

AGENDA
CAREER SOURCE ESCAROSA
BOARD OF DIRECTORS
THURSDAY, MARCH 17, 2022
3:30 P.M.

LOCATION: 6913 N. 9TH Avenue | Pensacola, FL 32504

CALL IN: 1-941-404-1062 | CONF ID: 483-610-646

- I. Call Meeting to OrderChair, Board of Directors**
- II. Call for Public Comment**
- III. Reading of Public Disclosures Janay Sims**
- IV. Approval of Agenda**
- V. Annual Performance Report Charles Williams & Daniel Harper
Florida Department of Economic Opportunity (DEO)**
- VI. Consent Agenda**
 - Minutes – January 20, 2022
- VII. Items for Consideration**
 - Financial Expenditure Report (January 31, 2022)
 - Revisions to CSE's: By-Laws
Administrative Plan
 - Board Governance:
 - Update on Board Membership
 - Board Attendance
 - Approval – Customized Training (Baptist Health Care)
 - Review – Draft of Inter-Local Agreement
- VIII. Information Items**
 - Chief Executive Officer's Report
- IX. Other Business**
- X. Adjournment**

NEXT BOARD MEETING – MAY 19, 2022 | LOCATION: TBD

CareerSource Escarosa

Florida Department of Economic Opportunity Annual Performance Presentation

Daniel Harper, DEO Senior Management Analyst Supervisor

March 17, 2022



Workforce System Funding

- United States Department of Labor Employment and Training Administration (USDOL - ETA)
- United States Department of Health and Human Services (HHS)
- United States Department of Agriculture (USDA)
- State of Florida General Revenue (GR)
- Other Sources

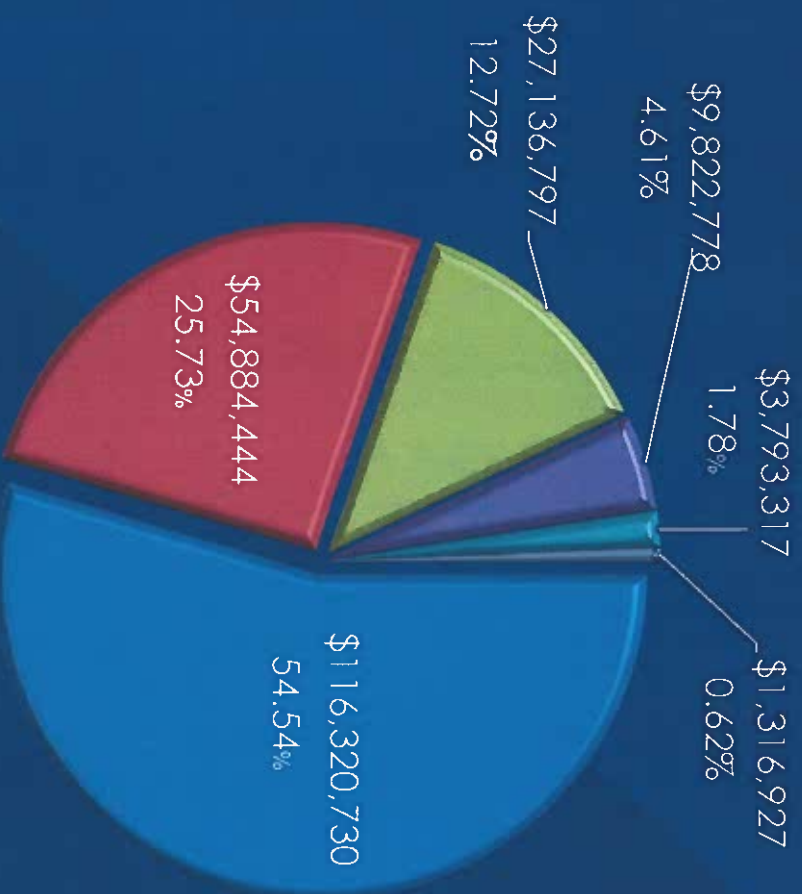
Workforce System Oversight

- United States Department of Labor Employment and Training Administration (USDOL - ETA)
- Florida Legislature
- Reimagining Education and Career Help (REACH) Office
- Department of Economic Opportunity (DEO)
- CareerSource Florida (CSF)
- Chief Local Elected Officials or Consortiums (CLEO)
- Local Workforce Development Boards (LWDB)

Local Service Delivery

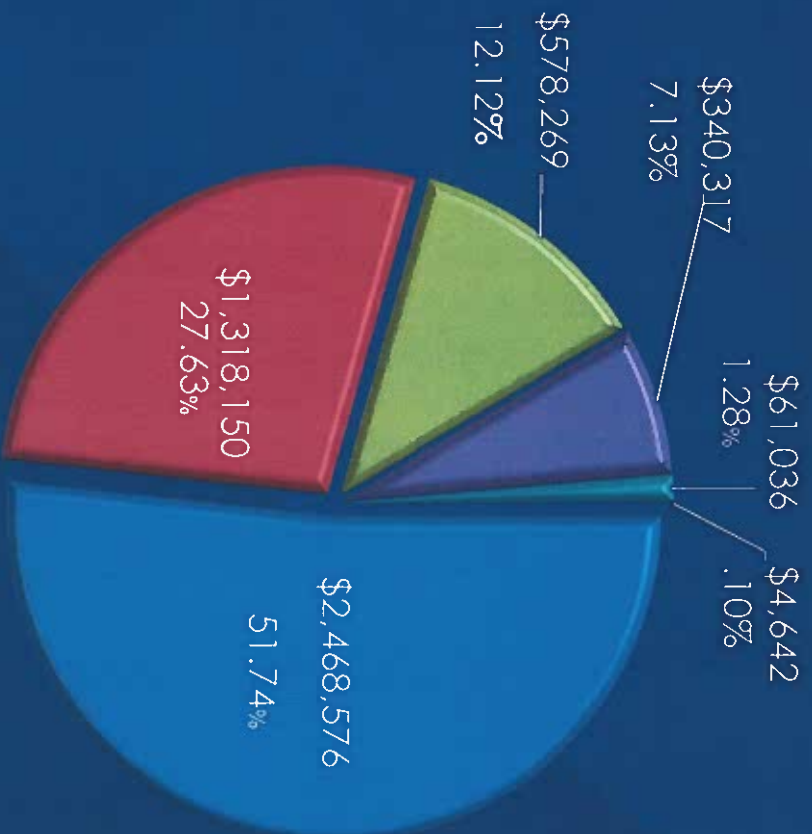
- One-Stop Career Centers
 - Core Partners and Required Partners
 - Other Local Partnerships
- Job Seekers
- Employers

Statewide Funding \$213,274,993



- Workforce Innovation and Opportunity Act
- Welfare Transition
- Wagner Peyser
- Veterans
- Supplemental Nutrition Assistance Program
- Trade Adjustment Assistance Program

Local Board Funding \$4,770,990



- Workforce Innovation and Opportunity Act
- Welfare Transition
- Wagner Peyser
- Veterans
- Supplemental Nutrition Assistance Program
- Trade Adjustment Assistance Program

