
CareerSource Gulf Coast

Workforce Innovation and Opportunity Act Local
and Regional Workforce Plan Attachments
January 1, 2025 – December 31, 2028

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careersourcegfc.com

Attachments: A, B, and C: Executed Interlocal Agreement

- A. Executed interlocal agreement** that defines how parties carry out roles and responsibilities of the chief local elected officials (if the local area includes more than one unit of general local government in accordance with WIOA § 107(c)(1)(B).
Executed Interlocal Agreement
- B. Executed agreement between the chief local elected official(s) and the LWDB.**
The agreement between the CLEOs and the LWDB is the Executed Interlocal Agreement
- C. Evidence of designation of the fiscal agent by the chief local elected official(s), if other than the chief local elected official(s).**
Evidence of designation of the fiscal agent by the chief local elected official(s), if other than the CLEO is found in the Executed Interlocal Agreement

INTERLOCAL AGREEMENT

BOARD OF COUNTY COMMISSIONERS OF BAY COUNTY, FLORIDA
AND
GULF COAST WORKFORCE DEVELOPMENT BOARD, INC dba. CAREERSOURCE GULF
COAST
AND
GULF COAST STATE COLLEGE

THIS AGREEMENT is made and entered into this 7th day of December, 2021, between the BOARD OF COUNTY COMMISSIONERS FLORIDA (Local Elected Officials-LEOs) OF BAY COUNTY, GULF COAST WORKFORCE DEVELOPMENT BOARD, INC. (LWDB) dba CAREERSOURCE GULF COAST, and GULF COAST STATE COLLEGE ("GCSC"), (Grant Recipient) for GULF COAST WORKFORCE DEVELOPMENT BOARD, INC. dba CAREERSOURCE GULF COAST).

WITNESSETH

WHEREAS, the United States Congress has enacted the Workforce Innovation and Opportunity Act, PL 113-128, July 1, 2015, (WIOA) and charged the State of Florida with the establishment of local Service Delivery Areas; and

WHEREAS, the Chief Local Elected Officials (CLEOs) of Bay, Gulf and Franklin Counties and the Local Workforce Development Board (LWDB) requested and have been designated as the Local Workforce Development Area (LWDA) to set policy for the portion of the statewide workforce investment system within the local area; and

WHEREAS, each county is comprised of the Local Elected Officials and the Chairs of the Boards of County Commissioners serve as the Chief Local Elected Officials in the three jurisdictions of the LWDA; and

WHEREAS, a representative of each county's Board of County Commissioners are encouraged to attend, participate, and provide input on issues outlined in PL 113-128, Florida Workforce laws, and as required on CareerSource Florida policies and the Florida Department of Economic Opportunity agreements with the LWDB and the CLEOs; and

WHEREAS, the Chair of the LWDB is signatory to required agreements with the LWDB and has been authorized to represent the LWDB; and

WHEREAS, the parties desire to enter into an agreement to engage employers and local and regional partners, such as economic development, education, and other community organizations to prepare an educated and skilled workforce under the WIOA regulations to residents in the LWDA

NOW, THEREFORE, IT IS MUTUALLY AGREED:

1. Grant Recipient and Administrative Entity: Pursuant to PL 113-128, Sec. 107 (d) (12) (B) ¶ (II), the Chief Local Elected Officials designate Gulf Coast State College (GCSC) as the local Grant Recipient and CareerSource Gulf Coast (CSGC) to serve as the Fiscal Agent for all WIOA funds, as well as those funds allocated to the LWDA for other workforce related programs by both the Federal and State governments. CSGC and GCSC shall negotiate an indirect cost rate to be paid to Gulf Coast State College in their role as grant recipient, and the agreement will be provided to the CLEO. In designating the local grant recipient and fiscal agent, the Chief Elected Officials are not relieved of the liability for any misuse of grant funds PL, 113-128, Sec. 107 (d) (12) (B) (I). CSGC shall disburse such grant funds immediately for workforce investment activities at the direction of the LWDB pursuant to the requirements of the WIOA and for other related programs in the appropriate manner authorized by State and Federal laws. The LWDB may solicit and accept grants and donations from sources other than Federal funds made available under the WIOA, and other related legislation.
2. Development of the Local Workforce Services Plan: Pursuant to PL 113-128, Sec. 106 (c) (2), the LWDB will prepare the local WIOA Plan consistent with PL Sec. 108 (a) and (b). Prior to submittal of the Plan to the State Workforce Board, the LWDB shall make available copies of the proposed Plan to the public through such means as public advertising through the LWDB website and local news media. The LWDB will encourage its members and members of the public, including representatives of business and representatives of labor organizations, to submit comments on the proposed Plan to the LWDB, but not later than the end of the 30-day period beginning on the date which the proposed Plan is made available. The CLEOs will review and approve the Plan as will the LWDB. The LWDB will include in the local Plan any such comments that represent disagreement with the Plan when it is ultimately submitted to the Governor. Following development of the Local Workforce Services Plan, the State Workforce Board will submit it to the Governor.
3. Negotiation of Local Performance Standards: Pursuant to PL 113-128, Sec. 116 (c) (2), the LWDB or its staff will, in cooperation with the CLEOs, negotiate local performance measures with the designated state agency on behalf of the Governor.
4. Policy Guidance/Oversight: The LWDB shall set broad general policy for WIOA programs in partnership with the CLEOs, and pursuant to PL 113-128, Sec. 107 (d) (8), shall conduct oversight with respect to youth activities, local employment and WIOA training activities and the One-Stop delivery system in the local area.
5. One-Stop Operator: Pursuant to PL 113-128, Sec. 121(d) (1) The LWDB, with the agreement of the CLEOs, is authorized to designate or certify one-stop operators and to

terminate for cause the eligibility of such operators. The one-stop operator shall be designated or certified as a one-stop operator through a competitive process; and shall be an entity (public, private or nonprofit), or consortium of entities which may include an institution of higher education; an employment service State agency established under the Wagner-Peyser Act on behalf of the local office of the agency; a community-based organization, nonprofit organization, or intermediary; a private for-profit entity; a government agency; and another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

6. Employer Linkages: The LWDB shall coordinate the workforce investment activities authorized under by law and carried out in the local area with economic development strategies and will lead efforts to engage a diverse range of employers and other entities in the region.
7. Connecting, Brokering and Coaching: The LWDB shall promote the participation of private sector employers in the statewide workforce investment system and ensure the effective provision, through the system, of connecting, brokering and coaching activities to assist employers in meeting hiring needs.
8. Budget: The LWDB shall develop a budget for the purpose of carrying out its duties under WIOA, subject to the approval of the CLEOs. In partnership with the CLEOs the LWDB will ensure the appropriate use, management, and investment of funds to maximize performance outcomes.
9. Memoranda of Understanding: The LWDB, with the agreement of the CLEOs shall develop and enter into memoranda of understanding (including Infrastructure Funding Agreements) between the LWDB and the one-stop partners as required by federal law and state policy.
10. Composition of LWDB: The LWDB will be comprised of members pursuant to PL 113-128, Sec. 107 (b) (2) and state law. CLEOs are responsible for making appointments to the LWDB. The CLEOs have been presented and approved of bylaws related to governing appointments and memberships on the LWDB pursuant to PL 113-128, Sec. 679.36 (g) and Florida Law.
11. Government in the Sunshine: The activities of the LWDB shall be governed by Chapters 119 and 286, Florida Statutes, in accord with PL 113-128, Sec. 107 (e).
12. Limitations on the Board: The Board is limited in activity and authority by the provisions of PL 113-128, Sec. 107 (g) (1).
13. Standing Committees: PL 113-128, Sec.107 (b) (4) (A), IN GENERAL. - The LWDB may designate and direct the activities of standing committees to provide information and to assist the LWDB in carrying out activities under this section. Such standing committees

shall be chaired by a member of the local LWDB, may include other members of the LWDB, and shall include other individuals appointed by the LWDB who are not members of the LWDB and who have been determined by the LWDB to have the appropriate experience and expertise

14. Identification and Selection of Eligible Providers of Youth Activities: The LWDB shall identify eligible providers of youth programs pursuant to PL 113-128, Sec.107 (d) (10) (B) and Sec. 123, by awarding grants or contracts on a competitive basis, based upon the criteria of the State Plan. Contracts may be renewed for up to three years.
15. Identification of Eligible Providers of Training Services: Consistent with PL 113-128, Sec. 122 (b) (3), the LWDB shall identify eligible providers of training services within the LWDA.
16. Identification of Eligible Providers of Career Services: If the one-stop operator does not provide career services described in PL 113-128, Sec. 134(c) (2) in a local area, the LWDB in conjunction with the CLEOs shall identify eligible providers of those career services in the local area by awarding contracts.
17. Conflicts of Interest: Actions by LWDB members are restricted pursuant to PL113-128, Sec. 107 (h), and other applicable laws and state agency policies concerning voting and engaging in certain activities.
18. Non-Discrimination: During the performance of this Agreement, the CLEOs and the LWDB assure, both individually and jointly, that they will not engage in any form or manner of discrimination on the basis of race, color, sex, national origin, handicap, marital status, religion or age in the performance of their individual and/or joint functions under this Agreement. The CLEOs and the LWDB individually and jointly assure compliance with Title VI of the Civil Rights Act of 1964; Title VII of the 1964 Civil Rights Act, as amended; the Florida Human Rights Act of 1977; and all other applicable Federal and State laws, Executive Orders and regulations prohibiting discrimination as hereinabove referenced. These assurances shall be interpreted to include Vietnam-Era Veterans and Disabled Veterans, as applicable.

Furthermore, the CLEOs and the LWDB individually and jointly understand that this Agreement is conditioned upon the variety of these assurances, and that the CLEOs and the LWDB members bind themselves to such assurances by execution of this Agreement.

19. Liability: Under WIOA, CLEOs are liable for misspent funds, disallowed costs, funds spent fraudulently and potential sanctions for nonperformance. Therefore, Bay, Gulf and Franklin County Commissions (LEOs) will determine jointly how such expenses will be paid among the counties affected by any of the above listed reasons for repayment of WIOA funds by

the CLEOs. First, an assessment will be made as to the reason for repayment to determine if insurance may be used to cover the loss. Secondly, any unrestricted funds may be used to repay funds owed, and finally an assessment of which counties utilized the funds in question, and to what extent will be conducted. The assessment will provide information needed to determine how much and which counties will bear costs in terms of their share of the repayment.

20. Dispute Resolution: CLEOs from the three counties that make up the LWDA will work together to resolve any dispute that may arise related to the activities and requirements detailed in this agreement. If necessary, the counties will utilize the procedure described in the Florida Governmental Conflict Resolution Act, Chapter 164, F.S.
21. Monitoring and Accountability: The LWDB is responsible for complying with the annual fiscal/governance and programmatic monitoring by the state agency annually. Additionally, the LWDB is responsible for conducting monitoring of the same program elements annually by other means and for procuring an independent audit. The results of all compliance and accountability measures must be reported by staff to the LWDB with a performance review given by the state agency annually to the LWDB. These reports are sent as part of the agenda packet to each LWDB member and the CLEOs or their designee as they are reported.
22. Severability: If any terms or provisions of this Agreement or the application thereof to any person or circumstance shall, to any extent be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provisions to persons or circumstances other than those as to which it is held invalid or enforceable, shall not be affected thereby and every other term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.
23. LWDB Attestation: The LWDB represents and warrants that its members have not offered or given any gratuity to any official employee or agent of the CLEOs or any political party, with the purpose or intent of securing an agreement or securing favorable treatment with respect to the awarding or amending of an agreement or the making of any determinations with respect the performance of an agreement, and that each member has read and is familiar with this provision.

IN WITNESS WHEREOF, the parties hereto, by and through the undersigned, have entered into this Agreement on the date and year first written above. This Agreement shall be in effect when signed and shall continue in effect unless terminated or replaced.

CHAIRMAN
GULF COAST WORKFORCE DEVELOPMENT
BOARD, INC dba CAREERSOURCE GULF
COAST

Patricia A. Hatcher

11/17/21
DATE

CHAIRMAN
BOARD OF COUNTY COMMISSIONERS
OF BAY COUNTY

[Signature]

December 7, 2021
DATE



ATTEST: KIMBERLY L. BODINE
EXECUTIVE DIRECTOR

Kimberly L. Bodine

11/19/21
DATE

ATTEST: BILL KINSAUL
BAY COUNTY CLERK OF COURT

[Signature]

12/8/21
DATE



PRESIDENT
GULF COAST STATE COLLEGE

[Signature]

12/14/21
DATE

INTERLOCAL AGREEMENT

BOARD OF COUNTY COMMISSIONERS OF FRANKLIN COUNTY,
FLORIDA AND
GULF COAST WORKFORCE DEVELOPMENT BOARD, INC dba. CAREERSOURCE GULF
COAST
AND
GULF COAST STATE COLLEGE

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WITNESSETH

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WHEREAS, the Chief Local Elected Officials (CLEOs) of Bay, Gulf and Franklin Counties and the Local Workforce Development Board (LWDB) requested and have been designated as the Local Workforce Development Area (LWDA) to set policy for the portion of the statewide workforce investment system within the local area; and

WHEREAS, each county is comprised of the Local Elected Officials and the Chairs of the Boards of County Commissioners serve as the Chief Local Elected Officials in the three jurisdictions of the LWDA; and

WHEREAS, a representative of each county's Board of County Commissioners are encouraged to attend, participate, and provide input on issues outlined in PL 113-128, Florida Workforce laws, and as required on CareerSource Florida policies and the Florida Department of Economic Opportunity agreements with the LWDB and the CLEOs; and

WHEREAS, the Chair of the LWDB is signatory to required agreements with the LWDB and has been authorized to represent the LWDB; and

WHEREAS, the parties desire to enter into an agreement to engage employers and local and regional partners, such as economic development, education, and other community organizations to prepare an educated and skilled workforce under the WIOA regulations to residents in the LWDA

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18. Non-Discrimination: During the performance of this Agreement, the CLEOs and the LWDB assure, both individually and jointly, that they will not engage in any form or manner of discrimination on the basis of race, color, sex, national origin, handicap, marital status, religion or age in the performance of their individual and/or joint functions under this Agreement. The CLEOs and the LWDB individually and jointly assure compliance with Title VI of the Civil Rights Act of 1964; Title VII of the 1964 Civil Rights Act, as amended; the Florida Human Rights Act of 1977; and all other applicable Federal and State laws, Executive Orders and regulations prohibiting discrimination as hereinabove referenced. These assurances shall be interpreted to include Vietnam-Era Veterans and Disabled Veterans, as applicable.

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20. Dispute Resolution: CLEOs from the three counties that make up the LWDA will work together to resolve any dispute that may arise related to the activities and requirements detailed in this agreement. If necessary, the counties will utilize the procedure described in the Florida Governmental Conflict Resolution Act, Chapter 164, F.S.
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22. Severability: If any terms or provisions of this Agreement or the application thereof to any person or circumstance shall, to any extent be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provisions to persons or circumstances other than those as to which it is held invalid or enforceable, shall not be affected thereby and every other term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.
23. LWDB Attestation: The LWDB represents and warrants that its members have not offered or given any gratuity to any official employee or agent of the CLEOs or any political party, with the purpose or intent of securing an agreement or securing favorable treatment with respect to the awarding or amending of an agreement or the making of any determinations with respect the performance of an agreement, and that each member has read and is familiar with this provision.

IN WITNESS WHEREOF, the parties hereto, by and through the undersigned, have entered into this Agreement on the date and year first written above. This Agreement shall be in effect when signed and shall continue in effect unless terminated or replaced.

CHAIRMAN
GULF COAST WORKFORCE DEVELOPMENT
BOARD, INC dba CAREERSOURCE GULF
COAST



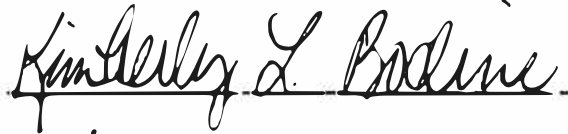
11/17/21
DATE

CHAIRMAN
BOARD OF COUNTY COMMISSIONERS
OF FRANKLIN COUNTY



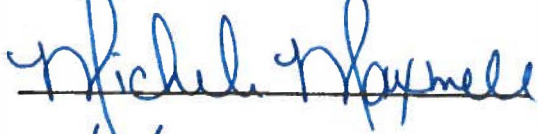
12/7/21
DATE

ATTEST: KIMBERLY L. BODINE
EXECUTIVE DIRECTOR




11/17/21
DATE

ATTEST: MICHELE MAXWELL
FRANKLIN COUNTY CLERK OF COURT



12/7/21
DATE

PRESIDENT
GULF COAST STATE COLLEGE



12/14/21
DATE

INTERLOCAL AGREEMENT

BOARD OF COUNTY COMMISSIONERS OF GULF COUNTY, FLORIDA
AND
GULF COAST WORKFORCE DEVELOPMENT BOARD, INC dba CAREERSOURCE GULF
COAST
AND
GULF COAST STATE COLLEGE

THIS AGREEMENT is made and entered into this 23rd day of November, 2021, between the BOARD OF COUNTY COMMISSIONERS FLORIDA (Local Elected Officials-LEOs) OF GULF COUNTY, GULF COAST WORKFORCE DEVELOPMENT BOARD, INC. (LWDB) dba CAREERSOURCE GULF COAST, and GULF COAST STATE COLLEGE ("GCSC"), (Grant Recipient) for GULF COAST WORKFORCE DEVELOPMENT BOARD, INC. dba CAREERSOURCE GULF COAST).

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WHEREAS, the Chief Local Elected Officials (CLEOs) of Bay, Gulf and Franklin Counties and the Local Workforce Development Board (LWDB) requested and have been designated as the Local Workforce Development Area (LWDA) to set policy for the portion of the statewide workforce investment system within the local area; and

WHEREAS, each county is comprised of the Local Elected Officials and the Chairs of the Boards of County Commissioners serve as the Chief Local Elected Officials in the three jurisdictions of the LWDA; and

WHEREAS, a representative of each county's Board of County Commissioners are encouraged to attend, participate, and provide input on issues outlined in PL 113-128, Florida Workforce laws, and as required on CareerSource Florida policies and the Florida Department of Economic Opportunity agreements with the LWDB and the CLEOs; and

WHEREAS, the Chair of the LWDB is signatory to required agreements with the LWDB and has been authorized to represent the LWDB; and

WHEREAS, the parties desire to enter into an agreement to engage employers and local and regional partners, such as economic development, education, and other community organizations to prepare an educated and skilled workforce under the WIOA regulations to residents in the LWDA

BCC APPROVED
DATE 11/23/2021 

NOW, THEREFORE, IT IS MUTUALLY AGREED:

1. Grant Recipient and Administrative Entity: Pursuant to PL 113-128, Sec. 107 (d) (12) (B) (i) (II), the Chief Local Elected Officials designate Gulf Coast State College (GCSC) as the local Grant Recipient and CareerSource Gulf Coast (CSGC) to serve as the Fiscal Agent for all WIOA funds, as well as those funds allocated to the LWDA for other workforce related programs by both the Federal and State governments. CSGC and GCSC shall negotiate an indirect cost rate to be paid to Gulf Coast State College in their role as grant recipient, and the agreement will be provided to the CLEO. In designating the local grant recipient and fiscal agent, the Chief Elected Officials are not relieved of the liability for any misuse of grant funds PL, 113-128, Sec. 107 (d) (12) (B) (I). CSGC shall disburse such grant funds immediately for workforce investment activities at the direction of the LWDB pursuant to the requirements of the WIOA and for other related programs in the appropriate manner authorized by State and Federal laws. The LWDB may solicit and accept grants and donations from sources other than Federal funds made available under the WIOA, and other related legislation.
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5. One-Stop Operator: Pursuant to PL 113-128, Sec. 121(d) (1) The LWDB, with the agreement of the CLEOs, is authorized to designate or certify one-stop operators and to

terminate for cause the eligibility of such operators. The one-stop operator shall be designated or certified as a one-stop operator through a competitive process; and shall be an entity (public, private or nonprofit), or consortium of entities which may include an institution of higher education; an employment service State agency established under the Wagner-Peyser Act on behalf of the local office of the agency; a community-based organization, nonprofit organization, or intermediary; a private for-profit entity; a government agency; and another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

6. Employer Linkages: The LWDB shall coordinate the workforce investment activities authorized under by law and carried out in the local area with economic development strategies and will lead efforts to engage a diverse range of employers and other entities in the region.
7. Connecting, Brokering and Coaching: The LWDB shall promote the participation of private sector employers in the statewide workforce investment system and ensure the effective provision, through the system, of connecting, brokering and coaching activities to assist employers in meeting hiring needs.
8. Budget: The LWDB shall develop a budget for the purpose of carrying out its duties under WIOA, subject to the approval of the CLEOs. In partnership with the CLEOs the LWDB will ensure the appropriate use, management, and investment of funds to maximize performance outcomes.
9. Memoranda of Understanding: The LWDB, with the agreement of the CLEOs shall develop and enter into memoranda of understanding (including Infrastructure Funding Agreements) between the LWDB and the one-stop partners as required by federal law and state policy.
10. Composition of LWDB: The LWDB will be comprised of members pursuant to PL 113-128, Sec. 107 (b) (2) and state law. CLEOs are responsible for making appointments to the LWDB. The CLEOs have been presented and approved of bylaws related to governing appointments and memberships on the LWDB pursuant to PL 113-128, Sec. 679.36 (g) and Florida Law.
11. Government in the Sunshine: The activities of the LWDB shall be governed by Chapters 119 and 286, Florida Statutes, in accord with PL 113-128, Sec. 107 (e).
12. Limitations on the Board: The Board is limited in activity and authority by the provisions of PL 113-128, Sec. 107 (g) (1).
13. Standing Committees: PL 113-128, Sec.107 (b) (4) (A), IN GENERAL. - The LWDB may designate and direct the activities of standing committees to provide information and to assist the LWDB in carrying out activities under this section. Such standing committees

shall be chaired by a member of the local LWDB, may include other members of the LWDB, and shall include other individuals appointed by the LWDB who are not members of the LWDB and who have been determined by the LWDB to have the appropriate experience and expertise

14. Identification and Selection of Eligible Providers of Youth Activities: The LWDB shall identify eligible providers of youth programs pursuant to PL 113-128, Sec.107 (d) (10) (B) and Sec. 123, by awarding grants or contracts on a competitive basis, based upon the criteria of the State Plan. Contracts may be renewed for up to three years.
15. Identification of Eligible Providers of Training Services: Consistent with PL 113-128, Sec. 122 (b) (3), the LWDB shall identify eligible providers of training services within the LWDA.
16. Identification of Eligible Providers of Career Services: If the one-stop operator does not provide career services described in PL 113-128, Sec. 134(c) (2) in a local area, the LWDB in conjunction with the CLEOs shall identify eligible providers of those career services in the local area by awarding contracts.
17. Conflicts of Interest: Actions by LWDB members are restricted pursuant to PL113-128, Sec. 107 (h), and other applicable laws and state agency policies concerning voting and engaging in certain activities.
18. Non-Discrimination: During the performance of this Agreement, the CLEOs and the LWDB assure, both individually and jointly, that they will not engage in any form or manner of discrimination on the basis of race, color, sex, national origin, handicap, marital status, religion or age in the performance of their individual and/or joint functions under this Agreement. The CLEOs and the LWDB individually and jointly assure compliance with Title VI of the Civil Rights Act of 1964; Title VII of the 1964 Civil Rights Act, as amended; the Florida Human Rights Act of 1977; and all other applicable Federal and State laws, Executive Orders and regulations prohibiting discrimination as hereinabove referenced. These assurances shall be interpreted to include Vietnam-Era Veterans and Disabled Veterans, as applicable.

Furthermore, the CLEOs and the LWDB individually and jointly understand that this Agreement is conditioned upon the variety of these assurances, and that the CLEOs and the LWDB members bind themselves to such assurances by execution of this Agreement.

19. Liability: Under WIOA, CLEOs are liable for misspent funds, disallowed costs, funds spent fraudulently and potential sanctions for nonperformance. Therefore, Bay, Gulf and Franklin County Commissions (LEOs) will determine jointly how such expenses will be paid among the counties affected by any of the above listed reasons for repayment of WIOA funds by

the CLEOs. First, an assessment will be made as to the reason for repayment to determine if insurance may be used to cover the loss. Secondly, any unrestricted funds may be used to repay funds owed, and finally an assessment of which counties utilized the funds in question, and to what extent will be conducted. The assessment will provide information needed to determine how much and which counties will bear costs in terms of their share of the repayment.

20. Dispute Resolution: CLEOs from the three counties that make up the LWDA will work together to resolve any dispute that may arise related to the activities and requirements detailed in this agreement. If necessary, the counties will utilize the procedure described in the Florida Governmental Conflict Resolution Act, Chapter 164, F.S.
21. Monitoring and Accountability: The LWDB is responsible for complying with the annual fiscal/governance and programmatic monitoring by the state agency annually. Additionally, the LWDB is responsible for conducting monitoring of the same program elements annually by other means and for procuring an independent audit. The results of all compliance and accountability measures must be reported by staff to the LWDB with a performance review given by the state agency annually to the LWDB. These reports are sent as part of the agenda packet to each LWDB member and the CLEOs or their designee as they are reported.
22. Severability: If any terms or provisions of this Agreement or the application thereof to any person or circumstance shall, to any extent be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provisions to persons or circumstances other than those as to which it is held invalid or enforceable, shall not be affected thereby and every other term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.
23. LWDB Attestation: The LWDB represents and warrants that its members have not offered or given any gratuity to any official employee or agent of the CLEOs or any political party, with the purpose or intent of securing an agreement or securing favorable treatment with respect to the awarding or amending of an agreement or the making of any determinations with respect the performance of an agreement, and that each member has read and is familiar with this provision.

IN WITNESS WHEREOF, the parties hereto, by and through the undersigned, have entered into this Agreement on the date and year first written above. This Agreement shall be in effect when signed and shall continue in effect unless terminated or replaced.

CHAIRMAN
GULF COAST WORKFORCE DEVELOPMENT
BOARD, INC dba CAREERSOURCE GULF
COAST

Patricia K. Gardner

11/17/21
DATE

CHAIRMAN
BOARD OF COUNTY COMMISSIONERS
OF GULF COUNTY

[Signature]

11/23/2021
DATE

ATTEST: KIMBERLY L. BODINE
EXECUTIVE DIRECTOR

Kimberly L. Bodine

11/17/21
DATE

ATTEST: REBECCA NORRIS
GULF COUNTY CLERK OF COURT

Rebecca Norris

DEPUTY CLERK
11/23/2021
DATE



PRESIDENT
GULF COAST STATE COLLEGE

[Signature]

12/14/21
DATE

Attachment D: Current By-laws

Current By-laws established by the chief local elected official(s) to address criteria contained in 20 CFR 679.310(g) and Administrative Policy 110 –Local Workforce Development Area and Board Governance.

BYLAWS
GULF COAST WORKFORCE BOARD, INC.
A CORPORATION NOT FOR PROFIT

ARTICLE I

NAME

The name of the Corporation shall be GULF COAST WORKFORCE DEVELOPMENT BOARD, INC., ("Corporation"), doing business as CareerSource Gulf Coast.

ARTICLE II

PURPOSE

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

- 2) The purpose of this organization is:
 - (a) To lead efforts to engage a diverse range of employers and other entities in the region to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers, and job seekers. Serve as an intermediary to assist in stimulating and providing for the involvement of the business community, including small businesses, minority business enterprises, labor and community-based organizations, in regional employment and training activities, including all such other purposes described in and under state and federal legislation including but not limited to the following: Workforce Investment and Opportunity Act (WIOA), Public Law (PL) 113-128; Personal Responsibility and Work Opportunity Act, 104-193; the Workforce Innovation Act of 2000; and the Florida Re-Imagining Education and Career Help Act (REACH).

 - (b) Provide oversight of the WIOA adult, dislocated worker and youth programs, as well as other workforce related programs and the entire local workforce delivery system, ensuring that appropriate use and management of all program funds are managed, invested and appropriately used in accordance with state, federal and local guidance to maximize program outcomes.

committee. The members of such committees shall serve for the term of the Chairperson appointing them, except the LWDB may provide for members of any standing committee to serve for staggered terms beyond the current administrative year. Vacancies occurring in the membership of such committees shall be filled by the Chairperson, with the advice and consent of the LWDB, for the remainder of the unexpired term. Each committee may select from its membership such officers, other than the Chairperson and Vice-Chairperson of said committee, as it deems advisable, and subcommittees may be designated from the committee membership. The Chairperson,, with the advice and consent of LWDB, may appoint additional members to a committee or remove members from a committee. The LWDB may dissolve a committee when it deems that a committee is no longer necessary. Each committee shall meet at such times and places as may be designated by the Committee Chairperson or Vice-Chairperson.

Each committee shall file with the Executive Director such interim reports/minutes as desired or as may be requested by the Chairperson of the LWDB. Upon the termination of its duties or terms, each committee shall deliver to the successor membership, if such there is, or to the Executive Director all files, reports, records and data, and information accumulation by the committee. No action, report, or recommendation of any committee shall be binding on the Corporation unless adopted and approved by the LWDB. No staff person may be a member of a committee, nor may they vote on committees.

Standing and Special Committees: The LWDB, as soon as is practicable, shall determine and designate which shall be considered a special committee, and shall define the specific powers and duties thereof.

1. Executive Committee: The Executive Committee shall be charged with the duty of advising and counseling the Chairperson and rendering assistance and cooperation to such an officer. The Executive Committee shall be made up of seven members as follows: the three Corporation Officers (Chairperson, Vice-Chairperson, and Past-Chairperson), and four other members (two from Bay County, one from Franklin County, and one from Gulf County, whenever possible). In addition, 51 percent of the seven members of the Executive Committee will be represented from the private and community-based sectors. The Executive Committee shall be solely responsible for hiring, managing and terminating, if necessary, the Executive Director, with the exception that the Executive Director may be removed for cause by a unanimous vote by each county's LEOs in the region. The Executive Committee shall have the power and authority to act upon any of the day-to-day matters, which may arise and require disposition between meetings or when a quorum does not exist at a LWDB meeting consistent with the policies established by the LWDB. The full board shall ratify all actions of the Executive Committee. All actions taken by the Executive Committee shall be

ARTICLE III

BASIC POLICIES

The following are the basic policies of the Corporation:

1. The Corporation shall be non-commercial, non-sectarian, and non-partisan.
2. The name of the Corporation or the names of the Directors, in their official corporate capacity, shall not be used in any connection with a commercial concern or with any partisan interest.

ARTICLE IV

MEMBERSHIP

Pursuant to the provisions of the Articles of Incorporation, the named officers and directors (set forth in the Articles) shall be members of this Corporation. Any individual who subscribes to the purpose and basic policies of the Corporation and who is recruited, vetted and appointed by the local elected officials (LEOs) as detailed below and as required by state and federal laws may be designated a member of the Corporation without regard to gender, race, color, creed, national origin or sexual orientation.

1. Membership: Members may be appointed by the chief elected officials to represent only those categories as outlined in applicable law, including, but not limited to: private sector business, education, organized labor/apprenticeships, community-based organizations, governmental and economic/community development agencies and may include such other individuals or representatives of entities as the chief local elected official in the local area may determine to be appropriate. In general, members of the Corporation serve at the pleasure of the LEOs (County Commissioners) who appoint the members for the purpose of serving as representatives of the local workforce development board (LWDB). LWDB members may be disqualified from appointment if they do not meet required criteria, and/or removed from the LWDB at the discretion of the LEOs. LEOs in a local area are authorized to appoint the members of the LWDB who meet the criteria stated below and they may not delegate the responsibility of appointing members to the LWDB, the executive director or staff of the LWDB.

The composition of the LWDB shall require at a minimum that the membership of the LWDB shall include:

- a. **BUSINESS**: Representatives of business in the local area, 107 (b) (2) (A) (i, ii, iii) PL 113-128.
- b. **EDUCATION**: Representatives of entities administering education and training activities in the local area, 107 (b) (2) (C) (i, ii) PL 113-128.

- c. LABOR/APPRENTICESHIPS: Not less than 20 percent of the members must be representatives of the workforce within the local area, 107 (b) (2) (B) (i, ii) PL 113-128
- d. GOVERNMENTAL/ECONOMIC/COMMUNITY DEVELOPMENT: Each LWDB shall include representatives of governmental and economic and community development entities serving the local area, title I of the Rehabilitation Act of 1973 (Vocational Rehabilitation), 107 (b) (2) (D) (i) PL 113-128.
- e. OTHER ENTITY REPRESENTATION: The membership of the LWDB may also include other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate that are in compliance with state and federal law and local policies.

Members of the LWDB may be appointed as representatives of more than one entity if the individual meets all the criteria for representation.

