

CareerSource Escarosa

DRAFT

Local Workforce Development Area I

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Date Submitted: XXXXXXXXX

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INTRODUCTION

These guidelines provide direction for local plans submitted under the Workforce Innovation and Opportunity Act (WIOA). WIOA requires each local workforce development board (LWDB) to develop and deliver to the state a comprehensive two-year modification to their four-year plan. These plans must be submitted in partnership with the local chief elected official. Regulations require states and LWDBs to regularly revisit and recalibrate state plan strategies in response to changing economic conditions and workforce needs of the state (20 CFR, Unified and Combined Plans Under Title I of the Workforce Innovation and Opportunity Act, §676.135).

The law emphasizes the importance of collaboration and transparency in the development and submission of local plans. Affected entities and the public must have an opportunity to provide input in the development of the plan. Local boards must make the plan available electronically and in open meetings to ensure transparency to the public.

LWDBs must provide leadership and should seek broad stakeholder involvement in the development of their local plan. Local elected officials, local workforce development board members, core program partners and mandatory one-stop partners are an integral part of the planning process. WIOA encourages an enhanced, integrated system by including new core programs in its planning and performance requirements. Each plan addresses how the LWDB coordinates service delivery with core programs of the Division of Vocational Rehabilitation, the Division of Blind Services and the Division of Career and Adult Education.

Each plan is based on current and projected needs of the workforce investment system, placing an increased emphasis on coordination and collaboration at all levels to ensure a seamless system for employers and job seekers, including those with disabilities. The plan must identify the education and skill needs of the workforce and the employment needs of the local area. Plans must include an analysis of the strengths and weaknesses of services provided to address identified needs. The assessment must include the best available information, evidence of effectiveness, and performance information for specific service models and a plan to improve program effectiveness by adopting proven or promising practices as a part of the local vision. LWDBs provide a comprehensive view of the system-wide needs of the local workforce development area.

Local plans must address how LWDBs foster strategic alignment, improve service integration and ensure the workforce system is industry-relevant, responding to the economic needs of the local workforce development area and matching employers with skilled workers. Services described in local plans must lead to greater efficiencies, reduce duplication, and maximize financial and human resources. These plan

guidelines require LWDBs to address current and future strategies and efficiencies to address the continuous improvement of Florida's workforce system and its focus on customer service excellence.

Local plans should align with CareerSource Florida's business and market-driven principles to be the global leader for talent. These principles include:

- Increasing the prosperity of workers and employers
- Reducing welfare dependency
- Meeting employer needs
- Enhancing productivity and competitiveness

PROCESS FOR PLAN SUBMITTAL

CareerSource Florida, Inc., established a form entitled "WIOA Local Plan Submission Form." The form will be used to submit the two-year modification of the local plan, required attachments, and contact information for primary and secondary points of contact for each LWDB. All two-year modifications for local plans must be submitted no later than 5:00 p.m. (EST) on Thursday, March 29, 2018.

Prior to plan submission, please ensure:

- **The local board reviewed and approved the plan;**
- **The board chair and the chief elected official signed the appropriate document, with an original submitted to CareerSource Florida by mail to *WIOA Plans c/o Warren Davis, Policy Analyst, 2308 Killearn Center Blvd. Suite 101, Tallahassee, FL 32317*. Please also send a scanned copy to FloridaWIOA@careersourceflorida.com. This email address can also be used to submit any questions pertaining to the two-year modification process;**
- **The structure and numbering follows the plan instructions format (beginning with Section I of these instructions);**
- **The plan is one continuous and searchable PDF document including all attachments;**
- **Responses to all questions are informative and concise;**
- **The name of the local area, the page number and plan submission date are listed in the footer of the document;**
- **A table of contents with page numbers is included and each page of the plan is numbered;**
- **and,**
- **Text is typed with a font size of 11 or greater.**

Please email FloridaWIOA@careersourceflorida.com and confirm plan submission. This begins the plan's official review by the Department of Economic Opportunity (DEO). Upon submission, all plans are reviewed for completeness and adherence to plan formatting requirements. If there are questions or

concerns local boards are notified. The content of plans is reviewed by both DEO and CSF staff with a recommendation for approval or disapproval provided to the CSF Board of Directors at its meeting scheduled for May 16, 2018.

A recommendation for approval is made unless the staff review indicates: (1) there are deficiencies in local workforce investment activities that are not addressed, or (2) the plan is inconsistent with WIOA and its regulations, including required public comment provisions. It is recognized that this two-year modification will include strategies and activities that are fully completed, as well as some that are still being developed and implemented.

KEY DATES

Local Plan Guidelines Issued.....	January 3, 2018
WIOA Statewide Unified Plan Two-Year Modification Due	March 29, 2018
Local Plans Due.....	March 29, 2018
Local Plans Approved.....	May 16, 2018
WIOA Program Year 2018 Begins	July 1, 2018

FLORIDA'S VISION FOR IMPLEMENTING THE WORKFORCE INNOVATION AND OPPORTUNITY ACT

The implementation of WIOA ensures Florida has a business-led, market-responsive, results-oriented, and integrated workforce development system. The system fosters customer service excellence, ensures continuous improvement, and demonstrates value by enhancing employment opportunities for all individuals, including those with disabilities. This focused and deliberate collaboration among education, workforce, and economic development networks increases economic prosperity by maximizing the competitiveness of Florida businesses and the productivity of Florida's workforce.

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

- Enhance alignment and market responsiveness of workforce, education and economic development systems through improved service integration that provides businesses with skilled, productive, and competitive talent and Floridians with employment, education, training and

support services that reduce welfare dependence and increase opportunities for self-sufficiency, high-skill and high-wage careers and lifelong learning.

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

ORGANIZATIONAL STRUCTURE

(1) Chief Elected Official(s) (CEO)

- A. Identify the chief elected official(s) by name, title, mailing address, phone number and email address.

Escambia Board of County Commissioners

Jeff Bergosh – Chair

221 Palafox Place Suite 400

Pensacola, FL 32502

850-595-4940

District1@myescambia.com

Santa Rosa Board of County Commissioners

Robert A. “Bob” Cole – Chair

6495 Caroline Street, Suite M

Milton, FL 32570

850-983-1877

Commcole@santarosa.fl.gov

- B. If the local area includes more than one unit of general local government in accordance with WIOA sec. 107(c)(1)(B), attach the executed agreement that defines how parties carry out roles and responsibilities of the chief elected official.

The Interlocal Agreement between Santa Rosa Board of County Commissioners, Escambia County Board of County Commissioners and Workforce Escarosa, Inc., (dba CareerSource Escarosa), hereinafter referred to as Escarosa, is Attachment A

- C. Attach a copy of the agreement executed between the chief elected official(s) and the Local Workforce Development Board.

Please see Attachment A.

- D. Describe the by-laws established by the CEO to address criteria contained in §679.310(g) of the proposed WIOA regulations:

- i. The nomination process used by the CEO to elect the local board chair and local board members;

The Interlocal Agreement stipulates under Section II B) and C), the process and responsibility of each Board of County Commissioners appointments to the Board. A general purpose business organization submits nominees for private sector business appointments to the appropriate Board of County Commissioners for the county being represented. Private sector representation as stipulated in the Interlocal Agreement will be equal between both counties. Other required members such as labor, are approved by both boards of county commissioners.

- ii. The term limitations and how term appointments are staggered to ensure only a portion of memberships expire in each year;

Escarosa's By-Laws (Article III Section 4) stipulate Board membership and staggered terms (Attachment B). Escarosa was established in 1996 and at the initial process of implementing the organization, the terms were staggered. As the organization has been in existence for 20 years, the terms have remained staggered due to normal resignations and expirations or terms. The terms of the members are monitored by the Executive Director to insure vacancies are addressed.

- iii. The process to notify the CEO of a board member vacancy ensuring a prompt nominee;

The Boards of County Commissioners are not notified of vacancies at time they occur, as they appoint the members once nominated, but normally do not participate in the nomination process. For Private Sector Business representatives, local chambers and economic development entities for the county in which the vacancy exists, are notified of vacancies so that they can reach out and recruit members for the local workforce boards (LWBs). For required partners, such as labor, education, economic development, and vocational rehabilitation, those organizations normally provide a nomination to fill a spot being vacated by their previous representative. At the time the nominees are identified by the general business entity or required partner, the

nominee(s) information is provided to the Boards of County Commissioners for their review and appointment.

- iv. The proxy and alternative designee process used when a board member is unable to attend a meeting and assigns a designee per requirements at §679.110(d)(4) of the proposed WIOA regulations;

Escarosa's By-Laws do not allow for proxy voting or designees. (Article II Section 5). To allow for proxy voting, the By-Laws will need to be amended. By-Laws are reviewed annually and any revisions occur at the September meeting of the Board of Directors.

- v. The use of technology, such as phone and web-based meetings used to promote board member participation;

Teleconferencing and webinars are allowable and are used for LWB meetings. (Article II Section 6 – Escarosa By-Laws) Meetings of the Board are announced electronically and all Board materials are posted to Escarosa's website. In addition, a legal ad is placed in the Pensacola News Journal to direct the public to the website and to notify the public of the physical location of the meeting.

- vi. The process to ensure board members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities; and, **Escarosa's Board of Directors is actively involved in brokering relations and support for Escarosa's workforce development activities. The Chair, Steve Rhodes, is an active member of the State's Workforce Development Chair's Association; sits on various community councils and partnerships and other boards, and promotes Escarosa and its services via these activities. The Chair and Vice Chair encourage interaction of all Board members and involve Board members in Committees of the Board and ensure Chairs of all Committees are Board members. The Escarosa By-Laws stipulate attendance and members can be removed for unexcused absences from the meetings.**

- vii. Any other conditions governing appointments or membership on the local board. **As previously stated, for required partners/members – organizations that represent that specific partner/member are notified of vacancies and identify potential members for appointment. When the nominees are received, Escarosa provides those nominations, along with candidate questionnaires, to County Boards of Commissioners for review and appointment.**

Provide a description of how the CEO is involved in the development, review and approval of the local plan and its two-year modification.

The Chief Elected Officials and their representatives were notified of the plan process and provided updates along with the Board members. A draft of the plan was posted to Escarosa website on February 15th and a notice sent to interested parties, partners, CEOs and Board members for review and input; the period of time for public comments began on February 16th, and ended on March 18th. Any comments received from the draft were reviewed and incorporated as appropriate. All public comments received are included as Attachment E.

(2) Local Workforce Development Board (LWDB)

- A. Identify the chairperson of the Local Workforce Development Board by name, title, mailing address, phone number and email address. Identify the business that the chair represents.

Steve Rhodes, Chair
3670 North "L" Street, 2nd Floor
Pensacola, FL 32505
850-429-2401
Sk Rhodes@southernco.com

Gulf Power Company

- B. If applicable, identify the vice-chair of the Local Workforce Development Board by name, title, mailing address, phone number and email address. Identify the business or organization the vice-chair represents.

Gretchen Clarke, Vice Chair
3670 North "L" Street, 2nd Floor
Pensacola, FL 32505
850-932-5338
Gclarke@appriver.com

AppRiver

- C. Provide a description of how the LWDB was involved in the development, review, and approval of the local plan and its two-year modification.

The LWDB was notified of the Plan instructions and timeline at the December 15, 2017 Board of Director's Meeting. The LWDB members were notified via email on February 15, 2018, of the draft plan posting to our website. The members were asked to review the draft and asked to participate by offering suggestions/comments to the Executive Director so they could be included in Attachment E, Public Comments. On March 15, 2018, the draft was approved by the Board of Directors in general meeting.

(3) Local Grant Subrecipient (local fiscal agent or administrative entity)

- A. Identify the entity selected to receive and disburse grant funds (local fiscal agent) if other than the chief elected official. WIOA section 107(d)(12)(B)(1)(iii); 20 CFR 679.420

Please see Attachment A, Interlocal Agreement, Section III, D. Escarosa is designated by both Boards of County Commissioners (Escambia and Santa Rosa) as the administrative and fiscal entity for LWDA 1.

- B. Identify the entity selected to staff the LWDB (commonly referred to as the administrative entity) and assist it in carrying out its responsibilities as a board organized under WIOA. (May be the same as the fiscal agent). 20 CFR 679.430

Please see Attachment A, Interlocal Agreement, Section III, D.

- C. If a single entity is 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 or training services, attach any agreements describing how the entity will carry out its multiple responsibilities, including how it develops appropriate firewalls to guard against conflicts of interest as described in CareerSource Florida strategic policy 2012.05.24.A.2 – State and Local Workforce Development Board Contracting Conflict of Interest Policy.

Escarosa operates as the fiscal agent and administrative entity for the LWDB as approved in the Interlocal Agreement, and has been designated to do so since 1996. Escarosa is required to submit its annual budget to both Boards of County Commissioners as well as its fiscal audit as performed by an independent accounting firm. All monitoring reports are posted to Escarosa’s website for not only their review, but also for public review. Escarosa’s By-Laws (Attachment B) stipulates prohibitions of contracting with LWDB members in accordance with State policy. All financial statements are reviewed by the Executive Committee and full Board of Directors before being approved by the Board.

(4) One-Stop System

- A. Provide a description of the local one-stop system (including the number, type and location of the comprehensive center(s), and other service delivery points).

The local one stop system consists of three centers. The full-service center is located in the highest populated area of Escambia County which is Pensacola. The center is located at 3670 North “L” Street in Pensacola. Santa Rosa County also has a center that provides core services such as WIOA, Welfare Transition, Wagner Peyser, SNAP, PREP and Veteran Services and is located at 5270 Highway 90 in Milton, FL. Escarosa also operates a one stop in Century which is in the northern part of Escambia County. Information on the full array of services offered by Escarosa is provided via printed materials and posted on our website for the northern part of the county.

- B. Identify the days and times when service delivery offices are open to customers. Customers must have access to programs, services and activities during regular business days at a comprehensive one-stop center.

The center in Pensacola and Milton are open Monday – Friday, 7:30 a.m. to 4:30 p.m.

The center in Century is open Monday - Thursday, 8:00 a.m. to 4:00 p.m.

- C. Identify the entity or entities selected to operate the local one-stop center(s).

Currently Escarosa is the One Stop Operator for LWDA 1.

- D. Identify the entity or entities selected to provide career services within the local one-stop system.

Currently all career services are provided by leased employees through Landrum Professional Services, and employees of the Florida DEO.

- E. Identify and describe what career services will be provided by the selected one-stop operator and what career services, if any, will be contracted out to service providers.

Universal and program-specific career services are provided by Escarosa staff leased from Landrum HR Professional, state-merit employees of DEO, with the exception of WIOA Youth Program services which are provided by contracts with local school districts and community-based organizations.

- F. Pursuant to the CareerSource Florida Administrative Policy for One-Stop Certification, provide the required attestation that at least one comprehensive one-stop center in the local area meet the certification requirements.

The Pensacola One Stop Center will be our comprehensive one-stop center. The Pensacola One Stop meets the requirements of the CareerSource Florida’s draft policy on One Stop Career Center Certification – Comprehensive One-Stop Center Requirements.

For the past several years, Escarosa has met all performance measures and exceeds many of the measures. For FY 2014 -2015, Escarosa met 3 standards and exceeded the remaining 9 standards. Escarosa also had one of the top performances in the State regarding the Employer Retention Rate and Level 1 services provided to our business community. The performance indicators substantiate Escarosa as an effective organization in the services we deliver.

All centers are reviewed annually for physical and programmatic accessibility by our EEO Office and our internal monitors. The Pensacola center is equipped with wheelchair accessible computer desks, and monitors designed for use by the visually impaired. Information is posted on our website and all outreach materials including the notice regarding the availability of auxiliary aids and services is provided.

All staff meets the Tier I and Tier II certification requirements. In addition, staff is provided the opportunity to attend the Florida Workforce Summit, as funding permits.

The centers close once per quarter for ½ day so that cross-training and other staff training can be conducted. This supports continuous improvement within our centers

ANALYSIS OF NEED AND AVAILABLE RESOURCES

(1) Please provide an analysis (or existing analysis pursuant to WIOA section 108(c)) of the regional economic conditions, which must include:

- A. Information on existing and emerging in-demand industry sectors and occupations; and
- B. The employment needs of employers in those industry sectors and occupations (WIOA §108(b)(1)(A)).

The Bureau of Labor Market Statistics indicates that the majority of the top 15 existing demand occupations are low-skill occupations characterized by relatively low wages and high rates of worker turnover. The top five existing demand occupations are related to customer service and hospitality which cater to the region’s retirees and tourists.

Specifically: Leisure and Hospitality - In November, 2017 the employment was 24,400 in this sector. The over the year change was +1300 jobs (+5.6%). The number of jobs in this sector has been trending upwards over the past 5 years.

Combined food preparation and serving workers, including fast food workers is the top existing demand occupation with a median hourly wage of \$9.38. Two of the top demand occupations are the healthcare occupations registered nurses and nursing assistants, with 1,003 projected openings between 2017 and 2025.

