

# Treasure Coast Workforce Consortium

## MEETING AGENDA

### Meeting Details

**Date:** Tuesday, June 11, 2024

**Time:** 3:00 p.m. - 5:00 p.m.

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

### Virtual Meeting Access - Microsoft Teams

**Access Code:** 434 193 831#

**Phone:** (772) 800-5467

**URL:** [Join the meeting now](#)

### Opening Remarks

1. Welcome & Call to Order
2. Roll Call

### Voting Items

3. Review and Approve Minutes from Treasure Coast Workforce Consortium Meeting - February 5, 2024
4. Review and Approve Draft Budget - PY 2024-2025
5. Review and Approve Comprehensive One-Stop Career Center Memorandum of Understanding (MOU) and Infrastructure Agreement (IFA) - July 1, 2024-June 30, 2027
6. Review and Approve Request for Subsequent Local Workforce Development Area Designation
7. Review and Approve Appointment of Nominations of Directors to the Workforce Development Board of the Treasure Coast - PY 2024-2025
8. Review and Approve Board of Directors Membership Recertification - PY2024-2025

### Information/Discussion

9. Legislative/CareerSource Florida Updates
10. Adjournment

## AGENDA ITEM SUMMARY

<b>Title</b>	Review and Approve Consortium Meeting Minutes - February 5, 2024
<b>Strategic Plans/Goals</b>	Operational Intelligence
<b>Policy/Plan/Law</b>	Inter-local Agreement
<b>Action Requested</b>	Review and Approve Consortium Meeting Minutes - February 5, 2024
<b>Background</b>	All meetings of the Consortium are recorded, and the minutes are approved at the subsequent Consortium meeting.
<b>Staff Recommendations</b>	Review and Approve Consortium Meeting Minutes - February 5, 2024
<b>Supporting Material</b>	Consortium Meeting Minutes - February 5, 2024
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> 866-482-4473 ext. 418



# Agenda Item 3

## Treasure Coast Workforce Consortium Meeting Minutes

**February 5, 2024**

### **Meeting Summary**

#### **Opening Remarks**

1. Welcome
2. Roll Call

#### **Voting Items**

3. Review and Approve Election of Officers to the Treasure Coast Workforce Consortium
4. Review and Approve Minutes from Treasure Coast Consortium Meeting - June 15, 2023

#### **Information/Discussion**

5. Regional Planning Area Designation Request
6. Legislative/CareerSource Florida Updates

#### **Members Participating by Teleconference:**

Commissioner Doug Smith, Commissioner Jamie Fowler

#### **Members Participating In-Person:**

None

#### **Staff Participating In-Person:**

Brian Bauer, Jennifer Eimann, Martin Rivera

#### **Called To Order:**

The meeting was called to order at 3:00 p.m.

### **Agenda Item 3 - Review and Approve Election of Officers to the Treasure Coast Workforce**

#### **Consortium:**

Brian Bauer, President/CEO, stated that annually, the Consortium elects officers to facilitate meetings and work with the President/CEO to develop an agenda for the Consortium's work. This seat will rotate annually (July 1 through June 30) between the three main entities. The current rotation through 2023-2024 is as follows:

- Commissioner Jamie Fowler, Chair - St. Lucie Board of County Commissioners
- Commissioner Laura Moss, Vice-Chair - Indian River Board of County Commissioners

A motion was made by Commissioner Doug Smith to approve the Election of Officers to the Treasure Coast Consortium, as presented. Commissioner Jamie Fowler seconded the motion. The motion passed unanimously.

### **Agenda Item 4 - Review and Approve Minutes from Treasure Coast Consortium Meeting - June 15, 2023:**

Brian Bauer, President/CEO, moved to approve the October 20, 2023, Treasure Coast Consortium meeting minutes.

A motion was made by Commissioner Doug Smith to approve the minutes as presented. Commissioner Jamie Fowler seconded the motion. The motion passed unanimously.

### **Agenda Item 5 - Regional Planning Area Designation Request:**

Brian Bauer, President/CEO, updated the consortium on the CareerSource Florida Regional Planning Area Strategic Policy that operationalizes one of the three pillars of the Florida Workforce System Transformation Plan in accordance with the REACH Act.

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.

Mr. Bauer explained that 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.

Doug Smith, Commissioner, spoke on the issue of commuting patterns and public transportation. He stated that the Martin Metropolitan Planning Organization (MPO) is developing a Transit Improvement Development Plan in collaboration with Martin County Public Transit, MARTY, to help guide future public transportation in Martin County.

The Transportation Improvement Program (TIP) identifies projects for maintaining and improving the transportation systems funded by Federal, State, and local sources to assist local governments with their transportation planning efforts.

As part of this effort, various modes of ride-share transportation, including LYFT, Uber, etc., are being evaluated as part of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand.

Mr. Bauer stated that this topic could be further discussed with the Workforce Readiness Taskforce, as continuous involvement of our stakeholders and partners is essential to ensuring that the outcomes meet the needs of our local communities.

**Agenda Item 6 - CareerSource Florida Updates:**

Brian Bauer, President/CEO, explained that due to Senate Bill 240, local workforce boards were tasked with creating an Education and Industry Consortium. As a result of discussions with the board and executive committee, it was decided to incorporate the newly formed Education and Industry Consortium into the existing Workforce Readiness Taskforce.

Mr. Bauer stated that the Workforce Readiness Taskforce's work over the last five years aligns with what the state requires of the Education and Industry Consortiums. As a result, the board determined it was a perfect opportunity to refocus the task force while meeting the Education and Industry Consortium requirements set forth by Senate Bill 240 and the state.

One of the changes required under the new statute is that consortium members must be appointed to the committee. Individuals who have not been appointed are still welcome to attend and participate in the discussions in the meetings.

The appointed members of the consortium will serve two-year terms (January-December). Members will represent the following sectors: healthcare & social assistance, manufacturing, transportation & warehousing, construction/skilled trades, and administrative/support services, waste management, and remediation services.

Additional requirements are that a chairperson be appointed, the task force meets at least quarterly, and a report of meetings be presented to the Board of Directors each quarter and posted on the CareerSource Research Coast (CSRC) website.

Mr. Bauer expressed the need for the task force to be the driver of information and ideas to educate CareerSource Research Coast, thus ensuring we do all we can to provide the services needed for businesses, job seekers, stakeholders, and community partners.

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**Adjournment**

With no further business to discuss, Commissioner Smith adjourned the meeting at 4:04 p.m.

**BOARD SECRETARY CERTIFICATION**

I hereby certify that these minutes reflect the proceedings by the Treasure Coast Workforce Consortium, have been reviewed by the Consortium, and approved or approved with modifications that have been incorporated herein.

