



**General Meeting**  
**CareerSource Chipola Community Room,**  
**4636 Highway 90 East, Marianna, FL**  
**January 9, 2020 at 6:00 P.M. (CT)**  
**Richard - (850) 557-2441; Lauren - (850) 693-3913**

**A G E N D A**

<b>CALL TO ORDER</b>	Arthur Obar	
<b>INVOCATION / PLEDGE TO FLAG</b>	Donnie Read	
<b>Dinner – Sponsored by Opportunity Florida</b>		
<b>ROLL CALL</b>	Lauren Morris	
<b>PUBLIC COMMENTS</b>	Arthur Obar	
<b>EMERGENCY ITEMS</b>	Arthur Obar	
<b>CONSENT ITEMS</b>	Arthur Obar	
* General Meeting Minutes November 14, 2019	Arthur Obar	Pages 1-3
<b>OUR WORKFORCE WHY</b>		
<b>STATUS OF FUNDS REPORT</b>	Richard Williams	To Be Provided
<b>NDWG UPDATE</b>	Rose Adams	Pages 4-5
<b>NEW BUSINESS</b>		
* Approval Request NDWG Grant Modification – Training & OJT	Rose Adams	Page 6
* Contract with Board Member Conflict Twin Oaks Juvenile Development	Rose Adams	Pages 7-12
* Board Direction and Input 2020-2024 Local Workforce Services Plan	Richard Williams	Page 13
* One Stop Operator Review	Richard Williams	Pages 14-23

**DIRECTOR'S COMMENTS**

Richard Williams

**BOARD MEMBER COMMENTS**

Arthur Obar

**ADJOURNMENT**

Arthur Obar

**MARK YOUR CALENDARS**

**Next Board Meeting – Thursday, March 12, 2020**



**GENERAL MEETING MINUTES**  
CareerSource Chipola Community Room  
4636 HWY 90 East, Suite K, Marianna, Florida  
November 14, 2019 at 5:30 PM (CT)

**CALL TO ORDER**

A quorum was present and Arthur Obar, Chair, called the meeting to order. Donnie Read led the group in the Invocation and Pledge to the Flag.

**The following board members were present:**

Arthur Obar, Debbie Kolmetz, Janice Sumner, Mary McKenzie, Sandy Spear, James Sellers, Donnie Read, Ralph Whitfield, Johnny Eubanks, Darrin Wall, Tracy Andrews, Sarah Clemmons, Keith Sutton, Kristy Terry, Jesse Smallwood.

**The following board members were absent:**

Raymond Russell, Tanya Burt, Travis Ephriam, Larry Moore, Andy Jackson, Martha Compton, Frances Henderson.

**Others present included:**

Richard Williams, Lauren Morris, Rose Adams, Kyle Morgan, Sara Johnson, Melody Wade, Kenny Griffin (CSC Staff); Shannon Colavecchio representing Moore, Inc.

**PUBLIC COMMENTS**

Arthur Obar announced that public comment cards were available for anyone wishing to make a comment.

**CHIPOLA WORKS CAMPAIGN LAUNCH**

Shannon Colavecchio of Moore, Inc. presented the Chipola Works ad campaign.

**GENERAL MEETING MINUTES**

Darrin Wall made the motion, Tracy Andrews seconded the motion and the vote was unanimous to approve the minutes of the September 19, 2019 general meeting.

**APPROVAL REQUEST – NAWB DISASTER RECOVERY EVENT SPONSORSHIP**

\*This item was pulled from the agenda.

## **STATUS OF FUNDS REPORT**

Richard Williams stated that there were no major concerns.

## **NDWG UPDATE**

Rose Adams provided an update on the National Dislocated Work Grant, stating that there were 85 participants at worksites with two more starting immediately. She also said there were additional jobs in the pipeline to be filled.

## **APPROVAL REQUEST – UPGRADE OF NETWORK CABLING, PURCHASE OF NEW SERVERS**

Richard Williams reviewed quotes/bids received for the installation of Cat 6 cable as part of the IT Infrastructure project. Quotes were discussed and staff recommended moving forward with Network Cabling Services (NCS) due to the fact that NCS will be able to complete the installation with the least amount of downtime for CSC offices. NCS is also providing a rack system, does not put a limit on the amount of wire provided by the vendor, provides needed drop cables, etc. Following discussion, **Donnie Read made the motion, Janice Sumner seconded the motion, and the vote was unanimous to approve NCS as the vendor for the installation of network cabling.**

Melody Wade then shared the need for a Storage Area Network as the CSC network computers are moved to thin clients, requiring more work of the network's servers. Mr. Williams stated that all quotes are for the same equipment and staff recommend proceeding with the lowest cost quote. He also stated that because the request is to purchase equipment, approval will also have to be received from the state. Following discussion, **Darrin Wall mad the motion, Janice Sumner seconded the motion, and the vote was unanimous to accept the recommended quote from CDW-G for the Storage Area Network equipment.**

## **APPROVAL REQUEST – JCSB BUILDING TRADES CONTRACT**

Richard Williams stated that the contract is with the Jackson County School Board for the Building Trades Project. He stated that because board member Larry Moore has a conflict as the superintendent of the JCSB, the contract must be approved by the board by a two-thirds vote. Mr. Williams also stated that the contract implements a previously approved Memorandum of Understanding for this project and includes language to allow for payment. Following discussion, **Johnny Eubanks made the motion, Mary McKenzie seconded the motion, and the vote was unanimous to approve the contract with the Jackson County School Board. Larry Moore was not present for the meeting, so no Memorandum of Voting Conflict form (Form 8B) was filed.**

## **EXECUTIVE DIRECTOR'S REPORT**

Mr. Williams reported the following:

- He asked Lauren Morris to speak to the board regarding the Christmas project center staff have been working on. Staff decided that instead of exchanging gifts with each other, they would like to work together to provide gifts to residents in local nursing facilities that may not receive anything from friends or family.

