

Executive Committee Meeting

MEETING AGENDA

Meeting Details

Date: Friday, June 14, 2024

Time: 8:00 a.m.

Location: Administrative Office
584 NW University Blvd.
Suite 100
Port St. Lucie, FL 34986

Microsoft TEAMS Virtual Meeting Access

Access Code: 971 476 512#

Phone: 1-772-800-5467

URL: [Join the meeting now](#)

Opening Remarks

1. Welcome & Attendance
2. Declarations of Conflict of Interest

Voting Items

3. Review and Approve Financial Statements - April 2024
4. Review and Approve Draft Budget - PY 2024-2025
5. Review and Approve Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs
6. Review and Approve Comprehensive One-Stop Career Center Memorandum of Understanding (MOU) and Infrastructure Agreement (IFA)
7. Review and Approve Risk Evaluation Form Subrecipient Services - Workforce Coordination Consulting OSO Contract PY24-25
8. Review and Approve Risk Evaluation Form Subrecipient Services - WIOA Youth Services - PY 2024-2025
9. Review and Approve Renewable Vendor Contracts - PY 2024-2025
 - Manpower
 - Taylor, Hall, Miller, Parker (THMP)
 - Ward Damon, Attorneys at Law
 - James Moore, CPA
 - Spherion
10. Slate of Officers - PY 24-25

Information/Discussion

11. Board of Directors Membership Recertification - PY2024-2025
12. Other Business
 - a. Regional Planning Area (RPA) Update
 - b. WIOA Four-Year Plan Development - Planning Sessions
 - c. Legislative/CareerSource Florida Updates
13. Adjournment

Next Executive Committee Meeting will be held on September 25, 2024

collaborate.
innovate.
lead.



AGENDA ITEM SUMMARY

Title	Declarations of Conflict of Interest
Strategic	N/A
Plans/Goals	Public Law 105-220
Policy/Plan/Law	Information Only
Background/Action Requested	In the event that a conflict of interest arises due to business or employment interests of associates or close family members, a Regional Workforce Development Board member would be required to reveal that conflict, to refrain from voting on the issue and to file a memorandum of voting conflict Commission Form 8B
Staff Recommendations	Conflict of Interest Statement Form
Supporting Material	8B Memorandum of Voting Conflict
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418

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APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
 - The form must be read publicly at the next meeting after the form is filed.
- IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:
- You must disclose orally the nature of your conflict in the measure before participating.
 - You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, _____, hereby disclose that on _____, 20: ____

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

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

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

Date Filed

Signature

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

AGENDA ITEM SUMMARY

Title	Review and Approve Financial Report
Strategic Plans/Goals	Optimal Use of Resources
Policy/Plan/Law	Workforce Innovation and Opportunity Act (WIOA)/Role of LWDB's
Action Requested	Review and Approve April Financial Report - PY 2024-2025
Background	The Board approved the budget for PY 2024-2025. The Executive Committee regularly reviews budgets, all amendments to the budget, and monthly expenditures.
Staff Recommendations	Review and Approve April Financial Report
Supporting Material	Monthly Financial Report
Board Staff	Lisa Delligatti Chief Financial Officer ldelligatti@careersourcerc.com (866) 482-4473 ext. 430

LWDB 20
Summary of Funding and Expenditures
As of April 30, 2024

PY 23-24 TOTAL AVAILABLE FUNDING	INDIRECT	10 ADULT	12 DW	11 YOUTH	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA	40 WTP	470 Apprent Navigator
PY 23-24 Allocations		\$ 1,020,696	\$ 768,878	\$ 890,940	\$ 812,239	\$ 277,746	\$ 126,167	\$ 166,108	\$ 398,384	\$ 844,327	\$ 62,499
PY 23-24Supplemental		\$ -	\$ 164,384	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ (354,062)	\$ -	\$ (78,699)	\$ (91,213)	\$ -	\$ -	\$ -
Carryforward to PY 24-25		\$ -	\$ (919,443)	\$ (482,276)	\$ (114,544)	\$ (82,541)	\$ (37,396)	\$ (58,704)	\$ (51,322)	\$ (257,000)	\$ -
Carryforward from PY 22-23		\$ 286,364	\$ 869,768	\$ 568,110	\$ 81,565	\$ 57,470	\$ 20,463	\$ 24,529	\$ 134,912	\$ 124,448	\$ -
TOTAL	\$ -	\$ 1,307,060	\$ 883,587	\$ 976,774	\$ 425,197	\$ 252,675	\$ 30,535	\$ 40,720	\$ 481,974	\$ 711,775	\$ 62,499
FUNDING DRAWN DOWN YTD											
FUNDING DRAWN DOWN YTD	INDIRECT	10 ADULT	12 DW	11 YOUTH	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA	40 WTP	470 Apprent Navigator
PY 23-24 Allocations		\$ 620,000	\$ 101,600	\$ 69,201	\$ 277,977	\$ 163,873	\$ 16,984	\$ 8,918	\$ 242,700	\$ 451,163	\$ 62,499
PY 23-24Supplemental		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 24-25		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 22-23		\$ 286,364	\$ 869,768	\$ 568,110	\$ 81,565	\$ 54,168	\$ 20,463	\$ 24,529	\$ 134,912	\$ 124,448	\$ -
TOTAL		\$ 906,364	\$ 971,368	\$ 637,311	\$ 359,542	\$ 218,041	\$ 37,447	\$ 33,447	\$ 377,612	\$ 575,611	\$ 62,499
% of Total Budgeted Funding Received		69.34%	109.93%	65.25%	84.56%	86.29%	122.64%	82.14%	78.35%	80.87%	0.00%
EXPENDITURES											
Administrative	\$ (0)	\$ 91,443	\$ 118,515	\$ 15,305	\$ 94,706	\$ 27,698	\$ 3,631	\$ 3,168	\$ 51,244	\$ 81,712	\$ 8,494
Salaries and Benefits	\$ 382,992	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General and Administrative	\$ 183,351	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Indirect Costs	\$ (566,343)	\$ 266,230	\$ 29,205	\$ 15,305	\$ 9,216	\$ 27,698	\$ 3,631	\$ 3,168	\$ 51,244	\$ 81,712	\$ 8,508
Reclassification	\$ -	\$ (174,787)	\$ 89,310	\$ -	\$ 85,490	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (14)
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Training	\$ 0	\$ 808,881	\$ 833,046	\$ 701,672	\$ 293,893	\$ 179,675	\$ 33,059	\$ 31,324	\$ 327,747	\$ 524,719	\$ 54,005
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ 580,259	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 213,078	\$ 838,790	\$ 98,486	\$ 17,762	\$ 20,705	\$ 106,940	\$ 5,173	\$ 5,421	\$ 219,409	\$ 325,289	\$ 41,545
Contract Labor	\$ -	\$ 20,709	\$ 10,978	\$ -	\$ 38	\$ 24,397	\$ 17	\$ 14	\$ 23,036	\$ 29,328	\$ 421
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,775	\$ -
Support Services Non-ITA	\$ -	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,971	\$ -
Support Services ITA	\$ -	\$ 6,046	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-ITA/OST/TAA	\$ -	\$ 212,543	\$ 25,128	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75	\$ -
Training-OJT	\$ -	\$ 207,340	\$ 7,558	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-Cust/Employed Worker	\$ -	\$ 17,097	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 1,171	\$ 7,532	\$ 939	\$ 755	\$ 1,983	\$ 1,188	\$ 5,505	\$ 2,496	\$ 1,866	\$ 3,357	\$ 557
One Stop Shared Costs	\$ -	\$ 112,895	\$ 14,071	\$ 621	\$ 34,003	\$ 18,596	\$ 17,997	\$ 19,335	\$ 38,031	\$ 49,611	\$ 6,259
Other Operating Expenses	\$ 42,896	\$ 118,525	\$ 13,589	\$ 95,325	\$ 28,738	\$ 15,978	\$ 2,719	\$ 2,619	\$ 22,139	\$ 75,213	\$ 1,112
Allocated Program Indirect	\$ (257,144)	\$ 120,880	\$ 13,260	\$ 6,949	\$ 4,184	\$ 12,576	\$ 1,649	\$ 1,439	\$ 23,267	\$ 37,101	\$ 3,863
Reclassification	\$ -	\$ (853,528)	\$ 649,039	\$ -	\$ 204,241	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 248
Total Expenditures	\$ 0	\$ 900,324	\$ 951,562	\$ 716,977	\$ 388,599	\$ 207,373	\$ 36,690	\$ 34,492	\$ 378,990	\$ 606,431	\$ 62,499
Funding Over/(under) expenditures	\$ 0	\$ 6,040	\$ 19,806	\$ (79,667)	\$ (29,057)	\$ 10,668	\$ 756	\$ (1,045)	\$ (1,378)	\$ (30,820)	\$ -
YTD % of Budgeted Funds Expended		68.88%	107.69%	73.40%	91.39%	82.07%	120.16%	84.71%	78.63%	85.20%	0.00%

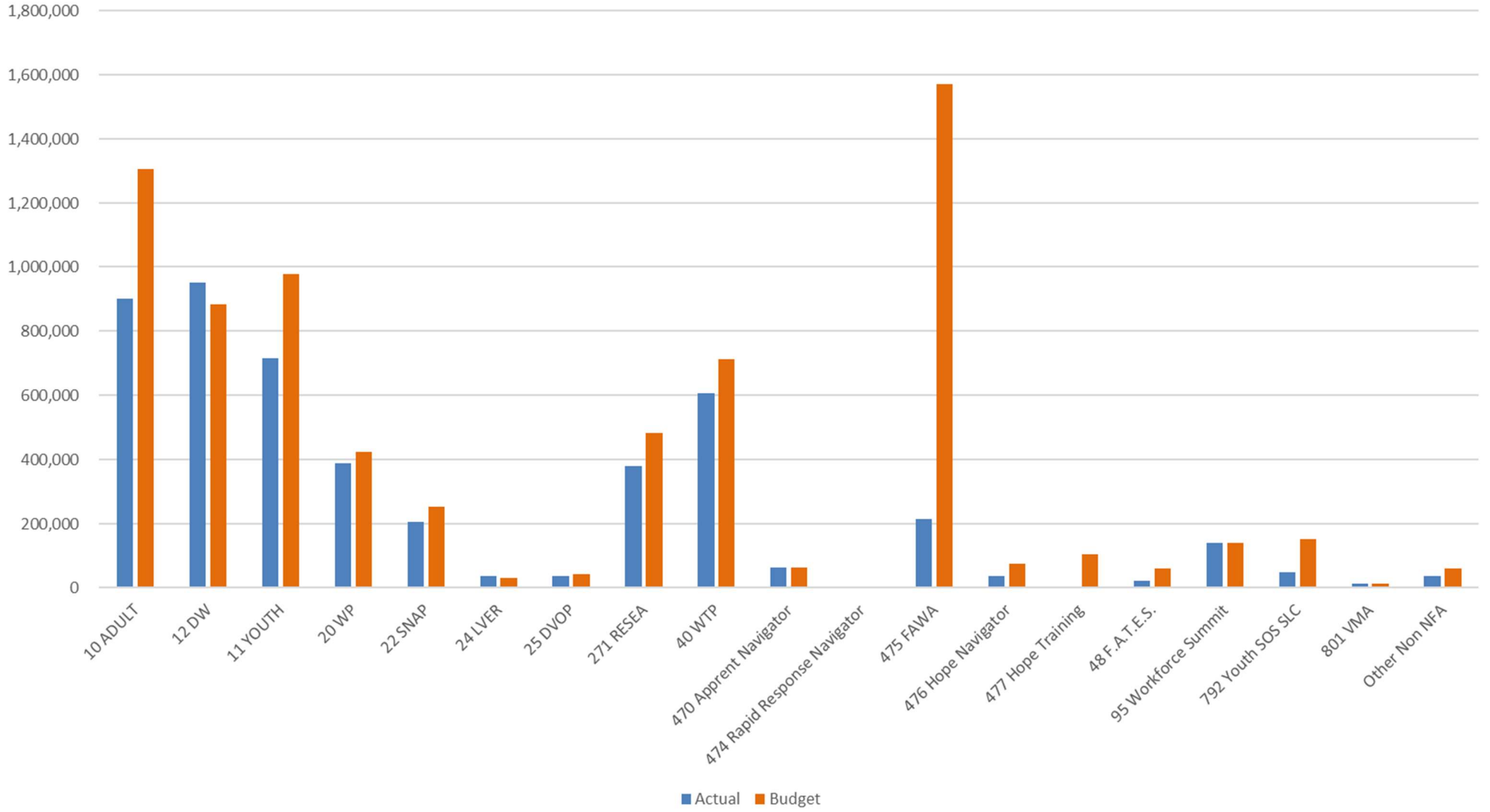
LWDB 20
Summary of Funding and Expenditures
As of April 30, 2024

PY 23-24 TOTAL AVAILABLE FUNDING	474 Rapid Response Navigator	475 FAWA	476 Hope Navigator	477 Hope Training	48 F.A.T.E.S.	95 Workforce Summit	792 Youth SOS SLC	801 VMA	Other Non NFA
PY 23-24 Allocations	\$ 4,700	\$ -	\$ 73,283	\$ 104,686	\$ -	\$ 140,000	\$ -	\$ 12,024	\$ -
PY 23-24 Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,046
Additional Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 149,230	\$ -	\$ -
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 24-25	\$ -	\$ 310,485	\$ -	\$ -	\$ (97,043)	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 22-23	\$ -	\$ 1,260,541	\$ -	\$ -	\$ 156,308	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 4,700	\$ 1,571,026	\$ 73,283	\$ 104,686	\$ 59,265	\$ 140,000	\$ 149,230	\$ 12,024	\$ 60,046
FUNDING DRAWN DOWN YTD									
FUNDING DRAWN DOWN YTD	474 Rapid Response Navigator	475 FAWA	476 Hope Navigator	477 Hope Training	48 F.A.T.E.S.	95 Workforce Summit	792 Youth SOS SLC	801 VMA	Other Non NFA
PY 23-24 Allocations	\$ 4,700	\$ -	\$ 40,100	\$ 204	\$ -	\$ 140,000	\$ -	\$ 13,026	\$ -
PY 23-24 Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,747
Additional Funds	\$ -	\$ -	\$ -	\$ -	\$ 156,308	\$ -	\$ 39,944	\$ -	\$ -
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward to PY 24-25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carryforward from PY 22-23	\$ -	\$ 220,741	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 4,700	\$ 220,741	\$ 40,100	\$ 204	\$ 156,308	\$ 140,000	\$ 39,944	\$ 13,026	\$ 37,747
% of Total Budgeted Funding Received	100.00%	14.05%	54.72%	0.20%	263.74%	0.00%	26.77%	108.33%	62.86%
EXPENDITURES									
Administrative	\$ 549	\$ 29,967	\$ 5,075	\$ 35	\$ 2,802	\$ 20,445	\$ 6,898	\$ -	\$ 4,658
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General and Administrative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Indirect Costs	\$ 549	\$ 29,967	\$ 5,075	\$ 35	\$ 2,802	\$ 20,445	\$ 6,898	\$ -	\$ 4,658
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Training	\$ 3,542	\$ 186,304	\$ 32,167	\$ 226	\$ 17,142	\$ 119,825	\$ 41,555	\$ 13,026	\$ 32,355
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 2,819	\$ 106,055	\$ 25,282	\$ 169	\$ 3,432	\$ -	\$ 3,598	\$ -	\$ 12,639
Contract Labor	\$ 9	\$ 1,824	\$ 219	\$ 1	\$ 47	\$ -	\$ -	\$ -	\$ -
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Support Services Non-ITA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Support Services ITA	\$ -	\$ -	\$ -	\$ -	\$ 1,017	\$ -	\$ -	\$ -	\$ -
Training-ITA/OST/TAA	\$ -	\$ -	\$ -	\$ -	\$ 9,485	\$ -	\$ -	\$ -	\$ -
Training-OJT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,274
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,733	\$ -	\$ -
Travel	\$ 4	\$ 1,185	\$ 100	\$ 2	\$ 12	\$ -	\$ -	\$ -	\$ 904
One Stop Shared Costs	\$ 51	\$ 17,454	\$ 2,936	\$ 35	\$ 795	\$ -	\$ 1,689	\$ -	\$ 6,240
Other Operating Expenses	\$ 410	\$ 46,178	\$ 1,326	\$ 3	\$ 1,081	\$ 110,542	\$ 1,404	\$ 13,026	\$ 6,184
Allocated Program Indirect	\$ 249	\$ 13,606	\$ 2,304	\$ 16	\$ 1,272	\$ 9,283	\$ 3,132	\$ -	\$ 2,115
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 4,091	\$ 216,271	\$ 37,241	\$ 260	\$ 19,943	\$ 140,270	\$ 48,453	\$ 13,026	\$ 37,013
Funding Over/(under) expenditures	\$ 609	\$ 4,470	\$ 2,859	\$ (56)	\$ 136,365	\$ (270)	\$ (8,509)	\$ -	\$ 734
YTD % of Budgeted Funds Expended	87.04%	13.77%	50.82%	0.25%	33.65%	0.00%	32.47%	108.33%	61.64%