\_\_\_\_\_  
Brian Bauer  
Board Secretary

\_\_\_\_\_  
Date

## AGENDA ITEM SUMMARY

<b>Title</b>	Review and Approve 2024-2025 Draft Budget
<b>Strategic Goal</b>	Optimal Use of Resources
<b>Policy/Plan/Law</b>	Workforce Innovation & Opportunity Act: Role of Local Workforce Boards
<b>Action Required</b>	Review and Approve Preliminary Budget for PY 2024-2025
<b>Background</b>	<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 2024-2025. 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>
<b>Staff Recommendation</b>	Approve the preliminary draft budget for PY 2024-2025
<b>Supporting Materials</b>	Draft Budget PY 2024-2025
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> 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
<b>Funding:</b>										
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
<b>Total DEO Grant Funding</b>	<b>\$ 6,197,434</b>	<b>\$ -</b>	<b>\$ 826,927</b>	<b>\$ 1,559,072</b>	<b>\$ 940,408</b>	<b>\$ 454,076</b>	<b>\$ 305,171</b>	<b>\$ 59,232</b>	<b>\$ 58,334</b>	<b>\$ 508,762</b>
OTHER NON DEO REVENUES	\$ 310,539									
<b>Total Available Funding</b>	<b>\$ 6,507,973</b>	<b>\$ -</b>	<b>\$ 826,927</b>	<b>\$ 1,559,072</b>	<b>\$ 940,408</b>	<b>\$ 454,076</b>	<b>\$ 305,171</b>	<b>\$ 59,232</b>	<b>\$ 58,334</b>	<b>\$ 508,762</b>
<b>Budgeted Expenditures:</b>										
<b>Administrative</b>	<b>\$ 671,966</b>	<b>\$ (0)</b>	<b>\$ 276,809</b>	<b>\$ 46,252</b>	<b>\$ 11,657</b>	<b>\$ 10,652</b>	<b>\$ 35,864</b>	<b>\$ 5,272</b>	<b>\$ 4,322</b>	<b>\$ 60,069</b>
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Program Training</b>	<b>\$ 5,836,008</b>	<b>\$ 0</b>	<b>\$ 550,118</b>	<b>\$ 1,512,820</b>	<b>\$ 928,751</b>	<b>\$ 443,423</b>	<b>\$ 269,307</b>	<b>\$ 53,960</b>	<b>\$ 54,012</b>	<b>\$ 448,693</b>
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	\$ -	\$ -	\$ -	\$ -
<b>Total Planned Expenditures</b>	<b>\$ 6,507,974</b>	<b>\$ 0</b>	<b>\$ 826,927</b>	<b>\$ 1,559,072</b>	<b>\$ 940,408</b>	<b>\$ 454,075</b>	<b>\$ 305,171</b>	<b>\$ 59,231</b>	<b>\$ 58,334</b>	<b>\$ 508,762</b>
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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
<b>Funding:</b>											
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
<b>Total DEO Grant Funding</b>	<b>\$ 963,944</b>	<b>\$ 100,580</b>	<b>\$ 17,211</b>	<b>\$ 84,062</b>	<b>\$ 104,000</b>	<b>\$ 163,784</b>	<b>\$ (88,128)</b>	<b>\$ 140,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,197,434</b>
OTHER NON DEO REVENUES						\$ 135,000	\$ -	\$ -	\$ 165,000	\$ 10,539	\$ 310,539
<b>Total Available Funding</b>	<b>\$ 963,944</b>	<b>\$ 100,580</b>	<b>\$ 17,211</b>	<b>\$ 84,062</b>	<b>\$ 104,000</b>	<b>\$ 163,784</b>	<b>\$ 46,872</b>	<b>\$ 140,000</b>	<b>\$ 165,000</b>	<b>\$ 10,539</b>	<b>\$ 6,507,973</b>
<b>Budgeted Expenditures:</b>											
<b>Administrative</b>	<b>\$ 115,607</b>	<b>\$ 12,359</b>	<b>\$ 2,182</b>	<b>\$ 10,193</b>	<b>\$ 12,722</b>	<b>\$ 20,857</b>	<b>\$ 6,130</b>	<b>\$ 18,362</b>	<b>\$ 21,366</b>	<b>\$ 1,291</b>	<b>\$ 671,966</b>
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Program Training</b>	<b>\$ 848,336</b>	<b>\$ 88,221</b>	<b>\$ 15,028</b>	<b>\$ 73,869</b>	<b>\$ 91,278</b>	<b>\$ 142,927</b>	<b>\$ 40,742</b>	<b>\$ 121,638</b>	<b>\$ 143,634</b>	<b>\$ 9,249</b>	<b>\$ 5,836,009</b>
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Planned Expenditures</b>	<b>\$ 963,944</b>	<b>\$ 100,580</b>	<b>\$ 17,211</b>	<b>\$ 84,062</b>	<b>\$ 104,000</b>	<b>\$ 163,784</b>	<b>\$ 46,872</b>	<b>\$ 140,000</b>	<b>\$ 165,000</b>	<b>\$ 10,539</b>	<b>\$ 6,507,974</b>
	0	0	0	0	0	0	0	0	0	0	\$ 0



## AGENDA ITEM SUMMARY

<b>Title</b>	Comprehensive One-Stop Career Center Memorandum of Understanding (MOU) and Infrastructure Agreement (IFA)
<b>Strategic Plans/Goals</b>	Optimal Use of Resources
<b>Policy/Plan/Law</b>	Section 121 (b) of WIOA; OMB CFR Chapter II, Part 200, DOL, CFR Chapter II, part 2900
<b>Action Requested</b>	Review and Approve the Comprehensive One-Stop Career Center MOU and IFA Renewal for the period of July 1, 2024, through June 30, 2027.
<b>Background</b>	<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>
<b>Staff Recommendations</b>	Approve the Comprehensive One-Stop Career Center MOU and IFA Renewal
<b>Supporting Material</b>	Comprehensive One-Stop Career Center MOU and IFA Renewal
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> (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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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

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

**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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 CAREERSOURCE RESEARCH COAST AND REQUIRED PARTNERS

**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"> <li>Onsite Access Full Time</li> <li>Via Direct Referral</li> </ul>	Tracey McMorris, Vice President of Operations/COO	<a href="mailto:tmcmorris@careersource.com">tmcmorris@careersource.com</a> (866) 482-4473	Monica Rivera <a href="mailto:morivera@careersource.com">morivera@careersource.com</a> 866-482-4473
	Migrant and Seasonal Farmworkers	<ul style="list-style-type: none"> <li>Onsite Access Part Time</li> <li>Via Direct Referral</li> </ul>			Hector Ramirez <a href="mailto:hramirez@careersource.com">hramirez@careersource.com</a> 866-482-4473
	Wagner-Peyser Act	<ul style="list-style-type: none"> <li>Onsite Access Full Time</li> <li>Via Direct Referral</li> </ul>			Greg McDonald <a href="mailto:gcmdonald@careersource.com">gcmdonald@careersource.com</a> 866-482-4473
	Jobs for Veterans State Grant	<ul style="list-style-type: none"> <li>Onsite Access Full Time</li> <li>Via Direct Referral</li> </ul>			Joe Svendsen <a href="mailto:jsvendsen@careersource.com">jsvendsen@careersource.com</a> 866-482-4473
	Trade Adjustment Assistance	<ul style="list-style-type: none"> <li>Onsite Access Part Time</li> <li>Via Direct Referral</li> </ul>			Mary Bell <a href="mailto:mbell@careersource.com">mbell@careersource.com</a> 866-472-4473
	Supplemental Nutritional Assistance Program / SNAP	<ul style="list-style-type: none"> <li>Onsite Access Full Time</li> <li>Via Direct Referral</li> </ul>			Ruth Thompson <a href="mailto:rthompson@careersource.com">rthompson@careersource.com</a> 866-482-4473
	Temporary Assistance for Needy Families (TANF)	<ul style="list-style-type: none"> <li>Onsite Access Full Time</li> <li>Via Direct Referral</li> </ul>			Ruth Thompson <a href="mailto:rthompson@careersource.com">rthompson@careersource.com</a> 866-482-4473
	Reemployment Services and Eligibility Assessment Program (RESEA)	<ul style="list-style-type: none"> <li>Onsite Access Full Time</li> <li>Via Direct Referral</li> </ul>			Monique Ramos <a href="mailto:mramos@careersource.com">mramos@careersource.com</a> 866-482-4473



MEMORANDUM OF UNDERSTANDING  
 COMPREHENSIVE ONE-STOP CAREER CENTER for  
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 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"> <li>Onsite Access Part Time (Bi-Weekly)</li> <li>Via Direct Referral</li> </ul>	Michelle Janvier	<a href="mailto:mjanvier@irsc.edu">mjanvier@irsc.edu</a>	TBD
	Post-Secondary Career & Technical Education	<ul style="list-style-type: none"> <li>Onsite Access Part Time (Monthly)</li> </ul>	<b>Digital Media &amp; Engineering</b> - Shaun Wightman	<a href="mailto:swightma@irsc.edu">swightma@irsc.edu</a>	TBD
			<b>Nursing</b> - Patty Gagliano	<a href="mailto:pgaglian@irsc.edu">pgaglian@irsc.edu</a>	
			<b>Culinary &amp; Hospitality</b> – Deborah Midkiff	<a href="mailto:dmidkiff@irsc.edu">dmidkiff@irsc.edu</a>	
			<b>HVAC, Welding, Automotive</b> - Deborah Dorn	<a href="mailto:ddorn@irsc.edu">ddorn@irsc.edu</a>	
			<b>Health Science</b> – Ann Hubbard	<a href="mailto:ahubbard@irsc.edu">ahubbard@irsc.edu</a>	
			<b>Library</b> – Brett Williams	<a href="mailto:bwilliam@irsc.edu">bwilliam@irsc.edu</a>	
			<b>Public Service Education</b> – Ray Socorro	<a href="mailto:rsocorro@irsc.edu">rsocorro@irsc.edu</a>	
			<b>Advanced Manufacturing &amp; EET, EPT</b> – John Anderson, Natalia Chekhovskaya	<a href="mailto:janders1@irsc.edu">janders1@irsc.edu</a> <a href="mailto:nchekhov@irsc.edu">nchekhov@irsc.edu</a>	
			<b>School of Continuing Education</b> – Stephanie Etter	<a href="mailto:setter@irsc.edu">setter@irsc.edu</a>	
			<b>Business, Accounting, Agriculture</b> – Casandra Raya	<a href="mailto:craya@irsc.edu">craya@irsc.edu</a>	
	Farm Worker Career Development Program	<ul style="list-style-type: none"> <li>Onsite Access Part Time (Monthly)</li> </ul>	Adilene Levins	<a href="mailto:alevins@irsc.edu">alevins@irsc.edu</a>	TBD