- Checks were stolen after being mailed from CSC and were cashed in North Carolina. He stated that all the money was recovered, and CSC is working with the bank to implement preventative measures.
- Michelle Dennard of CareerSource Florida, Kim Bodine of CareerSource Gulf Coast, and he were asked to be part of a panel during the legislative session to discuss workforce issues following Hurricane Michael. He stated that the panel discussion went well and that Representative Plasencia was working with the state and local LWDBs to determine what could be done at the legislative level to provide more assistance with hurricane recovery.
- He shared that CSC is still waiting on the state to provide the money that was promised to allow CSC to provide services to in-school youth.

## **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned.

## National Dislocated Worker Grant

# Current Worksites and Workers

<u>County</u>	<u>Active Worksites</u>	<u>Current Workers</u>
Liberty	2	4
Calhoun	4	19
Jackson	15	55
Washington	1	2
<u>Holmes</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>23</b>	<b>81</b>
	<b>Current of 1/02/2020</b>	

Current Workers by Job Title

- 55 - General Laborers
- 17 - Humanitarian
- 9 - Recovery Support Workers

Total Grant Applicants – 342  
Total Temporary Placements – 256  
Total *Individuals Placed in Temporary Jobs* - 207

Unsubsidized Job Placements Verified to Date

40 Temp Workers from Worksites  
49 Other Certified Applicants  
**89 Total Employed Permanent Jobs**

## **APPROVAL REQUEST FOR NDWG GRANT MODIFICATION – TRAINING & OJT**

**Background:** NDWG participants may now receive career services and training due to the anticipated long-lasting impact of Hurricane Michael on workers' ability to return to work in the same jobs. Such training may include on-the-job training and occupational skills (ITA) training, e.g. Any eligible participant may be placed in training instead of or following a temporary disaster-relief job, based on their assessed needs.

**Staff Recommendation:** Approval to provide on-the-job training to NDWG participants as allowable with NDWG funding.

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### WORKSITE AGREEMENT

Funding source: WIOA National Dislocated Worker Grants

Grant Number: WNM 19

Project: Hurricane Michael

Agreement #: WIOA-2019

**This work site agreement shall begin on October 1, 2019 and shall end one week after written notification from either party, or until National Dislocated Worker Grant funding is no longer available.**

Chipola Regional Workforce Development Board d/b/a CareerSource Chipola (CSC), and

Twin Oaks Juvenile Development, Inc., whose address is 11939 NW State Road 20, Bristol, FL 32321, hereinafter referred to as (the Agency), agree to the following terms of this Agreement to be funded from the USDOL Employment and Training Administration, Workforce Innovation & Opportunity Act (WIOA) Title 1, Section 170, National Dislocated Worker Grant (NDWG), for Hurricane Michael.

**CareerSource Chipola (CSC):**

CSC will serve as the Administrative Entity to provide the overall guidance for this project. **Only individuals determined eligible and referred by CSC can be considered for hire under this project.** Contact information:

Rose Adams Office: 850.633.2735 Cell: 850.557.5873 Rose.Adams@careersourcechipola.com  
Name Tel. Number Email Address

**Quality Labor Management, LLC and Affiliated Companies**, will be the Employer of Record (EOR), responsible for handling payroll, benefits, Worker Compensation and Unemployment Compensation for employees under a separate agreement with CSC. Contact information:

Michael Stanley, CFO/Vice President  
Quality Labor Management, LLC and Affiliated Companies  
Phone: 407.936.3666  
Email: [MStanley@myqlm.com](mailto:MStanley@myqlm.com)

**Worksite(s)**

**Employer:**

**Entity responsible for direction and supervision of the Employee(s) at the worksite:**

<u>29806 SW Liberty Wilderness Camp Rd.</u>	<u>Jordan Hobbs</u>	<u>(850) 258-9833</u>
Physical Address <u>Bristol, FL 32321</u>	Contact Person	Phone
<u>11939 SR 20 Bristol FL 32321</u>	<u>Jordan Hobbs</u>	<u>(850) 258-9833</u>
Physical Address	Contact Person	Phone
<u>5270 Ezell Rd Graceville FL 32440</u>	<u>Jordan Hobbs</u>	<u>(850) 258-9833</u>
Physical Address	Contact Person	Phone

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.  
NDWG Worksite Agreement – October 2018



Physical Address

Contact Person

Phone

Physical Address

Contact Person

Phone

**Employee:** Participant temporarily hired for the disaster clean-up, restoration and humanitarian efforts.

The primary purpose of this Agreement is to identify and establish temporary jobs to assist in the clean-up, restoration and humanitarian efforts that are necessary as a direct result of recovery efforts associated with the Hurricane Michael disaster and to fill those jobs with eligible individuals that have temporarily or permanently lost their regular job as a result of the disaster or cannot find work as a result of the disruption to business activities caused by Hurricane Michael.

**1. Program Overview:**

This NDWG program shall consist of temporary work, wherein a participant referred by CSC to the Worksite Employer is given job functions to perform under the guidance and supervision of the Worksite Employer in accordance with the job description attached hereto. It is understood by CSC, EOR and the Worksite Employer that no legal employer-employee relationship is created or exists between the Worksite Employer and the participant. In agreeing to provide direction and supervision of the participant, the Worksite Employer understands that this does not make CSC, EOR liable to the Worksite Employer or any third party by reason of any future act or failure to act by any participant on or off the job.

