

**AGENDA
CAREER SOURCE ESCAROSA
BOARD OF DIRECTORS
WEDNESDAY, JUNE 1, 2022
3:30 P.M.**

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

CALL IN: 1-941-404-1062 | CONF ID: 542 461 927

- I. Call Meeting to Order Chair, Board of Directors**
- II. Call for Public Comment**
- III. Reading of Public Disclosures..... Janay Sims**
- IV. Approval of Agenda**
- V. Board Education Moment “Paychecks For Patriots” Hiring Event (Nov. 2022)
Andrew Merchel, Jobs and Benefits Supervisor**
- VI. Consent Agenda**
 - Minutes – March 17, 2022
- VII. Items for Consideration**
 - Approval – Financial Expenditure Report
 - Approval – WIOA Youth Services Contract Awards (FY 2022-2025)
 - Review – Board Governance: Board Attendance
 - Review – Revised Draft of the Interlocal Agreement
- VIII. Information Items**
 - Update – REACH Act Implementation
 - Chief Executive Officer’s Report
- IX. Other Business**
- X. Adjournment**

NEXT BOARD MEETING – JUNE 16, 2022 | LOCATION: TBD

CareerSource Escarosa

BOARD OF DIRECTORS MARCH 17, 2022 MINUTES

Members Participating In-Person: Kathaleen Cole (Chair), Douglas Brown, Anthony Eman, Dianne Hatke, Laura Hessler, and Jeffrey Hondorp

Members Participating via virtual/teleconference: Scott Luth (Vice Chair), Anna Weaver (Member-at-Large), and Michael Johnson

Members Not Participating: Steve Rhodes (Immediate Past Chair), Tawana Gilbert, Steven Harrell, Michele Kelson, Michael Listau, and Shannon Ogletree

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

Kathaleen Cole, Chair, called the meeting to order at 3:30 p.m. at the Pensacola Career Center (6913 N. 9th Avenue, Pensacola, FL 32504).

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 Dianne Hatke and seconded by Jeffrey Hondorp to approve the agenda as printed. Motion carried.

Ms. Cole noted several adjustments to the agenda:

Removal of the following items:

- Financial Expenditure Report (January 31, 2022)
- Revisions to CSE's Administrative Plan

Action Taken: Amended motion by Dianne Hatke and seconded by Jeffrey Hondorp to approve the revised agenda. Motion carried.

ANNUAL PERFORMANCE REPORT

The Florida Department of Economic Opportunity (DEO) Annual Performance Report was presented by Daniel Harper, DEO Senior Management Analyst Supervisor. Topics covered included Workforce System Funding and Oversight, Local Service Delivery, Statewide and Local Board Funding, Direct Client Services and Administrative Expenditures ITAs, Work Experience, Out-of-School Youth Funding, Primary Indicators of Performance and Technical Assistance Program Monitoring Activities, and Financial Monitoring Activities.

CONSENT AGENDA**MINUTES: JANUARY 20, 2022**

The minutes were made available to the Board.

Action Taken: Motion by Dianne Hatke and seconded by Jeffery Hondorp to approve the January 20, 2022, meeting minutes. Motion carried.

Several new members appointed to the CSE Board of Directors was present at the meeting. Ms. Cole asked new and current members to introduce themselves.

ITEMS FOR CONSIDERATION**FINANCIAL EXPENDITURE REPORT (JANUARY 31, 2022)**

Item tabled, as it is under review.

REVISIONS TO CSE'S BY-LAWS

Vacancies on the board are required to be filled within six (6) months of the vacancy. The last revisions to the By-Laws were completed on September 16, 2021. Revisions to the By-Laws are essential due to requirements for board governance and recommendations for compliance, inquiries of clarity from the Chief Local Elected Officials, and as new members are appointed to the board. Revisions to the By-Laws includes the items on: Directors Number, Election and Term, and an additional item was added – Training Needed for Board Members.