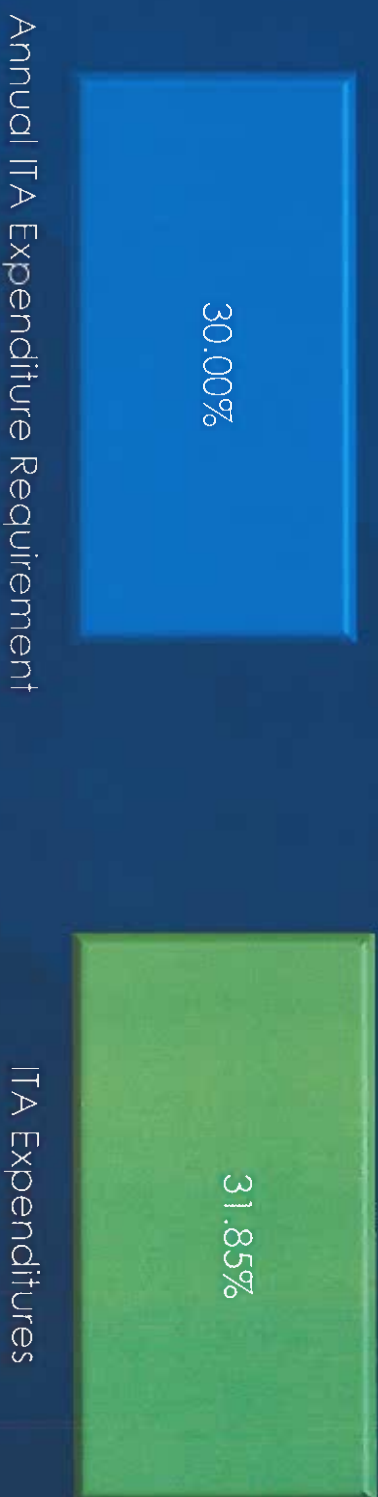
Direct Client Services and Administrative Expenditures



■ Direct Client Services

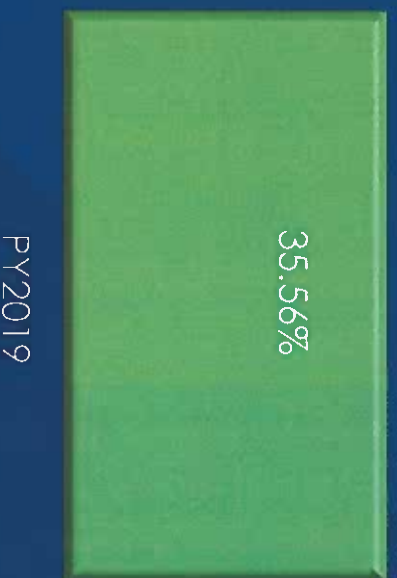
■ Administrative Expenditures

Individual Training Account (ITA) Expenditures



Work Experience Expenditures

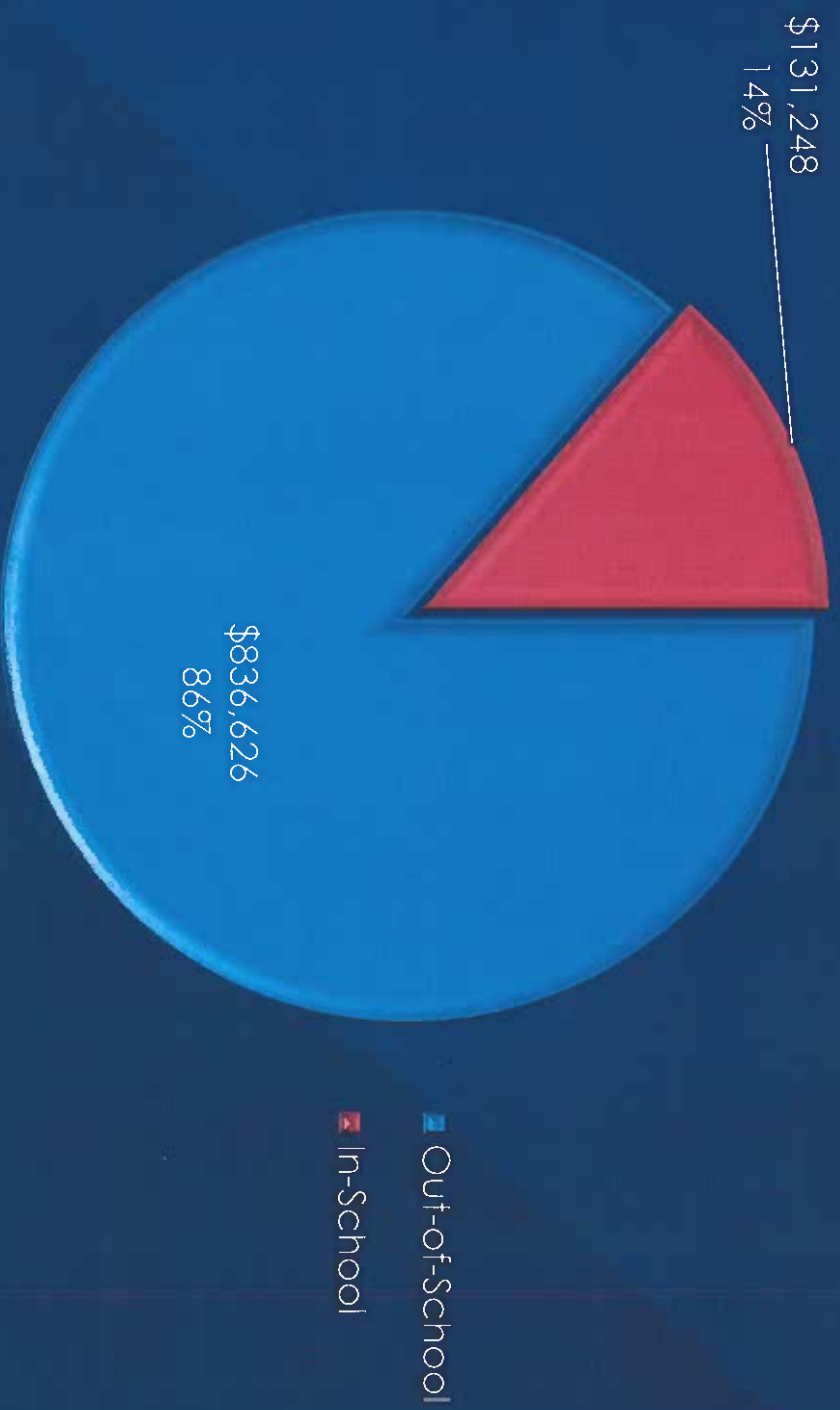
WIOA Requirement: Greater than 20% Work Experience Expenditures



0.00%
PY2020

20% expenditure requirement must be met by 6/30/2022

Out-of-School Youth Expenditures



Primary Indicators of Performance

Customer Groups

- Adult Metrics (5)
- Dislocated Worker Metrics (5)
- Youth Metrics (5)
- Wagner Peyser Metrics (3)

Metrics

- Employed in 2nd quarter after exiting the program
- Employed in 4th quarter after exiting the program
- Median wages in 2nd quarter after exiting the program
- Credential attainment rate
- Measurable Skill Gains (Not applicable for Wagner Peyser)

