



General Meeting
[Join via Microsoft Teams Meeting](#)
or by phone at 561-570-4464 Conference ID: 864 544 125#
March 11, 2021 at 10:00 A.M. (CT)
Richard - (850) 557-2441; Lauren - (850) 693-3913

A G E N D A

CALL TO ORDER	Janice Sumner	
INTRODUCTION OF NEW MEMBER	Janice Sumner	
INVOCATION / PLEDGE TO FLAG	Donnie Read	
ROLL CALL	Lauren Morris	
PUBLIC COMMENTS	Janice Sumner	
EMERGENCY ITEMS	Janice Sumner	
CONSENT ITEMS	Janice Sumner	
* General Meeting Minutes January 14, 2021	Janice Sumner	Pages 1-3
STATUS OF FUNDS REPORT	Richard Williams	To Be Provided
NDWG UPDATE	Rose Adams	Pages 4-6
COMMITTEE REPORTS		
* Youth Committee Meeting March 3, 2021	Travis Ephriam	Pages 7-8
* Executive Committee Meeting March 4, 2021	Janice Sumner	Pages 9-10
* Executive Committee Meeting March 11, 2021	Janice Sumner	To Be Provided
NEW BUSINESS		
* Contract with Board Member Conflict Oglesby Plants International	Debby Wood	Pages 11-15

(Continued on next page)

* Approval Request Lease Extension – Marianna Management Office and Career Center	Richard Williams	Page 16
* Approval Request Extension of Authority to Provide Direct Services	Richard Williams	Pages 17-20
* One Stop Operator Report	Richard Williams	Pages 21-31
* Flower Fund Request - \$1,000	Richard Williams	
DIRECTOR’S COMMENTS	Richard Williams	
BOARD MEMBER COMMENTS	Janice Sumner	
ADJOURNMENT	Janice Sumner	

MARK YOUR CALENDARS

Next Board Meeting – Thursday, May 13, 2021



GENERAL MEETING MINUTES

Via Microsoft Teams/Conference Call
January 14, 2021 at 10:00 AM (CT)

CALL TO ORDER

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

INTRODUCTION OF NEW MEMBER

Janice Sumner introduced new member, David Corbin of Chipley Gun and Pawn.

The following board members were present:

Janice Sumner, Debbie Kolmetz, Donnie Read, Raymond Russell, Travis Ephriam, Arthur Obar, Johnny Eubanks, Tracy Andrews, Larry Moore, Sarah Clemmons, Kristy Terry, Mary McKenzie, Darrin Wall, Keith Sutton, David Corbin.

The following board members were absent:

Sandy Spear, James Sellers, Ralph Whitfield, Andy Jackson, Jesse Smallwood, Frances Henderson.

Others present included:

Richard Williams, Lauren Morris, Deena Johnson, Rose Adams, Sara Johnson, Melody Wade, Debby Wood, Kenny Griffin – CSC Staff

Daniel Harper, Charles Williams – Department of Economic Opportunity

PUBLIC COMMENTS

Janice Sumner asked if there were any public comments. There were none.

PERFORMANCE PRESENTATION

Daniel Harper from the Florida Department of Economic Opportunity reviewed CareerSource Chipola's programmatic performance and programmatic and financial monitoring for program year 2019-2020.

GENERAL MEETING MINUTES

Donnie Read noted an error in his attendance in the previous meeting's minutes. The minutes will be updated to reflect that change. **Raymond Russell made the motion, Larry Moore seconded the motion, and the vote was unanimous to approve the revised minutes of the November 12, 2020 general meeting.**

STATUS OF FUNDS REPORT

Richard Williams noted that that CSC is working to increase expenditure rates and youth work experience rates. He stated that the youth committee will be meeting to discuss ways to do that. He also noted that the recent in school youth contract includes a 30% work experience requirement.

NDWG UPDATE

Rose Adams provided an update on the Hurricane Michael National Dislocated Work Grant, stating that there were 48 participants at 14 worksites across all five CSC counties. She stated there are currently 13 job openings advertised for the program. She also shared that there were 15 participants at 7 worksites as part of the COVID-19 NDWG. Lastly, Ms. Adams shared that five jobs are currently advertised for the City of Chipley due to flood damage sustained during Hurricane Sally. This has been the only request for assistance under the Hurricane Sally NDWG.

YOUTH COMMITTEE REPORT

Richard Williams shared the discussion of the youth committee regarding the In School Youth project with the Boys and Girls Club of Tabula Rasa. He stated that the contract has been signed and the project is currently in the recruitment and enrollment phase. Mr. Williams also noted that due to COVID-19, DEO may be willing to extend the funding for the project through December 2021. He stated that the youth committee will be meeting again to discuss possibilities for summer programs with the extension of the in-school youth funding.

PROGRAM COMMITTEE REPORT

Program Committee Chair Debbie Kolmetz shared an update from the program committee regarding options to increase support and/or training services for participants. She stated that the committee voted to accept Options 2 and 5 as recommended by CSC staff. **Larry Moore and Dr. Sarah Clemmons abstained from discussion and voting. The Program Committee made the motion, Arthur Obar seconded the motion, and the vote was unanimous to approve Options 2 and 5 as presented.**

EXECUTIVE COMMITTEE REPORT

Chair Janice Sumner shared the report from the executive committee meeting. She stated the board had previously granted permission for the executive director to negotiate with the Jackson County Board of County Commissioners for the purchase of a curriculum for the Endeavor Transition Training Academy in the amount of \$50,000. The executive director then requested permission to sign a contract for the curriculum purchase. **The executive committee made the motion, Arthur Obar seconded the motion, and the vote was unanimous to grant permission to Richard Williams to sign a contract with the Jackson County Board of County Commissioners and the Endeavor Transition Training Academy regarding the curriculum purchase requested.**

EXECUTIVE DIRECTOR'S REPORT

Mr. Williams reported the following:

- CSC is still working through the impact of COVID-19, including work from home when needed. The majority of staff have handled the changes well. Customers have also accepted and are complying with entry procedures including temperature checks and masks.
- WIOA caseloads are increasing, particularly with the LPN and Commercial Vehicle Driving programs at FPTC. The caseload at Chipola College has leveled out and CSC staff is working with both schools to try to increase participation.
- The Chipola Works program to encourage working locally will be rolled back out soon.
- Center traffic is down, and most individuals coming in are seeking unemployment related services. Job search increased slightly before the holidays, but not as much as previous years.
- CSC staff will be reaching out to local employers for information to bring back to the youth and program committees to formulate a post-COVID plan.