Action Taken: Motion by Dianne Hatke and seconded by Kathaleen Cole to approve revisions to by-laws as presented. Motion carried.

REVISIONS TO CSE'S ADMINISTRATIVE PLAN

Item tabled.

BOARD GOVERNANCE:**UPDATE ON BOARD MEMBERSHIP**

An update on Board membership was made available to the Board.

Several candidates have been appointed to the CSE Board of Directors: Jeff Hondorp, Anthony Eman, Laura Hessler, Douglas Brown, all business representatives on the board. Michele Kelson represents joint labor management apprentice program.

BOARD ATTENDANCE

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

Membership attendance is addressed in the CSE By-Laws, as the goal is to drive discussion and policy that build our workforce region. Presence is important as it speaks for very important industries and the region.

CUSTOMIZED TRAINING (BAPTIST HEALTH CARE)

CSE received the "Get There Faster" grant award in the amount of \$1,037,828.00. The grant will allow CSE to partner with Baptist Health Care in provide training opportunities for at-risk Floridians in the areas of Phlebotomy and Certified Medical Assistant. Staff is requesting the board approve moving

forward in contracting with Baptist Health Care at the discretion of the CEO to create the terms of the contract – based on allowable policies for the actual roll out of the contract and contingent on discussion with Baptist Health Care and the best course for relations.

Action Taken: Motion by Jeffery Hondorp and seconded by Michael Johnson to approve moving forward with contracting with Baptist Health Care at the discretion of the CEO. Motion carried.

INTER-LOCAL AGREEMENT

A draft of the Inter-Local Agreement was made available to the Board.

The Inter-Local Agreement is between Santa Rosa County Board of Commissioners, Escambia County Board of Commissioners and Workforce Escarosa, Inc. dba CareerSource Escarosa and it is an outline of the laws that spell out the responsibilities for the organization and all covered in the sub-grantee agreement with the Department of Economic Opportunity (DEO).

Revisions to the agreement will allow the Chief Local Elected Officials (CLEO) for Santa Rosa and Escambia Counties to serve as the designated official signatory authority for both counties for the purpose of executing jointly approved documents. The designation will be for alternating years during the period of the agreement.

Action Taken: Motion by Dianne Hatke and seconded by Jeffery Hondorp to approve revisions to the Inter-Local Agreement. Motion carried.

ADD-ON ITEMS

WELFARE TRANSITION (WT) EMPLOYMENT PROGRAMS AND TANF/WELFARE TRANSITION (WT) SUMMER TEEN PREGNANCY PREVENTION PROGRAM

CSE propose to operate a WT Summer Employment Program that will target youth participants. The purpose of the program is to engage employers to establish worksites for youth employment over the summer.

CSE operated the TANF/Welfare Transition (WT) Summer Teen Pregnancy Prevention Program last year and is interested in soliciting organizations for the program this year. The programs are educational. Staff request the Board to approve the solicitation of the Request for Proposals (RFP) for the Summer Teen Pregnancy Prevention Program. Given the timing with the process, the Executive Committee will need to review and approve the proposals.

CSE has a large bucket of funding beneficial for participants and the community. CSE want to ensure its ability to maximize the resources for our region.

Action Taken: Motion by Jeffery Hondorp and seconded by Dianne Hatke to approve the solicitation of a Request for Proposals (RFP) for the TANF/Welfare Transition (WT) Summer Teen Pregnancy Prevention Program and the Executive Committee authority to review and approve the proposals and move forward with the programs. Motion carried.

INFORMATION ITEMS**CHIEF EXECUTIVE OFFICER'S REPORT**

Dr. McBride presented the CSE Quarterly Board Member Newsletter March 2022. He highlighted from the newsletter, the Community Achievement Award, Northwest Florida Day in Tallahassee, FL, Job Fairs and Recruitment, Community Service, Florida Labor Statistics, Local Labor Statistics, Employ Florida Data Region 1, social media, Giving Back, GED Success, and Success Stories.