Provided that the Board is twenty-three (23) in number, representation shall be as follows:

Total: 11	WIOA Required Non-Business Members
1	Adult Education and Literacy under Title II: (School Superintendent rotates between Bay, Franklin and Gulf Counties for each fiscal year)
1	Institution of Higher Education / Community College
2	Labor or Employee Representation
Up to 3	Community-Based Organizations:
2	Economic Development Agencies
0*	Wagner-Peyser
1	Vocational Rehabilitation / Blind Services
Additional Non-Voting Members	
1	Representative from Military Installation (if available in region)
Total: 12	WIOA Required Business Members (WIOA Required Non-Business +1)
6	Bay County
3	Gulf County
3	Franklin County
FL Required Private Education Provider (If available in region)	
1	Private For-Profit Training Provider

*Wagner – Peyser will be represented by the One Stop Operator

- f. LWDB members who are statutorily designated members of the LWDB pursuant to PL 113-128 may, at the member's discretion, appoint a permanent designee to serve on the LWDB in the member's absence, subject to the LWDB's acceptance of the designee by regular vote. The member shall retain the right to attend and vote (except for non-voting members) at any and all

regular meetings, but the permanent designee, once accepted by the LWDB, may, in the member's absence, attend and vote (except for those non-voting members) at any and all meetings. Such attendance and vote shall be as if the member attended and voted himself/herself for all bylaws, attendance, and voting requirements, including, but not limited to, establishing a quorum. LWDB seats for private and some public sector seats are designated by county to ensure fair representation across the region.

Members of the LWDB or their approved permanent designees that represent organizations, agencies, or other entities shall be individuals with optimum policy making authority within the organizations, agencies, or entities. The importance of minority and gender representation shall be considered when making appointments to the LWDB.

In accordance with Section 107 (a) of PL 113-128, LWDB shall be certified by the Governor and re-certified every two years with the subsequent designation process. LWDB vacancies will occur on a routine basis. Any vacancy shall be filled in the same manner as the original appointment in accordance with Section 107 (b) (1) of PL 113-128.

2 Nominations: Nominations, Vetting and Appointments for membership shall be as follows:

- a. Private Sector Business Appointments: Private sector appointments shall include representatives of business in the local area, who: are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority; represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and are appointed from among individuals nominated by local business organizations and business trade associations. Nominations are provided to the LEOs for vetting and appointment. A majority of the members of the LWDB shall be representatives of business in the local area as described in paragraph 107 (b) (2) (A) (i-iii) of PL 113-128.
- b. Education Appointments: Education representatives shall be appointed in accordance with the Workforce Investment and Opportunity Act, PL 113-128, which states that each LWDB shall include representatives of entities administering education and training activities in the local area and shall include a representative of eligible providers administering adult education and literacy activities under title II; shall include a representative of institutions of higher education providing workforce investment activities (including community colleges) s.107 (b) (2) (C) (i, ii) PL 113-128. School Superintendents will serve on the LWDB until the expiration of their term with the respective School Board or until resignation. One School

Superintendent will serve as a LWDB member and the position will rotate between the three counties' superintendents on an annual basis, The President of Gulf Coast State College or his/her designee will be the member representing higher education.

- c. Labor Appointments: Representatives of labor organizations shall include representatives of labor organizations (for a local area in which employees are represented by labor organizations), who have been nominated and vetted by local labor federations, or (for a local area in which no employees are represented by such organizations) other representatives of employees and also shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists. Labor representatives will serve on the LWDB until the expiration of their term or until they are no longer a part of the organization 107 (b) (2) (B) (i, ii) PL 113-128.
- d. Economic and Community Development Appointments: Shall include a representative of economic and community development entities. Economic Development/Community Development members will be nominated by the Economic Development Organization which represents the county. Economic Development/Community Development positions will serve on the LWDB until the expiration of their positions as Economic Development/Community Development representatives. 107 (b) (2) (D) (i) PL 113-128
- e. Mandatory Partners: Representatives shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act (29 U.S.C. 49et seq.) serving the local area and shall also include an appropriate representative of the programs carried out under Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the local area. 107 (b) (2) (D) (ii, iii) PL 113-128. These nominations will come from the appropriate agency and will be vetted by that agency and appointed by the LEOs.
- f. Other Appointments: May include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; may also include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth; may include representatives of local educational agencies, and of community-based organizations with demonstrated

experience and expertise in addressing the education or training needs of individuals with barriers to employment; may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; may include representatives of philanthropic organizations serving the local area; and each LWDB may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate. 107 (b) (2) (B) (iii, iv) (C) (iii) (D) (iv, v) E PL 113-128. These nominations will come from appropriate agencies to the LEOs for vetting and appointment.

3. Terms of Office: In order to comply with regulations, the initial appointment of LWDB members shall be staggered terms of two (2) and four (4) years. The initial appointment shall be as follows with all succeeding appointments to be for a term of four (4) years. LWDB members who no longer hold the position or status that made them eligible appointees must resign or be removed by the LEOs. LWDB vacancies will be noticed to the appropriate LEOs within 10 days of the vacancy and must be filled within a reasonable amount of time, but no more than 12 months from the time the vacancy occurs. LWDB members may not serve more than eight consecutive years unless they represent a government entity. Everyone began new on July 1, 2021, according to the REACH Act of 2021. Members may not serve for more than eight years, unless the member is a representative of a government entity.

INITIAL TERMS OF LWDB MEMBERS

Bay County

Private Sector	2 and 4 years
Education	School Superintendents rotate annually
Higher Education	College President until position changes
Labor	2 and 4 years
Economic Development	Until position changes
CBO	2 and 4 years

Franklin County

Private Sector	2 and 4 years
Education	School Superintendents rotate annually
Higher Education	College President until position changes
Labor	2 and 4 years
CBO	2 and 4 years

Gulf County

Private Sector	2 and 4 years
Education	School Superintendents rotate annually
Higher Education	College President until position changes
Labor	2 and 4 years
Economic Development	Until position changes
CBO	2 and 4 years

4. Expenses: By resolution of the LWDB, the members may be reimbursed or paid allowable expenses arising out of their service as members according to local and state policies or procedure but shall not be paid compensation for their services.
5. Statements of Financial Interest: LWDB members must comply with the requirements in Florida Statute 112 s. 3144 or 3145, (whichever is appropriate) Each LWDB member or designee must file a Form 1 Disclosure with the Commission on Ethics annually and information on how each disclosure or statement may be reviewed must be provided on the LWDB's website.

ARTICLE V

OFFICERS

1. The elected officers of the Corporation shall consist of a Chairperson, a Vice-Chairperson, and a Past-Chairperson. Each officer shall represent different counties when possible. If no member of a given county chooses to serve as an officer, the seat will be filled from one of the other county's LWDB members pursuant to the approved election procedures.
2. Chairperson: The Chairperson shall conduct and preside at all meetings of the LWDB. The Chairperson shall be the official spokesperson of the LWDB. The Chairperson shall appoint all committees. The Chairperson shall be the Chief Executive of the Corporation and shall be vested with full power to exercise whatever functions may be necessary or incident to the full exercise of any power bestowed upon him or her by the LWDB, not inconsistent with the provisions of the Articles of Incorporation, state and federal law. It shall be the duty and obligation of the Chairperson to furnish leadership in the accomplishment of the aims and purposes of the Corporation. Responsibilities of the Chairperson include but are not limited to the following:
 - a. Leading the LWDB to develop a guiding vision that aligns with the state's priorities;
 - b. Acting as the lead strategic convener to promote and broker effective relationships between Local Elected Officials (LEOs) and economic development, education, and workforce partners in the local area;
 - c. Leading an executive committee to guide the work of the LWDB, and ensure that committees or task forces have necessary leadership and membership to perform the work required; and
 - d. Leading the agenda setting process for the year and guide meetings to ensure both tactical and strategic work is completed in all meetings.
3. Vice-Chairperson: It shall be the duty of the Vice-Chairperson to render every assistance and cooperation to the Chairperson, and to provide the Chairperson with the fullest measure of counsel and advice. In the event of the absence of the Chairperson, or the Chairperson's inability to act, the Vice-Chairperson shall fulfill the

duties of the Chairperson on a temporary basis. The Vice-Chairperson shall familiarize himself/herself with all activities and affairs of the Corporation and shall have such other duties as may be assigned to him or her by the LWDB. In the event the Vice-Chairperson is absent or unable to act, or in the event of his or her death, disability, or resignation, the LWDB shall select acting Vice-Chairperson to hold office until a successor has been elected.

4. Past-Chairperson: The Past-Chairperson shall serve as an officer of the corporation and a member of the Executive Committee. The Past-Chairperson shall serve in an advisor capacity to the Chairperson and Vice-Chairperson and may represent the LWDB in the absence of the Chairperson and/or Vice-Chairperson at the request of those officers or the Executive Director. Should the Past Chairperson be unable to continue to serve on the Executive Committee, another member of the LWDB may be elected or appointed to the committee to serve.
5. Qualifications: Only members of the LWDB, in good standing, shall be eligible to hold any elective office of the Corporation.
6. Election: The LWDB shall elect annually all the Officers and Executive Committee members of the Corporation. Board officers shall be represented by one person from each of the three counties whenever possible: Bay, Franklin, and Gulf.
7. Nominations: Any member of the LWDB may be nominated as a candidate for any office of the Corporation with the following exception: only private sector representatives may be nominated as candidates for the office of Chairperson.
8. Term of Office: Elected officers shall assume their official duties following the close of the annual meeting and shall serve for a term of one (1) year or until the election of their successors. A person shall not be eligible to serve more than two consecutive terms in the office as Chairperson.
9. Vacancies: A vacancy occurring in the office of Chairperson or Vice-Chairperson of the Corporation shall be filled for the unexpired term by the LWDB in accordance with the provisions of these bylaws.

ARTICLE VI

LOCAL WORKFORCE DEVELOPMENT BOARD OF DIRECTORS

1. Duties and Responsibilities: The LWDB, as the governing body of the Corporation, shall be vested with exclusive power and authority to formulate, fix, determine, and adopt matters of policy concerning the activities, affairs, or organization of the Corporation, subject only to any limitations imposed by applicable law. The LWDB shall be charged with the duty and responsibility of enforcing and carrying into effect

the provisions of the Articles of Incorporation and the accomplishment of the aims and purposes of the Corporation. The LWDB shall direct the manner in which funds of the Corporation are disbursed, and for the purpose; therefore, shall adopt and approve a budget in conjunction with the Chief Local Elected Officials (CLEOs) annually. The LWDB shall perform duties and carry-out, with staff, the responsibilities including but not limited to those listed here:

- a) Developing and submitting local and, if applicable, regional plans;
- b) Conducting workforce research and regional labor market analysis;
- c) Convening local workforce development system stakeholders to assist in the development of the local plan and identify expertise and resources to leverage support for workforce development activities;
- d) Negotiating and reaching agreement on local performance measures in conjunction with the LEOs and the state;
- e) In partnership with the LEOs, establishing bylaws and codes of conduct for LWDB members, LWDB executive director and staff to the LWDB; and,
- f) Establishing strategic and operational policies to guide monitoring and reporting requirements for performance and quality assurance
- g) Recruit and hire a qualified individual to serve as the executive director who has the requisite knowledge, skills and abilities to ensure that functions of the LWDB are carried out ethically and successfully.

The LWDB shall have full power to exercise such functions as may be necessary, expedient, or incidental to the full exercise of any powers bestowed upon in the Articles of Incorporation or any amendment thereto or by the bylaws. The LWDB is limited in activity and authority by the provisions of PL 113-128, Sec. 107 (g).

The LWDB shall meet in accordance with the provisions set forth in Article VIII of these bylaws. It shall be the duty and responsibility of each LWDB member to attend the meetings, and any three consecutive unexcused absences, as determined by the LWDB, may be deemed as sufficient reason for replacement of the member incurring such absences, unless such member is appointed specifically by law. Non-mandated members must attend 50 percent of the scheduled meetings in a six-month period.

ARTICLE VII

COMMITTEES

Committees: The Corporation shall create from time to time such committees as it may deem advisable and necessary, and shall define the powers, duties, functions and scope of each committee. As soon as is practicable after each annual meeting of the Corporation, the Chairperson, with the advice and consent of the LWDB, shall appoint the members of all committees for the ensuing administrative year, and shall name and designate the Chairperson and if appropriate Vice-Chairperson of each

committee. The members of such committees shall serve for the term of the Chairperson appointing them, except the LWDB may provide for members of any standing committee to serve for staggered terms beyond the current administrative year. Vacancies occurring in the membership of such committees shall be filled by the Chairperson, with the advice and consent of the LWDB, for the remainder of the unexpired term. Each committee may select from its membership such officers, other than the Chairperson and Vice-Chairperson of said committee, as it deems advisable, and subcommittees may be designated from the committee membership. The Chairperson,, with the advice and consent of LWDB, may appoint additional members to a committee or remove members from a committee. The LWDB may dissolve a committee when it deems that a committee is no longer necessary. Each committee shall meet at such times and places as may be designated by the Committee Chairperson or Vice-Chairperson.

Each committee shall file with the Executive Director such interim reports/minutes as desired or as may be requested by the Chairperson of the LWDB. Upon the termination of its duties or terms, each committee shall deliver to the successor membership, if such there is, or to the Executive Director all files, reports, records and data, and information accumulation by the committee. No action, report, or recommendation of any committee shall be binding on the Corporation unless adopted and approved by the LWDB. No staff person may be a member of a committee, nor may they vote on committees.

Standing and Special Committees: The LWDB, as soon as is practicable, shall determine and designate which shall be considered a special committee, and shall define the specific powers and duties thereof.

1. Executive Committee: The Executive Committee shall be charged with the duty of advising and counseling the Chairperson and rendering assistance and cooperation to such an officer. The Executive Committee shall be made up of seven members as follows: the three Corporation Officers (Chairperson, Vice-Chairperson, and Past-Chairperson), and four other members (two from Bay County, one from Franklin County, and one from Gulf County, whenever possible). In addition, 51 percent of the seven members of the Executive Committee will be represented from the private and community-based sectors. The Executive Committee shall be solely responsible for hiring, managing and terminating, if necessary, the Executive Director, with the exception that the Executive Director may be removed for cause by a unanimous vote by each county's LEOs in the region. The Executive Committee shall have the power and authority to act upon any of the day-to-day matters, which may arise and require disposition between meetings or when a quorum does not exist at a LWDB meeting consistent with the policies established by the LWDB. The full board shall ratify all actions of the Executive Committee. All actions taken by the Executive Committee shall be

subject to approval, confirmation or ratification by the LWDB. The Executive Committee shall exercise other functions as may be delegated to it by the LWDB.

The Executive Committee shall be kept well informed by the Executive Director and Finance Director of all LWDB financial practices, management of funds, budget process, and financial audits. All financial records shall be kept by the Finance Director and shall be available for review by any Officer or Member of the LWDB. The Executive Committee shall serve in the capacity of the LWDB's finance committee by reviewing and making recommendations to the full board on any financial related issues.

No Committee or sub-committee shall incur any debt payable by the Corporation without prior approval of the LWDB.

ARTICLE VIII

MEETINGS

1. Annual Meeting: The Chairperson and Executive Director shall prepare a program for the annual meeting of the Corporation. Such a program shall be the order of business for the annual meeting. The Chairperson and Executive Director shall have the authority to extend invitations to non-members to attend the annual meeting, as honored guests or speakers in connection with the annual meeting, without prior approval of the LWDB.
2. Rules of Procedure: Only the LWDB members and permanent designees, which comprise the entire membership of the Corporation, shall be entitled to vote in any committee or general Corporation meeting.
3. Record Keeping: Minutes will be taken at every meeting of the LWDB. The minutes will include the attendance of board members, all topics of the agenda, names of board members making and providing seconds to motions, number of yea and nay when votes are not unanimous and abstentions. Meeting minutes will be posted on the LWDB's website and provided as part of the agenda package at each meeting.
4. Regular Meetings: Regular meetings of the Corporation shall be announced electronically and be held each month unless otherwise directed by the LWDB. The meetings will be video/teleconferenced and there will also be an option for in an in-person meeting location when appropriate. A calendar of dates and times, and ways to access the regular meetings as well as an annual operational calendar shall be approved by the LWDB and will also be posted on the LWDB's website.

5. Special/Emergency Meetings: Special/Emergency meetings of the Corporation may be called at any time by the Chairperson, or by a majority of the LWDB or upon a petition signed by not less than one-third (1/3) of the membership of the LWDB. The need for Emergency/Special meetings will be determined by the appropriate party(ies) listed above based upon the situation at hand.
6. Public Access to Meetings: The annual meeting, and all regular and special meetings of the LWDB shall be open to the public and meeting notices shall be sent to regional media contacts and posted on the LWDB's website. Times for public comment will be provided at each meeting.
7. Quorum: One-third (1/3) of the members of the LWDB shall constitute a quorum for the transaction of any corporate business. Non-voting, ex-officio members shall not count toward a Quorum, nor may non-voting ex-officio members make motions.

ARTICLE IX

INDEMNIFICATION

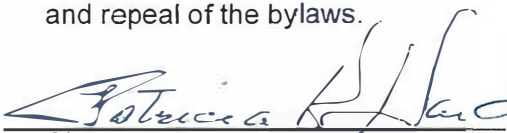
The LWDB is specifically authorized, pursuant to Florida Statutes and by these bylaws, to indemnify all persons for any liability and expense incurred or arising out of activities undertaken on behalf of the Corporation.

Additionally, the Corporation is specifically authorized to provide bonding, as required as a condition to enter into any contract. Any officer, director, or employee of the Corporation, authorized to make distributions on behalf of the Corporation, shall be bonded for a sum as may be determined from time to time by the LWDB. All premiums payable to any insurance company for any contract of insurance of indemnity or bonding may be paid from the funds of the Corporation for the benefit of any officer, director, or employee of the Corporation. Officers, directors, or employees of the Corporation may be indemnified by the Corporation for liabilities to third parties incurred in the discharge of their duties as officers, directors and/or employees, including legal fees and out-of-court settlements, provided that the officers, directors, and/or employees acted in good faith in a reasonable belief that their actions were in the best interest of the Corporation. The Corporation shall provide further indemnification to the officers and members of the LWDB by purchasing for their benefit an insurance policy insuring said parties against any liability and the Corporation shall be responsible for the payment of any deductible provisions contained in said insurance policies.

ARTICLE X

AMENDMENTS TO BYLAWS

These bylaws, and any amendments hereafter adopted, may be amended, modified, altered or replaced by a two-thirds (2/3) vote of the members of the LWDB present and voting at any meeting of the LWDB. All members shall be notified with written copies of the changes at least two weeks in advance of any meeting that is scheduled for the amendment modification and repeal of the bylaws.



Chairperson



Vice-Chairperson



Past-Chairperson

Gulf Coast Workforce Development Board, Inc., dba CareerSource Gulf Coast
Revisions to the Bylaws November 2021 – signature page



Bay County Chief Elected Official

Robert Carroll, Chair

Date: December 7, 2021

Gulf Coast Workforce Development Board, Inc., dba CareerSource Gulf Coast
Revisions to the Bylaws November 2021 – signature page

Ricky D. Jones

Franklin County Chief Elected Official

Ricky Jones, Chair

Date: 12/7/21

Gulf Coast Workforce Development Board, Inc., dba CareerSource Gulf Coast
Revisions to the Bylaws November 2021 – signature page



Gulf County Chief Elected Official

Sandy Quinn, Chair

Date: NOVEMBER 23, 2021

Attachment 1: Initial Gulf Coast Workforce Board, Inc.

DIRECTORS

CATEGORY: PRIVATE SECTOR

19 REPRESENTATIVES

<u>NAME</u>	<u>ADDRESS/TELEPHONE</u>	<u>TERM</u>
Kristin Anderson Franklin County	P.O. Box 386 Apalachicola, FL 32329-0386 (904) 653-9335	1 year (07/01/96 - 06/30/97)
Jimmy Barr Bay County	Peoples First 2305 Highway 77 Panama City, FL 32405 (904) 769-5261	1 year (07/01/96 - 06/30/97)
David Butler Franklin County	Gulf State Bank P.O. Drawer GG Carrabelle, FL 32322 (904) 697-3395	2 years (07/01/96 - 06/30/98)
Charles Watson Clark Franklin County	127 Avenue J Apalachicola, FL 32320 (904) 653-8183	3 years (07/01/96 - 06/30/99)
Richard Dodd Bay County	Gulf Asphalt Corporation P.O. Box 2462 Panama City, FL 32402 (904) 785-4675	2 years (07/01/96 - 06/30/98)
Ted Haney (Replacement) Bay County Anne Hull-Dick (Resigned)	Haney & Associates 522 Mercer Avenue Panama City, FL 32401 (904) 763-1783	3 years (07/01/96 - 06/30/99)
Sylvester Herron Bay County	Print Express 1328 Harrison Avenue Panama City, FL 32401 (904) 872-0005	1 year (07/01/96 - 06/30/97)
Chuck Marks (Resigned) Frank Latham (Replacement) Franklin County	1081 East Gorrie Drive St. George Island, FL 32328 (904) 927-2981	1 year (07/01/96 - 06/30/97)
Sue Marley (Resigned) Rex Buzzette (Replacement) Gulf County	P.O. Box 879 Port St. Joe, FL 32456 (904) 229-8771	1 year (07/01/96 - 06/30/97)
Ted Mosteller	151 24 th Avenue	2 years (07/01/96 - 06/30/98)

Franklin County	Apalachicola, FL 32320 (904) 653-8166	
Dr. Tim Nelson Gulf County	P.O. Box 274 Port St. Joe, FL 32456 (904) 229-8400	2 years (07/01/96 - 06/30/98)
Tom Neubauer Bay County	Tom Neubauer Real Estate 740 S. Tyndall Parkway Panama City, FL 32404 (904) 785-1551	2 years (07/01/96 - 06/30/98)
Ralph Rish Gulf County	326 Reid Avenue Port St. Joe, FL 32456 (904) 227-7200	3 years (07/01/96 - 06/30/99)
Roy Smith Gulf County	Hannon Insurance Co. 211 Reid Avenue Port St. Joe, FL 32456 (904) 227-1133	1 years (07/01/96 - 06/30/97)
John Tinney Bay County	Spurlin Industries 700 Jackson Way Panama City, FL 32405 (904) 785-1535	3 years (07/01/96 - 06/30/99)
Jan Traylor Gulf County	P.O. Box 551 Wewahitchka, FL 32465 (904) 639-2222	2 years (07/01/96 - 06/30/98)
Darrell Barron Bay County	Vocational Rehabilitation 2939 Highway 77 Panama City, FL 32405 (904) 872-4380	1 year (07/01/96 - 06/30/97)
Greg Boggs Bay County	Central Council Labor Rep. P.O. Box 3576 Panama City, FL 32401 (904) 785-7663	1 year (07/01/96 - 06/30/97)
Tom Clendenning Jobs & Benefits	Region 1 Office 1264 Timberlane Road Tallahassee, FL 32312 (904) 487-1795	1 year (07/01/96 - 06/30/97)
Stephanie Gall Bay County	Bay County Schools 1311 Balboa Avenue Panama City, FL 32401 (904) 872-4100	1 year (07/01/96 - 06/30/97)
Robert McSpadden Bay County	Gulf Coast Community College 5230 W. Highway 98 Panama City, FL 32401	1 year (07/01/96 - 06/30/97)

	(904) 872-3800	
C.T. Ponder Franklin County	Franklin County Schools 155 Avenue E Apalachicola, FL 32320 (904) 653-8831	1 year (07/01/96 - 06/30/97)
Walter Wilder Gulf County	Gulf County Schools 502 Niles Road Port St. Joe, FL 32456 (904) 229-8256	1 year (07/01/96 - 06/30/97)
Katie Zimpfer Bay County	HRS 500 W. 11 th Street Panama City, FL 32401 (904) 872-7648	1 year (07/01/96 - 06/30/97)

SUB-CATEGORY: PUBLIC SECTOR EX-OFFICIO NON-VOTING

<u>NAME</u>	<u>ADDRESS/TELEPHONE</u>	<u>TERM</u>
Rick Hurst Bay County	Bay County Commission P.O. Box 1818 Panama City, FL 32402 (904) 784-4026	1 year (07/01/96 - 06/30/97)
Billy Traylor Gulf County	Gulf County Commission Gulf County Courthouse Port St. Joe, FL 32456 (904) 229-6106 or 639-2764	1 year (07/01/96 - 06/30/97)
Jimmy Mosconis (Resigned) Buford "Dink" Braxton (Replacement) Franklin County	Franklin County Commission 33 Market Street, Suite 203 Apalachicola, FL 32320 (904) 653-8861	1 year (07/01/96 - 06/30/97)

SUB-CATEGORY: PUBLIC SECTOR ECONOMIC DEVELOPMENT

<u>NAME</u>	<u>ADDRESS/TELEPHONE</u>	<u>TERM</u>
Tamara Laine Gulf County	Gulf County Chamber of Commerce P.O. Box 964 Port St. Joe, FL 32456 (904) 227-1223	1 year (07/01/96 - 06/30/97)
Mike Murphy (Resigned) Cliff Butler (Replacement) Franklin County	P.O. Box 488 Apalachicola, FL 32329 (904) 653-2126 Ext. 31	1 year (07/01/96 - 06/30/97)
Larry Sassano Bay County	Bay County Chamber of Commerce 235 W. 5 th Street Panama City, FL 32401	1 year (07/01/96 - 06/30/97)

(904) 785-8732

CATEGORY: COMMUNITY-BASED ORGANIZATION

<u>NAME</u>	<u>ADDRESS/TELEPHONE</u>	<u>TERM</u>
John Bruce Bay County	927 Center Avenue Panama City, FL 32401 (904) 763-2936	1 year (07/01/96 - 06/30/97)
Jane Cox (Resigned) Brent Taylor (Replacement) Franklin County	231 Avenue E Apalachicola, FL 32320	1 year (07/01/96 - 06/30/97)
Ruth Phillips Gulf County	326 Peters Street Port St. Joe, FL 32456 (904) 229-8644	3 years (07/01/96 - 06/30/99)
Bob Swenk Bay County	P.O. Box 27191 Panama City Beach, FL 32411 (904) 234-6678	2 years (07/01/96 - 06/30/98)

**MINUTES OF ORGANIZATIONAL MEETING OF DIRECTORS OF GULF COAST
WORKFORCE DEVELOPMENT BOARD, INC.**

The Board of Directors of Gulf Coast Workforce Development Board, Inc., a Florida not for profit Corporation (the "Corporation"), acting pursuant to Section 617.0205, Florida Statutes, duly assembled on the day below written and by the signature and with the approval and consent of the undersigned, who constitute all the initial Directors of the Corporation, hereby takes the following organizational actions:

RESOLVED, that notice of this meeting was properly given to each initial Director or is hereby waived;

RESOLVED FURTHER, that the form, terms, and provisions of the Articles of Incorporation of the Corporation, approved and filed in the Office of the Secretary of State of Florida on the 24th day of June, 1996, are hereby in all respects approved, and the Secretary/Treasurer is hereby instructed to file in the Corporation's Minute book the Corporations Certificate of Incorporation, certified by the Secretary of the State of Florida, together with a copy of such Articles of Incorporation;

RESOLVED FURTHER, that the bylaws presented to the Board, prepared by the incorporator of the Corporation, and filed in the Corporation's Minute book are hereby adopted by the Board of Directors as the Bylaws of this Corporation;

RESOLVED FURTHER, that the following persons are elected to serve as officers of the Corporation, until their successors are elected and qualified:

Chairperson: Ralph Rish
Vice-Chairperson: Bob Swenk

Secretary-Treasurer: Kristin Anderson

RESOLVED FURTHER, that the seal, an impression of which is hereto affixed, be adopted as the seal of the Corporation;

RESOLVED FURTHER, that the appropriate officers of the Corporation are hereby authorized to pay all fees and expenses incident to and necessary for the organization of this Corporation;

RESOLVED FURTHER, that the Chairperson is authorized and directed to open an account(s) in the name of the Corporation with the First National Bank, and the proper officers of the Corporation are authorized and directed to execute such signature cards, and other documents, in connection with such account(s) as may be necessary or advisable;

RESOLVED FURTHER, that the term of office for the Directors of the Corporation is not permanent, but shall be in staggered terms of 1, 2, or 3 years as outlined below. Each Director shall serve until the latter of either the expiration of their term, or the election of their successor. A Director may resign by delivery of written notice of resignation to the Chairperson.

The initial Board of Directors shall be:

DIRECTORS

CATEGORY: PRIVATE SECTOR

16 REPRESENTATIVES

<u>NAME</u>	<u>ADDRESS/TELEPHONE</u>	<u>TERM</u>
Kristin Anderson Franklin County	P.O. Box 386 Apalachicola, FL 32329-0386 (904) 653-9335	1 year (7/1/96-6/30/97)
Jimmy Barr Bay County	Peoples First 2305 Highway 77 Panama City, FL 32405 (904) 769-5261	1 year (7/1/96-6/30/97)
David Butler Franklin County	Gulf State Bank P.O. Drawer GG Carrabelle, FL 32322 (904) 697-3395	2 years (7/1/96-6/30/98)
Charles Watson Clark Franklin County	127 Avenue J Apalachicola, FL 32320 (904) 653-8183	1 year (7/1/96-6/30/97)
Richard Dodd Bay County	Gulf Asphalt Corporation P.O. Box 2462 Panama City, FL 32402 (904) 785-4675	2 years (7/1/96-6/30/98)
Anne Hull-Dick-(Resigned) Ted Haney-(Replacement)		(904) 763-1783

Sylvester Herron Bay County	Print Express 1328 Harrison Avenue Panama City, FL 32401 (904) 872-0005	1 year (7/1/96-6/30/97)
Chuck Marks-(Resigned) Frank Latham-(Replacement) Franklin County	1081 East Gorrie Drive St. George Island, FL 32328 (904) 229-8771	1 year (7/1/96-6/30/97)
Sue Marley-(Resigned) Rex Buzzett-(Replacement) Franklin County	P.O. Box 879 Port St. Joe, FL 32456 (904) 229-8771	1 year (7/1/96-6/30/97)
Ted Mosteller Franklin County	151 24th Street Apalachicola, FL 32320 (904) 653-8166	2 years (7/1/96-6/30/98)
Dr. Tim Nelson Gulf County	P.O. Box 274 Port St. Joe, FL 32457 (904) 229-8400	2 years (7/1/96-6/30/98)
Tom Neubauer Bay County	Tom Neubauer Real Estate 740 S. Tyndall Parkway Panama City, FL 32404 (904) 785-1551	2 years (7/1/96-6/30/98)
Ralph Rish Gulf County	326 Reid Avenue Port St. Joe, FL 32456 (904) 227-1133	3 years (7/1/96-6/30/99)
Roy Smith Gulf County	Hannon Insurance Company 211 Reid Avenue Port St. Joe, FL 32456 (904) 227-1133	1 year (7/1/96-6/30/97)
John Tinney Bay County	Spurlin Industries 700 Jackson Way Panama City, FL 32405 (904) 785-1535	3 years (7/1/96-6/30/99)
Jan Traylor Gulf County	P.O. Box 551 Wewahitchka, FL 324645 (904) 639-2222	2 years (7/1/96-6/30/98)
Darrell Barron Bay County	Vocational Rehabilitation 2939 Highway 77 Panama City, FL 32405 (904) 872-4380	1 year (7/1/96-6/30/98)

Greg Boggs Bay County	Central Council Labor Rep. P.O. Box 3576 Panama City, FL 32401 (904) 785-7663	1 year (7/1/96-6/30/97)
Tom Clendenning Labor & Benefits	Region 1 Office 1264 Timberlane Road Tallahassee, FL 32312 (904) 487-1795	1 year (7/1/96-6/30/97)
Stephanie Gall Bay County	Bay County Schools 1311 Balboa Avenue Panama City, FL 32401 (904) 872-4100	1 year (7/1/96-6/30/97)
Robert McSpadden Bay County	Gulf Coast Community College 5230 W. Highway 98 Panama City, FL 32401 (904) 872-3800	1 year (7/1/96-6/30/97)
C.T. Ponder Franklin County	Franklin County Schools 155 Avenue E Apalachicola, FL 32320	1 year (7/1/96-6/30/97)
Walter Wilder Gulf County	Gulf County Schools 502 Nile Road Port St. Joe, FL 32456 (904) 229-8256	1 year (7/1/96-6/30/97)
Katie Zimpfer Bay County	HRS 500 W. 11th Street Panama City, FL 32401 (904) 872-7648	1 year (7/1/96-6/30/97)

SUB-CATEGORY: PUBLIC SECTOR

EX-OFFICIO NON-VOTING

<u>NAME</u>	<u>ADDRESS/TELEPHONE</u>	<u>TERM</u>
Rick Hurst Bay County	Bay County Commission P.O. Box 1818 Panama City, FL 32402 (904) 784-4026	1 year (7/1/96-6/30/97)
Billy Traylor Gulf County	Gulf County Commission Gulf County Courthouse Port St. Joe, FL 32456 (904) 229-6106/639-2794	1 year (7/1/96-6/30/97)

Jimmy Mosconis-Resigned	Franklin County Commission	1 year (7/1/96-6/30/97)
Buford "Dink" Braxton	33 Market Street, Suite 203	
Franklin County	Apalachicola, FL 32320	
	(904) 653-8861	

<u>NAME</u>	<u>ADDRESS/TELEPHONE</u>	<u>TERM</u>
John Bruce Bay County	927 Center Avenue Panama City, FL 32401 (904) 763-2936	1 year (7/1/96-6/30/97)
Jane Cox-(Resigned) Brent Taylor-(Replacement)	P.O. Box 722 231 Avenue E Apalachicola, FL 32320 (904) 653-2800	1 year (7/1/96-6/30/97)
Ruth Phillips Gulf County	26 Peters Street Port St. Joe, FL 32456 (904) 229-8644	3 years (7/1/96-6/30/97)
Bob Swenk Bay County	P.O. Box 27191 Panama City Beach, FL 32411 (904) 234-6678	2 years (7/1/96-6/30/97)

RESOLVED FURTHER, that the term of office for each of the above-named Directors shall begin on July 23, 1996, and continue for the length of their respective terms as shown above. Should a Director resign from their position before their term has expired, the replacement Director shall serve for the remainder of said term. Nominations for replacement Directors at the end of the term for that appropriate segment of the Board (i.e., Public, Private) are made to the County Commission of the appropriate County who then make the appointment.