BOARD MEMBER COMMENTS

None.

ADJOURNMENT

There being no further business to discuss, **Larry Moore made the motion, Donnie Read seconded the motion, and the vote was unanimous to adjourn the meeting.**

DRAFT



National Dislocated Worker Grant

Hurricane Michael Current Worksites and Workers

<u>County</u>	<u>Active Worksites</u>	<u>Current Workers</u>
Liberty	1	1
Calhoun	3	14
Jackson	7	25
Washington	1	2
<u>Holmes</u>	<u>1</u>	<u>1</u>
TOTAL	13	43

34 - General Laborer 8 - Recovery Support 1-Humanitarian
Total Individuals Placed in Temporary Disaster Relief Jobs – 243
March 1, 2020





National Dislocated Worker Grant Covid-19 Current Worksites and Workers

<u>County</u>	<u>Active Worksites</u>	<u>Current Workers</u>
Calhoun	1	4
Holmes	1	0
Jackson	4	9
Washington	1	0
TOTAL	7	13

9 – Disinfection Specialists 4 - Humanitarian Workers

Total *Individuals Placed in Temporary Disaster Relief Jobs* - 29
March 1, 2021





National Dislocated Worker Grant Hurricane Sally Current Worksites and Workers

<u>County</u>	<u>Active Worksites</u>	<u>Current Workers</u>
Washington	1	1
TOTAL	1	1
1 – General Labor (Need 3 More)		
Total <i>Individuals Placed in Temporary Disaster Relief Jobs</i> - 1		
March 1, 2021		





YOUTH COMMITTEE MEETING MINUTES

March 3, 2021 @ 11:00 A.M. (CT)
Via Microsoft Teams

CALL TO ORDER

Travis Ephriam called the meeting to order. There was a quorum present.

The following committee members were present by video/phone:

Travis Ephriam, Arthur Obar, Wendy Blair, Larry Moore

The following committee members were absent:

Mary McKenzie

Others present included:

Richard Williams, Debby Wood, Lauren Morris (CSC Staff)

IN SCHOOL YOUTH PROJECT UPDATE & EXTENSION

Debby Wood shared an updated on the In-School Youth contract between CSC and Twin Oaks Juvenile Development, Inc. She stated that 40 application packets had been submitted by the service provider, Boys & Girls Club of Tabula Rasa, but were incomplete due to missing eligibility documentation. Ms. Wood said that she would be working directly with the service provider staff to clarify the requirements and eliminate any further confusion.

Richard Williams stated that this missing documentation has caused a delay in the progress of the program because the service provider is unable to provide services until CSC has reviewed and approved the packets, which cannot be done until they are complete. Because of this delay, Mr. Williams requested permission from the committee to extend the deadline for the service provider to enroll youth from March 10, 2021, to April 30, 2021. **Larry Moore made the motion, Wendy Blair seconded the motion, and the vote was unanimous to allow extension of the deadline as requested.**

Mr. Williams also shared that the state has extended the funding for the In-School Youth contract from June 30, 2021, through December 31, 2021. He requested that the committee make a recommendation to the board to extend the contract through November 30, 2021. **Arthur Obar made the motion, Larry Moore seconded the motion, and the vote was unanimous to extend the contract through November 30, 2021.**

ALLOCATION OF IN SCHOOL YOUTH FUNDS FOR WORK EXPERIENCE

Richard Williams stated that an additional \$50,000 of youth funding is available to spend on youth work experience. He then requested permission from the committee to set aside for funding work experience for in-school youth in a program either operated by CSC directly, or as an addition to the existing contract with Twin Oaks Juvenile Development, Inc., if appropriate. **Wendy Blair made the motion, Larry Moore seconded the motion, and the vote was unanimous to allow the additional funding to be allocated to work experience for in-school youth.**

COMMITTEE MEMBER COMMENTS

None.

ADJOURNMENT

Arthur Obar made the motion, Wendy Blair seconded the motion, and the vote was unanimous to adjourn the meeting.



EXECUTIVE COMMITTEE MEETING
March 4, 2021 at 10:00 AM CST
Via Microsoft Teams

MINUTES

CALL TO ORDER

A quorum was present, and Janice Sumner (chair) called the meeting to order.