Primary Indicators of Performance Results

LWDB 01 Program Year (PY) 2020 Performance for July 1, 2020 – June 30, 2021		PY2020-2021 1st Quarter Performance	PY2020-2021 2nd Quarter Performance	PY2020-2021 3rd Quarter Performance	PY2020-2021 4th Quarter Performance	PY2020-2021 Performance Goals
Adult Programs:						
Employed 2nd Quarter After Exit	96.0%		95.6%	94.9%	94.6%	89.0%
Median Wage 2nd Quarter After Exit	\$13,736.00		\$12,873.00	\$13,117.00	\$12,775.00	\$7,500.00
Employed 4th Quarter After Exit	91.4%		93.5%	96.0%	94.0%	85.0%
Credential Attainment Rate	70.7%		77.4%	91.7%	93.2%	80.0%
Measurable Skill Gains	75.9%		75.5%	76.4%	72.3%	47.0%
Dislocated Workers Programs:						
Employed 2nd Quarter After Exit	100.0%		100.0%	100.0%	100.0%	86.0%
Median Wage 2nd Quarter After Exit	\$8,545.00		\$6,469.00	\$4,815.00	\$4,480.00	\$7,500.00
Employed 4th Quarter After Exit	77.8%		85.7%	75.0%	100.0%	81.0%
Credential Attainment Rate	62.5%		71.4%	75.0%	100.0%	85.0%
Measurable Skill Gains	33.3%		40.0%	75.0%	64.3%	54.5%
Youth Programs:						
Employed 2nd Quarter After Exit	84.0%		82.8%	85.9%	80.0%	81.0%
Median Wage 2nd Quarter After Exit	\$3,720.00		\$3,510.00	\$3,485.00	\$3,558.00	\$3,300.00
Employed 4th Quarter After Exit	87.1%		86.2%	84.0%	79.7%	84.0%
Credential Attainment Rate	70.8%		74.1%	77.6%	79.3%	76.5%
Measurable Skill Gains	51.0%		49.4%	62.3%	68.9%	50.0%
Wagner Peyser Programs:						
Employed 2nd Quarter After Exit	62.8%		67.5%	64.0%	62.3%	66.0%
Median Wage 2nd Quarter After Exit	\$5,046.00		\$5,368.00	\$5,571.00	\$5,828.00	\$5,000.00
Employed 4th Quarter After Exit	59.2%		67.6%	66.3%	62.9%	65.0%

Not Met (less than 90% of negotiated)

Met (90-100% of negotiated)

Exceeded (greater than 100% of negotiated)

Technical Assistance - Primary Indicators of Performance

Metrics Failed:

- Dislocated Worker Median Wage in 2nd quarter after exiting the program

Programmatic Monitoring Activities

LWDB 1 Program Year (PY) 2020 July 1, 2020 – June 30, 2021	PY 2019 Findings		PY 2020 Findings	
Welfare Transition	7		1	
Wagner-Peyser / MIS / MSFW	5		3	
Supplemental Nutrition Assistance Program - Employment and Training	1		1	
WIOA Adult / Dislocated Worker / Youth	3		3	
Trade Adjustment Assistance Act	1		0	
Total Findings	17		8	

Financial Monitoring Activities

LWDB 01 Program Year (PY) 2020 July 1, 2020 – June 30, 2021			
	PY 2019	PY 2020	
Findings	0	0	
Issues of Non-Compliance	0	2	
Observations	2	0	
Technical Assistance	2	2	



Contact



Thank You

Please contact our office with questions or comments about this presentation.



Office: DEO Bureau of One-Stop & Program Support

Main Line: 850-245-7424

Email: Charles.Williams@DEO.MyFlorida.com

CareerSource Escarosa

BOARD OF DIRECTORS JANUARY 20, 2022 MINUTES

Members Participating In-Person: Lloyd Reshard (Secretary/Treasurer) and Steven Harrell

Members Participating via virtual/teleconference: Steve Rhodes (Immediate Past Chair), Anna Weaver (Member-at-Large), Dianne Hatke, and Tawana Gilbert

Ex-Officio Member Participating via virtual/teleconference: Clara Long

Members Not Participating: Kathaleen Cole (Chair), Scott Luth (Vice Chair), Michael Johnson, and Shannon Ogletree

Others Participating: Dr. Marcus McBride, Priya Sarathy, Bill Barron, and Janay Sims – CareerSource Escarosa

Steve Rhodes, Immediate Past Chair, chaired the meeting due to the absence of the Chair and Vice Chair. Mr. Rhodes called the meeting to order at 3:00 p.m. via Microsoft Teams/Pensacola Career Center. He called the roll to confirmed those participating in the meeting.

CALL FOR PUBLIC COMMENT

No public comments were noted.

READING OF PUBLIC DISCLOSURES

No public disclosures were noted.

APPROVAL OF AGENDA

The agenda was reviewed by the Board.

Action Taken: Motion by Lloyd Reshard and seconded by Steven Harrell to approve the agenda as printed. Motion carried.

INTERNAL AUDIT REPORT

Mr. J. Adam Nelson with Warren Averett CPAs and Advisors presented the internal audit report for fiscal year ending June 30, 2021. There were two (2) findings noted in the report: 1) Initial trial balance provided did not have the prior year's audit entries reflected, and 2) CSE's documentation did not reconcile with the amounts reported in the state's system. Recommendations for both findings were noted as well.

Mr. Rhodes informed that there was a strong interest from the Executive Committee in assuring that recommended corrections noted in the audit presentation/report are made and that the practice going forward would significantly improve the situation and prevent having findings in the future. There was a request for Warren Averette to follow through with the assurance that all corrections are complete and everything is good going forward.

Priya Sarathy, CSE CFO, noted required general entries recommended by Warren Averette are complete and has been forwarded to Warren Averette for review and confirmation that they are entered.

Action Taken: Motion by Steven Harrell and seconded by Dianne Hatke to accept the Internal Audit Report as presented. Motion carried.

CONSENT AGENDA

MINUTES: NOVEMBER 18, 2021

The minutes were made available to the Board.

Action Taken: Motion by Steven Harrell and seconded by Anna Weaver to approve the November 19, 2021, meeting minutes. Motion carried.

ITEMS FOR CONSIDERATION

FINANCIAL EXPENDITURE REPORT (NOVEMBER 30, 2021)

The financial expenditure report for the period ending November 30, 2021, was made available to the Board. Priya Sarathy, CFO, entertained any questions relating to the financial expenditure report. She informed that both, administrative and indirect, rates are within what is allowed. She also informed on how she was able to make improvements to both rates, noting control is made internally before reaching out to the partners.

Action Taken: Motion by Lloyd Reshard and seconded by Tawana Gilbert to approve the financial expenditure report for the period ending November 30, 2021. Motion carried.

BOARD GOVERNANCE:

UPDATE ON BOARD MEMBERSHIP

An update on Board membership was made available to the Board. Several candidates are being considered for the following appointments:

- 4 candidates for Business
- 1 candidate for Workforce – Joint Labor Management Apprentice Program, a required seat.
- 1 candidate for Workforce – Community-based Organizations representing Youth

The term for membership is four (4) 2-year terms, for a maximum of eight (8) years.

BOARD ATTENDANCE

The attendance roster for program year 2021-2022 was made available to the board.

FORMATION OF RATING COMMITTEE FOR YOUTH SERVICES CONTRACTS

Current youth services contracts will expire June 30, 2022. CSE will extend an invitation to bid for these services through the Request For Proposal (RFP) process. A Rating Committee is needed in this process. Mr. Rhodes requested volunteers and Dianne Hatke and Tawana Gilbert volunteered to serve on the committee. Mr. Rhodes requested Michael Listau and Doug Brown to also serve on the Rating Committee. Staff will reach out to Mr. Listau and Mr. Brown regarding this request.

INFORMATION ITEMS

CHIEF EXECUTIVE OFFICER'S REPORT

Dr. McBride reported on the following:

- DEO Hurricane Sally Grant audit is exhausted. The managers handled it well. No response from DEO has been received to date.
- CSE has a partnership with Opening Doors. CSE's CEO was brought on Opening Doors' Board of Directors. CSE's board members and staff donated 35 baskets to the Homeless Task Force Project overseen by Opening Doors.
- CSE received a "Get There Faster" Veterans Program grant award for \$551,000 from DEO to operationalize a new veteran's program, a program that will increase intentionality for veterans, their spouses and family. Several workforce boards participated together to form a 10-county region of support for veteran programs.
- CSE also will received a "Get There Faster" grant award for partnership with Baptist Hospital. The initial asking was for \$1.1million, but the final amount is not available. The program grant will support training in the areas of CNAs, CMAs, and Phlebotomy. The program participant will be eligible to receive an hourly wage stipend for six (6) months until the participant transitions to full-time employment with benefits at Baptist Hospital. Program participants must be WIOA eligible.
- Kathaleen Cole, Board Chair, will be on leave for the month of January.
- The holiday celebration was great.
- Work was done on appropriate goal setting for each CSE program.