The Board of Directors of the Corporation took THE ABOVE actions on the 23rd day of July 1996.

Attachment E: Current board member roster, meeting minutes for the local plan agenda item, discussions about the plan, and the board's vote on the local plan.

- CSGC current board member roster
- The WIOA Local and Regional Plan was on the agenda for the CSGC Board of Directors on August 13, 2024. The Board reviewed and approved the Plan unanimously without any discussion. (August 13, 2024 Board Meeting Minutes)

CareerSource Gulf Coast	Board Membership 2025-2026	Total: Voting 20-22
WIOA Required Non-Business Board Member		Total: 9-11
1	Local Education Entity- School Superintendent (Rotates between counties each fiscal year)	
	<p>Mark McQueen, Superintendent Designee: Denise Kelley, Deputy Superintendent, Bay District Schools Work: 850-767-4101 Work: 850-767-4115 Cell: 850-866-0575 Cell: 850-625-2069 mcquemt@bay.k12.fl.us kellecd@bay.k12.fl.us</p>	1 Year: 07/01/2025 to 06/30/2026 Government entity, mandatory
1	Postsecondary Educational Institution/Community College	
	<p>Glen McDonald, President Designee: Dr. Cheryl Flax-Hyman gmcDonald@gulfcoast.edu cflax-hyman@gulfcoast.edu 5230 West US Hwy 98 Office: (850)-872-3805 Panama City, FL 32401 Cell: (850)-624-3218 (850)-747-3215 (850) 872-3800 Fax: (850) 747-3228</p>	Government entity, mandatory 8/1/2022
2	Economic Development Agency	
	<p>Becca Hardin, President Designee: Ben Moorman ben@bayeda.com Bay County Economic Development Alliance 5230 W. US Highway 98 Panama City, FL 32401 CELL: 850-527-0799 becca@bayeda.com (850) 215-9965 Fax: (850) 215-9962</p>	Government entity, mandatory 7/1/2021
	<p>Jim McKnight jmcknight@gulfcounty-fl.gov Gulf County Economic Development Alliance 9223 W. Highway 98 Port St. Joe, FL 32456 Cell: 850-229-0227 or work: 850-899-9259</p>	Government entity, mandatory 7/1/2021
2	Labor or Employee Representation	
	<p>Fred Croon, President Panama City Chapter, N.W. Florida CLC 6411 Lance Street Panama City, FL 32404 fredcwa@bellsouth.net or Cell (850)257-3888</p>	Union entity, mandatory 7/1/2021
	<p>Alexis Underwood, AFL/CIO American Federation of Labor 3950 Verona Circle Panama City, FL 32405 alexis.underwood@abceteach.org Ofc: (850) 767-4040 Cell: (850) 890-3424</p>	Union entity, mandatory 9/6/2023
2	Community-Based Organization	
	<p>CBO-Veterans: John Deegins jdeegins@baycountyfl.gov Bay County Veterans Services 840 West 11th Street Panama City, FL Ofc: (850)248-8280 Fax: (850)248-8289</p>	Government entity, mandatory 7/1/2021
	CBO-Disabled:	

3	One-Stop Partners	
	Vocational Rehabilitation Derrick Henderson 2505 B West 15th Street Panama City, FL 32401 Derrick.henderson@vr.fldoe.org	(850) 872-4380, ext. 104 Government entity, mandatory 6/21/22
WIOA Required Business Board Members		Total: 12
6	BAY COUNTY	
	Alex Murphy Central Maloney – Dir. Human Resources-Community Liaison CELL: 850.832-4814- Work: 850-772-0456 amurphy@centralmoloneyinc.com	Appointed 11/7/2023 – 11/7/2025 Re-appointed 12/01/2025- 12/01/2028
	Appointment Pending Meghan Upfold, NPD Market Manager Ascension Sacred Heart 615 N. Bonita Ave. Panama City, FL. 32401 850-814-9072 meghanupfold@gmail.com	Appointment pending 01/21/2025- 01/21/2029
		VACANT
	Rebekah Vassar, Market Executive, PenAir Credit Union 1495 E. Nine Mile Rd. Pensacola, FL. 32514 14101 PCB Pkwy PCB, FL 32413 (when branch here finishes building) Phone: 850-628-0307 Email: rebekah.vassar@penair.org	7/1/2021 to 6/30/2025 Reappointed 4/5/2025 to 4/5/2027 – 2 years
	Andrew Hicks, VP of Operations Berg Pipe – 850-873-7995 Cell: 850-814-4566 5315 W. 19 th St., PC 32401 andy.hicks@bergpipe.com	Appointed 6/6/2023 to 6/6/2027
	Joey Ginn 850-636-4693 CHAIR Centennial Bank, Market President Jginn@my100bank.com	Appointed 4/5/2022 to 4/5/2025-reappointed 4/5/2025 for 2 yrs-4/5/2027
3	GULF COUNTY	
	Aaron Little, Capital City Bank, Bank Manager 124 Bridgeport Lane, PSJ, FL 32456 Work: 850-229-2104 Cell: 850-340-0677 little.aaron@ccbg.com or aarondlittle@gmail.com	VACANT
	Chris Karagiannis, Monolith Construction-Panhandle, LLC, President 1420 Industrial Road, PSJ, FL 32456 Work Phone: 850-247-1130, Home: 516-491-0513 Email: chris@monolithgc.com	Appointed 12/17/2025 to 12/12/2028

	Christian Johnson Uptown Raw Bar & Grill, 411 Reid Street, PSJ cjohnson@uptownrawbarandgrill.com 850-227-8275	7/1/2021 to 6/30/2024, reappointed 12/17/2024 to 12/17/2028
3	FRANKLIN COUNTY	
	Sheila Hauser, Director of Marketing Collins Vacation Rentals/Century 21 Collins Realty Cell: 850-274-9562 mailto:sheilahouserfl@gmail.com	9/21/2021 to 6/30/2025 Reappointed 3/25/25 to 3/25/27
	Ted Mosteller, Owner Apalachee Electronics 151 24 th Avenue, Apalachicola, FL 32329 tedmosteller@yahoo.com (850) 653-8166 Home (850) 653-5115 Cell	Appointed 6/18/2025 to 6/18/2029
	Elinor Mount-Simmons 317 Earl King Street, Apalachicola, FL W-850-323-0176 Cell: 850-323-0544 Mount Up Consulting, LLC - business Franklin's Promise Coalition- emountsimmons@gmail.com	Appointed 6/18/2025 to 6/18/2029 Also represents an organization which provides services to at risk youth
	PAST CHAIR	
	Additional Non-Voting Members	
1	Representative from Military Installation *If one in the region is available	VACANT

GULF COAST WORKFORCE BOARD, INC. d/b/a CareerSource Gulf Coast GENERAL MEETING

August 13, 2024

CareerSource Gulf Coast held an in-person and Zoom meeting / General Meeting at 10:00 a.m. (CST) on Tuesday, August 13, 2024.

<u>Members Present:</u>		<u>Members NOT present:</u>
Mr. Joey Ginn	Mrs. Alex Murphy (V)	Mr. Ted Mosteller
Dr. Pat Hardman (V)	Mrs. Becca Hardin	Ms. Elinor Mount-Simmons
Mr. John Deegins	Mr. Derrick Henderson	Mrs. Sheila Hauser
Mr. Glen McDonald	Mr. Aaron Little (V)	Mr. David Hughes
Mr. Jim McKnight	Ms. Alexis Underwood (V)	Mr. Christian Johnson
Mr. Fred Croon (V)		Mr. Andrew Hicks
		Mrs. Rebekah Vassar
		Mr. Tim Bowers

Also present were Lonnie Saunders, Florida Commerce; and CareerSource Gulf Coast board staff: Mrs. Kim Bodine, Executive Director, Mrs. Maria Goodwin, Mrs. Deb Blair, Ms. Janine Dexter, Mrs. Shannon Walding, Ms. Becky Samarripa, Jessica Strickland, Angela McLane and Mr. Corbett Hines

The purpose of the meeting was to review/take action on the following items:

- **Consent Agenda Approval**
 - **Acceptance of New Funds for PY 2023-2024**
 - **Approval of Budget Modification 7 for PY 2023-2024**
 - **Acceptance of New Funds for PY 2024-2025**
 - **Approval of Budget Modification 1 for PY 2024-2025**
 - **June Financial Report**
 - **Admin. Overages-PY 2023-2024**
 - **Approval of 5/29/2024 Executive Committee and General Board meeting minutes**
- **New Business**
 - **Approval of Administrative Plan Revisions**
 - **Approval of Regional Demand Occupations List 2024-2025**
 - **Approval of Revised Board Policies**
 - **Monitoring Results Acknowledgement**
 - **Approval of Local Workforce Services Plan (Regional Planning Area Plan)**
- Old Business**
 - Marketing & Communication Report – through July 2024
 - One Stop Services Report
 - Performance Reports
- Chair/Executive Director Report
- Public Comments

CALL TO ORDER: Mr. Joey Ginn, Board Vice Chair, called the meeting to order and confirmed there was a quorum present.

INVOCATION AND PLEDGE OF ALLEGIANCE:

Mrs. Kim Bodine gave the invocation and led the pledge of allegiance.

Approval of Consent Agenda:

Mr. Joey Ginn asked if there were any questions from the board regarding the Consent Agenda and asked if any member wanted to pull any item from the Consent Agenda for discussion. There being none, he asked for a motion to approve the Consent Agenda as presented and previously discussed and approved by the Executive/Finance Committee.

**A motion was made by Dr. Pat Hardman to approve the consent agenda as presented.
Mr. Jim McKnight seconded, and the motion passed unanimously.**

NEW BUSINESS:

Approval of Administrative Plan Revisions

Mrs. Kim Bodine explained that an update was needed to the Administrative Plan due to changes in the state agency's name and because documents referenced in the plan had been updated. She also indicated that the CSGC onboarding checklist used for new hires had been updated. The only substantive change was wording at the beginning of the document that stated that GCSC was the fiscal agent, and she updated that to correct it to our most recent Interlocal Agreement which states that the college is the grant recipient and the CSGC board is the fiscal agent. GCSC as the grant recipient means that the federal/state funds go directly to the college to reimburse them for the board/program expenses requested for each month.

Mr. Joey Ginn asked for a motion to approve the Administrative Plan Revisions.

**A motion was made by Dr. Patricia Hardman to approve the Administrative Plan Revisions as presented by Mrs. Bodine.
Mr. John Deegins seconded, and the motion passed unanimously.**

Approval of Regional Demand Occupations List 2024-2025

Mrs. Maria Goodwin detailed this item. She said the condensed list could be found in the agenda packet, but emphasized this was not the complete list that was provided by Florida Commerce, but a list focused on occupations for which training existed in our region, and also took into consideration demand, job growth and pay rate. Mrs. Goodwin indicated that the selection criteria was based on wages and have 10 annual openings and a/or a positive job growth rate. She reported that the mean wage or entry wage be \$18.26/ hour or higher to also qualify as criteria.

Mrs. Goodwin stated that there are a total of one hundred and sixty-eight occupations on the 2024-2025 Regional Demand Occupations List (RDOL), compared to the one hundred twenty-seven occupations on the 2023-2024 RDOL. She indicated that there are sixty-two new occupations added to the 2024-2025 RDOL and twenty-one occupations from the 2023-2024 RDOL that did not meet the criteria for the 2024-2025 list.

Mrs. Goodwin conveyed that many of these are not appropriate selections for us due to inability to sponsor training in Baccalaureate Degrees and/or training for the occupation not available regionally. She indicated that there are sixty-two new occupations added to the 2024-2025 Demand Occupations List and twenty-one occupations from the 2023-2024 Demand Occupations lists that did not meet the criteria for the 2024-2025 Demand Occupations List. Mrs. Goodwin stated that this did not affect our regional Targeted Occupations, with the exception of

Correctional Officer Training, which she indicated has been requested by local elected officials and law Enforcement in Gulf and Franklin Counties. She reported that CSGC left this occupation on our regional list and will support with labor market data and/or letters of support, there is positive job growth for this occupation.

Mr. Joey Ginn asked for a motion to approve the Regional Demand List for 2024-2025.

A motion was made by Mr. Glen McDonald to approve the Regional Demand List for 2024-2025 as detailed by Mrs. Maria Goodwin. Mrs. Alex Murphy seconded, and the motion passed unanimously.

Approval of Revised Board Policies #6, #8, and #18

Mrs. Kim Bodine explained that it was time to start updating the board policies to align and comply with state policy. Mrs. Bodine first addressed Board Policy #6, which is the Demand Occupations List. She reported that she took out some of the language that no longer reflected the process used to determine the list, and she updated it by adding more detail in the policy to align with the language of state policy regarding how the state comes up with the list. The language addresses the ability to add occupations to the local regional demand occupations list.

Mrs. Bodine said in policy # 8, Employment procedures, that she highlighted the major changes that have been updated in this policy which included: specifying advertising for permanent full time positions, and avenues for marketing positions for recruitment.

In policy #18, Mrs. Bodine outlined the updates made to the Professional Appearance Policy. A discussion transpired among the board members; they ultimately reached a unanimous agreement in keeping the linguistics inclusive of all by changing pronouns in the policy language to general, like saying "all staff", instead of specifics, like saying "male staff" or "female staff" regarding the do's and don'ts of professional appearance guidelines specified throughout the policy.

Mr. Joey Ginn asked for a motion for approval of Board Policies 6, 8, and 18 as presented.

A motion was made by Mr. Glen McDonald to approve Board Policies 6, 8, and 18 as presented. Mrs. Alex Murphy seconded, and the motion passed unanimously.

Monitoring Results Report

Mrs. Bodine provided an overview of the monitoring results and stated that the program year 2022-2023 summary findings for workforce development programs had three total findings. The three findings included one with Wagner-Peyser that found Permission missing in case notes to create a registration or job referral in Employ Florida (EF); one with Jobs for Veterans State Grant (JVSG) that found Specific Significant Barrier to Employment (SBE) missing in case note-statement missing in case note for referral to Job Center staff due to DVOP vacancy; and one for WIOA Youth that found Virtual Job Shadow Worksite Agreements missing in youth files (there is no worksite agreement for a virtual job shadow as it is virtual), or miscoded activity in EF.

Mrs. Bodine stated that regarding other non-compliance issues, it was found that a CSGC Memorandum of Understanding & Infrastructure Agreement with GCSC had missing language, which has since been corrected with the correct language in accordance with 20 CFR 678.500 & 678.755

Mrs. Bodine then praised Mrs. Shannon Walding's hard work with all the monitoring.

A motion was made by Mrs. Becca Hardin to approve the Monitoring Results Report as presented by Mrs. Bodine. Mr. Glen McDonald seconded, and the motion passed unanimously.

Approval of the Regional Planning Area Plan

Mrs. Kim Bodine explained that CSGC is required under the Workforce Innovation and Opportunity Act (WIOA) and by CareerSource Florida to submit a new Local Workforce Services Plan for the years 2024-2028 that will help the Local Boards across Regions 1-4 meet target needs as well as maintain compliance within the Reach Act and State policies. Mrs. Bodine indicated that because our Local Workforce Development Area volunteered to become a WIOA Regional Planning Area, there is a Regional Plan Addendum which also must be signed signifying approval by all Chief Local Elected Officials for the 12 counties that make up the Northwest Florida Workforce Collective (the regional planning area for Northwest Florida).

The board members were provided with hard copies of the proposed plan that has been written as well as given a link to the plan, which Mrs. Bodine stated needs approval from the board today in order to move forward with obtaining the signatures of each of the Chief Elected Officials.

Mr. Joey Ginn asked for a motion to approve the Regional Planning Area Plan.

A motion was made by Dr. Patricia Hardman to approve the Regional Planning Area Plan as presented by Mrs. Bodine. Mr. John Deegins seconded, and the motion passed unanimously.

OLD BUSINESS:

Marketing Report

Mrs. Becky Samarripa, Communications Manager, stated that all events are promoted through flyer distribution and media alerts/press releases, social media, like Facebook, Instagram, twitter, LinkedIn, as well as promoted on CSGC's website.

Mrs. Samarripa highlighted marketing efforts, which included involvement in several community events as well as numerous hiring events and job fairs that were held.

Mrs. Samarripa also detailed the programs in Gulf County. The Able Trust High School High Tech Program was awarded first place in a state-wide competition. The 2024 Summer Program for Gulf County children had a Registration Kickoff Cook Out. Acknowledgement of graduation of Seniors at PSJ H.S. and Wewahitchka H.S. Sponsorship recruitment is still underway for the Homeless Veterans Stand Down coming up in September.

Mr. Joey Ginn thanked Mrs. Samarripa for her full marketing report.

One-Stop Services Report

Mrs. Maria Goodwin gave an overview of the One Stop Services report in the agenda packet. For July 2024 there were 945 total one-stop visitors. Over the month, the Centers provided 1,962 total services and issued 622 job referrals. In the employer side, staff provided 604 services to 140 businesses in the region.

Mr. Joey Ginn thanked Mrs. Goodwin for her report.

Performance Reports

Program performance reports were provided in the agenda packet.

CHAIR / EXECUTIVE DIRECTOR REPORT

Executive Director Kim Bodine noted that since the state has modified a policy whereby 50% of formula allocations are required to be spent directly on training services. She indicated CSGC makes every effort to meet the goal; and despite having an approved waiver to only utilize 30% of our allocation for training, we hit approximately a 43% training

expenditure rate on WIOA formula funds last year. She said that often, we will try with great effort to find a way that someone can qualify in order to benefit from our services, because that is our aim is to really try to assist as many people in the community that is allowable. She also said that staff have created a budget aimed at hitting the 50% training goal.

Mrs. Bodine said that in the next board meeting, we will do a wrap up of the summer program that took place in Port St. Joe for kids 4 years old to fifth grade out of the Dupont Grant. She reported that in the next meeting, we will also do a wrap up of the Opioid Grant, where we will get to watch some inspiring testimonials of people's lives, who have been positively impacted.

GOOD OF THE ORDER

Articles to read are an attachment to the agenda packet.

OPPORTUNITY FOR PUBLIC COMMENT

Vice-Chair Ginn invited public comment. However, there was no public comment

ADJOURNMENT

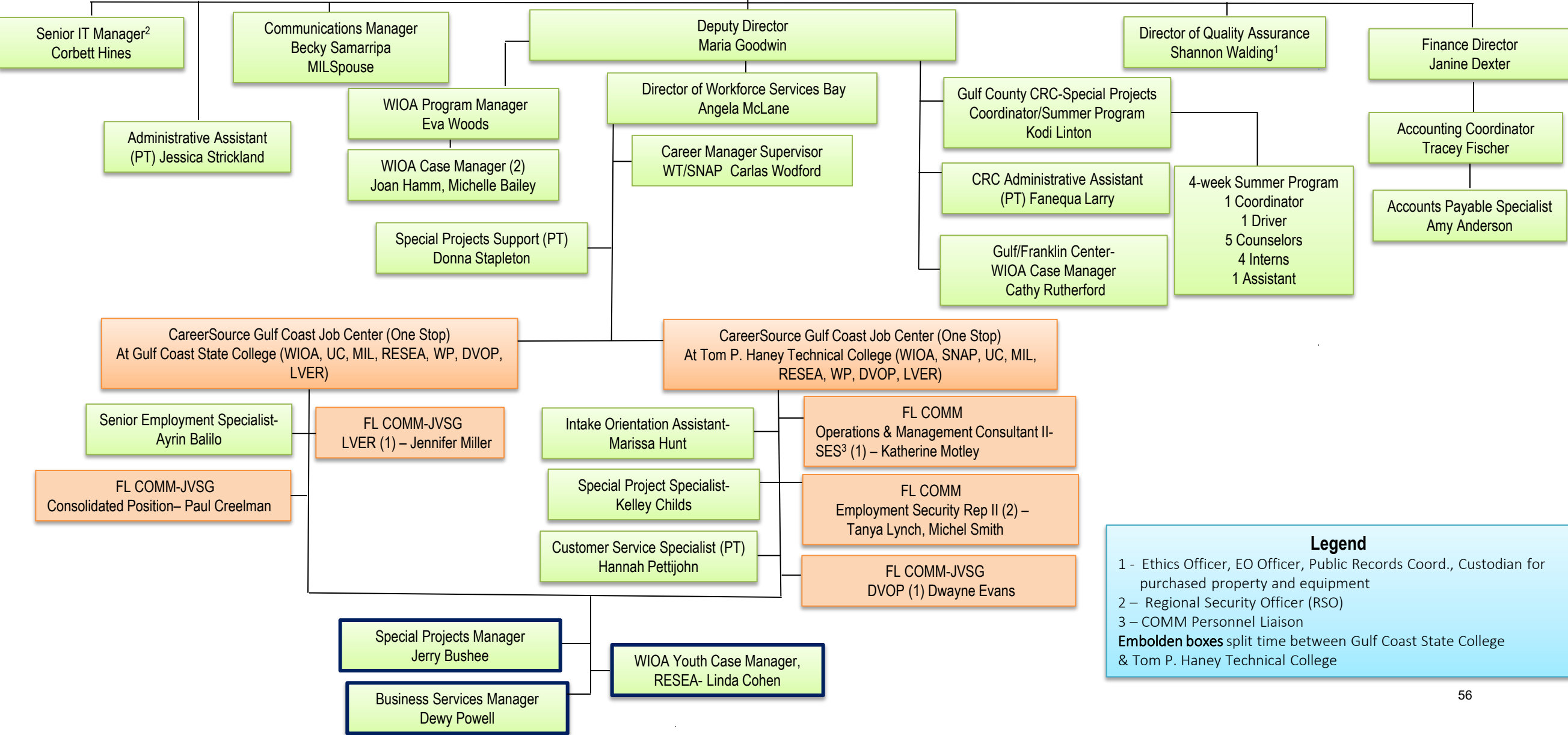
There being no additional business, Mr. Joey Ginn adjourned the meeting.

Attachment F: Organizational Chart

Organizational chart that outlines the organizational structure of the local area including the local workforce development board staff, one-stop operator, direct provider of workforce services, youth service provider and jointly managed FloridaCommerce staff. The organizational chart should identify specific roles defined in the Grantee-Subgrantee Agreement to include:

- (a) Regional Security Officer.
- (b) Chief Ethics Officer.
- (c) Custodian for purchased property and equipment.
- (d) Personnel Liaison.
- (e) Public Records Coordinator.
- (f) Equal Opportunity Officer.
- (g) Person who promotes opportunities for persons with disabilities.

Kimberly L. Bodine – Executive Director



Legend

- 1 - Ethics Officer, EO Officer, Public Records Coord., Custodian for purchased property and equipment
- 2 – Regional Security Officer (RSO)
- 3 – COMM Personnel Liaison

Embolden boxes split time between Gulf Coast State College & Tom P. Haney Technical College

Attachment G: Local Operating Procedure on Firewalls

Agreements describing how any single entity selected to operate in more than one of the following roles: local fiscal agent, local board staff, one-stop operator, or direct provider of career services, will carry out its multiple responsibilities, including how it develops appropriate firewalls to guard against conflicts of interest. Also, attach copies of any processes and procedures that clearly detail a) how functions are sufficiently separated; b) descriptions of the steps the local area has taken to mitigate risks that could lead to impropriety; c) firewalls (physical, technological, policies, etc.) created to ensure such risks are mitigated; and d) oversight and monitoring procedures.

Description of Single Entities and Multiple Rolls, Division of Duties Firewalls

In LWDA 4, CareerSource Gulf Coast (CSGC) and Gulf Coast State College (GCSC) both serve multiple functions in the operation of the CSGC Board's business.

Gulf Coast State College is designated as the grant subrecipient by the Chief Elected Officials of the three counties served and was competitively selected as the One Stop Operator (OSO). CareerSource Florida's Conflict of Interest policy is strictly adhered to as well as the Ethics Commission's Government in the Sunshine sections. Board members refrain from voting on any item which may represent a conflict and those forms are filed appropriately. All CSGC board members complete a form 1 as required which contains a conflict-of-interest attestation.

CareerSource Gulf Coast serves as the administrative entity, fiscal agent, and staff to the Board. Additionally, CSGC staff provide career services in Franklin and Gulf County under the approval of those county commissions and with state approval. CSGC does not provide training services (training programs).

Firewalls for Gulf Coast State College:

Grant Subrecipient – Decision made by Chief Elected Officials of Bay, Franklin, and Gulf Counties. These three bodies fall under Government in the Sunshine, one layer of firewall. The College allows the board to provide detailed documentation for purchases that have been approved by the Executive Director, the Finance Director and a Deputy Director in addition to a front-line supervisor. The college cuts the check for the purchase and the check is mailed with submittal to the vendor/or student (depending upon the type of payment). The check is accounted for at GCSC, and by CSGC who is responsible for mailing the check.

One Stop Operator – CSGC releases a Request for Proposals approximately every four years in order to competitively procure the OSO. Proposals are reviewed by a committee appointed by the Board's Chair and rated using a point score for each section of the proposal. Staff are not allowed to vote on this type of procurement as outlined in the CSGC Board Administrative Plan. Even though GCSC is the service provider operational, direct services costs are held at the board level and processed by CSGC. The only dollars in the contract that are processed by Gulf Coast State College provider staff are for salaries and travel.

Training Provider- GCSC is on the LWDB 4 ETPL and provides training as a state college but does not provide training-related services such as training case management, nor funding for training participants through WIOA. Tuition, books, and supportive services are provided to eligible Adult and Dislocated Worker participants via ITA dollars, which are budgeted by Case Managers who work for CSGC.

Firewalls for CareerSource Gulf Coast:

Administrative Entity- The CSGC Board of Directors hires an Executive Director whom they empower to hire staff. The Executive Director empowers some staff members to hire additional employees as needed. Within the Administrative Entity's functions are included establishing and monitoring Internal Controls.

The staff hired by the Executive Director includes both an Internal Quality Control Coordinator (Monitor), Directors, Managers and a Deputy Director. The Deputy Director is responsible for operations, programs, policy, and planning. They report directly to the Executive Director. The QA Director monitors all programs and service providers and also reports to the Executive Director. Although higher in the management structure than the QA Director, the Deputy Director does not supervise this staff member, thereby creating a firewall between the LWDB's role as oversight body (QA Director) for the region's workforce delivery system and its role for the operational and program services, as well Policy and Planning which are (Deputy Directors) directly provided by the LWDB. Day-to-day operations staff report to a Director, Assistant Director, or Manager. Through communication and training to CSGC board members, the Board understands that their primary purpose is to provide oversight fiscally, to provide input and feedback for strong policy making, and to inform service delivery. They act as advocates for the work conducted under their leadership. Board members understand their role of oversight and the staff's roles in operations and management of service delivery.

Fiscal Agent – CSGC acts as the fiscal agent for LWDA 4. The CSGC board does not receive WIOA grant funds as Gulf Coast State College is the subrecipient. The CSGC Board ensures fiscal integrity and accountability by procuring an independent audit which is conducted annually, as well as complying and assisting with Florida Commerce's financial monitoring (also conducted annually) and providing requested information to Gulf Coast State College's state auditors. All audit and monitoring reports are provided to the CSGC Board as well as our BOCC. CSGC has required policies for maintaining and accounting and finance records, providing redundancies for financial electronic files, and conducting financial monitoring of the Board and service providers. Annually Florida Commerce also provides a performance review to the CSGC Board which includes some high-level financial review as well as monitoring reports. Board Staff review a financial report at every meeting that includes all budgets and expenditures to include service providers. Finance Staff use Florida Commerce's Internal Control Assessment as a guiding document review and to ensure separation of duties and reduce risks of fraud, misappropriation of funds, or other illegal activities. The CSGC Board also participates in this assessment annually.

Direct Services- CSGC staff provide career services in Franklin and Gulf County under the approval of those county commissions and with state approval. CSGC does not provide training services. Tuition, books, and supportive services are provided to eligible Adult and Dislocated Worker participants via ITA dollars, which are budgeted by Case Managers who work for CSGC. Youth are also case-managed by CSGC Board staff in Bay, Gulf, and Franklin Counties and are supervised by a WIOA Program Manager. Performance reports are compiled and reviewed monthly by staff and board members. CSGC board members are appointed by Local Elected Officials via referrals of Economic Development organizations or Chambers of Commerce.

Attachments H and I

Executed Memorandum of Understanding with Infrastructure Agreements

INDEX

- Florida Dept. of Education- Division of Vocational Rehabilitation
- Gulf Coast State College
- Haney Technical Center
- NCBA
- Florida Dept. of Education- Division of Blind Services
- Tri-County Community Council

MEMORANDUM OF UNDERSTANDING BETWEEN
CAREERSOURCE GULF COAST
AND
FLORIDA DEPARTMENT OF EDUCATION DIVISION OF VOCATIONAL REHABILITATION

I. Parties

This Memorandum of Understanding (MOU) is entered into pursuant to 29 United States Code ("USC") §721(a) (11) (A) (the Rehabilitation Act of 1973), and PL 113-128, (the Workforce Innovation and Opportunity Act - WIOA) Section I between CareerSource Gulf Coast (CSGC) and the Florida Department of Education, Division of Vocational Rehabilitation, hereinafter referred to as "DOE/DVR."

II. Background

Pursuant to §413.201 and §413.202, Florida Statutes, and 29 USC §721(a)(2), DOE/DVR is the designated State unit which is required by WIOA Sec.121 (a)(1)(B) (iv) to enter into cooperative agreements with other entities that are components of the statewide workforce innovation and opportunity system; and is required by WIOA Sec.107(b)(2)(D)(iii) to provide representation on the Workforce Board.

The vision for the One-Stop Delivery System is to align a wide range of publicly and privately funded education, employment, and job training programs while also providing high-quality customer service to job seekers, workers, and businesses. One-stop centers (currently branded as American Job Centers) continue to be a valued community resource, known both locally and nationally as an important source of assistance for those looking for work or workers, and those looking for opportunities to grow their careers. Individuals who can benefit from vocational rehabilitation services can be expeditiously identified and served using a shared placement concept through the One-Stop Delivery System.

III. Purpose

The purpose of this MOU is to further codify the existing relationship for service provision and the infrastructure funding agreement between CareerSource Gulf Coast and DOE/DVR, provider of vocational rehabilitation services in LWDA 04.

IV. Responsibilities

A. CareerSource Gulf Coast will:

1. Provide brochures, pamphlets, guides, schedules of presentations, information, signage of affiliate status and training for DOE/DVR staff.
2. Provide a single Point of Contact (POC) to assist DOE/DVR with questions and issues that arise in the day-to-day operations. Answers will be provided within 24 hours.
3. Provide space (when applicable) at the One-Stops to DOE/DVR on an as needed basis. Scheduling must be approved in advance with the One-Stop Operator.

MOU - CareerSource Gulf Coast and DOE/DVR

4. Refer job seekers to appropriate DOE/DVR office/contact through email or fax using the VR Referral Form.
5. Share information that will benefit participants in finding a job, accessing training support if qualified, and gaining certifications or degrees to improve their employment opportunities.
6. Provide access (if applicable) to staff-level permissions in the Employ Florida (EF) system in order to serve client job seekers. Upon request, the Board will provide a user id and training to allow DOE/DVR staff to provide services that require lesser security measures. DOE/DVR staff who are granted access to EF must undergo a Level One background check, complete the appropriate security forms and attend security training as required.

