	2027	Marion
8	Youth Serving Organization	Christie McElroy	2028	Levy
	GOVERNMENT/ EDC 4 SEATS			
9	Economic Development	Joyce Wilson	2026	Levy
10	Economic Development	Vacant	2026	Citrus
11	Trans/ Public Housing	Judy Houlios	2027	Marion
12	Voc Rehab	Angie White	2029	All
	EDUCATION 4 SEATS			
13	Education-Adult	Vacant	2027	Marion
14	Education-Higher Private	Pete Beasley	2029	Marion
15	Education-Higher Public	Mark Paugh	2026	All
16	Education-School District	Debra Stanley	2028	Citrus
	PRIVATE SECTOR 17 SEATS			
17	Private Sector	Al Jones	2028	Citrus
18	Private Sector	Kevin Cunningham	2026	Citrus
19	Private Sector	Tiffany Wiggins	2028	Citrus
20	Private Sector	John Murphy	2028	Citrus
21	Private Sector	Vacant	2029	Citrus
22	Private Sector	Carl Flanagan	2026	Citrus
23	Private Sector	Arno Proctor	2029	Levy
24	Private Sector	Kim Baxley	2027	Levy
25	Private Sector	John Hemken	2028	Levy
26	Private Sector	Lewrissa Mainwaring	2026	Levy
27	Private Sector	Vacant	2026	Levy
28	Private Sector	Brandon Whiteman	2027	Marion
29	Private Sector	Darlene Goddard	2026	Marion
30	Private Sector	Jeff Chang	2028	Marion
31	Private Sector	Kathy Judkins	2026	Marion
32	Private Sector	Pat Reddish	2027	Marion
33	Private Sector	Equilla Wheeler	2028	Marion

Board Member Attendance 2021-2022							
Full Board				Committee/Executive			
First	Last	Attended/Excused	TTL Meetings		Attended/Excused	TTL Meetings	
Lewrissa	Mainwaring	1	4	25%	0	4	0%
Equilla	Wheeler	1	4	25%	1	4	25%
Angela	White	1	4	25%	3	4	75%
John	Hemken	2	4	50%	2	4	50%
Arno	Proctor	2	4	50%	4	4	100%
Kevin	Cunningham	2	4	50%	4	4	100%
Debra	Stanley	4	4	100%	0	4	0%
John	Murphy	3	4	75%	3	4	75%
Judy	Houlios	3	4	75%	3	4	75%
Tiffany	Wiggins	3	4	75%	3	4	75%
Jeff	Chang	3	4	75%	4	4	100%
Jorge	Martinez	3	4	75%	4	4	100%
Nelson (Lanny)	Mathis, Jr	3	4	75%	4	4	100%
Theresa	Flick	3	4	75%	4	4	100%
Kathy	Judkins	4	4	100%	3	4	75%
Pat	Reddish	4	4	100%	3	4	75%
Albert	Jones	4	4	100%	11	11	100%
Brandon	Whiteman	4	4	100%	10	11	91%
Carl	Flanagan	4	4	100%	4	4	100%
Charles	Harris	4	4	100%	11	11	100%
Christie	McElroy	2	2	100%	3	3	100%
Darlene	Goddard	4	4	100%	4	4	100%
Fred	Morgan	4	4	100%	11	11	100%
Joyce	Wilson	1	1	100%	1	1	100%
Kimberly	Baxley	4	4	100%	7	7	100%
Mark	Paugh	4	4	100%	4	4	100%
Pete	Beasley	4	4	100%	11	11	100%
Ted	Knight	4	4	100%	9	11	82%

**BOARD MEETING AGENDA**  
**Tuesday, June 7, 2022 – 11:30 a.m.**  
**College of Central Florida – Marion Campus – Webber Center**  
**3001 SW College Road, Ocala, FL 34474**

**Join Zoom Meeting:** <https://us02web.zoom.us/j/84334468877>  
**Conference Line: 1 646 558 8656 Meeting ID: 843 3446 8877**

Call to Order		K. Baxley
Invocation and Pledge of Allegiance		R. Stermer
Roll Call		C. Schnettler
Public Comment		K. Baxley
Approval of Minutes, March 9, 2022	Pages 4 - 14	K. Baxley
Introduction of New Members		K. Baxley

**APPROVAL OF CONTRACTS 2022-2023**

**Master Contracts Requiring 2/3rds Vote**

1. Citrus County Chamber of Commerce
2. Levy County Schools
3. College of Central Florida

Pages 15 - 16

K. Baxley /  
R. Skinner

**Master Contracts Requiring 2/3rds Vote - OJT, CBT, or  
Apprenticeship Training Opportunities**

4. Ancorp
5. Key Training Center
6. Lockheed Martin
7. A & M Manufacturing
8. Ocala Housing Authority

**Contracts Not Requiring 2/3rds Vote**

9. Marion County School Board
10. Ocala Metro Chamber and Economic Partnership
11. Eckerd Connects
12. Thomas P. Miller and Associates
13. Underwood and Sloan
14. Powell and Jones – Joint Auditing
15. Powell and Jones – Subrecipient Monitoring
16. CD Staffing
17. Region 6 Financial Services Agreement

**LUNCH**



## **DISCUSSION ITEMS**

State Update	Pages 17 - 23	R. Skinner
Monitoring Report	Pages 24 - 25	R. Skinner
Letter Grades	Pages 26 - 48	R. Skinner
Workforce Issues that are Important to our Community		R. Skinner
Financial Disclosure Forms / Annual Conflicts Reminder		R. Skinner

## **ACTION ITEMS**

Strategic Plan	Pages 49 - 69	D. French
Schedule of Operations	Pages 70 - 72	D. French
2022/2023 Budget	Pages 73 - 74	D. French
Targeted Occupation List	Pages 75 - 77	L. Trowbridge

## **CONSENT AGENDA**

<u>Nominating Committee – 5/4/2022</u>	Pages 78 - 80	K. Baxley
Affirmation of Chair		
Nomination of Vice Chair		
Nomination of Treasurer		

<u>CEO Contract Review – 5-11-2022</u>	Pages 81 - 85	K. Baxley
CEO Contract Renewal		

<u>Performance and Monitoring – 5/10/2022</u>	Pages 86 - 87	C. Galica
DOE 2021 Monitoring Report		
Subrecipient Monitor		

<u>Business and Economic Development – 5/12/2022</u>		P. Beasley
No Action Items		

<u>Career Center – 5/19/2022</u>	Pages 88 - 90	L. Trowbridge
Learning Alliance Apprenticeship		
Background Check Contractor		
Job Search Readiness OPS-07		
		A. Jones

<u>Marketing and Outreach – 5/25/2022</u>		
No Action Items		

<u>Executive Committee – 5/16/2022, 6/1/2022</u>	Pages 91 - 96	K. Baxley /
2022-2023 Annual Benefits Renewal		R. Skinner
Administrative Plan		
Youth Build Grant Award		
2022/2023 Budget		
Staff Increases		

**PROJECT UPDATES**

None

**MATTERS FROM THE FLOOR**

**ADJOURNMENT**