Mr. Rhodes expressed thanks to Dr. McBride and his staff for how well they have represented CSE in the community.

Dr. McBride will sit on the panel at the FPL Economic Symposium.

There being no further business, the meeting adjourned at 4:20 p.m.

Lloyd Reshard, Secretary/Treasurer
CareerSource Escarosa

CareerSource Escarosa
Summary of Expenditures
Jan 31, 2022

Programs	FY 2021 -2022	Total Funds Available	FY 2021-2022	Available Funds	Percent	Award	Percent	Variance
	Approved Budget	(Released)	Year-To-Date Expenditures	Remaining	Expended	End Date	of Grant Completed	
WIOA Adult	757,453	568,090	436,664	131,426	58%	June 2023	25%	-33%
WIOA Dislocated Worker	799,005	799,005	164,700	634,305	21%	June 2022	79%	59%
WIOA Youth	1,010,161	1,010,161	985,557	24,604	98%	June 2022	81%	-16%
WIOA Performance Incentives	120,204	70,119	-	70,119	0%	Jun 2022	79%	79%
COVID-19 National Emergency	254,789	254,789	78,561	176,228	31%	Mar 2022	92%	61%
Supplemental Nutrition Assistance Program	61,036	61,036	45,945	15,091	75%	Sep 2022	33%	-42%
RESEA	50,000	50,000	4,053	45,947	8%	Sep 2022	67%	59%
Welfare Transition Program	982,649	659,075	133,697	525,378	14%	June 2022	44%	31%
Wagner Peyser	236,067	236,067	50,471	185,596	21%	Sep 2022	40%	19%
Military Family Employment Advocacy program	78,832	78,832	27,435	51,397	35%	June 2022	50%	15%
Veterans - DVOP	50,799	50,799	33,573	17,226	66%	Feb 2022	94%	28%
Veterans - LVER	66,277	66,277	33,203	33,074	50%	Feb 2022	94%	44%
Hurricane Sally	1,000,000	1,000,000	269,561	730,439	27%	Sep 2022	67%	40%
Trade Adjustment - Case Management	1,411	1,411	-	1,411	0%	Sep 2022	33%	33%
Trade Adjustment - Training	3,231	3,231	3,231	-	100%	Sep 2022	33%	-67%
One Stop Security	58,687	58,687	36,201	22,485	62%	June 2022	58%	-3%
Rapid Response	139,545	139,545	51,030	88,515	37%	June 2022	50%	13%
Get There Faster Veterans and Military Spouses	551,078	551,078	0	551,078	0%	June 2023	13%	13%
Get There Faster At-Risk Floridians	1037828	1037828	0	1,037,828	0%	Sep 2023	17%	17%
Administrative Rate	10.00%	Actual						
Indirect Rate	11.28%	9.39%						

Notes to the Financial Statements

Jan 31, 2022

1. Grant Percentage of Year

2. High Variance

3. Administrative and Indirect Rates
On Track

**CAREERSOURCE ESCAROSA
ACTION ITEM
REVISIONS TO CSE BY-LAWS**

DATE: March 17, 2022

ITEM FOR CONSIDERATION

Revisions to the CSE By-Laws:

- Pursuant to CSE Administrative Policy Number 110, Section IV. F.1.2, Addition of **Article V. Training Needed for Board Members.**
- Revision to Directors Number. Revised to 21 members.
- Revision to Election and Term. Revised to include appointment renewal for three (3) additional 2-year terms after initial appointment.

RECOMMENDATION:

The Board approve revisions to the CSE By-Laws.

**BY-LAWS
OF
WORKFORCE ESCAROSA, INC.
A FLORIDA NOT-FOR-PROFIT CORPORATION**

ARTICLE I.

IDENTIFYING INFORMATION

Section 1. Name

The name of this organization shall be Workforce Escarosa, Inc., doing business as CareerSource Escarosa, (a not-for-profit corporation), hereinafter referred to as Escarosa.

Section 2. Area of Service

The area to be served by Escarosa and all programs under its jurisdiction shall be Escambia and Santa Rosa County, in the State of Florida, which composes Florida Workforce Development Region One (1) as designated by the Governor of the State of Florida.

Section 3. Location

Escarosa shall maintain offices within the geographical confines of Escambia and Santa Rosa County, Florida.

ARTICLE II.

STATEMENT OF PURPOSE

The purpose of Escarosa shall be to:

1. Provide policy, fiscal and program guidance for all workforce development activities under Federal, State and local initiatives, as appropriate.
2. Carry out all other functions as specified in Federal, State or local law or ordinance.
3. Seek out, apply for and administer other independent grants for the furtherance of the Board's mission.

ARTICLE III.

BOARD MEMBERSHIP AND COMPOSITION

Section 1. Representation. The Board's membership shall be generally representative of the population of the service area. The membership shall be based on the diversity of the economic and demographic composition of the counties to assure equitable representation.

Section 2. Categories of Membership. The categories of membership shall be defined by the State of Florida through CareerSource 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 fifty percent (50%) of the membership shall be from the private sector.

Pursuant to Public Law No. 113-128, Title I, sec. 107(b) and Florida Statutes, Title XXXI, Chapter 445.007(1), the Board shall include members from the following categories:

A. Business

A majority of the local board members must represent businesses in the local area as individuals who:

- a. Are owners of a business, chief executive or chief operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
- b. Represent businesses, including small businesses, or organizations representing businesses that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area (at least two representatives of small businesses must be included); and
- c. Are appointed from individuals nominated by local business organizations and business trade associations.

A small business shall be defined as a private, for-profit enterprise employing fewer than 250 people.

B. Labor/Apprenticeships

Not less than 20 percent of the members must be representatives of the workforce within the local area who:

- a. Include at least two representatives of labor organizations nominated by local labor federations. For a local area in which no employees are represented by such organizations, at least two other representatives of employees will be included.
- b. Include at least one representative of a labor organization or a training director from a joint labor-management apprenticeship program. If no such joint program exists in the area, at least one representative of an apprenticeship program in the area, if such a program exists.
- c. May include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or provide/support competitive integrated employment for individuals with disabilities.
- d. May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives or organizations

that serve out-of-school youth.

C. Education

Each local board must include representatives of entities administering education and training activities in the local area who:

- a. Include a representative of eligible providers administering adult education and literacy activities under Title II of the Workforce Innovation and Opportunity Act.
- b. Include a representative of institutions of higher education providing workforce investment activities (including community colleges).
- c. Include a private education provider, if a public education or training provider is represented on the board. The CareerSource Florida Board of Directors may waive this requirement if requested by a Local Workforce Development Board if it is demonstrated that such representative does not exist in the local area.
- d. May include representatives of local educational agencies and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

When there is more than one institution in each of the types of educational entities listed above, nominations are solicited from representatives of each of these entities.

D. Governmental/Economic/Community Development

Each local board must include representatives of economic and community development as well as governmental entities serving the local area who:

- a. Represent economic and community development entities serving the local area.
- b. Represent Vocational Rehabilitation serving the local area.
- c. May represent agencies or entities serving the local area relating to transportation, housing, and public assistance.
- d. May represent philanthropic organizations serving the local area.