V. DOE/DVR will:

1. Participate in activities associated with assessing organizational performance and developing and carrying out improvement plans. It is expected that these activities will include full integration of workforce development services by and between DOE/DVR and the CareerSource Gulf Coast so that services will be delivered in a seamless manner.
2. Be familiar with the array of services provided in the One-Stop service delivery system and refer individuals by phone or email to the One Stop Coordinator or other designated contact for employment or training assistance.
3. Provide vocational rehabilitation services to eligible customers. Examples of DOE/DVR services include:
 - a. Medical and Psychological Assessment;
 - b. Vocational Evaluation and Planning;
 - c. Career Counseling and Guidance;
 - d. Training and Education After High School;
 - e. Job-Site Assessment and Accommodations;
 - f. Job Placement;
 - g. Job Coaching;
 - h. On-the-Job Training;
 - i. Supported Employment;
 - j. Assistive Technology and Devices; and
 - k. Time-Limited Medical and/or Psychological Treatment

VI. The CareerSource Gulf Coast and DOE/DVR will:

Perform all such responsibilities as are required by the Workforce Innovation and Opportunity Act (29 USC Chapter 32) and subsequent federal regulations such as:

1. Provide job seekers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages.

SA-658

2. Provide access and opportunities to all job seekers, including individuals with barriers to employment, such as individuals with disabilities, to prepare for, obtain, retain, and advance in high-quality jobs and high-demand careers.
3. Enable businesses and employers to easily identify and hire skilled workers and access other supports, including education and training for their current workforce.
4. Participate in rigorous evaluations that support continuous improvement of one-stop centers by identifying which strategies work better for different populations.
5. Ensure that high-quality integrated data inform decisions made by policymakers, employers, and job seekers.

VII. Cost Sharing/Resource Sharing: - Attachment A

Costs of the infrastructure of CareerSource Gulf Coast's comprehensive Job Center will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. Please see the attached One Stop operating budget (Attachment A – One Stop Budget) which details the infrastructure cost of the one stop delivery system and the assigned cost to the required partners based upon their proportionate use of the system and relative benefit received. VR has agreed to share office space at the Job Center, located in Mariner Plaza, 625 Highway 231 for 4 hours per week for an estimated cost of \$214.00 per month.

VIII. Infrastructure Funding Agreement (IFA): - Addendum, Attachment B

In compliance with WIOA and its implementing regulations and consistent with the Uniform Guidance, funding provided by the one-stop partners to cover the operating costs, including infrastructure cost of the one-stop delivery system must be based on the partner program's proportionate use of the system and relative benefit received (WIOA sec. 121 (h)(1)(B)(i) and 121 (h)(2)(C)(i), 20 CFR 678.700 through 678.760, 34 CFR 361.700 through 361.760, and 34 CFR 463.700 through 463.760).

Payment Method: DOE/VR will remit its share quarterly, pro-rated for the first quarter. The One Stop operating budget is subject to change based upon increases or decreases in infrastructure cost contained within. The actual infrastructure costs will be reconciled with those projected quarterly.

Required Partners in Local Workforce Development Area 4 (CareerSource Gulf Coast region) are:

SCSEP (Senior Comm. Svc. Emplmt. Prgm.) - NCBA
VR (Vocational Rehabilitation)
Division of Blind Services
Adult Ed (Bay District Schools)

Career Tech (Bay District Schools)
Career Tech (Gulf Coast State College)
CSBG (Comm. Svc Block Grant) Tri-County Community Council, Inc.

The following programs are administered by CareerSource Gulf Coast:

WIOA Adult	RA/UC
WIOA Youth	Vets DVOP
WIOA Disl. Wkr.	Vets LVER
WT TANF	Military Family
SNAP	RESEA
SNAP ERS	Rapid Response
Wagner-Peyser	Wagner-Peyser Perf. Inc.

Chief Elected Officials: Bay County Board of Commissioners
Gulf County Board of Commissioners
Franklin County Board of Commissioners

IX. Modification

CareerSource Gulf Coast or DOE/DVR may propose to modify this MOU at any time. Any such modification will not be effective until a written amendment to this MOU is executed by both parties. Modifications made solely due to changes in infrastructure costs will not require approval of local elected officials.

VIII. Dispute and Impasse Resolution

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

1. If an issue arises involving this MOU, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.
2. If issues regarding MOUs and/or IFAs remain unresolved, LWDBs shall document the issue and efforts at resolution. Documentation is forwarded to the Department of Economic Opportunity, Division of Workforce Services (DEO), and the Chancellor for Career and Adult Education the Director of the Division of Vocational Rehabilitation. Director of the Division of Blind Services or the executive administer(s) of agencies responsible for administering the partner's program, DEO and the appropriate division (Director of the Division of Vocational Rehabilitation) will work to resolve the impasse and secure an executed agreement. A joint decision shall be transmitted within 30 calendar days of receipt. Issues will be remanded back to the local partners to execute recommended action.

3. If issues remain unresolved, the LWDB must notify CareerSource Florida and include the details of the impasse. CareerSource Florida will work with the Commissioner of Education, the Executive Director of the Department of Economic Opportunity or other agency heads to resolve the impasse and provide a resolution response to all parties. Decisions are considered final.

IX. Confidentiality of Records

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

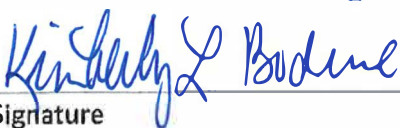
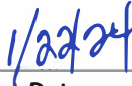

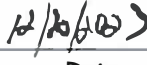
X. Terms of Contract

The term of this MOU shall commence on July 1, 2023, or the date last executed by both parties, whichever is later, through June 30, 2026, and may be renewed for an additional three-year term. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

Neither this MOU nor any provision hereof may be changed or amended orally, but only by an instrument in writing signed by all of the parties to this Agreement.

XI. MOU Management

Listed below are the individuals identified as the MOU Managers. These individuals are responsible for enforcing performance of the MOU terms and conditions and shall serve as liaison/contact regarding issues arising out of this MOU.

CAREERSOURCE GULF COAST		DEPARTMENT OF EDUCATION/DIVISION OF VOCATIONAL REHABILITATION	
			
Signature	Date	Signature	Date
Name: Kimberly L. Bodine Title: Executive Director Address: 5230 W. US Hwy. 98 Panama City, FL 32401 Phone: 850-913-3285 Fax: 850-913-3269 Email: kbodine@careersourcegc.com		Name: Victoria Gaitanis Title: Interim Director of Vocational Rehabilitation Address: 325 W Gaines St. Suite 1144 Tallahassee, FL 32399	

Aprafer OBO 2-19-24
Signature Date

Manny Diaz, Jr., Commissioner
Printed Name and Title

Department of Education
Agency Name

850-245-0505 Commissioner@fldoe.org
Phone/Email

Authority and Signature
Local Elected Official

➤ One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Tommy Hamm, Chair of Bay BOCC I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either in three years or upon amendment, modification or termination on June 30, 2026, whichever occurs earlier. The effective period for this MOU is 3 annual periods: 7/1/23-6/30/24, 7/1/24-6/30/25, and 7/1/25-6/30/26.


Signature

June 20, 2023
Date

Tommy Hamm, Chair
Printed Name and Title

Bay County Board of County Commissioners
Agency Name

Agency Contact Information

Authority and Signature
Local Elected Official

- One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Sandy Quinn, Chair of Gulf BOCC, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily. My signature certifies my understanding of the terms outlined herein and agreement with:

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either in three years or upon amendment, modification, or termination or on June 30, 2026, whichever occurs earlier. The effective period for this MOU is 3 annual periods: 7/1/23-6/30/24, 7/1/24- 6/30/25, and 7/1/25-6/30/26.



Signature

JUNE 26, 2023

Date

Sandy Quinn, Chair
Printed Name and Title

Gulf County Board of County Commissioners
Agency Name

Agency Contact Information

Authority and Signature
Local Elected Official

- One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Ricky Jones, Chair of Franklin BOCC , certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either in three years or upon amendment, modification, or termination or on June 30, 2026, whichever occurs earlier. The effective period for this MOU is 3 annual periods: 7/1/23-6/30/24, 7/1/24- 6/30/25, and 7/1/25-6/30/26.

Ricky D. Jones
Signature

6/6/23
Date

Ricky Jones, Chair
Printed Name and Title

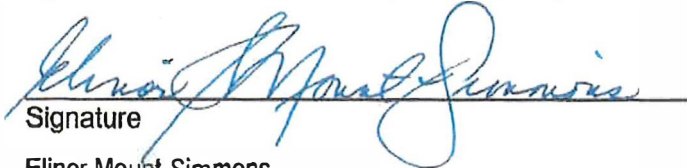
Franklin County Board of County Commissioners
Agency Name

Authority and Signature
Local Board Chair

- One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Elinor Mount-Simmons, Chair CareerSource Gul Coast, I have read the above information. All my questions have been discussed and answered satisfactorily. My signature certifies my understanding of the terms outlined herein and agreement with:

I understand the MOU/IFA will be reviewed and renewed not less than once every three years to ensure appropriate funding and delivery of services. The MOU/IFA will be renewed should substantial changes occur prior to the three-year renewal period.


Signature


Date

Elinor Mount-Simmons
Printed Name and Title

CareerSource Gulf Coast
Agency Name

Agency Contact Information

**INFRASTRUCTURE FUNDING
AGREEMENT FOR ONE-STOP CAREER
CENTER SYSTEM BETWEEN THE
DEPARTMENT OF EDUCATION
DIVISION OF VOCATIONAL
REHABILITATION
AND CAREERSOURCE GULF
COAST**

I. PARTIES

This Infrastructure Funding Agreement ("IFA"), is made pursuant to the Workforce Innovation and Opportunity Act of 2014 ("WIOA") and is entered into by the Florida Department of Education, Division of Vocational Rehabilitation (hereafter referred to as the Partners) and CareerSource Gulf Coast (hereafter referred to as "CareerSource").

II. PURPOSE

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

The purpose of this IFA is to describe the Infrastructure cost responsibilities of the Parties to provide for the maintenance of an effective and successful one-stop system. This agreement is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in three counties.

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

III. INFRASTRUCTURE COST BUDGET

SEE ATTACHMENT "A"

IV. COST ALLOCATION METHODOLOGY

CareerSource selected FTE as the allocation basis to determine overall Partner contributions. This was done in an effort:

- a) To remedy the imbalance of non-physically represented Partners, and
- b) To comply with the requirement of Partners' contributions having to be in proportion to the Partners' use of the one-stop center(s) and relative benefit received.

V. ALLOCATION BASIS PER COST ITEM

N/A

VI. PARTNER CONTRIBUTION

AMOUNTS SEE ATTACHMENT "A"

vii. COST RECONCILIATION AND ALLOCATION BASE UPDATE

All Parties agree that a quarterly reconciliation of budgeted and actual costs and update of the allocation bases will be completed in accordance with the following process:

1. Partners will provide CareerSource with the following information no later than fifteen (15) days after the end of each quarter, as applicable:
 - o Updated staffing Information (per the 1st day of the 1st month of each quarter)
2. Upon receipt of the above information, CareerSource will:
 - o Compare budgeted costs to actual costs,
 - o Update the allocation bases, and
 - o Apply the updated allocation bases, as described in the Cost Allocation Methodology section above, to determine the actual costs allocable to each partner.
3. CareerSource will prepare an updated budget document showing cost adjustments and will prepare an invoice for the balance due.
4. CareerSource will submit the invoices to the Partners and send a copy of the updated budget to all Parties no later than forty-five (45) days after the end of each quarter. The Partners understand that the timeliness of CareerSource's preparation and submission of Invoices and adjusted budgets is contingent upon the timeliness of each Partner In providing the necessary cost information. For Partners that advance funds to the local area, CareerSource will only send a copy of the updated budget.
5. Upon receipt of the invoice and adjusted budget, each Partner will review both documents and will submit payment to CareerSource no later than fifteen (15) days following receipt. Payment of the Invoice signifies agreement with the costs in the adjusted budget. For Partners that advance funds to the local area, CareerSource may draw down funds for quarterly payments upon approval via email of the reconciled budget.

6. Partners will communicate any disputes with costs in the invoice or the adjusted budget to CareerSource in writing. CareerSource will review the disputed cost items and respond accordingly to the Partner within ten (10) days of receipt of notice of the disputed costs. When necessary, CareerSource will revise the invoice and the adjusted budget upon resolution of the dispute.

VIII. STEPS UTILIZED TO REACH CONSENSUS

The Partners and CareerSource conferred regarding the involvement of each partner at the CareerSource Centers. The appropriate allocation bases were discussed and those bases included in this IFA were agreed upon as the most appropriate. CareerSource proposed the initial Partner Contribution Amounts as described above and the Partners concurred with their proposal. Finally, the parties discussed the best mechanisms by which to review and reconcile actual expenses in the future and agreed to the term included in the Cost Reconciliation and Allocation Base Update section above.

IX. DISPUTE AND IMPASSE RESOLUTION

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

1. If an Issue arises involving this IFA, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the Issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.
2. If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource and the Director of the Partner organization. A joint decision shall be issued within 60 calendar days of receipt.
3. If dissatisfied with the decision, the dispute may be filed with the State of Florida Department of Economic Opportunity (DEO) and the Commissioner of the Department of Education (DOE) to review concerns and determine resolution. DEO and DOE may remand the Issue back to the President/CEO of CareerSource and to the Director of the Partner organization, Partner or impose other remedies to resolve the issue.

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

X. MODIFICATION PROCESS

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



XI. EFFECTIVE PERIOD

This IFA is entered into on the date executed by all parties. This IFA will become effective as of the date of signing by the final signatory below and must terminate on June 30, 2026.

XII. PAYMENT METHODOLOGY

Vocational Rehabilitation shall remit payment quarterly upon receipt of their invoice. The Parties to this IFA intend to be bound by this agreement and agree to make payment of all such funds as indicated in Section VI. Upon receipt of the Invoices described in section VII, the Partners shall process payment within 15 days.

SIGNATURES

<p>CAREERSOURCE GULF COAST Name: Kimberly L. Bodine Title: Executive Director Address: 5230 W. US 98, Panama City, FL 32401 Phone: (850) 913-3285 Fax: (850) 913-3269 Email: kbodine@careersourcegc.com BY: <u>Kimberly L. Bodine</u> Date: <u>1/22/24</u></p>	<p>APPROVED BY FLORIDA DEPT. OF EDUCATION DIVISION OF VOCATIONAL REHABILITATION NAME: <u></u> <u>Victoria Gaitens</u> TITLE: Interim Director of Vocational Rehabilitation DATE: <u>12/20/2023</u></p>
<p>MOU - CareerSource Gulf Coast and DOE/DVR <u></u> Signature Date Manny Diaz Jr., Commissioner Printed Name and Title Department of Education Agency Name 850-245-0505 Commissioner@fldoe.org Phone/Email</p>	

Attachment A

One-Stop Operating Budget

Revised for 7-1-23

Cost Allocation Methodology: Costs will be allocated by FTE for partners/programs that are physically located in the Job Center.

Partners/Programs with only a virtual presence/"direct linkage" will only share in the cost of 1 phone line, IT Contract, and any related software costs.

Resource sharing with SCSEP. We provide space & technology and SCSEP provides part-time SCSEP workers to greet our customers and assist in the resource room.

Resource sharing with Bay District Schools & GCSC. We provide phone, internet, & technology and Bay District & GCSC provide office space on campus for our case managers to meet with program participants.

Resource sharing with Tri-County. We provide phone & technology and Tri-County provides a part-time worker to assist in the resource room.

Voc Rehab and Div of Blind Services will remit quarterly payments to CareerSource Gulf Coast.

		FTE Estimate	25.225	4.0000	3.0000	3.0000	3.0000	0.5000	5.0000	1.5000	2.5000	1.0000	0.5000	0.5000	0.6250	0.1000					
		FTE Percentage	100.0000%	15.8573%	11.8930%	11.8930%	11.8930%	1.9822%	19.8216%	5.9465%	9.9108%	3.9643%	1.9822%	1.9822%	2.4777%	0.3964%					
Infrastructure Costs	Annual Budget	WIOA Adult	WIOA Youth	WIOA DisWkr	WT TANF	SNAP	WP	Vets DVOP	Vets LVER	Military Spouse	RESEA 1	RESEA 2	SCSEP NCBA	VR	Div Blind Svcs *	Adult Ed Bay Distr *	Career Tech * BayDistr	Career Tech * GCSC	CSBG Tri- * County	TAA	
Lease/Utilities	262,000	41,546	31,160	31,160	31,160	5,193	51,933	15,580	25,966	10,387	5,193	5,193	6,492	1,039							
Phones/Internet	28,000	4,440	3,330	2,630	3,330	555	5,550	1,665	2,775	1,110	555	555	694	111	140	140	140	140	140	140	
Repairs & Maint.	3,100	492	369	369	369	61	614	184	307	123	61	61	77	12							
Supplies/Equipment	20,000	3,171	2,379	2,379	2,379	396	3,964	1,189	1,982	793	396	396	496	79							
Insurance Liab	1,600	254	190	190	190	32	317	95	159	63	32	32	40	6							
Insurance Prop	5,307	842	631	631	631	105	1,052	316	526	210	105	105	131	21							
Insurance Flood	1,000	159	119	119	119	20	198	59	99	40	20	20	25	4							
Technology:																					
Prof Svcs IT Contract	10,000	1,586	1,189	1,139	1,189	198	1,982	595	991	396	198	198	248	40	10	10	10	10	10	10	
Software	6,000	951	714	714	714	119	1,189	357	595	238	119	119	149	24	0	0	0	0	0	0	
subtotal	337,007	53,440	40,080	39,330	40,080	6,680	66,800	20,040	33,400	13,360	6,680	6,680	8,350	1,530	150	150	150	150	150	0	
Additional Costs	Annual Budget	WIOA Adult	WIOA Youth	WIOA DisWkr	WT TANF	SNAP	WP	Vets DVOP	Vets LVER	Military Spouse	RESEA 1	RESEA 2	SCSEP NCBA	VR	Div Blind Svcs	Adult Ed Bay Distr	Career Tech BayDist	Career Tech GCSC	CSBG Tri-County	TAA	
Career Services	309,635	80,000	59,000	59,000	59,000	3,750	0	0	0	19,996	9,995	9,995	7,672	1,227							
Shared Services **	285,824	53,539	33,993	33,993	33,993	5,665	56,655	16,996	28,327	11,331	5,665	5,665									
Shared Operating Costs																					
Travel	10,000	1,873	1,189	1,189	1,189	198	1,982	595	991	396	198	198									
Meeting Expense	2,500	468	297	297	297	50	496	149	248	99	50	50									
Storage Lease	10,800	2,023	1,284	1,284	1,284	214	2,141	642	1,070	428	214	214									
Copiers 2	8,000	1,499	951	951	951	159	1,586	476	793	317	159	159									
Office Supplies	60,000	11,239	7,136	7,136	7,136	1,189	11,893	3,568	5,946	2,379	1,189	1,189									
Postage & Meter Rent	2,000	375	238	238	238	40	396	119	198	79	40	40									
Advertising/Outreach	19,000	3,559	2,260	2,260	2,260	377	3,766	1,130	1,883	753	377	377									
Software/IT Fees	20,000	3,746	2,379	2,379	2,379	396	3,964	1,189	1,982	793	396	396									
Sonitrol Alarm Service	4,000	749	476	476	476	79	793	238	396	159	79	79									
Prof Svcs Website	3,000	562	357	357	357	59	595	178	297	119	59	59									
Allocated Supv Sal/Ben	84,000	15,734	9,990	9,990	9,990	1,665	16,650	4,995	8,325	3,330	1,665	1,665									
Allocated IT Sal/Ben	39,000	7,305	4,638	4,638	4,638	773	7,730	2,319	3,865	1,546	773	773									
TANF SNAP program	215,500	10,800	36,200		148,000	20,500															
WIOA Youth program	191,118	0	191,118																		
subtotal	1,264,377	193,471	351,506	124,188	272,188	35,115	108,647	32,594	54,323	41,725	20,860	20,860	7,672		0	0	0	0	0	0	
Grand Total	1,601,384	246,912	391,586	163,518	312,268	41,795	175,447	52,634	87,724	55,085	27,540	27,540	16,022	2,563	150	150	150	150	150	0	

* Direct linkage partners not physically co-located in the One-Stop center.

** Shared Services include: Business services, front desk staffing, staff training/travel, referrals to other One-Stop partners and operational costs in the Job Center contract.

MEMORANDUM OF UNDERSTANDING AND INFRASTRUCTURE FUNDING AGREEMENT BETWEEN
CAREERSOURCE GULF COAST
AND
GULF COAST STATE COLLEGE

I. Parties

This Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) is entered into pursuant to 20 USC 2301 et seq. and PL 113-128 (the Workforce Innovation and Opportunity Act - WIOA) Section I between CareerSource Gulf Coast and Gulf Coast State College hereinafter referred to as "the College."

II. Terms of Agreement

The term of this agreement shall commence on November 14, 2023, or the date last executed by both parties, whichever is later, through November 14, 2026, and may be renewed for an additional three-year term. This MOU/IFA may be terminated for convenience at any time by either party upon thirty (30) days written notice. However, it is a required agreement pursuant to Federal Law.

III. Background

Pursuant to the Carl D. Perkins Act of 2006, state colleges receive a portion of federal monies set aside to develop more fully the academic, career, and technical skills of postsecondary students who elect to enroll in Career-Technical Education. WIOA Sec.121 (b)(B)(vi), requires Career and Technical Education programs at the post-secondary level to be One Stop Partners.

The vision for the One-Stop Delivery System is to align a wide range of publicly and privately funded education, employment, and job training programs while also providing high-quality customer service to job seekers, workers, and businesses. One-stop centers (currently branded as American Job Centers) continue to be a valued community resource, known both locally and nationally as an important source of assistance for those looking for work or workers, and those looking for opportunities to grow their careers. College students and graduates could benefit greatly from the services offered through local job centers.

In compliance with WIOA and its implementing regulations and consistent with the Uniform Guidance, funding provided by the one-stop partners to cover the operating costs, including infrastructure cost of the one-stop delivery system must be based on the partner program's proportionate use of the system and relative benefit received (WIOA sec. 121 (h)(1)(B)(i) and 121 (h)(2)(C)(i), 20 CFR 678.700 through 678.760, 34 CFR 361.700 through 361.760, and 34 CFR 463.700 through 463.

III. Purpose

The purpose of this MOU/IFA is to further codify the existing relationship for service provision and to implement an infrastructure funding agreement between CareerSource Gulf Coast and Gulf Coast State College.

IV. Responsibilities

Both parties mutually agree they will utilize methods to ensure that the needs of workers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed when providing access to services. Access may be provided to technology and materials that are available through the one stop operator and/or the partner.

A. CareerSource Gulf Coast will:

1. Maintain cooperative working relationships, to facilitate joint planning, staff development and training, evaluation of services, and more efficient management of limited financial and human resources.
2. Provide brochures, pamphlets, guides, and information regarding services to the College.
3. Provide a single Point of Contact (POC) to assist the College with questions and issues that arise in the day-to-day operations. Answers will be provided within 24 hours.
4. Provide space at the Job Center to the College on an as needed basis. Scheduling must be approved in advance by the Job Center Operator.
5. Provide referrals by phone, email or in person to the Student Navigation Center for academic planning and college guidance. Individuals who are seeking certifications for in demand occupations will also be referred to WIOA case manager for suitability determination and training support/funding.
6. Share information that will benefit the students/job seekers in finding a job, accessing training programs, obtaining WIOA funding (if qualified), and gaining certifications or degrees to improve their employment opportunities.
7. As appropriate, provide access to staff-level permissions in the Employ Florida system to serve client job seekers. Upon request, the Board will provide a user id and training to allow college staff to provide services that require lesser security measures. GCSC staff who are granted access to Employ Florida must undergo a Level Two background check, complete the appropriate security forms, and attend security training as required.

B. Gulf Coast State College will:

1. Provide information on class offerings and locations and update as needed.
2. Engage in board activities through representation on the CSGC Board of Directors.
3. Work with CSGC staff to develop and identify training related to demand occupations.
4. Provide space for training and events as appropriate.
5. Refer existing or potential students seeking certifications for in demand occupations to CareerSource Gulf Coast for training support/funding. Methods for referrals include online through the CareerSource Gulf Coast website, phone calls, email referrals or in person referrals.

- 6. Refer Existing or potential students seeking employment to One Stop Center for job search assistance.

V. Infrastructure Funding Agreement (IFA)

Payment Method: CareerSource Gulf Coast will prepare and send an invoice for each partner’s annual share on May 1 each year. Payment is due on June 1st and the program year begins on July 1st. The One Stop operating budget is subject to change based upon increases or decreases in infrastructure cost contained within. The actual infrastructure costs will be reconciled with those projected annually within six months of the state fiscal year end. Increases and decreases will be calculated and included in a separate invoice including reconciliation documentation once the difference is determined.

Costs of the infrastructure of CareerSource Gulf Coast’s comprehensive Job Center will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. The resource sharing between CareerSource Gulf Coast and Gulf Coast State College consists of the provision of phone, internet, and technology at the Job Center for the college while the college provides office space on campus for CSGC case managers to meet with participants.

Required Partners in Local Workforce Development Area 4 (CareerSource Gulf Coast region) are:

- SCSEP (Senior Comm. Svc. Emplmt. Prgm.) - NCBA
- VR (Vocational Rehabilitation)
- Division of Blind Services
- Adult Ed (Bay District Schools)
- Career Tech (Bay District Schools)
- Career Tech (Gulf Coast State College)
- CSBG (Comm. Svc Block Grant) Tri-County Community Council, Inc.

The following programs are administered by CareerSource Gulf Coast:

- | | |
|-----------------|--------------------------|
| WIOA Adult | RA/UC |
| WIOA Youth | Vets DVOP |
| WIOA Disl. Wkr. | Vets LVER |
| WT TANF | Military Family |
| SNAP | RESEA |
| SNAP ERS | Rapid Response |
| Wagner-Peyser | Wagner-Peyser Perf. Inc. |

Chief Elected Officials: Bay County Board of Commissioners
 Gulf County Board of Commissioners
 Franklin County Board of Commissioners

VI. Steps Utilized to Reach Consensus

The partners and CareerSource Gulf Coast conferred regarding the involvement of each partner at the CareerSource Centers. The appropriate allocation bases were discussed, and those bases included in this MOU/IFA were agreed upon as the most appropriate. CareerSource Gulf Coast proposed the Initial Partner Contribution Amounts (Attachment A) and the Partners concurred with their proposal. Finally, the parties discussed the best mechanisms by which to review and reconcile actual expenses in the future and agreed to the terms included in the MOU/IFA.

VII. Modification of the MOU/IFA

The MOU/IFA will be reviewed and renewed not less than once every three years to ensure appropriate funding and delivery of services. The MOU/IFA will be renewed should substantial changes occur prior to the three-year renewal period. The Local Workforce Development Board (LWDB) or the College may propose modifying this MOU/IFA at any time. Any such modification will not be effective until a written amendment to this MOU/IFA is executed by both parties. Modifications made solely due to changes in infrastructure costs will not require approval of local elected officials.

VIII. Indemnity

CareerSource Gulf Coast shall hold the College and the Gulf Coast State College Board of Trustees and the College's officers, employees, agents and/or servants harmless and indemnify each of them against all claims, liabilities, actions, damages, suits, proceedings, and judgments from claims arising or resulting from the acts or omissions of CareerSource Gulf Coast, its employees, its agents or of others under CareerSource Gulf Coast's control and supervision.

Except for the College's employees acting within the course and scope of their employment, the College shall not indemnify any entity or person and then, such indemnification is limited to the express terms of section 768.28, Florida Statutes. Further, the College's liability and indemnification obligations in this MOU/IFA shall be effective only to the extent expressly required by section 768.28, Florida Statutes. Nothing herein will be read or construed as a waiver or sovereign immunity beyond that provided in section 768.28, Florida Statutes.

IX. Dispute and Impasse Resolution

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

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

2. If issues regarding MOUs and/or IFAs remain unresolved, LWDBs shall document the issue and efforts at resolution. Documentation is forwarded to Florida Commerce, Division of Workforce Services, and the executive administrator(s) of agencies responsible for administering the partner’s program. **Florida Commerce** and the appropriate division will work to resolve the impasse and secure an executed agreement. A joint decision shall be transmitted within 30 calendar days of receipt. Issues will be remanded back to the local partners to execute recommended action.

3. If issues remain unresolved, the LWDB must notify CareerSource Florida and include the details of the impasse. CareerSource Florida will work with the Commissioner of Education, the Executive Director of Economic Opportunity or other agency heads to resolve the impasse and provide a resolution response to all the parties. If recommended action or required resolution is not implemented, the State Funding Mechanism (SFM) will be initiated. Decisions are considered final.

X. MOU/IFA Management

Listed below are the individuals identified as the MOU/IFA Managers. These individuals are responsible for enforcing the performance of the MOU/IFA terms and conditions and shall serve as liaison/contact regarding issues arising out of this MOU/IFA.

CAREERSOURCE GULF COAST

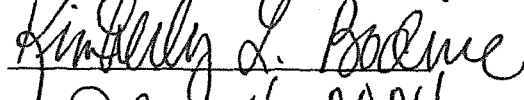
Name: Kim Bodine
Title: Executive Director
Address: 5230 W. US 98, Panama City, FL 32401
Phone: (850) 913-3285
Fax: (850) 913-3269
Email: kbodine@careersourcegfc.com

GULF COAST STATE COLLEGE

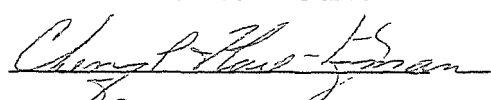
Name: Cheryl Flax-Hyman
Title: Executive Vice President
Address: 5230 West US 98, Panama City, FL 32401
Phone: (850) 769-1551, ext. 3800
Fax: (850) 767-8001
Email: CFlax-Hyman@gulfcoast.edu

IN WITNESS WHEREOF, the parties hereto cause this MOU to be executed by their undersigned officials as duly authorized.

CAREERSOURCE GULF COAST


Date: Jan 4, 2024

GULF COAST STATE COLLEGE


Date: January 4, 2024

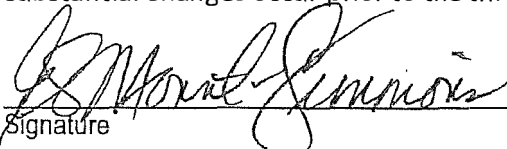
Authority and Signature
Local Elected Official

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Elinor Mount-Simmons, Chair of CareerSource Gulf Coast, certify I have read the above information. All my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand the MOU/IFA will be reviewed and renewed not less than once every three years to ensure appropriate funding and delivery of services. The MOU/IFA will be renewed should substantial changes occur prior to the three-year renewal period.



Signature

11-22-23

Date

Elinor Mount-Simmons

Printed Name and Title

CareerSource Gulf Coast

Agency Name

Agency Contact Information

Authority and Signature
Local Elected Official

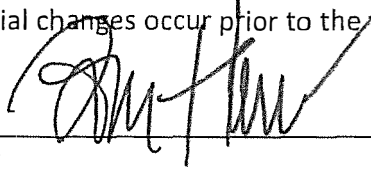
One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Tommy Hamm, Chair of Bay BOCC, certify I have read the above information. All my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand the MOU/IFA will be reviewed and renewed not less than once every three years to ensure appropriate funding and delivery of services. The MOU/IFA will be renewed should substantial changes occur prior to the three-year renewal period.

Signature



Date

December 5, 2023

Tommy Hamm, Chair
Printed Name and Title

Bay County Board of County Commissioners
Agency Name

Agency Contact Information

850-248-8140


Authority and Signature
Local Elected Official

- One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Sandy Quinn, Chair of Gulf BOCC, certify I have read the above information. All my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand the MOU/IFA will be reviewed and renewed not less than once every three years to ensure appropriate funding and delivery of services. The MOU/IFA will be renewed should substantial changes occur prior to the three-year renewal period.


Signature _____ Date 11/23/2023

Sandy Quinn, Chair
Printed Name and Title

Gulf County Board of County Commissioners
Agency Name

Agency Contact Information

Authority and Signature
Local Elected Official

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Ricky Jones, Chair of Franklin BOCC certify I have read the above information. All my questions have been discussed and answered satisfactorily.
My signature certifies my understanding of the terms outlined herein and agreement with:

I understand the MOU/IFA will be reviewed and renewed not less than once every three years to ensure appropriate funding and delivery of services. The MOU/IFA will be renewed should substantial changes occur prior to the three-year renewal period.

Ricky D. Jones
Signature

12/5/23
Date

Ricky Jones, Chair
Printed Name and Title

Franklin County Board of County Commissioners
Agency Name

Agency Contact Information

One-Stop Operating Budget

Cost Allocation Methodology: Costs will be allocated by FTE for partners/programs that are physically located in the Job Center.

Partners/Programs with only a virtual presence/"direct linkage" will only share in the cost of 1 phone line, IT Contract, and any related software costs.

Resource sharing with SCSEP. We provide space & technology and SCSEP provides part-time SCSEP workers to greet our customers and assist in the resource room.

Resource sharing with Bay District Schools & GCSC. We provide phone, internet, & technology and Bay District & GCSC provide office space on campus for our case managers to meet with program participants.