LWDB 20
Summary of Funding and Expenditures
As of April 30, 2024

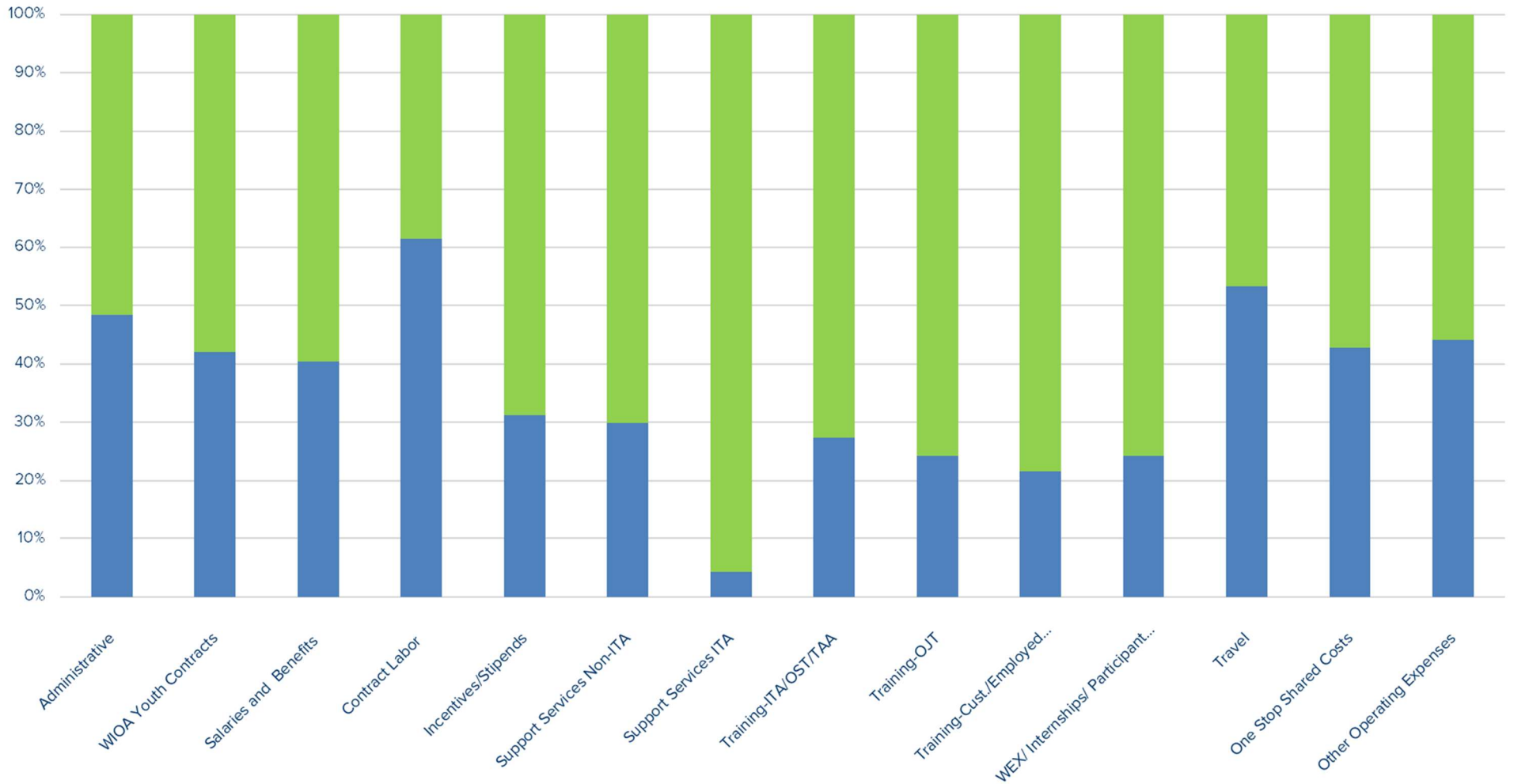
PY 23-24 TOTAL AVAILABLE FUNDING	YEAR TO DATE TOTALS			
PY 23-24 Allocations		\$	5,702,677	
PY 23-24 Supplemental		\$	164,384	
Unrestricted Funds Earned this year		\$	60,046	
Additional Funds		\$	149,230	
Retained by DEO for Merit Salaries		\$	(523,974)	
Carryforward to PY 24-25		\$	(1,789,784)	
Carryforward from PY 22-23		\$	3,584,477	
TOTAL		\$	7,347,056	
FUNDING DRAWN DOWN YTD				
	PY 23-24 Actual	PY 23-24 Budget	VARIANCE	% Expended
PY 23-24 Allocations	\$ 2,212,946	\$ 5,702,677	\$ 3,489,731	38.805%
PY 23-24 Supplemental	\$ -	\$ 164,384	\$ 164,384	0.000%
Unrestricted Funds Earned this year	\$ 37,747	\$ 60,046	\$ 22,299	62.864%
Additional Funds	\$ 196,252	\$ 149,230	\$ (47,022)	131.510%
Retained by DEO for Merit Salaries	\$ -	\$ (523,974)	\$ (523,974)	
Carryforward to PY 24-25	\$ -	\$ (1,789,784)	\$ (1,789,784)	
Carryforward from PY 22-23	\$ 2,385,067	\$ 3,584,477	\$ 1,199,410	66.539%
TOTAL	\$ 4,832,012	\$ 7,347,056	\$ 2,515,044	65.768%
% of Total Budgeted Funding Received	65.77%			
EXPENDITURES				
	PY 23-24 Actual	PY 23-24 Budget	VARIANCE	% Expended
Administrative	\$ 566,343	\$ 603,203	\$ 36,859	93.89%
Salaries and Benefits	\$ 382,992	\$ 515,350	\$ 132,358	74.32%
General and Administrative	\$ 183,351	\$ 86,486	\$ (96,865)	212.00%
Allocated Indirect Costs	\$ 0	\$ 1,366	\$ 1,366	
Reclassification	\$ (0)	\$ -	\$ (0)	
Travel	\$ -	\$ -	\$ -	
Program Training	\$ 4,234,162	\$ 6,795,511	\$ 2,561,350	62.3%
WIOA Youth Contracts	\$ 580,259	\$ 800,000	\$ 219,741	72.5%
Salaries and Benefits	\$ 2,046,592	\$ 3,012,056	\$ 965,464	67.9%
Contract Labor	\$ 111,038	\$ 69,550	\$ (41,488)	159.7%
Internship	\$ -	\$ -	\$ -	
Incentives/Stipends	\$ 2,775	\$ 6,126	\$ 3,351	45.3%
Support Services Non-ITA	\$ 2,021	\$ 4,759	\$ 2,738	42.5%
Support Services ITA	\$ 7,063	\$ 156,500	\$ 149,437	4.5%
Training-ITA/OST/TAA	\$ 247,231	\$ 658,515	\$ 411,283	37.5%
Training-OJT	\$ 214,898	\$ 670,424	\$ 455,526	32.1%
Training-Cust./Employed Worker	\$ 21,371	\$ 78,000	\$ 56,629	27.4%
WEX/ Internships/ Participant Wages	\$ 31,733	\$ 99,226	\$ 67,493	32.0%
Travel	\$ 29,555	\$ 25,891	\$ (3,664)	114.2%
One Stop Shared Costs	\$ 340,620	\$ 456,990	\$ 116,370	74.5%
Other Operating Expenses	\$ 599,006	\$ 757,440	\$ 158,434	79.1%
Allocated Program Indirect	\$ (0)	\$ 35	\$ -	
Reclassification	\$ 0	\$ -	\$ 0	
Total Expenditures	\$ 4,800,505	\$ 7,398,714	\$ 2,598,209	64.9%
Funding Over/(under) expenditures	\$ 31,507			
YTD % of Budgeted Funds Expended	65.34%			

Budget vs Actual by Program

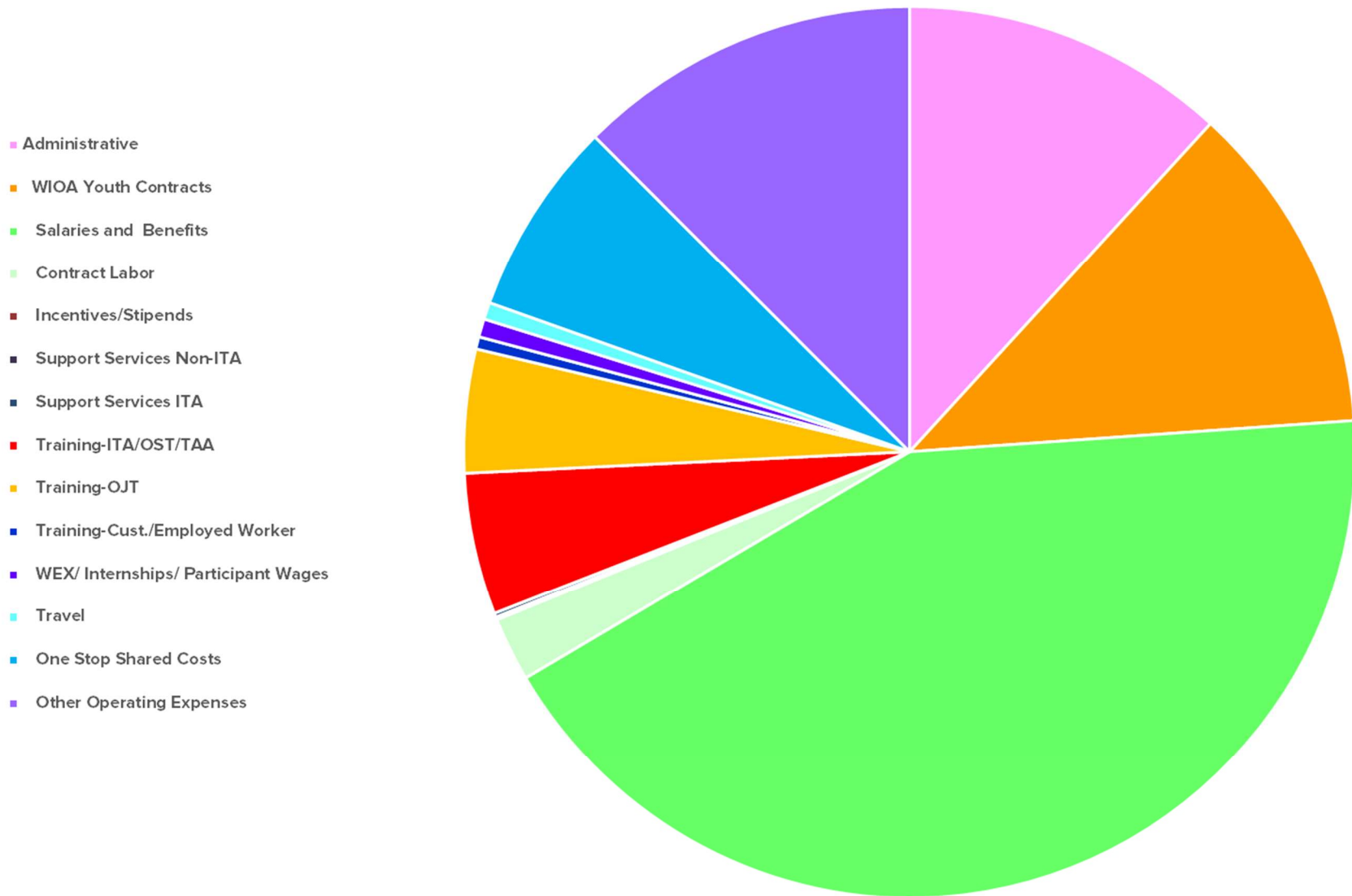


Budget to Actual by Expenditure Category as of April 30, 2024

■ PY 23-24 Actual ■ PY 23-24 Budget



PY 23-24 Expenditures Actual



AGENDA ITEM SUMMARY

Title	Review and Approve 2024-2025 Draft Budget
Strategic Goal	Optimal Use of Resources
Policy/Plan/Law	Workforce Innovation & Opportunity Act: Role of Local Workforce Boards
Action Required	Review and Approve Preliminary Budget for PY 2024-2025
Background	<p>Each year, the Board approves a budget for the following program year. Board Staff has received preliminary allocations for the WIOA, Wagner Peyser, and Welfare Transition programs for PY 2023-2024. The Finance department meets with Executive Management staff, and drafts a projected budget to present to the Board of Directors based on this preliminary information.</p> <p>Attached is a copy of the draft budget for the Executive Committee's review and approval. The Board will have the opportunity to approve the 2024-2025 budget at the Annual meeting on June 26, 2024.</p>
Staff Recommendation	Approve the preliminary draft budget for PY 2024-2025
Supporting Material	Draft Budget PY 2024-2025
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com 866-482-4473 ext. 418

**LWDB 20
PY 24-25 DRAFT Budget**

Budget for PY 24-25	TOTAL LWDB20 FUNDING	INDIRECT	10 ADULT	12 DW	11 YOUTH	20 WP	22 SNAP	24 LVER	25 DVOP	271 RESEA
Funding:										
PY 24-25 Allocations	\$ 5,408,676		\$ 826,927	\$ 747,469	\$ 684,294	\$ 794,094	\$ 277,746	\$ 126,167	\$ 166,108	\$ 453,000
PY 24-25 Supplemental	\$ 164,384		\$ -	\$ 164,384	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Funds Earned this year	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds/Incentives	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries	\$ (511,055)		\$ -	\$ -	\$ -	\$ (341,143)	\$ -	\$ (78,699)	\$ (91,213)	\$ -
Carryforward to PY 25-26	\$ (903,226)		\$ -	\$ (152,781)	\$ (338,886)	\$ (100,000)	\$ (49,075)	\$ (8,699)	\$ (41,090)	\$ (66,778)
Carryforward from PY 23-24	\$ 2,038,655		\$ 800,000	\$ 800,000	\$ 595,000	\$ 101,125	\$ 76,500	\$ 20,463	\$ 24,529	\$ 122,540
Total DEO Grant Funding	\$ 6,197,434	\$ -	\$ 826,927	\$ 1,559,072	\$ 940,408	\$ 454,076	\$ 305,171	\$ 59,232	\$ 58,334	\$ 508,762
OTHER NON DEO REVENUES	\$ 310,539									
Total Available Funding	\$ 6,507,973	\$ -	\$ 826,927	\$ 1,559,072	\$ 940,408	\$ 454,076	\$ 305,171	\$ 59,232	\$ 58,334	\$ 508,762
Budgeted Expenditures:										
Administrative	\$ 671,966	\$ (0)	\$ 276,809	\$ 46,252	\$ 11,657	\$ 10,652	\$ 35,864	\$ 5,272	\$ 4,322	\$ 60,069
Salaries and Benefits	\$ 511,554	\$ 511,554	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General and Administrative	\$ 160,412	\$ 160,412	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocated Indirect Costs	\$ 0	\$ (671,966)	\$ 276,809	\$ 46,252	\$ 11,657	\$ 10,652	\$ 35,864	\$ 5,272	\$ 4,322	\$ 60,069
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Training	\$ 5,836,008	\$ 0	\$ 550,118	\$ 1,512,820	\$ 928,751	\$ 443,423	\$ 269,307	\$ 53,960	\$ 54,012	\$ 448,693
WIOA Youth Contracts	\$ 800,000	\$ -	\$ -	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries and Benefits	\$ 2,791,442	\$ 265,201	\$ 979,573	\$ 185,878	\$ 21,616	\$ 28,153	\$ 196,493	\$ 7,527	\$ 8,101	\$ 318,015
Contract Labor	\$ 6,903	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends	\$ 12,126	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Support Services Non-ITA	\$ 10,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Support Services ITA	\$ 11,500	\$ -	\$ 5,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-ITA/OST/TAA	\$ 304,957	\$ -	\$ 247,278	\$ 12,680	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-OJT	\$ 309,838	\$ -	\$ 282,278	\$ 6,560	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training-Cust./Employed Worker	\$ 50,000	\$ -	\$ 40,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WEX/ Internships/ Participant Wages	\$ 107,953	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 33,500	\$ -	\$ 9,039	\$ 1,127	\$ 906	\$ 2,379	\$ 1,425	\$ 6,606	\$ 2,996	\$ 2,239
One Stop Shared Costs	\$ 658,174	\$ -	\$ 196,078	\$ 65,719	\$ -	\$ 65,719	\$ 34,223	\$ 34,223	\$ 37,890	\$ 70,931
Other Operating Expenses	\$ 739,015	\$ 51,018	\$ 145,349	\$ 32,756	\$ 100,744	\$ 32,756	\$ 20,289	\$ 3,123	\$ 2,992	\$ 29,240
Allocated Program Indirect	\$ (0)	\$ (316,219)	\$ 130,263	\$ 21,766	\$ 5,486	\$ 5,013	\$ 16,877	\$ 2,481	\$ 2,034	\$ 28,268
Reclassification	\$ -	\$ -	\$ (1,484,739)	\$ 1,175,335	\$ -	\$ 309,404	\$ -	\$ -	\$ -	\$ -
Total Planned Expenditures	\$ 6,507,974	\$ 0	\$ 826,927	\$ 1,559,072	\$ 940,408	\$ 454,075	\$ 305,171	\$ 59,231	\$ 58,334	\$ 508,762
	0	0	0	0	0	0	0	0	0	0