**2. Limitations on participation:**

The Worksite Employer understands and agrees that no participant shall begin work until this Agreement is executed by the Worksite Employer and CSC. Eligible individual workers may not work in temporary jobs under this grant for more than 12 months or 2,080 hours.

**3. Eligible Worksites:**

CSC prioritized worksites for temporary jobs such that the highest priority is for public facilities, which have been most severely damaged. The second priority is for private non-profit agencies that have the highest impact on providing needed temporary services and/or restoring public services, etc. In general worksites will be limited to public and private non-profit facilities and property. Work on private property may only occur when all specific conditions listed in the NEG are met and will be looked at on a case-by-case basis and approved in writing by CSC. Work on private property will not be a priority unless it is necessary to restore public services or there is a clear safety hazard to the larger community.

**4. Recruitment and Selection:**

Recruitment and eligibility determinations will be the responsibility of CSC. Individuals determined to be eligible for this program will be referred to the Worksite by the EOR.

**5. Responsibilities of Worksite Employer:**

The following are responsibilities of the Worksite Employer. The Worksite Employer accepts and agrees that it shall:

- A. Direct and supervise participants work activities in accordance with their job description(s), which is hereby incorporated by reference and made a part of this Agreement.
- B. Assure that it will have supervisory personnel who will act as work site supervisors for each of the Worksite Employer's work sites so as to provide for continuous on-site supervision of participants.
- C. Assign worthwhile and meaningful work to participants during the entire time they are at the worksite.
- D. Require participants' conformance with the Worksite Employer's Personnel Rules of Conduct.
- E. Orient and train their work site Supervisory personnel including any alternate staff directly responsible for the supervision of participants as to the Worksite Employer's responsibilities and obligations under this Agreement.
- F. Notify the EOR immediately of any temporary and/or ongoing changes in the designation of personnel who will be supervising the participant(s).

- G. Be accountable for maintaining participant time sheets provided by the EOR by keeping accurate work time attendance rosters, supervising the proper completion and signing of time sheets by each participant, certifying and
- H. signing participant time sheets if all the prior requirements are met and submitting these timesheets according to the instructions provided by the EOR.
- I. Ensure that all sites where participants will be assigned are sanitary and safe environments in accordance with health and safety standards established by State and Federal law.
- J. Ensure that all required safety supplies and equipment are used in the proper manner for the intended use.
- K. Conform to normal routines and functions befitting a reasonable business establishment, including, but not limited to, appropriate supervision on the premises at all times, displaying positive work habits, maintaining safe working conditions, and appropriate attire.
- L. Have an inclement weather plan for any approved positions that are required to work out of doors to ensure that alternative tasks can be performed inside during inclement weather.
- M. Inform the EOR and CSC immediately should an accident or injury occurs at the job site affecting or involving a participant and require the participant to complete a first report of injury form.
- N. Notify the EOR by telephone of any problem or concern regarding a participant's performance at a work site as soon as possible, but at least within 24 hours of when the problem is identified.
- O. Not discriminate against any participant or potential participant because of race, color, religion, sex, national origin or disability.
- P. Ensure that participants receive fair and impartial treatment and that participants shall not be subjected to harassment of any type or form.
- Q. Ensure that the following general conditions for temporary jobs shall be complied with:
  - 1 ) Participants shall receive comparable working conditions and non-payroll benefits such as rest breaks, etc. as other employees;
  - 2) There shall be no displacement of regular employees nor replacement of laid-off workers by the temporary job participant(s); and
  - 3) There shall be no infringement of promotional opportunities for regular employees.
- R. Not subcontract, assign or transfer any rights or responsibilities under this agreement or any portion thereof without the prior written approval of CSC.
- S. Implement administrative controls to ensure that costs for wages and other costs that CSC is responsible for paying are not being paid by other federal, state, or local programs to eliminate the possibility of a duplication of funding.
- T. Maintain all records and files pertaining to the operation of this Agreement and any amendment hereto for three (3) years following expiration of this Agreement. Records and files shall include, but not be limited to, time and attendance sheets, supervisor assignments, this Agreement, etc.
- U. Will immediately advise CSC in writing of any actions, suits, claims or grievances filed against the Worksite Employer, the EOR, CSC, State of Florida, federal officials or participants that in any way relates to this Agreement.

#### **6. Responsibilities of CSC**

CSC accepts and agrees that it shall

- A. Be responsible for contracting with a third party to act as employer of record. The employer of record shall employ the participants, pay participant wages for all actual hours worked, and provide Workers' Compensation coverage for all participants.
- B. Be responsible to provide necessary safety equipment upon request from the EOR or the Worksite Employer. Such equipment shall remain property of CSC and shall not be used for non-grant funded activities.

#### **7. Responsibilities of CSC & EOR**

CSC accepts and agrees that it shall

- A. Assist the job site supervisor in resolving any problems concerning the participants' performance on the job by responding to the Worksite Employer's notice.
- B. Hear all grievances concerning program participant's performance at the job site.
- C. Provide counseling and supportive services to participants as the need is identified.

#### **8. Worksite Employer Monitoring and Reporting**



Worksite Employer must determine and ensure that all temporary workers at all worksites are only performing disaster-related work activities. The Worksite Employer shall notify the EOR of any changes to the required work hours, job description, and/or if the disaster recovery work has been completed and the job needs to be ended.