Attendees- Janice Sumner, Arthur Obar, Debbie Kolmetz, Donnie Read, Tracy Andrews, Raymond Russell, Sandy Spear

Others- Richard Williams, Lauren Morris, Debby Wood, Sara Johnson - CSC Staff

APPROVAL OF CONTRACT – ONE STOP OPERATOR RFP

Richard Williams stated that the current One Stop Operator is ending and a formal request for proposal for a new contract had been issued. Mr. Williams also stated that the only response received was from current One Stop Operator, Linda Sumblin. He then requested permission from the committee to enter into a new contract for One Stop Operator services with Ms. Sumblin for the amount of \$4,000 per year. **Donnie Read made the motion, Arthur Obar seconded the motion, and the vote was unanimous to allow CSC to contract with Linda Sumblin as requested.**

REPLACEMENT OF CUBICLES – MARIANNA CENTER & MANAGEMENT OFFICE

Mr. Williams shared with the committee that the cubicles currently in use in both the Marianna career center and management office were purchased several years ago when the organization was created and have since been moved and rearranged and are in need of replacement. He stated that the approximate cost of new cubicles would be \$90,000, and that funding is available. **Arthur Obar made the motion, Raymond Russell seconded the motion, and the vote was unanimous to approve the purchase of new cubicles as requested.**

UPDATE OF AUDIO/VISUAL EQUIPMENT – MARIANNA CENTER & MANAGEMENT OFFICE

Mr. Williams then shared that the audio/visual equipment in the Marianna career center and management office are out of date and no longer working properly. He said that with the move to more online meetings and trainings, it would be beneficial to update the current equipment. Mr. Williams stated that the approximate cost to update the equipment would be \$60,000, and that funding is available. Mr. Williams also stated that when quotes are obtained, additional approval may be needed if the dollar amount exceeded certain thresholds. **Donnie Read made the motion, Raymond Russell seconded the motion, and the vote was unanimous to approve the update of audio/visual equipment as requested.**

UPDATE OF PURCHASING POLICY

Richard Williams discussed a proposed update to the CSC Purchasing Policy to allow purchases to be made through the state's Vendor Bid System if the state vendor's cost is better than that of at least one other source.

Arthur Obar made the motion, Donnie Read seconded the motion, and the vote was unanimous to approve the proposed update to the CSC Purchasing Policy as presented.

UPDATE ON LEGISLATIVE SESSION

HB 1507 was discussed.

DIRECTOR'S COMMENTS

Mr. Williams requested feedback from the committee regarding resuming face-to-face meetings with the availability of the Covid-19 vaccine. It was decided that staff will survey all board members to determine the majority opinion. He also shared with the committee that a financial audit had been completed recently and the report is being mailed to all board members. He stated that it was a clean audit with no issues to report.

A brief discussion was held about reemployment assistance fraud and Mr. Williams advised the committee to have anyone that suspects they have been a victim of RA fraud to contact CSC staff for assistance.

COMMITTEE MEMBER COMMENTS

None.

ADJOURNMENT

Arthur Obar made the motion, Donnie Read seconded the motion, and the vote was unanimous to adjourn the meeting.

**ON-THE-JOB TRAINING APPLICATION AND
CONFLICT OF INTEREST DISCLOSURE FOR BOARD MEMBERS**

Background: Chapter 445 Section 007 Florida Statutes and CareerSource FLORIDA Strategic Policy 2017.05.17.C.2 promotes an ethical and transparent structure within the public-private corporation. Board members are expected to safeguard their ability to make objective, fair and impartial decisions. Contracts are transparent and administered through processes designed to ensure fairness and accountability. CareerSource Chipola contracts with board members, or with entities for which board members are involved, are approved when a quorum has been established and the contract is approved by two-thirds of the voting members present.

Board members who may have a conflict of interest relating to a CSC contract or agreement are compelled to openly disclose a potential, real, or perceived conflict as soon as the issue arises. Board members who could benefit financially from a transaction must abstain from discussion and voting on the corresponding contract. The actions will be recorded in the Board meeting minutes.

CSC is currently promoting On-the-Job Training as a means of providing support to the local employers in need of workers and customers in need of employment. As a Board member, if you are interested in completing an OJT Application for consideration, please indicate interest and declare a potential conflict of interest.

ACTION NEEDED:

Approve contract with Oglesby Plants International for OJT in an amount not to exceed \$10,000 good for one year. This would require a 2/3 vote as board member Mary McKenzie has a conflict of interest.



CAREERSOURCE CHIPOLA ADMIN USE ONLY
Date Application Received _____
Staff Initials: _____