**LWDB 20
PY 24-25 DRAFT Budget**

Budget for PY 24-25	40 WTP	470 Apprenticeship Navigator	474 Rapid Response Navigator	476 Hope Nav	477 Hope Training	475 FAWA	48 F.A.T.E.S.	95 Workforce Summit	792 Youth SOS SLC	Other Non NFA	TOTAL FORMULA FUNDS
Funding:											
PY 24-25 Allocations	\$ 963,229	\$ 100,580	\$ 75,000	\$ 54,062		\$ -	\$ -	\$ 140,000	\$ -	\$ -	\$ 5,408,676
PY 24-25 Supplemental	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164,384
Unrestricted Funds Earned this year	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds/Incentives	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ (511,055)
Carryforward to PY 25-26		\$ -	\$ (57,789)			\$ (88,128)	\$ -	\$ -	\$ -	\$ -	\$ (903,226)
Carryforward from PY 23-24	\$ 715	\$ -	\$ -	\$ 30,000	\$ 104,000	\$ 163,784	\$ -	\$ -	\$ -	\$ -	\$ 2,038,655
Total DEO Grant Funding	\$ 963,944	\$ 100,580	\$ 17,211	\$ 84,062	\$ 104,000	\$ 163,784	\$ (88,128)	\$ 140,000	\$ -	\$ -	\$ 6,197,434
OTHER NON DEO REVENUES						\$ 135,000	\$ -	\$ -	\$ 165,000	\$ 10,539	\$ 310,539
Total Available Funding	\$ 963,944	\$ 100,580	\$ 17,211	\$ 84,062	\$ 104,000	\$ 163,784	\$ 46,872	\$ 140,000	\$ 165,000	\$ 10,539	\$ 6,507,973
Budgeted Expenditures:											
Administrative	\$ 115,607	\$ 12,359	\$ 2,182	\$ 10,193	\$ 12,722	\$ 20,857	\$ 6,130	\$ 18,362	\$ 21,366	\$ 1,291	\$ 671,966
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 511,554
General and Administrative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,412
Allocated Indirect Costs	\$ 115,607	\$ 12,359	\$ 2,182	\$ 10,193	\$ 12,722	\$ 20,857	\$ 6,130	\$ 18,362	\$ 21,366	\$ 1,291	\$ (0)
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Program Training	\$ 848,336	\$ 88,221	\$ 15,028	\$ 73,869	\$ 91,278	\$ 142,927	\$ 40,742	\$ 121,638	\$ 143,634	\$ 9,249	\$ 5,836,009
WIOA Youth Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000
Salaries and Benefits	\$ 533,986	\$ 67,356	\$ 13,466	\$ 61,729	\$ 41,317	\$ 42,097	\$ 6,927	\$ -	\$ 8,728	\$ 5,280	\$ 2,791,442
Contract Labor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,903	\$ -	\$ 6,903
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incentives/Stipends	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,126	\$ -	\$ 12,126
Support Services Non-ITA	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ 10,600
Support Services ITA	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ 11,500
Training-ITA/OST/TAA	\$ 10,000	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 304,957
Training-OJT	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ 309,838
Training-Cust./Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
WEX/ Internships/ Participant Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 107,953	\$ -	\$ 107,953
Travel	\$ 4,029	\$ 1,059	\$ 5	\$ 119	\$ -	\$ 1,422	\$ 14	\$ -	\$ 135	\$ -	\$ 33,500
One Stop Shared Costs	\$ 90,766	\$ 12,266	\$ 101	\$ 5,753	\$ 8,732	\$ 34,204	\$ 1,559	\$ -	\$ 10	\$ -	\$ 658,174
Other Operating Expenses	\$ 130,152	\$ 1,724	\$ 429	\$ 1,472	\$ 6,242	\$ 55,389	\$ 1,257	\$ 112,997	\$ 7,724	\$ 3,362	\$ 739,015
Allocated Program Indirect	\$ 54,403	\$ 5,816	\$ 1,027	\$ 4,797	\$ 5,987	\$ 9,815	\$ 2,885	\$ 8,641	\$ 10,055	\$ 607	\$ 0
Reclassification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Planned Expenditures	\$ 963,944	\$ 100,580	\$ 17,211	\$ 84,062	\$ 104,000	\$ 163,784	\$ 46,872	\$ 140,000	\$ 165,000	\$ 10,539	\$ 6,507,974
	0	0	0	0	0	0	0	0	0	0	\$ 0

Agenda Item 5

AGENDA ITEM SUMMARY

Title	Department of Commerce (FLORIDACOMMERCE) - Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs from July 1, 2024 - June 30, 2025
Strategic Plans/Goals	Operational Intelligence
Policy/Plan/Law	CareerSource Florida Administrative Policy Number 118
Action Requested	Review and Approve the FLORIDACOMMERCE - Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs from July 1, 2024 - June 30, 2025
Background	FLORIDACOMMERCE and the State Workforce Development Board will continue to grant the authority, on behalf of the Governor, to allow Local Workforce Development Boards to transfer up to an including 100 percent of the funds allocated to local areas for adult activities for expenditure on dislocated worker activities, and up to 100 percent of funds allocated to local areas for dislocated worker activities for expenditures on adult activities. Local Workforce Development Boards are required to ensure any transfer of funds between WIOA programs complies with federal law and to record and document their use and application of local funds.
Staff Recommendations	Review and Approve FLORIDACOMMERCE - Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs from July 1, 2024 - June 30, 2025
Supporting Material	FLORIDACOMMERCE - Prior Approval Transfer Request Form
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418



**Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs
From July 1, 2024 through June 30, 2025**

LWDB Number and Name (Requestor): LWDB 20 CareerSource Research Coast

Name / Title of Requestor Representative: Brian Bauer, President/CEO

Adult and Dislocated Worker Transfer Request

Program Year	Program	Total Award Amount	Amount of Adult Requested to be Spent on DW	Percentage of Adult Requested to be Spent on DW	Amount of DW Requested to be Spent on Adult	Percentage of DW Requested to be Spent on Adult
2023	DLW	933,262.00	0.00	0	810,500.00	87%

COMPLETE THE BELOW SECTIONS FOR REQUESTS THAT EXCEED 25% OF THE PROGRAM'S ANNUAL ALLOCATION

Reason for requesting the use of one program's funding for the other (e.g. anticipated depletion of current funds, changes in labor market conditions, etc.):

LWDB 20 anticipates to fully expend the WIOA Adult - 2024 funding prior June 2025 and requests the ability to utilize \$810,500 of WIOA DLW - 2023 funding to be spent on PY24-25 WIOA Adult expenditures.

A description of outreach/marketing activities conducted to ensure underserved populations were aware of available services:

Website, social media such as Facebook, Instagram, LinkedIn and Radio advertising, job fairs, flyers and print advertising.

Labor market conditions contributing to the need for the transfer:

Current labor market conditions have led to a decrease in Dislocated worker participation, and there is still a greater need for WIOA Adult participant funding for training, staff, and operating expenditures.

The number of participants originally planned to be served by the base allocation compared to the estimated number of participants expected to be served after funds are transferred.

LWDB20 WIOA DW 2023 funding transfer to WIOA Adult 2024 in the amount stated would allow for an estimated 193 additional WIOA Adult participants to be served in PY24-25. The resulting WIOA DW 23 funding will serve approximately 29 DW participants.

COMPLETE THE BELOW CERTIFICATION FOR REQUESTS THAT EXCEED 25% OF THE PROGRAM'S ANNUAL ALLOCATION

I certify the following:

1. When transferring from Adult to Dislocated Worker - The LWDB has sufficient funds to serve the WIOA Adult priority populations.
2. When transferring from Dislocated Worker to Adult - The LWDB has sufficient Dislocated Worker funds to serve dislocated workers in the local area; there are no pending layoffs that may impact the need for dislocated workers in the local area.
3. The full board voted to approve this request to transfer funds and a copy of the LWDB's meeting minutes are included with this request.

I certify the above information is true and correct.

Signature of Board Chair

Print Name

Date



**Prior Approval Transfer Request Form - WIOA Adult and Dislocated Worker (DW) Programs
From July 1, 2024 through June 30, 2025**

LWDB Number and Name (Requestor): LWDB 20 CareerSource Research Coast

Name / Title of Requestor Representative: Brian Bauer, President/CEO

Adult and Dislocated Worker Transfer Request

Program Year	Program	Total Award Amount	Amount of Adult Requested to be Spent on DW	Percentage of Adult Requested to be Spent on DW	Amount of DW Requested to be Spent on Adult	Percentage of DW Requested to be Spent on Adult
2024	DLW	747,469.00	0.00	0	502,000.00	67%

COMPLETE THE BELOW SECTIONS FOR REQUESTS THAT EXCEED 25% OF THE PROGRAM'S ANNUAL ALLOCATION

Reason for requesting the use of one program's funding for the other (e.g. anticipated depletion of current funds, changes in labor market conditions, etc.):

LWDB 20 anticipates to fully expend the WIOA Adult - 2024 funding prior June 2025 and requests the ability to utilize \$502,000 of WIOA DLW - 2024 funding to be spent on PY24-25 WIOA Adult expenditures.

A description of outreach/marketing activities conducted to ensure underserved populations were aware of available services:

Website, social media such as Facebook, Instagram, LinkedIn and Radio advertising, job fairs, flyers and print advertising.

Labor market conditions contributing to the need for the transfer:

Current labor market conditions have led to a decrease in Dislocated worker participation, and there is still a greater need for WIOA Adult participant funding for training, staff, and operating expenditures.

The number of participants originally planned to be served by the base allocation compared to the estimated number of participants expected to be served after funds are transferred.

LWDB20 WIOA DW 2024 funding transfer to WIOA Adult 2024 in the amount stated would allow for an estimated 86 additional WIOA Adult participants to be served in PY24-25. The resulting WIOA DW 24 funding will serve approximately 58 DW participants.

COMPLETE THE BELOW CERTIFICATION FOR REQUESTS THAT EXCEED 25% OF THE PROGRAM'S ANNUAL ALLOCATION

I certify the following:

1. When transferring from Adult to Dislocated Worker - The LWDB has sufficient funds to serve the WIOA Adult priority populations.
2. When transferring from Dislocated Worker to Adult - The LWDB has sufficient Dislocated Worker funds to serve dislocated workers in the local area; there are no pending layoffs that may impact the need for dislocated workers in the local area.
3. The full board voted to approve this request to transfer funds and a copy of the LWDB's meeting minutes are included with this request.

I certify the above information is true and correct.

Signature of Board Chair

Print Name

Date

AGENDA ITEM SUMMARY

Title	Comprehensive One-Stop Career Center Memorandum of Understanding (MOU) and Infrastructure Agreement (IFA)
Strategic Plans/Goals	Optimal Use of Resources
Policy/Plan/Law	Section 121 (b) of WIOA; OMB CFR Chapter II, Part 200, DOL, CFR Chapter II, part 2900
Action Requested	Review and Approve the Comprehensive One-Stop Career Center MOU and IFA Renewal for the period of July 1, 2024, through June 30, 2027.
Background	<p>The Workforce Innovation and Opportunity Act (WIOA) requires all Local Workforce Development Boards (LWDBs) to enter into a Memorandum of Understanding (MOU) with their required one-stop partners. The MOU is an agreement that details the operations of the local one-stop delivery system, the provision of programs and services, and the apportionment of costs.</p> <p>The MOU/IFAs must be reviewed and renewed at least every three years.</p>
Staff Recommendations	Approve the Comprehensive One-Stop Career Center MOU and IFA Renewal
Supporting Material	Comprehensive One-Stop Career Center MOU and IFA Renewal
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418



**MEMORANDUM OF UNDERSTANDING
 COMPREHENSIVE ONE-STOP CAREER CENTER for
 LOCAL WORKFORCE DEVELOPMENT AREA 20 BETWEEN
 THE WORKFORCE CONSORTIUM OF THE TREASURE COAST
 CAREERSOURCE RESEARCH COAST AND REQUIRED PARTNERS**

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THE WORKFORCE CONSORTIUM OF THE TREASURE COAST
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I. BACKGROUND:

The creation of the One-Stop Center was a cornerstone of the Workforce Investment Act of 1998 (WIA). The vision for the One-Stop Center system reflects the longstanding efforts of dedicated workforce professionals to align a wide range of publicly or privately funded education, employment, and training programs, while also providing high-quality customer service to all job seekers, workers and employers. Since then, the Workforce Innovation and Opportunity Act (WIOA) builds on the significance and benefits of the *Comprehensive One-Stop Career Center* network, related best practices, and incorporates essential tools and technological advances that have opened new methods of service delivery in the workforce development system. Under WIOA, the *Comprehensive One-Stop Career Center System* includes a network of required partners whose staff strive to:

- Provide job seekers with the skills and credentials necessary to secure and advance in employment with wages that sustain themselves and their families.
- Provide access and opportunities to job seekers, including individuals with barriers to employment, such as individuals with disabilities, English language learners, and those with low literacy levels, to prepare for, obtain, retain, and advance in high-quality jobs and high-demand careers.
- Enable businesses and employers to quickly identify and hire skilled workers and access other human resource assistance, including education and training for their current workforce, including help with pre-screening applicants, writing job descriptions, offering rooms for interviewing, consultation services, and more.
- Participate in rigorous evaluations that support continuous improvement of the Comprehensive One-Stop Career Center by identifying which strategies work better for different populations.
- Ensure that high-quality integrated data inform decisions made by policymakers, employers, and partners.



MEMORANDUM OF UNDERSTANDING
COMPREHENSIVE ONE-STOP CAREER CENTER for
LOCAL WORKFORCE DEVELOPMENT AREA 20 BETWEEN
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II. PURPOSE:

The purpose of this Memorandum of Understanding (MOU) is to describe the cooperative workforce training, employment, and economic development efforts of the Local Workforce Development Area (LWDA 20) and the required Partners with oversight by the Treasure Coast Workforce Consortium. This MOU details the actions to be taken by each of the Partners to assure the coordination of their efforts and prevent duplication, in accordance with state-issued requirements to establish and maintain an effective and successful Comprehensive One-Stop Career Center. WIOA reinforces the required partnerships and strategies necessary for the Workforce Development Board of the Treasure Coast dba CareerSource Research Coast (CSRC) and the required partners to provide all job seekers and workers with the high-quality career, training, and supportive services they need to obtain and maintain good jobs through the Comprehensive One-Stop Career Center. Such strategies help businesses find skilled workers and access other human resource assistance, including education and training, to meet their current workforce needs. The Comprehensive One-Stop Career Center will result in:

1. Expanded workforce services for individuals at all levels of skill and experience.
2. Access to multiple employment and training resources.
3. Integrated and expert intake process for all customers entering the Comprehensive One-Stop Career Center.
4. Integrated and aligned business services strategies among Comprehensive One-Stop Career Center partners.
5. Expert advice from multiple sources and levels of staff expertise across all partners
6. Relevance to labor market conditions leading to Return on Investment (ROI).
7. Expanded community and industry outreach, increasing customer participation and enrollments, supporting businesses, common intake/assessments, joint outreach, defined referral processes.
8. Strengthened partnerships,
9. Efficient use of accessible information technology



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III. PARTNERS OF THE COMPREHENSIVE ONE-STOP CAREER CENTER:

Partner Agency	Partner Program	Service Delivery Method(s)	Agency Point of Contact	Agency Contact Information	Agency Staff Assigned to Comprehensive One-Stop Career Center with Email Contact and Phone
CareerSource Research Coast	WIOA Adult, Dislocated, and Youth Programs	<ul style="list-style-type: none"> Onsite Access Full Time Via Direct Referral 	Tracey McMorris, Vice President of Operations/COO	tmcmorris@careersource.com (866) 482-4473	Monica Rivera morivera@careersource.com 866-482-4473
	Migrant and Seasonal Farmworkers	<ul style="list-style-type: none"> Onsite Access Part Time Via Direct Referral 			Hector Ramirez hramirez@careersource.com 866-482-4473
	Wagner-Peyser Act	<ul style="list-style-type: none"> Onsite Access Full Time Via Direct Referral 			Greg McDonald gcmdonald@careersource.com 866-482-4473
	Jobs for Veterans State Grant	<ul style="list-style-type: none"> Onsite Access Full Time Via Direct Referral 			Joe Svendsen jsvendsen@careersource.com 866-482-4473
	Trade Adjustment Assistance	<ul style="list-style-type: none"> Onsite Access Part Time Via Direct Referral 			Mary Bell mbell@careersource.com 866-472-4473
	Supplemental Nutritional Assistance Program / SNAP	<ul style="list-style-type: none"> Onsite Access Full Time Via Direct Referral 			Ruth Thompson rthompson@careersource.com 866-482-4473
	Temporary Assistance for Needy Families (TANF)	<ul style="list-style-type: none"> Onsite Access Full Time Via Direct Referral 			Ruth Thompson rthompson@careersource.com 866-482-4473
	Reemployment Services and Eligibility Assessment Program (RESEA)	<ul style="list-style-type: none"> Onsite Access Full Time Via Direct Referral 			Monique Ramos mramos@careersource.com 866-482-4473