TOP 15 EXISTING DEMAND OCCUPATIONS (ranked by total job openings)

Workforce Development Area 1 - Escambia and Santa Rosa Counties

Rank	Occupation Code	Title	Employment		2017 - 2025			2017 Hourly Wage (\$)		
			2017	2025	Level Change	Percent Change	Total Job Openings*	Median	Entry**	Exp***
1	353021	Combined Food Prep. and Serving Workers, Inc. Fast Food	6,541	7,605	1,064	16.3	11,438	9.38	9.15	9.91
2	412031	Retail Salespersons	7,384	8,209	825	11.2	9,921	10.48	8.94	14.47
3	412011	Cashiers	5,960	6,180	220	3.7	9,217	9.18	8.89	10.00
4	353031	Waiters and Waitresses	4,742	5,160	418	8.8	7,822	9.96	9.07	14.08
5	352014	Cooks, Restaurant	2,775	3,295	520	18.7	3,965	11.72	9.89	14.01
6	372011	Janitors and Cleaners, Except Maids and Housekeeping	3,275	3,623	348	10.6	3,918	10.07	9.11	13.16
7	436014	Secretaries, Except Legal, Medical, and Executive	4,147	4,457	310	7.5	3,807	14.77	10.94	17.39
8	439061	Office Clerks, General	3,261	3,482	221	6.8	3,254	13.35	9.94	16.67
9	435081	Stock Clerks and Order Fillers	2,862	3,052	190	6.6	3,199	11.59	9.28	14.18
10	291141	Registered Nurses	4,888	5,516	628	12.9	2,764	27.71	21.75	31.26
11	311014	Nursing Assistants	2,297	2,672	375	16.3	2,685	11.62	10.01	13.02
12	351012	First-Line Superv. of Food Preparation & Serving Workers	1,948	2,241	293	15.0	2,601	15.52	12.06	20.31
13	411011	First-Line Supervisors of Retail Sales Workers	2,525	2,698	173	6.9	2,331	19.66	13.30	27.11
14	537062	Laborers and Freight, Stock, and Material Movers, Hand	1,936	2,079	143	7.4	2,302	11.03	9.26	14.01
15	434171	Receptionists and Information Clerks	1,725	1,952	227	13.2	2,103	12.80	10.64	15.22

* Job openings result from economic growth and from replacement needs. For declining occupations, all job openings result from replacement needs.

** Entry Wage - The wage an entry-level worker might expect to make. It is defined as the average (mean) wage earned by the lowest third of all workers in a given occupation.

*** Experienced Wage - The wage an experienced worker might expect to make. It is defined as the average (mean) wage earned by the upper two-thirds of all workers in a given occupation.

Source: Florida Department of Economic Opportunity, Bureau of Labor Market Statistics, December 2017

Emerging Occupations: According to the Bureau of Labor Market Statistics, Emerging occupations occur in the healthcare and professional services industry sectors. Based on recent economic development trends, occupations related to advanced manufacturing/assembly, financial services, Information Technology, and skilled trades are also in the emerging category. The number of jobs in the manufacturing sector has been trending upwards over the past five years. The announcement of AIRBUS' first U.S. Final Assembly Line (FAL) in neighboring Mobile, AL has resulted in an increased interest in our region from AIRBUS suppliers and additional opportunities for existing manufacturers in aviation and related fields. In Pensacola, VTMAE will bring approximately 360 aviation related jobs between 2018 and 2020. The region's legacy employers include major manufacturing facilities from companies such as: International Paper, Armstrong World Industries, GE, Ascend Performance Materials and PALL Corporation. These facilities, and clustered industry support companies, have seen resurgence in production and are applying advanced manufacturing technologies which require upgraded skills and are providing wealth-creating jobs.

The financial services industry sector will see additional growth due to Navy Federal Credit Union's major expansion at their Pensacola location. The largest credit Union in the world, Navy Federal will employ 10,000 personnel over the next decade. Due to innovations in technology and financial service products, knowledge content for current and future financial service occupations is constantly changing and will require properly prepared employees.

Homeland Defense/Cybersecurity opportunities have increased due to an expansion at Pensacola's Department of Homeland Security operation and other companies such as AppRiver. This expansion, coupled with the presence of the U.S. Navy's Center for Information Dominance (CID) which provides multi-service training for the military's cryptologic professionals, and its related defense contract opportunities, provides enhanced opportunities for employment in a variety of Information Technology/Cybersecurity occupations.

The growth in the construction industry sector is due to some extent to activities related to the \$400 million, three year, Bay Bridge construction project in Escambia and Santa Rosa counties. Additionally, an increase in construction, in both commercial and residential development, supports our region's growth.

Regional and local economic development entities have developed "target industry" attraction strategies which focus efforts on those industries which are considered best fits

for Northwest Florida. These targets were developed using research-based methods and third party consultation.

These targets include:

Advanced Manufacturing

Aviation/Aerospace

Defense/Homeland and Cybersecurity

Health Services

Information Technology and Business Process Outsourcing (BPO)

Transportation, Logistics, Distribution

LWDA1 has been involved in the strategic planning processes to develop these targets, and considers each of these as potential emerging industries which will provide additional employment opportunities and training challenges for the future.

CareerSource Escarosa's Business Services team and management meet on a regular basis with industry sector leaders, local/regional economic development boards, industry specific support organizations (i.e. Northwest Florida Manufacturer's Council, Innovation Coast, etc.) as well as public and private education providers to ensure that education and training opportunities exist and are relevant to support these economic development and emerging industry targets. The skill gap analysis study was completed by the University of West Florida and is provided as an example of the type of collaborative activity being conducted in support of our region's employers.

Top Emerging Industries

Workforce Development Area 1 - Escambia and Santa Rosa Counties

Industry Code	Title	Employment		2017 - 2025 Change	
		2017	2025	Total	Percent
6219	Other Ambulatory Health Care Services	478	618	140	29.3%
5239	Other Financial Investment Activities	178	224	46	25.8%
5417	Scientific Research and Development Services	202	253	51	25.2%
6214	Outpatient Care Centers	905	1,131	226	25.0%
7212	RV (Recreational Vehicle) Parks and Recreational Camps	80	99	19	23.8%
5222	Nondepository Credit Intermediation	454	560	106	23.3%
5223	Activities Related to Credit Intermediation	96	118	22	22.9%
7115	Independent Artists, Writers, and Performers	27	33	6	22.2%
4541	Electronic Shopping and Mail Order Houses	115	140	25	21.7%
4237	Hardware, and Plumbing and Heating Equipment and Supplies Merchant	541	658	117	21.6%
5312	Offices of Real Estate Agents and Brokers	650	790	140	21.5%
6116	Other Schools and Instruction	243	292	49	20.2%
6114	Business Schools and Computer and Management Training	172	206	34	19.8%
6215	Medical and Diagnostic Laboratories	211	252	41	19.4%
5419	Other Professional, Scientific, and Technical Services	957	1,140	183	19.1%

Source: Florida Department of Economic Opportunity, Bureau of Labor Market Statistics, December 2017

- (2) Please provide an analysis of the knowledge and skills needed to meet the employment needs of the employers in the region, including employment needs in in-demand industry sectors and occupations (WIOA §108(b)(1)(B)).

The knowledge and skills needed to meet the needs of this region's in-demand sector occupations and target industries include strong soft skills, including: team skills, service and social skills, interpersonal communicative skills, critical thinking/problem solving and flexibility as well as the pertinent post-secondary and technical skills required for emerging and demand occupations, i.e. A&P certifications, Trades, CDL, Financial Services skills, Health Services and IT related certifications.

This plan will ensure that WIOA core programs are compliant with federal regulations through our One-Stop centers so that program services are coordinated, and when appropriate, integrated to make accessible a menu of customizable services available to clients on the basis of client needs.

- (3) Please provide an analysis of the workforce in the region, including current labor force employment (and unemployment) data, information on labor market trends, and the educational and skill levels of the workforce in the region, including individuals with barriers to employment (WIOA §108(b)(1)(C)).

Local Workforce Development Area One (LWDA1) is the Pensacola-Ferry Pass-Brent MSA which includes Escambia and Santa Rosa Counties with a population of 448,991 and a total labor force of 217,169

The MSA unemployment rate as of December, 2017 is currently 3.5% (down from 10.5% in January, 2010).

Barriers to employment

CareerSource Escarosa is involved in a regional effort to address the unique needs of individuals with barriers to employment.

- **In reviewing the most recent census data in our two county area for the population ages 25-64:**
 - o 9.1% have less than a high school diploma or equivalent.
 - o 27.9% have a high school diploma or equivalent
 - o 23% have some college (no degree)
 - o 13.6% have an associate's degree
 - o 17.1% have a bachelor's degree
 - o 8.5% have a graduate or professional degree

- **The unemployment rate for those with disabilities in Escambia County is 17.9%, in Santa Rosa County it is 19.3%.**

- In Escambia County, 14.7% of the population is below the poverty level. In Santa Rosa County, 12.3% of the population is below the poverty level.

- An estimated 57,351 veterans reside in LWDA1, 15,217 (26.5%) have a service related disability.

- According to the Florida Department of Corrections, there are 10,440 ex-offenders under Probation/Parole supervision served by the Pensacola Community Corrections Office that serves Escambia, Santa Rosa, Okaloosa and Walton Counties.

- A 2016 HUD Point in Time Count identified 798 Homeless individuals in Escambia and Santa Rosa counties.

(4) Please provide an analysis of the workforce development activities (including education and training) in the region, including an analysis of the strengths and weaknesses of such services and the capacity to provide such services, to address the identified education and skill needs of the workforce and employment needs of employers in the region (WIOA §108(b)(1)(D) and WIOA §108(b)(7)).

CareerSource Escarosa maintains relationships with all regional economic development and business organizations. These relationships, coupled with our partnerships with public and private training providers and school districts allows us to facilitate the region's best training opportunities to meet the needs of our workforce. CareerSource Escarosa continues to be an engaged participant in our local and regional economic development agency's boards and committees, and often educational providers are included in these efforts.

Our largest strength regarding education and training, are our region's training providers and education partners have worked hard to become involved with business leaders and understand their workforce development and training needs. The career academies that have been developed in our secondary schools are aligned closely with employer needs, economic development initiatives and include business advisory councils. They remain flexible to industry needs and strive to find the best possible training solutions at the pace of business. In addition, our educational partners which include Pensacola State College, the University of West Florida, Santa Rosa and Escambia County School Districts, as well as many private for-profit providers have excellent training programs that are aligned with our demand occupations and industry sectors. The public and private training providers work well with Escarosa and are very open to suggestions for training improvements based upon local employer input and need.

One of the weaknesses we see is the lack of registered apprenticeship programs and internships and cohort programs; however, Pensacola State College and the University of West Florida are diligently exploring all possibilities and are moving toward implementing these programs.

(5) Please provide a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area (WIOA §108(b)(7)).

- **Adult and Dislocated Worker employment, education, and training services are extensively and continuously marketed through the local area.**

- Orientation is offered to familiarize customers with programs, services and eligibility requirements.
- Current education and training services are designed and implemented in conjunction with local area labor market information/in-demand occupations and are designed and adjusted as necessary to meet customer and employer needs.
- CareerSource Escarosa offers a robust menu of employability skills, employment preparation and job retention workshops at full service one-stop career centers.
- Customers are counseled to assess work readiness, identify barriers and develop action plans to include education and training services.
- Customers who need additional assistance in addressing and overcoming barriers are referred to appropriate community services for assistance.
- WIOA customers are administered the Test of Adult Basic Education (TABE) to assess their current academic skill level and suitability for post-secondary training. Customers who are basic skills deficient are offered referrals to adult basic skills/literacy services for assistance.
- Individual Employment Plans are developed with customers so that they are able to move strategically along a career pathway.
- On-the-job training opportunities are developed with area employers to provide customers with access to a direct pathway to employment.
- WIOA Career Advisors provide ongoing counseling and support during enrollment, training, pre-placement and post placement follow-up.

At this point in time, Escarosa is unaware of any additional training programs that are needed to be developed and implemented in our local area to meet the needs of our current business community. Several years ago it was determined that the aerospace industry could have a large effect on future businesses with several aerospace contracts being awarded to our neighbors to the west, Mobile, Alabama. George Stone Technical School stepped up to that challenge and has recently implemented an A&P certification specifically to address the economic projections. As other needs are identified, they are presented to our educational partners for input and development. In many cases, capital purchases and facility cost hinder processes. In addition, Locklin Vo-Tech offers a program in Cyber Security and Pensacola State College has added a Cyber Security degree as well, with the capacity to develop certificate programs within that industry. This was based on community business needs to include the Center for Information Dominance at Corey Station and companies such as AppRiver.

- (6) Please provide a description and assessment of the type and availability of youth workforce investment activities in the local area, including activities for youth who are individuals with disabilities.

The description and assessment must include an identification of successful models of such youth workforce investment activities (WIOA §108(b)(9)).

CareerSource Escarosa currently contracts WIOA In-school and Out-of-School youth services to three service providers: Children’s Home Society of Florida, The School Board of Escambia County, and The School Board of Santa Rosa County. These organizations provide resources and workforce activities to youth with barriers such as homelessness, DJJ youth/youth with criminal backgrounds, pregnant/parenting, youth with disabilities, youth in foster care or who have aged out of the foster care system, etc. Youth case managers conduct objective assessments of youth to identify appropriate services and career pathways for youth participants to support their attainment of a secondary diploma, entry into post-secondary education and career/job readiness. The services provided to youth participants include:

- **Leadership**
- **Support Services**
- **Adult Mentoring**
- **Guidance Counseling, which may include drug and alcohol abuse counseling**
- **Financial Literacy**
- **Entrepreneurship training**
- **Labor Market Information**
- **Activities to assist the youth in transferring to post- secondary education**
- **Occupational Skills Training to lead to/or acquire a credential or post-secondary credential**
- **Workforce preparation activities for a specific occupation or occupational cluster**
- **Tutoring/Study Skills to prevent dropout prevention and/or recovery**
- **Alternative School services**
- **Paid and unpaid work experience which may include such activities as pre-apprenticeship, internships, job shadowing, and on-the-job training.**
- **Follow-up services for at least 12 months after program completion**

Program components are career-oriented and aimed at high school diploma/GED attainment, post- secondary/advanced education, military enlistment, or unsubsidized employment. For all youth who are determined to be basic skills deficient (defined as having reading, math, or language skills below the 9th grade level) basic skills instruction is a required component.

Successful workforce investment models for out-of-school youth include pairing secondary education with work-based learning opportunities and post-secondary exposure. This provides career pathway development while the youth is in school. In-school youth are able to participate in work based learning opportunities such as subsidized work experience, job

shadowing opportunities, work-place tours etc. to assist in the development of their career plan.

Successful workforce investment models for out-of-school youth include re-engaging disconnected youth who have dropped out of school, or obtained their high school diploma or equivalent. Out of school youth are exposed to post-secondary opportunities such as occupational skills training, two year and four year degree programs and the opportunity to participate in work based learning opportunities to determine their career interest. Youth create a career plan based on their desired career pathway and are given the tools and resources necessary to accomplish career goals.

DRAFT

WORKFORCE DEVELOPMENT AREA VISION AND STRATEGIC GOALS

- (1) Provide a description of the local board's strategic vision and goals for preparing an educated and skilled workforce (including youth and individuals with barriers to employment), including goals relating to primary indicators of performance described in WIOA section 116(b)(2)(A) to support regional economic growth and economic self-sufficiency (WIOA §108(b)(1)(E)).

CareerSource Escarosa's strategic vision is that our region is recognized for its economic growth, driven by flourishing businesses and a skilled workforce.

Our goal is two-fold: to help businesses succeed by linking them to the workforce resources they need, and to help prepare job seekers by providing them with the skills needed for employment. To accomplish the goal, Escarosa will:

- **Create and sustain strategic partnerships dedicated to community prosperity through education, training and developing a climate for growing business and job creation.**
- **Provide exceptional service to each customer each day.**
- **Connect citizens to employment opportunities.**

Our Board of Directors supports our goal and is actively engaged in oversight and encouragement of Escarosa's work to achieve success.

It is important that these goals also remain tied to the primary indicators of performance under WIOA in order to support economic growth and worker self-sufficiency. Common measures are listed under #7, below in this section.

- (2) Describe the local area's strategy to work with entities that carry out the core programs to align resources available to the local area to achieve the strategic vision and goals established by the local board.

The CEO/Executive Director as well as other management staff is involved with community partners through Board memberships and committee work for various organizations. These include the Escarosa Coalition on the Homeless; both Early Learning Coalitions; Transportation for the Disadvantaged; several Juvenile Justice Advisory Councils; "Achieve Escambia" and other organizations. While they don't currently have a constant presence in our offices, the Division of Vocational Rehabilitation works with Escarosa staff for referrals to and from our programs.

Escarosa is closely aligned with our educational partners for ABE/GED programs as well as ESOL initiatives, and actively refers job seekers to the local school district Adult Education programs for literacy and GED Prep/testing. The Welfare Transition Program, SNAP, PREP, Wagner Peyser, WIOA and Veterans programs are all located with our One Stop Centers and these core programs are also coordinated with Vocational Rehabilitation and education. In addition, we work with VR&E for our veteran services.

Our local strategy is and has been to ensure we each understand the services offered by all core programs and partners and to streamline referral processes and the sharing of information. Participants are asked to sign a “Release of Information” when they receive core program services (exception - Resource Room/General Public services). The Release of Information allows staff to work with our community partners to design services specific to the needs of our customers.

- (3) Describe the actions the local board will take toward becoming or remaining a high-performing board, consistent with the factors developed by the state board pursuant to section 101(d)(6) of WIOA.