SECTION 1: WORKSITE PROVIDER INFORMATION

COMPANY LEGAL BUSINESS NAME:			
FORMER NAME(S) UNDER WHICH BUSINESS HAS OPERATED:			
STREET ADDRESS: (IS THIS ADDRESS A COMMERCIAL LOCATION/STORE FRONT? <input type="checkbox"/> YES <input type="checkbox"/> NO)			
CITY:		ZIP:	COUNTY:
HAS YOUR BUSINESS OPERATED AT THIS LOCATION FOR AT LEAST 120 DAYS? <input type="checkbox"/> YES <input type="checkbox"/> NO			
BUSINESS WEBSITE, IF APPLICABLE:		EMPLOY FLORIDA USERNAME:	
AUTHORIZED BUSINESS CONTACT PERSON:			
TITLE:		EMAIL:	
PHONE #:	EXTENSION:	FAX #:	
DATE OF INCEPTION: (IN FLORIDA)		YEARS IN BUSINESS: (IN FLORIDA)	# OF FULL-TIME EMPLOYEES: (NON-FAMILY MEMBERS)
*DOES BUSINESS UTILIZE A PROFESSIONAL EMPLOYER ORGANIZATION (PEO)? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF YES, NAME OF PEO:			
TYPE OF BUSINESS:	<input type="checkbox"/> FOR-PROFIT	<input type="checkbox"/> NON-PROFIT	<input type="checkbox"/> PUBLIC
LEGAL STRUCTURE:	<input type="checkbox"/> SOLE PROPRIETORSHIP	<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> CORPORATION
WORKSITE PROVIDER'S FEDERAL ID #:		UNEMPLOYMENT COMPENSATION ID #:	
FLORIDA SALES TAX REG. #:		WORKERS' COMPENSATION POLICY #:	
LIABILITY COVERAGE POLICY #:		PRIMARY NAICS OR SIC CODE OF THE BUSINESS:	
IS THE BUSINESS/OCCUPATION IN AN INDUSTRY SECTOR TARGETED BY CAREERSOURCE CHIPOLA AND/OR INCLUDED ON THE CURRENT REGIONAL TARGETED OCCUPATIONS LIST? <input type="checkbox"/> NO <input type="checkbox"/> YES; WHICH ONE?:			
<input type="checkbox"/> AGRICULTURE, MINING, AND CONSTRUCTION		<input type="checkbox"/> TRADE	
<input type="checkbox"/> AGRICULTURE, FORESTRY, FISHING, HUNTING		<input type="checkbox"/> TRANSPORTATION AND WAREHOUSING	
<input type="checkbox"/> CONSTRUCTION		<input type="checkbox"/> INFORMATION	
<input type="checkbox"/> MANUFACTURING		<input type="checkbox"/> FINANCIAL ACTIVITIES	
<input type="checkbox"/> TRADE, TRANSPORTATION, AND UTILITIES		<input type="checkbox"/> PROFESSIONAL & BUSINESS SERVICES	
<input type="checkbox"/> EDUCATION & HEALTH CARE SERVICES		<input type="checkbox"/> LEISURE & HOSPITALITY	
<input type="checkbox"/> OTHER SERVICES		<input type="checkbox"/> GOVERNMENT	
<input type="checkbox"/> REGIONAL TARGETED OCCUPATION LIST. WHAT IS THE OCCUPATIONAL TITLE:			
ARE YOU A MEMBER OF THE CAREERSOURCE CHIPOLA BOARD OF DIRECTORS? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IS YOUR BUSINESS CURRENT ON ALL STATE OF FLORIDA TAX OBLIGATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IS YOUR BUSINESS CURRENT ON ALL FEDERAL TAX OBLIGATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO			
DOES YOUR BUSINESS HAVE ANY OUTSTANDING LIENS, JUDGMENTS, OR OTHER DEFAULTS? <input type="checkbox"/> YES <input type="checkbox"/> NO			
HAVE YOU OR YOUR BUSINESS RECEIVED A FEDERAL DEBARMENT NOTICE? <input type="checkbox"/> YES <input type="checkbox"/> NO			

HAS YOUR BUSINESS HAD ANY LAYOFFS OR FURLOUGHS IN THE PAST 12 MONTHS?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES YOUR BUSINESS HAVE ANY PROJECTED LAYOFFS/FURLOUGHS IN THE NEXT 12 MONTHS?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS YOUR BUSINESS BEING SOLD OR MERGING WITH ANOTHER COMPANY?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DESCRIPTION OF YOUR BUSINESS, PRODUCT(S) AND/OR SERVICE(S):	
IS YOUR BUSINESS CURRENTLY RECEIVING/APPLYING FOR OTHER TRAINING GRANT FUNDS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
SUCH AS: <input type="checkbox"/> INCUMBENT WORKER TRAINING (IWT) (LOCAL LEVEL)	<input type="checkbox"/> FLORIDA FLEX (STATE LEVEL)
HAS YOUR BUSINESS EVER RECEIVED AN IWT (LOCAL) /OJT GRANT FROM CAREERSOURCE CHIPOLA? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF SO, WHICH ONE & WHEN:	

■ SECTION 2: POSITION INFORMATION

PROVIDE THE FOLLOWING INFORMATION FOR EACH POSITION THAT IS EXPECTED TO RECEIVE ON-THE-JOB TRAINING. PLEASE LIST EACH JOB TITLE SEPARATELY.

POSITION TITLE:	NUMBER OF EXPECTED POSITIONS WITH THIS TITLE:	O*NET CODE:
IN DEMAND/HIGH GROWTH OCCUPATION: <input type="checkbox"/> YES <input type="checkbox"/> NO		
HOURS PER WEEK:	SUPERVISOR TO TRAINEE RATIO:	ANTICIPATED STARTING HOURLY WAGE:
ANTICIPATED HOURLY WAGES AT TRAINING COMPLETION:	BENEFITS (INITIAL HIRE AND AT TRAINING COMPLETION):	
LIST OF PAID HOLIDAYS:		
POSITION TITLE:	NUMBER OF EXPECTED POSITIONS WITH THIS TITLE:	O*NET CODE:
IN DEMAND OR HIGH GROWTH OCCUPATION: <input type="checkbox"/> YES <input type="checkbox"/> NO		
HOURS PER WEEK:	SUPERVISOR TO TRAINEE RATIO:	ANTICIPATED STARTING HOURLY WAGE:
ANTICIPATED HOURLY WAGES AT TRAINING COMPLETION:	BENEFITS (INITIAL HIRE AND AT TRAINING COMPLETION):	
LIST OF PAID HOLIDAYS:		
POSITION TITLE:	NUMBER OF EXPECTED POSITIONS WITH THIS TITLE:	O*NET CODE:
IN DEMAND OR HIGH GROWTH OCCUPATION: <input type="checkbox"/> YES <input type="checkbox"/> NO		
HOURS PER WEEK:	SUPERVISOR TO TRAINEE RATIO:	ANTICIPATED STARTING HOURLY WAGE:
ANTICIPATED HOURLY WAGES AT TRAINING COMPLETION:	BENEFITS (INITIAL HIRE AND AT TRAINING COMPLETION):	
LIST OF PAID HOLIDAYS:		

■ SECTION 3: PREVIOUS PARTICIPANT/TRAINEE INFORMATION

PROVIDE THE FOLLOWING INFORMATION FOR EACH PARTICIPANT/EMPLOYEE FOR WHOM THE BUSINESS HAS PREVIOUSLY RECEIVED AN OJT AWARD (IF ANY).

PRIOR OJT PARTICIPANTS	JOB TITLE(S)	OUTCOME OF TRAINING

■ SECTION 4: FEDERAL AND LOCAL CRITERIA

PLEASE CAREFULLY CONSIDER THE FOLLOWING QUESTIONS AND ANSWER ACCORDINGLY. NOTE: THESE QUESTIONS ARE PART OF THE SCORING CRITERIA FOR CONSIDERATION OF YOUR APPLICATION.