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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"> <li>• Onsite Access Full Time</li> <li>• Via Direct Referral</li> </ul>	Stacy Benezra	<a href="mailto:sbenezra@aarp.org">sbenezra@aarp.org</a> (321) 956-1444	TBD
FLDOE Division of Blind Services	State-Level Blind Services Program	<ul style="list-style-type: none"> <li>• Onsite Access Full Time</li> <li>• Via Direct Referral</li> </ul>	Cesar Vigo, District Administrator	<a href="mailto:cesar.vigo@dbs.fldoe.org">cesar.vigo@dbs.fldoe.org</a> (561) 681-2548	TBD
FLDOE Division of Vocational Rehabilitation	State-Level Vocational Rehabilitation Programs	<ul style="list-style-type: none"> <li>• Onsite Access Part Time</li> <li>• Via Direct Referral</li> </ul>	Wayne Olson Area Director	<a href="mailto:wayne.olson@vr.fldoe.org">wayne.olson@vr.fldoe.org</a> (407) 893-5657	Zachary Hoge <a href="mailto:Zachary.hoge@vr.fldoe.org">Zachary.hoge@vr.fldoe.org</a> 772 873-6557
St. Lucie County Community Services	Community Services Block Grant (CSBG)	<ul style="list-style-type: none"> <li>• Onsite Access Part Time</li> <li>• Via Direct Referral</li> </ul>	Jennifer Hance, Director of Community Services	<a href="mailto:hancej@stlucieco.org">hancej@stlucieco.org</a>	Shatonya Bradley <a href="mailto:bradleys@stlucieco.org">bradleys@stlucieco.org</a> 772-462-1777



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**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





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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.



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- 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.



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- 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
<b>Total</b>		<b>\$73,764</b>	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
			<b>Total</b>			<b>\$236,033</b>

Garden City - One Stop Comprehensive Center Costs PY 24-25 Budget			
Infrastructure Costs	\$12,410	<b>Remaining areas</b>	<b>80.42%</b>
Shared Services	\$110,132	<b>Resource Room and CA</b>	<b>19.58%</b>
Career Services	\$113,490	Custodial Services	\$10,670
<b>Total</b>	<b>\$236,033</b>	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
		<b>Total</b>	<b>\$63,369</b>

**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
<b>Total</b>	<b>33.25</b>	<b>901.25</b>	<b>22.53125</b>		<b>361,612.55</b>	<b>63,728.77</b>	<b>131,273.78</b>	<b>166,610.00</b>

**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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**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***

\_\_\_\_\_  
**Signature**

Brian K Bauer  
 \_\_\_\_\_  
**Printed Name**

President/CEO  
 \_\_\_\_\_  
**Title**

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

\_\_\_\_\_  
**Signature**

Jamie Fowler  
 \_\_\_\_\_  
**Printed Name**

Commissioner, St. Lucie County  
 \_\_\_\_\_  
**Title**

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

## AGENDA ITEM SUMMARY

<b>Title</b>	Local Workforce Development Area Designation - CSF Policy 94
<b>Strategic Plans/Goals</b>	Operational Intelligence
<b>Policy/Plan/Law</b>	Workforce Innovation and Opportunity Act (WIOA) Pub L. 113-128, Section 106, 107 and 116/CareerSource Florida Administrative Policy 94
<b>Action Requested</b>	Review and Approve Application for Subsequent Local Workforce Development Area (LWDA) Designation
<b>Background</b>	<p>Under WIOA, the Governor must designate local workforce development areas after consultation with the State Workforce Board, CareerSource Florida, Chief Local Elected Officials (CLEO), and the Local Workforce Development Boards.</p> <p>LWDAs that received an initial designation shall be granted a subsequent designation if, for the two most recent program years, the LWDA performed successfully and sustained financial integrity.</p> <p>The process for an LWDA to submit a subsequent designation requires initial approval by the CLEOs.</p>
<b>Staff Recommendations</b>	Approval of CSRC Application for Subsequent LWDA Designation for Program Years 2024 & 2025
<b>Supporting Material</b>	CSF Policy 94 & Request for Subsequent LWDA Designation
<b>Board Staff</b>	Brian Bauer, President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> 866-482-4473 ext. 418



**Policy  
Number  
94**

<b>Title:</b>	<b>Local Workforce Development Area Designation</b>
<b>Program:</b>	<b>Workforce Innovation and Opportunity Act</b>
<b>Adopted:</b>	<b>March 20, 2017</b>
<b>Effective:</b>	<b>March 20, 2017</b>

**I. PURPOSE AND SCOPE**

The purpose of this policy is to outline the process for new and subsequent area designation for local workforce development boards (LWDBs) under the Workforce Innovation and Opportunity Act (WIOA).

**II. BACKGROUND**

Under the Workforce Innovation and Opportunity Act (Pub. L. 113-128), the Governor must designate local workforce development areas after consultation with the State Workforce Board (SWB), local chief elected officials (CEO) and LWDBs.

WIOA requires that the Governor approve a request for initial designation as a local workforce development area from any area that was designated as a local workforce development area for purposes of the Workforce Investment Act (WIA) of 1998 for the two-year period preceding the enactment of WIOA, provided the area performed successfully and sustained fiscal integrity.

**III. AUTHORITY**

[Workforce Innovation and Opportunity Act](#) (Pub. L. 113-128, Section 106, 107 and 116)

[Training and Employment Guidance Letter \(TEGL No. 19-14\)](#), *Vision for the Workforce System and Initial Implementation of the Workforce Innovation and Opportunity Act*, February 19, 2015

[Training and Employment Guidance Letter \(TEGL\) No. 27-14](#), *Workforce Innovation and Opportunity Act Transition Authority for Immediate Implementation of Governance Provisions*, April 15, 2015

[Training and Employment Guidance Letter \(TEGL\) No. 10-16](#), *Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III and Title IV Core Programs*, December 19, 2016

20 CFR 679.230-679.260; 20 CFR 683.630(a); 20 CFR 683.640; 20 CFR 677.205-677.210

#### **IV. POLICIES AND PROCEDURES**

The purpose of the local workforce development area is to serve as the jurisdiction for the administration of workforce development activities using Adult, Dislocated Worker and Youth funds allocated by the State and to coordinate efforts related to the other core programs at a community level. The Governor shall approve a request for designation of an area from a unit of general local government as a local workforce development area in accordance with the process and considerations outlined in WIOA Section 106b(1)(A) and (B).

Under the authority granted to states in WIOA Section 106(b)(2), each of Florida's existing local workforce investment areas that were operating in accordance with WIA were automatically granted an initial designation as a local workforce development area. This initial designation became effective July 1, 2015 and will expire on June 30, 2017.

##### **1. New Area Designation**

The Governor may approve a request at any time for designation as a local workforce development area from any unit of general local government, including a combination of such units, if the SWB recommends designation after determining that the area:

- a. Is consistent with local labor market areas;
- b. Has a common economic development area; and
- c. Has the Federal and non-Federal resources, including appropriate education and training institutions, to administer activities under WIOA subtitle B.

If local representatives have concluded that a new local workforce development area is needed, the CEOs shall make a request to the Department of Economic Opportunity (DEO) and CareerSource Florida. The new designation request requires the following steps:

- a. A completed request that addresses the required designation criteria as described in WIOA Section 106:
  - i. Consistency with local labor market areas.
  - ii. Has a common economic development area.