CareerSource Escarosa has been a high-performing board and expects to continue this high level of performance under WIOA. Internal quality assurance monitoring of all programs and processes is conducted at least twice annually. Management also conducts frequent monitoring and review of processes, services, and performance for continuous improvement purposes. Customer satisfaction surveys will continue to be promoted and available on the CareerSource Escarosa website to provide all customers (job seekers, businesses, staff, community agencies, general public, etc.) the opportunity to provide feedback, and to raise awareness regarding any deficiencies and/or needs. Management staff review these completed surveys and take action as appropriate. All front line staff members receive a minimum of 15 hours of continuing training annually to ensure that staff skills remain current and relevant.

- (4) Describe service strategies the LWDB has in place or will develop that will improve meeting the needs of customers with disabilities as well as other population groups protected under Section 188 of WIOA and 29 CFR Part §38.

Escarosa has been involved with a local initiative called Cradle to Careers. This initiative is targeting high poverty areas within Escambia County and is in the process of developing strategies to address the barriers individuals have in becoming self-sufficient. Major employers within our two county area are involved in the initiative and include Gulf Power Company, Navy Federal Credit Union, and Baptist Healthcare, to name a few. In addition, local press/media are attending and offering support. Community leaders of city and county government have attend a community roundtable and are working to support the initiatives identified to address high poverty areas. Educational partners include Pensacola State College, the Escambia School District; the UWF Haas Center; as well as other groups to include the Studer Group and CareerSource Escarosa are also involved. The main focus of Cradle to Careers is early childhood education and awareness; K-12 testing/ready rates; graduation rates; post-secondary school enrollments that lead to degrees and certifications in demand occupations, and finally long-term employment. High poverty areas normally contain individuals with numerous barriers to self-sufficiency such as basic skills deficiencies; low to no occupational skills; lack of high school diplomas/GEDs; homelessness; single parent families; public assistance and ex-offenders. In addition to the above, many individuals have mental health issues and/or physical disabilities. Cradle to Careers will be a major contributor on a strategy to address and improve services to our customers. Strategies and initiatives

identified will be reviewed and incorporated as appropriate and will also be applied to high poverty areas in Santa Rosa County.,

Escarosa continues to serve customers who are low-skilled, low-wage, disconnected, disadvantaged and “at-risk”, with multiple employment challenges, many of whom have hidden disabilities.

Escarosa ensures access for all individuals with disabilities to the full range of services available to all customers and those individuals with significant disabilities and significant barriers to employment are provided services that lead to competitive, integrated employment. Resource rooms where job search activities are conducted include specially adapted work stations where customers with hearing and visual impairments are able to conduct job searches the same as individuals who do not have impairments.

- (5) Describe the process used to develop your area’s vision and goals, including a description of participants in the process.

As this organization was incorporated in 1996 – and at that time developed a vision and goals – those were the basis from which current visions and goals have evolved. Over the past ten (10) years key staff has attended numerous advisory councils, and groups have met that have centered on the local economy and educational needs of our customers and businesses. Participants involved include, but are not limited to, University of West Florida, Pensacola State College, both school districts, major industry sectors and businesses through industry advisory councils, economic development, chambers of commerce, other LWDA’s in northwest Florida; Vocational Rehabilitation and other partners; Escarosa Board members; involvement with Career Academies and CAPE. All of these organizations have contributed in one way or another to the forming of visions and goals over the years. Escarosa’s visions and goals are ever changing and evolving based upon current labor market and customer needs. It is driven by the economy and our local employers as well as future employment initiatives. The Escarosa Board of Directors is involved in community initiatives and organizations and bring that expertise to our local operations and services which shape our vision and goals.

- (6) Describe how the LWDB’s goals relate to the achievement of federal performance accountability measures to support economic growth and self-sufficiency (WIOA §108(b)(1)(E)).

Escarosa continues to support the performance measures outlined by USDOL and CareerSource Florida. As a highly functioning LWDA, Escarosa is in a continuous improvement model, adapting to change as it’s needed, and seeking to perform higher than required in placing persons in jobs, penetrating the business market to offer services, training individuals appropriately to satisfy employer needs, etc. Escarosa fully supports economic development efforts and meets regularly with our ED partners to understand their initiatives and to insure our support for training to job seekers will meet those needs. Job vacancies are reviewed for self-sufficient wages and are promoted to those customers seeking assistance with training.

- (7) Indicate the negotiated local levels of performance for the federal measures (WIOA §108(b)(17)).

Common measures (latest available data) for Escarosa are as follows:

Common Measures	Performance 2015-2016	PY 2015-2016 Performance Goals	% of PY 2015-2016 Performance Goal Met
Adults:			
Entered Employment Rate	87.79%	80.50%	109.06%
Employment Retention Rate	94.27%	94.20%	100.07%
Average 6-Months Earnings	\$17,243.22	\$14,810.30	116.43%
Dislocated Workers:			
Entered Employment Rate	87.69%	91.90%	95.42%
Employment Retention Rate	96.08%	94.00%	102.21%
Average 6-Months Earnings	\$16,169.18	\$13,445.30	120.26%
Youth Common Measures:			
Placement in Employment or Education	83.33%	80.70%	103.26%
Attainment of a Degree or Certificate	81.25%	74.29%	109.37%
Literacy and Numeracy Gains	72.41%	40.00%	181.03%
Wagner-Peyser:			
Entered Employment Rate	59.09%	56.00%	105.52%
Employment Retention Rate	83.34%	79.00%	105.49%
Average 6-Months Earnings	\$12,424.00	\$11,160.00	111.33%

Not Met (less than 80% of negotiated)
Met (80-100% of negotiated)
Exceeded (greater than 100% of negotiated)

(8) Describe indicators used by the LWDB to measure performance and effectiveness of the local fiscal agent (where appropriate), contracted service providers, and the one-stop delivery system in the local area (WIOA §108(b)(17)).

Escarosa measures fiscal performance based upon requirements. These include our Annual Independent Audit conducted by an outside firm; the Fiscal Monitoring conducted by DEO; our adherence to all required percentages such as 75% out of school youth, 20% work experience expenditure requirement (youth funds), 10% or less for administrative costs, and

staying within the negotiated indirect rate. All percentages and audits are reviewed with the board at its next regularly scheduled meeting, as well as monthly financial statements and year-end financial statements as they are completed.

- (9) Describe the definition of “self-sufficiency” used by your local area (WIOA §108(b)(1)).

The definition used by Escarosa to determine “self-sufficiency” for various groups is as follows:

Adult and Welfare Transition: Self-Sufficiency is defined as income, based upon the household size that exceeds 200% of poverty as defined on the Lower Living Standard Income Level (LLSIL).

Dislocated Worker: Self-Sufficiency is defined as income which is at least 80% of the income level of the participant at the time of his/her dislocation.

Employed Worker: Self-Sufficiency is defined as a worker earning over 200% of poverty based upon the household size of the individual, as defined in the Lower Living Standard Income Level (LLSIL)..

Once an individual has exceeded 200% of poverty as defined by USDOL’s LLSIL, that person is considered to have achieved self-sufficiency and is not in need of any public or government assistance.

COORDINATION OF SERVICES

- (1) **Coordination of programs/partners:** Describe how individualized career services are coordinated across programs/partners in the one-stop centers, including Vocational Rehabilitation, TANF and Adult Education and Literacy activities. Specify how the local area coordinates with these programs to prevent duplication of activities and improve services to customers (TEGL 3-15).

CareerSource Escarosa counselors, front line staff and career advisors receive cross training and on-going information regarding all partner services within the one-stop, and agency services within the local area, that provide support to address the barriers of the local workforce. Customers are provided with referrals to community agencies as appropriate to address and assist them in overcoming barriers, and to assist customers in accessing needed services.

Escarosa establishes and maintains communication and information exchange with community partners to include joint meetings, workshops, staff training, advisory councils, consortium meetings, etc. These joint communications maximize resources within the region and ensure that all programs are aware of each other's services and prevent duplication. CareerSource Escarosa has long standing relationships with community partners such as Vocational Rehabilitation, DCF, Lakeview (State mental health facility), Adult Education and Literacy Services. Customers are asked to sign a "Release of Information" so that information can be exchanged between One-Stop Career Center staff and these agencies, to allow for coordination of efforts and prevent duplication of services.

- (2) **Coordination with Economic Development Activities:** Describe how the local board coordinates workforce investment activities carried out in the local areas with economic development activities carried out in the region (or planning region) in which the local area is located, and promotes entrepreneurial training and microenterprise services (WIOA §108(b)(5)).

CareerSource Escarosa continues to be an engaged participant in our local and regional economic development agency's boards and committees. This active involvement ensures that our services, staff and participants are seen as solutions to the economic development challenge. Escarosa's CEO/Executive Director has many years of experience, as well as multiple economic development trainings, in working with companies and EDOs on behalf of workforce issues. That experience affords the expertise that helps build and maintain partner relationships across the private and public sectors.

Escarosa management supports the Center for Innovation and Entrepreneurship, our region's business incubator. In addition, services may be made available with the Small Business Development Center associated with the UWF. Escarosa will continue to support entrepreneurial development efforts throughout the region and seek ways to support entrepreneurial training for customers desiring to start their own businesses.

Our larger regional economic development entity, Florida's Great Northwest, is the larger regional EDO, and LWDBs 1 – 4 are actively engaged in the planning process for this 12 county economic development agency, and the Florida Forward organization developed specifically to manage "Triumph" funds that resulted from the BP oil settlement.

- (3) Coordination of education and workforce investment activities:** Describe how the local board coordinates education and workforce investment activities carried out in the local area with relevant secondary and postsecondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services (WIOA §108(b)(10)).

Escarosa works very closely with its education and economic development partners. Escarosa's Business Services Team is involved in industry sector advisory councils tied to secondary career academies and nationally recognized industry certifications that lead to postsecondary degrees and certifications. The Business Services Team meets with our economic development partners when asked so that interactions can occur between local businesses and/or new businesses looking to locate within our two county areas. Escarosa partners with Pensacola State College (PSC) on numerous job fairs and recruitment events. We work closely with PSC and our Vocational/Technical Schools regarding programs and courses being offered which are tied to our demand occupational areas. Escarosa is involved with initiatives such as the Manufacturing Advisory Council regarding skill gaps and courses being offered to meet the needs of those employers; Cradle to Career – a community initiative to address poverty, high school completion, postsecondary courses, and employment. The Director of Escarosa also attends and is involved in any initiatives, as appropriate, with Florida's Great Northwest, Florida West Economic Development and Santa Rosa Economic Development. The above involvement achieves the necessary interaction and building of strategies between education, economic development and Escarosa.

Escarosa also updates its Eligible Training Provider List to adjust programs offered in the local area in order to assure alignment with the local EDO goals. Approved ETPs review the courses approved and provide feedback regarding any revisions or additions to what they offer each year. Courses are reviewed by our WIOA Career Advisors and Business Services Team to ensure the training is in demand areas that result in employment. On occasion, if our placements in certain occupations are lagging due to oversaturating the workforce from the numerous training providers in our area, courses will be removed by Escarosa from our approved list to ensure federal resources are utilized to fill gaps in occupational areas. This reduces duplication within our two county areas and enhances the use of federal dollars to provide financial support to our customers.

- (4) Coordination of transportation and other supportive services:** Describe how the local board coordinates workforce investment activities carried out under this title in the local area with the provision of transportation, including public transportation, and other appropriate supportive services in the local area (WIOA §108(b)(11)).

The CEO/Executive Director is a member, or designates a manager, to the Board of Transportation for the Disadvantaged for both Escambia and Santa Rosa Counties in Florida.

Escarosa reports transportation expenses to the Boards to enhance services to non-sponsored riders.

Escarosa provides transportation support services in the form of reloadable visa cards and bus tickets to our Welfare Transition program participants who fulfill their work participation requirements. In addition, bus tickets may be provided to our veteran populations on occasion to assist with job interviews and/or job search activities.

Escarosa has a staff presence with the Escarosa Coalition on the Homeless, Community Action Program, Children's Home Society, to name a few, to understand services offered through those community based organizations and to provide information on the support services and transportation assistance that we provide. Referrals are made between organizations for various services depending on specific participant needs.

The CEO/Executive Director (or a management designee) for Escarosa is also on the Board of Directors for the Early Learning Coalition of Escambia and Santa Rosa Counties. This interaction assists in ensuring subsidized childcare for not only Welfare Transition participants, but also the working poor, to insure services are not duplicated.

- (5) **Coordination of Wagner-Peyser Services:** Describe plans and strategies for, and assurances concerning maximizing coordination of services provided by the state employment service under the Wagner-Peyser Act (29 U.S.C 49 et seq.) and services provided in the local area through the one-stop delivery system to improve service delivery and avoid duplication of services (WIOA §108(b)(12)).

All available DEO partner programs ((Wagner-Peyser, LVER, DVOP) are located on-site at CareerSource Escarosa's One-Stop Career Centers. State Merit and OPS staff are co-located to ensure seamless delivery of services and program integration. They also notify Veteran and Eligible Persons of Priority of Service, and refer appropriate customers to the Veteran's Unit if the Veteran signifies that significant barriers to employment are present. After completion of registration and/or validation, customers are referred to appropriate programs and resources to complete the one-stop interaction. Escarosa staff is available for one-on-one career counseling and resume coaching to offer the customer an improvement in their employment outlook. Employment Security Representatives are on-site to perform Priority Re-Employment and Placement services to assist all claimants receiving Re-employment Compensation in decreasing their time to gainful employment. DEO staff are integrated into the one-stop center along with WIOA and TANF/WT staff In additional the National Caucus on Black Aged has office space in the one stop center to provide employment assistance to older job seekers. All partners are integrated into operations and function as part of the system as a whole.

- (6) **Coordination of Adult Education and Literacy:** Describe how the local board coordinates workforce investment activities carried out under this title in the local area with the provision of adult

education and literacy activities under Title II in the local area, including a description of how the local board carries out, consistent with subparagraphs (A) and (B)(i) of section 107(d)(11) and section 232, the review of local applications submitted under Title II WIOA §108(b)(10).

Customers are administered assessments to determine their suitability and readiness for various career pathway activities. Barriers are identified and customers are assisted in addressing/overcoming barriers to employment or training. Staff are trained and may offer the Test of Adult Basic Education (TABE) to determine suitability for post-secondary education or job training. Those customers who do not achieve scores needed to enter training, are referred to Adult Education/GED programs to assist them in achieving the required basic skill levels necessary to enter post-secondary training programs. CareerSource Escarosa has existing relationships with providers of Adult Education/GED and Literacy. All local educational entities receiving Perkins and Adult Education funds share their applications with the LWDB.

- (7) **Reduction of Welfare Dependency:** Describe how the local board coordinates workforce investment activities to help reduce welfare dependency, particularly how services are delivered to TANF and Supplemental Nutrition Assistance Program (SNAP) recipients, to help such recipients become self-sufficient. Additionally, describe the strategies the local area uses to meet CareerSource Florida's goal of reducing welfare.

Escarosa has a well-developed and detailed plan for administering both the Welfare Transition Program and SNAP Employment and Training Program. That plan is the guide for staff work in those programs, and aligns with guidance from both Federal and State rules and regulations. Those plans are available at the Board office upon request. (In the interest of length of this document, those plans won't be detailed inside the WIOA Plan.)

- (8) **Cooperative Agreements:** Describe the replicated cooperative agreements (as defined in WIOA section 107(d)(ii)) between the local board or other local entities described in section 101(a)(11)(B) 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.

Escarosa has existing Memoranda of Understanding with numerous partners including Vocational Rehabilitation. The MOUs delineate the relationships and VRs involvement as a member of the Board. Front line staff has ongoing meetings as needed with VR staff to exchange information on the services offered by each entity. The local area manager is a member of the Escarosa Board of Directors. Referrals are made by both VR and Escarosa to the other entities for assistance for participants. Escarosa is applying to become an Employer

Network under the Ticket to Work program. The current MOU is attached and is included as Attachment C.

In addition to the above, the list of partners consists of the following: Santa Rosa Early Learning Coalition; Escambia Early Learning Coalition; Department of Children and Families; Community Action Program; SNAP; Santa Rosa School District; Escambia School District; Pensacola State College; Children's Home Society; Representatives of Wagner Peyser; Veterans; WIOA; Upfront Services; and the Welfare Transition Program.

From the meetings of the Consortium – cross training with partner agencies have been conducted between the above community based groups, education, and DEO operated programs and staff of the One Stop Center.

MOUs exist between Escarosa and the following entities:

Community Action Program Committee, Inc.

National Caucus Center on Black Aged, Inc. (NCBA)

The School District of Escambia County

School District of Santa Rosa County

The District Board of Trustees of Pensacola State College, Florida

Tri- County Community Council, Inc.

Job Corps services provider

These are included as Attachment D.

DESCRIPTION OF THE LOCAL ONE-STOP SYSTEM

(1) General System Description: Describe the one-stop delivery system in your local area, including the roles and resource contributions of one-stop partners (WIOA §108(b)(6)).

A. Describe how required WIOA partners contribute to your planning and implementation efforts. If any required partner is not involved, explain the reason.

All required partners are included in the one stop delivery system. The current One Stop consist of the following required partners: Vocational Rehabilitation; Providers of Adult Education services; Community Colleges (State Colleges); Representatives of DEO Wagner Peyser; Veterans; WIOA; Private Colleges and Universities. The Consortium meets two to three times per year to review services being offered and coordination of these services with others in the community. Referrals are made to partner programs and services, as well as receiving referrals for the services offered by Escarosa. Comments from partners were solicited for

inclusion into the plan. Any comments received were reviewed and where appropriate are included in Attachment E.