WILL SUCCESSFUL OJT PARTICIPANTS BE RETAINED IN LONG-TERM EMPLOYMENT?	<input type="checkbox"/> YES <input type="checkbox"/> NO
WILL OJT FUNDS BE USED, DIRECTLY OR INDIRECTLY, TO PROMOTE OR DETER UNION ORGANIZING?	<input type="checkbox"/> YES <input type="checkbox"/> NO
WILL THIS POSITION DISPLACE, IN WHOLE OR IN PART (REDUCTION IN HOURS), ANY EMPLOYEES?	<input type="checkbox"/> YES <input type="checkbox"/> NO
WILL PARTICIPANTS BE PAID WAGES THAT ARE AT LEAST EQUAL TO OTHER EMPLOYEES OF THE SAME OCCUPATION WITH SIMILAR EXPERIENCE?	<input type="checkbox"/> YES <input type="checkbox"/> NO
WILL PARTICIPANTS BE PROVIDED THE SAME WORKERS' COMPENSATION, HEALTH INSURANCE, UNEMPLOYMENT INSURANCE, RETIREMENT BENEFITS, ETC. AS REGULAR, NON-OJT EMPLOYEES?	<input type="checkbox"/> YES <input type="checkbox"/> NO
WILL THE WORKSITE PROVIDER COMPLY WITH NON-DISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS OF THE WORKFORCE INVESTMENT ACT OF 1998 AND ITS REGULATIONS?	<input type="checkbox"/> YES <input type="checkbox"/> NO
WILL THE WORKSITE PROVIDER COMMIT TO UTILIZE CAREERSOURCE CHIPOLA TO POST JOB OPENINGS AND RECRUIT QUALIFIED CANDIDATES?	<input type="checkbox"/> YES <input type="checkbox"/> NO
WILL THE WORKSITE PROVIDER COMMIT TO PROVIDING QUALITY TRAINING AND ADVANCEMENT OPPORTUNITIES TO PARTICIPANTS?	<input type="checkbox"/> YES <input type="checkbox"/> NO

■ SECTION 5: WORKING CONDITIONS

DOES THE WORKSITE PROVIDER FURNISH THE NECESSARY SAFETY GEAR, IF APPLICABLE?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
ARE ARRANGEMENTS MADE FOR INCLEMENT WEATHER (IF WORKSITE IS OUTDOORS)?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
WILL THE WORK INVOLVE DUTIES FOR RELIGIOUS ENTITIES OR POLITICAL LOBBYING ACTIVITIES?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A

■ SECTION 6: CERTIFICATION BY AUTHORIZED COMPANY REPRESENTATIVE

NOTE: THE INDIVIDUAL SIGNING THE APPLICATION BELOW MUST HAVE AUTHORITY TO ENTER INTO CONTRACTS ON BEHALF OF THE APPLYING BUSINESS.

HAVE YOU FULLY REVIEWED THIS CAREERSOURCE CHIPOLA ON-THE-JOB TRAINING APPLICATION AND UPON RECEIPT OF AN ON-THE-JOB TRAINING AGREEMENT, WILL YOU BE WILLING TO EXECUTE THE AGREEMENT? YES NO

As an authorized representative of the business listed in this application, I hereby certify that the information included in and attached to this application is true and accurate. I am aware that any false information or intended omissions may subject me to civil or criminal penalties for filing of false public records and/or forfeiture of any training award approved this program.

SIGNATURE:	TITLE:
TYPE NAME:	DATE:

PLEASE SUBMIT APPLICATION NO LESS THAN FOURTEEN (14) DAYS PRIOR TO THE ANTICIPATED START DATE OF TRAINING TO:

ON-THE-JOB TRAINING PROGRAM
ATTN: PROGRAMS COORDINATOR
CAREERSOURCE CHIPOLA
4636 Highway 90 East, Suite K
Marianna, FL 32446
OR via email to: debby.wood@careersourcechipola.com

OR via fax to: (850) 482-3590

PLEASE MAKE SURE THE FOLLOWING INFORMATION IS SUBMITTED:

- SIGNED OJT WORKSITE PROVIDER APPLICATION

- POSITION DESCRIPTION(S) FOR EACH POSITION

- TRAINING OUTLINE(S) FOR EACH POSITION



APPROVAL REQUEST
LEASE EXTENSION – MARIANNA MANAGEMENT AND CAREER CENTER

Background: The term of the current lease with Chipola Land Development for the space occupied by the Management Office and Marianna Career Center is scheduled to end on June 30, 2021. CSC has the option to extend the lease for two additional three-year periods at the rate shown in the "Option Period" section of the payment schedule below.

Staff Recommendation: Approve extension of the lease as outlined in the lease agreement and in accordance with the payment schedule.