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 COMPREHENSIVE ONE-STOP CAREER CENTER for
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 THE WORKFORCE CONSORTIUM OF THE TREASURE COAST
 CAREERSOURCE RESEARCH COAST AND REQUIRED PARTNERS

Partner Agency	Partner Program	Service Delivery Method(s)	Agency Point of Contact	Agency Contact Information	Agency Staff Assigned to Comprehensive One-Stop Career Center with Email Contact and Phone
Indian River State College	Adult Education and Literacy Act (AEFLA)	<ul style="list-style-type: none"> Onsite Access Part Time (Bi-Weekly) Via Direct Referral 	Michelle Janvier	mjanvier@irsc.edu	TBD
	Post-Secondary Career & Technical Education	<ul style="list-style-type: none"> Onsite Access Part Time (Monthly) 	Digital Media & Engineering - Shaun Wightman	swightma@irsc.edu	TBD
			Nursing - Patty Gagliano	pgaglian@irsc.edu	
			Culinary & Hospitality – Deborah Midkiff	dmidkiff@irsc.edu	
			HVAC, Welding, Automotive - Deborah Dorn	ddorn@irsc.edu	
			Health Science – Ann Hubbard	ahubbard@irsc.edu	
			Library – Brett Williams	bwilliam@irsc.edu	
			Public Service Education – Ray Socorro	rsocorro@irsc.edu	
			Advanced Manufacturing & EET, EPT – John Anderson, Natalia Chekhovskaya	janders1@irsc.edu nchekhov@irsc.edu	
			School of Continuing Education – Stephanie Etter	setter@irsc.edu	
			Business, Accounting, Agriculture – Casandra Raya	craya@irsc.edu	
			Farm Worker Career Development Program	<ul style="list-style-type: none"> Onsite Access Part Time (Monthly) 	



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 THE WORKFORCE CONSORTIUM OF THE TREASURE COAST
 CAREERSOURCE RESEARCH COAST AND REQUIRED PARTNERS

Partner Agency	Partner Program	Service Delivery Method(s)	Agency Point of Contact	Agency Contact Information	Agency Staff Assigned to Comprehensive One-Stop Career Center with Email Contact and Phone
AARP Foundation	Senior Community Service Employment Program (SCSEP)	<ul style="list-style-type: none"> • Onsite Access Full Time • Via Direct Referral 	Stacy Benezra	sbenezra@aarp.org (321) 956-1444	TBD
FLDOE Division of Blind Services	State-Level Blind Services Program	<ul style="list-style-type: none"> • Onsite Access Full Time • Via Direct Referral 	Cesar Vigo, District Administrator	cesar.vigo@dbs.fldoe.org (561) 681-2548	TBD
FLDOE Division of Vocational Rehabilitation	State-Level Vocational Rehabilitation Programs	<ul style="list-style-type: none"> • Onsite Access Part Time • Via Direct Referral 	Wayne Olson Area Director	wayne.olson@vr.fldoe.org (407) 893-5657	Zachary Hoge Zachary.hoge@vr.fldoe.org 772 873-6557
St. Lucie County Community Services	Community Services Block Grant (CSBG)	<ul style="list-style-type: none"> • Onsite Access Part Time • Via Direct Referral 	Jennifer Hance, Director of Community Services	hancej@stlucieco.org	Shatonya Bradley bradleys@stlucieco.org 772-462-1777



**MEMORANDUM OF UNDERSTANDING
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 CAREERSOURCE RESEARCH COAST AND REQUIRED PARTNERS**

IV. GOALS:

1. Eliminate the unwarranted duplication of services, reduce administrative costs, and enhance the participation and performance of customers served through the Comprehensive One-Stop Career Center.
2. Establish guidelines for creating and maintaining a cooperative working relationship to facilitate joint planning and evaluation of services and develop more efficient management of limited financial and human resources.
3. Create a high-quality Comprehensive One-Stop Career Center whose characteristics reflect excellent customer service, innovation and knowledgeable staff where services are delivered in the most efficient and effective ways possible. Full coordination of the one-stop partners and their resources supports seamless service delivery.

V. GENERAL PROVISION OF SERVICES:

Partners to this MOU agree jointly to coordinate and perform activities and services described herein within the scope of legislative requirements governing the parties' respective programs, services, and agencies. Partners agree to:

- Provide services in the LWDA 20 Comprehensive One-Stop Career Center, as appropriate and needed by the community served. Each agency will be responsible for providing those services in which they specialize or receive funding and the extent determined by the program's authorizing statute.
- Participate in the Comprehensive One-Stop Career Center and actively contribute to the quality of the local workforce development system.
- Participate in developing the Comprehensive One-Stop Career Center "Infrastructure Funding Agreement" (IFA) that describes how operating costs of the system will be funded and abide by those plans.
- Comply with Comprehensive One-Stop Career Center policies and procedures regarding customer confidentiality, data security, and referrals between partners.
- Participate in and provide training and cross-training, as deemed appropriate, to ensure that the Comprehensive One-Stop Career Center staff are familiar with all programs in the Comprehensive One-Stop Career Center to integrate services, reduce duplication, and improve overall service delivery.
- Participate in utilizing integrated case management, client tracking system, and referral procedures between parties as appropriate.
- Actively participate in joint case management activities within confidentiality guidelines.
- Assign staff, and contribute furnishings, telecommunications equipment, and other materials resources necessary for staff housed in the Comprehensive One-Stop Career Center to support the overall operations of the Comprehensive One-Stop Career Center.
- Maintain responsibility for staff assigned to the Comprehensive One-Stop Career Center, ensuring that the staff adheres to policies and procedures, as developed by the federal government, the State of Florida, CSRC, and other Comprehensive One-Stop Career Center Partners.
- Contribute a fair share of funds proportionate to the use of space and resources or the delivery of services to individuals attributable to the partners' programs to the infrastructure costs of the Comprehensive One-Stop Career Center. The Infrastructure Funding Agreement (IFA) is included as a part of this MOU.
- For staff housed in the Comprehensive One-Stop Career Center, connect with and use a regional computer



**MEMORANDUM OF UNDERSTANDING
COMPREHENSIVE ONE-STOP CAREER CENTER for
LOCAL WORKFORCE DEVELOPMENT AREA 20 BETWEEN
THE WORKFORCE CONSORTIUM OF THE TREASURE COAST
CAREERSOURCE RESEARCH COAST AND REQUIRED PARTNERS**

network system housed at CareerSource Research Coast for all Comprehensive One-Stop Career Center communications, and client tracking. Partners may maintain and use existing agency-specific internal systems independent of the Comprehensive One-Stop Career Center.

- Share data, information, and resources within confidentiality guidelines to enhance services to customers and the Comprehensive One-Stop Career Center.
- Develop and maintain additional participating partners pertinent to the needs of the communities served.
- Maintain flexible operating hours in the Comprehensive One-Stop Career Center to include Monday through Friday, 8:30 A.M. to 5:00 P.M., at a minimum, plus evening and weekend hours as appropriate for the communities served.
- Assume liability for its actions and the actions of its agents. Hold harmless, defend, and indemnify all other Partners to this MOU from all claims for damages, including costs and attorney's fees, resulting in whole or part, from the Partner or its agents' activities under this MOU.

VI. ASSURANCES:

- The Partners to this MOU shall not exclude from participation, discriminate against, or deny employment services or benefits to any person, including trainees, in the administration of, or in connection with any programs administered by the Partners on the grounds of race, color, sex, religion, mental or physical disability, age, political affiliation, belief, national origin, marital status, application for Workers' Compensation benefits, juvenile justice record, sexual orientation or perceived sexual orientation, or association with any person with, or perceived to have one or more of the above-named characteristics. Each Comprehensive One-Stop Career Center customer shall have recourse through the appropriate complaint procedure.
- Each Partner to this MOU assures that it will follow the Americans with Disabilities Act (ADA) when operating in the Comprehensive One-Stop Career Center.
- The Partners to this MOU will ensure that it will follow its affirmative action plan to assure nondiscrimination, written personal policies, and grievance procedures for complaints and grievances from applicants, subcontractors, employers, employees, and other interested persons in accordance with applicable statutes and regulations.
- It is expressly understood and agreed by all Partners to this MOU that employees receiving compensation for work performed under this agreement shall in no way be deemed employees of CSRC.
- No funds utilized in conducting activities under this MOU shall be used to promote religious or non-religious activities or used for lobbying activities or political activities.
- Each Partner to this agreement assures that it is an equal opportunity employer and is aware of and shall comply with Equal Employment Opportunity Commission practices or mandated by state and federal statutes and regulations.
- Each Partner to this agreement assures that it will follow a Drug-Free Workplace policy that follows the Drug-Free Workplace Act of 1988.



**MEMORANDUM OF UNDERSTANDING
COMPREHENSIVE ONE-STOP CAREER CENTER for
LOCAL WORKFORCE DEVELOPMENT AREA 20 BETWEEN
THE WORKFORCE CONSORTIUM OF THE TREASURE COAST
CAREERSOURCE RESEARCH COAST AND REQUIRED PARTNERS**

- Each Partner to this agreement ensures that individuals' needs, including those with barriers to employment and those with disabilities, are addressed by providing access to services, including access to technology and materials available through the Comprehensive One-Stop Career Center.

VII. METHODS OF REFERRAL:

Partners to this MOU will utilize the CROSSWALK referral platform, wherever possible, to send, receive, and update progress on shared clients. The CROSSWALK platform is free and allows partner agencies to:

- Send and receive referrals in a secured online platform.
- See when referrals were received, addressed, sent, and by whom.
- Maintain and update their agency and service information.
- Add or remove team members at will and set their permission levels.
- Create a better experience for the referred individual.

VIII. TERM OF MEMORANDUM OF UNDERSTANDING AS REQUIRED BY WIOA LEGISLATION:

This MOU / IFA commences on July 1, 2024, and expires June 30, 2027, unless terminated earlier upon thirty (30) days written notice to all Partners via certified U.S. Mail. This MOU must be reviewed and renewed not less than once every three (3) years.

IX. DISPUTE RESOLUTION:

Partners to the *Comprehensive One-Stop Career Center* will function by consensus. When Partners cannot reach an agreement, and the functioning of the LWDA 20 *Comprehensive One-Stop Career Center* is impaired, those who are parties to the dispute will adhere to the following dispute resolution procedure:

- All parties to the dispute will meet with the One-Stop Operator.
 - For the Division of Blind Services, if an issue arises involving this MOU, both parties will make every effort to resolve it quickly and efficiently. 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 the One-Stop Operator cannot resolve the dispute to the satisfaction of members who are parties to the dispute, the complaint shall be referred to the Vice President of Operations at CareerSource Research Coast.
 - For the Division of Blind Services, if not resolved, the issue and the efforts to resolve it will be documented and forwarded to the President/CEO of CareerSource Research Coast and the Director of the Division of Blind Services. A joint decision shall be issued within 60 calendar days of receipt.
 - For the Division of Blind Services, if dissatisfied with the above decision, the dispute may be filed with the State of Florida Department of Commerce (FloridaCommerce) and the Commissioner of the Department of Education (DOE) to review concerns and determine resolution. FloridaCommerce and DOE may remand the issue back to the President/CEO of CareerSource Research Coast and to the Director of the Division of Blind Services or impose other remedies to resolve the issue.
- The Vice President of Operations will evaluate the merit of the dispute, consult with the One-Stop Operator and the aggrieved party or parties, and may attempt to resolve the dispute through mediation.
 - Not applicable for the Division of Blind Services.



MEMORANDUM OF UNDERSTANDING
 COMPREHENSIVE ONE-STOP CAREER CENTER for
 LOCAL WORKFORCE DEVELOPMENT AREA 20 BETWEEN
 THE WORKFORCE CONSORTIUM OF THE TREASURE COAST
 CAREERSOURCE RESEARCH COAST AND REQUIRED PARTNERS

- If any party to the dispute is not satisfied with the decision of CSRC Administration, the dispute will be referred to the CSRC Executive Committee of the Board of Directors for final action. This entity will decide within thirty (30) working days.
 - Not applicable for the Division of Blind Services.

X. AMENDMENTS AND MODIFICATIONS:

This MOU may be amended or modified with the review and consent of all Partners. Revisions and modifications must be issued in writing to all Partners. All Partners must be given a minimum of 30 days to comment before the inclusion of any amendment or modification. Oral amendments or modifications shall have no effect. If any provision of this MOU is held to be invalid, the remainder of the Memorandum shall not be affected. This MOU will be reviewed and renewed not less than once every three (3) years.

XI. GOVERNANCE:

The management of the *Comprehensive One-Stop Career Center* is the responsibility of CSRC under WIOA. CSRC, in partnership with the Consortium, shall conduct oversight for the *Comprehensive One-Stop Career Center*. CSRC will promote and support the total integration of workforce development services of all *Comprehensive One-Stop Career Center* Partners, encourage customer choice and satisfaction for internal and external customers of the *Comprehensive One-Stop Career Center*, remove external barriers which impede progress and performance, approve annual and long-range performance standards and goals for the *Comprehensive One-Stop Career Center*, develop an IFA for the *Comprehensive One-Stop Career Center*, establish an evaluation system for measuring customer satisfaction and performance and communicate with the community regarding the *Comprehensive One-Stop Career Center*.

Through the *Comprehensive One-Stop Career Center*, the “One-Stop Operator”:

1. Facilitates integrated partnerships that seamlessly incorporate services for the joint customers served by program partners of the *Comprehensive One-Stop Career Center*.
2. Provides superior service to partners and businesses in an integrated, regionally focused framework of service delivery, consistent with each partner program’s requirements.
3. Ensures that Comprehensive One-Stop Career Center and Partner staff are cross-trained, as appropriate, to increase staff capacity, expertise, and efficiency. This allows staff from differing programs to understand other partner programs’ services and share their knowledge related to the needs of specific populations so that all staff can better serve all customers.

**WORKFORCE DEVELOPMENT BOARD OF THE TREASURE COAST
d/b/a CAREERSOURCE RESEARCH COAST
WORKFORCE INNOVATION AND OPPORTUNITY ACT
ADULT
MEMORANDUM OF UNDERSTANDING ADDENDUM**

Attachment A

I. CAREERSOURCE RESEARCH COAST

CareerSource Research Coast (CSRC) is a private, non-profit corporation with a Board of Directors consisting of private business, educational and economic development representatives, community-based organizations, state agencies, elected officials, and a full-time professional staff. Our mission is to promote a bright economic future by coordinating workforce development activities and services in the three-county area.

II. WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) – ADULT

Services provided to adults 18 years of age and older that meet eligibility requirements:

- Occupational Skills Training
- Individual Training Accounts for classroom training
- On-The-Job Training
- Customized Training
- Employed Worker Training
- Supportive Services
- Comprehensive Career Planning and Counseling
- Follow-up Services

III. PARTICIPATION IN THE COMPREHENSIVE ONE-STOP CAREER CENTER:

Program staff will be available in the One-Stop Center full-time to provide services to shared clients of the One-Stop Career Center during regular business hours.

**WORKFORCE DEVELOPMENT BOARD OF THE TREASURE COAST
d/b/a CAREERSOURCE RESEARCH COAST
WORKFORCE INNOVATION AND OPPORTUNITY ACT
DISLOCATED WORKER
MEMORANDUM OF UNDERSTANDING ADDENDUM**

Attachment Ai

I. CAREERSOURCE RESEARCH COAST

CareerSource Research Coast (CSRC) is a private, non-profit corporation with a Board of Directors consisting of private business, educational and economic development representatives, community-based organizations, state agencies, elected officials, and a full-time professional staff. Our mission is to promote a bright economic future by coordinating workforce development activities and services in the three-county area.

II. WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) – DISLOCATED WORKER

Services provided to adults 18 years of age and older that meet eligibility requirements:

- Occupational Skills Training
- Individual Training Accounts for classroom training
- On-The-Job Training
- Customized Training
- Employed Worker Training
- Supportive Services
- Comprehensive Career Planning and Counseling
- Follow-up Services

III. PARTICIPATION IN THE COMPREHENSIVE ONE-STOP CAREER CENTER:

Program staff will be available in the One-Stop Center full-time during regular business hours to provide services to shared clients.

**WORKFORCE DEVELOPMENT BOARD OF THE TREASURE COAST
d/b/a CAREERSOURCE RESEARCH COAST
WORKFORCE INNOVATION AND OPPORTUNITY ACT
YOUTH
MEMORANDUM OF UNDERSTANDING ADDENDUM**

Attachment Aii

I. CAREERSOURCE RESEARCH COAST

CareerSource Research Coast (CSRC) is a private, non-profit corporation with a Board of Directors consisting of private business, educational and economic development representatives, community-based organizations, state agencies, elected officials, and a full-time professional staff. Our mission is to promote a bright economic future by coordinating workforce development activities and services in the three-county area.

II. WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) YOUTH

Services provided to youth ages 16 – 24 with a focus on Out-of-School youth

- Paid Work Experiences
- Occupational Skills Training
- Career Exploration
- Job Readiness Skill Training
- Supportive Services
- Youth Employment Success Solutions
- Industry Certifications
- Assistance with High School Diploma (GED)
- Tutoring
- Mentoring
- Comprehensive Guidance and Counseling
- Follow-up Services

III. PARTICIPATION IN THE COMPREHENSIVE ONE-STOP CAREER CENTER:

Program staff will be available in the One-Stop Center full-time during regular business hours to provide services to shared clients.