- iii. Has the federal and non-federal resources, including appropriate education and training institutions, to administer activities under the Youth, Adult and Dislocated Worker formula programs.
- b. The request must contain the signature of all of the CEOs of the units of local government that will make up the new local workforce development area, to demonstrate that the request is the consensus of all the units of local government involved.
- c. A statement of how the proposed new area designation will impact those other workforce areas from which it is withdrawing. It should be understood by any county, city or combination of such seeking designation, that the new area will only secure the formula allocated funds for each WIOA funding stream based on the formula factors as defined by WIOA.
- d. CareerSource Florida will review all public comments received and include those comments in the recommendation packet for approval or disapproval of local workforce development area designations to the Governor.
- e. CareerSource Florida will submit its recommendation to the Governor within ten business days of CareerSource Florida decision.
- f. The final decision rests with the Governor (or designee) and shall be made no later than six weeks prior to the beginning of the new program year (July 1st).

Additionally, the Governor may re-designate a local workforce development area if the re-designation has been requested by a local workforce development area and the Governor approves the request.

## 2. Subsequent Designation

Local workforce development areas that receive an initial designation shall be granted a *subsequent designation* if, for the two most recent program years, the local workforce development area performed successfully and sustained fiscal integrity, and in the case of a local workforce development area in a planning region, met the regional planning requirements as described in WIOA Sec. 106(c)(1). The process for a local area to submit a subsequent designation request is outlined below:

- a. The CEOs must submit a request for subsequent designation (Attachment A) to CareerSource Florida and DEO every two years beginning July 1, 2017. The completed form must be submitted via email to: [WIOA@deo.myflorida.com](mailto:WIOA@deo.myflorida.com). The application to request subsequent designation is due by April 15 of the renewal year.
- b. DEO and CareerSource Florida will review the request submitted to verify that the stated requirements were met. The submissions will be made available for public review at [www.careersourceflorida.com/wioa](http://www.careersourceflorida.com/wioa) for a period not to exceed ten days.



- c. After the receipt and review of public comment, CareerSource Florida will review the submissions along with any public comments received, and make recommendations to the Governor regarding the local workforce development area's subsequent designation.
- d. Each local workforce development area will be notified of the Governor's designation decision within ten business days of receipt by DEO and CareerSource Florida.

The Governor may review a local workforce development area at any time to evaluate whether that area continues to meet the requirements for subsequent designation. Additionally, the Governor must review a local workforce development area before submitting the State Plan during each four-year State planning cycle to evaluate whether the area continues to meet the requirements for subsequent designation.

### 3. **Performed Successfully**

For the purpose of determining subsequent local workforce development area designation, the term “**performed successfully**” means the local workforce development area met or exceeded the adjusted levels of performance for primary indicators of performance for the last two consecutive years for which data are available, and that the local area has not failed the same measure for the last two consecutive program years.

### 4. **Sustained Fiscal Integrity**

**Sustained Fiscal Integrity** for all program years means the Secretary of the United States Department of Labor has not made a formal determination that either the grant recipient or the administrative entity of the area misexpended funds due to willful disregard of the requirements of the provision involved, gross negligence or failure to comply with accepted standards of administration for the two-year period preceding the determination.

## V. **APPEAL PROCEDURES FOR DENIAL OR OTHER ADVERSE ACTION(S) PERTAINING TO LOCAL WIOA AREA DESIGNATION**

If the Governor denies a local area designation or makes a decision related to designation that adversely affects an area, the unit of general local government or grant recipient may submit an appeal to CareerSource Florida. The appeal procedures are as follows:

### 1. **State Appeal Procedures**

- a. The request for appeal must be sent by certified mail, return receipt to the President, CareerSource Florida, Inc. c/o the Department of Economic Opportunity, Attention: OSPS Program Management Unit, MSG-229, 107 East Madison Street, Tallahassee, FL 32399 and/or email the request for appeal to [WIOA@deo.myflorida.com](mailto:WIOA@deo.myflorida.com). The request must include the name of the contact person and the address where official notices are to be mailed. The appeal request must be legible, written/typed clearly and

concisely, and include the title “**REQUEST FOR APPEAL**” at the top of the first page in all capital letters. The written/typed appeal must specifically state why the designation as a WIOA local workforce development area should be approved. The request shall be no longer than five pages. (Exhibits and attachments are not included in the five-page limit.)

- b. As specified in WIOA Regulations, 20 CFR 683.630(a)(2), CareerSource Florida must provide an opportunity for a hearing and prescribe appropriate time limits to ensure prompt resolution of the appeal. CareerSource Florida must conduct a hearing and make a determination of designation within 60 calendar days of receipt of the request. At least ten calendar days prior to the hearing, the designated local contact person shall receive by certified mail, return receipt, a written/typed notice of the hearing from CareerSource Florida.
- c. The notice shall inform the local contact/board of the following:
  - i. The date, time, and place of the hearing;
  - ii. The reason the WIOA local workforce development area designation was denied, including the pertinent sections of the WIOA and any federal regulations involved;
  - iii. That the affected parties that they may present witnesses or documentary evidence at the hearing;
  - iv. That the affected parties that they may be represented at the hearing by an attorney or other representative;
  - v. That the parties are entitled to a written/typed decision of findings to be issued within 30 calendar days after the date of the hearing; and
  - vi. That the local area has the right to appeal to the Secretary of the United States Department of Labor (USDOL).

## **2. Federal Appeal Procedures**

- a. If the appeal does not result in a designation, the appellant may request a review by the Secretary of USDOL to determine if procedural rights were granted or if the minimum criteria of WIOA Section 106(b)(2) or Section 106(b)(3) were met. This appeal must be filed no later than 30 days after receipt of written notification of the denial from CareerSource Florida, and must be submitted by certified mail, return receipt requested to: Secretary, U.S. Department of Labor, 200 Constitution Avenue, N.W. Washington, DC 20210, Attention: ASET. A copy of the appeal must be provided to CareerSource Florida at the same time it is sent to USDOL.
- b. The appellant must establish that it was not accorded procedural rights under the appeal process set forth in the State Plan or that it meets the requirements for designation as specified in WIOA.

- c. The USDOL Secretary may consider any comments submitted in response by CareerSource Florida. If the USDOL Secretary determines that the appellant has met its burden of establishing that it was not accorded procedural rights under the appeal process or that it met the requirements for designation in WIOA, the Secretary may require that the area be designated a local area. The Secretary must issue a written decision to the Governor and the appellant.

**VI. DEFINITIONS**

**Initial Designation** – The period of initial designation applies to July 1, 2015 through June 30, 2017.

**Subsequent Designation** – The period of subsequent designation applies to program years 2017 and beyond.

**New Designation** – Creation of a new local area.

**VII. ATTACHMENT**

[Attachment A – Application for Subsequent Local Workforce Development Area Designation](#)

## Request for Subsequent Local Workforce Development Area Designation

**Name of Local Workforce Development Area:**

Workforce Development Board of the Treasure Coast dba CareerSource Research Coast – LWDB 20

**Name of Contact Person:**

Brian Bauer

**Phone Number:**

866-482-4473 ext. 418

**Title:**

President/CEO

**Email Address:**

bbauer@careersourcerc.com

**Date of Request:**

Local workforce development areas that receive an initial designation will be granted a subsequent designation if, for the two most recent program years, the local workforce development area performed successfully and sustained fiscal integrity.

### **Performed Successfully**

The term “Performed Successfully” means the local workforce development area met or exceeded the adjusted levels of performance for primary indicators of performance for the last two consecutive years for which data are available, and the local area has not failed the same individual measure for the last two consecutive program years.

### **Sustained Fiscal Integrity**

The term “Sustained Fiscal Integrity” means that the Secretary of Labor has not made a formal determination, during either of the last two consecutive years preceding the determination regarding such integrity, that either the grant recipient or the administrative entity of the local workforce development area has mis-expended funds provided.

## LOCAL AREA LEVELS OF PERFORMANCE

For subsequent designation of local workforce development areas, the local area must include the local negotiated levels of performance and actual levels of performance for the two program years (PY) for which data are available prior to the program year for which designation is requested.