Exhibit "C"
Payment Schedule
15,000 SF

Lease Period	Cost/Sq. Foot	Annual Cost	Monthly Amount
7/1/2015 - 6/30/2016	\$7.50	\$112,500.00	\$9,375
7/1/2016 - 6/30/2017	\$7.50	\$112,500.00	\$9,375
7/1/2017 - 6/30/2018	\$7.50	\$112,500.00	\$9,375
7/1/2018 - 6/30/2019	\$7.50	\$112,500.00	\$9,375
7/1/2019 - 6/30/2020	\$7.50	\$112,500.00	\$9,375
7/1/2020 - 6/30/2021	\$7.50	\$112,500.00	\$9,375
Total Payments - Years 1 - 6		\$675,000.00	

Option Period	Cost/Sq. Foot	Annual Cost	Monthly Amount
7/1/2021 - 6/30/2022	\$8.20	\$123,000.00	\$10,250
7/1/2022 - 6/30/2023	\$8.20	\$123,000.00	\$10,250
7/1/2023 - 6/30/2024	\$8.20	\$123,000.00	\$10,250
7/1/2024 - 6/30/2025	\$8.20	\$123,000.00	\$10,250
7/1/2025 - 6/30/2026	\$8.20	\$123,000.00	\$10,250
7/1/2026 - 6/30/2027	\$8.20	\$123,000.00	\$10,250
Total Payments - Years 7 - 12		\$738,000.00	

APPROVAL REQUEST
EXTENSION OF AUTHORITY TO PROVIDE DIRECT SERVICES

CareerSource Chipola
Region 3
Request for Extension of Authority to Provide Direct Services

Background

CareerSource Chipola was granted authority to provide direct services through June 30, 2015. The original application requesting permission cited several reasons for the request and outlined a new operation model that when utilized would allow the region to cut costs as well as improve efficiency. The new model was also touted as a way to improve communication and give the region greater flexibility in responding to the needs of the region.

As you will see in this request, all of the expectations we had within the region have been realized. We provide the following information required and respectfully request the region be granted a three-year extension of our authority to provide direct services.

Review of how the provision of direct services during the prior period fit the business model that the RWB proposed in its original request, and any proposed changes in the business model or the particular workforce services the RWB intends to provide during the extension period.

CareerSource Chipola is requesting an extension of our authority to provide all workforce services within the region.

CareerSource Chipola followed the business model originally described in our previous application and the results have been outstanding for the region. We were able to eliminate layers of middle management and as such reduced staffing costs by more than \$220,000.

The region was able to consolidate job duties and we increased communication across program lines. When you compare the ability of success coaches (case managers) to work across program lines there is no comparison between where we were prior to providing direct services and where we are today. Under our current model staff have a greater ability to combine silos of funding in a manner that provide our customers with a greater chance for success.

We have increased our connection with the business community and are able to have more staff directly engaged with connecting job seekers and employers.

The flexibility we brought to the system upon becoming a direct service provider allowed the region to implement an electronic document system without delays caused by contract issues, allowed the region to respond more quickly to Hurricane Michael and implement necessary recovery programs without additional layers of administration that would slow the process. These outside funds were added to our mix of services and did not require the region to negotiate with a provider for implementation. This gave us the ability to react quicker and move staff around the region as needed during the disaster and the aftermath we still face.

The region changed to having just two classifications of employment at the one-stop level, and the two classifications, customer service specialist and success coach, have served us well during the previous

three years. Having just two classifications has increased the ability of the region to better adjust staff responsibilities based upon current needs in response to changing conditions in the region.

It is important to note that it is much easier for the region to make the necessary changes as a direct service provider since there is no third-party negotiation required or necessary. This means that as events impact the regional economy, we are able to better move resources to areas of need.

Effective Date

We are requesting the extension be effective July 1, 2021 through June 30, 2024 as allowed by regulations that govern direct service.

Review of Previous request and explanation of how it is still in the best interest of the RWB's customers that the RWB continue to provide these services.

As was previously stated the region originally requested in part due to a lack of willing service providers interested in providing comprehensive services in the region. The previous bidding period resulted in only one provider responding and that provider later decided they were not willing to continue as a service provider.

In reviewing the operations of the previous service provider, the board determined that significant cost savings could be realized if the board provided direct services. The board also realized that by providing direct services the region would be in a much better position to shift resources as the local conditions changed.

The above conditions remain, and the region still believes it is in the best interest of the board to provide direct services. In addition to cost savings the region remains in a significantly better position to shift resources to meet local demand. For example, during our time as a direct operator the board was challenged with helping a local industry that had decided to relocate out of the country. As a direct service provider, the region was able to immediately reallocate resources in response to the challenge. The industry later decided not to relocate out of the country and in press releases concerning the situation gave the CareerSource Chipola board credit for helping to put the company in a position to remain in Florida.

We have also reviewed applications received this program by a larger region in response to an RFP for a service provider and noted the impacted the proposals would have on available resources for our rural region would directly impact services provided to residents and employers of the region.

If the region went back to a contracted service provider model the region would be compelled to pay a percentage of any management contract for services that support the contract and not the individual job seekers/employers in our region. Given the size of our region and the smaller amount of funds allocated our board believes it is important to maximize funds available to support the business and job seeker community.

Firewall

We anticipate no changes to the current firewall between the board as an oversight entity and as a direct service provider. We strongly believe a review of the monitoring provided by DEO will show that our current system is effective. We clearly understand the dual roles we currently operate under and the necessity of keeping a firewall between those roles. While we anticipate no change, we will continue to evaluate our current system and pledge to make changes to address any significant weaknesses

discovered and/or to make any changes deemed necessary by CareerSource Florida, the Florida Department of Economic Opportunity or our local government consortium.

Funding Source

The region seeks to be a direct provider for all workforce services in the region. In addition to funding provided through traditional workforce funding models in Florida the region will also continue to seek outside funding sources that are consistent with our workforce mission.

This authority provides the region with the ability to operate programs as the region deems necessary while also allowing the region to contract out services if the board of directors deems that to be a more efficient or better way to deliver services in any particular area of responsibility. CareerSource Chipola is not opposed to contracting for services where, in the view of the board of directors, such contracts would be beneficial to the region. As an example, the region currently contracts out some youth services as the board determined such services could be better provided by an outside contractor.

Cost Analysis

Based on a review of recent response to an RFP for a direct service provider from a nearby region we estimate an approximate savings of more than \$500,000 due to the influx of disaster grant funding into the region as a direct result of Hurricane Michael and Covid -19. We also believe the elimination of staff that served to support the requirements of the contract instead of job seekers and employers has resulted in an increase in direct client contact and improved results.