B. Identify any non-required partners included in the local one-stop delivery system.

Non-required partners include Children's Home Society; Community Action Program; SNAP, the Santa Rosa Early Learning Coalition and Escambia Early Learning Coalition.

C. The LWDB, with the agreement of the chief elected official, shall develop and enter a memorandum of understanding between the local board and the one-stop partners. Please provide a copy of sector executed MOUs (WIOA §108(b)(6)(D)).

Please see Attachment D.

(2) Customer Access: Describe actions taken by the LWDB to promote maximum integration of service delivery through the one-stop delivery system for both business customers and individual customers.

A. Describe how entities within the one-stop delivery system, including one-stop operators and one-stop partners comply with the Americans with Disabilities Act regarding physical and programmatic accessibility of facilities, programs and services, technology and materials for individuals with disabilities, including providing staff training and support for addressing needs of individuals with disabilities. Describe how the LWDB incorporates feedback received during consultations with local Independent Living Centers on compliance with Section 188 of WIOA (WIOA §108(b)(6)(C)).

B. Describe how entities within the one-stop delivery system use principles of universal design in their operation.

C. Describe how the LWDB facilitates access to services provided through the local delivery system, including remote areas, using technology and other means (WIOA §108(b)(6)(B)).

CareerSource Escarosa operates three accessible one-stop career centers in Region 1. Our Pensacola and Milton Centers are full service centers feature accessible computer workstations and adaptive equipment to provide equitable use, flexibility in use and simple and intuitive use for persons with disabilities. Self-paced programs and software are available. Adaptable equipment is integrated into the Resource Areas to accommodate individuals with vision or hearing disabilities. Adequate space is provided to accommodate individuals in wheelchairs, those with assistive devices, or customers with service animals. There is on-site instant access available, via computer linkage, to American Sign Language (ASL) interpretation services. A Skype Interview room is available to provide job seekers with mobility issues, or transportation challenges, the opportunity to participate in remote job interviews worldwide. Web access and vital program information will be available in multiple languages.

Staff has received, and will continue to receive, periodic training regarding the Americans with Disabilities Act and training regarding serving customers with unique needs. CareerSource

Escarosa has partnered with the Social Security Administration to provide instant remote access to Social Security Administration staff, via a Kiosk located in our Century, Florida center.

The seven principles of universal design will be reviewed and considered in all plans and services provided to include;

- **Equitable use**
- **Flexibility in use**
- **Simple and intuitive use**
- **Perceptible information**
- **Tolerance of error**
- **Low Physical effort**
- **Size and space for approach and use**

(3) Integration of Services: Describe how one-stop career centers implemented and transitioned to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA and programs carried out by one-stop career center partners (WIOA §108(b)(21)).

The WIOA pre-application is electronic and available on our website. Escarosa utilizes a web-based electronic sign-in application for all customers and gathers demographic information during that process. All case management files and records are paperless. Paper records on participants are not used at this point in time. This includes all core programs operated within the Escarosa One Stop Centers.

The Welfare Transition program uses a paperless worksite timesheet for approved work activities that no longer require paper timesheets to be submitted, and currently is setting up network files for electronic records.

All efforts for efficiency are a priority for Escarosa's staff and leadership, and the transition to completely paperless files at all levels will continue until it is fully accomplished.

(4) Competitive Selection of OSO: Describe steps taken to ensure a competitive process for selection of the one-stop operator(s) (WIOA §121(d)(2)(A)).

Escarosa went through the procurement process to identify a one-stop operator, and having no responses, requested and was granted permission to be the one-stop operator for the region. This has been a benefit to the region's budget as well as clarity of operations.

(5) System Improvement: Describe additional criteria or higher levels of service than required to respond to labor market, economic, and demographic conditions and trends in the local area (WIOA §108(b)(6)(A)).

Escarosa responds promptly to market its services to business needs in its communities. In recent months, there has been a shifting of staff resources to double the force of business

service representatives in order to penetrate the employer market much further than previously do with so few staffs.

DESCRIPTION OF PROGRAM SERVICES

(1) System description: Describe the local workforce development system. Identify programs included in the system and how the local board works with each entity to carry out core programs and other workforce development programs supporting alignment in provision of services. Identify programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.), that support the strategy identified in the Florida Unified Plan under WIOA section 102(b)(1)(E) (WIOA §108(b)(2)).

Escarosa serves Escambia County and Santa Rosa County. Pensacola State College (PSC) and both school districts offer Carl Perkins services and technical educational services. Escarosa works very closely with those educational entities, and as required by law, they provide Escarosa with their annual Carl Perkins plan for review and comment. Escarosa directs all customers who lack a high school diploma by referral to our educational partners for GED testing.

Core programs include: WIOA Adult and Dislocated Workers; Wagner Peyser; Welfare Transition; Supplemental Nutrition Assistance Program Employment and Training (SNAPET); PREP, Reemployment Services, Veterans and Veterans with Significant Barriers to Employment (SBE); Senior Community Service Employment Program (SCSEP); and Trade Adjustment Assistance (TAA).

(2) Sub-grants and contracts: Describe the competitive process used to award sub-grants and contracts in the local area for WIOA-funded activities (WIOA §108(b)(16)).

Escarosa follows all applicable federal or state procurement guidelines for all services. The process normally used is a Request for Proposals (RFP) process, as well as an Invitation to Negotiate; written quotes and oral quotes depending upon the services/items being solicited and/or the cost associated with the contracts/services or items.. All of our procurement guidelines are detailed in Escarosa's Administrative Plan is reviewed annually and updated as needed, and submitted to DEO for monitoring purposes as requested.

(3) Expanding access to employment: Describe how the local board, working with entities carrying out core programs, expanded access to employment, training, education and supportive services for eligible individuals, particularly eligible individuals with barriers to employment. This includes how the local board facilitates developing career pathways and co-enrollment, as appropriate, in core programs, and improves access to activities leading to recognized postsecondary credentials

(including portable and stackable industry-recognized certificates or certifications) (WIOA §108(b)(3)).

CareerSource Escarosa has an extensive outreach network in place to create community awareness regarding available employment and training services and all employment events. The one-stop career centers provide access to individuals with barriers to employment, and provide specialized services to meet the needs of customers with barriers. In addition to DEO and WIOA staff, TANF and SNAP staff and services are available at full service centers. The National Caucus on Black Aged has staff onsite at our Pensacola center to offer employment and training services to job seekers age 55 and older. The Military Family Employment Advocate provides specialized employment and training services to meet the needs of the spouses and dependents of active duty military personnel. Disabled Veteran Opportunity Program (DVOP) Specialists provide intensive case management, and employment and training services to Veteran's with significant barriers. An Ex-Offender Advisor is available to provide employment counseling, mentoring and placement assistance to ex-offenders/offenders. A Language Line service is available for non-English speaking customers.

(4) Key Industry Sectors: Identify how the LWDB aligns resources that support and meet training and employment needs of key industry sectors in the local area. Describe strategic or other policies that align training initiatives and Individual Training Accounts (ITAs) to sector strategies and demand occupations (WIOA §134(c)(1)(A)(v)).

A. Describe how selected industries or sectors are selected based on, and driven by, high quality data (cite data source used);

LWDB1 has identified four priority (private sector) industry sectors:

- **IT/Cybersecurity**
- **Manufacturing (including aviation)**
- **Transportation, utilities, trade (including warehousing/logistics)**
- **Construction**

Selected sectors were based upon analytical data for LWDB1, provided by the CareerSource Florida, Analytics Unit. Sector strategies are also driven by local demand per EmployFlorida job order statistics. Other sectors the LWDB will continue to support are Healthcare and Government Services.

B. Describe how sector strategies are founded on a shared/regional vision;

CareerSource Escarosa management and senior leadership actively participate in, and gather valuable information from, regional sector strategy initiatives such as:

- **ITen Wired** which focuses on talent development for IT, Cybersecurity, and other technology professionals.
- **Florida's Great Northwest** serving a 12 county area in Northwest Florida that brands and promotes five industry sectors in the region including; **Advanced Manufacturing, Aviation, and transportation**
- **Northwest Florida Manufacturers Council** that focuses on talent acquisition and development in the manufacturing sector.

C. Describe how the local area ensures that sector strategies are driven by industry;

CareerSource Escarosa management and Business Services team members are actively engaged in local initiatives that keep the organization abreast of evolving issues in the various sectors. For example, CareerSource has representation on all school district Career Academy Advisory Councils. These councils bring together workforce development professionals, educational professionals, and employer representatives from the various Academies/sectors. The purpose of these councils is to ensure that education and training efforts are meeting the needs of business. Additionally, CareerSource Escarosa is actively involved with local economic development organizations and works with these organizations to focus on sector strategy initiatives, address skills gaps in the workforce, and address the needs of local businesses.

D. Describe how the local area ensures that sector strategies lead to strategic alignment of service delivery systems: **With WIOA training program and Business Services Team input, the targeted occupations list (TOL) is aligned with local EDO goals for recruitment and retention of businesses. The TOL guides which programs the LWDB supports with training funds, and graduates of those programs are directed to employers who need the skills talent to help their businesses grow and become sustainable. In addition, the use of On-the-Job-Training/Customized Training grants, the LWDB assists with talent development one company at a time.**

E. Describe how the local area transforms services delivered to job-seeker/workers and employers through sector strategies: **The Business Services Program Manager assigns accounts to Business Services Team members by industry sector(s). Coordinating with staff in the resource rooms who work 1:1 with job seekers, all staff is directed to match job seekers to jobs in every sector based on background and skills. All staffs are considered "recruiters" in the organization. A new list of job orders are reviewed daily and sent to all CSE staff for up-to-date aggressive job matching activities. The LWDB regularly hosts and facilitates targeted sector job fairs, to include Information Technology/Cyber Security and Police, Fire, and First Responders.**

F. Describe how the local area measures, improves and sustains sector strategies.

We measure of effectiveness through Business Services employer engagement, employer surveys, Job Order Follow-up, as well as formal and informal communications and partner meetings.

All ITAs and customized training grants are tied to demand or emerging occupations for our two county area.

(5) Industry Partnerships: Describe how the LWDB identifies and collaborates with existing key industry partners in the local area. Describe how the LWDB coordinates and invests in partnership infrastructure where key industry partnerships are not yet developed (WIOA §134(c)(1)(A)(iv)). The local area must describe how the following elements are incorporated into its local strategy and operational sector strategy policy:

- A. Describe how selected industries or sectors are selected based on, and driven by, high-quality data (cite data source used); **Data from DEO (biennial forecasting reports) along with reviews of local EDO targeted sectors.**
 - B. Describe how sector strategies are founded on a shared/regional vision; **In keeping with a spirit of collaboration, local WIOA plan is always shared and discussed with the EDO.**
 - C. Describe how the local area ensures that the sector strategies are driven by industry; **See previous question, noting sector partnerships and work with local EDOs.**
 - D. Describe how the local area ensures that sector strategies lead to strategic alignment of service delivery systems; **See question 4.E.**
 - E. Describe how the local area transforms services delivered to job-seekers/workers and employers through sector strategies: and **See question 4.E.**
 - F. Describe how the local area measures, improves and sustains sector strategies. **See question 4.F.**
- (6) In-demand training:** Describe how the local board ensures training provided is linked to in-demand industry sectors or occupations in the local area, or in another area to which a participant is willing to relocate (WIOA §134(c)(G)(iii)).

CareerSource Escarosa's Board of Directors discusses current labor trends annually, with reports generated by DEO. The members review the State Targeted Occupation List and also local business initiatives. Educational representatives review programs offered by their educational institutions to ensure courses are available as related to demand occupations. Economic development representatives review and discuss current initiatives, area business recruitment goals, and business retention needs to ensure the demand occupations are conducive to trends in the local economy. In addition, CareerSource Escarosa's Business Services Team reviews the list to determine whether or not individuals completing training and /or looking for employment, are finding employment within the demand occupations as presented by CareerSource Escarosa. The last items to be considered are the wage at placement and whether or not the occupations on the Local Workforce Development Area's Eligible Training Provider List (ETPL) are supporting the needs of local businesses. Opposite of that review, is also whether or not the local labor market is saturated and if staff are having difficulties finding employment opportunities for participants in the fields of training listed on the ETPL. Once the list has been reviewed, a final Eligible Training Provider List with the

training programs for each provider is presented to the CareerSource Escarosa Board of Directors for approval.

(7) Employer Engagement: Describe strategies and services used in the local area to:

- A. Facilitate engagement of employers, including small employers and employers in in-demand industry sectors and occupations, in workforce development programs;
- B. Support a local workforce development system that meets the needs of businesses in the local area;
- C. Better coordinate workforce development programs and economic development; and
- D. Strengthen linkages between the one-stop delivery system and unemployment insurance programs (WIOA §134(c)).

CareerSource Escarosa has an active Business Services and an internal customer support/job order assistant, with dedicated focus on employer contacts and services, assuring job orders are entered accurately and appropriate follow-up is done.

In order to facilitate engagement of local employers in in-demand industry sectors, CareerSource Escarosa’s business representatives actively participate, and will continue to participate, in area business advisory councils and boards that bring together business and educational leaders in over a dozen in-demand occupational and industry sectors. These include:

- Aviation
- Construction Trades
- Culinary/Hospitality
- Engineering
- Finance
- Health Sciences
- Human Resources
- Information Technology
- Law Enforcement
- Advanced Manufacturing
- Marketing
- Multimedia
- Transportation, Warehousing, and Logistics

Through these councils and advisory boards, workforce development and educational leaders communicate directly with area business leaders regarding the in-demand human resource needs, training needs, and skill sets that are currently being sought after by area businesses. In addition, CareerSource Escarosa Business Services Team members frequently and actively partner with Chambers of Commerce/Economic Development entities throughout the Local Workforce Development Area.

CareerSource Escarosa business service representatives and LVERs are required to provide extensive outreach to employers in the local area. This is accomplished through employer visits (cold calls), community presentations, and hosting of and participation in job fairs, community fairs, and recruiting events. Employer information is also disseminated through

communication outlets such as press releases, and the company's website and social media outlets.

The CareerSource Escarosa Business Services Team operates within the one-stop career centers and is integrated with the WIOA program, TANFWT, and Wagner-Peyser/Re-employment programs. All job orders, job fairs, and recruiting events are accessible to and communicated to all CareerSource Escarosa and on-site DEO staff members and partners.

- (8) **Priority for Services:** Describe local policies and procedures are established to prioritize recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for individualized career and training services in the adult program.

Escarosa has established a priority/most in need policy to identify individuals with barriers to employment and to insure priority of service to veterans. The process will identify those who are veterans and/or have barriers to employment (TANF, SNAP recipients; homeless, basic skills deficient) and place them as the first to be served via an ITA. Once those who are a top priority have been served, others applying for assistance will be served on a first-come, first-serve basis. It works extremely well and automatically prioritizes all WIOA participants during the eligibility process.

- (9) **Training Services:** Describe how training services are provided, including how contracts for training services are used, and how such contracts are coordinated with the use of ITAs (WIOA §134(c)(1)(A)(v)).

Training services are provided through the use of ITAs to eligible individuals attending programs of eligible training providers. Escarosa also uses OJTs and Customized Training based upon employer needs, with reference to the demand industries and occupations and sector strategies.

- (10) **Customer choice process:** Describe processes the local board uses to ensure customer choice in the selection of training programs, regardless of how the training services are to be provided (WIOA §108(b)(19)).

Training program and training provider information is available at all CareerSource Escarosa centers and at the CareerSource Escarosa website. Counselors provide career assessment and career counseling services to assist customers in developing their career pathways. Customers who are not eligible for WIOA funding, or those that choose training providers and/or training programs that are not included on the LWDA1's ETPL are referred to/assisted in accessing the Federal Application for Student Aid. Information regarding other educational grants is provided as appropriate and potential students are directed to the financial aid office of their training provider of choice. CareerSource Escarosa has a variety of online career exploration tools available to assist customers in developing their career pathways and in selecting both WIOA and non-WIOA training options and funding options. CareerSource Escarosa also provides information on educational grants and scholarships as available and appropriate. On-the-job training customized training, apprenticeship opportunities and internship opportunities are posted on the Employ Florida website for universal access.

(11) Individual training accounts: Describe the process and criteria for issuing Individual Training Accounts (ITAs) (WIOA §108(b)(19)).

A. Describe any ITA limitations established by the board;

ITAs are used to provide financial assistance to eligible WIOA adults and dislocated workers. Escarosa has established a priority/most in need policy to identify individuals with barriers to employment and to insure priority of service to veterans. The process will identify those who are veterans and/or have barriers to employment (TANF, SNAP recipients; homeless, basic skills deficient) and place them as the first to be served via an ITA. Once those who are a top priority have been served, others applying for assistance will be served on a first-come, first-serve basis. The ITA amount per program is capped at \$7,000.

B. Describe any exceptions to the use of ITAs.

Escarosa does not use any exceptions to ITAs.

(12) Microenterprise and Entrepreneurial Training: Describe mechanisms currently in place or in consideration that provide micro-enterprise and entrepreneurial training. Describe mechanisms in place that support programs and co-enrollment, where appropriate, in core programs as described in WIOA section 134(a)(3)(A)(i) (WIOA §108(b)(5)).