Resource sharing with Tri-County. We provide phone & technology and Tri-County provides a part-time worker to assist in the resource room.

Voc Rehab and Div of Blind Services will remit quarterly payments to CareerSource Gulf Coast.

FTE Estimate 25.225 4.0000 3.0000 3.0000 3.0000 0.5000 5.0000 1.5000 2.5000 1.0000 0.5000 0.5000 0.6250 0.1000
 FTE Percentage 100.0000% 15.8573% 11.8930% 11.8930% 11.8930% 1.9822% 19.8216% 5.9465% 9.9108% 3.9543% 1.9822% 1.9822% 2.4777% 0.3964%

Infrastructure Costs	Annual Budget	WIOA Adult	WIOA Youth	WIOA DisWkr	WT TANF	SNAP	WP	Vets DVOP	Vets LVER	Military Spouse	RESEA 1	RESEA 2	SCSEP NCBA	VR	Div Blind Svcs *	Adult Ed Bay Distr *	Career Tech * BayDistr	Career Tech* GCSC	CSBG Tri- * County	TAA
Lease/Utilities	262,000	41,546	31,160	31,160	31,160	5,193	51,933	15,580	25,966	10,387	5,193	5,193	6,492	1,039						
Phones/Internet	28,000	4,440	3,330	2,630	3,330	555	5,550	1,665	2,775	1,110	555	555	694	111	140	140	140	140	140	
Repairs & Maint.	3,100	492	369	369	369	61	614	184	307	123	61	61	77	12						
Supplies/Equipment	20,000	3,171	2,379	2,379	2,379	396	3,964	1,189	1,982	793	396	396	496	79						
Insurance Liab	1,600	254	190	190	190	32	317	95	159	63	32	32	40	6						
Insurance Prop	5,307	842	631	631	631	105	1,052	316	526	210	105	105	131	21						
Insurance Flood	1,000	159	119	119	119	20	198	59	99	40	20	20	25	4						
Technology:																				
Prof Svcs IT Contract	10,000	1,586	1,189	1,139	1,189	198	1,982	595	991	396	198	198	248	40	10	10	10	10	10	
Software	6,000	951	714	714	714	119	1,189	357	595	238	119	119	149	24	0	0	0	0	0	
subtotal	337,007	53,440	40,080	39,330	40,080	6,680	66,800	20,040	33,400	13,360	6,680	6,680	8,350	1,336	150	150	150	150	150	0

Additional Costs	Annual Budget	WIOA Adult	WIOA Youth	WIOA DisWkr	WT TANF	SNAP	WP	Vets DVOP	Vets LVER	Military Spouse	RESEA 1	RESEA 2	SCSEP NCBA	VR	Div Blind Svcs	Adult Ed Bay Distr	Career Tech BayDist	Career Tech GCSC	CSBG Tri- County	TAA
Career Services	309,635	80,000	59,000	59,000	59,000	3,750	0	0	0	19,996	9,995	9,995	7,672	1,227						
Shared Services **	285,824	53,539	33,993	33,993	33,993	5,665	56,655	16,996	28,327	11,331	5,665	5,665								
Shared Operating Costs																				
Travel	10,000	1,873	1,189	1,189	1,189	198	1,982	595	991	396	198	198								
Meeting Expense	2,500	468	297	297	297	50	496	149	248	99	50	50								
Storage Lease	10,800	2,023	1,284	1,284	1,284	214	2,141	642	1,070	428	214	214								
Copiers 2	8,000	1,499	951	951	951	159	1,586	476	793	317	159	159								
Office Supplies	60,000	11,239	7,136	7,136	7,136	1,189	11,893	3,568	5,946	2,379	1,189	1,189								
Postage & Meter Rent	2,000	375	238	238	238	40	396	119	198	79	40	40								
Advertising/Outreach	19,000	3,559	2,260	2,260	2,260	377	3,766	1,130	1,883	753	377	377								
Software/IT Fees	20,000	3,746	2,379	2,379	2,379	396	3,964	1,189	1,982	793	396	396								
Sonitrol Alarm Service	4,000	749	476	476	476	79	793	238	396	159	79	79								
Prof Svcs Website	3,000	562	357	357	357	59	595	178	297	119	59	59								
Allocated Supv Sal/Ben	84,000	15,734	9,990	9,990	9,990	1,665	16,650	4,995	8,325	3,330	1,665	1,665								
Allocated IT Sal/Ben	39,000	7,305	4,638	4,638	4,638	773	7,730	2,319	3,865	1,546	773	773								
TANF SNAP program	215,500	10,800	36,200		148,000	20,500														
WIOA Youth program	191,118	0	191,118																	
subtotal	1,264,377	193,471	351,506	124,188	272,188	35,115	108,647	32,594	54,323	41,725	20,860	20,860	7,672	1,227	0	0	0	0	0	0

Grand Total	1,601,384	246,912	391,586	163,518	312,268	41,795	175,447	52,634	87,724	55,085	27,540	27,540	16,022	2,563	150	150	150	150	150	0
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* Direct linkage partners not physically co-located in the One-Stop center.

** Shared Services include: Business services, front desk staffing, staff training/travel, referrals to other One-Stop partners and operational costs in the Job Center contract.

MEMORANDUM OF UNDERSTANDING AND INFRASTRUCTURE FUNDING AGREEMENT
BETWEEN
CAREERSOURCE GULF COAST
AND
TOM P. HANEY TECHNICAL COLLEGE

I. Parties

This Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) is entered into pursuant to 20 USC 2301 et seq. and PL 113-128 (the Workforce Innovation and Opportunity Act - WIOA) Sections I and II, between CareerSource Gulf Coast (CSGC) and Haney Technical College hereinafter referred to as "HTC."

II. Terms of Agreement

The term of this agreement shall commence on November 14, 2023, or the date last executed by both parties, whichever is later, through November 14, 2026, and may be renewed for an additional three-year term. This MOU/IFA may be terminated for convenience at any time by either party upon thirty (30) days written notice. However, it is a required agreement pursuant to Federal Law.

III. Background

Pursuant to the Carl D. Perkins Act of 2006 secondary and post-secondary institutions receive a portion of federal monies set aside to develop more fully the academic, career, and technical skills of secondary and postsecondary students who elect to enroll in Career-Technical Education. WIOA Sec.121 (b) (B) (vi), requires Career and Technical Education programs at the secondary and post-secondary level to be Job Center Partners. The Workforce Investment Act also requires that adult education and literacy services be authorized under Title II of WIOA to be a Job Center Partner.

The vision for the One-Stop Delivery System is to align a wide range of publicly and privately funded education, employment, and job training programs while also providing high-quality customer service to job seekers, workers, and businesses. One-stop centers (currently branded as American Job Centers) continue to be a valued community resource, known both locally and nationally as an important source of assistance for those looking for work or workers, and those looking for opportunities to grow their careers.

In compliance with WIOA and its implementing regulations and consistent with the Uniform Guidance, funding provided by the one-stop partners to cover the operating costs, including infrastructure cost of the one-stop delivery system must be based on the partner program's proportionate use of the system and relative benefit received (WIOA sec. 121 (h)(1)(B)(i) and 121 (h)(2)(C)(i), 20 CFR 678.700 through 678.760, 34 CFR 361.700 through 361.760, and 34 CFR 463.700 through 463.

III. Purpose

The purpose of this MOU/IFA is to further codify the existing relationship for service provision and the infrastructure funding agreement between CareerSource Gulf Coast (CSCG) and Haney Technical College.

IV. Responsibilities

Both parties mutually agree they will utilize methods to ensure that the needs of workers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed when providing access to services. Access may be provided to technology and materials that are available through the one stop operator and/or the partner.

A. CareerSource Gulf Coast will:

1. Maintain cooperative working relationships, to facilitate joint planning, staff development and training, evaluation of services, and more efficient management of limited financial and human resources.
2. Provide brochures, pamphlets, guides, schedules of presentations, and information regarding services to HTC.
3. Provide a single Point of Contact (POC) to assist HTC with questions and issues that arise in the day-to-day operations. Answers will be provided within 24 hours.
4. Provide space at the Job Center to HTC on an as needed basis. Scheduling must be approved in advance with the One-Stop Operator.
5. Provide referrals by phone, email or in person to the Student Navigation Center for academic planning and college guidance. Individuals who are seeking certifications for in demand occupations will also be referred to WIOA case manager for suitability determination and training support/funding.
6. Share information that will benefit the participants in finding a job, accessing training support if qualified, and gaining certifications or degrees to improve their employment opportunities.
7. As appropriate, provide access to staff-level permissions in the Employ Florida system to serve client job seekers. Upon request, the Board will provide a user id and training to allow HTC staff to provide services that require lesser security measures. HTC staff who are granted access to Employ Florida must undergo a Level Two background check, complete the appropriate security forms, and attend security training as required.

B. Haney Technical College will:

1. Provide information on class offerings and locations and update as needed.
2. Engage in board activities through representation on the CSGC Board of Directors.

3. Work with CSGC staff to develop and identify training related to demand occupations.
4. Coordinate services for clients in need of adult education and literacy services with Job Center staff.
5. Provide space to workforce staff who are serving HTC staff and notify the Board in advance of any plans to change that space.
6. Refer existing or potential students seeking certifications for in demand occupations to CareerSource Gulf Coast for training support/funding. Methods for referrals include online through the CareerSource Gulf Coast website, phone calls, email referrals or in person referrals.
7. Provide space for training and events as appropriate.
8. Allow HTC staff engaged in the GED program to work with the CSGC-funded out of school youth program to provide information on student progress. This staff will also refer youth as requested.

V. Infrastructure Funding Agreement (IFA)

Costs of the infrastructure of CareerSource Gulf Coast’s comprehensive Job Center will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. In place of cost-sharing at the Job Center, CareerSource Gulf Coast will provide phone, internet and technology and HTC will provide space on its campus to Job Center staff providing on-site services.

Payment Method: CareerSource Gulf Coast will prepare and send an invoice for each partner’s annual share on May 1 each year. Payment is due on June 1st and the program year begins on July 1st. For year one, the invoice will be pro-rated based upon the number of months left in the current program year. The One Stop operating budget is subject to change based upon increases or decreases in infrastructure cost contained within. The actual infrastructure costs will be reconciled with those projected annually, within six months of the state fiscal year end (June 30). Increases and decreases will be calculated and included in a separate invoice including reconciliation documentation once the difference is determined.

Required Partners in Local Workforce Development Area 4 (CareerSource Gulf Coast region) are:

SCSEP (Senior Comm. Svc. Emplmnt. Prgm.) - NCBA
VR (Vocational Rehabilitation)
Division of Blind Services
Adult Ed (Bay District Schools)
Career Tech (Bay District Schools)
Career Tech (Gulf Coast State College)
CSBG (Comm. Svc Block Grant) Tri-County Community Council, Inc.

The following programs are administered by CareerSource Gulf Coast:

WIOA Adult	RA/UC
WIOA Youth	Vets DVOP
WIOA Disl. Wkr.	Vets LVER
WT TANF	Military Family
SNAP	RESEA
SNAP ERS	Rapid Response
Wagner-Peyser	Wagner-Peyser Perf. Inc.

Chief Elected Officials: Bay County Board of Commissioners
Gulf County Board of Commissioners
Franklin County Board of Commissioners

VI. Steps Utilized to Reach Consensus

The partners and CareerSource Gulf Coast conferred regarding the involvement of each partner at the CareerSource Center. The appropriate allocation bases were discussed, and those bases included in this MOU/IFA were agreed upon as the most appropriate. CareerSource Gulf Coast proposed the Initial Partner Contribution Amounts (Attachment A) and the Partners concurred with their proposal. Finally, the parties discussed the best mechanisms by which to review and reconcile actual expenses in the future and agreed to the terms included in the MOU/IFA.

VII. Modification of the MOU/IFA

The MOU/IFA will be reviewed and renewed not less than once every three years to ensure appropriate funding and delivery of services. The MOU/IFA will be renewed should substantial changes occur prior to the three-year renewal period. The Local Workforce Development Board (LWDB) or HTC may propose to modify this MOU/IFA at any time. Any such modification will not be effective until a written amendment to this MOU/IFA is executed by both parties. Modifications made solely due to changes in infrastructure costs will not require approval of local elected officials.

VIII. Dispute and Impasse Resolution

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

1. If an issue arises involving this MOU/IFA, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.
2. If issues regarding MOUs and/or IFAs remain unresolved, LWDBs shall document the issue and efforts at resolution. Documentation is forwarded to the Florida Commerce, Division of Workforce Services, and the executive administrator(s) of agencies responsible for administering the partner's program. Florida Commerce and the appropriate division will work

to resolve the impasse and secure an executed agreement. A joint decision shall be transmitted within 30 calendar days of receipt. Issues will be remanded back to the local partners to execute recommended action.

3. If issues remain unresolved, the LWDB must notify CareerSource Florida and include the details of the impasse. CareerSource Florida will work with the other agency heads to resolve the impasse and provide a resolution response to all parties. CareerSource Florida will work with the Commissioner of Education, the Executive Director of Economic Opportunity or other agency heads to resolve the impasse and provide a resolution response to all the parties. If recommended action or required resolution is not implemented, the State Funding Mechanism (SFM) will be initiated. Decisions are considered final.

IX. MOU/IFA Management

Listed below are the individuals identified as the MOU/IFA Managers. These individuals are responsible for enforcing the performance of the MOU/IFA terms and conditions and shall serve as liaison/contact regarding issues arising out of this MOU/IFA.

CAREERSOURCE GULF COAST

Name: Kimberly L. Bodine
Title: Executive Director
Address: 5230 W. US 98, Panama City, FL 32401
Phone: (850) 913-3285
Fax: (850) 913-3269
Email: kbodine@careersourcegfc.com

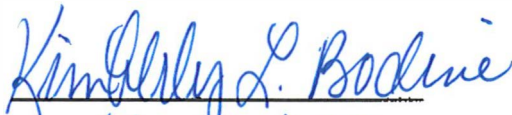
TOM P. HANEY TECHNICAL COLLEGE

Name: Angela Reese
Title: Director
Address: 3016 Highway 77, Panama City, FL 32405
Phone: (850) 767-5520
Fax: (850) 481-1678
Email: reeseal@bay.k12.fl.us

IN WITNESS WHEREOF, the parties hereto cause this MOU/IFA to be executed by their undersigned officials as duly authorized. The duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR 361.505 and 34 CFR 361.720.

CAREERSOURCE GULF COAST

TOM P. HANEY TECHNICAL COLLEGE



Date: 12-18-2023



Date: 12-19-2023

Attachment A

One-Stop Operating Budget

Revised for 7-1-23

Cost Allocation Methodology: Costs will be allocated by FTE for partners/programs that are physically located in the Job Center.

Partners/Programs with only a virtual presence/"direct linkage" will only share in the cost of 1 phone line, IT Contract, and any related software costs.

Resource sharing with SCSEP. We provide space & technology and SCSEP provides part-time SCSEP workers to greet our customers and assist in the resource room.

Resource sharing with Bay District Schools & GCSC. We provide phone, internet, & technology and Bay District & GCSC provide office space on campus for our case managers to meet with program participants.

Resource sharing with Tri-County. We provide phone & technology and Tri-County provides a part-time worker to assist in the resource room.

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	FTE Estimate	25.225	4.0000	3.0000	3.0000	3.0000	0.5000	5.0000	1.5000	2.5000	1.0000	0.5000	0.5000	0.6250	0.1000					
	FTE Percentage	100.0000%	15.8573%	11.8930%	11.8930%	11.8930%	1.9822%	19.8216%	5.9465%	9.9108%	3.9643%	1.9822%	1.9822%	2.4777%	0.3964%					
Infrastructure Costs	Annual Budget	WIOA Adult	WIOA Youth	WIOA DisWkr	WT TANF	SNAP	WP	Vets DVOP	Vets LVER	Military Spouse	RESEA 1	RESEA 2	SCSEP NCBA	VR	Div Blind Svcs *	Adult Ed Bay Distr *	Career Tech * BayDistr	Career Tech * GCSC	CSBG Tri- * County	TAA
Lease/Utilities	262,000	41,546	31,160	31,160	31,160	5,193	51,933	15,580	25,966	10,387	5,193	5,193	6,492	1,039						
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Supplies/Equipment	20,000	3,171	2,379	2,379	2,379	396	3,964	1,189	1,982	793	396	396	496	79						
Insurance Liab	1,600	254	190	190	190	32	317	95	159	63	32	32	40	6						
Insurance Prop	5,307	842	631	631	631	105	1,052	316	526	210	105	105	131	21						
Insurance Flood	1,000	159	119	119	119	20	198	59	99	40	20	20	25	4						
Technology:																				
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Software	6,000	951	714	714	714	119	1,189	357	595	238	119	119	149	24	0	0	0	0	0	
subtotal	337,007	53,440	40,080	39,330	40,080	6,680	66,800	20,040	33,400	13,360	6,680	6,680	8,350	1,336	150	150	150	150	150	0

Additional Costs	Annual Budget	WIOA Adult	WIOA Youth	WIOA DisWkr	WT TANF	SNAP	WP	Vets DVOP	Vets LVER	Military Spouse	RESEA 1	RESEA 2	SCSEP NCBA	VR	Div Blind Svcs	Adult Ed Bay Distr	Career Tech BayDistr	Career Tech GCSC	CSBG Tri-County	TAA
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Shared Services **	285,824	53,539	33,993	33,993	33,993	5,665	56,655	16,996	28,327	11,331	5,665	5,665								
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Travel	10,000	1,873	1,189	1,189	1,189	198	1,982	595	991	396	198	198								
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Storage Lease	10,800	2,023	1,284	1,284	1,284	214	2,141	642	1,070	428	214	214								
Copiers 2	8,000	1,499	951	951	951	159	1,586	476	793	317	159	159								
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Advertising/Outreach	19,000	3,559	2,260	2,260	2,260	377	3,766	1,130	1,883	753	377	377								
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Allocated Supv Sal/Ben	84,000	15,734	9,990	9,990	9,990	1,665	16,650	4,995	8,325	3,330	1,665	1,665								
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subtotal	1,264,377	193,471	351,506	124,188	272,188	35,115	108,647	32,594	54,323	41,725	20,860	20,860	7,672	1,227	0	0	0	0	0	0

Grand Total	1,601,384	246,912	391,586	163,518	312,268	41,795	175,447	52,634	87,724	55,085	27,540	27,540	16,022	2,563	150	150	150	150	150	150	0
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* Direct linkage partners not physically co-located in the One-Stop center.

** Shared Services include: Business services, front desk staffing, staff training/travel, referrals to other One-Stop partners and operational costs in the Job Center contract.

Authority and Signature
Local Elected Official

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Elinor Mount-Simmons, Chair of CareerSource Gulf Coast certify that I have read the above information. All my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand the MOU/IFA will be reviewed and renewed not less than once every three years to ensure appropriate funding and delivery of services. The MOU/IFA will be renewed should substantial changes occur prior to the three-year renewal period.



Signature

11.22.23

Date

Elinor Mount-Simmons, Chair

Printed Name and Title

CareerSource Gulf Coast

Agency Name

Agency Contact Information

Authority and Signature
Local Elected Official

➤ One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Tommy Hamm, Chair of Bay BOCC, certify that I have read the above information. All my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand the MOU/IFA will be reviewed and renewed not less than once every three years to ensure appropriate funding and delivery of services. The MOU/IFA will be renewed should substantial changes occur prior to the three-year renewal period.



December 5, 2023

Signature

Date

Tommy Hamm, Chair
Printed Name and Title

Bay County Board of County Commissioners
Agency Name

850-248-8140

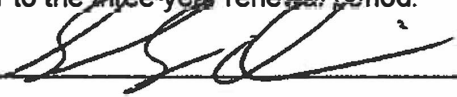
Agency Contact Information

Authority and Signature
Local Elected Official

➤ One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Sandy Quinn, Chair of Gulf BOCC certify that I have read the above information. All my questions have been discussed and answered satisfactorily. My signature certifies my understanding of the terms outlined herein and agreement with:

I understand the MOU/IFA will be reviewed and renewed not less than once every three years to ensure appropriate funding and delivery of services. The MOU/IFA will be renewed should substantial changes occur prior to the three-year renewal period.



Signature

11/28/2023

Date

Sandy Quinn, Chair

Printed Name and Title

Gulf County Board of County Commissioners

Agency Name

Agency Contact Information

Authority and Signature
Local Elected Official

- One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Ricky Jones, Chair of Franklin BOCC, certify that I have read the above information. All my questions have been discussed and answered satisfactorily. My signature certifies my understanding of the terms outlined herein and agreement with:

I understand the MOU/IFA will be reviewed and renewed not less than once every three years to ensure appropriate funding and delivery of services. The MOU/IFA will be renewed should substantial changes occur prior to the three-year renewal period.

Ricky D. Jones
Signature

12/05/23
Date

Ricky Jones, Chair
Printed Name and Title

Franklin County Board of County Commissioners
Agency Name

MEMORANDUM OF UNDERSTANDING AND INFRASTRUCTURE FUNDING AGREEMENT
BETWEEN
CAREERSOURCE GULF COAST
AND
THE NATIONAL CAUCUS ON BLACK AGED, SENIOR COMMUNITY SERVICE EMPLOYMENT
PROGRAM

I. Parties

This Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) is entered into pursuant to 20 USC 2301 et seq. and PL 113-128 (the Workforce Innovation and Opportunity Act - WIOA) Section I between CareerSource Gulf Coast and The National Caucus on Black Aged, operator of the Senior Community Service Employment Program as authorized under Title V of the Older Americans Act of 1965, hereinafter referred to as “NCBA”.

II. Terms of Contract

The term of this agreement shall commence on November 14, 2023, or the date last executed by both parties, whichever is later, through November 14, 2026, and may be renewed for an additional three-year term. This MOU/IFA may be terminated for convenience at any time by either party upon thirty (30) days written notice. However, it is a required agreement pursuant to Federal Law.

III. Background

Pursuant to the above-referenced cites, the NCBA is a required partner of the One Stop system. The vision for the One-Stop Delivery System is to align a wide range of publicly and privately funded education, employment, and job training programs while also providing high-quality customer service to job seekers, workers, and businesses. One-stop centers (currently branded as American Job Centers) continue to be a valued community resource, known both locally and nationally as an important source of assistance for those looking for work or workers, and those looking for opportunities to grow their careers. Individuals who can benefit from NCBA services can be expeditiously identified and served using a shared placement concept through the One-Stop Delivery System.

The vision for the One-Stop Delivery System is to align a wide range of publicly and privately funded education, employment, and job training programs while also providing high-quality customer service to job seekers, workers, and businesses. One-stop centers (currently branded as American Job Centers) continue to be a valued community resource, known both locally and nationally as an important source of assistance for those looking for work or workers, and those looking for opportunities to grow their careers. College students and graduates could benefit greatly from the services offered through local job centers.

In compliance with WIOA and its implementing regulations and consistent with the Uniform Guidance, funding provided by the one-stop partners to cover the operating costs, including infrastructure cost of the one-stop delivery system must be based on the partner program's proportionate use of the system and relative benefit received (WIOA sec. 121 (h)(1)(B)(i) and 121 (h)(2)(C)(i), 20 CFR 678.700 through 678.760, 34 CFR 361.700 through 361.760, and 34 CFR 463.700 through 463.

III. **Purpose**

The purpose of this MOU/IFA is to further codify the existing relationship for service provision and the infrastructure funding agreement between CareerSource Gulf Coast and NCBA, provider of SCSEP services in LWDA 04.

IV. **Responsibilities**

Both parties mutually agree they will utilize methods to ensure that the needs of workers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed when providing access to services. Access may be provided to technology and materials that are available through the one stop operator and/or the partner.

A. **CareerSource Gulf Coast:**

1. Will maintain cooperative working relationships, to facilitate joint planning, staff development and training, evaluation of services, and more efficient management of limited financial and human resources.
2. Will provide access to brochures, pamphlets, guides, and information regarding services to NCBA.
3. Will provide a single Point of Contact (POC) to assist NCBA with questions and issues that arise in the day-to-day operations. Answers will be provided within 24 hours.
4. Will provide space at the Job Center to NCBA on an as needed basis. Scheduling must be approved in advance with the One-Stop Operator.
5. Provide referrals by phone, email or in person to the Student Navigation Center for academic planning and college guidance. Individuals who are seeking certifications for in demand occupations will also be referred to WIOA case manager for suitability determination and training support/funding.
6. Will share information that will benefit the participants in finding a job, accessing training support if qualified, and gaining certifications or degrees to improve their employment opportunities.
7. May provide access to staff-level permissions in Employ Florida system to serve client job seekers. Upon request, the Board will provide a user id and training for NCBA staff to provide services that require lesser security measures. NCBA staff who are granted access to Employ Florida must undergo a Level Two background check, complete the appropriate security forms, and attend security training as required.

B. The NCBA:

1. Will use Job Center Services to place SCSEP clients.
2. Will provide office support via Senior Workers assigned to the CSGC Training Center in Panama City.
3. Will accept referrals from system partners of eligible clients made through phone calls, electronic/email, or in-person and will keep the center director apprised of the NCBA POC for accepting referrals.
4. Will participate in center-wide activities as needed.

V. **Infrastructure Funding Agreement (IFA) – See Attachment A**

Costs of the infrastructure of the CareerSource Gulf Coast’s Comprehensive Job Center will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. In place of paying a portion of infrastructure costs at the Job Center, NCBA will provide 2 part-time SCSEP workers to greet customers and assist in the Resource Room. NCBA will provide CSGC documentation of worker hours for the year by July 15th each year. If NCBA fails to provide workers with enough hours to offset their share of costs, CSGC will invoice NCBA for their share of costs.

Payment Method: Resource sharing is the preferred method. However, if NCBA fails to provide workers with enough hours to offset their share of costs, CSGC will invoice NCBA for their share of costs. Payment will be due within 15 days. CareerSource Gulf Coast will prepare and send an invoice for NCBA’s annual share each year by August 15th. The program year is July 1st through June 30th. The One Stop operating budget is subject to change based upon increases or decreases in the infrastructure costs contained within. The actual infrastructure costs will be reconciled with those projected annually, within six months of the state fiscal year end (June 30). Increases and decreases will be calculated and included in a separate invoice including reconciliation documentation once the difference is determined.

Required Partners in Local Workforce Development Area 4 (CareerSource Gulf Coast region) are:

SCSEP (Senior Comm. Svc. Employment Program.) - NCBA
VR (Vocational Rehabilitation)
Division of Blind Services
Adult Ed (Bay District Schools)
Career Tech (Bay District Schools)
Career Tech (Gulf Coast State College)
CSBG (Comm. Svc Block Grant) Tri-County Community Council, Inc.

The following programs are administered by CareerSource Gulf Coast:

WIOA Adult	RA/UC
WIOA Youth	Vets DVOP
WIOA Disl. Wkr.	Vets LVER
WT TANF	Military Family
SNAP	RESEA
SNAP ERS	Rapid Response
Wagner-Peyser	Wagner-Peyser Perf. Inc.

Chief Elected Officials: Bay County Board of Commissioners
Gulf County Board of Commissioners
Franklin County Board of Commissioners

VI. Steps Utilized to Reach Consensus

The partners and CareerSource conferred regarding the involvement of each partner at the CareerSource Centers. The appropriate allocation bases were discussed, and those bases included in this MOU/IFA were agreed upon as the most appropriate. CareerSource proposed the Initial Partner Contribution Amounts (Attachment A) and the Partners concurred with their proposal. Finally, the parties discussed the best mechanisms by which to review and reconcile actual expenses in the future and agreed to the terms included in the MOU/IFA.

VII. Modification

The MOU/IFA will be reviewed and renewed not less than once every three years to ensure appropriate funding and delivery of services. The MOU/IFA will be renewed should substantial changes occur prior to the three-year renewal period. The Local Workforce Development Board (LWDB) The Workforce Board or NCBA may propose to modify this MOU/IFA at any time. Any such modification will not be effective until a written amendment to this MOU/IFA is executed by both parties. Modifications made solely due to changes in infrastructure costs will not require approval of local elected officials.

VIII. Dispute and Impasse Resolution

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

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

2. If issues regarding MOUs and/or IFAs remain unresolved, LWDBs shall document the issue and efforts at resolution. Documentation is forwarded to the Florida Commerce, Division of Workforce Services, and the executive administrator(s) of agencies responsible for administering the partner’s program. Florida Commerce and the appropriate division will work to resolve the impasse and secure an executed agreement. A joint decision shall be transmitted within 30 calendar days of receipt. Issues will be remanded back to the local partners to execute recommended action.

3. If issues remain unresolved, the LWDB must notify CareerSource Florida and include the details of the impasse. CareerSource Florida will work with the other agency heads to resolve the impasse and provide a resolution response to all parties. CareerSource Florida will work with the Commissioner of Education, the Executive Director of Economic Opportunity or other agency heads to resolve the impasse and provide a resolution response to all the parties. If recommended action or required resolution is not implemented, the State Funding Mechanism (SFM) will be initiated. Decisions are considered final.

IX. MOU/IFA Management

Listed below are the individuals identified as the MOU/IFA Managers. These individuals are responsible for enforcing the performance of the MOU/IFA terms and conditions and shall serve as liaison/contact regarding issues arising out of this MOU/IFA.

CAREERSOURCE GULF COAST

Name: Kimberly L. Bodine
 Title: Executive Director
 Address: 5230 W. US 98, Panama City, FL 32401
 Phone: (850) 913-3285
 Fax: (850) 913-3269
 Email: kbodine@careersourcegfc.com

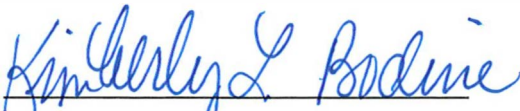
NATIONAL CAUCUS ON BLACK AGED (NCBA)

Name: Gail Emerich
 Title: Program Manager
 Address: 6056 Doctor’s Park Road, Milton, FL 32570
 Phone: (850) 623-3046
 Email: gemerich@myncba.com

IN WITNESS WHEREOF, the parties hereto cause this MOU/IFA to be executed by their undersigned officials as duly authorized.

CAREERSOURCE GULF COAST

NCBA





Date: 12-18-23

Date: 12-18-2023

Attachment A

One-Stop Operating Budget

Revised for 7-1-23

Cost Allocation Methodology: Costs will be allocated by FTE for partners/programs that are physically located in the Job Center.

Partners/Programs with only a virtual presence/"direct linkage" will only share in the cost of 1 phone line, IT Contract, and any related software costs.

Resource sharing with SCSEP. We provide space & technology and SCSEP provides part-time SCSEP workers to greet our customers and assist in the resource room.

Resource sharing with Bay District Schools & GCSC. We provide phone, internet, & technology and Bay District & GCSC provide office space on campus for our case managers to meet with program participants.

Resource sharing with Tri-County. We provide phone & technology and Tri-County provides a part-time worker to assist in the resource room.

Voc Rehab and Div of Blind Services will remit quarterly payments to CareerSource Gulf Coast.