E. Other Entity Representation

Each local board may include other individuals or representatives of entities determined by the Chief Local Elected Official in the local areas to be appropriate.

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

Section 3. Appointment of Board Members. The Chief Local Elected Official in the local area is authorized to appoint the members of the local board who meet the

criteria in accordance with WIOA sec. 107(b)(2). The Chief Local Elected Officials may not delegate the responsibility of appointing members to the local board to the executive director or to staff. When a local area includes more than one unit of local government, the Chief Local Elected Officials of such units may execute an agreement that specifies the respective roles of the individual Chief Local Elected Officials regarding:

- a. The selection, appointment, removal or reappointment of the members of the local board from the individuals nominated or recommended to be such members; and
- b. Carrying out any other responsibilities assigned to such officials in accordance with the Workforce Innovation and Opportunity Act.

If after a reasonable effort the Chief Local Elected Officials are unable to reach agreement, the Governor may appoint the members of the local board from individuals so nominated or recommended.

Upon appointment to the local board, members must be educated about and acknowledge state and local conflict-of-interest policies.

Local boards must adopt and abide by a conflict-of-interest policy that ensures compliance with federal and state laws, rules and regulations and applicable state policies.

Private sector recommendations for appointments shall be made from among nominees solicited from general purpose business organizations in the counties (e. g. Chambers of Commerce, FloridaWest, Santa Rosa Economic Development Council).

All Labor representatives shall be nominated by local labor federations.

Non-private sector recommendations for appointment shall be made from among nominees solicited from interested organizations within the counties.

Appointments to replace members or to fill vacancies shall be made in the same manner as the initial appointments.

Section 4. Board Member Recruiting, Vetting and Nomination. The Local Workforce Development Board, in consultation with the Chief Local Elected Officials, must develop and implement written processes and procedures for recruiting, vetting and nominating Local Workforce Development Board members. The qualifications of Local Workforce Development Board members must be documented, align with the requirements of the Workforce Innovation and Opportunity Act, and be compliant with all federal and state laws, rules and regulations, and applicable state policies. Documentation supporting the recruitment, vetting and nomination process,

including names of nominating organizations and names of all candidates and their qualifications, must be retained for not less than five (5) years.

In addition to criteria as outline in CareerSource Florida Administrative Policy Number 091, the members of the board shall represent diverse geographic areas within the local area. The importance of minority and gender representation must be considered when making appointments to the local board.

Private sector membership is “balanced” by counties. The Chief Executive Officer will contact the general purpose business organization (FloridaWest or Santa Rosa Economic Development Council) from the county where a vacancy will occur/has occurred of the vacancy. The general purpose business organization will contact business leaders in their county (in targeted membership sectors) to solicit nominations. As part of the recruitment/nomination process, a Board Profile Sheet will be completed by each nominee. The general purpose business organization will use the Board Profile Sheet in their process for consideration and selection of a nominee. The general purpose business organization will submit their recommended nominee(s) to the Chief Local Elected Official for appointment consideration.

Public sector membership will generally be “agency based” and therefore requests for nominees are directed to the agency head for either self-nomination or a designee. These nominations will be submitted to the Chief Local Elected Official for appointment.

Section 4. Disclosure of Financial Interest. Each member of the Board who is not otherwise required to file a full and public disclosure of financial interests pursuant to sec. 8, Article. II of the State Constitution or sec. 112.3144 shall file a statement of financial interests pursuant to sec. 112.3145.

ARTICLE IV. MEETINGS OF DIRECTORS

Section 1. Meetings. The Board shall meet every other month or as called by the Chair, but in no event shall the Board meet less than three (3) times per year.

Special meetings of the Directors shall be held when directed by the Chair, or, in his/her absence, the Vice Chair or, in the absence of both the Chair and Vice Chair, upon the call of the Secretary/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 at least five (5) calendar days prior to the scheduled meeting to each Director at his/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, date, time, and place it is to be held. All meetings of the Board and its committees shall be open to the public.

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. All action items brought before the board require a simple majority vote. No proxy votes shall be allowed. Items regarding related party 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 CareerSource Florida, Inc., contracting policy.

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/virtual/online shall be counted present and shall be included in the count to determine a quorum. Members participating by webinar/teleconferencing/virtual/online shall be entitled to vote as members who are physically present at the meeting. If less than a quorum exists, the Chair 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 Chair 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. The Chair shall make the final determination whether non-attendance is excused or unexcused for all absences of members.

ARTICLE V. TRAINING NEEDED FOR BOARD MEMBERS

Members appointed to the LWDB are required to participate in orientation and annual training to ensure they understand the purpose of their participation on the LWDB. The purpose of orientation and training is to provide LWDB members with information that empowers them to effectively serve as a board member. The LWDB is expected to take all reasonable steps necessary to encourage attendance by the CLEO at board member orientation and training.

Section 1. New LWDB Member Training. All new board members, within six months of appointment, will complete a new board member orientation. The board shall develop board member orientation for board members, which will cover at a minimum:

- a) Overview of WIOA;
- b) Overview of the workforce development system and structure;
- c) The state's workforce development system goals and strategies;

- d) The purpose of the LWDB;
- e) LWDB composition, including required members and areas of representation;
- f) Roles and responsibilities of the CLEO, fiscal agent, LWDB, LWDB chairperson, and LWDB executive director and staff;
- g) Required partners and programs;
- h) How the workforce system is funded;
- i) Performance requirements;
- j) Sunshine law requirements; and
- k) Conflict of interest policy and disclosure of potential conflicts of interest.

Section 2. Annual Training Requirements. Board members will complete an annual refresher training to remind them of the purpose of their appointment as a member to the LWDB. The annual training will include at a minimum:

- a) The state's workforce development goals and strategies;
- b) The purpose of the LWDB;
- c) Roles and responsibilities of the CLEO, fiscal agent, LWDB, LWDB chairperson, and LWDB executive director and staff;
- d) How the workforce system is funded;
- e) Performance requirements;
- f) Sunshine law requirements; and
- g) Conflict of interest policy.

New member orientation and refresher training may be offered in-person and/or virtually at the local area's discretion. The LWDB must retain and, provide to DEO upon request, attendance records of participants and the dates of completion. New board members completing the board member orientation are not required to complete the annual refresher training in the same year they become a new member.

ARTICLE VI. DIRECTORS

Section 1. Authority of Board Members. Members of the board who represent organizations, agencies, or other entities must be individuals with optimum policymaking authority within the organizations, agencies or entities.

Section 2. Function. The business of this Corporation shall be managed and its corporate powers exercised by the Board of Directors.

Section 3. Number. Board membership shall be in compliance with all applicable federal and state requirements, and shall not exceed nineteen (19) members.

Section 4. Election and Term. The term of membership for each member of the Board of Directors shall commence on the first day of appointment by a local Board

of County Commissioners. Each term of membership shall be for two (2) years for private sector members. Each member shall serve staggered terms and may not serve for more than eight (8) consecutive years unless the member is a representative of a government entity. Service in a term of office which commenced before July 1, 2021, does not count toward the 8-year limitation. Legislatively-required members are not subject to term limits.

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 County Commissioners for approval.

Section 6. Vacancies. Board vacancies must be filled within a reasonable amount of time, but no more than 12 months from the vacancy occurrence. Vacancies in the Board of Directors shall be filled through the Escambia and Santa Rosa County Boards of County Commissioners, and nominations for private sector members should be from general purpose business organizations. All legislatively-required members must be appointed by the representative agency, organization or non-profit corporation.

Section 7. Time of Meeting. The Board of Directors shall meet at least once per quarter. 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. Special or emergency meetings of the Board of Directors may be called by the Chair; or in his/her absence by the Vice Chair; or in the absence of both the Chair and Vice Chair - - by the Secretary/Treasurer with no less than twenty-four (24) hour notice.