**WORKFORCE DEVELOPMENT BOARD OF THE TREASURE COAST
d/b/a CAREERSOURCE RESEARCH COAST
MIGRANT SEASONAL FARMWORKER
MEMORANDUM OF UNDERSTANDING ADDENDUM**

Attachment B

I. CAREERSOURCE RESEARCH COAST

CareerSource Research Coast (CSRC) is a private, non-profit corporation with a Board of Directors consisting of private business, educational and economic development representatives, community-based organizations, state agencies, elected officials, and a full-time professional staff. Our mission is to promote a bright economic future through the coordination of workforce development activities and services in the three-county area.

II. MIGRANT SEASONAL FARMWORKER (MSFW)

Services provided to Migrant and Seasonal Farmworkers

- Employment Assistance
- Job Placement
- Job Referrals
- Job Order Assistance
- Supportive Service Referrals
- Labor Market Information
- Referrals to Training
- Recruitment and Retention Services
- Workshops
- Skills / Interests Assessments
- Career Exploration
- Basic Education Proficiency Testing
- Job Fairs and Recruitment Events

III. PARTICIPATION IN THE COMPREHENSIVE ONE-STOP CAREER CENTER:

Program staff will be available in the One-Stop Center part-time during regular business hours to provide services to shared clients.

**WORKFORCE DEVELOPMENT BOARD OF THE TREASURE COAST
d/b/a CAREERSOURCE RESEARCH COAST
WAGNER – PEYSER ACT
MEMORANDUM OF UNDERSTANDING ADDENDUM**

Attachment C

I. CAREERSOURCE RESEARCH COAST

CareerSource Research Coast (CSRC) is a private, non-profit corporation with a Board of Directors consisting of private business, educational and economic development representatives, community-based organizations, state agencies, elected officials, and a full-time professional staff. Our mission is to promote a bright economic future by coordinating workforce development activities and services in the three-county area.

II. WAGNER – PEYSER PROGRAM

Services provided to Universal Customers

- Employment Assistance
- Job Placement
- Job Referrals
- Job Order Assistance
- Referrals to Training
- Recruitment and Retention Services for Employers
- Supportive Service Referrals
- Labor Market Information
- Workshops
- Skills / Interests Assessments
- Career Exploration
- Basic Education Proficiency Testing
- Job Fairs and Recruitment Events
- Assistance with filing Reemployment Assistance (R.A.) Benefit Claims

III. REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT PROGRAM (RESEA)

New reemployment assistance claimants who are most likely to exhaust their benefits before returning to work are identified and referred by the Florida Department of Commerce (FloridaCommerce) early during their R.A. claim to assist them with getting back to work faster. These R.A. claimants are referred to other programs and services as appropriate, but they are required to participate in the following reemployment services:

- Career Center Orientation
- Initial assessment to identify barriers to employment, gauge educational and employment needs to match to appropriate workforce services
- Employability Development Plan
- Targeted Labor Market Information

IV. PARTICIPATION IN THE COMPREHENSIVE ONE-STOP CAREER CENTER

Program staff will be available in the One-Stop Center full-time during regular business hours to provide services to shared clients.

**WORKFORCE DEVELOPMENT BOARD OF THE TREASURE COAST
d/b/a CAREERSOURCE RESEARCH COAST
JOBS FOR VETERANS PROGRAM
MEMORANDUM OF UNDERSTANDING ADDENDUM**

Attachment D

I. CAREERSOURCE RESEARCH COAST

CareerSource Research Coast (CSRC) is a private, non-profit corporation with a Board of Directors consisting of private business, educational and economic development representatives, community-based organizations, state agencies, elected officials, and a full-time professional staff. Our mission is to promote a bright economic future through the coordination of workforce development activities and services in the three-county area.

II. JOBS FOR VETERANS STATE GRANT PROGRAM

Priority of services available to all veterans and eligible spouses:

- Employment Counseling
- Job Referrals
- Job Development
- Referrals to Training
- Job Placement
- Supportive Service Referrals
- Labor Market Information
- Workshops
- Skills / Interests Assessments
- Career Exploration
- Basic Education Proficiency Testing

Services available to veterans and eligible spouses with a Qualifying Employment Barrier (QEB) include all the above-listed services and the following:

- Case Management
- Employment Plan Development

III. PARTICIPATION IN THE COMPREHENSIVE ONE-STOP CAREER CENTER:

Program staff will be available in the One-Stop Center full-time during regular business hours to provide services to shared clients.

**WORKFORCE DEVELOPMENT BOARD OF THE TREASURE COAST
d/b/a CAREERSOURCE RESEARCH COAST
TRADE ADJUSTMENT ASSISTANCE PROGRAM
MEMORANDUM OF UNDERSTANDING ADDENDUM**

Attachment E

I. CAREERSOURCE RESEARCH COAST

CareerSource Research Coast (CSRC) is a private, non-profit corporation with a Board of Directors consisting of private business, educational and economic development representatives, community-based organizations, state agencies, elected officials, and a full-time professional staff. Our mission is to promote a bright economic future by coordinating workforce development activities and services in the three-county area.

II. TRADE ADJUSTMENT ASSISTANCE (TAA)

Services provided to workers who have been laid off or whose jobs have been threatened because of foreign competition:

- Training
- Reemployment Services
- Job Search Allowances
- Relocation Allowances
- Trade Adjustment Allowances / Income Support
- Wage Subsidy for Older Workers
- Health Coverage Tax Credit Benefits

III. PARTICIPATION IN THE COMPREHENSIVE ONE-STOP CAREER CENTER:

Program staff will be available in the One-Stop Center part-time during regular business hours to provide services to shared, eligible clients.

**WORKFORCE DEVELOPMENT BOARD OF THE TREASURE COAST
d/b/a CAREERSOURCE RESEARCH COAST
WELFARE TRANSITION PROGRAM
MEMORANDUM OF UNDERSTANDING ADDENDUM**

Attachment F

I. CAREERSOURCE RESEARCH COAST

CareerSource Research Coast (CSRC) is a private, non-profit corporation with a Board of Directors consisting of private business, educational and economic development representatives, community-based organizations, state agencies, elected officials, and a full-time professional staff. Our mission is to promote a bright economic future by coordinating workforce development activities and services in the three-county area.

II. WELFARE TRANSITION PROGRAM

Individuals receiving Temporary Assistance for Needy Families (TANF) benefits referred by the Department of Children and Families (DCF) are provided the following services:

- Employment Counseling
- Case Management
- Individual Responsibility Plan Development
- Job Placement
- Job Referrals
- Supportive Services
- Childcare
- Transportation Assistance (Gas Cards)
- Labor Market Information
- Workshops
- Skills / Interests Assessments
- Career Exploration
- Basic Education Proficiency Testing
- Occupational Skills Training
- Funding for ESOL/GED Classes
- Transitional Services after Employment
- Referral to Upfront Diversion and Relocation Assistance Benefits Provided by DCF

III. PARTICIPATION IN THE COMPREHENSIVE ONE-STOP CAREER CENTER:

Program staff will be available in the One-Stop Center full-time during regular business hours to provide services to shared clients.

**WORKFORCE DEVELOPMENT BOARD OF THE TREASURE COAST
d/b/a CAREERSOURCE RESEARCH COAST
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM
MEMORANDUM OF UNDERSTANDING ADDENDUM**

Attachment G

I. CAREERSOURCE RESEARCH COAST

CareerSource Research Coast (CSRC) is a private, non-profit corporation with a Board of Directors consisting of private business, educational and economic development representatives, community-based organizations, state agencies, elected officials, and a full-time professional staff. Our mission is to promote a bright economic future by coordinating workforce development activities and services in the three-county area.

II. SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)

Individuals receiving SNAP benefits referred to CSRC by the Department of Children and Families (DCF) are provided the following services:

- Employment Counseling
- Case Management
- Employment Plan Development
- Job Placement
- Job Referrals
- Labor Market Information
- Workshops
- Skills / Interests Assessments
- Career Exploration
- Basic Education Proficiency Testing
- Occupational Skills Training
- Referral to Upfront Diversion and Relocation Assistance Benefits Provided by DCF

III. PARTICIPATION IN THE COMPREHENSIVE ONE-STOP CAREER CENTER:

Program staff will be available in the One-Stop Center part-time during regular business hours to provide services to Shared Clients.

**WORKFORCE DEVELOPMENT BOARD OF THE TREASURE COAST
d/b/a CAREERSOURCE RESEARCH COAST
AND
AARP FOUNDATION SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM
MEMORANDUM OF UNDERSTANDING ADDENDUM**

Attachment H

I. AARP FOUNDATION SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

AARP Foundation, the charitable affiliate of AARP, is working to win back opportunities for struggling Americans age 50+ by being a force for change on the most serious issues they face today: housing, hunger, income, and isolation. By coordinating a response to these issues on all four fronts and supporting them with vigorous legal advocacy, the Foundation serves the unique needs of those 50+ while working with local organizations nationwide to reach more people and make resources go further. AARP Foundation administers the Senior Community Service Employment Program and is located at 7410 S U.S. Highway 1, Port St. Lucie, Florida

II. RESPONSIBILITIES AND RESOURCES

AARP Foundation SCSEP agrees to the following responsibilities and resources:

- Provision of employment and training opportunities for eligible individuals age 55 and older
- Intake and AARP Foundation SCSEP eligibility assessment and determination
- Provision of funding for classroom training.
- Provision of work experience, on-the-job training, and placement services for SCSEP eligible individuals
- Referrals to other agencies/resources as appropriate
- Posting of open positions and provision of new hire information for each position

III. PARTICIPATION IN THE COMPREHENSIVE CENTER

- SCSEP Program staff will be available in the One-Stop Center part-time for **25** hours per week to provide direct services to Shared Clients of the One-Stop Career Center.
 - When operating offsite, AARP will receive direct referrals from Partners and agree to perform timely follow up with referred clients.
- AARP will provide materials summarizing program requirements and make them available in the Comprehensive One-Stop Career Center.

**WORKFORCE DEVELOPMENT BOARD OF THE TREASURE COAST
d/b/a CAREERSOURCE RESEARCH COAST
AND
FLORIDA DIVISION OF BLIND SERVICES
MEMORANDUM OF UNDERSTANDING ADDENDUM**

Attachment I

I. THE FLORIDA DIVISION OF BLIND SERVICES

The Florida Division of Blind Services (DBS) offers a variety of supports to Floridians whose visual impairments significantly affect their ability to participate in daily activities. The programs provide valuable training to assist individuals who are blind, as well as those with usable but diminished vision, if their vision is poor in both eyes even with glasses and contact lenses. Blindness and diminished vision (often called low vision) can lead to developmental delays for babies, poor performance in school, reduced earnings in the workforce, and difficulty for seniors seeking maximum independence. DBS is part of the Florida Department of Education and has 16 offices throughout the State. In partnership with community rehabilitation providers, it provides services through a combination of state, federal, and community funding. All services are developed for everyone based on their particular needs. The mission of the Florida Division of Blind Services is: “to ensure blind and visually impaired Floridians have the tools, support and opportunity to achieve success.”

VOCATIONAL REHABILITATION PROGRAM:

This program provides services when visual impairment is a barrier to employment. A plan is developed for each individual to provide the education, training, equipment, and skills needed for success. Services are provided by DBS Vocational Rehabilitation Specialists, local community rehabilitation providers, DBS’s Rehabilitation Center, and when additional education is needed, through sponsorship of training at vocational schools and colleges.

II. RESPONSIBILITIES AND RESOURCES

- Information, advocacy, and referral to agencies with appropriate services
- Vocational evaluation and career counseling
- Assistive Technology Training, assessment, and training in the use of software designed for persons with visual impairments so they can effectively use computers
- Communication Skills Training, includes teaching how to use writing guides, read and write Braille and keyboarding skills
- Use of low-vision devices that may maximize the use of existing vision
- Rehabilitation Technology Services, determining equipment needed for training or employment
- Orientation and Mobility Training, methods of safely explore new environments and utilize public transportation.
- Rehabilitation Teaching, training in self-care skills such as cooking, cleaning, measuring, and clothing identification
- Employment related skill included, job readiness, job coaching, job development, and job placement
- Medical and Psychological Assessment

III. PARTICIPATION IN THE COMPREHENSIVE ONE-STOP CAREER CENTER:

- DBS Program staff will be available in the One-Stop Center part-time for 5 hours per month to provide direct services to Shared Clients of the One-Stop Career Center
- When operating offsite, DBS will receive direct referrals from Partners and agree to perform timely follow up with referred clients.

**WORKFORCE DEVELOPMENT BOARD OF THE TREASURE COAST
d/b/a CAREERSOURCE RESEARCH COAST
AND
FLORIDA DIVISION OF BLIND SERVICES
MEMORANDUM OF UNDERSTANDING ADDENDUM**

- Provide materials summarizing program requirements and make them available for Partners and Customers.
- DBS elects to provide one license of Fusion software, Home edition, which allows the software to be installed on three computers in the Comprehensive Center's Resource Room in lieu of payment for DBS' required contribution to infrastructure costs.

Fusion software is assistive technology for visually impaired individuals and combines JAWS screen reading and ZoomText for screen magnification.

- Supported by documentation on file, this software is valued at **\$1805.00** for the three years of the MOU.

**WORKFORCE DEVELOPMENT BOARD OF THE TREASURE COAST
d/b/a CAREERSOURCE RESEARCH COAST
AND
THE DIVISION OF VOCATIONAL REHABILITATION
MEMORANDUM OF UNDERSTANDING ADDENDUM**

Attachment J

I. THE FLORIDA DIVISION OF VOCATIONAL REHABILITATION

The Florida Division of Vocational Rehabilitation (VR) is a federal-state program that helps people with physical or mental disabilities get or keep a job. VR is committed to helping people with disabilities find meaningful careers.

Our Mission is “to help people with disabilities find and maintain employment and enhance their independence.” Our Vision is “to become the first place people with disabilities turn when seeking employment and a top resource for employers in need of qualified employees.”

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

II. PROGRAMS AND SERVICES OFFERED

- Job Placement
- Job Coaching
- On-The-Job Training
- Supported Employment
- Discovery
- Customized Employment
- Assistive Technology and Devices
- Training and Education after High School
- Job-Site Assessment and Accommodations
- Career Counseling and Guidance
- Vocational Evaluation and Planning
- Medical and Psychological Assessment
- Time-Limited Medical and/or Psychological Treatment

III. ADDITIONAL TRANSITION SERVICES

- Employability Training Courses
- Community-Based Work Experiences
- Vocational Evaluation and Planning
- Self-Advocacy
- Guidance and Counseling
- Discovery
- Interest and Aptitude testing

IV. PARTICIPATION IN THE COMPREHENSIVE ONE-STOP CAREER CENTER:

- VR Program staff will be available in the One-Stop Center part-time for **8** hours every other week to provide direct services to Shared Clients of the One-Stop Career Center.
 - When operating offsite, VR will receive direct referrals from Partners and agree to perform timely follow up with referred clients.

**WORKFORCE DEVELOPMENT BOARD OF THE TREASURE COAST
d/b/a CAREERSOURCE RESEARCH COAST
AND
THE DIVISION OF VOCATIONAL REHABILITATION
MEMORANDUM OF UNDERSTANDING ADDENDUM**

- VR will provide materials summarizing program requirements and make them available in the Comprehensive One-Stop Career Center.

**WORKFORCE DEVELOPMENT BOARD OF THE TREASURE COAST
d/b/a CAREERSOURCE RESEARCH COAST
AND
ST. LUCIE COUNTY COMMUNITY SERVICES
MEMORANDUM OF UNDERSTANDING ADDENDUM**

Attachment K

I. S.T. LUCIE COUNTY COMMUNITY SERVICES

St. Lucie County Community Services Department's mission is to aid St. Lucie County residents to improve their quality of life through information, resources, and services. This department is comprised of three divisions: The Human Services Division, using grant funds and community resources, staff work with residents providing them with various services needed to reach independence. The Housing Division administers multiple state and federal grants to provide for affordable housing and depending on eligibility criteria, grants allow for a variety of services, including repair of health and safety issues for homeowners, down payment assistance for home purchases, infrastructure projects to prevent future hurricane damage, purchase and rehabilitation of foreclosed property and others. The Veteran Services Division provides U.S. Armed Forces veterans and their dependents assistance in obtaining earned Veteran benefits. Veterans are counseled on the rules and regulations governing benefits and providing follow-up action as needed.

II. ST. LUCIE COUNTY COMMUNITY SERVICES WILL PROVIDE:

Clients will have the ability to apply online for services including but not limited to

- employment support services
- identification cards
- driver's license
- transportation

ED testing fees to 10 clients @ approximately \$100 per client for eligible applicants when funding is available not to exceed \$1,000. St. Lucie County Community Services will continue to serve clients from the One Stop Career Source as they are St. Lucie County residents.