FTE Estimate 25.225 4.0000 3.0000 3.0000 3.0000 0.5000 5.0000 1.5000 2.5000 1.0000 0.5000 0.5000 0.6250 0.1000
 FTE Percentage 100.0000% 15.8573% 11.8930% 11.8930% 11.8930% 1.9822% 19.8216% 5.9465% 9.9108% 3.9643% 1.9822% 1.9822% 2.4777% 0.3964%

Infrastructure Costs	Annual Budget	WIOA Adult	WIOA Youth	WIOA DisWkr	WT TANF	SNAP	WP	Vets DVOP	Vets LVER	Military Spouse	RESEA 1	RESEA 2	SCSEP NCBA	VR	Div Blind Svcs *	Adult Ed Bay Distr	Career Tech * BayDistr	Career Tech* GCSC	CSBG Tri-County	TAA
Lease/Utilities	262,000	41,546	31,160	31,160	31,160	5,193	51,933	15,580	25,966	10,387	5,193	5,193	6,492	1,039						
Phones/Internet	28,000	4,440	3,330	2,630	3,330	555	5,550	1,665	2,775	1,110	555	555	694	111	140	140	140	140	140	140
Repairs & Maint.	3,100	492	369	369	369	61	614	184	307	123	61	61	77	12						
Supplies/Equipment	20,000	3,171	2,379	2,379	2,379	396	3,964	1,189	1,982	793	396	396	496	79						
Insurance Liab	1,600	254	190	190	190	32	317	95	159	63	32	32	40	6						
Insurance Prop	5,307	842	631	631	631	105	1,052	316	526	210	105	105	131	21						
Insurance Flood	1,000	159	119	119	119	20	198	59	99	40	20	20	25	4						
Technology:																				
Prof Svcs IT Contract	10,000	1,586	1,189	1,139	1,189	198	1,982	595	991	396	198	198	248	40	10	10	10	10	10	10
Software	6,000	951	714	714	714	119	1,189	357	595	238	119	119	149	24	0	0	0	0	0	0
subtotal	337,007	53,440	40,080	39,330	40,080	6,680	66,800	20,040	33,400	13,360	6,680	6,680	8,350	1,336	150	150	150	150	150	0

Additional Costs	Annual Budget	WIOA Adult	WIOA Youth	WIOA DisWkr	WT TANF	SNAP	WP	Vets DVOP	Vets LVER	Military Spouse	RESEA 1	RESEA 2	SCSEP NCBA	VR	Div Blind Svcs	Adult Ed Bay Distr	Career Tech BayDistr	Career Tech GCSC	CSBG Tri-County	TAA
Career Services	309,635	80,000	59,000	59,000	59,000	3,750	0	0	0	19,996	9,995	9,995	7,672	1,227						
Shared Services **	285,824	53,539	33,993	33,993	33,993	5,665	56,655	16,996	28,327	11,331	5,665	5,665								
Shared Operating Costs																				
Travel	10,000	1,873	1,189	1,189	1,189	198	1,982	595	991	396	198	198								
Meeting Expense	2,500	468	297	297	297	50	496	149	248	99	50	50								
Storage Lease	10,800	2,023	1,284	1,284	1,284	214	2,141	642	1,070	428	214	214								
Copiers 2	8,000	1,499	951	951	951	159	1,586	476	793	317	159	159								
Office Supplies	60,000	11,239	7,136	7,136	7,136	1,189	11,893	3,568	5,946	2,379	1,189	1,189								
Postage & Meter Rent	2,000	375	238	238	238	40	396	119	198	79	40	40								
Advertising/Outreach	19,000	3,559	2,260	2,260	2,260	377	3,766	1,130	1,883	753	377	377								
Software/IT Fees	20,000	3,746	2,379	2,379	2,379	396	3,964	1,189	1,982	793	396	396								
Sonitrol Alarm Service	4,000	749	476	476	476	79	793	238	396	159	79	79								
Prof Svcs Website	3,000	562	357	357	357	59	595	178	297	119	59	59								
Allocated Supv Sal/Ben	84,000	15,734	9,990	9,990	9,990	1,665	16,650	4,995	8,325	3,330	1,665	1,665								
Allocated IT Sal/Ben	39,000	7,305	4,638	4,638	4,638	773	7,730	2,319	3,865	1,546	773	773								
TANF SNAP program	215,500	10,800	36,200		148,000	20,500														
WIOA Youth program	191,118	0	191,118																	
subtotal	1,264,377	193,471	351,506	124,188	272,188	35,115	108,647	32,594	54,323	41,725	20,860	20,860	7,672	1,227	0	0	0	0	0	0

Grand Total	1,601,384	246,912	391,586	163,518	312,268	41,795	175,447	52,634	87,724	55,085	27,540	27,540	16,022	2,563	150	150	150	150	150	0
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* Direct linkage partners not physically co-located in the One-Stop center.

** Shared Services include: Business services, front desk staffing, staff training/travel, referrals to other One-Stop partners and operational costs in the Job Center contract.

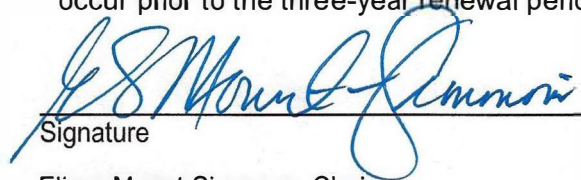
Authority and Signature
Local Elected Official

➤ One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Elinor Mount-Simmons, Chair CareerSource Gulf Coast certify I have read the above information. All my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand the MOU/IFA will be reviewed and renewed not less than once every three years to ensure appropriate funding and delivery of services. The MOU/IFA will be renewed should substantial changes occur prior to the three-year renewal period.



Signature

11.22.23

Date

Elinor Mount-Simmons, Chair

Printed Name and Title

CareerSource Gulf Coast

Agency Name

Agency Contact Information

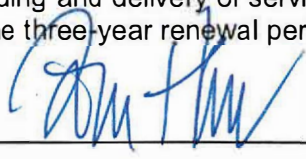
Authority and Signature
Local Elected Official

➤ One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Tommy Hamm, Chair of Bay BOCC, certify I have read the above information. All my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand the MOU/IFA will be reviewed and renewed not less than once every three years to ensure appropriate funding and delivery of services. The MOU/IFA will be renewed should substantial changes occur prior to the three-year renewal period.



December 5, 2023
Date

Signature

Tommy Hamm, Chair
Printed Name and Title

Bay County Board of County Commissioners
Agency Name

850-248-8140
Agency Contact Information

Authority and Signature
Local Elected Official

- One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Sandy Quinn, Chair of Gulf BOCC, certify I have read the above information. All my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand the MOU/IFA will be reviewed and renewed not less than once every three years to ensure appropriate funding and delivery of services. The MOU/IFA will be renewed should substantial changes occur prior to the three-year renewal period.



Signature

11/28/2023

Date

Sandy Quinn, Chair
Printed Name and Title

Gulf County Board of County Commissioners
Agency Name

Agency Contact Information

Authority and Signature
Local Elected Official

➤ One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Ricky Jones, Chair of Franklin BOCC, certify I have read the above information. All my questions have been discussed and answered satisfactorily. My signature certifies my understanding of the terms outlined herein and agreement with:

I understand the MOU/IFA will be reviewed and renewed not less than once every three years to ensure appropriate funding and delivery of services. The MOU/IFA will be renewed should substantial changes occur prior to the three-year renewal period.

Ricky D. Jones
Signature

12/05/23
Date

Ricky Jones, Chair
Printed Name and Title

Franklin County Board of County Commissioners
Agency Name

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CAREERSOURCE GULF COAST
AND
FLORIDA DEPARTMENT OF EDUCATION
DIVISION OF BLIND SERVICES
SA-149**

I. Parties

This Memorandum of Understanding (MOU) is hereby entered into by and between CareerSource Gulf Coast hereafter referred as CSGC, as the duly appointed and certified Workforce Development Board for the Workforce Investment and Opportunity Act (WIOA) and the Division of Blind Services (hereafter referred to as DBS). Pursuant to PL 113-128, Chapter 121, the programs authorized under Title I of the Rehabilitation Act of 1973 (Florida Divisions of Vocational Rehabilitation and Blind Services) are required one stop partners and must be participants in a memorandum of understanding with the local board.

II. Background

The vision for the One-Stop Delivery System is to align a wide range of publicly and privately funded education, employment, and job training programs while also providing high-quality customer service to job seekers, workers, and businesses. One-stop centers (currently branded as American Job Centers) continue to be a valued community resource, known both locally and nationally as an important source of assistance for those looking for work or workers, and those looking for opportunities to grow their careers.

This agreement is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in the counties represented by CSGC. In addition, the Agreement will establish joint processes and procedures that will enable the Partner Agency to integrate with the current job center service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons with within the CSGC area.

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

III. Purpose

The purpose of this MOU is to further codify the existing relationship for service provision and the infrastructure funding agreement between CareerSource Gulf Coast and the Division of Blind Services.

IV. Responsibilities

A. CareerSource Gulf Coast will:

1. Coordinate with the DBS to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the job center delivery system.
2. Identify the quantity of informational materials needed to the DBS and distribute the materials in each job center as needed.
3. Identify clients who are blind and/or visually impaired and refer job seekers to DOE/DBS in a timely manner to DBS, through phone calls, email, or in-person referrals.
4. Provide training and access to the State of Florida's employment matching system, Employ Florida, in order to allow DBS to track client progress.
5. Provide an area for DBS meetings and/or co-location as space permits.
6. Abide by all policies, rules, and procedures and applicable Florida statutes and rules.

B. Division of Blind Services agrees to:

1. Provide informational materials that identify local points of contact, contact phone numbers, description of services and website addresses for prospective clients. The informational materials will be available in the following formats: regular print, large print, Braille and electronic format on CD. Refer individuals by phone or email to the One Stop Coordinator or other designated contract for employment and training assistance.
2. Provide the specified quantities of informational materials to the job centers.
3. Provide feedback to CSGC management regarding the performance of the partnership, including its effectiveness and success.
4. Participate in job center periodic meetings to provide updates on the DBS's programs and procedures to CSGC staff.
5. Maintain the confidentiality required to have access to workforce information systems.
6. Model DBSs' core values and maintain a professional working environment.
7. Abide by all policies, rules, and procedures and applicable Florida statutes and rules.
8. Provide an acceptable client authorization form that may be used so that client information may be shared between the job center and DBS.

DBS services include:

<ul style="list-style-type: none"> • Activities of Daily Living (Personal & Home Management) • Assessments • Assistive Technology Training • Rehabilitation technology and Engineering • Communication Skills Training • Community Integration • Counseling Services (Adjustment to Blindness) 	<ul style="list-style-type: none"> • Information and Referral • Job-site assessment and accommodations • Job placement • Job coaching • On-the-job training • Supported employment • Time-limited medical and/or psychological treatment
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DBS will provide services to individuals who have a visual impairment in both eyes and require vocational rehabilitation services to obtain, maintain, or retain an employment outcome. The goal of Vocational Rehabilitation (VR) is to assist an individual in achieving or maintaining an employment outcome that is consistent with his/her unique strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice.

Ticket to Work is a Social Security Administration program available to Floridians. For those who qualify for social security benefits, tickets will be issued and may be taken to Employment Network participants. These participants offer access to employment and rehabilitation services necessary to help a person secure and retain employment. This program is voluntary. The DBS Transition Program involves a number of activities to help students with disabilities prepare and plan for employment success after high school. DBS coordinates services with available mental health centers, programs, and service providers to assist individuals with mental or emotional disabilities in becoming employed.

Supported Employment serves people with the most significant disabilities who have not been successful in competitive employment. The program helps individuals become employed in their community by using services such as job coaching and follow-up to promote employment stability.

V. Cost / Resource Sharing

Costs of the infrastructure of CareerSource Gulf Coast’s comprehensive Job Center will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles and all other applicable legal requirements. As a Direct Linkage partner, Division of Blind Services will pay its share of infrastructure costs as outlined in the Infrastructure Funding Agreement. Please see attached One Stop operating budget (Attachment A-One Stop Budget) which details the infrastructure cost of the one stop delivery system and the assigned cost to the required partners based upon their proportionate use of the system and relative benefit received. CSGC agrees to a resource sharing arrangement where in lieu of payment for direct linkage costs, DBS will make an in-kind contribution of software (JAWS and Zoomtext) on a CSGC resource room computer.

VI. Infrastructure Funding Agreement (IFA) – See Attachment A

In compliance with WIOA and its implementing regulations and consistent with the Uniform Guidance, funding provided by the one-stop partners to cover the operating costs, including infrastructure cost of the one-stop delivery system must be based on the partner program’s proportionate use of the system and relative benefit received (WIOA sec. 121 (h)(1)(B)(i) and 121 (h)(2)(C)(i), 20 CFR 678.700 through 678.760, 34 CFR 361.700 through 361.760, and 34 CFR 463.700 through 463.760).

Payment Method: CareerSource Gulf Coast will prepare and send a quarterly invoice for each partner’s share. The One Stop operating budget is subject to change based upon increases or decreases in the infrastructure costs contained within. The actual infrastructure costs will be reconciled with those projected.

DBS estimated annual cost is \$150.00. Cost of sharing one phone line and IT contract and related software with all other direct linkage partners. CSGC agrees to a resource sharing arrangement where in lieu of payment for direct linkage costs, DBS will make an in-kind contribution of software (JAWS and Zoomtext) on a CSGC resource room computer for the 3 year term of this agreement.

Required Partners in Local Workforce Development Area 4 (CareerSource Gulf Coast region) are:

- SCSEP (Senior Comm. Svc. Employment Program.) - NCBA
- VR (Vocational Rehabilitation)
- Division of Blind Services
- Adult Ed (Bay District Schools)
- Career Tech (Bay District Schools)
- Career Tech (Gulf Coast State College)
- CSBG (Comm. Svc Block Grant) Tri-County Community Council, Inc.

The following programs are administered by CareerSource Gulf Coast:

- | | |
|-----------------|--------------------------|
| WIOA Adult | RA/UC |
| WIOA Youth | Vets DVOP |
| WIOA Disl. Wkr. | Vets LVER |
| WT TANF | Military Family |
| SNAP | RESEA |
| SNAP ERS | Rapid Response |
| Wagner-Peyser | Wagner-Peyser Perf. Inc. |

Chief Elected Officials: Bay County Board of Commissioners
Gulf County Board of Commissioners
Franklin County Board of Commissioners

VII. Modification

CareerSource Gulf Coast or Division of Blind Services may propose to modify this MOU at any time. Any such modification will not be effective until a written amendment to this MOU is executed by both parties. Modifications made solely due to changes in infrastructure costs will not require approval of local elected officials.

VIII. Dispute and Impasse Resolution

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

1. If an issue arises involving this MOU, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.
2. If issues regarding MOUs and/or IFAs remain unresolved, LWDBs shall document the issue and efforts at resolution. Documentation is forwarded to the Department of Economic Opportunity, Division of Workforce Services (DEO) and the Director of the Division of Blind Services or the executive administrator(s) of agencies responsible for administering the partner's program. DEO and the appropriate division will work to resolve the impasse and secure an executed agreement. A joint decision shall be transmitted within 30 calendar days of receipt. Issues will be remanded back to the local partners to execute recommended action.
3. If issues remain unresolved, the LWDB must notify CareerSource Florida and include the details of the impasse. CareerSource Florida will work with the Commissioner of Education, the Executive Director of the Department of Economic Opportunity or other agency heads to resolve the impasse and provide a resolution response to all parties. Decisions are considered final.

IX. Confidentiality of Records

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

X. Terms of Contract

The term of this MOU shall commence on July 1, 2023, or the date last executed by both parties, whichever is later, through June 30, 2026, and may be renewed for an additional three-year term. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

MOU – CSGC and Blind Services

Neither this MOU nor any provision hereof may be changed or amended orally, but only by an instrument in writing signed by all of the parties to this Agreement.

XI. MOU Management

Listed below are the individuals identified as the MOU Managers. These individuals are responsible for enforcing performance of the MOU terms and conditions and shall serve as liaison/contact regarding issues arising out of this MOU.

IN WITNESS WHEREOF, the parties hereto cause this MOU to be executed by their undersigned officials as duly authorized.

<p><u>CAREERSOURCE GULF COAST</u> Name: Kimberly L. Bodine Title: Executive Director Address: 5230 W. US 98, Panama City, FL 32401 Phone: (850) 913-3285 Fax: (850) 913-3269 Email: kbodine@careersourcegfc.com BY: <u>Kimberly L. Bodine</u> Date: <u>10/20/2023</u></p>	<p>APPROVED BY FLORIDA DEPT. OF EDUCATION DIVISION OF BLIND SERVICES</p> <p>NAME: ROBERT L. DOYLE III TITLE: DIRECTOR BY: <u>Robert L. Doyle III</u> DATE: <u>02/14/2024</u></p>
	<p>APPROVED BY FLORIDA DEPT. OF EDUCATION DIVISION</p> <p>Name: MANNY DIAZ, JR. Title: COMMISSIONER OF EDUCATION BY: <u>Manny Diaz</u> OBO Date: <u>12-13-23</u></p>

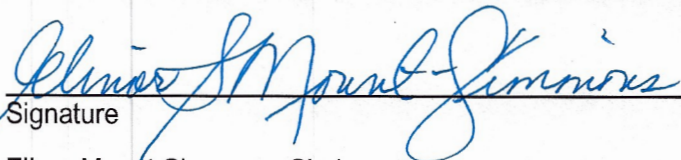
Authority and Signature
Local Board Chair

- One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Elinor Mount-Simmons, Chair CareerSource Gulf Coast,
I have read the above information. All my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand the MOU/IFA will be reviewed and renewed not less than once every three years to ensure appropriate funding and delivery of services. The MOU/IFA will be renewed should substantial changes occur prior to the three-year renewal period.


Signature

Feb 15, 2024
Date

Elinor Mount-Simmons, Chair
Printed Name and Title

CareerSource Gulf Coast
Agency Name

Agency Contact Information

Authority and Signature
Local Elected Official

- One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Tommy Hamm, Chair of Bay BOCC I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either in three years or upon amendment, modification or termination or on June 30, 2026, whichever occurs earlier. The effective period for this MOU is 3 annual periods: 7/1/23-6/30/24, 7/1/24-6/30/25, and 7/1/25-6/ 0/26.



Signature



Date

Tommy Hamm, Chair
Printed Name and Title

Bay County Board of County Commissioners
Agency Name

Agency Contact Information

Authority and Signature
Local Elected Official

- One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Ricky Jones, Chair of Franklin BOCC, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either in three years or upon amendment, modification, or termination on June 30, 2026, whichever occurs earlier. The effective period for this MOU is 3 annual periods: 7/1/23-6/30/24, 7/1/24- 6/30/25, and 7/1/25-6/30/26.

Ricky D. Jones
Signature

6/6/23
Date

Ricky Jones, Chair
Printed Name and Title

Franklin County Board of County Commissioners
Agency Name

Authority and Signature
Local Elected Official

- One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Sandy Quinn, Chair of Gulf BOCC, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily. My signature certifies my understanding of the terms outlined herein and agreement with:

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either in three years or upon amendment, modification or termination or on June 30, 2026, whichever occurs earlier. The effective period for this MOU is 3 annual periods: 7/1/23-6/30/24, 7/1/24-6/30/25, and 7/1/25-6/30/26.



Signature

JUNE 26, 2023

Date

Sandy Quinn, Chair

Printed Name and Title

Gulf County Board of County Commissioners

Agency Name

Agency Contact Information

Attachment A

One-Stop Operating Budget

Revised for 7-1-23

Cost Allocation Methodology: Costs will be allocated by FTE for partners/programs that are physically located in the Job Center.

Partners/Programs with only a virtual presence/"direct linkage" will only share in the cost of 1 phone line, IT Contract, and any related software costs.

Resource sharing with SCSEP. We provide space & technology and SCSEP provides part-time SCSEP workers to greet our customers and assist in the resource room.

Resource sharing with Bay District Schools & GCSC. We provide phone, internet, & technology and Bay District & GCSC provide office space on campus for our case managers to meet with program participants.

Resource sharing with Tri-County. We provide phone & technology and Tri-County provides a part-time worker to assist in the resource room.

Voc Rehab and Div of Blind Services will remit quarterly payments to CareerSource Gulf Coast.

FTE Estimate	25.225	4.0000	3.0000	3.0000	3.0000	0.5000	5.0000	1.5000	2.5000	1.0000	0.5000	0.5000	0.6250	0.1000
FTE Percentage	100.0000%	15.8573%	11.8930%	11.8930%	11.8930%	1.9822%	19.8216%	5.9465%	9.9108%	3.9643%	1.9822%	1.9822%	2.4777%	0.3964%

Infrastructure Costs	Annual Budget	WIOA Adult	WIOA Youth	WIOA DisWkr	WT TANF	SNAP	WP	Vets DVOP	Vets LVER	Military Spouse	RESEA 1	RESEA 2	SCSEP NCBA	VR	Div Blind Svcs *	Adult Ed Bay Distr *	Career Tech * BayDistr	Career Tech * GCSC	CSBG Tri- * County	TAA
Lease/Utilities	262,000	41,546	31,160	31,160	31,160	5,193	51,933	15,580	25,966	10,387	5,193	5,193	6,492	1,039						
Phones/Internet	28,000	4,440	3,330	2,630	3,330	555	5,550	1,665	2,775	1,110	555	555	694	111	140	140	140	140	140	
Repairs & Maint.	3,100	492	369	369	369	61	614	184	307	123	61	61	77	12						
Supplies/Equipment	20,000	3,171	2,379	2,379	2,379	396	3,964	1,189	1,982	793	396	396	496	79						
Insurance Liab	1,600	254	190	190	190	32	317	95	159	63	32	32	40	6						
Insurance Prop	5,307	842	631	631	631	105	1,052	316	526	210	105	105	131	21						
Insurance Flood	1,000	159	119	119	119	20	198	59	99	40	20	20	25	4						
Technology:																				
Prof Svcs IT Contract	10,000	1,586	1,189	1,139	1,189	198	1,982	595	991	396	198	198	248	40	10	10	10	10	10	10
Software	6,000	951	714	714	714	119	1,189	357	595	238	119	119	149	24	0	0	0	0	0	0
subtotal	337,007	53,440	40,080	39,330	40,080	6,680	66,800	20,040	33,400	13,360	6,680	6,680	8,350	1,336	150	150	150	150	150	0

Additional Costs	Annual Budget	WIOA Adult	WIOA Youth	WIOA DisWkr	WT TANF	SNAP	WP	Vets DVOP	Vets LVER	Military Spouse	RESEA 1	RESEA 2	SCSEP NCBA	VR	Div Blind Svcs *	Adult Ed Bay Distr *	Career Tech BayDist	Career Tech GCSC	CSBG Tri-County	TAA
Career Services	309,635	80,000	59,000	59,000	59,000	3,750	0	0	0	19,996	9,995	9,995	7,672	1,227						
Shared Services **	285,824	53,539	33,993	33,993	33,993	5,665	56,655	16,996	28,327	11,331	5,665	5,665								
Shared Operating Costs																				
Travel	10,000	1,873	1,189	1,189	1,189	198	1,982	595	991	396	198	198								
Meeting Expense	2,500	468	297	297	297	50	496	149	248	99	50	50								
Storage Lease	10,800	2,023	1,284	1,284	1,284	214	2,141	642	1,070	428	214	214								
Copiers 2	8,000	1,499	951	951	951	159	1,586	476	793	317	159	159								
Office Supplies	60,000	11,239	7,136	7,136	7,136	1,189	11,893	3,568	5,946	2,379	1,189	1,189								
Postage & Meter Rent	2,000	375	238	238	238	40	396	119	198	79	40	40								
Advertising/Outreach	19,000	3,559	2,260	2,260	2,260	377	3,766	1,130	1,883	753	377	377								
Software/IT Fees	20,000	3,746	2,379	2,379	2,379	396	3,964	1,189	1,982	793	396	396								
Sonitrol Alarm Service	4,000	749	476	476	476	79	793	238	396	159	79	79								
Prof Svcs Website	3,000	562	357	357	357	59	595	178	297	119	59	59								
Allocated Supv Sal/Ben	84,000	15,734	9,990	9,990	9,990	1,665	16,650	4,995	8,325	3,330	1,665	1,665								
Allocated IT Sal/Ben	39,000	7,305	4,638	4,638	4,638	773	7,730	2,319	3,865	1,546	773	773								
TANF SNAP program	215,500	10,800	36,200		148,000	20,500														
WIOA Youth program	191,118	0	191,118																	
subtotal	1,264,377	193,471	351,506	124,188	272,188	35,115	108,647	32,594	54,323	41,725	20,860	20,860	7,672	1,227	0	0	0	0	0	0

Grand Total	1,601,384	246,912	391,586	163,518	312,268	41,795	175,447	52,634	87,724	55,085	27,540	27,540	16,022	2,563	150	150	150	150	150	0
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* Direct linkage partners not physically co-located in the One-Stop center.

** Shared Services include: Business services, front desk staffing, staff training/travel, referrals to other One-Stop partners and operational costs in the Job Center contract.

MEMORANDUM OF UNDERSTANDING AND INFRASTRUCTURE FUNDING AGREEMENT
BETWEEN
CAREERSOURCE GULF COAST
AND
TRI-COUNTY COMMUNITY COUNCIL, INC.

I. Parties

This Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) is entered into pursuant to 20 USC 2301 et seq. and PL 113-128 (the Workforce Innovation and Opportunity Act - WIOA) Section I between CareerSource Gulf Coast (CSGC) and Tri-County Community Council, Inc. (hereafter referred to as TCCC) as authorized under Department of Health and Human Services, Employment and Training Activities under the Community Services Block Grant (CSBG) Programs, 42U.S.C. 9901 et. seq.

II. Terms of Agreement

The term of this contract shall commence on November 14, 2023, or the date last executed by both parties, whichever is later, through November 14, 2026, and may be renewed for an additional three-year term. This MOU/IFA may be terminated for convenience at any time by either party upon thirty (30) days written notice. However, it is a required agreement pursuant to Federal Law.

III. Background

Pursuant to the above-referenced cites, Tri-County Community Council, Inc. is a required partner of the One Stop System. The vision for the One-Stop Delivery System is to align a wide range of publicly and privately funded education, employment, and job training programs while also providing high-quality customer service to job seekers, workers, and businesses. One-stop centers (currently branded as American Job Centers) continue to be a valued community resource, known both locally and nationally as an important source of assistance for those looking for work or workers, and those looking for opportunities to grow their careers.

The vision for the One-Stop Delivery System is to align a wide range of publicly and privately funded education, employment, and job training programs while also providing high-quality customer service to job seekers, workers, and businesses. One-stop centers (currently branded as American Job Centers) continue to be a valued community resource, known both locally and nationally as an important source of assistance for those looking for work or workers, and those looking for opportunities to grow their careers. College students and graduates could benefit greatly from the services offered through local job centers.

In compliance with WIOA and its implementing regulations and consistent with the Uniform Guidance, funding provided by the one-stop partners to cover the operating costs, including infrastructure cost of

the one-stop delivery system must be based on the partner program's proportionate use of the system and relative benefit received (WIOA sec. 121 (h)(1)(B)(i) and 121 (h)(2)(C)(i), 20 CFR 678.700 through 678.760, 34 CFR 361.700 through 361.760, and 34 CFR 463.700 through 463.

III. Purpose

The purpose of this MOU/IFA is to further codify the existing relationship for service provision between CareerSource Gulf Coast and Tri-County Community Council, Inc. provider of CSBG services in LWDA 04.

IV. Responsibilities:

Both parties mutually agree they will utilize methods to ensure that the needs of workers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed when providing access to services. Access may be provided to technology and materials that are available through the one stop operator and/or the partner.

A. CareerSource Gulf Coast will:

1. Maintain cooperative working relationships to facilitate joint planning, staff development and training, evaluation of services, and more efficient management of limited financial and human resources.
2. Provide access to brochures, pamphlets, guides, schedules of presentations, and information regarding services to Tri-County Community Council, Inc.
3. Provide a single Point of Contact (POC) to assist Tri-County Community Council, Inc. with questions and issues that arise in the day-to-day operations. Answers will be provided within 24 hours.
4. Provide space at the Job Center to Tri-County Community Council, Inc. on an as needed basis. Scheduling must be approved in advance with the One-Stop Operator.
5. Provide referrals by phone, email or in person to the Student Navigation Center for academic planning and college guidance. Individuals who are seeking certifications for in demand occupations will also be referred to WIOA case manager for suitability determination and training support/funding.
6. Share information that will benefit the participants in finding a job, accessing training support if qualified, and gaining certifications or degrees to improve their employment opportunities.

B. Tri-County Community Council, Inc. will:

1. Provide brochures, pamphlets, guides, and specific information regarding services to Job Center staff for display and distribution at the Job Center.
2. Provide training of Tri-County Community Council, Inc.'s programs to Job Center Staff.
3. Provide office space at Tri-County Community Council, Inc.'s Bay County office for meetings with CareerSource Gulf Coast Board staff and customers to provide services for mutual clients on an as needed basis. Scheduling must be arranged and approved in advance with the Bay County Community Specialist.

4. Refer existing or potential students seeking certifications for in demand occupations to CareerSource Gulf Coast for training support/funding. Methods for referrals include online through the CareerSource Gulf Coast website, phone calls, email referrals or in person referrals.
5. Provide the Job Center with a point of contact for the Bay County office.
6. Participate in CareerSource Gulf Coast's meetings/recruiting events to provide updates on the partner's programs and procedures. Advance notice required for meetings. Tri-County Community Council, Inc. staff will only attend as schedules permit.
7. Be familiar with the array of services provided in the One-Stop service delivery system.
8. Provide Employment Support services to eligible customers that includes but not limited to:
 - a. Career Guidance
 - b. Education Assistance
 - c. Employment Assistance
 - d. Job Coaching
 - e. Limited Employment Transportation
 - f. Youth Development
 - g. Limited Emergency Services

V. Infrastructure Funding Agreement (IFA) – See Attachment “A”.

Costs of the infrastructure of the CareerSource Gulf Coast's Comprehensive Job Center will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. As a Direct Linkage partner, Tri-County will pay its share of infrastructure costs as outlined below.

Please see attachment A, One Stop operating budget which details the infrastructure cost of the one stop delivery system and the assigned cost to the required partners based upon their proportionate use of the system and relative benefit received. *TCCC agrees to provide 2 hours per month EACH month of resource room assistance.* If TCCC does not provide two hours per month *each month* of resource room assistance, *an invoice will be sent to TCCC for their share of costs for each missed month. Make-up time will not be accepted.*

Payment Method: *Resource sharing will be the preferred method of payment. However, if TCCC fails to provide 2 hours of resource room assistance each month, CareerSource Gulf Coast will prepare and send an invoice for that month's share. Payment is due within 15 days.* The One Stop operating budget is subject to change based upon increases or decreases in infrastructure cost contained within. The actual infrastructure costs will be reconciled with those projected annually within six months of the state fiscal year end. Increases and decreases will be calculated and included in future monthly invoices.

Required Partners in Local Workforce Development Area 4 (CareerSource Gulf Coast region) are:

SCSEP (Senior Comm. Svc. Emplmt. Prgm.) - NCBA
VR (Vocational Rehabilitation)
Division of Blind Services
Adult Ed (Bay District Schools)
Career Tech (Bay District Schools)
Career Tech (Gulf Coast State College)
CSBG (Comm. Svc Block Grant) Tri-County Community Council, Inc.

The following programs are administered by CareerSource Gulf Coast:

WIOA Adult	RA/UC
WIOA Youth	Vets DVOP
WIOA Disl. Wkr.	Vets LVER
WT TANF	Military Family
SNAP	RESEA
SNAP ERS	Rapid Response
Wagner-Peyser	Wagner-Peyser Perf. Inc.

Chief Elected Officials: Bay County Board of Commissioners
Gulf County Board of Commissioners
Franklin County Board of Commissioners

VI. Steps Utilized to Reach Consensus

The partners and CareerSource Gulf Coast conferred regarding the involvement of each partner at the CareerSource Centers. The appropriate allocation bases were discussed, and those bases included in this MOU/IFA were agreed upon as the most appropriate. CareerSource prozed the Initial Partner Contribution Amounts (Attachment A) and the partners concurred with their proposal. Finally, the parties discussed the best mechanism by which to review and reconcile actual expenses in the future and agreed to the terms included in the MOU/IFA.

VII. Modification

The MOU/IFA will be reviewed and renewed not less than once every three years to ensure appropriate funding and delivery of services. The MOU/IFA will be renewed should substantial changes occur prior to the three-year renewal period. The Local Workforce Development Board (LWDB) and Tri-County Community Council may propose to modify this MOU/IFA at any time. Any such modification will not be effective until a written amendment to this MOU/IFA is executed by both parties. Modifications made solely due to changes in infrastructure costs will not require approval of local elected officials.

VIII. Dispute and Impasse Resolution

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

1. If an issue arises involving this MOU/IFA, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.
2. If issues regarding MOUs and/or IFAs remain unresolved, LWDBs shall document the issue and efforts at resolution. Documentation is forwarded to the Florida Commerce, Division of Workforce Services and the executive administrator(s) of agencies responsible for administering the partner's program. Florida Commerce and the appropriate division will work to resolve the impasse and secure an executed agreement. A joint decision shall be transmitted within 30 calendar days of receipt. Issues will be remanded back to the local partners to execute recommended action.
3. If issues remain unresolved, the LWDB must notify CareerSource Florida and include the details of the impasse. CareerSource Florida will work with the other agency heads to resolve the impasse and provide a resolution response to all parties. CareerSource Florida will work with the Commissioner of Education, the Executive Director of Economic Opportunity or other agency heads to resolve the impasse and provide a resolution response to all the parties. If recommended action or required resolution is not implemented, the State Funding Mechanism (SFM) will be initiated. Decisions are considered final.

IX. MOU/IFA Management

Listed below are the individuals identified as the MOU/IFA Managers. These individuals are responsible for enforcing the performance of the MOU/IFA terms and conditions and shall serve as liaison/contact regarding issues arising out of this MOU/IFA.

CAREERSOURCE GULF COAST

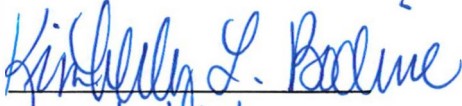
Name: Kimberly L. Bodine
Title: Executive Director
Address: 5230 W. US 98, Panama City, FL 32401
Phone: (850) 913-3285
Fax: (850) 913-3269
Email: kbodine@careersourcegfc.com

TRI-COUNTY COMMUNITY COUNCIL, INC


Name: Joel Paul, Jr.
Title: Executive Director
Address: P.O Box 1210, Bonifay, FL 32425
Phone: (850) 547-3689
Fax: (850) 547-9806
Email: joelpaul.tccc@mchsi.com

IN WITNESS WHEREOF, the parties hereto cause this MOU/IFA to be executed by their undersigned officials as duly authorized.