Dr. McBride noted the CSE CFO position being vacant and receipt of 30 resumes, with 10 of them being good and four (4) really good. Interviews are expected in the next week or so. CSE continues to work with consultant Warren Averette to discuss current financial reports.

There being no further business, the meeting adjourned at 4:21 p.m.

Kathaleen Cole, Chair
for Lloyd Reshard, Secretary/Treasurer
CareerSource Escarosa

CareerSource Escarosa
Summary of Expenditures
As of April 30, 2022

Programs	NFA	Total Funds Available	FY 2021-2022		Available Funds		Percent	Award
		(Released)	Life-To-Date Expenditures	Remaining	Expended	End Date		
WIOA - Youth	039055	1,010,161.00	1,010,161.00	-		100%	6/30/2022	
WIOA - Dislocated Worker	039212	799,005.00	311,121.29	487,883.71		39%	6/30/2022	
WIOA - Adult	039236	800,503.00	800,503.00	-		100%	6/30/2022	
SFY20-21 Performance Incentives	039321	80,136.00	11,792.02	68,343.98		15%	6/30/2022	
Hurricane Sally	039508	1,000,000.00	329,296.35	670,703.65		33%	9/30/2022	
RESEA	039997	50,000.00	18,370.53	31,629.47		37%	9/30/2022	
WIOA - Youth	040050	929,041.00	133,940.08	795,100.92		14%	6/30/2023	
WIOA - Adult	040161	757,453.00	670,551.58	86,901.42		89%	6/30/2023	
WIOA - Dislocated Worker	040185	642,537.00	-	642,537.00		0%	6/30/2023	
Rapid Response	040341	139,545.00	100,302.48	39,242.52		72%	6/30/2023	
Wagner Peyser	040424	236,067.00	107,372.22	128,694.78		45%	9/30/2022	
Military Family Employment Advocacy Program	040450	78,832.00	47,175.37	31,656.63		60%	6/30/2022	
Supplemental Nutrition Assistance Program	040534	61,036.00	61,036.00	-		100%	9/30/2022	
One-Stop Security	040689	72,544.86	61,947.21	10,597.65		85%	6/30/2022	
Welfare Transition Program-Oct - June	040723	1,147,649.17	442,760.98	704,888.19		39%	8/31/2022	
Trade Adjustment Assistance-Case Management	040794	1,410.85	341.97	1,068.88		24%	9/30/2022	
Trade Adjustment Assistance-Training	040812	3,604.43	3,604.43	-		100%	9/30/2022	
Get There Faster Veterans and Military Spouses	040840	551,078.00	17,935.00	533,143.00		3%	9/30/2023	
Get There Faster At-Risk Floridians	040896	1,037,828.00	-	1,037,828.00		0%	9/30/2023	
Veterans Program-Disabled Veterans	041042	19,850.00	12,895.86	6,954.14		65%	12/31/2023	
Veterans Program-Local Veterans	041064	14,157.00	9,156.29	5,000.71		65%	12/31/2023	

**CAREERSORCE ESCAROSA
RATING COMMITTEE
ACTION ITEM
Youth Services Contracts
(PY 2022-2023, 2023-2024 & 2024-2025)**

Committee Members: Tawana Gilbert, Dianne Hatke, Michael Listau, and Tara Donaldson (for Douglas Brown who had a conflict with one of the proposing organizations)

CareerSource Escarosa issued a Request for Proposals (RFP) for WIOA youth services on February 23, 2022. Proposals were received from four (4) organizations – Children’s Home Society, Santa Rosa County School District, The School Board of Escambia County, and The Urban Development Center.