<b>Name of Local Workforce Development Area:</b>				
<b>Measures</b>	<b>Negotiated</b>	<b>Actual</b>	<b>Negotiated</b>	<b>Actual</b>
	PY: <u>21-22</u>	PY: <u>21-22</u>	PY: <u>22-23</u>	PY: <u>22-23</u>
<b>Adult</b>				
Employed 2 <sup>nd</sup> Quarter After Exit	95.00	91.80	91.60	93.70
Median Wages 2 <sup>nd</sup> Quarter After Exit	\$8,900	\$12,545	\$9,203	\$12,850
Employed 4 <sup>th</sup> Quarter After Exit	95.00	92.80	91.10	87.70
Credential Attainment Rate	71.00	93.40	88.00	89.60
Measurable Skill Gains	67.00	100.00	85.30	100.00
<b>Dislocated Worker</b>				
Employed 2 <sup>nd</sup> Quarter After Exit	90.00	78.60	88.00	92.30
Median Wages 2 <sup>nd</sup> Quarter After Exit	\$7,800	\$10,109	\$8,638	\$10,628
Employed 4 <sup>th</sup> Quarter After Exit	87.00	100.00	92.50	85.20
Credential Attainment Rate	70.00	100.00	75.40	88.20
Measurable Skill Gains	72.00	100.00	77.30	100.00
<b>Youth</b>				
Employed 2 <sup>nd</sup> Quarter After Exit	80.00	76.90	81.20	71.60
Median Wages 2 <sup>nd</sup> Quarter After Exit	\$3,400	\$3,349	\$3,261	\$3,099
Employed 4 <sup>th</sup> Quarter After Exit	78.00	82.20	78.80	67.90
Credential Attainment Rate	92.00	100.00	88.20	96.60
Measurable Skill Gains	73.00	96.60	81.00	98.70
<b>Wagner-Peyser</b>				
Employed 2 <sup>nd</sup> Quarter After Exit	68.00	65.00	65.30	64.00
Median Wages 2 <sup>nd</sup> Quarter After Exit	\$5,100	\$6,936	\$5,540	\$6,964
Employed 4 <sup>th</sup> Quarter After Exit	69.00	64.20	62.60	63.60

## CERTIFICATION AND APPROVAL OF REQUEST

By signing below, the local workforce board chairperson and chief local elected official certify that the local area has performed successfully and sustained fiscal integrity for subsequent designation of the existing local area.

<b>Local Workforce Development Board Chairperson</b>	
<b>Name:</b> Leslie Kristof	
<b>Signature:</b>	
<b>Date:</b>	

<b>Chief Local Elected Official</b>	
<b>Name:</b> Jamie Fowler	<b>County:</b> St. Lucie
<b>Signature:</b>	
<b>Date:</b>	

<b>Chief Local Elected Official</b>	
<b>Name:</b> Doug Smith	<b>County:</b> Martin
<b>Signature:</b>	
<b>Date:</b>	

<b>Chief Local Elected Official</b>	
<b>Name:</b> Laura Moss	<b>County:</b> Indian River
<b>Signature:</b>	
<b>Date:</b>	

The completed request and certification page(s) must be submitted to: [LWDBGovernance@commerce.fl.gov](mailto:LWDBGovernance@commerce.fl.gov).

## AGENDA ITEM SUMMARY

<b>Title</b>	Appointment of Directors Nominated to the Workforce Development Board of the Treasure Coast
<b>Strategic Plans/Goals</b>	Administration & Strategic Planning
<b>Policy/Plan/Law</b>	Interlocal Agreement
<b>Action Requested</b>	Approve Appointment of Directors Nominated
<b>Background</b>	Board Members shall be appointed for fixed and staggered terms and may serve until their successors are appointed. All appointments shall be for a term of four (4) years. All non-mandated members whose terms expire must be reappointed by the Consortium. Directors may be reappointed for one (1) additional term. A Director's service is not to exceed a total of two (2) consecutive terms of eight (8) years. Appointed Directors who represent governmental entities are exempt from term limit definition.
<b>Staff Recommendations</b>	Approve Appointment of Directors Nominated
<b>Supporting Material</b>	Application for Board of Directors Membership
<b>Board Staff</b>	Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> (866) 482-4473 ext. 418



*Please note: Your application will remain active for one (1) year. Resumes may be included; however, the application MUST still be completed.*

Application Submission Date: 4/25/2024

I. Name: David Bean

II. Organization/Employer Name: Walmart DC 7038

Occupation: Supply Chain Title: Operations Manager

Prior Occupation if retired: N/A

Business Address: 4001 S Jenkins Rd Fort Pierce, FL34981

Home Address: 1963 NW Cataluna Cir PSL, FL 34986

Business is in:  Indian River County  St. Lucie County  Martin County

Business Phone Number: 772-467-4500 ext 6243 Fax Number: \_\_\_\_\_

Email Address: david.bean@walmart.com Number of Employees in Company: 915

III. **Demographic Data:** Providing the following requested demographic information is voluntary. The information will be kept confidential as provided by law and will be used only in accordance with the law; refusal to provide the information will not subject the individual to any adverse treatment.

- a. Gender  Female  Male
- b. Race  White  Black/African American  Asian  
 American Indian/Alaskan Native  Native Hawaiian/Other Pacific Islander  Other
- c. Citizenship  U.S. Citizen or Naturalized Citizen  Lawfully admitted alien or refugee
- d. Veteran  No  Yes Branch \_\_\_\_\_

e. Educational Degrees, College or University, Type of Degree, include Specialized Training:

N/A

IV. **What is your interest in becoming a member of the CareerSource Research Coast Board?**

I am interested in becoming a member of the CareerSource Research Coast Board because I am passionate about workforce development and economic growth. I believe in the mission of CareerSource Research Coast, which is to enhance the region's economy by providing high-quality workforce solutions to businesses and individuals. I would like to contribute my skills, knowledge, and experience to help further this mission and make a positive impact on our community.

V. **What special experience/training or qualifications do you have that could bring to the Board?**

I have over 10 years of experience in the field of Supply Chain Management, during which I have gained substantial knowledge and skills in workforce planning and employment. I believe my experience in strategic planning and my understanding of the labor market and industry trends could be particularly beneficial for the Board. My ability to analyze data will help in making informed decisions to benefit our community and local economy.





VI. Other current or previous board membership (include offices held or committee):

N/A

VII. Any personal information you wish to share with us (Marital Status/Partner's Name/Children and Hobbies):

N/A

VIII. Conflicts of interest (Any known or potential conflicts of interest which may be applicable to my membership on the CareerSource Research Board) are as follows: If none, so indicate:

N/A

IX. Have you been convicted of, found guilty of, pled guilty or nolo contendere to, or been incarcerated within the last 10 years as a result of having previously been convicted of, or found guilty of, or pled guilty or nolo contendere to, and felony, or crime involving fraud, theft, larceny, embezzlement, fraudulent conversion, misappropriation of property, or any crime arising from the conduct of a solicitation for charitable organization or sponsor within the last 10 years? See Section 496.405(2)(d)5, F.S.

No       Yes

X. Are you exempt from public records: Exemptions from public records apply to certain personal information about the current or former law enforcement officers, judges, prosecutors, public defenders, firefighters, code enforcement officers and guardians ad litem and their families. For a complete list of exemptions, see Section 119.071(4), F.S.

No       Yes



**IMPORTANT INFORMATION:**

Be advised that in compliance with F.S. 112.3145 Disclosure of Financial Interests and Clients Represented Before Agencies, membership on the CareerSource Research Coast Board requires annual financial disclosure or the submission of other information to the State of Florida – Commission on Ethics. Please visit the Florida Commission on Ethics' website: <http://www.ethics.state.fl.us/FinancialDisclosure>. For assistance, you may contact the Commission's Financial Disclosure Coordinator at [disclosure@leg.state.fl.us](mailto:disclosure@leg.state.fl.us) or call (850) 488-7864. You may also write to P.O. Drawer 15709 Tallahassee, FL 32317-5709.

**David Bean**

Print Name



Signature

**4/25/24**

Date

Please return this application to: CareerSource Research Coast  
 584 NW University Blvd  
 Suite 100  
 Port St. Lucie, FL 34986  
 ph: (866) 482-4473  
 fax: (866) 866-314-6580

**For CareerSource Research Coast Board Use Only**

Application Receipt Date: 4/25/24	Date Accepted at TCWC Meeting:	Date Accepted at Board Meeting:	Date Form 1 Sent
Date Resignation Letter Received:	Date Board Accepted Resignation:	Date Form 1F Sent:	Date Renewed Membership:



Please note: Your application will remain active for one (1) year. Resumes may be included; however, the application MUST still be completed.