Section 8. Removal of a Member for Cause. A Board member may be removed from office before the expiration of his/her term for cause upon the affirmative vote of two-thirds (2/3rds) 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 two-thirds (2/3rds) 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/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.

Members who no longer hold the position or status that made them eligible appointees must resign or be removed by the Chief Local Elected Officials.

The Governor and Chief Local Elected Officials may remove members of the Board, and its Executive Director or the designated person responsible for operational and administrative functions for the board for cause.

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 VII.

OFFICERS

Section 1. Officers. This Corporation shall have a Chair and Officers who shall be Directors representing a private sector business. The Chair 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 shall be recommended by a Nominating Committee and approved by the Board of Directors for two (2) year terms. In order to sustain continuity of leadership, there will be a progression from offices to Chair: Vice Chair to Chair; Secretary/Treasurer to Vice Chair, etc.

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 Chair of the Corporation.

Section 2. Chair. The Chair is elected by the members of the local board and must be one of the business representatives on the local board. Local Workforce Development Board Chair requirements can be found in Administrative Policy 110 - Local Workforce Development Area and Board Governance.

The Chair 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. The Board's Chair shall also serve as Chair of the Executive Committee.

Section 3. Vice-Chair. The Vice Chair shall, in the absence and inability of the Chair to serve, exercise and discharge all the powers and duties of the Chair and act in the Chair's stead. The Vice Chair may serve as the Chair of any standing committee/council or ad-hoc committee.

Section 4. Secretary/Treasurer. The Secretary/Treasurer 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. In addition, this Officer shall have access to corporate records, including the financial records; shall review all corporate funds and financial records; and shall review accounts of receipts and disbursements and render reports thereof at the meetings of the Board of Directors.

ARTICLE VIII.

STAFF

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

ARTICLE IX.

COMMITTEES

Executive Committee: The Chair, Vice Chair, Secretary/Treasurer, Immediate Past Chair and one Member at Large, shall constitute the Executive Committee. The Executive Committee shall act as the Finance/Audit 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 Chair may appoint committees as needed for the proper management of the business of the Corporation. The Chairs of all committees shall be members of the Board of Directors. Other committee members must be members of the Board of Directors.

Each committee shall meet as required to conduct business and report to the Board of Directors at the next scheduled Board of Directors meeting.

The work, duties, and functions of each such committee shall be prescribed by the Board of Directors according to business needs.

ARTICLE X.

CERTIFICATION OF LOCAL WORKFORCE DEVELOPMENT BOARDS

Section 1. Certification. Once every two years, one Local Workforce Development Board must be certified for each local area in the state, based on the criteria described in the Workforce Innovation and Opportunity Act sec. 107(b). For a second or subsequent certification, certification must also be based on the extent to which the

local area ensures workforce investment activities carried out in the local area enabled the local area to meet the corresponding performance accountability measures and achieve fiscal integrity as defined in Workforce Innovation and Opportunity Act sec. 106(e)(2).

The CareerSource Florida Board of Directors shall recertify boards every two years. The Department of Economic Opportunity, in consultation with the CareerSource Florida Board of Directors, will issue instructions to the Local Workforce Development Boards for certification. Local Workforce Development Boards will submit certification documents to the Department of Economic Opportunity. Upon satisfactory review of a Local Workforce Development Board's certification documents, Department of Economic Opportunity will provide a recommendation on certification to the CareerSource Florida Board of Directors. At the appropriate time intervals, instructions will be issued to Local Workforce Development Boards about the certification process, to include documentation requirements.

Section 2. Failure to Achieve Certification. Failure of a Local Workforce Development Board to achieve certification shall result in appointment and certification of a new local board for the local area pursuant to the Workforce Innovation and Opportunity Act sec. 107(c)(1). Administrative Policy 104 - Sanctions for Local Workforce Development Boards' Failure to Meet Federal and State Standards details the actions the CareerSource Florida Board of Directors and Department of Economic Opportunity may take if a Local Workforce Development Board fails to meet this standard.

Section 3. Decertification of Local Workforce Development Boards. The Governor may decertify a Local Workforce Development Board in accordance with the Workforce Innovation and Opportunity Act Sec. 107(c)(3), as further prescribed in Administrative Policy 104, Sanctions for Local Workforce Development Boards' Failure to Meet Federal and State Standards.

ARTICLE XI.

SEAL

Escarosa does not have a Corporate seal.

ARTICLE XII.

AMENDMENTS

These By-laws may be amended solely by the affirmative vote of at least one vote more than fifty percent (50%) of the members present at any Board of Directors' meeting.

ARTICLE XIII.

MISCELLANEOUS

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

Section 2. Annual Review of By-laws. These By-laws will be reviewed annually by a committee of the Board of Directors.

ARTICLE XIV.

DEFINITIONS

1. **Small business** is defined by the Small Business Administration.
2. **Economic agency** is defined as including a local planning or zoning commission or board, a community development agency, or another local agency or institution responsible for regulating, promoting, or assisting in local economic development.
3. **For 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, gross mismanagement, waste or lack of performance.
4. **Persons with optimum policy-making authority** is an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action.

**WORKFORCE ESCAROSA, INC.
Dba CareerSource Escarosa**

Kathaleen Cole, Chair

Attest:

Lloyd Reshard, Secretary

Revised: August 27, 2021

By-Laws Revision History

Date	Description
September 16, 2021	Action by Executive Committee ratified by CSE Board of Directors
August 27, 2021	Revised and approved by CareerSource Executive Committee
May 6, 2021	Revised and approved by CareerSource Escarosa Board of Directors
September 19, 2019	Annual Review by CareerSource Escarosa Board of Directors
July 19, 2018	Revised and approved by CareerSource Escarosa Board of Directors
August 4, 2017	Revised and approved by CareerSource Escarosa Board of Directors
July 21, 2016	Revised and approved by CareerSource Escarosa Board of Directors
September 26, 2013	Revised and approved by CareerSource Escarosa Board of Directors
October 20, 2011	Revised and approved by CareerSource Escarosa Board of Directors

**CareerSource Escarosa Board of Directors
Membership Update**

Member	Representation(s)	Organization
Kathaleen Cole (Escambia)	Business Education and Training Provider- Other	Fortis Institute
Dianne Hatke (Escambia)	Business	Primal Nosh
Michael Johnson (Santa Rosa)	Business	Goldring Gulf Distributing Company
Scott Luth (Escambia)	Business	FloridaWest EDA
Lloyd Reshard (Escambia)	Business	Cognitive Big Data Systems
Steve Rhodes (Santa Rosa)	Business	Florida Light and Power
Anna Weaver (Santa Rosa)	Business	Synovus Bank
*Business Members must represent a majority of the local board		
Tawana Gilbert	Government Representing Vocational Rehabilitation	Florida Department of Education Division of Vocational Rehabilitation
Steven Harrell	Education and Training Provider – Adult Education and Literacy Workforce Community-Based Organization Representing Youth	The School District of Escambia County
Michael Listau	Education and Training Provider – Institution of Higher Education	Pensacola State College
Shannon Ogletree	Government Representative – Economic Development	Santa Rosa Economic Development Council, Inc.
*Not Less than 20% of the members must be representatives of the workforce		
Members Being Considered for Appointment		
Business Representation (Santa Rosa) Jameson K. Cutchens – Gulf Cable, LLC		
APPROVED Business Representation (Escambia) Laura Hessler – Navy Federal Credit Union		
APPROVED Business Representation (Escambia) Anthony Eman – Hampton Inn (Pensacola Beach)		
APPROVED Business Representation (Escambia) Jeffrey Hondorp – West Fraser		
APPROVED Workforce – Joint Labor Management Apprenticeship Program Michele Kelson – Pensacola Electrical Apprenticeship College		