In addition, as local conditions have changed, we have been able to combine job duties in areas that previous contracts would not have allowed. This combination of job duties also results in more efficient services and/or a reduction in cost to the region.

We have no reason to believe that a new service provider contract would be more efficient or more cost effective than our current model; however, as noted above, if the board of directors determined an outside contract would be more efficient, more cost effective, or better for the region the board would be willing to once again contract services.

Other Realized Improvements

CareerSource Chipola serves five rural counties that were in the first Governor designated Rural Area of Opportunity. This designation was given due to the poor economic conditions that exist in the rural counties served by CareerSource Chipola. The rural nature of the region and the conditions that exist within the region appear to have had significant impact on the region's ability to attract qualified applicants interested in running programs in the region. The last time the region bid for services the only provider that responded was a school district that is no longer interested in operating a one-stop center.

CareerSource Chipola also serves as the managing organization for Opportunity Florida, a ten-county economic development alliance that serves only counties in a Rural Area of Opportunity. Being a direct services provider has allowed us to increase the level of cooperation between the business community and workforce development across the region.

One of the benefits of being a direct service provider has been the region's ability to immediately respond to needs within the region. When working with the economic development community on a

project there is no need to bring in contractor staff to determine what can and cannot be accomplished under a current contract. This makes it easier for the region to respond, as necessary.

The region was able to add a career resource center on the campus of Chipola College. This change was able to be implemented without the additional costs to the region that would have been required under our last service provider contract. CareerSource Chipola works directly with training providers to respond to employer needs and the ability to move quickly is, in part, a direct result of the board being established as a direct service provider.

Being a direct service provider enables the region to better spread duties among staff based on both ability and workload, it has given us the ability to respond quickly to changing demands, and it has saved the region money that would otherwise have been spent on additional staffing required by the contracting agency.

Conclusion

We believe that a review of the services provided in the region will show the region has been responsive to local needs and that being a direct service provider places the region in a better position to maintain that high level of responsiveness.

DRAFT

CareerSource Chipola One-Stop Operator (OSO) Quarterly Review PY 2020-2021 Third Quarter

***WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) BACKGROUND**
*(*Located at the End of this Report)*

Date of Report Forwarded to CareerSource Chipola: February 23, 2021 Date of On-Site

Review: February 22, 2021

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

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

CareerSource Chipola Staff Met by One-Stop Operator on February 22, 2021:

- Richard Williams, Executive Director
- Debby Wood, Director of Programs and Centers
- Rose Adams, Disaster Recovery Director
- Lauren Morris, Administration & Outreach Director

Note: In addition to the mainstream CSC One-Stop services, the One-Stop Operator onsite review for the 2020-2021 Third Quarter also focused on the proposed/adjusted service delivery and administrative implementations due to COVID-19.

An *unannounced* One- Stop Operator (OSO) visit was conducted at the CareerSource Chipola (CSC) One-Stop Center located at 4636 Highway 90, Marianna, Florida on February 22, 2021 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 (Workforce Innovation and Opportunities Act)

NOTE: As implemented by the CSC (*following applicable state and local guidelines*) at the onset of COVID-19, all customers/visitors/staff prior to entrance to the CSC facilities, are required be scanned by designated CSC staff for a temperature check (via Body Temperature Kiosk to ensure safety to CSC customers and staff). Following approved temperature degree and wearing a mask, entrance is permitted.

It is instructed verbally by CSC staff as well as multi-signage visually located in the CSC facilities that a mask is always required to be worn while in the CSC facilities and is monitored by staff to ensure compliance.

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 2020-2021 Third Quarter Review

Summary of Review

Flow of Services

CSC is a partner of the US Department of Labor American Job Centers and CareerSource Florida established under the Workforce Investment Act and reauthorized in the Workforce Innovation and Opportunities Act of 2014, which is designed to provide a full range of assistance to job seekers under one roof. CSC offer training referrals, career counseling, job listings, and similar employment-related services to job seekers and the business community as outlined in detail below.

During the February 22, 2021 onsite review, the One-Stop Operator briefly observed the delivery of services at the CSC Marianna Center One-Stop Center.

NOTED: As acknowledged in the 2020-2021 Second Quarter One Stop Operator Review: As a result of the outbreak of COVID-19 and consideration for the staff and customer health and well-being, the CSC Board/Leadership team are continuing to closely review any changes needed for service delivery and adjusting delivery of services as identified.

During the 2020-2021 Third Quarter One-Stop Operator onsite review, it was noted that the implemented healthy safety CSC policies implemented continues for the number of One-Stop customers entrance to the facility at one time (*urging customers by appointment*) is limited. If the set number of customers with appointments allowed in the Center is not met, then following the required screening, walk-in customers are allowed entrance (*not to exceed the established number of customers in the Center at one time*).

There are designated CSC staff (COVID Specialists) that are tasked with disinfecting the center (i.e. computers, phones, classrooms, etc.) after each customer usage.

As previously noted, ALL staff and customers are always required to wear masks in the CareerSource Chipola facilities. CSC leadership has access to visually monitoring in One Stop Center to ensure safety compliance is adhered (i.e., mask wearing, temperature checking, social distancing and other safety requirements).

As observed, CSC leadership daily (ongoing) monitors staff to ensure health safety is enforced. Continued monitoring that if a need identified for appropriate removal of staff for health concerns, a plan is in place as well as applicable tracing of the removed staff is put in place to ensure protection of all staff. Again, priority is all CDC rules are applied for the safeguard of all customers and staff.

In addition to the CSC services offered onsite, the services can be accessed via website 7 days/24 hours. careersourcechipola.com.