A Rating Committee was identified and tasked to participate in the process at the January 20, 2022, Board of Directors meeting. The committee received the proposals and was tasked to rate them. After the proposals were rated by the committee, CSE compile the scores for averaging and ranking. A summary of the proposal ratings and rankings was presented to the Rating Committee for review. See below:

Ranking	Organization	Requested Funding	Average Score
1	Children’s Home Society of Florida	\$353,207	127.50 (130/130/120/130)
2	Santa Rosa County School District	\$300,000	127.25 (130/121/128/130)
3	The School Board of Escambia County	\$246,018	119.50 (130/112/111/125)
4	The Urban Development Center	\$313,750	113.75 (104/111/125/115)

The summary of the proposal ratings/rankings was moved forward to the Executive Committee. The Executive Committee reviewed the ratings/rankings. It was noted CSE saw a reduction in FY 2022-2023 WIOA Youth allocations. The committee discussed the process for funding received proposals. Based on the ratings/rankings, the committee recommended: 1) to fund the top three proposals as had been routinely done in past RFP cycles; 2) after administrative related costs are identified, funding available will be awarded to the top ranked proposal at the requested amount; and 3) the remaining amount of funds will be split amongst the second and third ranked proposals.

RECOMMENDATION:

The Board approve funding the top three proposals, Children’s Home Society, Santa Rosa County School District, and The School Board of Escambia County; after administrative related costs are realized, the top-rated proposal be funded at the requested amount; and the remaining funds will be split amongst the second and third ranked proposals.

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	6/1/22
Steve Rhodes	P	P	P	P	A	
Tracy Andrews	A					
Douglas Brown					P	
Kathaleen Cole	P	P	P	A	P	
Anthony Eman					P	
Tawana Gilbert		P	P	P	A	
Russell Green	A					
Dianne Hatke	P	P	P	P	P	
Steven Harrell	P	P	P	P	P	
Laura Hessler					P	
Jeffrey Hondorp					P	
Michael Johnson	P	A	P	A	P	
Michele Kelson					A	
Michael Listau	P	P	P	A	A	
Scott Luth	P	P	A	A	P	
Shannon Ogletree	P	P	A	A	A	
Lloyd Reshard	A	P	P	P	A	
Anna Weaver	P	P	P	P	P	
Ex-Officio Members						
Erica Grancagnolo	P	P	A	A		
Clara Long	A	A	P	P	A	

**CAREERSOURCE ESCAROSA
ACTION ITEM
REVISED DRAFT OF THE INTERLOCAL AGREEMENT**

Date: June 1, 2022

Item

At the March 17, 2022, Board of Directors Meeting, the board reviewed and approved a draft of the Interlocal Agreement. CSE submitted the approved agreement to both Boards of County Commissioners (Santa Rosa and Escambia) for review and approval. CSE received approval from the Santa Rosa County Board of Commissioners, but the Escambia County Board of Commissioners revised the agreement.

With revisions to the agreement, all parties will need to review it for further revisions or approval. The Santa Rosa County Board of Commissioners have received the revised draft agreement to review for further revisions and/or approval.

A mark-up of the agreement was not available, but it was noted by the Escambia County liaison that the revisions did not include any statutory changes, but formatting and grammatical related changes.

RECOMMENDATION

The CSE Board of Directors review the revised draft of the Interlocal Agreement for revisions and/or approval.

**STATE OF FLORIDA
COUNTY OF ESCAMBIA**

**INTERLOCAL AGREEMENT
BETWEEN
ESCAMBIA COUNTY, FLORIDA
AND
SANTA ROSA COUNTY, FLORIDA
AND**

WORKFORCE ESCAROSA, INC., dba CAREERSOURCE ESCAROSA

THIS AGREEMENT (hereinafter "Agreement") is made and entered into by and between Escambia County, a political subdivision of the State of Florida (hereinafter "Escambia"), acting through its Board of County Commissioners, with administrative offices located at 221 Palafox Place, 4th Floor, Pensacola, Florida 32502, Santa Rosa County, a political subdivision of the State of Florida (hereinafter "Santa Rosa"), acting through its Board of County Commissioners, with administrative offices located at 6495 Caroline Street, Milton, Florida 32570, and Workforce Escarosa, Inc., dba CareerSource Escarosa, a Florida not-for-profit corporation (hereinafter "Escarosa" or "CSE"), with administrative offices located at 6913 N. 9th Avenue, Pensacola, Florida 32504 (each at times also being referred to as a "Party" or collectively as "Parties").