PY 2021-2022
CareerSource Escarosa Board of Directors
Meeting Attendance

Member's Name	PY 2021-2022					
	7/29/21	9/16/21	11/18/21	1/20/22	3/17/22	5/19/22
Steve Rhodes	P	P	P	P		
Tracy Andrews	A					
Kathaleen Cole	P	P	P	A		
Tawana Gilbert		P	P	P		
Russell Green	A					
Dianne Hatke	P	P	P	P		
Steven Harrell	P	P	P	P		
Michael Johnson	P	A	P	A		
Michael Listau	P	P	P	A		
Scott Luth	P	P	A	A		
Shannon Ogletree	P	P	A	A		
Lloyd Reshard	A	P	P	P		
Anna Weaver	P	P	P	P		
Ex-Officio Members						
Erica Grancagnolo	P	P	A			
Clara Long	A	A	P			

INTERLOCAL AGREEMENT

**SANTA ROSA COUNTY BOARD OF COUNTY COMMISSIONERS
ESCAMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
AND
WORKFORCE ESCAROSA, INC., DBA CAREERSOURCE ESCAROSA**

This Agreement made and entered into between the Counties of Santa Rosa and Escambia, of the State of Florida, (hereinafter referred to as Board or Boards), effective July 1, 2022 - June 30, 2026.

WITNESSETH

WHEREAS, the United States Congress has enacted the Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128, July 22, 2014, and charged the State of Florida with the establishment of local Service Delivery Areas; and

WHEREAS, Workforce Escarosa, Inc., dba CareerSource Escarosa (hereinafter referred to as CSE) has been designated as the Local Workforce Development Area (L WDA) to set policy for the portion of the statewide workforce investment system within the local area; and

WHEREAS, the Counties have been designated as part of the LWDA for the unincorporated and incorporated areas within the confines of their boundaries; and

WHEREAS, a representative of each county's Board of County Commissioners is encouraged to attend and participate with the LWDA; and

WHEREAS, the Chairman of the Board of County Commissioners is signatory to agreements with the Board and has been authorized to represent the Board; and

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

NOW, THEREFORE, IT IS MUTUALLY AGREED:

1. Establishment

Pursuant to WIOA Section 107, Local Workforce Development Boards; there shall be established, and certified by the Governor of the State, a local workforce development board in each local area.

2. Grant Recipient and Administrative Entity

Pursuant to WIOA Section 107 (d) (12) (B) (i) (I) and (II), the Chief Local Elected Official shall serve as the local grant recipient and may designate an entity to serve as a local grant sub-recipient for such funds or as a local fiscal agent. The Chief Elected Official hereby designates CAREERSOURCE ESCAROSA (CSE) to serve as the Fiscal Agent, and the Grant Recipient for all WIOA funds, as well as those funds allocated to the Local Workforce Development Area for other workforce related programs by both the Federal and State governments. However, the Chief Local Elected Official is not relieved of the liability for any misuse of grant funds. CSE shall disburse such grant funds immediately for workforce investment activities at the direction of the CSE Board of Directors pursuant to the requirements of the WIOA and for other related programs in the appropriate manner authorized by State and Federal laws. CSE may solicit and accept grants and donations from sources other than Federal funds made available under the WIOA, and other related legislation.

3. Development of the Local Workforce Services Plan

Pursuant to WIOA Section 106 (c) (2) and 20 CFR 679.370 (a), the CSE Board will prepare the local WIOA Plan consistent with WIOA Section 108 (a) and (b). Prior to submittal of the Plan to the Governor, the CSE Board shall make available copies of the proposed Plan to the public. The CSE Board will allow members of the CSE Board and members of the public, including representatives of business and representatives of labor organizations, to submit comments on the proposed Plan to the CSE Board not later than the end of the 30-day period beginning on the date on which the proposed Plan is made available. The CSE Board will also include in the local Plan submitted to the Governor any such comments that represent disagreement with the Plan. Following development of the Local Workforce Services Plan, the CSE Board will submit it to the Governor.

4. Negotiation of Local Performance Standards

Pursuant to WIOA Section 116 (c) (2) and 20 CFR 679.370 G), the CSE Board will negotiate local performance measures with the Chief Local Elected Official (CLEO) and Governor.

5. Employment Statistics

Pursuant to WIOA Section 107 (d) (2) (B), the CSE Board shall assist the Governor in developing the statewide employment statistics system described in the Wagner-Peyser Act (29 U.S.C. 491-2(e)), Section 15(e).

6. Program Oversight

Pursuant to WIOA Section 107 (d) (8) (A) (i) and (ii) and (B), the CSE Board shall:

- a. Conduct oversight of the local youth workforce investment activities authorized under WIOA section 129(c), the local employment and training activities authorized under sub-sections (c) and (d) of WIOA section 134, and the one-stop delivery system in the local area.
- b. Ensure the appropriate use and management of the funds provided under subtitle B for the activities and system described in clause (i); and
- c. For workforce development activities, ensure the appropriate use, management, and investment of funds to maximize performance outcomes under WIOA section 116.

7. Duties and Responsibilities of the CSE Board

The CSE Board shall perform the following duties and responsibilities required as one of the 24 designated Workforce Boards in Florida:

- a. Develop the local WIOA Plan and any modification(s) to the Plan; and submit to the CLEO for approval; and in partnership submit approved Plan and modifications to the Governor.
- b. Conduct workforce research and regional labor market analysis to include analyses and regular updates of economic conditions, needed knowledge and skills, workforce, and workforce development (including education and training) activities to address the identified education and skill needs of the workforce and the employment needs of employers.
- c. Ensure universal access for workforce services for the residents and businesses of Santa Rosa and Escambia Counties.
- d. Ensure compliance with all federal, state, and local legislation, regulations and policies.
- e. Provide periodic updates and copies of the Annual Audit to the Boards of County Commissioners of each county.
- f. Perform any other appropriate duties necessary for the accomplishment of and consistent with the purposes of this agreement and Florida's workforce development initiatives.

8. Composition and Appointment of the CSE Board of Directors' Membership

Pursuant to State law and WIOA Section 107 (b) (2) (A) (i-iii); (B) (i-iv); (C) (i-iii); (D) (i-v); and (E), such criteria shall require at a minimum that a majority of the members of the CSE Board shall be representatives of business in the local area; and not less than 20 percent of the members shall be representatives of the workforce within the local area. CSE Board shall include representatives of entities administering education and training activities in the local area; and include representatives of governmental, economic, and community development entities serving the local area.

Members of the Board that represent organizations, agencies, or other entities shall be individuals with optimum policymaking authority with the organizations, agencies or entities. The composition of the membership must generally reflect the racial, gender, and ethnic diversity of the community as a whole. Members shall be appointed for fixed and staggered terms and serve until their successors are appointed.

Any vacancy in the membership of the CSE Board shall be handled in the same procedural manner as the original appointment. Any member appointed to fill the remaining time of the unexpired term of an outgoing member shall be appointed to only the remaining time of the unexpired term. Any member of the CSE Board may be removed for cause in accordance with procedures established by the CSE Board By-Laws. In the event a member is removed for cause, CSE Board will notify the Board of County Commissioners which appointed the member.

All members appointed to the Board must agree to comply with Florida Government in the Sunshine Law, Conflict of Interest Disclosure, and Financial Disclosure requirements as applicable.

The Board is limited in activity and authority by the provisions of the Workforce Innovation and Opportunity Act.