Application Submission Date: \_\_\_\_\_

I. Name: Terissa Aronson

II. Organization/Employer Name: St. Lucie County Chamber of Commerce

Occupation: CEO Title: President/CEO

Prior Occupation if retired: \_\_\_\_\_

Business Address: 2580 Rhode Island Ave, Fort Pierce, FL 34947

Home Address: 998 SW Abbot Ave, Port St. Lucie, FL 34953

Business is in:  Indian River County  St. Lucie County  Martin County

Business Phone Number: 7725959999 Fax Number: \_\_\_\_\_

Email Address: president@StLucieChamber.org Number of Employees in Company: 8

III. **Demographic Data:** Providing the following requested demographic information is voluntary. The information will be kept confidential as provided by law and will be used only in accordance with the law; refusal to provide the information will not subject the individual to any adverse treatment.

- a. Gender  Female  Male
- b. Race  White  Black/African American  Asian  
 American Indian/Alaskan Native  Native Hawaiian/Other Pacific Islander  Other
- c. Citizenship  U.S. Citizen or Naturalized Citizen  Lawfully admitted alien or refugee
- d. Veteran  No  Yes Branch \_\_\_\_\_

e. Educational Degrees, College or University, Type of Degree, include Specialized Training:

Bachelor's Degree, Ashford University  
 AA, Ohio State

IV. What is your interest in becoming a member of the CareerSource Research Coast Board?

This would be a great opportunity for the two organizations to work together for the business community.

V. What special experience/training or qualifications do you have that could bring to the Board?

I have 15 years at the Chamber of Commerce and currently serve on several boards whose information and resources may be of help to CareerSource.



VI. Other current or previous board membership (include offices held or committee):

Economic Development Council, Tourist Development Council, Roundtable of SLC, Early Learning Coalition, SLC Land Acquisitions, SLC Audit Review, Development Review Task Force, PSL Historical Society

VII. Any personal information you wish to share with us (Marital Status/Partner's Name/Children and Hobbies):

I have been married for 19 years to a very supportive husband who is well aware I am a workaholic. My hobbies include service to my community, boating and vacationing with friends.

VIII. Conflicts of interest (Any known or potential conflicts of interest which may be applicable to my membership on the CareerSource Research Board) are as follows: If none, so indicate:

No know conflicts.

IX. Have you been convicted of, found guilty of, pled guilty or nolo contendere to, or been incarcerated within the last 10 years as a result of having previously been convicted of, or found guilty of, or pled guilty or nolo contendere to, and felony, or crime involving fraud, theft, larceny, embezzlement, fraudulent conversion, misappropriation of property, or any crime arising from the conduct of a solicitation for charitable organization or sponsor within the last 10 years? See Section 496.405(2)(d)5, F.S.

No       Yes

X. Are you exempt from public records: Exemptions from public records apply to certain personal information about the current or former law enforcement officers, judges, prosecutors, public defenders, firefighters, code enforcement officers and guardians ad litem and their families. For a complete list of exemptions, see Section 119.071(4), F.S.

No       Yes



**IMPORTANT INFORMATION:**

Be advised that in compliance with F.S.112.3145 Disclosure of Financial Interests and Clients Represented Before Agencies, membership on the CareerSource Research Coast Board requires annual financial disclosure or the submission of other information to the State of Florida – Commission on Ethics. Please visit the Florida Commission on Ethics’ website: <http://www.ethics.state.fl.us/FinancialDisclosure>. For assistance, you may contact the Commission’s Financial Disclosure Coordinator at [disclosure@leg.state.fl.us](mailto:disclosure@leg.state.fl.us) or call (850) 488-7864. You may also write to P.O. Drawer 15709 Tallahassee, FL 32317-5709.

**Terissa Aronson**

Print Name

**Terissa Aronson** Digitally signed by Terissa Aronson  
 DN: cn=Terissa Aronson, o=St. Lucie County Chamber of  
 Commerce, ou, email=President@StLucieChamber.org, c=US  
 Date: 2023.04.26 09:48:05 -04'00'

Signature

**4/26/2023**

Date

Please return this application to: CareerSource Research Coast  
 584 NW University Blvd  
 Suite 100  
 Port St. Lucie, FL 34986  
 ph: (866) 482-4473  
 fax: (866) 866-314-6580

**For CareerSource Research Coast Board Use Only**

<b>Application Receipt Date:</b> 4-13-2023	<b>Date Accepted at TCWC Meeting:</b>	<b>Date Accepted at Board Meeting:</b>	<b>Date Form 1 Sent</b>
<b>Date Resignation Letter Received:</b>	<b>Date Board Accepted Resignation:</b>	<b>Date Form 1F Sent:</b>	<b>Date Renewed Membership:</b>



Please note: Your application will remain active for one (1) year. Resumes may be included; however, the application MUST still be completed.

Application Submission Date: 03/27/2024

I. Name: Amanda Commander

II. Organization/Employer Name: HCA Florida St. Lucie Hospital

Occupation: Human Resources Title: HR Business Partner

Prior Occupation if retired: \_\_\_\_\_

Business Address: 1800 SE Tiffany Avenue, Port Saint Lucie, FL, 34952

Home Address: 3966 SW Alice Street, Port Saint Lucie, FL, 34953

Business is in:  Indian River County  St. Lucie County  Martin County

Business Phone Number: 772-398-1958 Fax Number: 772-398-3742

Email Address: amanda.commander@hcahealthcare.com Number of Employees in Company: 900+

III. **Demographic Data:** Providing the following requested demographic information is voluntary. The information will be kept confidential as provided by law and will be used only in accordance with the law; refusal to provide the information will not subject the individual to any adverse treatment.

- a. Gender  Female  Male
- b. Race  White  Black/African American  Asian  
 American Indian/Alaskan Native  Native Hawaiian/Other Pacific Islander  Other
- c. Citizenship  U.S. Citizen or Naturalized Citizen  Lawfully admitted alien or refugee
- d. Veteran  No  Yes Branch \_\_\_\_\_

e. Educational Degrees, College or University, Type of Degree, include Specialized Training:

Master's Business Administration, Capella University. Society of Human Resources- Certified Professional

IV. What is your interest in becoming a member of the CareerSource Research Coast Board?

Continued community involvement and support of the healthcare field.

V. What special experience/training or qualifications do you have that could bring to the Board?

HR and Leadership background.



VI. Other current or previous board membership (include offices held or committee):

None.

VII. Any personal information you wish to share with us (Marital Status/Partner's Name/Children and Hobbies):

Married, One Child, 4 years old. We enjoy spending time with family and visiting Disney World.

VIII. Conflicts of interest (Any known or potential conflicts of interest which may be applicable to my membership on the CareerSource Research Board) are as follows: If none, so indicate:

None.

IX. Have you been convicted of, found guilty of, pled guilty or nolo contendere to, or been incarcerated within the last 10 years as a result of having previously been convicted of, or found guilty of, or pled guilty or nolo contendere to, and felony, or crime involving fraud, theft, larceny, embezzlement, fraudulent conversion, misappropriation of property, or any crime arising from the conduct of a solicitation for charitable organization or sponsor within the last 10 years? See Section 496.405(2)(d)5, F.S.

No       Yes

X. Are you exempt from public records: Exemptions from public records apply to certain personal information about the current or former law enforcement officers, judges, prosecutors, public defenders, firefighters, code enforcement officers and guardians ad litem and their families. For a complete list of exemptions, see Section 119.071(4), F.S.

No       Yes

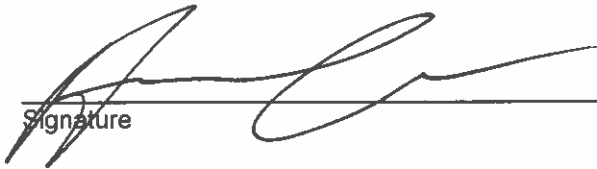


**IMPORTANT INFORMATION:**

Be advised that in compliance with F.S.112.3145 Disclosure of Financial Interests and Clients Represented Before Agencies, membership on the CareerSource Research Coast Board requires annual financial disclosure or the submission of other information to the State of Florida – Commission on Ethics. Please visit the Florida Commission on Ethics' website: <http://www.ethics.state.fl.us/FinancialDisclosure>. For assistance, you may contact the Commission's Financial Disclosure Coordinator at [disclosure@leg.state.fl.us](mailto:disclosure@leg.state.fl.us) or call (850) 488-7864. You may also write to P.O. Drawer 15709 Tallahassee, FL 32317-5709.