CAREERSOURCE GULF COAST


Date: 1/11/24

TRI-COUNTY COMMUNITY COUNCIL, INC.


Date: 12/18/2023

Attachment A

One-Stop Operating Budget

Revised for 7-1-23

Cost Allocation Methodology: Costs will be allocated by FTE for partners/programs that are physically located in the Job Center.

Partners/Programs with only a virtual presence/"direct linkage" will only share in the cost of 1 phone line, IT Contract, and any related software costs.

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WIOA Youth program	191,118	0	191,118																	
subtotal	1,264,377	193,471	351,506	124,188	272,188	35,115	108,647	32,594	54,323	41,725	20,860	20,860	7,672	1,227	0	0	0	0	0	0

Grand Total	1,601,384	246,912	391,586	163,518	312,268	41,795	175,447	52,634	87,724	55,085	27,540	27,540	16,022	2,563	150	150	150	150	150	150	0
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* Direct linkage partners not physically co-located in the One-Stop center.

** Shared Services include: Business services, front desk staffing, staff training/travel, referrals to other One-Stop partners and operational costs in the Job Center contract.

Authority and Signature
Local Elected Official

➤ One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Elinor Mount-Simmons, Chair of CareerSource Gulf Coast, certify I have read the above information. All my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand the MOU/IFA will be reviewed and renewed not less than once every three years to ensure appropriate funding and delivery of services. The MOU/IFA will be renewed should substantial changes occur prior to the three-year renewal period.



Signature

11.22.23

Date

Elinor Mount-Simmons, Chair

Printed Name and Title

CareerSource Gulf Coast

Agency Name

Agency Contact Information

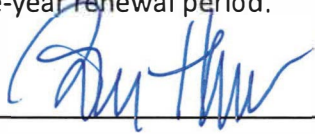
Authority and Signature
Local Elected Official

- One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Tommy Hamm, Chair of Bay BOCC, certify I have read the above information. All my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand the MOU/IFA will be reviewed and renewed not less than once every three years to ensure appropriate funding and delivery of services. The MOU/IFA will be renewed should substantial changes occur prior to the three-year renewal period.



December 5, 2023

Signature

Date

Tommy Hamm, Chair
Printed Name and Title

Bay County Board of County Commissioners
Agency Name

850-248-8140

Agency Contact Information


Authority and Signature
Local Elected Official

➤ One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Sandy Quinn, Chair of Gulf BOCC, certify I have read the above information. All my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand the MOU/IFA will be reviewed and renewed not less than once every three years to ensure appropriate funding and delivery of services. The MOU/IFA will be renewed should substantial changes occur prior to the three-year renewal period.



Signature

11/28/2023

Date

Sandy Quinn, Chair

Printed Name and Title

Gulf County Board of County Commissioners

Agency Name

Agency Contact Information

Authority and Signature
Local Elected Official

➤ One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Ricky Jones, Chair of Franklin BOCC, certify I have read the above information. All my questions have been discussed and answered satisfactorily.
My signature certifies my understanding of the terms outlined herein and agreement with:

I understand the MOU/IFA will be reviewed and renewed not less than once every three years to ensure appropriate funding and delivery of services. The MOU/IFA will be renewed should substantial changes occur prior to the three-year renewal period.

Ricky D. Jones
Signature

12/5/23
Date

Ricky Jones, Chair
Printed Name and Title

Franklin County Board of County Commissioners
Agency Name

Attachment J: Executed cooperative agreements

Executed cooperative agreements that define how all local service providers, including additional providers, will carry out the requirements for integration of and access to all services available in the local one-stop delivery system. This includes cooperative agreements (as defined in WIOA section 107(d)(11)(B) between the LWDB or other local entities described in WIOA section 107(d)(11)(C) of the Rehabilitation Act of 1973 (29 U.S.C 721(a)(11)(B)) and the local office of a designated state agency or designated state unit administering programs carried out under Title I of such Act (29 U.S.C. 721(a)(11) with respect to efforts that enhance the provision of services to individuals with disabilities and to other individuals, such as cross-training staff, technical assistance, use and sharing of information, cooperative efforts with employers and other efforts of cooperation, collaboration and coordination.

- Tyndall Air Force Base
- Capital Area Community Action Agency
- AMIKids Panama City Marine Institute
- Military Spouse Appreciation
- Gulf Coast State College
- Bay County BOCC Agreement for CareerSource Gulf Coast to operate as One Stop Operator
- Franklin County BOCC Agreement for CareerSource Gulf Coast to operate as One Stop Operator
- Gulf County BOCC Agreement for CareerSource Gulf Coast to operate as One Stop Operator

**MEMORANDUM OF UNDERSTANDING BETWEEN
TYNDALL AIR FORCE BASE AND
CAREERSOURCE GULF COAST**

1. PURPOSE. This Memorandum of Understanding establishes the parameters for shared support between Tyndall Air Force Base (AFB) and CareerSource Gulf Coast (CareerSource). Its intent is to connect Tyndall AFB Airmen, who are separating or retiring from the United States Air Force, with Department of Defense (DoD) SkillBridge Program internship opportunities in the local area.

2. PARTIES INVOLVED

- a. Tyndall AFB is a U.S. military base located in Panama City, Florida.
- b. CareerSource is a regional job center serving Bay, Gulf, and Franklin Counties. It offers solutions to assist businesses in today's competitive environment, while providing services for job seekers to obtain or advance their careers. CareerSource represents a cooperative effort by many public agencies and private organizations to serve the employment needs of the area. It is operated by Gulf Coast State College through funding and support provided by the CareerSource Gulf Coast Board. CareerSource uses Employ Florida, the statewide delivery system for workforce services. The Employ Florida website is an online tool designed to connect job seekers with employers seeking candidates. The site serves as a hub for the state's workforce services while focusing on job openings and job candidates. The site also offers labor market information making it a resource for researchers and businesses interested in relocation or expanding in Florida.

3. RESPONSIBILITIES OF THE PARTIES

- a. Tyndall AFB agrees to:
 - (1) Designate a Tyndall AFB Skillbridge representative to maintain continuous collaboration with the CareerSource designated liaison representative.
 - (2) Tyndall AFB Skillbridge representative will notify transitioning members of the CareerSource website for internship opportunities.
 - (3) Ensure that the businesses/industry/education/training partner's facility provides reasonable accommodations for any participating Air Force affiliated personnel with disabilities.
- b. CareerSource agrees to:
 - (1) Place eligible/approved members into an internship position with area businesses/industry/education/training partners.

- (2) Identify and create opportunities with low or no cost to SkillBridge participants.
- (3) Make a concerted effort to provide job placement to service members and affiliated personnel who successfully complete an internship program through area businesses/industry/education/training partners.
- (4) Provide the networking and connecting functions that are essential to successful employment and rewarding careers.
- (5) Assume overall responsibility for the execution of this agreement for internship opportunities with area businesses/industry/education/training partners. CareerSource will report completion and job placement rates to the Tyndall AFB SkillBridge representative.
- (6) Appoint and designate a representative to maintain communication with the Tyndall AFB SkillBridge representative.
- (7) Liaise with Bay County Chamber of Commerce and Economic Development Alliance for listings of newly formed small business, business opportunities and job listings to the SkillBridge representatives and Airman and Family Transition Assistance Program (TAP) manager to be briefed to Tyndall eligible SkillBridge candidates attending TAP.

4. STEPS FOR A MEMBER TO APPLY FOR THE SKILLBRIDGE PROGRAM

Step 1: Receive counseling from Tyndall AFB Skillbridge representative. Member will be informed of CareerSource website for local opportunities.

Step 2: Research businesses/industry/education/training partners to determine opportunities and timelines. Member will be informed to consult with a CareerSource representative for local opportunities.

Step 3: Ensure supervisor and leadership support participation.

Step 4: Complete the paper-based Air Force SkillBridge Program Vetting Checklist with the businesses/industry/education/training partners. (Air Force legal review required for on-base SkillBridge program activity).

Step 5: Work with Tyndall AFB Skillbridge representative to complete the Vetting Checklist accurately, with a detailed training plan and schedule. Consult with CareerSource representative for training plan and schedule for CareerSource opportunities.

Step 6: Submit an online Air Force Virtual Education Center Skillbridge Application for the Tyndall AFB Education Center and commander approval.

Step 7: The Tyndall AFB Education Center will submit Permissive Temporary Duty (PTDY) requests for over 30 days and/or over 50 miles away to AFPC/DP2SST.

Step 8: The member uploads the approved Skillbridge application and PTDY approval in LeaveWeb.

Step 9: At the end of training, complete the mandatory Air Force Virtual Education Center Skillbridge Exit Survey to obtain DoD-required statistics.

5. TERMINATION

- a. This agreement may be terminated by either party with 30 days written notice to the other party.
- b. Tyndall AFB may terminate this agreement without notice if Tyndall AFB determines, at its sole discretion, that it is no longer able to meet the terms of this agreement based on military operational requirements or national emergency.

6. NONENDORSEMENT. In accordance with the Joint Ethics Regulation, Tyndall AFB is prohibited from endorsing or implying that it will endorse any non-federal entity, event, product, service or enterprise. The parties recognize that this agreement does not represent Tyndall AFB's endorsement of any other party to this agreement.

7. LIABILITY. The U.S. Air Force is self-funded for liability purposes. CareerSource is solely responsible for any injury, damage, or loss sustained or incurred by any person as a result of any course of activity requirement, demonstration or exercise, or by the acts or omissions of their employees. CareerSource agrees that it will fully indemnify the Air Force and/or the U.S. Government for any loss, judgement or expense resulting from any action filed against it or them in any jurisdiction arising from activities for which CareerSource Gulf Coast is solely responsible.

8. NO WAIVER. No failure to exercise, and no delay in exercising, any right, power or remedy hereunder on the part of the Air Force, Tyndall AFB, or CareerSource will operate as a waiver thereof, nor will any single or partial exercise of any right, power or remedy prevent any other or further exercise thereof or the exercise of any other right, power or remedy. No expressed waiver will affect any event or default other than the event or default specified in such waiver, and to be effective, any such waiver must be in writing and will be operative only for the time and to the extent expressly provided by the Air Force, Tyndall AFB, and CareerSource therein. A waiver of any covenant, term or condition contained herein will not be construed as a waiver of any subsequent breach of the same covenant, term or condition. Nothing in this agreement will be construed as a waiver or any sovereign immunity of the Air Force or Tyndall AFB.

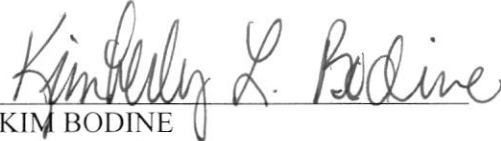
9. INTEGRATED AGREEMENT/MODIFICATION. This agreement, upon execution, contains the entire agreement of the parties. No prior agreement, written or oral, can alter these provisions, and any changes to this agreement must be made in writing and agreed to by both parties.

10. EFFECTIVE DATE: This memorandum is effective upon the date of the last signature of the undersigned and will remain in effect for two (2) years from the date of the last signature, unless amended, revised, or superseded by mutual written agreement of the parties, or terminated in accordance with Paragraph 5 above.



BRIAN S. LAIDLAW, Colonel, USAF
Commander
325th Fighter Wing

Date: 2 June 2020



KIM BODINE
Executive Director
CareerSource Gulf Coast

Date: 4 June 2020

REGION#4
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE GULF COAST WORKFORCE BOARD,
cl/b/a CAREERSOURCE GULF COAST AND
CAPITAL AREA COMMUNITY ACTION AGENCY, INC.

- I. **Parties to this Memorandum of Understanding:** This Memorandum of Understanding (MOU) is hereby entered into by and between The Gulf Coast Workforce Board, d/b/a CareerSource Gulf Coast, as the duly appointed and certified Workforce Board for the Workforce Innovation and Opportunity Act and Capital Area Community Action Agency, Inc. as the designated agency to provide referral and emergency services in Franklin and Gulf Counties.

- II. **Purpose of this MOU:** The purpose of this MOU is to establish an Agreement between the above mentioned entities concerning their respective roles and responsibilities for implementation of the provisions of Section 12l(c)(2) of Title I of the Workforce Innovation and Opportunity Act of Franklin and Gulf Counties and the Florida Department of Community Affairs Community Services Block Grant Program.

This Agreement is to coordinate resources to prevent duplication and ensure the effective and efficient delivery of workforce services in Franklin and Gulf Counties. In addition, this Agreement will establish joint processes and procedures that will enable partners to integrate the current service delivery system resulting in a seamless and comprehensive array of education, human service, job training, support services, and other workforce development services to qualifying individuals in Franklin and Gulf Counties.

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

The CareerSource Gulf Coast and its Job Centers agree to:

- Recognize Community Action as the designated Community Action Agency for Franklin and Gulf Counties;
- Promote, encourage and help to facilitate the services offered by Community Action including the Low Income Home Energy Assistance Program, Weatherization Assistance Program and the Self-Sufficiency Program;
- Contact Community Action with any additional, unique needs for individuals or groups requiring similar needs to determine whether Community Action can provide the needed services;
- Invite a representative of Community Action to participate in routine orientation sessions conducted at the One-Stop Centers; and

- Display and distribute information and promotional materials in the One-Stop Centers regarding services provided by Community Action.

Community Action agrees to offer the following programs in Franklin and Gulf Counties to qualifying individuals enrolled in the WIOA and other Career Source programs:

- The Low-Income Home Energy Assistance Program and other utility or rental assistance programs that helps clients with their heating, cooling and rental needs.
- The Self-Sufficiency Program, including Getting Ahead/Staying Ahead, that assists participants to overcome poverty and gain financial independence through intensive case management, and targeted services such as educational assistance, on-the-job training, job placement, child care assistance, and direct emergency services.
- The Weatherization Assistance Program which can provide repairs to make renter, owner occupied housing (including mobile homes) safe and energy efficient thereby reducing towering utility bills and providing adequate heat retention in the cold season and cooling during the summer months.

Both parties agree to coordinate their efforts in service delivery to avoid duplication.

- CACAA staff will consult with CSGC staff prior to funding shelter costs and vice versa.

As Community Action and CareerSource Gulf Coast share space in Franklin and Gulf Counties, workers will make direct referrals to one another's programs. In the case of Franklin County, both entities are renters in a large facility. In Gulf County, Community Action leases space from CareerSource Gulf Coast.

- III. **Confidentiality Policy:** All client files and related information will be processed and maintained in accordance with applicable federal, state, and local confidentiality policies. Information sharing of such specifics is allowed on a strict, professional, need-to-know basis. Information exchanges are permitted only after the organization/staff possessing the information cites the client's authorization for release of information, identifies the person/organization requesting the information, determines that the person/organization is authorized to receive the information, confirms the person/organization requires the information for official business purposes, and verifies the other person/organization will handle/maintain the information as confidential in nature. A detailed record of all information exchanges shall be maintained.

IV. Amendments/Cancellation

Amendments to this Memorandum of Understanding must be presented in writing to Career Source Gulf Coast and Community Action and must be signed by both parties. Either party must provide thirty (30) days written notice to the other for convenience or failure of either party to fulfill the terms of the Memorandum of Understanding and may unilaterally cancel an Amendment.

This MOU will remain in place indefinitely unless terminated by the parties referenced. This MOU will be reviewed every three years.

V. Authorization for Signature

IN WITNESS WHEREOF, the parties hereto cause this Memorandum of Understanding to be executed by their undersigned officials as duly authorized.

CAREER SOURCE GULF COAST

**CAPITAL AREA COMMUNITY ACTION
AGENCY, INC.**

By: Kimberly L. Bodine
Kimberly L. Bodine
Executive Director

By: Tim Center
Tim Center, Esq.
Chief Executive Officer

Date: 6/13/19

Date: 6/20/19

Cooperative Agreement

This cooperative agreement will exist between **AMIkids Panama City Marine Institute** and the **Career Source Gulf Coast**. AMIkids PCMI will operate a career and technical education program for disadvantaged students at their Panama City campus located at 222 East Bach Dr. The agreement is voluntary and will remain in effect until cancelled by either party. The agreement exists between the two partners to maintain and improve the career and technical training of the CTE students enrolled in AMIkids Panama City Marine Institute's CTE program. Each party agrees that this agreement does not encumber either party financially or makes either party liable for the actions of the other party.

AMIkids Panama City Marine Institute is responsible for;

1. The management of the educational setting to include enrollment, reporting, hiring and paying instructional staff and the purchasing instructional materials.,
2. Carrying liability, property, and accident insurance to cover the facility, staff and students when they are acting on behalf of AMIkids PCMI, and
3. Providing a point of contact for the partner to communicate with.

Career Source Gulf Coast is responsible for;

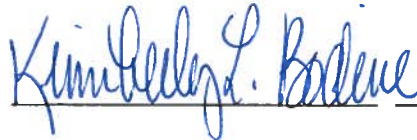
1. Providing job search, resume writing and employment application assistance at their Panama City office location, and
2. Advising on internship and employment strategies for CTE students.



05/08/15

Ron Boyce, Executive Director AMIkids PCMI

Date



05/08/15

Kimberly L. Bodine, Executive Director -
CareerSource Gulf Coast

Date

TYNDALL AIR FORCE BASE
Military Spouse Appreciation and Employment Support

Proclamation

WHEREAS, military spouses, who stand alongside our men and women in uniform, share in our service members' heroic endeavors through selfless service, immeasurable contributions, and noble sacrifices; and

WHEREAS, through unwavering dedication to their loved ones, military spouses support the mission of our Armed Forces to defend our Nation and preserve our liberty; and

WHEREAS, military spouses bring considerable talent, expertise, and experience to the workplace, and their employment is critical to military recruitment, retention, and readiness; and

WHEREAS, the Department of Defense and the United States Air Force support the recruiting, hiring, promoting, and retaining of military spouses in portable careers through multiple initiatives, including the Military Spouse Employment Partnership (MSEP) and the Air Force Community Partnership (AFCP)

NOW, THEREFORE, we, the undersigned, do hereby proclaim our enduring commitment to developing effective partnerships to enhance military spouse employment and training initiatives focused on increasing the hiring of military spouses. Military spouses are among our country's unsung heroes, serving as the heart of the home front and providing tremendous strength to our Armed Forces. We encourage everyone on Team Tyndall and in the local community to join us in showing our gratitude to the distinguished members of the "Silent Ranks" for their tireless service and support, both in the workplace and at home.



BRIAN S. LAIDLAW, Colonel, USAF
Commander, 325th Fighter Wing



Carol Roberts, President/CEO
Bay County Chamber of Commerce



Kim Bodine, Executive Director
Career Source Gulf Coast



Dr. John R. Holdnak, President
Gulf Coast State College

**Memorandum of Understanding (MOU)
between Gulf Coast State College (GCSC) and CareerSource Gulf
Coast (CSGC)**

This agreement is entered into by and between Gulf Coast State College, hereinafter referred to as “GCSC” and CareerSource Gulf Coast, hereinafter referred to as “CSGC”.

WHEREAS, GCSC owns and operates the local state college located at 5230 West Highway 98, Panama City, Florida; and

WHEREAS, GCSC is the community’s space for meetings, workshops, and continuing education; and

WHEREAS, GCSC possesses adequate, conveniently located space that may be used for the purpose of promoting the workforce development of its service district and the Northwest Florida region; and

WHEREAS, GCSC is the employment and training partner dedicated to helping grow existing and attract new business throughout the Gulf Coast region; and

WHEREAS, CSGC works with strategic partners in Bay County and the Northwest Florida region to enable the area to create new, quality jobs while sustaining and growing the existing economic base; and

WHEREAS, CSGC desires adequate, conveniently located space that may be used for the purpose of promoting the economic development of its service district and the Northwest Florida region; and

NOW THEREFORE, in consideration of the covenants and conditions of this agreement and for the above recitals, the parties agree as follows:

Obligations of GCSC

GCSC agrees to make available office and meeting space in the facility known as the Gulf Coast Workforce Building located at 5230 West highway 98, Panama City, Florida. Office space will be provided at no cost. Meeting space may be used on a cost recovery basis for custodial and other support services, if any.

GCSC will provide utilities such as, but not necessarily limited to gas, electric, water and telecommunications normally associated with the location’s use as a college facility. Long distance and internet capabilities can be provided for an additional cost.

GCSC will provide normal building maintenance, and custodial and grounds maintenance.

GCSC will ensure that facility meets all applicable building and safety requirements.

GCSC will provide insurance coverage for the building, but only for contents owned by GCSC.

Obligations of CSGC

CSGC will not reassign the use of GCSC facilities without the written approval of GCSC.

CSGC will not make any improvements or modifications without prior written approval of GCSC.

Upon termination of this agreement, CSGC shall turn over the facilities and any improvements located on the premises in good condition, normal wear and tear excepted.

CSGC shall provide insurance for all owned contents and name GCSC as “additionally insured” on applicable policies and endorsements.

CSGC acknowledges that the facility in question will be shared by similar organizations and some areas of the facilities will be for exclusive use of CSGC while others shared with others.

CSGC shall be responsible for all damages created by, or related to, its staff, guests and other visitors.

Condition of Termination

Either party may terminate this MOU without cause upon delivery of prior written notice to the other party at least thirty days before the effective date of such withdrawal. Either party may immediately terminate upon written notice to the other party if circumstances arise that make it impossible for the terminating party to carry out its responsibilities under this MOU.

General Terms and Conditions

This MOU becomes effective when signed by authorized GCSC and CSGC representative(s).

This MOU represents the complete agreement between the parties regarding the use of GCSC facilities and may only be amended in writing signed by both parties.

The parties shall comply with all applicable federal and state laws and regulations in the performance of their responsibilities under this MOU.

It is specifically understood and agreed that nothing herein shall be construed to create a joint venture, partnership, agency, or similar relationship. GCSC and CSGC shall not have the power to act for or bind the other.

Contacts

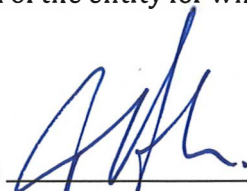
The Parties agree to appoint the following individuals as direct contacts for the implementation of services as designated below:

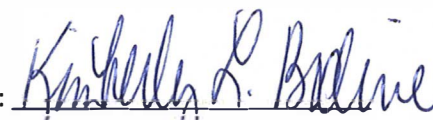
GCSC Contact: John D. Mercer
VP, Administration & Finance
Gulf Coast State College
5230 West Highway 98
Panama City, FL 32401
(850) 872-3807

CSGC Contact: Kimberly L. Bodine
Executive Director
CareerSource Gulf Coast
5230 West U. S. Highway 98
Panama City, FL 32401

Authority

The persons executing this MOU on behalf of their respective entity hereby represents and warrants that they have the power, right and legal capacity and appropriate authority to enter this MOU on behalf of the entity for which they sign.

GCSC: 
Dr. John R. Holdnak, President
Address:
Gulf Coast State College
5230 West Highway 98
Panama City, FL 32401

CSGC: 
Kimberly L. Bodine, Executive Director
Address:
CareerSource Gulf Coast
5230 West U. S. Highway 98
Panama City, FL 32401

Agreement between
Bay County Board of County Commissions for Bay County- a political subdivision of the State of Florida
And
The Gulf Coast Workforce Development Board, Inc.,
d.b.a. CareerSource Gulf Coast

This Agreement is entered into by and between the Bay County Board of County Commissioners (the "COUNTY") and the Gulf Coast Workforce Development Board, Inc. dba CareerSource Gulf Coast (the "BOARD").

The COUNTY and the BOARD wish to enter into an agreement in compliance with the One-Stop Operator requirements imposed by WIOA.

Purpose:

The purpose of this Agreement is to authorize CareerSource Gulf Coast to fulfill the duties of the One-Stop Operator. The US Department of Labor requires that when a Local Workforce Development Board also functions at the One Stop Operator, sufficient conflict of interest policies must be in place to ensure transparency, accountability, and integrity. For the CSGC Board this includes the actions of oversight, monitoring and evaluation of One Stop performance.

To do so, the BOARD shall have the following responsibilities and authority:

- I. **Oversight and Separation of Duties**
 - A. The LWDB agrees to implement and maintain the following controls:
 - Operational Independence:** Staff responsible for One-Stop Operator duties shall be organizationally and functionally separate from staff supporting board governance, fiscal oversight, and monitoring functions.
 - B. **Governance Firewall:** No individual involved in the day-to-day OSO operations will participate in LWDB decision-making regarding oversight or evaluation of OSO performance.
 - C. **Neutral Evaluation:** The LWDB agrees to conduct internal monitoring of OSO performance using staff not involved in day-to-day OSO functions. The CEO reserves the right to engage a third party to review OSO operations or compliance with this agreement at any time. Monitoring results and corrective actions (if applicable) by both in-house monitoring and FLCOMM will be shared with both the CEO and the full CSGC Board of Directors.

- II. **Conflict of Interest and Ethical Standards**
 - A. The One Stop Operator shall comply with applicable requirements of the "Sunshine Law" regarding official activities of the local board.
 - B. All board members and special trust staff will complete a form 1 annually filed with the Commission on Ethics.
 - C. The Operator will Disclose any potential conflicts of interest arising from the relationships of the OSO with training service providers or other service providers, including but not limited to career services providers, and will comply with federal and state laws/policies regarding conflict of interests.

III. Confidentiality and Disclosure

- A. The One Stop Operator will keep all documents and other information related to the one-stop operator services confidential. Such information will only be disclosed to designated members of the Bay County Board of County Commissioners, the CareerSource Gulf Coast Board of Directors and its Executive/Finance Committee. Other than these exceptions, the One Stop Operator will not publish, reproduce, or otherwise divulge such information, completely or in part, nor authorize or permit others to do so.

IV. Scope of Services-One Stop Operator

The one Stop Operator will:

- A. Coordinate and host up to four in person meetings with required and other partners to support the Memorandum of Understanding (MOU) and MOU/IFA implementation/ongoing coordination (virtual option for partners). The OSO will develop meeting agendas (in conjunction with CSGC staff), meeting activities, facilitate meetings, and provide meeting notes. The OSO must be onsite at the comprehensive center for these meetings.
- B. Develop, in collaboration with partners, an assessment of the effectiveness, physical and programmatic accessibility in the One Stop Center in accordance with section 188, if applicable, and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.). The OSO must be on site for these collaborations.
- C. Develop strategies for technological improvements to facilitate access to, and improve the quality of, services and activities provided through the one-stop delivery system. Such improvements include enhancing digital literacy skills; accelerating the acquisition of skills and recognized postsecondary credentials by participants; strengthening the professional development of providers and workforce professionals; and ensuring such technology is accessible to individuals with disabilities.
- D. Develop strategies to improve coordination of services across one-stop partner programs to enhance service delivery (including but not limited to the design and implementation of common intake, data collection, performance measurement and reporting processes) with local input into such design and implementation.
- E. Provide up to four, but not less than two comprehensive reports indicating results from the meetings and data collection including each of the items listed above.

The CSGC BOARD will establish and certify to the County on an annual basis that sufficient firewalls in regard to oversight, monitoring, and evaluation of performance of the Operator, and conflict of interest policies and procedures are in place and working effectively.

V. Authority and Responsibility of the Count

The COUNTY shall have the following responsibilities and authority:

- A. Consult from time to time and on a continuing basis with the BOARD or as either party requests.
- B. Ensure that there is no conflict of interests, or the appearance thereof, in the activities of the COUNTY or its members or staff with respect to all activities provided for under this Agreement; and
- C. Review monitoring and performance reports provided by the CSGC Board.

VI. Authority and Responsibilities Held Jointly Between the Board and the County.

- A. It is the joint responsibility of both parties to ensure the effective delivery of services to provide the most benefit to residents and employers of Bay County. It is further the shared responsibility of both parties to stimulate the active and effective participation of all sectors of the community in the provision of workforce development services.
- B. The BOARD and the COUNTY may choose to further effective communication by meeting jointly, on occasion, in accordance with mutually agreed-upon meeting schedules and either party may take whatever additional steps as deemed necessary to assure effective communication between the two bodies.
- C. The BOARD and the COUNTY agree to resolve any disputes between the parties through discussion between senior staff of the GCGC Board of Directors and its officers.

Term

The term of this Agreement shall begin on July 1, 2025 and shall continue through June 30, 2029 unless the BOARD neglects to fulfill its responsibilities for reasons unforeseen to either of the parties. Either party may terminate this Agreement, with or without cause, upon thirty (30) days written notice to the other party.

Modification

This Agreement may only be modified or amended by the mutual consent of the parties hereto, in writing, and consistent with the Acts, or any rule promulgated thereunder.

Independence of Terms

In the event any terms or provisions of this Agreement or the application to any of the parties hereto, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provision to the parties hereto, other than those as to which it is held invalid or unenforceable, shall not be affected thereby and every other term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by the Acts, Regulations, Federal, State, or Local Law.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature. The Gulf Coast Workforce Development Board, Inc. d/b/a CareerSource Gulf Coast, through its Chairman authorized to execute it by Board action on the 10th day of JUNE, 2025 and by Bay County, through its Board of County Commissioners, signing by and through its Chairman, authorized to execute it by Board action on the 17 day of JUNE, 2025.

GULF COAST WORKFORCE DEVELOPMENT BOARD, INC.
d.b.a. CAREERSOURCE GULF COAST

By: [Signature]
Board Chair

This 10th day of June, 2025

BAY COUNTY BOARD OF COUNTY COMMISSIONERS

By: [Signature]
Chairman

This 17th day of June, 2025

Agreement between
Franklin County Board of County Commissions for Franklin County- a political subdivision of the State of Florida
And
The Gulf Coast Workforce Development Board, Inc.,
d.b.a. CareerSource Gulf Coast

This Agreement is entered into by and between the Franklin County Board of County Commissioners (the "COUNTY") and the Gulf Coast Workforce Development Board, Inc. dba CareerSource Gulf Coast (the "BOARD").

The COUNTY and the BOARD wish to enter into an agreement in compliance with the One-Stop Operator requirements imposed by WIOA.

Purpose:

The purpose of this Agreement is to authorize CareerSource Gulf Coast to fulfill the duties of the One-Stop Operator. The US Department of Labor requires that when a Local Workforce Development Board also functions at the One Stop Operator, sufficient conflict of interest policies must be in place to ensure transparency, accountability, and integrity. For the CSGC Board this includes the actions of oversight, monitoring and evaluation of One Stop performance.

To do so, the BOARD shall have the following responsibilities and authority:

I. Oversight and Separation of Duties

- A. The LWDB agrees to implement and maintain the following controls:
Operational Independence: Staff responsible for One-Stop Operator duties shall be organizationally and functionally separate from staff supporting board governance, fiscal oversight, and monitoring functions.
- B. **Governance Firewall:** No individual involved in the day-to-day OSO operations will participate in LWDB decision-making regarding oversight or evaluation of OSO performance.
- C. **Neutral Evaluation:** The LWDB agrees to conduct internal monitoring of OSO performance using staff not involved in day-to-day OSO functions. The CEO reserves the right to engage a third party to review OSO operations or compliance with this agreement at any time. Monitoring results and corrective actions (if applicable) by both in-house monitoring and FLCOMM will be shared with both the CEO and the full CSGC Board of Directors.

II. Conflict of Interest and Ethical Standards

- A. The One Stop Operator shall comply with applicable requirements of the "Sunshine Law" regarding official activities of the local board.
- B. All board members and special trust staff will complete a form 1 annually filed with the Commission on Ethics.
- C. The Operator will Disclose any potential conflicts of interest arising from the relationships of the OSO with training service providers or other service providers, including but not limited to career services providers, and will comply with federal and state laws/policies regarding conflict of interests.

III. **Confidentiality and Disclosure**

- A. The One Stop Operator will keep all documents and other information related to the one-stop operator services confidential. Such information will only be disclosed to designated members of the Franklin County Board of County Commissioners, the CareerSource Gulf Coast Board of Directors and its Executive/Finance Committee. Other than these exceptions, the One Stop Operator will not publish, reproduce, or otherwise divulge such information, completely or in part, nor authorize or permit others to do so.

IV. **Scope of Services-One Stop Operator**

The one Stop Operator will:

- A. Coordinate and host up to four in person meetings with required and other partners to support the Memorandum of Understanding (MOU) and MOU/IFA implementation/ongoing coordination (virtual option for partners). The OSO will develop meeting agendas (in conjunction with CSGC staff), meeting activities, facilitate meetings, and provide meeting notes. The OSO must be onsite at the comprehensive center for these meetings.
- B. Develop, in collaboration with partners, an assessment of the effectiveness, physical and programmatic accessibility in the One Stop Center in accordance with section 188, if applicable, and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.). The OSO must be on site for these collaborations.
- C. Develop strategies for technological improvements to facilitate access to, and improve the quality of, services and activities provided through the one-stop delivery system. Such improvements include enhancing digital literacy skills; accelerating the acquisition of skills and recognized postsecondary credentials by participants; strengthening the professional development of providers and workforce professionals; and ensuring such technology is accessible to individuals with disabilities.
- D. Develop strategies to improve coordination of services across one-stop partner programs to enhance service delivery (including but not limited to the design and implementation of common intake, data collection, performance measurement and reporting processes) with local input into such design and implementation.
- E. Provide up to four, but not less than two comprehensive reports indicating results from the meetings and data collection including each of the items listed above.