The minimum required representation for appointment to the CSE Board of Directors is depicted at Appendix A.

9. Designation of Chief Local Elected Official (CLEO)

As required by federal and state legislation, this Agreement will designate the Chief Local Elected Official (CLEO) for CareerSource Escambia. The Chairman of the Santa Rosa County Board of County Commissioners (Or his/her designee) and the Chairman of the Escambia County Board of County Commissioners (Or his/her designee) will serve in the position of CLEO for alternating years during the period of this Interlocal Agreement. The effective period of service shall be as follows:

Chief Local Elected Official (CLEO) Dates of Service	Escambia County	Santa Rosa County
July 1, 2022 - June 30, 2023		X
July 1, 2023 - June 30, 2024	X	
July 1, 2024 - June 30, 2025		X
July 1, 2025 - June 30, 2026	X	

In this capacity, the CLEO is designated as the official signatory authority for both counties for the purpose of executing jointly approved documents required for the administration of CSE. Copies of all such signatures and documents will be provided to all other parties to the agreement in an expeditious manner.

10. No Local Funds Requested of Counties

No funds are being requested from the treasuries of any of the parties to this Agreement for the workforce development initiatives; it being the intent thereof that all funding of the workforce development initiatives and CSE shall be accomplished entirely by grants and funds available pursuant to workforce development initiative programs. CareerSource Escarosa serves as the Fiscal Agent and Grant Recipient for federal and state workforce funds allocated to the workforce region.

11. One-Stop Operator

Pursuant to WIOA Section 121(d) (1), the CSE Board, with the agreement of the chief elected official, is authorized to designate or certify one-stop operators and to terminate for cause the eligibility of such operators.

12. Employer Linkages

The CSE Board shall coordinate the workforce investment activities authorized by law and carried out in the local area with economic development strategies and develop other employer linkages with such activities.

13. Budget

The CSE Board shall develop a budget for the purpose of carrying out the duties of the Board under WIOA, subject to the approval of the Chief Local Elected Official.

14. Standing Committees

Pursuant to State law and WIOA Section 107 (b) (4) (A), the CSE Board may designate and direct the activities of standing committees to provide information and to assist the Board in carrying out activities under this section. Such standing committees shall be chaired by a member of the CSE Board; may include other members of the Board and may include other individuals appointed by the Board who are not members of the CSE Board and who the Board determines have appropriate experience and expertise. The CSE Board may designate each of the following:

- a. A standing committee to provide information and assist with operational and other issues relating to the one-stop delivery system, which may include as members representatives of the one-stop partners.
- b. A standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth.
- c. A standing committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues relating to compliance with WIOA section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

15. Identification of Eligible Providers of Training Services

Consistent with WIOA Section 122, the CSE Board shall identify eligible providers of training services in the local area as described in WIOA Section 122 (a), (b), and (c).

16. Non-Discrimination

During the performance of this Agreement, the Counties and the CSE Board assure, both individually and jointly, that they will not engage in any form or manner of discrimination

on the basis of race, color, sex, national origin, handicap, marital status, religion or age in the performance of their individual and/or joint functions under this Agreement. The Counties and the CSE Board individually and jointly assure compliance with Title VI of the Civil Rights Act of 1964; Title VII of the 1964 Civil Rights Act, as amended; the Florida Human Rights Act of 1977; and all other applicable Federal and State laws, Executive Orders and regulations prohibiting discrimination as hereinabove referenced. These assurances shall be interpreted to include Vietnam-Era Veterans and Disabled Veterans, as applicable.

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

17. Severability

If any terms or provisions of this Agreement or the application thereof to any person or circumstance shall, to any extent be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provisions to persons or circumstances other than those as to which it is held invalid or enforceable, shall not be affected thereby and every other term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.

18. Board Attestation

The CSE Board to any official employee or agent of the Counties or any political party, with the purpose or intent of securing an agreement or securing favorable treatment with respect to the awarding or amending of an agreement or the making of any determinations with respect the performance of an agreement, and that each member has read and is familiar with this provision.

19. Duration of Agreement

This Agreement shall replace an existing agreement in effect from the period date of the Agreement approved by both parties through June 30, 2022 and remain in effect for the geographical area identified herein from the date of approval through June 30, 2026 unless it is replaced by a new Interlocal Agreement.

20. Effective Date

This Agreement shall be effective on the date the Agreement is approved by both parties, whichever event occurs last.

**Minimum Board Membership Representation
July 1, 2022 – June 30, 2026**

**Appendix A
CSE Interlocal
Agreement**

**Interlocal Agreement
July 1, 2022 – June 30, 2026
Minimum Board Membership Representation**

Board Membership Representation	Santa Rosa County	Escambia County	At-Large Santa Rosa/Escambia Counties	Total Members
BUSINESS				
• <i>Business Representatives*</i>	3	7	N/A	10
ECONOMIC DEVELOPMENT				
• <i>Economic Development Organizations</i>	1	0	N/A	1
LABOR/APPRENTICESHIPS				
• <i>Labor Organization</i>	0	0	0	
• <i>Non-union affiliated registered apprenticeship program</i>	N/A	N/A	1	1
EDUCATION				
• <i>Adult Education/Literacy**</i>	0	1	N/A	1
• <i>Institutions of Higher Education</i>	0	0	1	1
COMMUNITY DEVELOPMENT – STATE				
• <i>State Employment Representative</i>	0	0	0	0
• <i>Vocational Rehabilitation***</i>	0	0	1	1
COMMUNITY DEVELOPMENT – OTHER				
• <i>Community Services Block Grant</i>	N/A	N/A	1	1
TOTAL VOTING MEMBERS	4	9	3	16

State Employment Representative is to be appointed by the State of Florida.

*Also represents: Other Entity that administers education and training activities, represents local educational agencies or community-based organizations that have expertise in addressing the education or training needs for individuals with barriers to employment.

** Also represents: Organization with experience and expertise in addressing the employment, training, or education needs of eligible youth.

***Also represents: Organization which provides or supports competitive integrated employment for individuals with disabilities.

21. Signatures

Evidence of approval of this Agreement by both Boards of County Commissions of Okaloosa and Walton Counties is indicated by the signature of the authorized parties.

IN WITNESS WHEREOF, the parties hereto, by and through the undersigned, have entered into this Agreement.

APPROVE BY:

Chief Local Elected Official for Escambia County

By: _____

Name: Jeff Bergosh

Title: Chairman, Escambia County Board of Commissioners

Date: _____

Workforce Escarosa, Inc. dba CareerSource Escarosa

By: _____

Name: Kathaleen Cole

Title: Chair

Date: _____

Attest: Workforce Escarosa, Inc. dba CareerSource Escarosa

By: _____

Name: Marcus L. McBride, PhD

Title: Chief Executive Officer

Date: _____

Appendix A – Minimum Board Membership Representation

21. Signatures

Evidence of approval of this Agreement by both Boards of County Commissions of Okaloosa and Walton Counties is indicated by the signature of the authorized parties.

IN WITNESS WHEREOF, the parties hereto, by and through the undersigned, have entered into this Agreement.

APPROVE BY:

Chief Local Elected Official for Santa Rosa County

By: _____

Name: Robert A. "Bob" Cole

Title: Chairman, Santa Rosa County Board of Commissioners

Date: _____

Workforce Escarosa, Inc. dba CareerSource Escarosa

By: _____

Name: Kathaleen Cole

Title: Chair

Date: _____

Attest: Workforce Escarosa, Inc. dba CareerSource Escarosa

By: _____

Name: Marcus L. McBride, PhD

Title: Chief Executive Officer

Date: _____

Appendix A – Minimum Board Membership Representation