III. PARTICIPATION IN THE COMPREHENSIVE ONE-STOP CAREER CENTER:

- St. Lucie County Community Services Staff will attend a workshop monthly and provide onsite outreach services for two hours per month.
- When operating offsite, St. Lucie County Community Services staff will receive direct referrals from Crosswalk and agree to perform timely follow-ups with referred clients.
- St. Lucie County Community Services will provide materials summarizing AEFL program requirements and make them available in the Comprehensive One-Stop Career Center.

**WORKFORCE DEVELOPMENT BOARD OF THE TREASURE COAST
d/b/a CAREERSOURCE RESEARCH COAST
AND
INDIAN RIVER STATE COLLEGE / ADULT EDUCATION-FAMILY LITERACY
MEMORANDUM OF UNDERSTANDING ADDENDUM**

Attachment L

I. ADULT EDUCATION FAMILY LITERACY (AEFL) PROGRAMS

Job seekers who have not graduated from high school have the opportunity to study to take the General Education Development (GED) exam, which is a set of assessments that, when passed, the test-taker has met high school-level academic skills. Indian River State College will offer Adult Basic Education (ABE) classes and GED Preparation classes in Reading, Math, Language, Social Studies, and Science to prepare students for the official GED exam.

II. IRSC WILL PROVIDE THE FOLLOWING:

- ABE and GED Prep courses to eligible customers with a focus on obtaining the necessary skills to transition into a post-secondary program and/or the workforce
- Outreach, intake, orientation, assessment, and counseling for students
- Provide assistive technology and devices to enable individuals with various disabilities to benefit from the GED Program
- Provide services and tutoring as appropriate through face-to-face and online options

III. PARTICIPATION IN THE COMPREHENSIVE ONE-STOP CAREER CENTER

- AEFL program staff will conduct informational sessions bi-weekly in the Comprehensive One-Stop Career Center
 - When operating offsite, AEFL staff will receive direct referrals from Crosswalk and agree to perform timely follow up with referred clients.
- IRSC will provide materials summarizing AEFL program requirements and make them available in the Comprehensive One-Stop Career Center.

**WORKFORCE DEVELOPMENT BOARD OF THE TREASURE COAST
d/b/a CAREERSOURCE RESEARCH COAST
AND
INDIAN RIVER STATE COLLEGE / POST-SECONDARY CAREER AND TECHNICAL EDUCATION
MEMORANDUM OF UNDERSTANDING ADDENDUM**

Attachment M

I. POST-SECONDARY CAREER AND TECHNICAL EDUCATION (CTE)

Career and Technical Education (CTE) programs prepare students for employment, focusing directly on job skills. These programs include hands-on experience and opportunities to develop increasingly sophisticated and marketable as one progresses through the program. CTE programs specialize in skilled trades, applied sciences, modern technologies, and career preparation. Indian River State College advisors can provide personal attention and assist students in developing their educational and career plans.

II. IRSC WILL PROVIDE THE FOLLOWING

- Post-Secondary CTE Programs to eligible customers, including:
 - Office Administration
 - Administrative Specialist
 - Legal Administrative Specialist
 - Medical Administrative Specialist
- Degree and Certificate programs leading to industry-recognized certifications
- Outreach, intake, orientation, assessment, and counseling
- Provide assistive technology and devices to enable individuals with various disabilities to benefit from available post-secondary education
- Provide services and tutoring as appropriate through face-to-face and online options

III. PARTICIPATION IN THE COMPREHENSIVE ONE-STOP CAREER CENTER:

- IRSC will provide materials summarizing CTE program requirements and make them available in the Comprehensive One-Stop Career Center.
- IRSC CTE program staff will conduct informational sessions monthly in the Comprehensive One-Stop Career Center
 - Onsite, face-to-face sessions will have varied themes, rotating monthly to highlight varied IRSC CTE and AEFL programs as follows:
 - Digital Media & Engineering – August 2024, 1p-3p
 - Nursing – September 2025, 1p-3p
 - Culinary & Hospitality – October 2024, 1p-3p
 - HVAC, Welding, Automotive – November 2024, 1p-3p
 - Health Science – December 2024, 1p-3p
 - Library – January 2025, 1p-3p
 - Public Service Education – February 2025, 1p-3p
 - Advanced Manufacturing & EET, EPT – March 2025, 1p-3p
 - School of Continuing Education – April 2025, 1p-3p
 - Business, Accounting, Agriculture – May 2025, 1p-3p

WORKFORCE DEVELOPMENT BOARD OF THE TREASURE COAST
d/b/a CAREERSOURCE RESEARCH COAST
AND
INDIAN RIVER STATE COLLEGE / FARMWORKER CAREER DEVELOPMENT PROGRAM
MEMORANDUM OF UNDERSTANDING ADDENDUM

Attachment N

I. FARMWORKER CAREER DEVELOPMENT PROGRAM (FWCDP)

The Farmworker Career Development Program (FWCDP) at Indian River State College began in 1973. For unemployed or underemployed farmworkers and their dependents who qualify, the program provides training and necessary supportive services that prepare them for a full-time, year-round unsubsidized job at \$10.00 or above.

II. IRSC WILL PROVIDE THE FOLLOWING

- Counseling and Evaluation
- Tuition Assistance
- Basic Skills Tutoring
- Book Loan Program
- Career Training in areas such as Automotive Service Technology; Certified Nursing Assistant, Cosmetology; Welding Technology; Early Childhood Education, Air Condition, Refrigeration & Heating Technology; Law Enforcement; Medical Assistant as well as Business certificates and more.
- Job Placement Assistance

III. PARTICIPATION IN THE COMPREHENSIVE ONE-STOP CAREER CENTER:

- FWCDP Program staff will be available in the One Stop for one hour per month (10am – 11am) to provide direct services to Shared Clients of the One Stop Career Center.
 - When operating offsite, FWCDP staff will receive direct referrals from Partners and agree to perform timely follow-up with referred clients.
- IRSC will provide materials summarizing FWCDP program requirements and make them available in the Comprehensive One Stop Career Center.



I. PARTIES

This Infrastructure Funding Agreement (IFA) is made pursuant to the Workforce Innovation and Opportunity Act 2014 (WIOA) and is entered into by CareerSource Research Coast (CSRC) and the Required Partners.

II. PURPOSE

The Workforce Innovation and Opportunity Act of 2014 is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its one-stop customer service delivery system. The one-stop system assures coordination between the activities authorized in and linked to the Act.

The purpose of this IFA is to describe the infrastructure cost responsibilities of the Partners to provide for the maintenance of an effective and successful Comprehensive One-Stop Career Center. This agreement is intended to coordinate resources, prevent duplication, and ensure the effective and efficient delivery of workforce services in the Local Workforce Development Area 20, comprised of Martin, St. Lucie, and Indian River counties.

The Partners to this document agree to coordinate and perform the responsibilities described herein within the scope of legislative requirements governing the partners' respective programs, services, and agencies.

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III. INFRASTRUCTURE COST BUDGET/LWDA 20 COMPREHENSIVE ONE-STOP CAREER CENTER

LWDA 20

**Garden City Comprehensive One Stop Career Center
 Infrastructure Operating Costs PY 24-25 Budget**

Total Expenses PY 22-23 Budget			Garden City - One Stop Comprehensive Center Allocated Costs for Partners			
		Garden City	Cost Category	GL	Cost Item	
6175	Custodial Services	\$10,670	Infrastructure Costs	Custodial Services	Custodial Services	\$2,090
6266	Equipment < \$5000	\$2,293	Infrastructure Costs	Equipment < \$5000	Equipment Costs	\$449
6275	Insurance	\$2,844	Infrastructure Costs	Insurance	Insurance	\$557
6287	Records Storage & Misc	\$267	Infrastructure Costs	Service Charges and Fees	Service Charges	\$52
6300	Postage	\$319	Infrastructure Costs	Marketing Outreach	Marketing Outreach	\$63
6330	Program Supplies	\$623	Infrastructure Costs	Records Storage & Misc	Shredding	\$122
6474	Rent-Equipment	\$22,172	Infrastructure Costs	Postage/Shipping	Postage	\$4,342
6475	Rentals-Facilities	\$14,610	Infrastructure Costs	Printing/Duplicating	Printing	\$2,861
6480	Repairs, Maintenance & Fuel	\$10,395	Infrastructure Costs	Rent-Equipment	Electrical repairs	\$0
6500	Security	\$0	Infrastructure Costs	Rentals-Facilities	Facilities	\$81
6550	Software & License Renewals	\$414	Infrastructure Costs	Repairs, Maintenance & Fuel	General & landscaping	\$749
6600	Supplies	\$3,824	Infrastructure Costs	Security	Alarms	\$1,044
6650	Telephone and Internet	\$5,333	Shared Services	Software & License Renewals	Software	\$0
6825	Utilities	\$0	Infrastructure Costs	Supplies	Office Supplies	\$0
			Infrastructure Costs	Telephone and Internet	Telephone/Internet	\$0
Total		\$73,764	Career Services	Salaries and Benefits	Resource Room Staff (2)	\$113,490
			Shared Services	Salaries and Benefits	Center Manager	\$77,410
			Shared Services	Salaries and Benefits	IT Support	\$32,722
			Total			\$236,033

Garden City - One Stop Comprehensive Center Costs PY 24-25 Budget			
Infrastructure Costs	\$12,410	Remaining areas	80.42%
Shared Services	\$110,132	Resource Room and CA	19.58%
Career Services	\$113,490	Custodial Services	\$10,670
Total	\$236,033	Equipment < \$5000	\$2,293
		Insurance	\$2,844
		Service Charges and Fees	\$267
		Marketing Outreach	\$319
		Records Storage & Misc	\$623
		Postage/Shipping	\$22,172
		Printing/Duplicating	\$14,610
		Rent-Equipment	\$0
		Rentals-Facilities	\$414
		Repairs, Maintenance & Fuel	\$3,824
		Security	\$5,333
		Software & License Renewal	\$0
		Supplies	\$0
		Telephone and Internet	\$0
		Total	\$63,369



IV. COST ALLOCATION METHODOLOGY

CSRC allocates costs based on FTEs present at the Comprehensive One-Stop Career Center. This allocation methodology complies with the requirement that Partners' contributions be in proportion to the Partner's use of the Comprehensive One-Stop Career Center and relative benefits received.

V. PARTNER CONTRIBUTION AMOUNTS

CareerSource Research Coast St. Lucie Career Center Comprehensive One Stop Partner Contribution Budget Full-Time Equivalent (FTE) One Stop Costs								
Partner Program	# of Staff	Weekly Staff Hours	# of FTE's	% of FTEs	Annual FTE Cost	Infrastructure Costs	Shared Services	Career Services
WIOA Adult DLW Youth	6	240	6	26.63%	96,296.27	16,970.77	34,957.79	44,367.71
Welfare Transition	3	60	1.5	6.66%	24,074.07	4,242.69	8,739.45	11,091.93
SNAP	3	60	1.5	6.66%	24,074.07	4,242.69	8,739.45	11,091.93
TAA	1	10	0.25	1.11%	4,012.34	707.12	1,456.57	1,848.65
Wagner Peyser	6	270	6.75	29.96%	108,333.30	19,092.11	39,327.51	49,913.68
UC	0.25	10	0.25	1.11%	4,012.34	707.12	1,456.57	1,848.65
Veterans Program	3	120	3	13.31%	48,148.13	8,485.38	17,478.89	22,183.86
Migrant Seasonal Farmworker	1	40	1	4.44%	16,049.38	2,828.46	5,826.30	7,394.62
AARP Foundation/Senior Community Service Employment Program	1	20	0.5	2.22%	8,024.69	1,414.23	2,913.15	3,697.31
Florida Division of Blind Services	1	1	0.025	0.11%	401.23	70.71	145.66	184.87
Florida Division of Vocational Rehabilitation	4	16	0.4	1.78%	6,419.75	1,131.38	2,330.52	2,957.85
Dept. of Housing and Urban Development/Housing Authority of City of Ft. Pierce	0	0	0	0.00%	0.00	0.00	0.00	0.00
Community Services Block Grant/St Lucie County Community Services	Teams	0.25	0.00625	0.03%	100.31	17.68	36.41	46.22
Second Change Act Re-Entry Program	0	0	0	0.00%	0.00	0.00	0.00	0.00
Title II Adult Education and Literacy/Indian River State College	1	20	0.5	2.22%	8,024.69	1,414.23	2,913.15	3,697.31
Post Secondary Career & Technical Educational/Indian River State College	2	24	0.6	2.66%	9,629.63	1,697.08	3,495.78	4,436.77
Youth Build Program	1	10	0.25	1.11%	4,012.34	707.12	1,456.57	1,848.65
Total	33.25	901.25	22.53125		361,612.55	63,728.77	131,273.78	166,610.00

VI. COST RECONCILIATION AND ALLOCATION BASE UPDATE

Partners agree that a quarterly schedule of Comprehensive One-Stop actual costs will be prepared, and the allocation bases will be completed per the following process:

- Partners will provide CSRC with the following information no later than five (5) days after the end of each quarter:
 - Staffing information: Number of personnel and their hours served at the Comprehensive One-Stop Career Center each month during the quarter
 - Actual customer participation numbers for each month during the quarter
- Upon receipt of the above information, CSRC will:
 - Prepare a schedule of the actual Comprehensive One-Stop costs to be allocated.
 - Update the allocation bases as applicable based on actual time dedicated by each One-Stop Partner.
 - Apply the updated allocation bases as described in the Cost Allocation Methodology Section above to determine the actual costs allocable to each Partner
- CSRC will prepare an updated schedule of quarterly One-Stop costs showing cost allocations and adjustments and prepare an invoice for each Partner with the actual costs allocable to each Partner for the quarterly period.
- CSRC will submit the invoices to the Partners and send a copy of the updated One-Stop Costs allocated to all Parties no later than thirty (30) days after the end of the quarter upon request. The Partners understand that the timeliness of CSRC's preparation and submission of invoices and adjusted budget is contingent upon the timeliness of each Partner in providing the necessary cost information.



5. Partners who elect to provide an in-kind contribution in lieu of payment understand that should the Partner's required infrastructure costs contribution exceed the value of the agency's in-kind contribution, CSRC will send an invoice for the difference.
6. Partners will submit payment to CSRC no later than ten (10) days following the receipt of the invoice. Payment of the invoice signifies agreement with the costs allocated. Partners will communicate any disputes with the invoice to CSRC in writing. CSRC will review the disputed cost items and respond accordingly to the Partner within ten (10) days of receipt of notice of the disputed costs. When necessary, CSRC will revise the invoice and t upon resolution of the dispute.

VII. STEPS UTILIZED TO REACH CONSENSUS

The Partners and CSRC conferred regarding the involvement of each Partner at the Comprehensive One-Stop Career Center. The appropriate allocation bases were discussed, and those bases were included in this IFA were agreed upon as the most appropriate. CSRC proposed the initial Partner Contribution Amounts as described above. The Partners concurred with their proposal and agreed to the term included in the Cost Reconciliation and Allocation Base update section above.

VIII. DISPUTE AND IMPASSE RESOLUTION

Partners will actively participate in local IFA negotiations in a good faith effort to reach an agreement. Any disputes shall first be attempted to be resolved informally. Should informal resolution efforts fail, then the following Dispute Resolution process must be followed:

1. Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a formal notification to CSRC Chairperson or designee and all Partners to the MOU regarding the conflict within ten (10) business days.
2. The CSRC Chairperson (or designee) shall place the dispute on the CSRC Executive Committee's monthly meeting agenda. The Executive Committee shall attempt to mediate and resolve the dispute by a 2/3 majority consent of the Executive Committee members present.
3. The Executive Committee's decision shall be final and binding unless such a decision contradicts applicable State and Federal laws or regulations governing the Partner agencies.
4. The Executive Committee must provide a written response and date summary of the proposed resolution to all Partners to the MOU/IFA.
5. The CSRC Chairperson (or designee) will contact the petitioner and the appropriate partners to verify that all agree with the proposed resolution.

If Partners in the local area have employed the dispute resolution process and have failed to reach consensus on an issue pertaining to the IFA, then an impasse is declared and the State Funding Mechanism (SFM) is triggered and the IFA will be appealed through the process established by the Governor for this purpose.



IX. MODIFICATION PROCESS

This IFA may be amended or modified with the review and consent of all parties. Amendments and modifications must be issued in writing to all parties. All parties must be given a minimum of thirty (30) days to comment before the inclusion of any amendment or modification. Oral amendments or modifications shall have no effect.

X. EFFECTIVE PERIOD

This Infrastructure Funding Agreement commences on July 1, 2024, as required by Workforce Innovation and Opportunity Act legislation, and expires June 30, 2027.

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INFRASTRUCTURE FUNDING AGREEMENT
AUTHORITY AND SIGNATURE FORM
COMPREHENSIVE ONE-STOP CAREER CENTER
LOCAL WORKFORCE DEVELOPMENT AREA (LWDA) 20

MEMORANDUM OF UNDERSTANDING (MOU) AND INFRASTRUCTURE FUNDING AGREEMENT AUTHORIZATION

For Agency: _____

By signing my name below, I certify that I have read the above information. My signature certifies my understanding of the terms outlined herein and agreement with:

- The MOU
- The Infrastructure Funding Agreement (IFA)

By signing this document, I also certify that I have the legal authority to bind my agency (outlined above) to the terms of:

- The MOU
- The Infrastructure Funding Agreement (IFA)

I understand this MOU may be executed in counterparts, each being considered an original, and this MOU expires either:

- a) In three years,
- b) Upon amendment, modification, or termination, or
- c) On June 30, 2027, whichever occurs earlier.