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; and

WHEREAS, WIOA charged the State of Florida with the establishment of local service delivery areas; and

WHEREAS, Workforce Escarosa, Inc., dba CareerSource Escarosa has been designed as the Local Workforce Development Area ("LWDA") to set policy for the portion of the statewide workforce investment system within the local area; and

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

WHEREAS, on May 11, 2017, the Parties previously entered into an interlocal agreement (the "2017 Agreement"), which expires on June 30, 2022; 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 WIOA.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and of the mutual benefits to flow each unto the other, and for other good and valuable consideration, the Parties agree as follows:

(1) **Recitals.** The recitals contained in the Preamble of this Agreement are declared to be true and correct and are incorporated into this Agreement.

(2) **Term.** Upon execution by all Parties, this Agreement shall commence on July 1, 2022. Unless replaced by a superseding agreement, this Agreement shall continue through June 30, 2026.

(3) **Designation of Chief Local Elected Officer ("CLEO").** As required by federal and state law (Fla. Stat. Ch. 445, as amended), this Agreement designates the Chief Local Elected Official ("CLEO") for CareerSource Escarosa.

(a) 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 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	

(b) 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 this Agreement in an expeditious manner.

(4) **Grant Recipient and Administrative Entity.** Pursuant to 29 U.S.C. § 3122(d)(12)(B)(i), the CLEO 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.

(a) The CLEO hereby designates 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 CLEO is not relieved of the liability for any misuse of grant funds.

(b) 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.

(5) **Development of the Local Workforce Services Plan.** Pursuant to 29 U.S.C. § 3121(c)(2) and 20 C.F.R. § 679.370(a), the CSE Board shall prepare the local WIOA plan (the “Plan”) consistent with 29 U.S.C. § 3123(a)–(b).

(a) Prior to submittal of the Plan to the Governor, the CSE Board shall make available copies of the proposed Plan to the public.

(b) The CSE Board shall 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 shall also include in the local Plan submitted to the Governor any such comments that represent disagreement with the Plan.

(c) Following development of the Local Workforce Services Plan, the CSE Board will submit it to the Governor.

(6) **Negotiation of Local Performance Standards.** Pursuant to 29 U.S.C. § 3141(c)(2) and 20 C.F.R. § 679.370(g), the CSE Board shall negotiate local performance measures with the CLEO and the Governor.

(7) **Employment Statistics.** Pursuant to 29 U.S.C. § 3122(d)(2)(B), the CSE Board shall assist the Governor in developing the statewide employment statistics system described in Section 15(e) of the Wagner-Peyser Act (29 U.S.C. § 491–2(e)).

(8) **Program Oversight.** Pursuant to 29 U.S.C. § 3122(d)(8)(A)–(B), the CSE Board shall:

(a) Conduct oversight of the local youth workforce investment activities authorized under 29 U.S.C. § 3164(c), local employment and training activities authorized under sub-sections (c) and (d) of 29 U.S.C. § 3174, and the one-stop delivery system in the local area;

(b) Ensure the appropriate use and management of the funds provided under part (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 29 U.S.C. § 3141.

(9) **Duties and Responsibilities of the CSE Board.** The CSE Board shall perform the following duties and responsibilities required as one of the twenty-four (24) designated Workforce Boards in Florida:

(a) Develop the local WIOA Plan and any modification(s) to the Plan; 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 Escambia and Santa Rosa 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.

(10) Composition and Appointment of the CSE Board of Directors' Membership. Pursuant to 29 U.S.C. § 3122(b)(2) and Section 445.007, Florida Statutes, as amended, the majority of the CSE Board shall be representatives of business in the local area. Not less than 20 percent of the CSE Board members shall be representative of the workforce within the local area.