The LWDB supports the Center for Innovation and Entrepreneurship, our region's technology business incubator/accelerator. We will continue to support entrepreneurial development efforts throughout the region including the development and expansion of related training in support of entrepreneurial development. Escarosa also has access to the local Small Business Development Center for assistance with business plans; taxes; incorporation and other issues important to the development of a business. All of these resources are promoted with customers, particularly military retirees who seek new careers.

Enhancing Apprenticeships: Describe how the LWDB enhances the use of apprenticeships to support the local economy. Describe how the LWDB works with industry representatives and local businesses to develop registered apprenticeships, in collaboration with apprenticeship training representatives from the Florida DEO and other partners, including educational partners. Describe how job seekers are made aware of apprenticeship opportunities (TEGL 3-15).

Escarosa has just recently been made aware of non-registered apprenticeship programs at a local technical training institute. In the last two months, Escarosa staged a training event with DOE's Apprenticeship Staff and local employers that has created a new environment for ongoing discussions with local partners in industries that should develop active apprenticeship programs in the LWDA.

(13) Other Program Initiatives: Describe services provided that include implementing initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs,

industry and sector strategies career pathway initiatives, utilization of effective business intermediaries, and other initiatives supporting the board's vision and strategic goals described in Section III WIOA §134(c).

Escarosa offers On-the-Job-Training (OJT) and customized training for local employers and/or businesses locating or expanding in the area. Employed Worker training is offered to assist in skill upgrading of current employees. As previously mentioned, our Business Services Team works closely with our economic development partners; industry clusters; advisory councils; and educational partners to understand trends and workforce needs. Services are recorded in Salesforce, as well as Employ Florida Marketplace (EFM). The Director and management staff are involved with advisory councils and the school districts regarding secondary career academies and how they translate into postsecondary degrees and/or certifications leading to career pathways.

- (14) Service Provider Continuous Improvement:** Describe the local board's efforts to ensure the continuous improvement of eligible providers of services, including contracted services providers and providers on the eligible training provider list, so they meet the needs of local employers, workers and job-seekers (WIOA §108(b)(6)(A)).

Escarosa currently employs internal programmatic monitors. The Monitoring Specialists are assigned the core programs and services to be monitored to ensure all federal, state and local regulations and policies are followed. The Monitoring Specialists report directly to the COO. All monitoring reports are posted to our website and the Board of Directors is notified at least twice a year of the postings for their review and comments. If areas of concern are noted, technical assistance and training are provided to front-line staff to ensure they understand the requirements. Corrective Action Plans are required if major issues are found.

Youth services are contracted out and a competitive procurement process will take place in the spring of 2017. The Monitoring Specialists are assigned to monitor the youth contractors to ensure all 14 program elements are made available to the youth; 75% of the youth served are out-of-school; and monitoring of all work experience job sites, agreements, safety and supervision are being provided. Corrective Action Plans (CAP) are required if major issues are found.

Eligible Training Providers are monitored regarding number of enrollees, both WIOA and non-WIOA participants; WIOA outcomes and performance, and placements. In addition, ETP must meet state requirements to become a provider and Escarosa reviews the programs they offer, and approves the individual training programs to ensure they align with local employer demands and economic development initiatives. If the ETP is a newly established school in our area, employers are surveyed to determine whether or not local employers will accept degrees/certifications from those schools for local employment. Credibility of the training provider with local employers is vital to a participant's success in obtaining employment at the end of training.

DEO annually monitors all programs and services offered at the One Stop Centers as well as youth contractors. Monitoring reports conducted by the State are provided to the Board for their review.

All performance statistics on common measures and the Employer Penetration Rate are provided to the Board of Directors. Performance of programs and the youth providers are reviewed annually with the Board.

(15) Youth Program Design: Describe the design framework for local youth programs and how the 14 program elements required in §681.460 of the WIOA regulations are made available within that framework (WIOA §129(c)(1)).

Through intensive assessment, mentoring and coaching, a career plan and career pathway will be developed with the WIOA youth participant. All 14 of the youth program elements will be available to youth participants within the region. The specific elements that will be utilized by each youth in achieving their career plan, will be customized and based upon the youth's assessed needs and career pathway. The specific program components are career-oriented and are directed at high school diploma/GED attainment, post-secondary/advanced education, military enlistment, or unsubsidized employment. All youth who are deemed to be basic skills deficient (reading, math, or language skills below the 9th grade level), will receive basic skills instruction.

During the competitive procurement process, the proposals will be required to address each of the 14 elements to provide information on how each will be made available to youth participants. Letters of support will be required for elements that will be made available through other agencies. Proposals and contracts will ensure all elements are made available. Internal monitors will review service provider contracts and ensure the 14 elements are being addressed.

- A. Define the term "a youth who is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society." Describe how the local board defines whether a youth is unable to demonstrate these skills sufficiently to function on the job, in their family, or in society and what assessment instruments are used to make this determination (20 C.F.R. §681.290).

Escarosa shall define the above as a youth who meets one of the below criteria:

- 1) Reading or math or language comprehension at or below the 8th grade level as indicated on the Test for Adult Basic Education (TABE) assessment tool or the Wonderlic assessment which measures thinking/logical capabilities. Wonderlic is an approved Department of Education assessment instrument.
- 2) A youth unable to compute or solve math problems to include word problems at or below the 8th grade level as indicated on the TABE assessment tool.
- 3) In interacting with the youth, the Teacher or Youth Case Manager or One Stop Center staff or Designated Youth Provider as approved by Escarosa, is unable to communicate in English with the youth via everyday conversation/interaction. Escarosa feels that if the youth cannot interact in a social or professional situation with professional staff that the youth

would not be capable of sustaining a job or functioning in society. This shall be attested to by the Teacher, Youth Case Manager, One Stop Center staff or Escarosa designated Youth Provider.

- 4) Has been determined by the School District as having limited English and the youth has been placed in an English Speaking Other Language (ESOL) or English Language Learner (ELL) or Limited English Proficiency (LEP) program within the district.
- B. Define “requires additional assistance.” Describe how the local board defines the term “requires additional assistance” used in determining eligibility for WIOA-funded youth programs (20 CFR §681.300).

Escarosa defines the above as a youth who meets one of the below criteria:

- 1) The youth has reading, language or math skills level at or below the 8th grade as indicated on the TABE assessment tool.
- 2) Youth who are over the age of 18 who have no previous work history and/or less than 180 consecutive days of employment as documented by employer records, pay records or State system such as Suntax.
- 3) Youth that have one or more biological parent incarcerated, institutionalized or sentenced by a court of law to incarceration/institutionalization for more than one year. Documentation provided by court, institution or Department of Corrections.
- 4) Youth who have been victims of domestic violence or intimate partner violence as documented by local law enforcement or Favor House.
- 5) Is an individual who receives or is a member of a family that has received any form of public assistance for more than 6 consecutive months.

(16) Please include the following attachments with your local plans:

- A. Executed Memoranda of Understanding for all one-stop partners.
- B. Executed Infrastructure Funding Agreements with all applicable WIOA required partners.

PUBLIC COMMENT PROCESS

Describe the process used, in accordance with the criteria below, to provide opportunities for public comment and input into the two-year modification of the local plan.

- (1) Make copies of the proposed local plan available to the public through electronic and other means, such as public hearings and local news media (WIOA §108(d)(1)).

A draft of the plan was made available to our CEOs, Escarosa Board of Directors and the public February 16, 2018. This began the public comment period of 30 days.

- (2) Provide a 30-day period for comment on the plan before its submission to CareerSource Florida, Inc., beginning on the date on which the proposed plan is made available, prior to its submission to the Governor (WIOA §108(d)(2)).

The 30-day public comment period began on February 16, 2018 and closed on March 18, 2018. All comments are included as Attachment E.

- (3) Provide a description of the process used by the board to obtain input and comment by representatives of businesses and labor organizations for the development of the plan (WIOA §108(d)(2)).

The Escarosa CEO/Executive Director met and reviewed the plan outline with the local EDO representative on February 1, 2018. Organized labor representatives on the Board of Directors were provided the documents within the timelines noted above in (1). The Pensacola Chamber of Commerce and the Santa Rosa Chamber of Commerce were also provided the same notices of the plan document within the above timelines to share with their members and partners. Comments were solicited from all of the above entities and members.

- (4) Describe efforts to coordinate with other workforce partners to obtain input into the development of the plan.

The LWDB currently still awaits the state's modified plan.

- (5) Include, as an attachment with the plan to the Governor, any comments expressing disagreement or offering recommendations for continuous improvement, the LWDB's response to those comments, and a copy of the published notice (WIOA §108(d)(3)).

All public comment is noted in Attachment E.

SIGNATURE PAGE

This plan represents the efforts of CareerSource Escarosa to implement the Workforce Innovation and Opportunity Act in the following counties:

We will operate in accordance with this plan and applicable federal and state laws, rules and regulations.

Workforce Development Board Chair

Chief Elected Official

Signature - Steve Rhodes

Signature - Robert A. "Bob" Cole, Chairman

Date

Date

ATTEST: _____

SIGNATURE PAGE

This plan represents the efforts of CareerSource Escarosa to implement the Workforce Innovation and Opportunity Act in the following counties:

We will operate in accordance with this plan and applicable federal and state laws, rules and regulations.

Workforce Development Board Chair

Chief Elected Official

Signature - Steve Rhodes

Signature - Jeff Bergosh, Chairman

Date

Date

ATTEST: _____

CAREERSOURCE ESCAROSA
LOCAL WORKFORCE DEVELOPMENT PLAN
TWO-YEAR MODIFICATION

ATTACHMENT A
INTERLOCAL AGREEMENT

**INTERLOCAL AGREEMENT
BETWEEN
SANTA ROSA COUNTY BOARD OF COUNTY COMMISSIONERS
AND
ESCAMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AND
WORKFORCE ESCAROSA, INC. dba CAREERSOURCE ESCAROSA**

THIS AGREEMENT (Agreement) is made and entered into by and between Santa Rosa County Board of County Commissioners (Santa Rosa), Escambia County Board of County Commissioners (Escambia), and Workforce Escarosa, Inc. dba CareerSource Escarosa. (Escarosa).

WITNESSETH:

WHEREAS, the United States Congress enacted the Workforce Innovation and Opportunity Act of 2014, Pub. L. No. 113-128, 29 U.S.C § 3101 et seq. (WIOA), effective July 1, 2015, which replaced the Workforce Investment Act of 1998 (WIA); and

WHEREAS, the chairman of the Board of County Commissioners for each County is deemed the chief elected official (CEO) for purposes of WIOA section 107(d)(12)(B)(i)(I)¹, which provides that the chief elected official shall serve as the local grant recipient for, and be liable for any misuse of, WIOA grant funds allocated to the local area; and

WHEREAS, WIOA charged the state governors with certifying local workforce development boards for local areas, including local areas designated as such under the WIA; and

WHEREAS, all incorporated and unincorporated areas within Santa Rosa and Escambia counties (County or Counties) were previously designated as the Region 1 Local Workforce Development Area (LWDA); and

WHEREAS, the Counties have designated Escarosa, under the direction of its Board of Directors (Escarosa Board), as the entity to serve as the Region 1 LWDA grant subrecipient and fiscal agent to assist in the administration of WIOA funds and other funds allocated to Region 1 LWDA by federal and State workforce programs; and

WHEREAS, pursuant to WIOA section 107(d)(12)(B)(i)(II), the designation of Escarosa as the Region 1 LWDA subrecipient and fiscal agent does not relieve the County CEOs from the liability under WIOA section 107(d)(12)(B)(i)(I) for misuse of grant funds; and

WHEREAS, pursuant to WIOA section 107(c)(1)(B), the Counties may execute an interlocal agreement that specifies the respective roles of the individual CEOs in

¹ 29 U.S.C. § 3122(d)(12)(B)(i)(I)

appointing members of the Escarosa Board and in carrying out any other responsibilities under WIOA; and

WHEREAS, the Counties and Escarosa's predecessor Workforce Escarosa, Inc. entered into an interlocal agreement under WIA on March 1, 2012 (2012 Agreement), which the parties intend hereby to terminate and replace.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contain herein, and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. Recitals. The recitals contained in the preamble of this Agreement are true and correct and are incorporated herein.

2. Term. This of Agreement shall commence on the date last executed and continue through June 30, 2020. This Agreement shall automatically renew for a subsequent two-year period unless either party notifies the other at least one hundred eighty (180) days prior to the end of the initial term of its intent to not renew the Agreement for the subsequent two-year period.

3. 2012 Agreement. The 2012 Agreement shall terminate upon the effective date of this Agreement.

4. Compliance.

A. The parties shall comply with: the WIOA and all regulations promulgated thereunder; the Florida Workforce Innovation Act of 2000, § 455.001 et seq. and all regulations promulgated thereunder; all written directives relevant to local workforce development area operations from the Governor of Florida or his/her designee; and all CareerSource Florida, Inc. administrative policies.

B. Escarosa shall perform the functions prescribed by WIOA section 107(d) and § 455.007, Fla. Stat., according to the requirements established thereby.

5. Respective Responsibilities of CEOs. Pursuant to WIOA section 107(c)(1)(B), the roles of Escambia CEO and Santa Rosa CEO, on behalf of their respective Counties, are as follows:

A. *Appointment of Escarosa Board members*. The CEOs shall appoint Escarosa Board members according to the criteria established by the Governor in partnership with the CareerSource Florida, Inc. board of directors and pursuant to the requirements established by WIOA section 107(b)(2) and § 455.007, Fla. Stat.

(1) The CEOs, by mutual agreement, shall develop a process for soliciting Escarosa Board nominations, for selecting Escarosa Board members, and for determining the number of members to serve on the Escarosa Board

consistent with and pursuant to WIOA section 107, § 455.007, Fla. Stat., and CareerSource Florida, Inc. Administrative Policy No. 91,

- (2) Each CEO shall select fifty (50%) percent of the Escarosa Board members and may remove such members for cause. As used herein, "cause" includes but is not limited to engaging in fraud or other criminal acts, incapacity, unfitness, neglect of duty, official incompetence and irresponsibility, misfeasance, malfeasance, nonfeasance, or lack of performance.
- (3) Of the local businesses represented on the Escarosa Board, fifty (50%) percent shall reside or maintain their principal place of business in Escambia County and fifty (50%) percent shall reside or maintain their principal place of business in Santa Rosa County.
- (4) Each CEO shall appoint one ex-officio, non-voting member of the Escarosa Board.

B. *Other CEO Responsibilities.* The CEOs shall carry out the responsibilities assigned to the CEOs under applicable laws, regulations, directives, and administrative policies.

6. Public Records. All parties are subject to and shall comply with applicable open government and public records laws.

7. Entire Agreement. This Agreement contains the entire agreement between the parties and supersedes all prior oral or written agreements. No party has relied upon any prior, contemporaneous, written, or oral statement, representation, or agreement, except those expressed herein. This Agreement may be amended only by written agreement of the parties.

8. Miscellaneous. If any term or condition of this Agreement shall be invalid or unenforceable, all other terms and conditions shall remain in full force and effect. Neither this Agreement nor its terms shall be more strictly construed against a party because such party may have drafted it.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature below.

(Signatures on following page)

ESCAMBIA COUNTY BOARD OF COUNTY COMMISSIONERS

By: [Signature]
D. B. Underhill, Chairman

ATTEST: Pam Childers
Clerk of the Circuit Court

By: [Signature]
Deputy Clerk



Date: 5/4/2017

BCC Approved: 05-04-2017

Approved as to form and legal sufficiency.

By/Title: [Signature] ACA
Date: 05/03/17

SANTA ROSA COUNTY BOARD OF COUNTY COMMISSIONERS

By: [Signature]
Rob Williamson, Chairman

ATTEST: Donald C. Spencer
Clerk of the Circuit Court

By: [Signature]
Clerk



Date: May 11, 2017

BCC Approved: May 11, 2017

(SEAL)

WORKFORCE ESCAROSA dba CAREERSOURCE ESCAROSA, INC.

By: [Signature]
Larry Strain, Chairman

ATTEST: [Signature]
Gretchen Clarke, Secretary

Date: May 2, 2017

CAREERSOURCE ESCAROSA
LOCAL WORKFORCE DEVELOPMENT PLAN
TWO-YEAR MODIFICATION

ATTACHMENT B
BY-LAWS

WORKFORCE ESCAROSA, INC.

BY-LAWS

ARTICLE I

NAME OF ORGANIZATION

The name of this organization shall be Workforce Escarosa, Inc., dba CareerSource Escarosa, hereinafter referred to as Escarosa.

ARTICLE II

MEETINGS OF DIRECTORS

Section 1. Special Meetings. Special meetings of the Directors shall be held when directed by the Chairman, or, in his absence, the Vice-Chairman or, in the absence of both the Chairman and Vice Chairman, upon the call of the Secretary or the Treasurer of the Corporation.

Section 2. Place. Meetings of Directors of this corporation may be held within either Escambia or Santa Rosa County.

Section 3. Notice. A notice of each meeting of Directors shall be provided to each Director at his or her address which may include e-mail addresses, as the case may be, as such appears on the records of the corporation at the time any such notice is mailed. The notice shall state the purpose of the meeting and the time and place it is to be held.