Partner Agency Approval:

Signature

Printed Name

Title

Date



INFRASTRUCTURE FUNDING AGREEMENT
AUTHORITY AND SIGNATURE FORM
COMPREHENSIVE ONE-STOP CAREER CENTER
LOCAL WORKFORCE DEVELOPMENT AREA (LWDA) 20

MEMORANDUM OF UNDERSTANDING (MOU) AND INFRASTRUCTURE FUNDING AGREEMENT AUTHORIZATION

For Agency: CareerSource Research Coast (CSRC)

By signing my name below, I certify that I have read the above information. My signature certifies my understanding of the terms outlined herein and agreement with:

- The MOU
- The Infrastructure Funding Agreement (IFA)

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

- The MOU
- The Infrastructure Funding Agreement (IFA)

I understand this MOU may be executed in counterparts, each being considered an original, and this MOU expires either:

- a) In three years,
- b) Upon amendment, modification, or termination, or
- c) On June 30, 2027, whichever occurs earlier.

Local Workforce Development Board Approval

Executive Director

DocuSigned by:

Brian K. Bauer

81CECF88456304CC...

Signature

Brian K Bauer

Printed Name

President/CEO

Title

6/11/2024 | 3:46 PM EDT

Date

Board of Directors

Signature

Leslie Kristof

Printed Name

Chair, CSRC Board of Directors

Title

Date

Chief Local Elected Official Approval

Treasure Coast Workforce Consortium:

DocuSigned by:

Jamie Fowler

0DEE40086419455...

Signature

Jamie Fowler

Printed Name

Commissioner, St. Lucie County

Title

6/11/2024 | 3:43 PM EDT

Date

AGENDA ITEM SUMMARY

Title	Risk Evaluation Form Subrecipient Services - Workforce Coordination Consulting OSO Contract PY24-25
Strategic Plans/Goals	Optimal Use of Resources
Policy/Plan/Law	Board Policy/Board Responsibility
Action Requested	Review and Approve Risk Evaluation Forms Subrecipient Services - Workforce Coordination Consulting OSO Contract PY24-25
Background	CSRC staff will report to the Board of Directors on the risk evaluation and intent to renew the Workforce Coordination Consulting OSO Contract with the current service provider or seek a new sub-recipient.
Staff Recommendations	Review and Approve Risk Evaluation Forms Subrecipient Services - Workforce Coordination Consulting OSO Contract PY24-25
Supporting Material	Risk Evaluation Forms - Subrecipient Services
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418

SUBRECIPIENT CONTRACT FINANCIAL RISK ASSESSMENT

Per 2 CFR 200.206 in Subpart C-Pre-Federal Award Requirements and Contents of Federal Awards, a risk assessment is required to be performed at the beginning of the contract period. This is done to determine if specific conditions (§200.208) need to be imposed.

NEW RENEWAL DATE: 06/10/2024 BY: Lisa Delligatti Digitally signed by Lisa Delligatti
Date: 2024.06.10 14:18:50 -04'00'
(Signature & Print Name)

SERVICES PURCHASED: One Stop Operator CONTRACT TERM: 7/1/24-6/30/25 AMOUNT: \$40,000

SUBRECIPIENT ENTITY NAME/ADDRESS: Workforce Coordination Consulting

Check the applicable box to the right by answering the below questions regarding the above subrecipient entity for the period ending 06/30/2024

	YES	NO	COMMENTS
1. Is the entity new to managing grant funds:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Has there been turnover in staff involved with the grant activity.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3. Are personnel involved with the grant new/inexperienced in the grants area.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4. Has the entity developed or implemented new or substantially changed systems.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5. Is the entity involved in any active lawsuits, refer to most current audit report.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6. Is the entity currently suspended or debarred or have they been suspended or debarred in the past:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Were there any findings or violations from a prior audit.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A +
8. Has any on-site monitoring been performed in the recent years..... and, if so, what were the results of those monitoring visits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	THMP performs semi-annual reviews of our operations.
Nothing noted.			
9. Did the entity take timely and appropriate action on all monitoring deficiencies (per §200.332(d)(2))?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A +
10. Has there been any federal awarding agency monitoring..... and, if so, what were the results, even if related to a different award:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Florida Commerce has not audited the program year in which the one stop operation began services.			
11. Does the entity have an effective financial management system in place:.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. Does the accounting system identify the receipts and expenditures of programs separately for each award:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A +
13. Were invoices submitted timely:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14. Was the contract budget followed:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

15. Recommendation Entity For Contract Renewal (to be completed for contract renewals only):

Yes, Recommended

Yes, Recommended With Reservation

No, Not Recommended

SUBRECIPIENT CONTRACT PROGRAMMATIC RISK ASSESSMENT

Per 2 CFR 200.206 in Subpart C-Pre-Federal Award Requirements and Contents of Federal Awards, a risk assessment is required to be performed at the beginning of the contract period. This is done to determine if specific conditions (§200.208) need to be imposed.

NEW RENEWAL DATE: 6/10/24 BY: Tracey McMorris
 Digitally signed by Tracey McMorris Date: 2024.06.10 14:27:52 -04'00'
(Signature & Print Name)

SERVICES PURCHASED: One-Stop Operator Services CONTRACT TERM: 7/1/24-6/30/25 AMOUNT: \$40,000.00

SUBRECIPIENT ENTITY NAME/ADDRESS: Workforce Coordination Consulting, LLC

Check the applicable box to the right by answering the below questions regarding the above subrecipient for the period ending 6/30/25.

	EXCELLENT	GOOD	FAIR	POOR
1. Timeliness of implementation of contracted services:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Follow through and completion of agreed upon expectations/services:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Professionalism during service provision:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Quality of services provided & expertise of staff:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A	
5. Were the required # of participants served: (contract renewals only)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6. Was the program implemented as stated in the contract:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the entity determining eligibility:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. Is the entity meeting current reporting requirements:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Is the entity meeting its measurable objectives and/or performance objectives; were deliverables met:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Does the entity apprise of any potential delays or problems:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Does the entity address customer complaints within a reasonable time:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Has there been turnover in the entity's staff involved with the grant activity:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. Are personnel involved with the grant new/inexperienced in the grants area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14. Has the subrecipient developed or implemented new or substantially changed systems:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Has any on-site monitoring been performed in the recent years. If yes, what were the results of those monitoring visits:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
16. Did the entity take timely and appropriate action on all monitoring deficiencies	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

17. Recommendation Contractor For Contract Renewal (to be completed for contract renewals only):

Yes, Recommended Yes, Recommended With Reservation
 No, Not Recommended

AGENDA ITEM SUMMARY

Title Review and Approve Risk Evaluation Forms Subrecipient Services - WIOA Youth Services - PY 2024-2025

Strategic Plans/Goals Optimal Use of Resources

Policy/Plan/Law Board Policy/Board Responsibility

Action Requested Review and Approve Risk Evaluation Forms Subrecipient Services - WIOA Youth Services - PY 2024-2025

Background CareerSource Research Coast entered into a multiple-year sub-recipient procurement to provide WIOA Youth Services.

CSRC staff will report to the Board of Directors on the fiscal and programmatic risk evaluation and intent to renew the WIOA Youth Services contract with a current service provider or seek a new sub-recipient.

Staff Recommendations Review and Approve Risk Evaluation Forms Subrecipient Services - WIOA Youth Services - PY 2024-20245

Supporting Material Risk Evaluation Forms - Subrecipient Services

Board Staff Brian Bauer
President/CEO
bbauer@careersourcerc.com
(866) 482-4473 ext. 418

SUBRECIPIENT CONTRACT FINANCIAL RISK ASSESSMENT

Per 2 CFR 200.206 in Subpart C-Pre-Federal Award Requirements and Contents of Federal Awards, a risk assessment is required to be performed at the beginning of the contract period. This is done to determine if specific conditions (§200.208) need to be imposed.

NEW RENEWAL DATE: 05/08/2024 BY: L Delligatti Lisa Delligatti Digitally signed by Lisa Delligatti
Date: 2024.05.08 12:18:53 -04'00'
(Signature & Print Name)

SERVICES PURCHASED: WIOA Youth Services CONTRACT TERM: 7/1/24-6/30/25 AMOUNT: \$800,000
SUBRECIPIENT ENTITY NAME/ADDRESS: Eckerd Connects, 100 N Starcrest Drive, Clearwater, FL 33765

Check the applicable box to the right by answering the below questions regarding the above subrecipient entity **for the period ending**

	YES	NO	COMMENTS
1. Is the entity new to managing grant funds:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2. Has there been turnover in staff involved with the grant activity.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3. Are personnel involved with the grant new/inexperienced in the grants area.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4. Has the entity developed or implemented new or substantially changed systems.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5. Is the entity involved in any active lawsuits, refer to most current audit report.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The outcome of current litigation cannot be determined at the report date. Management believes any potential loss under these claims would be expected to fall within the Organization's insurance policy limits.
6. Is the entity currently suspended or debarred or have they been suspended or debarred in the past:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Were there any findings or violations from a prior audit.....	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8. Has any on-site monitoring been performed in the recent years..... and, if so, what were the results of those monitoring visits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
THMP latest review March 2024- not findings			
9. Did the entity take timely and appropriate action on all monitoring deficiencies (per §200.332(d)(2))?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	none noted
10. Has there been any federal awarding agency monitoring..... and, if so, what were the results, even if related to a different award:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
FC review January 2024 - no findings			
11. Does the entity have an effective financial management system in place:.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. Does the accounting system identify the receipts and expenditures of programs separately for each award:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. Were invoices submitted timely:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14. Was the contract budget followed:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

15. Recommendation Entity For Contract Renewal (to be completed for contract renewals only):

Yes, Recommended Yes, Recommended With Reservation
 No, Not Recommended

SUBRECIPIENT CONTRACT PROGRAMMATIC RISK ASSESSMENT

Per 2 CFR 200.206 in Subpart C-Pre-Federal Award Requirements and Contents of Federal Awards, a risk assessment is required to be performed at the beginning of the contract period. This is done to determine if specific conditions (§200.208) need to be imposed.

NEW RENEWAL DATE: 5/23/24 BY: Christina Coble Christina Coble
(Signature & Print Name)

SERVICES PURCHASED: WIOA Youth Services CONTRACT TERM: 07/01/2024-06/30/2025 AMOUNT: \$800,000

SUBRECIPIENT ENTITY NAME/ADDRESS: Eckerd Connects

Check the applicable box to the right by answering the below questions regarding the above subrecipient for the period ending _____.

	EXCELLENT	GOOD	FAIR	POOR
1. Timeliness of implementation of contracted services:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Follow through and completion of agreed upon expectations/services:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Professionalism during service provision:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Quality of services provided & expertise of staff:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A	
5. Were the required # of participants served: (contract renewals only)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Was the program implemented as stated in the contract:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is the entity determining eligibility:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Is the entity meeting current reporting requirements:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Is the entity meeting its measurable objectives and/or performance objectives; were deliverables met:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Eckerd is on track in most areas and is range to achieve goals as of most recent data received in April.
10. Does the entity apprise of any potential delays or problems:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Does the entity address customer complaints within a reasonable time:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Has there been turnover in the entity's staff involved with the grant activity:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Are personnel involved with the grant new/inexperienced in the grants area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Has the subrecipient developed or implemented new or substantially changed systems:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
15. Has any on-site monitoring been performed in the recent years. If yes, what were the results of those monitoring visits:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
One finding and one observation during Florida Commerce monitoring				
16. Did the entity take timely and appropriate action on all monitoring deficiencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

APPROVED
By Brian Bauer at 11:33 am, May 23, 2024

17. Recommendation Contractor For Contract Renewal (to be completed for contract renewals only):

Yes, Recommended Yes, Recommended With Reservation
 No, Not Recommended

AGENDA ITEM SUMMARY

Title	Review and Approve Renewable Vendor Contracts for PY 2024-2025
Strategic Plans/Goals	Optimal Use of Resources
Policy/Plan/Law	Board Policy/Board Responsibility
Action Requested	Review and Approve Renewal of Contracts
Background	<p>CareerSource Research Coast enters into multiple-year contracts with several vendors.</p> <p>Each year of the Vendor Contract term, CSRC staff will report to the Board of Directors on the performance and intent to renew the contract(s) or seek new vendor(s)/provider(s).</p>
Staff Recommendations	<p>Contracts to be renewed include Employer of Record, Audit Services, Legal, and Monitoring Services</p> <p>Approve contract renewals for Program Year 2024-2025</p>
Supporting Material	Performance Memos
Board Staff	<p>Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418</p>

Memorandum

**Risk Assessment Summary Memo for Famosa, Inc., dba Manpower
RFP# 22-002-EOR**

CareerSource Research Coast (CSRC) awarded Famosa Inc, d/b/a Manpower (Manpower), the above noted RFP for the period July 1, 2022, to June 30, 2027. Currently CSRC is entered in a vendor contract with Manpower started on 7/1/2023 and ending on 6/30/2024. Under 200.331 this award has clearly been identified to a vendor.

CareerSource Research Coast staff review the monthly invoices received from Manpower for financial accuracy and compliance.

An external independent monitoring firm performs review of additional aspects of the documentation to determine compliance with all requirements. Current procedures require that any errors or deficiencies are addressed, documented, and reviewed for correction.

In addition, we have received and reviewed the Audited Financial Statements for Famosa Inc., dba Manpower as of December 31, 2021, 2022 and 2023. It was noted that Manpower appears financially sufficient to provide contract reimbursable services. Manpower has proven over the years to understand the actions, procedures and requirements that need to occur to make our organization and programs successful. Full satisfaction was met during this program year, July 1, 2023, through the date of this memorandum, May 8, 2024. The Manpower staffing management team respond on all issues of concern and requests submitted for special reporting.

Based on their performance over the past year, staff recommends renewal of the Manpower EOR contract for the period of July 1, 2024, through June 30, 2025. The EOR contract is for 3 more years, renewable annually.

Heidi Whybrew Digitally signed by Heidi Whybrew
Date: 2024.05.08 09:28:32 -04'00'

APPROVED

By Brian Bauer at 9:35 am, May 08, 2024

By: CSRC President/CEO

info@careersourcerc.com
Administrative Office

584 NW University Boulevard, Suite 100 | Port Saint Lucie, FL 34986
p: 866.482.4473 | f: 866.314.6580

Memorandum**Risk Assessment Summary Memo for KJJ, LLC., d/b/a Spherion
RFP# 20-001 DWG EOR**

CareerSource Research Coast (CSRC) awarded KJJ, LLC d/b/a Spherion (Spherion), the above noted RFP for the period July 1, 2020, to June 30, 2025. As agreed, CSRC recommends renewing the vendor contract with Spherion starting 7/1/24 and ending on 6/30/2025. Under 200.331 this award has clearly been identified to a vendor.

The National Dislocated Worker Grant (DWG) Employer of Record (EOR) named above satisfactorily met performance expectations for Program Year 2023-2024 as of the date of this memorandum. An external independent monitoring firm performed a review of additional aspects of the documentation to determine compliance with all requirements and found no deficiencies. Current procedures require that any errors or deficiencies are addressed, documented, and reviewed for correction.

Spherion has proven to understand the actions, procedures and requirements that need to occur to make our organization and programs successful. Full satisfaction was met during this program year, July 1, 2023, through the date of this memorandum, June 10, 2024. The Spherion staffing management team respond to all issues of concern and requests submitted for special reporting. Spherion has met all expectations. The EOR contract ends 6/30/25.

Based on their performance over the past year, staff recommends renewal of the DWG EOR contract for the period July 1, 2024 through June 30, 2025.

Lisa Delligatti Digitally signed by Lisa Delligatti
Date: 2024.06.10 10:00:23 -04'00'

memorandum

APPROVED

By Brian Bauer at 10:16 am, May 09, 2024

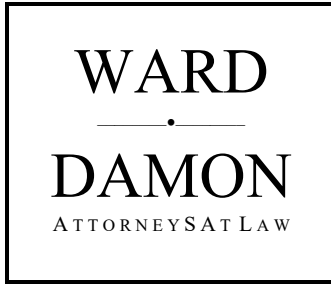
To: Brian K. Bauer, President/CEO

From: Lisa Delligatti, Chief Financial Officer

RE: Performance Evaluation of Taylor Hall Miller & Parker, P.A.

Date: May 8, 2024

The Independent Monitoring/CPA firm named above has performed their monitoring engagement satisfactorily for this past program year by completing all work timely, making themselves available for consultation and when necessary, responding promptly when needed. The firm kept costs in line with the agreed upon amount as contracted. As such, the recommendation is to renew the contract for an additional one-year period effective July 1, 2024, through June 30, 2025.