#### **9. CSC Monitoring**

The Worksite Employer shall allow the EOR, CSC, the Governor of the State of Florida, or any of its agents and/or subcontractors, and the US Department of Labor (DOL) to visit the Worksite Employer's work sites, monitor the program, report problems, require corrective action within specified time periods or remove participants from work sites without prior notice other than a written notification to be delivered to the Worksite Employer at the time of the removal. This action may be taken when the EOR, CSC, the Governor of the State of Florida, or DOL finds serious or continual violations of rules or laws, where violations are not being remedied, or where the EOR, CSC, the Governor of the State of Florida or DOL find noncompliance on any of the terms or conditions under this Agreement.

#### **10. Prohibited Activities**

- A. **Sectarian Activities:** The Worksite Employer assures that participants will not be employed in building, operating, or maintaining any part of any building, which is used for religious instruction or worship
- B. **Collective Bargaining and Union Activities:** The Worksite Employer assures that this agreement will not impair existing contracts for services or collective bargaining agreements between the Worksite Employer and other parties, nor will this agreement assist, promote or deter union organization
- C. **Lobbying and Political Activities:** The Worksite Employer assures that this agreement will not assist with political or lobbying activities or the cost of any salaries or expenses related to any activity designed to influence legislation or appropriation pending before the Congress of the United States.
- D. **Limitations on work activity include:**
  - (1) Working at heights above 6 feet
  - (2) Working in/over water
  - (3) Riding on back of garbage/landscaping trucks
  - (4) Working at depths over 6 feet

#### **11. Hold Harmless**

Without waiving its sovereign immunity, and if and to the extent allowed by law, each party shall indemnify and hold harmless each other, its officers, officials, and employees from and against all claims and liabilities of any nature or kind, including costs and expenses for or on account of any claims, damages, losses, or expenses of any character whatsoever resulting in whole or in part from the negligent performance or omission of either party's employees or representatives connected with the activities described herein.

#### **12. Assurances**

The Agency agrees that pursuant to federal law, all of the iron, steel, and manufactured goods (individually and collectively "Materials") used for the construction, alteration, maintenance, or repair of any public building or public works (individually and collectively a "Project") and, for which any funds appropriate or otherwise made available pursuant to this Agreement are used for any labor cost associated a Project, shall be produced in the United States.

The Agency shall comply with Equal Opportunity 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR parts 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, and Department of Labor."

The Agency agrees that all contracts and subgrants in excess of \$2,000 for construction or repair awarded in which any labor subsidized by this Agreement is utilized shall comply with the Copeland "Anti-Kickback" Act, 18 U.S.C. 874, as supplemented by Department of Labor regulations, 29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States." The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

The Agency agrees that all construction contracts awarded of more than \$2000 in which any labor subsidized by this Agreement is utilized shall include a provision for compliance with the Davis-Bacon Act, 40 U.S.C. 276a to a-7, and as supplemented by Department of Labor regulations, 29 CFR part 5, "Labor Standards Provisions Applicable to Contracts



Governing Federally Financed and Assisted Construction.” Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The Agency shall place a copy of the current prevailing wage determination issued by the Department of Labor in each such solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The Agency shall report all suspected or reported violations to the HHS awarding agency.

The Agency agrees that all contracts awarded in excess of \$100,000 for construction contracts and for other contracts that involve the employment of mechanics or laborers and in which any labor subsidized by this Agreement is utilized shall include a provision for compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act, 40 U.S.C. 327-333.

The Agency agrees that contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government in any resulting invention in accordance with 37 CFR part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any further implementing regulations issued by HHS.

The Agency agrees that all contracts and sub-grants of amounts in excess of \$100,000 in which any labor subsidized by this Agreement is utilized shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, 42 U.S.C. 7401 et seq., and the Federal Water Pollution Control Act, as amended 33 U.S.C. 1251 et seq. Violations shall be reported to the HHS and the appropriate Regional Office of the Environmental Protection Agency.

The Agency certifies that they will not and have not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any Federal agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1342. The Agency shall disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

The Agency certifies it is not listed on the nonprocurement portion of the General Services Administration’s “Lists of Parties Excluded from Federal Procurement or Nonprocurement Programs” in accordance with E.O.s 12549 and 12689, “Debarment and Suspension.”

The Agency certifies it shall comply with the following statutory provisions:

- (1) The Age Discrimination Act of 1975;
- (2) Section 504 of the Rehabilitation Act of 1973;
- (3) The Americans with Disabilities Act of 1990; and
- (4) Title VI of the Civil Rights Act of 1964.

### **13. Changes to the Agreement**

There shall be no modification or amendment of this Agreement, except in writing, executed with the same formalities as this instrument.

Requests for interpretations of the Agreement provisions shall be directed to the Employer on Record and must be in writing. No interpretations shall be official or binding upon the Worksite Employer unless it is received in written form.

### **14. Termination**

This Agreement may be terminated as follows:

- A. CSC or the Worksite Employer may terminate the Agreement for convenience upon thirty- (30) calendar day prior written notice to the other party.
- B. CSC may terminate this Agreement in whole or in part at any time that in their sole judgment, either determines that:
  - 1) The Worksite Employer has failed to comply with any of the provisions contained in this Agreement or any Amendment hereto;
  - 2) The Worksite Employer fails to perform in whole or in part under this Agreement or fails to take corrective action after receiving oral or written requests to do so within an appropriate time period as may be



stipulated by CSC or the EOR

3) The United States Department of Labor or State of Florida fails to provide adequate funds, reduces, eliminates or otherwise terminates the program under which this Agreement is written.