Section 4. Voting. Each Director shall be entitled to one vote upon each motion or issue placed before a meeting for decision or resolution by the vote of the Directors. No proxy votes shall be allowed. Items regarding membership contracts require a two-thirds (2/3rds) majority vote of members present when a quorum has been established. All contracts with current board members must be in compliance with

the Workforce Florida, Inc., Contracting policy as Modified in August, 2011. All other action items/issues brought before the board require a simple majority vote.

Section 5. Quorum. Forty percent (40%) plus one of the Directors entitled to vote shall constitute a quorum at any Directors' meeting. Members participating by webinar/teleconferencing shall be counted present and shall be included in the count to determine a quorum. Members participating by webinar/teleconferencing shall be entitled to vote as members who are physically present at the meeting. If less than a quorum exists, the Chairman may continue the meeting for information and discussion only; or adjourn the meeting at his/her discretion with no action taken by members present.

Section 6. Attendance. The Chairman is authorized to request a replacement appointment for any member of the Board of Directors who has had unexcused absences for three or more consecutive meetings of the Board. For the purpose of this section, a member who is absent, but who is represented by a designee, shall be counted as an excused absence. The Chairman shall make the final determination whether non-attendance is excused or unexcused for all other absences of members.

ARTICLE III

DIRECTORS

Section 1. Function. The business of this corporation shall be managed and its corporate powers exercised by the Board of Directors.

Section 2. Number. Board membership shall be in compliance with all applicable federal and state requirements, and shall not exceed twenty-seven (27) members.

Section 3. Membership. The categories of membership shall be defined by the State of Florida through Workforce Florida, Inc. Board of Directors, as approved by the Governor. Members are expected to be the Chief Executive, Chief Operations Officer, Agency Head, owner of business (private sector) or other executive with

substantial management or policy responsibility. Over 50% of the membership shall be from the private sector.

Section 4. Election and Term. Consistent with the Articles of Incorporation, the term of membership for each member of the Board of Directors shall commence on the 1st day of July of the year in which each such member is appointed, unless the member is appointed by the County Commissioners during the year to fill vacancies which may occur at any given point in time. Unless otherwise provided in the Articles of Incorporation, each term of membership shall be for staggered terms of one (1), two (2), or three (3) years for the initial member with three (3) year terms thereafter.

Section 5. Extensions. Upon review and approval of the Nominating Committee, the request for extensions will be sent to the Escambia or Santa Rosa County Board of Commissioners for approval.

Section 6. Vacancy. Vacancies in the Board of Directors shall be filled through the Escambia and Santa Rosa County Boards of Commissioners. Nominations for private sector members should be from general purpose business organizations. All other nominations must be by an agency, organization or non-profit corporation.

Section 7. Time of Meeting. The Board of Directors shall meet at least once per quarter. The first (1st) quarter Board of Directors meeting may be combined with the annual meeting of Directors, as provided in ARTICLE II, section 1, hereof. Special meetings of the Board of Directors may be called by the Chairperson; or in his/her absence by the Vice Chairperson; or in the absence of both the Chairperson and Vice Chairperson - - by the Secretary or Treasurer. The specific date and time for Board of Directors meetings shall be as fixed by the Board of Directors. Notice of each meeting shall be given to each Director not less than forty-eight (48) hours before the meeting unless each Director shall waive notice thereof before, at, or after the meeting.

Section 8. Removal of a Member for Cause. Consistent with 29 U.S.C. 1512(f), a Board member may be removed from office before the expiration of his or her term for cause upon the affirmative vote of two-thirds (2/3) of the Board at a legally called Board of Directors meeting. For purposes hereof, "cause" shall be defined as:

- a. Conviction of a crime involving moral turpitude or dishonesty;
- b. An intentional and flagrant violation of Escarosa standard of conduct or any rules promulgated thereunder;

or

- c. Any conduct which 2/3 of the membership determines to be significantly detrimental to Escarosa or to the purposes and objectives of the workforce development system.

Before any final vote is taken by the Board on the question of removal or not of a Board member, such member shall first be advised in writing of the alleged cause for which his or her removal is sought no later than fifteen (15) days prior to the Board meeting, at which such final action is taken. At such meeting, the Board member sought to be removed shall be afforded the opportunity to be heard.

Section 9. Conflict of Interest of Members. The Board of Directors has elected to adopt the guidelines as issued by the U.S. Department of Labor, Training and Employment Guidance Letter (TEGL) No. 35-10, issued June 16, 2011.

ARTICLE IV

OFFICERS

Section 1. Officers. This corporation shall have a Chairman who shall be a Director. He/she shall be chosen by the Board of Directors prior to July 1st and shall serve until his/her successor is chosen and qualifies, but shall not serve more than two, two-year terms (total of four years) in accordance with Florida Workforce Investment Act 2000. All other officers and agents shall be chosen, serve for such terms, and have such duties as may be determined by the Board of Directors.

The Board of Directors may establish additional officers for the corporation at a regular meeting of the Board of Directors or at a special meeting held for that purpose. However, in no event shall the Board of Directors establish an officer greater than that of the Chairman of the Corporation.

Section 2. Chairman. The Chairman shall be the chief elected officer of the corporation, shall have general oversight of the business and affairs of the corporation subject to the directives of the Board of Directors and shall preside at all meetings of the Board of Directors.

Section 3. Vice-Chairman. The Vice-Chairman shall, in the absence and inability of the Chairman to serve, exercise and discharge all the powers and duties of the Chairman and act in the Chairman's stead.

Section 4. Secretary and Treasurer. The Secretary shall review meeting minutes for submittal to the Board of Directors and shall sign all Board meeting minutes upon approval by the Board of Directors.

The Treasurer shall have access to all of the corporate records including the financial records; shall review all corporate funds and financial records, shall review accounts of receipts and disbursements and render reports thereof at the meetings of the Board of Directors, at his/her discretion; and whenever else required by the Board of Directors or Chairman.

ARTICLE V

STAFF

The corporation may hire or lease staff to serve the specific needs of the corporation.

ARTICLE VI

COMMITTEES

The officers, past chair, and the standing Committee Chairperson(s), as selected by

the Chairman of the Corporation, shall constitute the Executive Committee. The Executive Committee shall act as the Financial/Audit Committee and Personnel Committee.

The Executive Committee shall have the power to act on behalf of the Board of Directors on all matters between meetings when time is of the essence. The actions of the Executive Committee are subject to ratification by the full Board of Directors. The Executive Committee shall also have such other powers as authorized by the Board of Directors.

The Chairman may appoint all Committees for the proper management of the business of the corporation. The Chairpersons of all Committees shall be members of the Board of Directors. Other Committee members must be members of the Board of Directors, except in the case of the Youth Development Council which includes Board of Directors and non-Board of Directors as members.

Each Committee shall meet at least bi-annually or as required to conduct business, and report to the Board of Directors at the next scheduled Board of Director's meeting.

The work, duties, and functions of each such Committee shall be as prescribed by the Board of Directors.

ARTICLE VII

SEAL

Escarosa does not have a corporate seal; therefore this section is inapplicable.

ARTICLE VIII

AMENDMENT

These By-laws may be amended solely by the affirmative vote of at least one vote

more than 50% of the entire membership of the Board of Directors at any meeting duly and properly called.

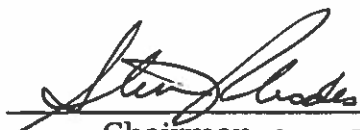
ARTICLE IX

MISCELLANEOUS

Section 1. Fiscal Year. The fiscal year of the Corporation shall commence on July 1 and end on June 30 of the next ensuing year.

Section 2. Annual Review of By-laws. The Executive Committee shall at least annually review these By-laws and report thereon to the Board of Directors.

WORKFORCE ESCAROSA, INC.



Chairman, Steve Rhodes

Attest:



Secretary, Gretchen Clarke

Revised: August 4, 2017

CAREERSOURCE ESCAROSA
LOCAL WORKFORCE DEVELOPMENT PLAN
TWO-YEAR MODIFICATION

ATTACHMENT C
MEMORANDUM OF UNDERSTANDING
VOCATIONAL REHABILITATION

**MEMORANDUM OF UNDERSTANDING
ONE-STOP CAREER CENTER SYSTEM**

I. PARTIES

This Memorandum of Understanding ("MOU"), is made pursuant to Rehabilitation Act of 1973, 29 U.S.C. §721(a)(11) and the Workforce Innovation and Opportunity Act of 2014 (WIOA), and is entered into by the Department of Education, Division of Vocational Rehabilitation (hereafter referred to as the Partner) and CareerSource Escarosa d/b/a/ Workforce Escarosa, Inc (hereafter referred to as "CareerSource"), and the Chief Elected Officials of Escambia and Santa Rosa County, (hereafter referred to as CEO).

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

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

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

III. PROVISION OF SERVICES

A. The local area workforce board and the Chief Elected Officials of Escambia and Santa Rosa County have designated CareerSource to act as the administrative entity, grant recipient and fiscal agent for this area. CareerSource will perform the following functions:

1. Review this MOU annually and solicit feedback from the Partner regarding improvements, changes, and/or additions.
2. Coordinate with the Partner to provide access to workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System. Workforce services and programs include, but are not limited to, the allowable activities described in the WIOA and related legislation for: WIOA adult, dislocated worker and youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TM); Temporary Assistance for Needy Families (TANF) program; adult education and family literacy; Perkins Act programs; and Vocational

Rehabilitation.

3. Coordinate with the Partner to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop System.
 4. Coordinate with the Partner for the funding of the infrastructure costs of the one-stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C § 3151 and any state infrastructure funding mechanism requirements issued by the State of Florida.
 5. Maintain the statewide "CareerSource" branding of each center.
 6. Maintain and operate at least one comprehensive one-stop career center within the local workforce development area that shall be open to the public from 8:00 am until 5:00 pm, Monday through Friday (excluding recognized holidays and emergency situations.)
 7. Provide an area for the Partner's meetings and/or co-location as space permits.
 8. Model CareerSource core values and maintain a professional working environment.
 9. Abide by all of its policies, rules, and procedures and applicable Florida statutes and rules.
- B. The Partner will perform the following functions:
1. Coordinate with CareerSource to provide access to its workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System.
 2. Coordinate with CareerSource to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop System.
 3. Coordinate with CareerSource for the potential funding of the infrastructure costs of the one-stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C § 3151 and any infrastructure funding mechanism requirements issued by the State of Florida.
 4. Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-stop System.
 5. Provide CareerSource with monthly outcome numbers for performance data tracking.
 6. Provide feedback to CareerSource management regarding the performance of the partnership, including its effectiveness and success.
 7. Participate in career center periodic meetings to provide updates on the partners' programs and procedures to CareerSource staff.

IV. METHODS OF INTERNAL REFERRAL

Internal cross-referral procedures will be developed and/or reassessed based upon availability of funding, services and program need to ensure that high quality and convenient services are available to potentially eligible customers of the One-Stop system.

V. CONFIDENTIALITY OF RECORDS

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

VI. INFRASTRUCTURE COSTS

Costs of the infrastructure of one-stop centers will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. The Department of Education, Division of Vocational Rehabilitation will transfer its total statewide infrastructure cost contribution, minus funds already committed through MOUs containing lease agreements, to the Department of Economic Opportunity for disbursement to local area workforce boards, as it deems appropriate.

VII. TERM

This MOU is effective July 1, 2017 through June 30, 2020, and may be renewed for an additional three-year term. This MOU may be terminated for convenience at any time by any 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 MOU.

VIII. MERGER

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

IX. THIRD PARTY BENEFICIARY

This MOU is for the benefit of CareerSource, the Partner, and the Chief Elected Officials of Escambia and Santa Rosa Counties and no third party is an intended beneficiary.

X. GOVERNANCE

The accountability and responsibility for the One-stop System's organizational activity and accomplishments will rest with CareerSource and the region's Chief Elected Officials. Pursuant to the Workforce Innovation and Opportunity Act of 2014, the local Board in partnership with the CEOs shall conduct oversight with respect to the One-stop System.

SIGNATURES

**Santa Rosa County
Commission:**



Signature

Robert A. "Bob" Cole
Printed Name

9-28-17

Date

**CareerSource
Escarosa:**



Signature

CLIFF J. KRUT
Printed Name

6/23/17

Date

**Department of Education
Vocational Rehabilitation
(Partner):**

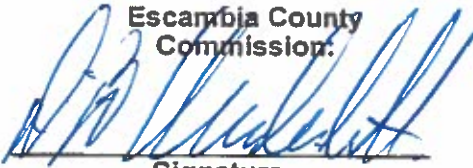


Signature

Pam Stewart
Printed Name

11/15/17
Date

**Escambia County
Commission:**



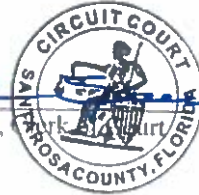
Signature

D. B. Underhill, Chairman
Printed Name

10/17/2017

Date

ATTEST: 
Donald C. Spencer,



ATTEST: PAM CHILDERS
CLERK OF THE CIRCUIT COURT

BY: 
DEPUTY CLERK

Approved as to form and legal
sufficiency.

By/Title: B. Ellis W. ACHA
Date: 10/10/17

BCC Approved 10-05-2017

CAREERSOURCE ESCAROSA
LOCAL WORKFORCE DEVELOPMENT PLAN
TWO-YEAR MODIFICATION

ATTACHMENT D
MEMORANDUMS OF UNDERSTANDING
PARTNER AGENCIES

MEMORANDUM OF UNDERSTANDING

between

Workforce Escarosa, Inc.

dba CareerSource Escarosa

and

Community Action Program Committee, Inc.

I. PARTIES

This Memorandum of Understanding ("MOU"), is made pursuant to Rehabilitation Act of 1973, 29 U.S.C. §721(a)(11) and the Workforce Innovation and Opportunity Act (WIOA) of 2014, is entered into between the **Community Action Program Committee, Inc.**, (hereafter referred to as the "Partner") and **Workforce Escarosa, Inc. d/b/a CareerSource Escarosa**, (hereafter referred to as **CareerSource Escarosa**).

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

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

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

III. PROVISION OF SERVICES

- A. The Chief Elected Officials of Escambia and Santa Rosa Counties have designated CareerSource Escarosa as the entity to serve as the grant sub-recipient and fiscal agent to assist in the administration of WIOA funds and other funds allocated to LWDA 1 by federal and state workforce programs

CareerSource Escarosa will perform the following functions:

1. Review this MOU annually and solicit feedback from the Partner regarding improvements, changes, and/or additions.
2. Coordinate with the Partner to provide access to workforce services and programs

through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System. Workforce services and programs include, but are not limited to, the allowable activities described in the WIOA and related legislation for: WIOA adult, dislocated worker and youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF); Supplemental Nutrition Assistance Program (SNAP); Adult Education and Family Literacy Act programs; Perkins Act programs and Vocational Rehabilitation.

3. Coordinate with the Partner to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop System.
 4. Coordinate with the Partner for the funding of the infrastructure costs of the one-stop career centers in accordance with §678.700 through §678.755 of the WIOA and the funding of shared services and operating costs in accordance with §678.760 of the WIOA. *Under WIOA, a required component of the MOU is an Infrastructure Funding Agreement (IFA). The U.S. Department of Labor (DOL) acknowledged that additional time was needed for local areas to negotiate each one-stop partner's contribution for infrastructure. Therefore, the U.S. DOL is using the transition authority of WIOA sec. 503(b) to provide an extension for the implementation of the final IFA. Local areas have until January 1, 2018 to enter into a final IFA with their required partners. Once signed, the IFA will be attached to the existing MOU as an addendum.*
 5. Maintain the statewide "CareerSource" branding of each center.
 6. Maintain and operate at least one comprehensive one-stop career center within the local workforce development area that shall be open to the public from 7:30 a.m. until 4:30 p.m., Monday through Friday (excluding recognized holidays and emergency situations.)
 7. Provide an area for WIOA Partner meetings and/or co-location as space permits.
 8. Model CareerSource core values and maintain a professional working environment.
 9. Abide by all of its policies, rules, and procedures and applicable Florida statutes and rules.
- B. The Partner will perform the following functions:
1. Coordinate with CareerSource Escarosa to provide access to its workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System.
 2. Coordinate with CareerSource Escarosa to ensure that the needs of job seekers,

youth and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop System.

3. Coordinate with CareerSource Escarosa for the funding of the infrastructure costs of the one-stop career centers in accordance with §678.700 through §678.755 and the funding of shared services and operating costs in accordance with §678.760. *Under WIOA, a required component of the MOU is an Infrastructure Funding Agreement (IFA). The U.S. Department of Labor (DOL) acknowledged that additional time was needed for local areas to negotiate each one-stop partner's contribution for infrastructure. Therefore, the U.S. DOL is using the transition authority of WIOA sec. 503(b) to provide an extension for the implementation of the final IFA. Local areas have until January 1, 2018 to enter into a final IFA with their required partners. Once signed, the IFA will be attached to the existing MOU as an addendum.*
4. Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-stop System.
5. Provide CareerSource Escarosa with outcome numbers for performance data tracking. Participate in local recruiting events and share information with one another on placement and performance.
6. Provide feedback to CareerSource Escarosa management regarding the performance of the partnership, including its effectiveness and success.
7. Participate in CareerSource Escarosa Career Center periodic meetings to provide updates on the partner's programs and procedures to CareerSource staff.
8. Provide a key leadership representative of the Partner for representation in the CareerSource Escarosa WIOA Partner's Council Meeting and participate in quarterly meetings.