4420 BEACON CIRCLE
WEST PALM BEACH, FL 33407
Telephone: (561) 842-3000
Facsimile: (561) 842-3626
www.warddamon.com

Bari L. Goldstein, Esquire
bgoldstein@warddamon.com

April 18, 2024

VIA EMAIL

Mr. Brian Bauer

President/CEO

Workforce Board of the Treasure Coast d/b/a CareerSource Research Coast

bbauer@careersourcerc.com

RE: Workforce Board of the Treasure Coast d/b/a CareerSource Research Coast

Dear Mr. Bauer:

Thank you for continuing to retain Ward, Damon, Posner, Pheterson & Bleau (the "Firm" or "Ward Damon") as your legal counsel for the upcoming program year, July 1, 2024 through June 30, 2025. This letter will confirm the terms of the Firm's representation during that Program Year. In addition, this letter will explain our fees and billing procedures, as well as what you, Workforce Board of the Treasure Coast d/b/a CareerSource Research Coast. (the "Client" or "CareerSource"), can expect from us and what we expect from the Client.

The Firm will represent the Client on an hourly rate basis. Discrete matters or special projects that the Client wishes the Firm to handle may be the subject of a separate agreement. Please know that the Firm is not advising the Client under this agreement on the tax consequences of the real or potential outcome of any litigation, corporate tax issues, or regulatory and compliance issues.

During this upcoming Program Year, we have agreed to offer CareerSource a special rate, time spent by Bari L. Goldstein is currently charged at \$325.00 per hour and time spent by other Firm attorneys will range from \$220.00 to \$325.00. Time spent by any law clerk or para-professional is currently charged at \$140.00 per hour. Our hourly rates are subject to change from time to time during our representation in this matter and insurance matters may be billed at a different rate, agreed upon by your carrier.

We bill fees and other services on a monthly basis and payment is due upon the Client's receipt of the invoice.

REASONABLENESS OF FEE

If at any time you believe the Firm's interim periodic hourly bills are not fair and reasonable, you agree that you will notify the Firm within thirty (30) days of the date of the questioned invoice, and together, you and the Firm will review the invoice. If no notice is received, it is understood that the invoice is accepted by you as correct and accurate, and as setting forth fair and reasonable charges for services rendered.

If at any time the Client wants to terminate our services, please notify the undersigned in writing. Likewise, if at any time we find that we are unable to continue representing the Client, we will notify you in writing. We may terminate our representation if the Client fails to comply with the terms of this fee agreement, or as allowed by the terms of the Florida Rules of Professional Conduct, and the Client agrees not to contest our withdrawal from any court or administrative proceeding in such event. As soon as possible after any such termination, a final statement will be prepared and sent to the Client. Should the Firm's representation be terminated for any reason, the Client agrees to promptly pay, within the following thirty (30) days, for all attorneys' fees and costs incurred through the date of such termination. The prevailing party in any proceedings shall be entitled to recover its costs of enforcement including, without limitation, reasonable attorneys' fees and court costs required to collect any balance due, in court or in the Agreed Dispute Resolution Process.


We will perform the legal services which we have agreed to undertake on the Client's behalf in a professional manner and we will keep you informed of all material developments in a reasonable and timely manner. To enable us to do this, the Client agrees to disclose such facts as are requested and which are reasonably necessary for us to perform the services for which they have retained us. Although we may give the Client our professional judgment regarding a matter, as to the likelihood of a favorable outcome on a particular case, the amount of a potential recovery, what a clause in a document says, or whether a particular contract or negotiation will result in the desired outcome, we are never able to guarantee any of these. We will, however, endeavor to give the Client our best judgment in light of the law and the particular facts made known to us.

After you have had the opportunity to review this proposed fee agreement, please feel free to call me with any comments or questions you may have. If the agreement meets with your approval, please sign where indicated below to evidence your agreement with the matters set forth herein and return same to my assistant Rebecca Gianoutsos via email.

Finally, attached hereto is the Firm's e-mail policy for your review. By signing this retainer agreement, you agree to the terms of Ward Damon's e-mail policy and procedures.

We look forward to working with you on this matter.

Very truly yours,



Bari L. Goldstein
For the Firm

*I/We hereby accept the legal representation
by Ward Damon as described above.*

By: _____
Workforce Board of the Treasure Coast
d/b/a CareerSource Research Coast

Date: _____

WARD DAMON'S E-MAIL POLICY AND PROCEDURES

We regard e-mail as an important business tool and would like to make appropriate use of it in our dealings with our clients. However, clients will appreciate that there are certain risks associated with e-mail communications and, therefore, our use of it must be subject to certain guidelines and restrictions.

You may wish to send us a list of your home and office e-mail addresses so that these can be addressed to our outlook contacts file. We will use these addresses only as a means of sending individual messages on matters on which you have retained us. We will not, of course, make the addresses available to any outside organization without your prior agreement or as required by law.

We treat e-mails as having the same priority as items sent by regular U.S. Mail or by fax. However, please do not use e-mail as a means of sending communications with which you wish for us to deal as a matter of urgency. There may be delays from your e-mail server sending your e-mail or there may be an exceptionally high volume of incoming mail which our server is unable to deal with instantly, or e-mails can be lost or deleted before they reach our office or your e-mail may be blocked by spam software or considered to be junk mail due to factors beyond our control. Therefore, please do not assume that we have received your message until we have responded to it or specifically acknowledged it.

We may or may not place in our file a copy of any e-mail that you send to us. However, we strongly recommend that you also send us a separate hard copy by U.S. Mail wherever possible if the message is uniquely important. Please ensure that you do not send us your only copy of a document as it may not reach us safely.

Ordinary e-mail is not a very secure environment in which to send particularly sensitive messages. Internally, our staff members have been instructed to treat e-mails as confidential, just as they would any other communication from a client. We have no reason to believe that our system is not secure, and we have various security procedures to protect our system as far as possible. However, we recommend that you do not use e-mail as a means of sending us information of a highly confidential nature. You should also not send us information which could be construed as defamatory or obscene.

We have measures in place to protect our system against sending or receiving viruses, but we cannot guarantee that these will be completely effective. Please ensure that you take appropriate measures to check against viruses in all communications to or from the firm.

Finally, please ensure that your messages are addressed correctly. You can send an e-mail to the following addresses:

Bari L Goldstein, Esquire
Rebecca Gianoutsos - Assistant

bgoldstein@warddamon.com
rgianoutsos@warddamon.com

memorandum

To: Brian K. Bauer, President/CEO

From: Lisa Delligatti, Chief Financial Officer

APPROVED

By Brian Bauer at 10:14 am, May 09, 2024

RE: Performance Evaluation of James Moore & Co.

Date: May 8, 2024

The Auditing/CPA firm named above has performed their PY23-24 engagement satisfactorily for this past program year by completing all work timely, making themselves available for consultation and when necessary, responding promptly when needed. The firm kept costs in line with the agreed upon amount as contracted. As such, the recommendation is to renew the contract for an additional one-year period effective July 1, 2024, through June 30, 2025.

AGENDA ITEM SUMMARY

Title	Slate of Officers for PY 2024-2025
Strategic Plans/Goals	Effective Utilization of Current and Timely Operational Intelligence for all Stakeholders
Policy/Plan/Law	Workforce Innovation and Opportunity Act (WIOA)/Role of LWDB's/Board By-Laws
Action Requested	Review and Approve Slate of Officers
Background	<p>The Board's By-Laws state that the Chairperson, Vice Chairperson, and Treasurer shall be appointed annually by the Board and shall serve a one (1) year term commencing July 1. The Chairperson's and the Vice Chairperson's terms shall be limited to two (2) consecutive one (1) year terms, and the Treasurer shall be limited to four (4) consecutive one (1) year terms. There are no limitations on the number of terms not in sequence or in different offices.</p> <p>Slate of Officers:</p> <ul style="list-style-type: none"> • Jim Brann - Chair • William Armstead - Vice Chair • Open - Treasurer
Staff Recommendations	Discuss and Approve Slate of Officers for PY 2024-2025
Supporting Material	By-Laws of the Workforce Board of the Treasure Coast, LWDB20
Board Staff	<p>Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418</p>

AGENDA ITEM SUMMARY

Title	Review and Approve Board of Directors Membership Re-Certification
Strategic Plans/Goals	Administration & Strategic Planning
Policy/Plan/Law	Interlocal Agreement/By-Laws
Action Requested	Approve Membership Re-Certification
Background	<p>Board Members shall be appointed for fixed and staggered terms and may serve until their successors are appointed. After the initial staggered terms, the terms of Workforce Development Board Members shall be four (4) years. A Director's service is not to exceed a total of two (2) consecutive terms or eight (8) consecutive years. Any vacancy in the membership of the Workforce Development Board shall be filled in the same manner as the original appointment. Members may be reappointed for successive terms if the sponsoring organization agrees.</p>
Staff Recommendations	<p>Approve Membership Re-Certification for four years for the following members:</p> <p>Helene Caseltine (BU/GRED), (BU), David Freeland (WOLO), Bob Cenk (BU), Leslie Kristof (BU/ETPC), David Moore (WOY/ ETPA), Terrance Moore (BU)</p> <p>Deborah Frazier (B/U) - Filling seat vacated by Maddie Williams - TCBA</p> <ul style="list-style-type: none"> • BU - Business • GRVRD - Government Representative-Vocational Rehabilitation • WOY - Workforce Community-Based Organization Representing Youth • EPTC - Education and Training Provider-Institute of Higher Learning • WOV - Workforce Community-Based Organization Representing Veterans • GRO - Government Representative • GRED - Government Representative Economic Development
Supporting Material	LWDB Membership Roster PY24-25
Board Staff	<p>Brian Bauer President/CEO bbauer@careersourcerc.com (800) 482-4473 ext. 418</p>



LOCAL WORKFORCE DEVELOPMENT BOARD (LWDB) MEMBERSHIP - CareerSource Research Coast 20

Total Number of Board Members: 24/24

Date Form Completed: 06/01/24

MEMBER NAME	AREA(S) OF REPRESENTATION	NOMINATING ORGANIZATION	DEMOGRAPHICS			ORIGINAL APPOINTMENT	PERIOD OF APPOINTMENT		RENEWAL DATE	TERM LIMIT	
			Gender	Race	Veteran		Start	End			
Werner Bols	BU - Business	Bols Construction	Male	White (not Hispanic)	Veteran	07/01/83	07/01/22	06/30/26	07/01/26	06/30/29	
Pamela Burchell	BU - Business	Pamela Burchell Consulting	Female	White (not Hispanic)	Older Individual	01/28/08	07/01/23	06/30/27	07/01/27	06/30/29	
Helene Caseltine	BU - Business GRED - Government Rep-Economic	IRC Chamber of Commerce	Female	White (not Hispanic)	Older Individual	07/01/12	07/01/24	06/30/28	07/01/28	06/30/29	*
Robert Cenk	BU - Business	Ce. Ce. Contracting	Male	White (not Hispanic)	Older Individual	09/28/15	07/01/24	06/30/28	07/01/28	06/30/29	*
Wayne Olson	GRVRD - Government Representative-VR	DOE - Vocational Rehabilitation	Male	White (not Hispanic)	Older Individual	09/01/11	07/01/23	06/30/27	07/01/27	n/a	
William Armstead	BU - Business WOY - Workforce-Community-Based Organization Representing Youth	Boys & Girls Club of St. Lucie County	Male	Black/ African American (not	Veteran	07/01/23	07/01/23	06/30/27	07/01/27	06/30/31	
Dr. Timothy Moore	WOY - Workforce-Community-Based Organization Representing Youth ETPC - Education and Training Provider - Higher Ed.	Indian River State College	Male	White (not Hispanic)	Older Individual	08/01/20	07/01/23	06/30/27	07/01/27	n/a	
Michael Kauffmann	Organization WOJ - Workforce-Joint Labor Mgmt. Apprenticeship Program	Local 402 Ironworkers	Male	White (not Hispanic)	n/a	07/01/22	07/01/22	06/30/26	07/01/26	n/a	
Terrance Moore	BU - Business	Moore Solutions, Inc.	Male	Black/ African American (not	Older Individual	07/01/12	07/01/24	06/30/28	07/01/28	06/30/29	*
Lorna Landherr	BU - Business	Cleveland Clinic Indian River Hospital	Female	White (not Hispanic)	n/a	07/01/23	07/01/23	06/30/27	07/01/27	06/30/31	
Dr. Jonathan Prince	WOY - Workforce-Community-Based Organization Representing Youth WOJ - Workforce-Joint Labor Mgmt. Apprenticeship Program	St. Lucie Public Schools	Male	White (not Hispanic)	n/a	07/01/22	07/01/22	06/30/26	07/01/26	n/a	
David Freeland	WOLO - Workforce-Labor Organization	SLC Classroom Teachers'	Male	White (not Hispanic)	n/a	04/01/18	07/01/24	06/30/28	07/01/28	n/a	*
Jose Capellan	WOV - Workforce-Community-Based Organization Representing Veterans GRO - Government Rep-Other	SLC Veteran Services	Male	White and Hispanic	Veteran	11/01/20	07/01/23	06/30/27	07/01/27	n/a	
Peter Tesch	BU - Business GRED - Government Rep-Economic Development	SLC Economic Development Board	Male	White (not Hispanic)	Older Individual	06/25/14	07/01/23	06/30/27	07/01/27	06/30/29	
Larry Leet	GRO - Government Representative-Other	SLC Board of County Commissioners	Male	White (not Hispanic)	Older Individual	12/01/22	12/01/23	11/30/24	12/01/24	n/a	
Deborah Frazier	BU - Business	Treasure Coast Builders Association	Female	White (not Hispanic)	n/a	07/01/24	07/01/24	06/30/28	07/01/28	06/30/32	
Dr. David Moore	WOY - Workforce-Community Based Organizations Representing Youth ETPA - Education & Training Provider	Indian River County School District	Male	White (not Hispanic)	Veteran	07/01/16	07/01/24	06/30/28	07/01/28	n/a	*

Leslie Kristof	BU - Business ETPC - Education and Training Provider - Higher Ed.	Keiser University	Female	White (not Hispanic)	n/a	07/26/18	07/01/24	06/30/28	07/01/28	06/30/29	*
Terissa Aronson	BU - Business	IRC Chamber of Commerce	Female	White (not Hispanic)	n/a	07/01/23	07/01/23	06/30/27	07/01/27	06/30/31	
Kevin Staten	BU - Business	Bank of America	Male	White (not Hispanic)	n/a	07/01/23	07/01/23	06/30/27	07/01/27	06/30/31	
James Brann	BU - Business	The Porch Factory	Male	White (not Hispanic)	n/a	03/01/20	07/01/23	06/30/27	07/01/27	06/30/29	
Michael Maine	Organization Representing Youth ETPA - Education and Training Provider - Adult Ed.	Martin County School District	Male	White (not Hispanic)	n/a	07/01/23	07/01/23	06/30/27	07/01/27	n/a	
Kelly Johnson	BU - Business	R.V. Johnson Insurance	Female	White (not Hispanic)	n/a	07/01/24	07/01/24	07/01/28	07/01/28	06/30/32	
David Bean	BU - Business	Walmart Distribution Center	Male	White (not Hispanic)	n/a	07/01/24	07/01/24	07/01/28	07/01/28	06/30/32	

AGENDA ITEM SUMMARY

Title	Regional Planning Area (RPA) Update
Strategic Plans/Goals	Optimal Use of Resources
Policy/Plan/Law	Workforce Innovation and Opportunity Act (WIOA)/Role of LWDB's
Action Requested	None - Information Only
Background	As per CareerSource Florida Strategic Policy 2023.09.19.A.1, the request to be identified as a regional planning area (planning region) requires that the local workforce development boards have relevant relationships as evidenced by labor markets, economic development areas, education and training resources, population centers, commuting patterns, industrial composition, location quotients, labor force conditions, and geographic boundaries. If the request for designation is approved, the local workforce development boards within the regional planning area will be required to engage in a regional planning process that will produce a Regional Plan to be added as an addendum to each local workforce development board plan per FloridaCommerce Regional Planning Instructions.
Staff Recommendation	None - Information Only
Supporting Material	None - Information Only
Board Staff	Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418

collaborate.
innovate.
lead.

AGENDA ITEM SUMMARY

Title	WIOA Local Four-Year Plan for 2024-2028
Strategic Plans/Goals	Administrative and Strategic Planning
Policy/Plan/Law	Workforce Innovation & Opportunity Act (WIOA); Role of LWDB's
Action Requested	None - Information Only
Background	<p>WIOA requires each local workforce development board (LWDB) to develop and deliver to the state a comprehensive four-year plan. These plans must be submitted in partnership with the local chief elected official. Regulations require states and LWDBs to regularly revisit and recalibrate state plan strategies in response to changing economic conditions and workforce needs of the state (20 CFR, Unified and Combined Plans Under Title I of the Workforce Innovation and Opportunity Act, (676.135).</p> <p>Local plans must address how LWDBs foster strategic alignment, improve service integration, and ensure the workforce system is industry-relevant, responding to the economic needs of the local workforce development area and matching employers with skilled workers. Services described in local plans must lead to greater efficiencies, reduce duplication, and maximize financial and human resources. These plan guidelines require LWDBs to address current and future strategies and efficiencies to address the continuous improvement of Florida's workforce system and its focus on customer service excellence.</p>
Staff Recommendations	None - Information Only
Supporting Material	None - Information Only
Board Staff	<p>Brian Bauer President/CEO bbauer@careersourcerc.com (866) 482-4473 ext. 418</p>