**15. Notice**

Other than as provided herein, notice shall be required to be given to CSC, and shall be sufficient when hand delivered or mailed to CSC at its office at 4636 Highway 90 East, Suite K, Marianna, FL 32446. All notices required to be given to the Worksite Employer under this Agreement shall be sufficient when hand delivered or mailed to the Worksite Employer at its office located at the address identified in paragraph one, page one of this Agreement.

**16. Controlling Laws**

This agreement and the provisions contained herein shall be construed, controlled and interpreted according to the laws of the State of Florida.

**FEMA Certification:** The Worksite Employer understands that all costs and expenses paid with NDWG funds are not eligible for FEMA reimbursement. DR 11/19/19 (Initial & Date)

IN WITNESS THEREOF, the parties hereto having been duly authorized and representing that they have the power and authority to execute this Agreement and perform the responsibilities specified herein have made and executed this Agreement on the respective dates under each signature.

**WORKSITE EMPLOYER:**

**CAREERSOURCE CHIPOLA:**

Donnie Read  
Signature

\_\_\_\_\_  
Signature

Donnie Read  
Typed Name

Richard Williams  
Typed Name

CEO  
Typed Title

Executive Director  
Typed Title

11/19/19  
Date

\_\_\_\_\_  
Date

59-3512790  
Federal ID #

4636 Hwy 90 East, Ste. K, Marianna, FL 32446  
Location

Jordan Hobbs  
Contact Name

850.633.2732 Office 850.557.2441 Cell  
Phone Number

(850) 258-9833  
Phone number

850.482.3590  
Fax Number

\_\_\_\_\_  
Fax number

Richard.Williams@careersourcechipola.com  
Email address

j.hobbs@bjctr.org  
Email address

## **DISCUSSION ITEMS FROM WIOA PLANNING DOCUMENT**

Note: The question/statement from the planning document is underlined with the answer as planned in **bold**. This is followed by a question or comment from staff in *italics*.

These items are presented for additional Board input or consideration if so desired by the board.

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

**CareerSource Chipola board members may assign a designee to attend a meeting in their place, but that designee does not have voting privileges.**

*Does the Board of Directors wish to change the current method that allows a designee to attend a meeting but not vote on behalf of the member?*

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

**CareerSource Chipola has provisions for holding meetings by telecommunications or other electronic means that allow for vocal participation in the meeting. Members attending by such methods shall be deemed present for the purpose of a quorum, have full voting privileges, and the public is allowed access to the meeting by attendance in person at an announced location. The Board of Directors believes that for the purposes of full and meaningful debate and discussion on items subject to final approval of the Board of Directors attendance in person is important. The Board has elected, by policy, to open committee meetings as necessary for meetings by electronic means but continues to require members to attend regular meetings of the Board of Directors in person except in special circumstances approved by the Board Chair or called for by the members. Until recently CareerSource Chipola has not been able to access sufficient internet bandwidth to allow video conferences with adequate quality to conduct meetings. CareerSource Chipola is currently working with vendors to secure equipment for video conference participation and will review the attendance policy at that time.**

*Does the Board of Directors wish to change the current policy requiring meetings of the full Board of Directors to be in person except at the direction of the chair under special circumstances, or does the Board of Directors wish to open attendance at all full meetings of the Board of Directors to electronic means such as telephone or video conference?*

*Does the Board of Directors wish to continue to allow committee meetings to be held by electronic means?*

**CareerSource Chipola One-Stop Operator (OSO) Quarterly Review  
PY 2019-2020 Second Quarter**

**\*WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) BACKGROUND**

*(\*Located at the End of this Report)*

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**Date of Report Forwarded to CareerSource Chipola: December 9, 2019**

**Date of On-Site Review:** December 5, 2019

**One-Stop Career Center:** 4636 Highway 90, Marianna, Florida 32446

**Conducted by** Linda Sumblin, CareerSource Chipola contracted One-Stop Operator Consultant

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**CareerSource Chipola Staff Met by One-Stop Operator on December 5, 2019:**

- Richard Williams, Executive Director
  - Debby Wood, Program Coordinator & Center Manager
  - Lauren Morris, Communications and Programs Specialist
  - Rose Adams, National Dislocated Grant Coordinator
- 

An *unannounced* One- Stop Operator visit was conducted at the CareerSource Chipola (CSC) One-Stop Center located at 4636 Highway 90, Marianna, Florida on December 5, 2019 by Linda Sumblin, contracted CareerSource Chipola One-Stop Operator. The purpose of the review was to assess the effective delivery of applicable services across program lines and with other organizations as required by WIOA.

As identified by the US Department of Labor and Florida Department of Labor, the One-Stop areas of the OSO review included: Flow of Services; Hours of Operation; Basic Services Available/Program Delivery; Partner Memorandum of Understandings; Effectiveness. Also included in the review by the OSO were overall general comments.

**CareerSource Chipola – One-Stop Operator PY 2019-2020 Fourth Quarter Review**  
**Summary of Review**

**Flow of Services**

During the December 5, 2019 onsite review, the One-Stop Operator viewed the delivery of services at the Marianna Center One-Stop Center. No changes with the quality and delivery of services identified by the OSO from the previous OSO onsite reviews.

It was observed by the OSO that the CSC staff assisting customers with program information were knowledgeable of services and professional. It was also noted by the OSO that immediately when the universal customer enters the One-Stop facility there are well-informed and professional CSC staff to meet customers as well as to guide the customer to the Atlas registration/sign-in system.