It was observed the CSC One-Stop Center staff that assist customers with program information are knowledgeable of services and professional. It was also noted by the OSO that when the universal customer enters the One-Stop Center (with customer entrance limitations), the customers are directed to the Atlas registration/sign-in system The OSO noted that CSC 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 the universal customer-based needs.

The One-Stop Center continues to utilize the ATLAS electronic filing system that 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.

Flow of Services Comments:

No suggestions/concerns noted.

OSO Operator commends CSC Board, Leadership and Staff for their positive efforts to ensure quality delivery of One Stop services while following COVID-19 safety guidelines.

CareerSource Chipola Marianna One-Stop Center – Hours of Operation

The following notice is posted via the Career Source Chipola website:

Our Marianna and Chipley centers are open by appointment only.

To reserve a time, give us a call at 850.633.4419 or follow these steps to schedule online:

1. Visit careersourcechipola.com/events.
2. Find the time you'd like to reserve and click "Attend this Event."
3. Log in with the same information you use to log into the kiosk when visiting our centers in person.
4. If you have never logged in on our kiosks in person, click "Register" in the top right corner of the page.
5. Contact us if you have any questions!

- In addition to the adjusted CSC hours of operation, the CSC Executive Director (*with input from the CSF Executive Committee*) continue to review scheduling CSC job fairs, training, and related CSC event activity to ensure safety for the customers and staff.
- Identified adjusted CSC Center hours (because of COVID-19) are posted via social media and visually posted at the Center.
- CSC staff are providing ongoing communication (*via numerous formats*) with customers that access to CareerSource Chipola services regardless of the time of day by using the Internet.

NOTE: As situation dictates, delivery of services will be adjusted as determined by the CSC leadership and Board.

Hours of Operation Comments:

No suggestions/concerns noted.

The CSC Board and Executive Director are to be highly commended for the ongoing review of the customer delivery services and implementation of adjusted/flexible hours/delivery of CSC services due to COVID-19 to ensure the safety and well-being to the CSC staff and customers.

Basic Services Available/Program Delivery

CSC Marianna One-Stop Career Center continues to offer during the COVID-19 pandemic 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.

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

Additional (*but not limited to*) resources/referrals CSC extends (*as noted in the CSC Center and CSC website*):

- Chipola College
- Florida Panhandle Technical College
- Opportunity Florida
- Vocational Rehabilitation
- Tobacco Free Florida

CareerSource Chipola is continues to deliver 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. Mr. Williams shared that the CareerSource Chipola program continues to be still full speed with on-going NEG needs identified in the community. There is an identified and documented on-going need for the NEG funding.

As noted at the January CSC Executive Committee meeting minutes found via the CSC webstie, Mr. Williams shared, “an update regarding the impact of COVID-19. He stated that center traffic is still down and that most individuals coming to the centers are seeking assistance with unemployment. Mr. Williams also noted that WIOA caseloads are increasing, specifically participants enrolling in the LPN and Commercial Vehicle Driving programs at FPTC.”

Program Delivery Comments: No

suggestions/concerns noted.

Memorandum of Understandings (MOU)

There was one CSC MOU change/edit noted since the previous OSO quarterly review as share by Ms. Lauren Morris during the OSO on-site review. The recent executed update to the Chipola College and CareerSource Chipola MOU implements a Student Placement on campus and expanding workforce services.

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*
- *Duration/Procedures of MOU*
- *Resolution of MOU Disputes*
- *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.

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*

CareerSource Chipola One Stop Operator Effectiveness Comments

As a result of the 2020-2021 Third Quarter One-Stop Operator onsite review as outlined, 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

- As ongoing identified need/s (including program and administrative) due to the to COVID-19, the CSC and Executive Director will implement adjustments as applicable.
- The following Department of Economic Opportunity (DEO) Communiques, Administrative Policies, or Memoranda's posted since the OSO 2020-2021 2nd Quarter onsite review.

- Administrative Policies

WIOA – 091 – Issued 1/7/2021 (Revised from issue 06/2016) – Board Composition and Certification

WP – 096 – Issued 1/7/2021 – Job Seeker Registration Application and Services

- Communiques

Migrant & Seasonal Farm Workers – Issued 1/13/2021 (Updated Forms – DEO511N)

- Memoranda

New Process for Local Operating Procedures – Issued 1/27/21 Administrative Policy – Supportive

Services – Issued 1/21/21

The DEO recently released guidelines/policies were discussed with the during the OSO February 22nd On-Site review with Debby Wood, (Director of Programs and Centers). Ms. Wood acknowledged that CSC is aware of the recently released DEO guidelines/policies and is in the process of implementing and/or responding for each.

- The latest (January 22, 2021) DEO data release, unemployment rate in the CareerSource Chipola region (Calhoun, Holmes, Jackson, Liberty, and Washington counties) was 4.9 percent in December 2020. The January released report also indicates that there are currently 1,997 individuals unemployed in the CSC region.

***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>Workforce Innovation and Opportunity Act (WIOA)</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>One-Stop Operator Role and Responsibilities</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>CareerSource Chipola Background</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>Contracted CareerSource Chipola One-Stop Operator Linda Sumblin, Contractor Execution Date of Renewed Contract: June 10, 2019</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	Calhoun School Board- 8/14/2017	Electronic/ Direct Referral
	Holmes School Board	Holmes School Board – 9/14/2016	
	Jackson School Board	Jackson School Board – 3/15/2016	
	Liberty School Board	Liberty School Board – 6/07/2016	
	Washington School Board	Washington School Board – 8/14/2017	
*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	February 2, 2017	Electronic Referral
	Division of Blind Services	December 16, 2016	
*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"> • Cooperative Agreement with Department of Economic Opportunity (Funded by DCF) • Department of Children and Family Services – November 9, 2016 • Healthy Families North Florida – April 11, 2017 (Cost Sharing Cooperative) 	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 Updated 1/2021 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

February 23, 2021

Date