(a) CSE Board shall include representatives of entities administering education and training activities in the local area and shall include representatives of governmental, economic, and community development entities serving the local area.

(b) Members of the CSE 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.

(c) Members shall be appointed for fixed and staggered terms and serve until their successors are appointed.

(d) 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.

(e) 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.

(f) All members appointed to the CSE Board must agree to comply with the Florida Government in the Sunshine Law (Fla. Stat. § 286.011, as amended) and the Conflict of Interest Disclosure and Financial Disclosure requirements (Fla. Stat. Ch. 112, as amended) 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**.

(11) **No Local Funds Requested of Counties.** No funds are requested from the treasuries of any of the Parties to this Agreement for the workforce development initiatives. All funding of the workforce development initiatives and CSE shall be accomplished entirely by grants and funds available pursuant to workforce development initiative programs.

CSE shall serve as the Fiscal Agent and Grant Recipient for federal and state workforce funds allocated to the workforce region.

(12) **One-Stop Operator.** Pursuant to 29 U.S.C. § 3151(d)(1), the CSE Board, with the agreement of the CLEO, is authorized to designate or certify one-stop operators and to terminate for cause the eligibility of such operators.

(13) **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.

(14) **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 CLEO.

(15) **Standing Committees.** Pursuant 29 U.S.C. § 3122(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 3122(b)(4). 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 29 U.S.C. § 3248, 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.

(16) Identification of Eligible Providers of Training Services. Consistent with 29 U.S.C. § 3152, the CSE Board shall identify eligible providers of training services in the local area as described in 29 U.S.C. § 3152(a)–(c).

(17) Non-Discrimination. During the performance of this Agreement, the Parties 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 Parties 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 Parties 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.

(18) Public Records. All Parties acknowledge that this Agreement and any related financial records, audits, reports, plans, correspondence, and other documents may be subject to disclosure to members of the public pursuant to Chapter 119, Florida Statutes. All Parties shall maintain all such public records and, upon request, provide a copy of the requested records or allow the records to be inspected within a reasonable time. All Parties shall also ensure that any public records that are exempt or exempt and confidential from disclosure are not disclosed except as authorized by law. Upon the expiration or termination of the Agreement, all Parties agree to maintain all public records for a minimum period of five (5) fiscal years in accordance with the applicable records retention schedules established by the Florida Department of State.

(19) 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.

(20) 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.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the respective dates under each signature:

ESCAMBIA COUNTY, FLORIDA, a political subdivision of the State of Florida

ATTEST: Pam Childers,
Clerk of the Circuit Court

By: _____
Jeff Bergosh, Chairman

Date: _____

By: _____
Deputy Clerk

BCC APPROVED: _____

SANTA ROSA COUNTY, FLORIDA, a political subdivision of the State of Florida

ATTEST: Donald C. Spencer,
Clerk of the Circuit Court

By: _____
Robert "Bob" Cole, Chairman

Date: _____

By: _____
Deputy Clerk

BCC APPROVED: _____

WORKFORCE ESCAROSA, INC.,
dba CareerSource Escarosa,
a Florida not-for-profit corporation

By: _____
Kathaleen Cole, Chair

ATTEST:

By: _____ Date: _____

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.

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 designed as the Local Workforce Development Area (LWDA) to set policy for the portion of the statewide workforce investment system within the local area; and

WHEREAS, 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 organization, 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 Escarosa. 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

Moved to another section

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 replace 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.

Reworded and place in another
section of the revised document.

21. Signatures

Evidence of approval of this Agreement by both Boards of County Commissions of Santa Rosa and Escambia 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

21. Signatures

Evidence of approval of this Agreement by both Boards of County Commissions of Santa Rosa and Escambia 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 County 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

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
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LABOR/APPRENTICESHIPS				
• <i>Labor Organization</i>	0	0	0	
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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.