IV. METHODS OF INTERNAL REFERRAL

Internal cross-referral procedures will be developed and/or reassessed based upon availability of funding, services and program need to ensure that high quality and convenient services are available to potentially eligible customers of the One-Stop system.

V. CONFIDENTIALITY OF RECORDS

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

VI. TERM

This MOU is effective July 1, 2017 through June 30, 2018 and will be automatically renewed for successive one-year terms. This MOU may be terminated for convenience at any time by

either party upon thirty (30) days written notice.

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

VII. MERGER

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

VIII. ACCESS FOR INDIVIDUAL WITH BARRIERS TO EMPLOYMENT

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

IX. NON-DISCRIMINATION

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

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

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

X. THIRD PARTY BENEFICIARY

This MOU is for the benefit of CareerSource Escarosa, the Partner, and the Chief Elected Officials of Escambia and Santa Rosa Counties and no third party is an intended beneficiary.

XI. GOVERNANCE

The accountability and responsibility for the One-stop System's organizational activity and accomplishments will rest with CareerSource Escarosa and the region's Chief Elected Officials. Pursuant to the Workforce Innovation and Opportunity Act of 2014, the local Board in partnership with the CEOs shall conduct oversight with respect to the One-stop System.

XII. SIGNATURES

Career Source Escambia:

[Signature]
Signature

Cliff Krut - Executive Director

Printed Name

8/31/17
Date

[Signature]
Signature

Escambia County Commission:

[Signature]
Signature

D. B. Underhill, Chairman

Printed Name

OCTOBER 17, 2017
Date

Community Action Program
Committee, Inc.:

[Signature]
Signature

DOUGLAS BROWN
Printed Name

7/6/17
Date



ATTEST: PAM CHILDERS

CLERK OF THE CIRCUIT COURT

BY: [Signature]

DEPUTY CLERK

Approved as to form and legal
sufficiency.

By/Title: B. Ellis - ACA

Date: 10/10/17

BCC Approved 10-05-2017

MEMORANDUM OF UNDERSTANDING

between

**Workforce Escarosa, Inc.
dba CareerSource Escarosa**

and

**National Caucus Center on Black Aged, Inc.
(NCBA)**

I. PARTIES

This Memorandum of Understanding ("MOU"), is made pursuant to Rehabilitation Act of 1973, 29 U.S.C. §721(a) (11) and the Workforce Innovation and Opportunity Act (WIOA) of 2014, is entered into between the National Caucus Center on Black Aged, Inc. (NCBA), (hereafter referred to as the "Partner") and Workforce Escarosa, Inc. d/b/a CareerSource Escarosa, (hereafter referred to as CareerSource Escarosa).

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

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

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

III. PROVISION OF SERVICES

A. CareerSource Escarosa, under the direction of its Board of Directors (Escarosa Board), as the entity to serve as the Local Workforce Development Area (LWDA) 1 grant sub-recipient and fiscal agent to assist in the administration of WIOA funds and other funds allocated to LWDA 1 by federal and state workforce programs

CareerSource Escarosa will perform the following functions:

1. Review this MOU annually and solicit feedback from the Partner regarding improvements, changes, and/or additions.

2. Coordinate with the Partner to provide access to workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System. Workforce services and programs include, but are not limited to, the allowable activities described in the WIOA and related legislation for: WIOA adult, dislocated worker and youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF); Supplemental Nutrition Assistance Program (SNAP); Adult Education and Family Literacy Act programs; Perkins Act programs and Vocational Rehabilitation.
 3. Coordinate with the Partner to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop System.
 4. Coordinate with the Partner for the funding of the infrastructure costs of the one-stop career centers in accordance with §678.700 through §678.755 of the WIOA and the funding of shared services and operating costs in accordance with §678.760 of the WIOA Act. *Under WIOA, a required component of the MOU is an Infrastructure Funding Agreement (IFA). The U.S. Department of Labor (DOL) acknowledged that additional time was needed for local areas to negotiate each one-stop partner's contribution for infrastructure. Therefore, the U.S. DOL is using the transition authority of WIOA sec. 503(b) to provide an extension for the implementation of the final IFA. Local areas have until January 1, 2018 to enter into a final IFA with their required partners. Once signed, the IFA will be attached to the existing MOU as an addendum.*
 5. Maintain the statewide "CareerSource" branding of each center.
 6. Maintain and operate at least one comprehensive one-stop career center within the local workforce development area that shall be open to the public from 7:30 a.m. until 4:30 p.m., Monday through Friday (excluding recognized holidays and emergency situations.)
 7. Provide an area for WIOA Partner meetings and/or co-location as space permits.
 8. Model CareerSource core values and maintain a professional working environment.
 9. Abide by all of its policies, rules, and procedures and applicable Florida statutes and rules.
- B. The Partner will perform the following functions:**
1. Coordinate with CareerSource Escarosa to provide access to its workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System.
 2. Coordinate with CareerSource Escarosa to ensure that the needs of job seekers,

youth and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop System.

~~3. Coordinate with CareerSource Escarosa for the funding of the infrastructure costs of the one-stop career centers in accordance with §678.700 through §678.755 and the funding of shared services and operating costs in accordance with §678.760. Under the WIOA, a required component of the MOU is an Infrastructure Funding Agreement (IFA). The U.S. Department of Labor (DOL) acknowledged that additional time was needed for local areas to negotiate each one-stop partner's contribution for infrastructure. Therefore, the U.S. DOL is using the transition authority of WIOA sec. 503(b) to provide an extension for the implementation of the final IFA. Local areas have until January 1, 2018 to enter into a final IFA with their required partners. Once signed, the IFA will be attached to the existing MOU as an addendum.~~

4. Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-stop System.
5. Provide CareerSource Escarosa with outcome numbers for performance data tracking. Participate in local recruiting events and share information with one another on placement and performance.
6. Provide feedback to CareerSource Escarosa management regarding the performance of the partnership, including its effectiveness and success.
7. Participate in CareerSource Escarosa Career Center periodic meetings to provide updates on the partner's programs and procedures to CareerSource staff.
8. Provide a key leadership representative of the Partner for representation in the CareerSource Escarosa WIOA Partner's Council and participate in quarterly meetings of The Council.

IV. METHODS OF INTERNAL REFERRAL

Internal cross-referral procedures will be developed and/or reassessed based upon availability of funding, services and program need to ensure that high quality and convenient services are available to potentially eligible customers of the One-Stop system.

V. CONFIDENTIALITY OF RECORDS

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

VI. TERM

This MOU is effective July 1, 2017 through June 30, 2018 and will be automatically renewed for successive one-year terms. This MOU may be terminated for convenience at any

time by either party upon thirty (30) days written notice.

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

VII. MERGER

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

VIII. ACCESS FOR INDIVIDUAL WITH BARRIERS TO EMPLOYMENT

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

IX. NON-DISCRIMINATION

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

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

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

X. THIRD PARTY BENEFICIARY

This MOU is for the benefit of CareerSource Escarosa, the Partner, and the Chief Elected Officials of Escambia and Santa Rosa Counties and no third party is an intended beneficiary.

XI. GOVERNANCE

The accountability and responsibility for the One-stop System's organizational activity and accomplishments will rest with CareerSource Escarosa and the region's Chief Elected

Officials. Pursuant to the Workforce Innovation and Opportunity Act of 2014, the local Board in partnership with the CEOs shall conduct oversight with respect to the One-stop System.

XII. SIGNATURES

~~Career Source Escambia:~~

~~Signature~~

Cliff Krut - Executive Director
Printed Name

Date

Escambia County Commission:

Signature

D. B. Underhill, Chairman

Printed Name

10/17/2017

Date

National Caucus Center on
Black Age, Inc.

Signature

Wanda A. Payne
Printed Name

Date

Santa Rosa County Commission:

Signature

Robert A. "Bob" Cole

Printed Name

9-28-17

Date



ATTEST: PAM CHILDERS
CLERK OF THE CIRCUIT COURT

BY:

Deborah Carr
DEPUTY CLERK

ATTEST:

Donald C. Spencer
Donald C. Spencer, Clerk





Approved as to form and legal
sufficiency.

By/Title: B. Ellis - ACA

Date: 10/10/17

BCC Approved 10-05-2017

THE SCHOOL DISTRICT OF ESCAMBIA COUNTY CURRICULUM AND INSTRUCTION SCHOOL BOARD AGENDA EXECUTIVE SUMMARY		Item Number: V.b.1. K.2.	
TITLE Memorandum of Understanding Between Workforce Escarosa, Inc. d/b/a CareerSource Escarosa and the School Board of Escambia County, Florida		SUBMITTED BY: Dr. Michelle Taylor, Director, Workforce Education	
PERIOD OF GRANT CONTRACT REQUEST July 1, 2017 - June 30, 2018	FUNDING SOURCE N/A	PROJECT COORDINATOR AND DEPARTMENT Dr. Michelle Taylor, Director, Workforce Education	
AMOUNT OF FUNDING REQUEST N/A	<i>Is amount more, less or same as last year?</i>	TOTAL PROJECT N/A	<i>Is the amount more, less or same as last year?</i>
PURPOSE The purpose of this Memorandum of Understanding is to affirm the cooperative workforce training, employment and economic development efforts of Workforce Escarosa, Inc. d/b/a CareerSource Escarosa and outline the actions to be taken by each to coordinate the efforts in accordance with state issued requirements to establish and maintain an effective and successful One-Stop System.			
IMPLEMENTATION PLAN 1. Workforce Education Director participates in CareerSource Escarosa Partners' Council quarterly meetings. 2. Collaborate to provide district staff and student access to One-Stop Center workforce services and programs. 3. Enter in an Infrastructure Funding Agreement by January 1, 2018.			
PARTICIPATING SCHOOLS/ AGENCIES CareerSource Escarosa George Stone Technical Center All district high schools			
ACTION REQUIRED Board Approval			
STRATEGIC ALIGNMENT – <i>Include Pillar, Goal and Measurable Objective as outlined in the current Strategic Plan.</i> PILLAR: Quality GOAL: GOAL Q.1: To increase rigor at all levels MEASURABLE OBJECTIVE: Q.1.8. Increase postsecondary measures through Career Placement Program Rate, Adult Education Completion, and Postsecondary Industry Certifications.			
DIRECTOR 		DATE 8/1/17	
ASSISTANT SUPERINTENDENT 		DATE 8/1/17	DATE OF BOARD APPROVAL APPROVED ESCAMBIA COUNTY SCHOOL BOARD

Revised: June 2017
Retention: 5 years

AUG 15 2017

KEEP FOR YOUR RECORDS

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

MEMORANDUM OF UNDERSTANDING
BETWEEN
WORKFORCE ESCAROSA, INC.
D/B/A CAREERSOURCE ESCAROSA
AND THE
SCHOOL BOARD OF ESCAMBIA COUNTY, FLORIDA

I. PARTIES

This Memorandum of Understanding (MOU) is made pursuant to the Rehabilitation Act of 1973, 29 U.S. Code section 721(a)(11) and the Workforce Innovation and Opportunity Act (WIOA) of 2014 and is entered into between the School Board of Escambia County (hereafter referred to as the "Board") and Workforce Escarosa, Inc. d/b/a CareerSource Escarosa, (hereafter referred to as "CareerSource Escarosa").

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

This agreement is intended to coordinate resources, prevent duplication and ensure the effective and efficient delivery of workforce services in Escambia and Santa Rosa Counties. In addition, this agreement will establish joint processes and procedures that will enable the Board to integrate with the current one-stop service delivery system resulting in a seamless and comprehensive array of education, human service, job training and other workforce development services within Escambia and Santa Rosa Counties, Florida.

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

III. PROVISION OF SERVICES

The Chief Elected Officials (CEOs) of Escambia and Santa Rosa Counties have designated CareerSource Escarosa as the entity to serve as the grant sub-recipient and fiscal agent to assist in the administration of WIOA funds and other funds allocated to the Local Workforce Development Area One (1) (LWDA 1) by federal and state workforce programs.

A. CareerSource Escarosa will perform the following functions:

1. Review this MOU annually and solicit feedback from the Board regarding improvements, changes and/or additions.
2. Coordinate with the Board to provide access to workforce services and programs through the One-Stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-Stop System. Workforce services and programs include, but are not limited to, the allowable activities described in the WIOA and related legislation for WIOA adult, dislocated worker and youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF); Supplemental Nutrition Assistance Program (SNAP); Adult Education and Family Literacy Act programs; Perkins Act programs and Vocational Rehabilitation.
3. Coordinate with the Board to ensure that the needs of job seekers, youth and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-Stop System.
4. Coordinate with the Board for the funding of the infrastructure costs of the One-Stop Career Centers in accordance with section 678.700 through section 678.755 of the WIOA and the funding of shared services and operating costs in accordance with section 678.760 of the WIOA and any state infrastructure funding mechanism requirements issued by the State of Florida.

Under the WIOA, a required component of the MOU is an Infrastructure Funding Agreement (IFA). The U.S. Department of Labor (DOL) acknowledged that additional time was needed for local areas to negotiate each One-Stop partner's contribution for infrastructure. Therefore, the U.S. DOL is using the transition authority of WIOA section 503(b) to provide an extension for the implementation of the final IFA. Local areas have until January 1, 2018 to enter into a final IFA with their required partners. Once signed, the IFA will be attached to the existing MOU as an addendum.

5. Maintain the statewide "CareerSource" branding of each center.
6. Maintain and operate at least one (1) comprehensive One-Stop Career Center within the LWDA 1 that shall be open to the public from 7:30 a.m. until 4:30 p.m., Monday through Friday (excluding recognized holidays and emergency situations).
7. Provide an area for the Board's meetings and/or co-location as space permits.
8. Model CareerSource core values and maintain a professional working environment.
9. Abide by all of its policies, rules and procedures and applicable Florida statutes and rules.

B. The Board will perform the following functions:

1. Coordinate with CareerSource Escarosa to provide access to its workforce services and programs through the One-Stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-Stop System.
2. Coordinate with CareerSource Escarosa to ensure that the needs of job seekers, youth and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services including access to technology and materials that are available through the One-Stop System.
3. Coordinate with CareerSource Escarosa for the funding of the infrastructure costs of the One-Stop Career Centers in accordance with section 678.700 through section 678.755 and the funding of shared services and operating costs in accordance with section 678.760 and any infrastructure funding mechanisms issued by the State of Florida. The duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR 361.505 and 34 CFR 361.720.

Under the WIOA, a required component of the MOU is an Infrastructure Funding Agreement (IFA). The U.S. Department of Labor (DOL) acknowledged that additional time was needed for local areas to negotiate each One-Stop partner's contribution for infrastructure. Therefore, the U.S. DOL is using the transition authority of WIOA section 503(b) to provide an extension for the implementation of the final IFA. Local areas have until January 1, 2018 to enter into a final IFA with their required Boards. Once signed, the IFA will be attached to the existing MOU as an addendum.

4. Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-Stop System.
5. Provide CareerSource Escarosa with outcome numbers for performance data tracking. Participate in local recruiting events and share information with one another on placement and performance.
6. Provide feedback to CareerSource Escarosa management regarding the performance of the partnership, including its effectiveness and success.
7. Participate in CareerSource Escarosa Career Center periodic meetings to provide updates on the Board's programs and procedures to CareerSource staff.
8. Provide a key leadership representative of the Board for representation in the CareerSource Escarosa WIOA Partner's Council and participate in quarterly meetings of The Council.
9. The School Board of Escambia County, Florida agrees to indemnify CareerSource Escarosa to the extent and only to the extent of the limits set forth in section 768.28(5), F.S. and then only for the negligent or wrongful act or omission of any officer or employee

acting within the scope of the officer's/employee's office or employment under the circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, the School Board does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this agreement that no officer or employee may be held personally liable except as provided by section 768.28(9) F.S.

IV. METHODS OF INTERNAL REFERRAL

Internal cross-referral procedures will be developed and/or reassessed based upon availability of funding, services and program need to ensure that high quality and convenient services are available to potentially eligible customers of the One-Stop System.

V. CONFIDENTIALITY OF RECORDS

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

VI. TERM

This MOU is effective July 1, 2017 through June 30, 2018 and will be automatically renewed for successive one (1)-year terms. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

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

VII. MERGER

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

VIII. ACCESS FOR INDIVIDUAL WITH BARRIERS TO EMPLOYMENT

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

IX. NON-DISCRIMINATION

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

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

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

X. THIRD PARTY BENEFICIARY

This MOU is for the benefit of CareerSource Escarosa and the District and no third party is an intended beneficiary.

XI. GOVERNANCE

The accountability and responsibility for the One-Stop System's organizational activity and accomplishments will rest with CareerSource Escarosa and the region's CEOs. Pursuant to the Workforce Innovation and Opportunity Act of 2014, the local Board in partnership with the CEO shall conduct oversight with respect to the One-Stop System.

MEMORANDUM OF UNDERSTANDING
BETWEEN
WORKFORCE ESCAROSA, INC.
D/B/A CAREERSOURCE ESCAROSA
AND THE
SCHOOL BOARD OF ESCAMBIA COUNTY, FLORIDA

IN WITNESS WHEREOF, the parties hereto have entered into this MOU effective July 1, 2017 through June 30, 2018.