The CSGC BOARD will establish and certify to the County on an annual basis that sufficient firewalls in regard to oversight, monitoring, and evaluation of performance of the Operator, and conflict of interest policies and procedures are in place and working effectively.

V. Authority and Responsibility of the Count

The COUNTY shall have the following responsibilities and authority:

- A. Consult from time to time and on a continuing basis with the BOARD or as either party requests.
- B. Ensure that there is no conflict of interests, or the appearance thereof, in the activities of the COUNTY or its members or staff with respect to all activities provided for under this Agreement; and
- C. Review monitoring and performance reports provided by the CSGC Board.

VI. Authority and Responsibilities Held Jointly Between the Board and the County.

- A. It is the joint responsibility of both parties to ensure the effective delivery of services to provide the most benefit to residents and employers of Franklin County. It is further the shared responsibility of both parties to stimulate the active and effective participation of all sectors of the community in the provision of workforce development services.
- B. The BOARD and the COUNTY may choose to further effective communication by meeting jointly, on occasion, in accordance with mutually agreed-upon meeting schedules and either party may take whatever additional steps as deemed necessary to assure effective communication between the two bodies.
- C. The BOARD and the COUNTY agree to resolve any disputes between the parties through discussion between senior staff of the GCGC Board of Directors and its officers.

Term

The term of this Agreement shall begin on July 1, 2025 and shall continue through June 30, 2029 unless the BOARD neglects to fulfill its responsibilities for reasons unforeseen to either of the parties. Either party may terminate this Agreement, with or without cause, upon thirty (30) days written notice to the other party.

Modification

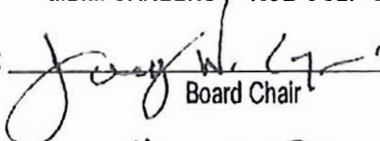
This Agreement may only be modified or amended by the mutual consent of the parties hereto, in writing, and consistent with the Acts, or any rule promulgated thereunder.

Independence of Terms

In the event any terms or provisions of this Agreement or the application to any of the parties hereto, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provision to the parties hereto, other than those as to which it is held invalid or unenforceable, shall not be affected thereby and every other term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by the Acts, Regulations, Federal, State, or Local Law.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature. The Gulf Coast Workforce Development Board, Inc. d/b/a CareerSource Gulf Coast., through its Chairman authorized to execute it by Board action on the 10th day of June, 2025 and by Franklin County, through its Board of County Commissioners, signing by and through its Chairman, authorized to execute it by Board action on the 18th day of June, 2025.

**GULF COAST WORKFORCE DEVELOPMENT BOARD, INC.
d.b.a. CAREERSOURCE GULF COAST**

By: 
Board Chair
This 10th day of June, 2025

ATTEST:

By: 
Deputy Clerk

FRANKLIN COUNTY BOARD OF COUNTY COMMISSIONERS

By: 
Chairman

This 18th day of June, 2025

Reviewed as to form and legality


County Attorney Date

Agreement between
Gulf County Board of County Commissions for Gulf County- a political subdivision of the State of Florida
And
The Gulf Coast Workforce Development Board, Inc.,
d.b.a. CareerSource Gulf Coast

This Agreement is entered into by and between the Gulf County Board of County Commissioners (the "COUNTY") and the Gulf Coast Workforce Development Board, Inc. dba CareerSource Gulf Coast (the "BOARD").

The COUNTY and the BOARD wish to enter into an agreement in compliance with the One-Stop Operator requirements imposed by WIOA.

Purpose:

The purpose of this Agreement is to authorize CareerSource Gulf Coast to fulfill the duties of the One-Stop Operator. The US Department of Labor requires that when a Local Workforce Development Board also functions at the One Stop Operator, sufficient conflict of interest policies must be in place to ensure transparency, accountability, and integrity. For the CSGC Board this includes the actions of oversight, monitoring and evaluation of One Stop performance.

To do so, the BOARD shall have the following responsibilities and authority:

- I. **Oversight and Separation of Duties**
 - A. The LWDB agrees to implement and maintain the following controls:
 - Operational Independence:** Staff responsible for One-Stop Operator duties shall be organizationally and functionally separate from staff supporting board governance, fiscal oversight, and monitoring functions.
 - B. **Governance Firewall:** No individual involved in the day-to-day OSO operations will participate in LWDB decision-making regarding oversight or evaluation of OSO performance.
 - C. **Neutral Evaluation:** The LWDB agrees to conduct internal monitoring of OSO performance using staff not involved in day-to-day OSO functions. The CEO reserves the right to engage a third party to review OSO operations or compliance with this agreement at any time. Monitoring results and corrective actions (if applicable) by both in-house monitoring and FLCOMM will be shared with both the CEO and the full CSGC Board of Directors.

- II. **Conflict of Interest and Ethical Standards**
 - A. The One Stop Operator shall comply with applicable requirements of the "Sunshine Law" regarding official activities of the local board.
 - B. All board members and special trust staff will complete a form 1 annually filed with the Commission on Ethics.
 - C. The Operator will Disclose any potential conflicts of interest arising from the relationships of the OSO with training service providers or other service providers, including but not limited to career services providers, and will comply with federal and state laws/policies regarding conflict of interests.

III. **Confidentiality and Disclosure**

- A. The One Stop Operator will keep all documents and other information related to the one-stop operator services confidential. Such information will only be disclosed to designated members of the Gulf County Board of County Commissioners, the CareerSource Gulf Coast Board of Directors and its Executive/Finance Committee. Other than these exceptions, the One Stop Operator will not publish, reproduce, or otherwise divulge such information, completely or in part, nor authorize or permit others to do so.

IV. **Scope of Services-One Stop Operator**

The one Stop Operator will:

- A. Coordinate and host up to four in person meetings with required and other partners to support the Memorandum of Understanding (MOU) and MOU/IFA implementation/ongoing coordination (virtual option for partners). The OSO will develop meeting agendas (in conjunction with CSGC staff), meeting activities, facilitate meetings, and provide meeting notes. The OSO must be onsite at the comprehensive center for these meetings.
- B. Develop, in collaboration with partners, an assessment of the effectiveness, physical and programmatic accessibility in the One Stop Center in accordance with section 188, if applicable, and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.). The OSO must be on site for these collaborations.
- C. Develop strategies for technological improvements to facilitate access to, and improve the quality of, services and activities provided through the one-stop delivery system. Such improvements include enhancing digital literacy skills; accelerating the acquisition of skills and recognized postsecondary credentials by participants; strengthening the professional development of providers and workforce professionals; and ensuring such technology is accessible to individuals with disabilities.
- D. Develop strategies to improve coordination of services across one-stop partner programs to enhance service delivery (including but not limited to the design and implementation of common intake, data collection, performance measurement and reporting processes) with local input into such design and implementation.
- E. Provide up to four, but not less than two comprehensive reports indicating results from the meetings and data collection including each of the items listed above.

The CSGC BOARD will establish and certify to the County on an annual basis that sufficient firewalls in regard to oversight, monitoring, and evaluation of performance of the Operator, and conflict of interest policies and procedures are in place and working effectively.

V. Authority and Responsibility of the Count

The COUNTY shall have the following responsibilities and authority:

- A. Consult from time to time and on a continuing basis with the BOARD or as either party requests.
- B. Ensure that there is no conflict of interests, or the appearance thereof, in the activities of the COUNTY or its members or staff with respect to all activities provided for under this Agreement; and
- C. Review monitoring and performance reports provided by the CSGC Board.

VI. Authority and Responsibilities Held Jointly Between the Board and the County.

- A. It is the joint responsibility of both parties to ensure the effective delivery of services to provide the most benefit to residents and employers of Gulf County. It is further the shared responsibility of both parties to stimulate the active and effective participation of all sectors of the community in the provision of workforce development services.
- B. The BOARD and the COUNTY may choose to further effective communication by meeting jointly, on occasion, in accordance with mutually agreed-upon meeting schedules and either party may take whatever additional steps as deemed necessary to assure effective communication between the two bodies.
- C. The BOARD and the COUNTY agree to resolve any disputes between the parties through discussion between senior staff of the GCGC Board of Directors and its officers.

Term

The term of this Agreement shall begin on July 1, 2025 and shall continue through June 30, 2029 unless the BOARD neglects to fulfill its responsibilities for reasons unforeseen to either of the parties. Either party may terminate this Agreement, with or without cause, upon thirty (30) days written notice to the other party.

Modification

This Agreement may only be modified or amended by the mutual consent of the parties hereto, in writing, and consistent with the Acts, or any rule promulgated thereunder.

Independence of Terms

In the event any terms or provisions of this Agreement or the application to any of the parties hereto, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provision to the parties hereto, other than those as to which it is held invalid or unenforceable, shall not be affected thereby and every other term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by the Acts, Regulations, Federal, State, or Local Law.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature. The Gulf Coast Workforce Development Board, Inc. d/b/a CareerSource Gulf Coast., through its Chairman authorized to execute it by Board action on the 10th day of JUNE, 2025 and by Gulf County, through its Board of County Commissioners, signing by and through its Chairman, authorized to execute it by Board action on the 23RD day of JUNE, 2025.

**GULF COAST WORKFORCE DEVELOPMENT BOARD, INC.
d.b.a. CAREERSOURCE GULF COAST**

By: [Signature]
Board Chair

This 10th day of JUNE, 2025



GULF COUNTY BOARD OF COUNTY COMMISSIONERS

By: [Signature]
Chairman

This 23RD day of JUNE, 2025

Reviewed as to form and legality

[Signature]
County Attorney

JUNE 23, 2025
Date

Attachment K: A description of the process used by the LWDB to obtain input and comment from representatives of business and labor organizations for the development of the plan. The LWDB must make information about the plan available to the public regularly through electronic means and open meetings.

CSGC obtained input and comments from businesses, labor unions, and CLEOs for the development of the plan. The processes used included:

The plan link was sent to board meeting attendees before the 8/13/2024 board meeting for review and comments. A plan overview was provided in the 8/13/2024 board meeting.	The board provided approval. The Board is comprised of representatives from business and labor organizations.
The plan link was emailed to members of the Education and Industry consortium members for review and comments on 8/13/2024.	No comments were received
Plan link was emailed to all partners-board attendees again, on 8/27/2024 for review and comments/input	No comments were received
Executive Committee meeting to approve revisions/additions to the plan	8/29/2024
Provide the 3 county commissions, county managers and respective legal staff the plan for review, comments, and input	Sent to all 3 commissions on 8/14/2024 for review, comments and input. No comments were received. Plan was approved by all CLEO's.
Regional Planning Requirements to chief elected officials in regions 1,2, 3 for 4 review, approval and signature.	Provide plan on 8/14/2024. Signatures required by 9/13/2024
Provide no more than a 30-day period for comment on the plan before submission to FL Commerce by 10/2.	Posted on careersourcegsc.com website on 8/14/2024 through 8/30/2024. No comments were received.
County Commission approval	1. Franklin – 9/3/2024 2. Bay - 9/17/2024 3. Gulf – 9/24/2024 All CLEOs approved the plan. - Plan Approval by CLEOs.

CareerSource Gulf Coast Workforce Innovation and Opportunity Act Local and Regional Planning Area Services Plan

January 1 2025-December 31, 2028

This plan represents the efforts of CareerSource Gulf Coast Board to implement the Workforce Innovation and Opportunity Act in Bay, Gulf and Franklin Counties, and contains a separate addendum for The Northwest Florida Workforce Collective, which is the twelve county WIOA regional planning area for Northwest Florida.

By signing below, we approve the local plan and will operate in accordance with this plan and applicable federal and state laws, rules and regulations.

Chief Local Elected Official Bay County:

Chairman BOCC, Tommy Hamm



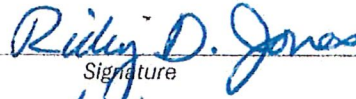
Signature

9/17/24

Date

Chief Local Elected Official Franklin County:

Chairman BOCC, Ricky Jones



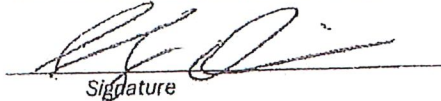
Signature

10/1/24

Date

Chief Local Elected Official Gulf County:

Chairman BOCC, Sandy Quinn



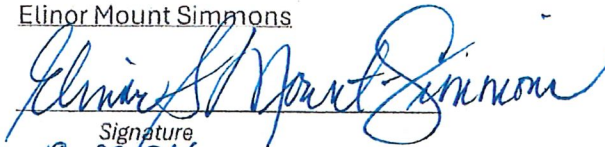
Signature

SEPT. 24, 2024

Date

Local Workforce Board Chair:

Elinor Mount Simmons



Signature

10.02.24

Date

CareerSource Gulf Coast

Local Plan Signatures

Submitted:

Attachment L: Planning Region Agreements

Planning Region Agreements between the participating LWDBs of the planning region and agreements between the planning region and regional partners to include cooperative service agreements, memoranda of understanding, regional policies, etc.

Request for Regional Planning Area Identification	
Proposed Name of Planning Region: Northwest Florida Workforce Collective	
Local Workforce Development Boards included (Two or more contiguous boards): CareerSource Escarosa, CareerSource Okaloosa Walton, CareerSource Chipola, and CareerSource Gulf Coast	
Date of Submission: February 12, 2024	
Contact Person Name(s): Marcus McBride, Michele Burns, Richard Williams, and Kim Bodine	Phone: 850.913.3285 – Kim Bodine, Executive Director of CareerSource Gulf Coast Email Address: kbodine@careersourcegc.com

The request for designation 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. By signing below, the local chief elected officials and the local workforce development board executive directors certify that the local areas request designation as a qualified regional planning area per CareerSource Florida Strategic Policy 2023.09.19.A.1.

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.

Included within this request for designation are the following required documents:

- Chief local elected official signatures from CareerSource Escarosa, CareerSource Okaloosa Walton, CareerSource Chipola, and CareerSource Gulf Coast
- Executive director signatures from CareerSource Escarosa, CareerSource Okaloosa Walton, CareerSource Chipola, and CareerSource Gulf Coast
- Supportive documentation encompassing the required information for the regional planning area identification request

RESOLUTION NO.

**A RESOLUTION BY THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
RECOGNIZED CHIEF LOCAL ELECTED OFFICIALS AND LOCAL BOARD
CHAIRS FOR THE FOUR LOCAL WORKFORCE DEVELOPMENT BOARDS IN
NORTHWEST FLORIDA SUPPORTING THE FORMATION OF THE NORTHWEST
FLORIDA REGIONAL PLANNING AREA CONSISTING OF LOCAL
WORKFORCE DEVELOPMENT BOARDS CAREERSOURCE ESCAROSA,
CAREERSOURCE OKALOOSA-WALTON, CAREERSOURCE CHIPOLA, AND
CAREERSOURCE GULF COAST.**

WHEREAS, the Workforce innovation and Opportunity Act places responsibility on the Chief Local Elected Official(s) for each recognized local workforce development area; and

WHEREAS, as the Chief Local Elected Officials and Local Workforce Board Chairs for our respective local workforce development area, we believe it is of the utmost importance to maintain a locally developed and driven system where the local workforce board operates and performs its duties with the highest level of efficiency and effectiveness; and

WHEREAS, The CareerSource Florida Board of Directors has mandated the creation of workforce regions comprised of two or more local boards; and

WHEREAS, the creation of regions among local workforce areas that share common industry sectors and a history of cooperation would be beneficial for each of the local workforce boards, employers, and job seekers within the region; and

WHEREAS, all counties in each of the local workforce areas supporting this resolution are members of Florida's Great Northwest and share a common economic development mission and a history of cooperation in economic development and workforce development issues; and

WHEREAS, all Chief Local Elected Official and Local Workforce Board Chairs representing the counties served by the four local workforce areas approve this resolution, we agree methods should be developed to serve the entire region while also protecting the ability to provide targeted services within the boundaries of each local area.

NOW, THEREFORE, BE IT RESOLVED BY THE CHIEF LOCAL ELECTED OFFICIALS AND LOCAL BOARD CHAIRS REPRESENTING THE LOCAL WORKFORCE BOARDS OF CAREERSOURCE ESCAROSA, CAREERSOURCE OKALOOSA-WALTON, CAREERSOURCE CHIPOLA, AND CAREERSOURCE GULF COAST AS FOLLOWS:

SECTION 1. The undersigned Chief Local Elected Officials and Local Board Chairs agree to the creation of the Northwest Florida Workforce Collective, consisting of the local workforce areas known as CareerSource Escarosa, CareerSource Okaloosa-Walton, CareerSource Chipola, and CareerSource Gulf Coast.

SECTION 2. The undersigned Chief Local Elected Officials and Local Workforce Board Chairs agree each that the local workforce boards shall maintain local control and the ability to determine how to serve best local employers, job seekers, and their respective communities.

SECTION 3. The undersigned Chief Local Elected Officials and Local Workforce Board Chairs agree the four local member boards of the Northwest Florida Workforce Collective will utilize common areas of interest and local benefit to develop common policies, procedures, and technologies. Such agreements and implementations shall meet the requirements, rules, and regulations established by each local workforce board, member counties, CareerSource Florida, Florida Commerce, the State of Florida, the United States Department of Labor, and the United States of America.

SECTION 4. The undersigned Chief Local Elected Officials and Local Board Chairs agree to ensure our local workforce areas implement the requirements of the REACH Act as well as policies and procedures established by the State of Florida for Regional cooperation.

SECTION 5. The undersigned Chief Local Elected Officials and Local Workforce Board Chairs agree that in order to ensure local officials are informed and able to provide proper guidance and input to ensure that local control is maintained, a quarterly report shall be submitted providing updates to the Chief Local Elected Officials for each of the four participating local workforce boards. The quarterly report shall provide information regarding new regional agreements developed and any recognized improvements to be shared across the regional planning area.

SECTION 6. The undersigned Chief Local Elected Officials and Local Workforce Board Chairs understand and agree this Resolution shall remain in effect for a minimum of three years unless changes are required by responsible state or federal entities or changes in state or federal law. Any changes shall be put forth in writing and shall require the agreement and signature of each local Chief Local Elected Official and Local Board Chair. Additional agreements may be reached among the parties and utilized to govern the actions of the Northwest Florida Workforce Collective if agreed upon and signed by each Chief Local Elected Officials and Local Workforce Board Chairs.

DONE AND RESOLVED by our signatures as the Chief Local Elected Officials and Local Board Chairs representing each of the four local workforce boards represented by this resolution.

By signing below, the local workforce development board executive director of CareerSource Escarosa certifies that this is an official designation request for the creation of the Northwest Florida Workforce Collective consisting of the local workforce areas known as CareerSource Escarosa, CareerSource Okoosa-Walton, CareerSource Chipola, and CareerSource Gulf Coast.

CareerSource Escarosa Executive Director	
Name:	Marcus McBride
Signature:	<i>M McBride</i>
Date of Submission:	2/8/2024

BY OUR SIGNATURES BELOW WE CERTIFY OUR AGREEMENT TO THE PRINCIPALS OF THIS RESOLUTION ON BEHALF OF THE ENTITIES WE REPRESENT. WE UNDERSTAND AND AGREE EACH LOCAL WORKFORCE AREA WILL SIGN OF THEIR OWN ACCORD AND THIS RESOLUTION SHALL ONLY BE EFFECTIVE IF SIGNED BY ALL CHIEF LOCAL ELECTED OFFICIALS AND LOCAL BOARD CHAIRS REPRESENTING THE FOUR LOCAL WORKFORCE AREAS.

SIGNED BY:

CHIEF LOCAL ELECTED OFFICIAL(S) FOR CAREERSOURCE BOARD NAME HERE.

Local Board Chair: *Robert Oja* 11/13/23
Name Here Date

Chief Local Elected Official - Region I:
Designated - Escambia County

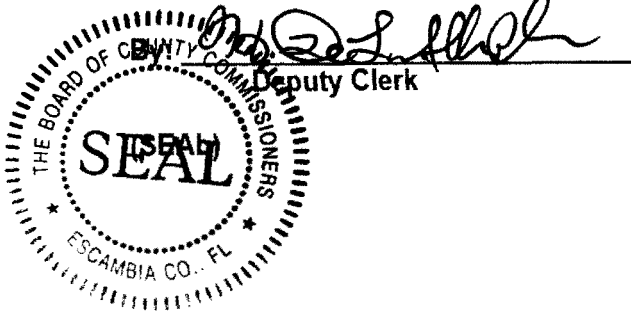
Steve Barry
Steve Barry, Chairman
2/18/2024
Date

Attest: Pam Childers
Clerk of the Circuit Court

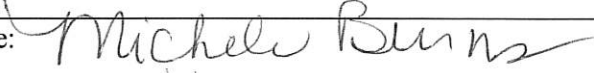
Approved as to form and legal sufficiency.

By Title: Christopher R. Shaffer, ACA

Date: 01-29-2024



By signing below, the local workforce development board executive director of CareerSource Okaloosa Walton certifies that this is an official designation request for the creation of the Northwest Florida Workforce Collective consisting of the local workforce areas known as CareerSource Escarosa, CareerSource Okoosa-Walton, CareerSource Chipola, and CareerSource Gulf Coast.

CareerSource Okaloosa Walton Executive Director	
Name:	Michele Burns
Signature:	
Date of Submission:	1/23/2024

BY OUR SIGNATURES BELOW WE CERTIFY OUR AGREEMENT TO THE PRINCIPALS OF THIS RESOLUTION ON BEHALF OF THE ENTITIES WE REPRESENT. WE UNDERSTAND AND AGREE EACH LOCAL WORKFORCE AREA WILL SIGN OF THEIR OWN ACCORD AND THIS RESOLUTION SHALL ONLY BE EFFECTIVE IF SIGNED BY ALL CHIEF LOCAL ELECTED OFFICIALS AND LOCAL BOARD CHAIRS REPRESENTING THE FOUR LOCAL WORKFORCE AREAS.

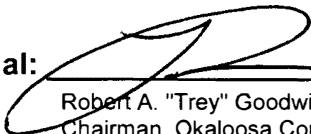
SIGNED BY:

CHIEF LOCAL ELECTED OFFICIAL(S) FOR CAREERSOURCE OKALOOSA WALTON.

Local Workforce Board Chair: Scott Seay 10/18/2023

Name Here


Date

Chief Local Elected Official:  11/7/2023
Robert A. "Trey" Goodwin III
Chairman, Okaloosa County Board of County Commissioners

Date



By signing below, the local workforce development board executive director of CareerSource Chipola certifies that this is an official designation request for the creation of the Northwest Florida Workforce Collective consisting of the local workforce areas known as CareerSource Escarosa, CareerSource Okoosa-Walton, CareerSource Chipola, and CareerSource Gulf Coast.

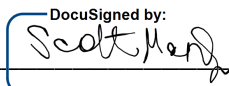
CareerSource Chipola Executive Director	
Name: Richard Williams	Richard Williams
Signature: 	2024.02.02
Date of Submission: 2/2/2024	16:25:53 -05'00'

BY OUR SIGNATURES BELOW WE CERTIFY OUR AGREEMENT TO THE PRINCIPALS OF THIS RESOLUTION ON BEHALF OF THE ENTITIES WE REPRESENT. WE UNDERSTAND AND AGREE EACH LOCAL WORKFORCE AREA WILL SIGN OF THEIR OWN ACCORD AND THIS RESOLUTION SHALL ONLY BE EFFECTIVE IF SIGNED BY ALL CHIEF LOCAL ELECTED OFFICIALS AND LOCAL BOARD CHAIRS REPRESENTING THE FOUR LOCAL WORKFORCE AREAS.

SIGNED BY:

CHIEF LOCAL ELECTED OFFICIAL(S) FOR CAREERSOURCE CHIPOLA.

Local Workforce Board Chair:  11/21/2023
DocuSigned by:
77F8AE46546E4FE...
Name Here **Date**

Chief Local Elected Official:  11/21/2023
DocuSigned by:
FC2D4E48036D42F...
Name Here **Date**

By signing below, the local workforce development board executive director of CareerSource Gulf Coast certifies that this is an official designation request for the creation of the Northwest Florida Workforce Collective consisting of the local workforce areas known as CareerSource Escarosa, CareerSource Okoosa-Walton, CareerSource Chipola, and CareerSource Gulf Coast.

CareerSource Gulf Coast Executive Director	
Name:	Kimberly Bodine
Signature:	<i>Kimberly L. Bodine</i>
Date of Submission:	<i>Jan 26, 2024</i>

BY OUR SIGNATURES BELOW WE CERTIFY OUR AGREEMENT TO THE PRINCIPALS OF THIS RESOLUTION ON BEHALF OF THE ENTITIES WE REPRESENT. WE UNDERSTAND AND AGREE EACH LOCAL WORKFORCE AREA WILL SIGN OF THEIR OWN ACCORD AND THIS RESOLUTION SHALL ONLY BE EFFECTIVE IF SIGNED BY ALL CHIEF LOCAL ELECTED OFFICIALS AND LOCAL BOARD CHAIRS REPRESENTING THE FOUR LOCAL WORKFORCE AREAS.

SIGNED BY:

CHIEF LOCAL ELECTED OFFICIAL(S) FOR CAREERSOURCE GOLF COAST

Local Workforce Board Chair:

Christy Marie Simone *11.20.23*
Name Here Date

Chief Local Elected Official: _____

Name Here Date

Chief Local Elected Official: _____

Name Here Date

Chief Local Elected Official: _____

Name Here Date

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SIGNED BY:

CHIEF LOCAL ELECTED OFFICIAL(S) FOR CAREERSOURCE GULF COAST

Local Workforce Board Chair: _____

Name Here

Date

Chief Local Elected Official: _____

Name Here SANDY QUINN, JR.

Date 11/28/23

Chief Local Elected Official: _____

Name Here

Date

Chief Local Elected Official: _____

Name Here

Date

BY OUR SIGNATURES BELOW WE CERTIFY OUR AGREEMENT TO THE PRINCIPALS OF THIS RESOLUTION ON BEHALF OF THE ENTITIES WE REPRESENT. WE UNDERSTAND AND AGREE EACH LOCAL WORKFORCE AREA WILL SIGN OF THEIR OWN ACCORD AND THIS RESOLUTION SHALL ONLY BE EFFECTIVE IF SIGNED BY ALL CHIEF LOCAL ELECTED OFFICIALS AND LOCAL BOARD CHAIRS REPRESENTING THE FOUR LOCAL WORKFORCE AREAS.

SIGNED BY:

CHIEF LOCAL ELECTED OFFICIAL(S) FOR CAREERSOURCE GULF COAST.

Local Workforce Board Chair: _____

Name Here

Date

Chief Local Elected Official: _____



December 5, 2023

Name Here

Date

Chief Local Elected Official: _____

Name Here

Date

Chief Local Elected Official: _____

Name Here

Date

BY OUR SIGNATURES BELOW WE CERTIFY OUR AGREEMENT TO THE PRINCIPALS OF THIS RESOLUTION ON BEHALF OF THE ENTITIES WE REPRESENT. WE UNDERSTAND AND AGREE EACH LOCAL WORKFORCE AREA WILL SIGN OF THEIR OWN ACCORD AND THIS RESOLUTION SHALL ONLY BE EFFECTIVE IF SIGNED BY ALL CHIEF LOCAL ELECTED OFFICIALS AND LOCAL BOARD CHAIRS REPRESENTING THE FOUR LOCAL WORKFORCE AREAS.

SIGNED BY:

CHIEF LOCAL ELECTED OFFICIAL(S) FOR CAREERSOURCE GULF COAST

Local Workforce Board Chair: _____

Name Here

Date

Chief Local Elected Official: Ridley D. Jones 12/5/23
Name Here Date

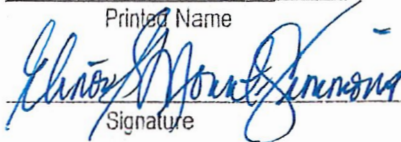
Chief Local Elected Official: _____
Name Here Date

Chief Local Elected Official: _____
Name Here Date

BY OUR SIGNATURES BELOW, WE APPROVE THE ATTACHED ADDENDUM (REGIONAL PLANNING AREA PLAN), AND AGREE THAT THE FEDERAL AND STATE REQUIREMENTS FOR A PLANNING REGION CONTINUE TO BE MET, AND THIS APPROVAL SHALL ONLY BE EFFECTIVE IF SIGNED BY ALL CHIEF LOCAL ELECTED OFFICIALS AND LOCAL BOARD CHAIRS REPRESENTING THE TWELVE COUNTY REGIONAL PLANNING AREA -THE NORTHWEST FLORIDA WORKFORCE COLLECTIVE.

SIGNED BY:

Local Workforce Board Chair:

Elinor Mount-Simmons
Printed Name

Signature

10.02.24
Date

Chief Local Elected Official:


Tommy Hamm, Chairman
Printed Name

Signature

Bay County
Board of County
Commissioners

9/17/24
Date

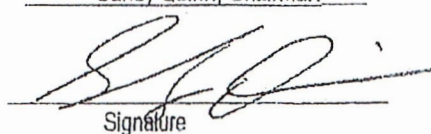
Chief Local Elected Official:

Ricky Jones, Chairman
Printed Name

Signature

Franklin County
Board of County
Commissioners

10/1/24
Date

Chief Local Elected Official:

Sandy Quinn, Chairman
Printed Name

Signature

Gulf County
Board of County
Commissioners

SEPT. 24, 2024
Date



Lloyd Reshard
Board Chair

Marcus L. McBride, PhD
Chief Executive Officer

Workforce Escarosa, Inc. dba CareerSource Escarosa's 4-Year/Regional Plan has been reviewed and approved as attested by placement of our signatures and authorization below:

**Designated Chief Local Elected Official
Region I**
Santa Rosa County Board of Commissioners

CareerSource Escarosa

Sam Parker
Signature

Lloyd Reshard
Board Chair: Lloyd Reshard

Sam Parker
Printed Name

9/12/24
Date

CareerSource Escarosa

M. McBride
Chief Executive Officer: Marcus L. McBride, PhD

ATTEST: *Donald C. Spencer*
Donald C. Spencer, Clerk of Court



**CareerSource Okaloosa Walton Workforce Innovation and Opportunity
Act
Regional Plan Addendum
January 1, 2025-December 31, 2028**

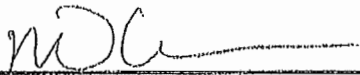
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SIGNED BY:
CHIEF LOCAL ELECTED OFFICIAL(S) FOR CAREERSOURCE OKALOOSA WALTON.

Local Workforce Board Chair:

Michelle Crocker

Print Name



Signature

9.4.2024

Date

Chief Local Elected Official Okaloosa County:

Paul Mixon,
Chair, Okaloosa County Commission

Paul Mixon

Signature



9/17/2024

Date



CareerSource Okaloosa Walton Workforce Innovation and Opportunity Act

Regional Plan Addendum

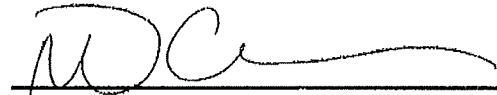
January 1, 2025-December 31, 2028

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SIGNED BY:
CHIEF LOCAL ELECTED OFFICIAL(S) FOR CAREERSOURCE OKALOOSA WALTON.

Local Workforce Board Chair:

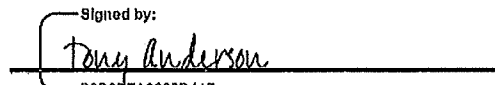
Michelle Crocker
Print Name


Signature

9.4.2024
Date

Chief Local Elected Official Walton County:

Anthony "Tony" Anderson
Print Name

Signed by:

Signature

9/30/2024
Date

BY OUR SIGNATURES BELOW, WE APPROVE THE ATTACHED ADDENDUM (REGIONAL PLANNING AREA PLAN) AND AGREE THAT THIS APPROVAL SHALL ONLY BE EFFECTIVE IF SIGNED BY ALL CHIEF LOCAL ELECTED OFFICIALS AND LOCAL BOARD CHAIRS REPRESENTING THE TWELVE COUNTY REGIONAL PLANNING AREA -THE NORTHWEST FLORIDA WORKFORCE COLLECTIVE.

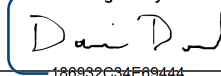
**SIGNED BY:
CHIEF LOCAL ELECTED OFFICIAL(S) FOR CAREERSOURCE CHIPOLA.**

Local Workforce Board Chair:

Donnie Read

Printed Name

DocuSigned by:



Signature

10/1/2024

Date

Chief Local Elected Official:

Scott Monlyn

Printed Name

Signed by:



Signature

CareerSource Chipola
Consortium Chair

10/2/2024

Date