During the time at walk-through at the Marianna One-Stop Center, the OSO observed and communicated that staff have the expertise to design, administer and deliver all workforce development activities and have demonstrated the ability to adapt and conform to changes in policy, practices and priorities to meet local community and customer-based needs.

The One-Stop Operator remains impressed with the of the Marianna One-Stop Center service delivery is professionally set-up for customer-flow ease, including an accessible Resource room equipped with computer and other needed employment activity tools (i.e. telephone bank) for the universal customer. It was also noted that the Center conducts applicable designated program orientations on a scheduled and as-required basis.

The One-Stop Center operating hours and services extended were visible outside and within the interior of the Center.

The ATLAS electronic filing system provides access to case file and customer activity information through the internet. The electronic system allows staff to engage customers and provide services. Both virtual and center-based service delivery for job seekers, workers, and employers support the talent needs of the regional economy. In addition, the Atlas system allows the CSC to track customer services as well as “waiting time for CSC services” for monitoring of delivery of services. Attached is a printout of the Atlas screen shot that was provided during the OSO review for the sign in; new customer screen; and time waiting for services.

**Flow of Services Comments: No suggestions/concerns noted.**

**CareerSource Chipola Marianna One-Stop Center – Hours of Operation**

It was observed by the OSO and confirmed by the Center Manager that the CSC Marianna One-Stop Center operation is open via the five-day work week (with exception of the CareerSource Chipola recognized holidays) Monday through Thursday from 8:00 a.m. – 5:00 pm and Friday’s from 8:00 a.m. through noon. Identified adjusted Center hours are posted via social media and visually posted at the Center. CareerSource

Chipola Board, Executive Committee, and other applicable Board related meetings (date, time, and location) are posted on via the CareerSource One Stop website with noted contact information.

It was noted that extended hours are available based customer need. In addition, it was also noted that extended hours are available through electronic means allowing customers to access many of the CareerSource Chipola services regardless of the time of day by using the Internet.

Hours of operation for the CSC Marianna One-Stop is also located via the CSC website.

*Note: It was noted at the posted via the CareerSource Chipola website the Centers/Administrative office will be closed December 24<sup>th</sup> and 25<sup>th</sup> for the holiday.*

**Hours of Operation Comments: No concerns noted.**

### **Basic Services Available/Program Delivery**

Ms. Debby Wood (Program Coordinator and Center Manager) was available at the CareerSource Chipola Administrative office to provide an update.

CSC Marianna One-Stop Career Center offers a wide range of *job seeker and employer* services including job postings, local and statewide Labor Market Information (LMI), and skill-based job matching available online at Employ Florida Marketplace (EFM) - [www.employflorida.com](http://www.employflorida.com).

As noted in the WIOA Legislative Required Partners matrix below, CareerSource Chipola has established program service delivery methods for requirement WIOA partners.

It was also noted by the OSO that program systems and partner relationships are well developed and internally reviewed ongoing for enhancement and growth. CSC is to be acknowledged for their positive partnerships and performance outcomes.

*CareerSource Chipola is still delivering National Emergency Grant (NEG) services as a result of Hurricane Michael and the needed follow up recovery. Ms. Rose Adams remains on the CareerSource Chipola staff overseeing the National Emergency Grant program.*

The OSO briefly met with Ms. Adams for a CareerSource Chipola update. Ms. Adams shared at the CareerSource Chipola program is still in full speed with on-going NEG needs identified in the community. There are currently 85 active NEG participants outplaced at applicable NEG worksites. At the time of this report, there have been over 300 applicable individuals certified eligible for the NEG program. There are currently 24 NEG work positions opening that Ms. Adams is securing applicable NEG eligible participants to fill.

A credit to the entire CareerSource Chipola team with special recognition to Ms. Rose Adams, for the impressive implementation and continued delivery of the NEG program.

As presented by Executive Director Richard Williams at the November 2019 CareerSource Chipola Board meeting, introduced a new campaign ...Chipola Works! The Board unanimously approved the presented campaign.

Chipola Works! is a local campaign and call to action for everyone living in the community to invest back in the region by working locally. The tagline adopted for the Chipola Works! – Living. Working. Locally. Additional information can be located at: [chipolaworks.careersourcechipola.com](http://chipolaworks.careersourcechipola.com)

Under the leadership of Executive Director Richard Williams, the Chipola Works! implementation was a result of identifying that too often, our citizens take jobs outside of the community borders because they believe pay is higher and the opportunities are better. But, as noted... that is not necessarily true. The region offers a widely diverse job pool with employers ranging from road pool with employers ranging from road construction to retail. As has been identified by CareerSource Chipola ... all that's missing is the people.

The OSO will continue to follow the status of the Chipola Works! program.

**Program Delivery Comments: No suggestions/concerns noted.**

### Memorandum of Understandings (MOU)

Ms. Lauren Morris (Communications and Program Specialist) was available at the CareerSource Chipola Administrative office to provide an update regarding the status of the CareerSource Chipola MOU's.

No MOU changes/edits noted since the previous OSO quarterly review.

As noted in prior OSO reports, the Basic elements/description of services as outlined in legislation of the MOU is included with the CSC MOU's:

- *Method/s for referring individuals*
- *Resolution of MOU Disputes*
- *Duration/Procedures of MOU*
- *Cost Sharing*

A matrix (identifying entity delivery services; MOU execution date; and method of delivery of services) of the required WIOA MOU's is noted below.