**Amanda Commander**

Print Name



Signature

**03/27/2024**

Date

Please return this application to: CareerSource Research Coast  
 584 NW University Blvd  
 Suite 100  
 Port St. Lucie, FL 34986  
 ph: (866) 482-4473  
 fax: (866) 866-314-6580

**For CareerSource Research Coast Board Use Only**

Application Receipt Date: 3/7/24	Date Accepted at TCWC Meeting:	Date Accepted at Board Meeting:	Date Form 1 Sent
Date Resignation Letter Received:	Date Board Accepted Resignation:	Date Form 1F Sent:	Date Renewed Membership:







VI. Other current or previous board membership (include offices held or committee):

VII. Any personal information you wish to share with us (Marital Status/Partner’s Name/Children and Hobbies):

VIII. Conflicts of interest (Any known or potential conflicts of interest which may be applicable to my membership on the CareerSource Research Board) are as follows: If none, so indicate:

IX. Have you been convicted of, found guilty of, pled guilty or nolo contendere to, or been incarcerated within the last 10 years as a result of having previously been convicted of, or found guilty of, or pled guilty or nolo contendere to, and felony, or crime involving fraud, theft, larceny, embezzlement, fraudulent conversion, misappropriation of property, or any crime arising from the conduct of a solicitation for charitable organization or sponsor within the last 10 years? See Section 496.405(2)(d)5, F.S.

- No       Yes

X. Are you exempt from public records: Exemptions from public records apply to certain personal information about the current or former law enforcement officers, judges, prosecutors, public defenders, firefighters, code enforcement officers and guardians ad litem and their families. For a complete list of exemptions, see Section 119.071(4), F.S.

- No       Yes



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Print Name

*Ruth Hand Johnson*

Signature

Date

Please return this application to: CareerSource Research Coast  
 584 NW University Blvd  
 Suite 100  
 Port St. Lucie, FL 34986  
 ph: (866) 482-4473  
 fax: (866) 866-314-6580

**For CareerSource Research Coast Board Use Only**

<b>Application Receipt Date:</b> 04/15/2024	<b>Date Accepted at TCWC Meeting:</b>	<b>Date Accepted at Board Meeting:</b>	<b>Date Form 1 Sent</b>
<b>Date Resignation Letter Received:</b>	<b>Date Board Accepted Resignation:</b>	<b>Date Form 1F Sent:</b>	<b>Date Renewed Membership:</b>



Please note: Your application will remain active for one (1) year. Resumes may be included; however, the application MUST still be completed.

Application Submission Date: April 5, 2024

I. Name: Deborah Frazier

II. Organization/Employer Name: Treasure Coast Builders Association

Occupation: Executive Officer Title: Executive Officer

Prior Occupation if retired: \_\_\_\_\_

Business Address: 6560 US Hwy 1 Port St Lucie, FL 34952

Home Address: 6721 NW Cloverdale Ave Port St Lucie, FL 34987

Business is in:  Indian River County  St. Lucie County  Martin County

Business Phone Number: 7723368222 Fax Number: None

Email Address: deb@treasurecoastba.com Number of Employees in Company: 3

III. **Demographic Data:** Providing the following requested demographic information is voluntary. The information will be kept confidential as provided by law and will be used only in accordance with the law; refusal to provide the information will not subject the individual to any adverse treatment.

a. Gender  Female  Male

b. Race  White  Black/African American  Asian  
 American Indian/Alaskan Native  Native Hawaiian/Other Pacific Islander  Other

c. Citizenship  U.S. Citizen or Naturalized Citizen  Lawfully admitted alien or refugee

d. Veteran  No  Yes Branch \_\_\_\_\_

e. Educational Degrees, College or University, Type of Degree, include Specialized Training:

Speech Communication SIUE Edwardsville

IV. What is your interest in becoming a member of the CareerSource Research Coast Board?

TCBA and Career Source work so closely together that this would be a great partnership for the two.

V. What special experience/training or qualifications do you have that could bring to the Board?

Being Executive Officer of the TCBA Board and the TCBA Charitable Fund brings a lot of knowledge and ideas from what TCBA is currently doing. We have access to National and State information as well.



VI. Other current or previous board membership (include offices held or committee):

CEO to the Board of Directors for REALTOR Association of Southwestern Illinois. Board Vice President for REbuilding Together in Southwestern Illinois. Board of Directors for Leadership Council of Southwestern Illinois. Committee member of Economic Development for Leadership Council.

VII. Any personal information you wish to share with us (Marital Status/Partner's Name/Children and Hobbies):

Married for 40 years to David with three children and three beautiful grandchildren.

VIII. Conflicts of interest (Any known or potential conflicts of interest which may be applicable to my membership on the CareerSource Research Board) are as follows: If none, so indicate:

None

IX. Have you been convicted of, found guilty of, pled guilty or nolo contendere to, or been incarcerated within the last 10 years as a result of having previously been convicted of, or found guilty of, or pled guilty or nolo contendere to, and felony, or crime involving fraud, theft, larceny, embezzlement, fraudulent conversion, misappropriation of property, or any crime arising from the conduct of a solicitation for charitable organization or sponsor within the last 10 years? See Section 496.405(2)(d)5, F.S.

No  Yes

X. Are you exempt from public records: Exemptions from public records apply to certain personal information about the current or former law enforcement officers, judges, prosecutors, public defenders, firefighters, code enforcement officers and guardians ad litem and their families. For a complete list of exemptions, see Section 119.071(4), F.S.

No  Yes



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**Deborah Frazier**

Print Name

*Deborah Frazier*  
 Signature

*4/5/24*  
 Date

Please return this application to: CareerSource Research Coast  
 584 NW University Blvd  
 Suite 100  
 Port St. Lucie, FL 34986  
 ph: (866) 482-4473  
 fax: (866) 866-314-6580

**For CareerSource Research Coast Board Use Only**

Application Receipt Date: <i>4/5/24</i>	Date Accepted at TCWC Meeting:	Date Accepted at Board Meeting:	Date Form 1 Sent
Date Resignation Letter Received:	Date Board Accepted Resignation:	Date Form 1F Sent:	Date Renewed Membership:



Please note: Your application will remain active for one (1) year. Resumes may be included; however, the application MUST still be completed.

Application Submission Date: 19 April 2024

I. Name: Christopher Hambleton

II. Organization/Employer Name: APP Jet Center  
 Occupation: Aviation Services Mgmt Title: Manager  
 Prior Occupation if retired: \_\_\_\_\_  
 Business Address: 2982 Curtis King Blvd, Fort Pierce, FL 34946  
 Home Address: 8112 Amalfi Circle, Fort Pierce, FL 34951  
 Business is in:  Indian River County  St. Lucie County  Martin County  
 Business Phone Number: 7724892285 Fax Number: \_\_\_\_\_  
 Email Address: chambleton@appjetcenter.com Number of Employees in Company: 24 local

III. **Demographic Data:** Providing the following requested demographic information is voluntary. The information will be kept confidential as provided by law and will be used only in accordance with the law; refusal to provide the information will not subject the individual to any adverse treatment.

a. Gender  Female  Male

b. Race  White  Black/African American  Asian  
 American Indian/Alaskan Native  Native Hawaiian/Other Pacific Islander  Other

c. Citizenship  U.S. Citizen or Naturalized Citizen  Lawfully admitted alien or refugee

d. Veteran  No  Yes Branch \_\_\_\_\_

e. Educational Degrees, College or University, Type of Degree, include Specialized Training:

AA Mgmt, IRSC  
 BA Finance, UCF

IV. What is your interest in becoming a member of the CareerSource Research Coast Board?

I have been involved in aviation for most of my life, and would like to spend more time involved with the discussion of trade employment, local industry needs, and methods to increase hiring successes, establishing relationships to keep positions full, and getting educated on the issues needing more attention.

V. What special experience/training or qualifications do you have that could bring to the Board?

My time at the local airport (KFPR) spans from the late 80's to current. Hiring has been integral to my position, including the struggle with finding good candidates. I have utilized the business as a stepping stone for strong employees to move further up the ladder in aviation, securing more advanced jobs and positions. Working at the ground level of aviation, creates educational opportunities for employees and opens doors. Although my career has been in aviation, I have also spent time managing drug stores, and familiar with that sector as well. My background in aviation may bring some fresh insight to the aviation industry, which can be very similar to other specialized industries.