Reimagining Education and Career Help (REACH) Act At-a-Glance

Florida's 2021 Reimagining Education and Career Help Act, known as the REACH Act, is a comprehensive blueprint for enhancing access, alignment and accountability across the state's workforce development system.

This workforce development system, which spans the state's education, workforce and social safety net systems, is defined in the REACH Act as the "entities and activities that contribute to the state's talent pipeline system through education, training, and support services that prepare individuals for employment or career advancement, and the entities that are responsible for oversight or conducting those activities such as CareerSource Florida, Inc., local workforce development boards, one-stop career centers, the Department of Economic Opportunity, the Department of Education, and the Department of Children and Families."

The REACH Act positions Florida to help those with barriers to education and employment become self-sufficient, giving them better access to good jobs and career pathways that offer economic opportunity. In doing so, it takes a system-wide approach to achieving the following actions:

- Establishes the Office of Reimagining Education and Career Help (REACH) in the Executive Office of the Governor to facilitate coordination and alignment of entities responsible for the state's workforce development system.
- Requires the REACH Office to create a "no-wrong-door entry" strategy to help Floridians access services from any workforce partner.
- Directs the Department of Economic Opportunity, in consultation with the CareerSource Florida Board of Directors and others, to implement a "consumer-first workforce system" that improves coordination among one-stop career center partners through an integrated system that includes common registration and intake, benefits screening, and case management.
- Requires the CareerSource Florida Board to appoint a Credentials Review Committee to identify degree and nondegree credentials of value for approval by the state workforce development board and inclusion on a Master Credentials List to be provided to the State Board of Education.
- Adds Workforce Innovation and Opportunity (WIOA) Act partners representing the Department of Education's Division of Vocational Rehabilitation and Division of Blind Services, as well as the Department of Children and Families, to the CareerSource Florida Board. *(Note: The Division of Blind Services already is represented on the state workforce development board.)*
- Creates a workforce opportunity portal to provide Floridians with access to federal, state and local workforce services and a global view of workforce-related program data including education and training options, real-time labor market information, career planning and career services tools, and other support linked to in-demand jobs.



- Requires the Department of Economic Opportunity and the Department of Children and Families to evaluate the impact of workforce services on participants receiving benefits and welfare transition programs.
- Seeks to provide Florida additional flexibility in overseeing the state's workforce investment and to streamline the administration of Florida's workforce development system while also increasing accountability by charging the Department of Economic Opportunity with preparing a federal waiver. The waiver would allow CareerSource Florida to fulfill the roles and responsibilities of local workforce development boards or reduce the number of local workforce development boards.
- Requires the assignment of a letter grade for local workforce development boards based on criteria including performance accountability measures, return on investment and improvement of the long-term self-sufficiency of participants.
- Creates staggered eight-year term limits for some members of local workforce development boards and establishes some additional performance and accountability requirements for board compliance.
- Authorizes the Department of Economic Opportunity to prepare a federal waiver to be submitted by the Governor to create greater flexibility and strategic investment in Florida's WIOA implementation.
- Charges the Labor Market Estimating Conference as the entity responsible for determining Florida's real-time supply and demand in the labor market.
- Provides guidelines for consistency of data collection across the workforce and education systems.
- Directs the Department of Education, working with other entities, to develop a workforce development metrics dashboard that shows the impact of workforce-related programs on credential attainment, training completion, degree attainment and participants' wages.
- Requires the Department of Economic Opportunity, with input from the state workforce development board and others, to establish WIOA eligible training provider criteria focused on participant outcomes.
- Establishes the Open Door Grant Program to create a demand-driven supply of credentialed workers for high-demand occupations and expand the affordability of workforce training, certification and credentialing programs.
- Creates the Money-Back Guarantee Program, which will establish a tuition refund for students who do not find a job within six months after completing select programs designed to prepare them for in-demand occupations.

For more details about the far-reaching blueprint that seeks to address the evolving needs of Florida's economy, go to [Online Sunshine – Section 14.36, Florida Statutes](#).