*Note: It was noted at the November regularly scheduled CareerSource Chipola Board of Directors meeting as presented by Executive Director Richard Williams a conflict of interest executed for the Jackson County School Board in support of the newly implemented Building Trades Project.*

**Memorandum of Understandings (MOU) Comments – No suggestions/concerned noted.**

## Effectiveness

One of the outlined elements in WIOA legislation for OSO to review the Center “Effectiveness” as defined below.

The CSC OSO based the Effectiveness ranking of the program/delivery of Center services on a Scale of 1-10 with 10 being top performance). Three areas of Effectiveness ranked as defined in the WIOA legislation:

- 1) *Provider job seekers with skills and credentials necessary to secure and advance in employment with wages that sustain themselves and their families;*
- 2) *Provide access and opportunities to job seekers, including individuals with barriers to employment;*
- 3) *Enable business and employers to easily identify and hire skills workers*

### CSC Effectiveness Comments:

- **As a result of the 2019-2020 Second Quarter OSO (onsite and review of follow up documents), the One Stop Operator ranked the current Effectiveness for the CareerSource Chipola at a 9.5 out of a ranking of 10.0.**

## General Comments

- *It was shared that since the 2019-2020 First Quarter Review that security cameras have been installed at the Marianna OSO and the Chipola Placement Center. Access to the security cameras oversight is monitored as applicable by identified CareerSource Chipola leadership staff.*
  - *The CareerSource Chipola 2019-2020 Annual Department of Economic Opportunity monitoring review is scheduled for June 8-12, 2020.*
  - *The OSO found no applicable Department of Economic Opportunity Communiques, Administrative Policies, or Memoranda’s posted on their website since the prior OSO onsite review.*
  - *It was noted that CareerSource Chipola ranked Number One in the State for the November Job Placement Report.*
  - *The latest DEO data release (November 15, 2019) the unemployment rate in the CareerSource Chipola region (Calhoun, Holmes, Jackson, Liberty, and Washington counties) was 3.1 percent in October 2019. This rate was 0.3 percentage point lower than the region's year ago rate of 3.4 percent. The labor force was 43,058, up 115 (+0.3) over the year. There were 1,317 unemployed residents in the region.*
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**\*WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) BACKGROUND**

Under the Workforce Innovation and Opportunity Act (WIOA), the vision for one-stop career centers is characterized by providing excellent customer service to job seekers and employers, customer-centered service delivery, and continuous improvement. As defined by Florida guidance, identified One-Stop Centers should strive to assure quality services are being delivered in the most efficient and effective ways possible, through full integration and coordination of one-stop career center partners and resources to support seamless service delivery.

<p><b>Workforce Innovation and Opportunity Act (WIOA)</b></p>	<p>The goals and format of the One-Stop-Operator are set out in Workforce Innovation and Opportunity Act (WIOA) Section 121 subsection (e) according to PUBLIC LAW 113–128—JULY 22, 2014 (WIOA) Sec. 121(d)(2)(A), Federal Regulation 29 U.S.C. §§ 3151 (d) One-Stop operators.</p>
<p><b>One-Stop Operator Role and Responsibilities</b></p>	<p>As outlined and agreed by both parties (CSC and OSO) the 2017-2018 executed OSO contract, was renewed on June 10, 2019 for an additional one-year term for delivery of outlined One Stop Operator Services for the period PY 2019-2020. The renewed OSO was based on performance, business needs and the availability of funds.</p> <p>As outlined by legislation, the Local Board defines the role and responsibilities of One-Stop career center operators in its local area. The Local Board may vary roles and responsibilities for career centers within its local area.</p> <p>As defined by CareerSource Chipola and agreed by OSO Contractor for this review as: Conduct program year 2019-2020 quarterly unannounced visits to the Marianna Career Center. Within thirty (30) days of the visit provide a report indicating if the Marianna Career Center is effectively delivering services across program lines and with other organizations as required by WIOA. If it is determined the Center is not effectively providing services the report must include recommended actions to be undertaken at the Center to correct any issues. Additionally, as part of the required report, the Contractor may include comments on best practices or suggestions for improvement.</p>
<p><b>CareerSource Chipola Background</b></p>	<p>The Chipola Regional Workforce Development Board, Inc., dba CareerSource Chipola is the administrative entity/grant recipient for the region (<i>serving Calhoun, Holmes, Jackson, Washington, and Liberty Counties</i>). The Chipola Regional Workforce Development Board, Inc., dba CareerSource Chipola has operated as the fiscal agent and administrative entity since 1996 as approved in the approved Interlocal Agreement .</p> <p>The CareerSource Chipola One-Stop and satellite locations are located to population centers, governmental buildings and shopping centers making them convenient locations for most customers. Centers are connected by a wide area network that spans the three locations providing e-mail, Internet access, state systems access, case management, and data/print sharing. The ATLAS electronic filing system provides access to case file and customer activity information through the internet. This electronic system allows staff(s) at any</p>

	<p>location to engage customers and provide services. Both virtual and center-based service delivery for job seekers, workers, and employers support the talent needs of the regional economy.</p>
<p><b>Contracted CareerSource Chipola One-Stop Operator Linda Sumblin, Contractor Execution Date of Renewed Contract: June 10, 2019</b></p>	<p><i>Credentials:</i> Linda Sumblin was formerly employed with the CareerSource Okaloosa Walton since Board inception in 1996. She was named Executive Director October, 2011. Prior to being named the Executive Director, Linda served in many areas for the Board including the Chief Operating Officer/Assistant Director. Linda’s career in workforce development began in January 1989 when she joined the Private Industry Council, the predecessor governing board for job training.</p> <p>As initial contracted OSO for the period July 1, 2017 through June 30, 2018 (<i>with a 2-year renewal as agreed by both parties</i>). Linda Sumblin has declared no conflict of interest with any entities of CareerSource Chipola (Board, staff or partners) and that firewalls have been established to ensure conflict of interest policies and procedures are adhered.</p> <p>It is understood and agreed that the One-Stop Operator cannot assist in the development, preparation and submission of local plans; and that they cannot manage or assist in the competitive process for selecting operators or select or terminate One-Stop Operator, Career Services and Youth Providers.</p>