VI. Other current or previous board membership (include offices held or committee):

None

VII. Any personal information you wish to share with us (Marital Status/Partner's Name/Children and Hobbies):

Married, 3 children, retired commercial pilot

VIII. Conflicts of interest (Any known or potential conflicts of interest which may be applicable to my membership on the CareerSource Research Board) are as follows: If none, so indicate:

None

IX. Have you been convicted of, found guilty of, pled guilty or nolo contendere to, or been incarcerated within the last 10 years as a result of having previously been convicted of, or found guilty of, or pled guilty or nolo contendere to, and felony, or crime involving fraud, theft, larceny, embezzlement, fraudulent conversion, misappropriation of property, or any crime arising from the conduct of a solicitation for charitable organization or sponsor within the last 10 years? See Section 496.405(2)(d)5, F.S.

No       Yes

X. Are you exempt from public records: Exemptions from public records apply to certain personal information about the current or former law enforcement officers, judges, prosecutors, public defenders, firefighters, code enforcement officers and guardians ad litem and their families. For a complete list of exemptions, see Section 119.071(4), F.S.

No       Yes



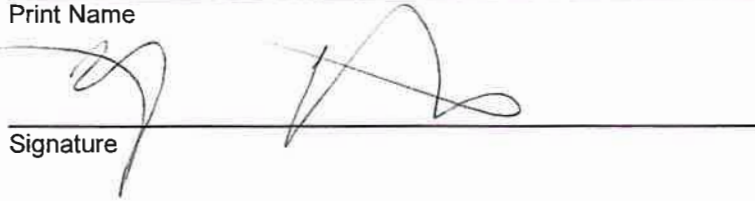


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**Christopher Hambleton**

Print Name



Signature

**19 April 2024**

Date

Please return this application to: CareerSource Research Coast  
 584 NW University Blvd  
 Suite 100  
 Port St. Lucie, FL 34986  
 ph: (866) 482-4473  
 fax: (866) 866-314-6580

**For CareerSource Research Coast Board Use Only**

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Please note: Your application will remain active for one (1) year. Resumes may be included; however, the application MUST still be completed.

Application Submission Date: \_\_\_\_\_

I. Name: Kelly Johnson

II. Organization/Employer Name: R.V. Johnson Insurance

Occupation: Insurance Agent Title: President

Prior Occupation if retired: \_\_\_\_\_

Business Address: 2041 SE Ocean Blvd. Stuart, FL 34996

Home Address: 783 NW Forest Drive, Stuart, FL 34994

Business is in:  Indian River County  St. Lucie County  Martin County

Business Phone Number: 7722873366 Fax Number: 7722874255

Email Address: kjohnson@rvjohnson.com Number of Employees in Company: 30

III. **Demographic Data:** Providing the following requested demographic information is voluntary. The information will be kept confidential as provided by law and will be used only in accordance with the law; refusal to provide the information will not subject the individual to any adverse treatment.

- a. Gender  Female  Male
- b. Race  White  Black/African American  Asian  
 American Indian/Alaskan Native  Native Hawaiian/Other Pacific Islander  Other
- c. Citizenship  U.S. Citizen or Naturalized Citizen  Lawfully admitted alien or refugee
- d. Veteran  No  Yes Branch \_\_\_\_\_

e. Educational Degrees, College or University, Type of Degree, include Specialized Training:

BS in Business Admin.

IV. What is your interest in becoming a member of the CareerSource Research Coast Board?

Workforce Development

V. What special experience/training or qualifications do you have that could bring to the Board?

Workforce Training Programs with TCBA, Career Connect Chamber Board Member, Chamber of Commerce Board Member, Economic Council Board Member



VI. Other current or previous board membership (include offices held or committee):

Chair- Stuart/Martin Chamber, TCBA- Ast. VP of the Board, Workforce Development Committee, Economic Council Board Member

VII. Any personal information you wish to share with us (Marital Status/Partner's Name/Children and Hobbies):

Married, 2 boys ages 4 and 7

VIII. Conflicts of interest (Any known or potential conflicts of interest which may be applicable to my membership on the CareerSource Research Board) are as follows: If none, so indicate:

[Empty box for conflicts of interest]

IX. Have you been convicted of, found guilty of, pled guilty or nolo contendere to, or been incarcerated within the last 10 years as a result of having previously been convicted of, or found guilty of, or pled guilty or nolo contendere to, and felony, or crime involving fraud, theft, larceny, embezzlement, fraudulent conversion, misappropriation of property, or any crime arising from the conduct of a solicitation for charitable organization or sponsor within the last 10 years? See Section 496.405(2)(d)5, F.S.

No       Yes

X. Are you exempt from public records: Exemptions from public records apply to certain personal information about the current or former law enforcement officers, judges, prosecutors, public defenders, firefighters, code enforcement officers and guardians ad litem and their families. For a complete list of exemptions, see Section 119.071(4), F.S.

No       Yes



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**Kelly Johnson**

Print Name

*Kelly Johnson*

Signature

**4/30/2024**

Date

Please return this application to: CareerSource Research Coast  
 584 NW University Blvd  
 Suite 100  
 Port St. Lucie, FL 34986  
 ph: (866) 482-4473  
 fax: (866) 866-314-6580

**For CareerSource Research Coast Board Use Only**

<b>Application Receipt Date:</b> 4/30/24	<b>Date Accepted at TCWC Meeting:</b>	<b>Date Accepted at Board Meeting:</b>	<b>Date Form 1 Sent</b>
<b>Date Resignation Letter Received:</b>	<b>Date Board Accepted Resignation:</b>	<b>Date Form 1F Sent:</b>	<b>Date Renewed Membership:</b>

## AGENDA ITEM SUMMARY

<b>Title</b>	Review and Approve Board of Directors Membership Re-Certification
<b>Strategic Plans/Goals</b>	Administration & Strategic Planning
<b>Policy/Plan/Law</b>	Interlocal Agreement/By-Laws
<b>Action Requested</b>	Approve Membership Re-Certification
<b>Background</b>	<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>
<b>Staff Recommendations</b>	<p>As an exception to the By-Laws, approve Membership Re-Certification for four years plus one year, equating to an eight-year term limit 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"> <li>• BU - Business</li> <li>• GRVRD - Government Representative-Vocational Rehabilitation</li> <li>• WOY - Workforce Community-Based Organization Representing Youth</li> <li>• EPTC - Education and Training Provider-Institute of Higher Learning</li> <li>• WOV - Workforce Community-Based Organization Representing Veterans</li> <li>• GRO - Government Representative</li> <li>• GRED - Government Representative Economic Development</li> </ul>
<b>Supporting Material</b>	LWDB Membership Roster PY24-25
<b>Board Staff</b>	<p>Brian Bauer President/CEO <a href="mailto:bbauer@careersourcerc.com">bbauer@careersourcerc.com</a> (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	Ethnicity	Veteran Status		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	06/30/30	
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	06/30/31	
Helene Caseltine	BU - Business GRED - Government Rep-Economic	IRC Chamber of Commerce	Female	White (not Hispanic)	Older Individual	07/01/12	07/01/24	06/30/29	07/01/29	06/30/33	*
Robert Cenk	BU - Business	Ce. Ce. Contracting	Male	White (not Hispanic)	Older Individual	09/28/15	07/01/24	06/30/29	07/01/29	06/30/33	*
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	06/30/31	
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	06/06/30	
Terrance Moore	BU - Business	Moore Solutions, Inc.	Male	Black/African American (not)	Older Individual	07/01/12	07/01/24	06/30/29	07/01/29	06/30/33	*
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	06/30/29	07/01/29	06/30/33	*
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	06/30/31	
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	06/30/31	
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	07/01/28	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	06/30/29	07/01/29	06/30/33	*
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	06/30/29	07/01/29	06/30/33	*
Dori Stone	BU - Business	SLC 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	06/30/31	
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	
Vacant	BU - Business					07/01/24	07/01/24	07/01/28	07/01/28	06/30/32	
Vacant	BU - Business					07/01/24	07/01/24	07/01/28	07/01/28	06/30/32	