CareerSource Escarosa:

Katherine Parshna
~~Cliff Krut, Executive Director~~
Katherine Parshna, Interim Director
9-5-17
Date

Escambia County Commission:

D.B. Underhill
D.B. Underhill, Chairman
10/17/2017

Attest: Pam Childers,
Clerk of the Circuit Court
Pam Childers
Deputy Clerk

10-05-2017
BOCC Approved

School Board of Escambia
County, Florida:

Gerald W. Boone
~~Linda Moultrie, Chair~~
Gerald W. Boone
8-31-17
Date

Attest:

Malcolm Thomas
Malcolm Thomas, Superintendent
8-31-17
Date

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

AUG 15 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

Approved as to form and legal
sufficiency.

By/Title: B. Ellis
Date: 10/10/17

SB

MEMORANDUM OF UNDERSTANDING

between

Workforce Escarosa, Inc.

dba CareerSource Escarosa

and

School District of Santa Rosa County

I. PARTIES

This Memorandum of Understanding ("MOU"), is made pursuant to Rehabilitation Act of 1973, 29 U.S.C. §721(a) (11) and the Workforce Innovation and Opportunity Act (WIOA) of 2014, is entered into between the **School District of Santa Rosa County** (hereafter referred to as "the Partner") and Workforce Escarosa, Inc. d/b/a CareerSource Escarosa, (hereafter referred to as **CareerSource Escarosa**).

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

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

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

III. PROVISION OF SERVICES

A. The Chief Elected Officials of Escambia and Santa Rosa Counties have designated CareerSource Escarosa as the entity to serve as the grant sub-recipient and fiscal agent to assist in the administration of WIOA funds and other funds allocated to LWDA 1 by federal and state workforce programs.

CareerSource Escarosa will perform the following functions:

1. Review this MOU annually and solicit feedback from the Partner regarding improvements, changes, and/or additions.
2. Coordinate with the Partner to provide access to workforce services and programs

through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System. Workforce services and programs include, but are not limited to, the allowable activities described in the WIOA and related legislation for: WIOA adult, dislocated worker and youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF); Supplemental Nutrition Assistance Program (SNAP); Adult Education and Family Literacy Act programs; Perkins Act programs and Vocational Rehabilitation.

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XI. GOVERNANCE

The accountability and responsibility for the One-stop System's organizational activity and accomplishments will rest with CareerSource Escarosa and the region's Chief Elected Officials. Pursuant to the Workforce Innovation and Opportunity Act of 2014, the local Board in partnership with the CEOs shall conduct oversight with respect to the One-stop System.

XII. SIGNATURES

Career Source Escarosa:


Signature

Cliff Krut - Executive Director
Printed Name

7/7/17
Date


School District of Santa Rosa
County:


Signature

Scott Peden
Printed Name

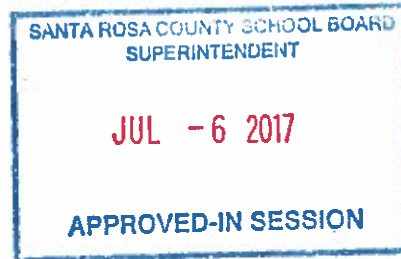
July 6, 2017
Date

Santa Rosa County Commission:


Signature

Robert A. "Bob" Cole
Printed Name

9-28-17
Date



ATTEST:


Donald C. Spencer, Clerk of Court



**MEMORANDUM OF UNDERSTANDING ONE-
STOP CAREER CENTER SYSTEM**

**And The District Board of Trustees of
Pensacola State College, Florida (PSC)**

I. PARTIES

This Memorandum of Understanding ("MOU"), is made pursuant to the Workforce Innovation and Opportunity Act (WIOA) of 2014, and is entered into by the **The District Board of Trustees of Pensacola State College, Florida** (hereafter referred to as the College) and Workforce Escarosa, Inc. d/b/a CareerSource Escarosa, (hereafter referred to as **CareerSource Escarosa**)

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

This agreement is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in Escambia and Santa Rosa Counties. In addition, this agreement will establish joint processes and procedures that will enable the College to integrate with the current One-Stop service delivery system resulting in a seamless and comprehensive array of education, human services, job training, and other workforce development services within Escambia and Santa Rosa Counties, Florida.

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

III. PROVISION OF SERVICES

- A. The local area workforce board d/b/a CareerSource Escarosa has been designated by the Chief Elected Officials of Escambia and Santa Rosa Counties as the administrative entity, grant recipient and fiscal agent.

CareerSource Escarosa will perform the following functions:

1. Review this MOU annually and solicit feedback from the College regarding improvements, changes, and/or additions.
2. Coordinate with the College to provide access to workforce services and programs through the One-Stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-Stop System. Workforce services and programs include, but are not limited to, the allowable activities described in the WIOA and related legislation

for: WIOA adult, dislocated worker and youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF) program; adult education and family literacy; Perkins Act programs; and Vocational Rehabilitation.

3. Coordinate with the College to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-Stop System.
 4. Coordinate with the College for the funding of the infrastructure costs of the One-Stop career centers in accordance with 20 CFR §678.700 through §678.755 of the federal regulations promulgated under WIOA and the funding of shared services and operating costs in accordance with 20 CFR §678.760 of the WIOA and any state infrastructure funding mechanism requirements issued by the State of Florida.
 5. Maintain the statewide "CareerSource" branding of each center.
 6. Maintain and operate at least one comprehensive One-Stop career center within the local workforce development area that shall be open to the public from 7:30 am until 4:30 pm, Monday through Friday (excluding recognized holidays and emergency situations.)
 7. Provide an area for the College's meetings and/or co-location as space permits.
 8. Model CareerSource core values and maintain a professional working environment.
 9. Abide by all of its policies, rules, and procedures and applicable Florida statutes and rules.
- B. The College will perform the following functions:
1. Coordinate with CareerSource Escarosa to provide access to its workforce services and programs through the One-Stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-Stop System.
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4. Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-Stop System.
5. Provide CareerSource Escarosa with monthly outcome numbers for performance data tracking. Participate in local recruiting events and share information with one another on placement and performance.
6. Provide feedback to CareerSource Escarosa management regarding the performance of the One-Stop collaboration, including its effectiveness and success.
7. Participate in career center periodic meetings to provide updates on the Colleges's programs and procedures to CareerSource staff.
8. Provide a key leadership representative of the College for representation in the CareerSource Escarosa WIOA Partner's Council Meeting and participate in quarterly meetings.

IV. METHODS OF INTERNAL REFERRAL

Internal cross-referral procedures will be developed and/or reassessed based upon availability of funding, services and program need to ensure that high quality and convenient services are available to potentially eligible customers of the One-Stop system.

V. CONFIDENTIALITY OF RECORDS

In the event that either party to this MOU obtains access to any records, files, or other information of the other party in connection with, or during the performance of this MOU, then that party shall keep all such records, files or other information confidential, and shall comply with all laws and regulations concerning the confidentiality of such records, files or other information to the same extent as such laws and regulations apply to the other party; provided however, that College shall not be prohibited from releasing any records deemed a public record and required to be released pursuant to Chapter 119, Florida Statutes.

VI. TERM

This MOU is effective July 1, 2017 through June 30, 2018 and will be automatically renewed for successive one-year terms. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

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

VII. MERGER

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

ACCESS FOR INDIVIDUALS WITH BARRIERS TO EMPLOYMENT

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

VIII. NON-DISCRIMINATION

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

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

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

IX. THIRD PARTY BENEFICIARY

This MOU is for the benefit of CareerSource Escarosa, the College, and the Chief Elected Officials of Escambia and Santa Rosa Counties and no third party is an intended beneficiary.

X. GOVERNANCE

The accountability and responsibility for the One-Stop System's organizational activity and accomplishments will rest with CareerSource Escarosa and the region's Chief Elected Officials. Pursuant to the Workforce Innovation and Opportunity Act of 2014, the local Board in partnership with the CEOs shall conduct oversight with respect to the One-Stop System.

XI. NO PARTNERSHIP OR JOINT VENTURE

This Agreement is styled as a "One-Stop Partner Agreement" for purposes of compliance with the Workforce Innovation and Opportunity Act of 2014 and the Federal regulations promulgated thereunder. The use of the term "partner" herein is not a designation of a business entity and refers only to the collaboration of the parties to this agreement to provide public services under the Act and shall in no way signify that the parties agree or purport to be bound under the partnership laws of the State of Florida set forth in Chapter 620, Florida States. Nothing herein contained shall constitute a business partnership between or joint venture by the parties hereto or constitute any party the agent of the others. No party shall hold itself out contrary to the terms of this paragraph and no party shall become liable by

any representation, act or omission of the other in any manner contrary to the provisions hereof.

XII. SIGNATURES

Career Source Escarosa:

[Signature]
Signature

Cliff Krut - Executive Director
Printed Name

8/11/17
Date

The District Board of Trustees of Pensacola State College, Florida:

[Signature]
Signature

C. Edward Meadows, President
Printed Name

Date

Escambia County Commission:

[Signature]
Signature

D. B. Underhill, Chairman
Printed Name

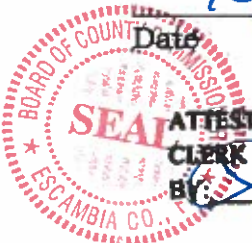
10/17/2017
Date

Santa Rosa County Commission:

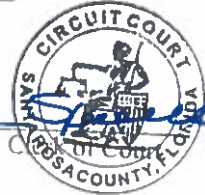
[Signature]
Signature

Robert A. "Bob" Cole
Printed Name

9-28-17
Date



ATTEST: PAM CHILDERS
CLERK OF THE CIRCUIT COURT
BY: [Signature]
DEPUTY CLERK



ATTEST: [Signature]
Donald C. Spencer, Clerk

Approved as to form:

[Signature]
Thomas J. Gilliam, Jr. General Counsel
for Pensacola State College

Approved as to form and legal sufficiency.

By/Title: B. Ellis, Asst. Asst.
Date: 10/10/17

BCC Approved 10-05-2017

MEMORANDUM OF UNDERSTANDING

between

**Workforce Escarosa, Inc.
dba CareerSource Escarosa**

and

Tri-County Community Council, Inc.

I. PARTIES

This Memorandum of Understanding ("MOU"), is made pursuant to Rehabilitation Act of 1973, 29 U.S.C. §721(a)(11) and the Workforce Innovation and Opportunity Act (WIOA) of 2014, is entered into between the **Tri-County Community Council, Inc.** (hereafter referred to as the "Partner") and Workforce Escarosa, Inc. d/b/a CareerSource Escarosa, (hereafter referred to as **CareerSource Escarosa**).

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

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

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

III. PROVISION OF SERVICES

- A. The Chief Elected Officials of Escambia and Santa Rosa Counties have designated CareerSource Escarosa as the entity to serve as the grant sub-recipient and fiscal agent to assist in the administration of WIOA funds and other funds allocated to LWDA 1 by federal and state workforce programs.

CareerSource Escarosa will perform the following functions:

1. Review this MOU annually and solicit feedback from the Partner regarding improvements, changes, and/or additions.
2. Coordinate with the Partner to provide access to workforce services and programs

through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System. Workforce services and programs include, but are not limited to, the allowable activities described in the WIOA and related legislation for: WIOA adult, dislocated worker and youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF); Supplemental Nutrition Assistance Program (SNAP); Adult Education and Family Literacy Act programs; Perkins Act programs and Vocational Rehabilitation.

3. Coordinate with the Partner to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop System.
 4. Coordinate with the Partner for the funding of the infrastructure costs of the one-stop career centers in accordance with §678.700 through §678.755 of the WIOA and the funding of shared services and operating costs in accordance with §678.760 of the WIOA and any state infrastructure funding mechanism requirements issued by the State of Florida. *Under the WIOA, a required component of the MOU is an Infrastructure Funding Agreement (IFA). The U.S. Department of Labor (DOL) acknowledged that additional time was needed for local areas to negotiate each one-stop partner's contribution for infrastructure. Therefore, the U.S. DOL is using the transition authority of WIOA sec. 503(b) to provide an extension for the implementation of the final IFA. Local areas have until January 1, 2018 to enter into a final IFA with their required partners. Once signed, the IFA will be attached to the existing MOU as an addendum.*
 5. Maintain the statewide "CareerSource" branding of each center.
 6. Maintain and operate at least one comprehensive one-stop career center within the local workforce development area that shall be open to the public from 7:30 a.m. until 4:30 p.m., Monday through Friday (excluding recognized holidays and emergency situations.)
 7. Provide an area for the Partner's meetings and/or co-location as space permits.
 8. Model CareerSource core values and maintain a professional working environment.
 9. Abide by all of its policies, rules, and procedures and applicable Florida statutes and rules.
- B. The Partner will perform the following functions:
1. Coordinate with CareerSource Escarosa to provide access to its workforce services and programs through the One-stop System in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop System.

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4. Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-stop System.
5. Provide CareerSource Escarosa with outcome numbers for performance data tracking. Participate in local recruiting events and share information with one another on placement and performance.
6. Provide feedback to CareerSource Escarosa management regarding the performance of the partnership, including its effectiveness and success.
7. Participate in CareerSource Escarosa Career Center periodic meetings to provide updates on the partner's programs and procedures to CareerSource staff.
8. Provide a key leadership representative of the Partner for representation in the CareerSource Escarosa WIOA Partner's Council Meeting and participate in quarterly meetings.

IV. METHODS OF INTERNAL REFERRAL

Internal cross-referral procedures will be developed and/or reassessed based upon availability of funding, services and program need to ensure that high quality and convenient services are available to potentially eligible customers of the One-Stop system.

V. CONFIDENTIALITY OF RECORDS

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

VI. TERM

This MOU is effective July 1, 2017 through June 30, 2018 and will be automatically renewed
MOU 2017

for successive one-year terms. This MOU may be terminated for convenience at any time by either party upon thirty (30) days written notice.

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

VII. MERGER

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VIII. ACCESS FOR INDIVIDUAL WITH BARRIERS TO EMPLOYMENT

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

IX. NON-DISCRIMINATION

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

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

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

X. THIRD PARTY BENEFICIARY

This MOU is for the benefit of CareerSource Escarosa, the Partner, and the Chief Elected Officials of Escambia and Santa Rosa Counties and no third party is an intended beneficiary.

XI. GOVERNANCE

The accountability and responsibility for the One-stop System's organizational activity and accomplishments will rest with CareerSource Escarosa and the region's Chief Elected Officials. Pursuant to the Workforce Innovation and Opportunity Act of 2014, the local Board

in partnership with the CEOs shall conduct oversight with respect to the One-stop System.

XII. SIGNATURES

Career Source Escarosa:

[Signature]
Signature

Cliff Krut - Executive Director

Printed Name

8/3/17
Date

Tri-County Community
Council, Inc.:

[Signature]
Signature

Joel Paul, Jr., Executive Director

Printed Name

6-28-2017
Date

Santa Rosa County Commission:

[Signature]
Signature

Robert A. "Bob" Cole
Printed Name

9-28-17
Date

ATTEST: [Signature]
Donald C. Spencer, Clerk of Court



MEMORANDUM OF UNDERSTANDING

between

Workforce Escarosa, Inc.

dba CareerSource Escarosa

and

**Cornerstone Solutions, Inc. – Job Corps
Services**

I. PARTIES

This Memorandum of Understanding (“MOU”), is made pursuant to Rehabilitation Act of 1973, 29 U.S.C. §721(a) (11) and the Workforce Innovation and Opportunity Act (WIOA) of 2014, and is entered into between the **Cornerstone Solutions, Inc. – Job Corps Services**, (hereafter referred to as the “Partner”) and **Workforce Escarosa, Inc. d/b/a CareerSource Escarosa**, (hereafter referred to as **CareerSource Escarosa**).

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 the one-stop customer service delivery system. The One-Stop System assures coordination between the activities authorized in and linked to this Act.

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CareerSource Escarosa will perform the following functions:

1. Review this MOU annually and solicit feedback from the Partner regarding improvements, changes, and/or additions.
2. Coordinate with the Partner to provide access to workforce services and programs

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9/13/2017

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9/13/2017

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XI. GOVERNANCE

Q 9/13/2017

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XII. SIGNATURES

Career Source Escarosa:
[Signature]
Signature

Katherine Karshna, Interim Director
Printed name
9-19-2017
Date

Escambia County Commission:

Signature

Printed Name

Date

Cornerstone Solutions Inc. -
Job Corps Services
[Signature]
Signature

Cornerstone Solutions, Inc.
1526 East Forrest Avenue
Suite 280, Jefferson Station
East Point, GA. 30344
404 961 7399 (V)
404 766 4835 (F)

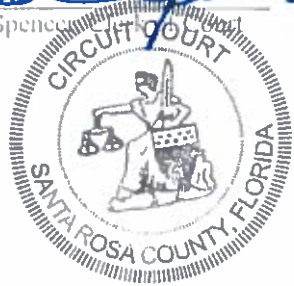
Ronald E. Jones, President and CEO
Printed Name
9/13/2017
Date

[Signature]
Santa Rosa County Commission:

Signature
Robert A. "Bob" Cole
Printed Name

Date

ATTEST: *[Signature]*
Donald C. Spence



[Handwritten] 9/13/2017

CAREERSOURCE ESCAROSA
LOCAL WORKFORCE DEVELOPMENT PLAN
TWO-YEAR MODIFICATION

ATTACHMENT E
PUBLIC COMMENTS