## CareerSource Chipola Memorandum of Understandings

**NOTE: NO Changes in the MOU's during the One-Stop onsite review. \*Denotes WIOA Legislative Required Partners**

Program	Agency Delivering Services	MOU Date Executed (or latest Addendum)	On Site Delivery of Services/ Delivery of Referral Services
*Title I – Adult	CareerSource Chipola	Cooperative Agreement with Department of Economic Opportunity	On Site
*Title I – Dislocated Worker	CareerSource Chipola	Cooperative Agreement with Department of Economic Opportunity	On Site
*Title I – Youth	CareerSource Chipola	Cooperative Agreement with Department of Economic Opportunity	On Site
*Title II – Adult Education and Literacy Act	Calhoun School Board Holmes School Board Jackson School Board Liberty School Board Washington School Board Florida Panhandle Technical Center (Washington-Holmes Technical Center)	Calhoun School Board- 8/14/2017 Holmes School Board – 9/14/2016 Jackson School Board – 3/15/2016 Liberty School Board – 6/07/2016 Washington School Board – 8/14/2017 Florida Panhandle Technical Center August 14, 2017	Electronic/ Direct Referral
*Title III - Wagner Peyser Employment Services	CareerSource Chipola/Department of Economic Opportunity (Jointly Managed)	Cooperative Agreement with Department of Economic Opportunity	On Site
*Title IV – Vocational Rehabilitation	Vocational Rehabilitation Division of Blind Services	February 2, 2017 December 16, 2016	Electronic Referral
*Title V – Older American Act (SCSEP)	National Caucus and Center on Black Aged, Inc. (SEP)	May 15, 2016 Cost Sharing with In-Kind Staffing Support	On Site
*Veterans Employment and Training Services Under Chapter 41 of Title 38, U.S.C.	CareerSource Chipola/Department of Economic Opportunity (Jointly Managed)	Cooperative Agreement with Department of Economic Opportunity	On Site
*Trade Adjustment Assistance Act (TAA) NAFTA Assistance Activities	CareerSource Chipola	Master Agreement with Department of Economic Opportunity	On Site
*Unemployment Insurance (Note: CareerSource Chipola extends “re-employment assistance”)	Department of Economic Opportunity (No DEO staff onsite to extend UI assistance)	Master Agreement with Department of Economic Opportunity	Electronic/ Telephone Referral
*Temporary Assistance For Needy Families (TANF)	CareerSource Chipola  Healthy Families North Florida	<ul style="list-style-type: none"> <li>• Cooperative Agreement with Department of Economic Opportunity (Funded by DCF)</li> <li>• Department of Children and Family Services – November 9, 2016</li> <li>• Healthy Families North Florida – April 11, 2017 (Cost Sharing Cooperative)</li> </ul>	On Site  Referral

Program	Agency Delivering Services	MOU Date Executed (or latest Addendum)	On Site Delivery of Services/ Delivery of Referral Services
*Post Secondary Vocational Education under Carol Perkins Career and Technical Education (CTE)	Chipola College  Florida Panhandle Technical Center (Washington-Holmes Technical Center)  Calhoun School Board  Holmes School Board  Jackson School Board  Liberty School Board  Washington School Board	Chipola College* – 10/13/2016  Florida Panhandle Technical Center*– 8/14/2017  Calhoun School Board- 8/14/2017  Holmes School Board* – 9/14/2016  Jackson School Board – 3/15/2016  Liberty School Board – 6/07/2016  Washington School Board*– 8/14/2017  <i>*Multi-MOU's for varying programs identified</i>	Electronic/ Direct Referral
*Job Corps	Department of Economic Opportunity	Cooperative Agreement with Department of Economic Opportunity	Electronic/ Direct Referral
*Community Services Block Grant (CSBG)	Tri-County Community Council  Capital Area Community Action Agency	Tri-County - May 17, 2016  Capital Area Community Action Agenda - May 17, 2017	Electronic Referral
*HUD Employment Programs (U.S. Department of Housing and Urban Development)	Tri-County Community Council	May 17, 2016	Electronic/ Telephone Referral
*Migrant and *Seasonal Farm Worker	Department of Economic Opportunity	Cooperative Agreement with Department of Economic Opportunity	Electronic Referral
*Native American Program ( <i>Tribes, Tribal Organization, Native Hawaiians</i> )	Department of Economic Opportunity (No known sector population identified in Area)	Cooperative Agreement with Department of Economic Opportunity	Electronic Referral

It is the opinion of the Chipola CareerSource contracted One-Stop Operator based on legislative review that the Chipola CareerSource Board and staff are acknowledge and have and/or implementing the goals and format of the One-Stop-Operator requirements as set forth in the Workforce Innovation and Opportunity Act (WIOA) Section 121 subsection (e) according to PUBLIC LAW 113–128—JULY 22, 2014 (WIOA) Sec. 121(d)(2)(A), Federal Regulation 29 U.S.C. §§ 3151 (d) One-Stop operators.

*Linda Sumblin*

**Linda Sumblin, One-Stop Operator**

December 9, 2019

**Date**