



MEETING AGENDA

Dual County Workforce Development Council Meeting

**Meeting # 27
Monday, August 26, 2024
1:00 p.m.**

The public may attend and participate both in-person or by Zoom.

**1112 N. Main St.
Gainesville, FL 32601**

Join Zoom Meeting

<https://us02web.zoom.us/j/86980001199?pwd=EupaoPunaF7hX9ZX3exSQVgL7aMzjQ.1>

Phone No: 1-929-205-6099 (EST)

Meeting ID: 869 8000 1199

Passcode: 443202

The Council is reminded of the conflict-of-interest provisions. In declaring a conflict, please refrain from voting or discussion and declare the following information: 1) your name and position on the Council 2) the nature of the conflict and 3) who will gain or lose as a result of the conflict. Please also fill out form 8B prior to the meeting, whether or not you are able to attend the meeting, if you have a conflict with any agenda items.

All persons are advised that, if they decide to contest any decision made at any of these meetings, they will need a record of the proceedings and, for such purpose they may need to ensure that verbatim record of the proceedings is made which record includes the testimony and evidence upon which the appeal is to be based.

(Section 286.0105 Florida Statutes).

If you have a disability and need an accommodation to participate in this meeting, please contact the Alachua County Equal Opportunity Office at (352) 374-5275 at least 2 business days prior to the meeting. TTY users please call 711. (Florida Relay Service).

Meeting #27
August 26, 2024
1:00 pm
CareerSource North Central Florida
1112 N Main St, Gainesville, FL 32601

Pages

1. **Call to Order**
2. **Approval of the Agenda**

3. **Approval of Minutes**

1

Approval of the minutes from the June 21, 2024 Joint Board and Council Meeting.

4. **Public Comment**

5. **Old Business**

- 5.1 **Consideration to ratify the nomenclature for the new Region 26**

As we have reported to the DCWDC the State realignment has resulted in a new Region number, Region 26, for the Alachua, Bradford, Columbia, Dixie, Gilchrist and Union Counties workforce area. The 6 counties are considered to be in North Central Florida. We have invested considerable resources in promoting the CareerSource North Central Florida (CSNCFL) and the North Central Florida Workforce Development Board (NCFWDB) names to employers and job seekers. We have also developed collaterals and communicated on social media using these monikers. This is the name we have inserted into the interlocal agreement (ILA) which is in process. Pending adoption of the ILA the DCWDC is asked to ratify the use of the names CSNCFL and the NCFWDB in all official documents and communications.

RECOMM: Approval

ACTION: Motion

EXHIBIT: None

6. New Business

6.1 Consideration of the appointment of the members to the Region 26 Workforce Development Board

5

Consideration of the appointment of the members to the LWDB 26 Workforce Development Board. The Workforce Innovation and Opportunity Act (WIOA) requires the chief local elected officials to appoint a local workforce development board for their local workforce development area. To assure representation from all counties in the region, former LWDB 7 and LWDB 9 members were queried with respect to their desire to serve on the new Region 26 board. Letters were also sent to the Chairs of the County Commissioners of Columbia, Dixie, Gilchrist and Union Counties asking that they recommend individuals to be appointed in advance of finalization of an ILA. Interested individuals are listed by category on the attached chart. We are still looking for nominations for 3 additional business (private sector) members.

RECOMM: Approval

ACTION: Discussion and Motion

EXHIBIT: Memo Legal 1-24 and Chart

6.2 Approval of By-Laws for the LWDB 26 Workforce Development Board

10

Consideration of adoption of the former LWDB 9 By-Laws for LWDB 26. WIOA at section 107(b) and the WIOA regulations at 20 CFR § 679.310 require the chief local elected officials for the local workforce development area to establish By-Laws for the local workforce development board. As the former LWDB 9 By-Laws were recently updated to incorporate new legislative requirements and are aligned with our governance structure it is recommended that the By-Laws be updated to refer to LWDB 26 in place of references to LWDB 9 and be adopted for the new LWDB 26. Once appointed the new Board can review the By-Laws and recommend changes for elected officials' consideration if they desire.

RECOMM: Approval

ACTION: Motion

EXHIBIT: Region 9 By-Laws

6.3 Approval to Amend and Extend the Region 9 One-Stop Operator Agreement Entered into with SCAD Media to Include Columbia, Dixie, Gilchrist and Union Counties

31

Consideration to renew and extend the contract with SCAD Media on behalf of new Region 26 in the amount of \$35,000 through June 30, 2025. CNSCFL contracts with SCAD Media for One Stop Operator services under WIOA. It is recommended that the governing boards approve the extension and renewal of the contract to provide services for an additional 12-month period October 1, 2024 through September 30, 2025, during which time a new Request for Quotes will be issued. Approval will assure we meet the requirement to have a one-stop operator and infrastructure agreement in place for the CSNCFL One-Stop Centers.

RECOMM: Approval

ACTION: Motion

EXHIBIT: One-Stop Operator Agreement Extension

6.4 Approval to Renew and Extend SCAD Media Contract for Outreach and Marketing Services

36

Consideration to renew and extend the contract with SCAD Media on behalf of new Region 26 in the amount of \$52,000 through June 30, 2025. CNSCFL contracts with SCAD Media for marketing and outreach services under WIOA. It is recommended that the governing boards approve the 2nd renewal of the contract to provide services for an additional 12-month period, October 1, 2024 through September 30, 2025, during which time a new Request for Quotes will be issued. This will allow outreach and marketing to continue uninterrupted as the new Region 26 establishes itself.

RECOMM: Approval

ACTION: Motion

EXHIBIT: Marketing and Outreach Contract Amendment

6.5 Approval of Acceptance of a Grant in the Amount of \$312,500 for a WIOA Rural Initiatives

41

Consideration to accept a \$312,500 grant for a Rural Initiative. The funds will be used for Local Administration, career services and participant training in the rural counties. We will also utilize the funds to explore satellite locations for staff to provide services in the two counties with no offices.

RECOMM: Approval

ACTION: Motion

EXHIBIT: Notice of Fund Availability

6.6 Approval of Acceptance of a Grant in the Amount of \$100,000 for Ag-Tech Training

Consideration to accept a \$100,000 grant for Sector Based Training Initiative. The funds will be used to provide training and OJTs in the Agriculture Technology sectors. Funds will serve approximately 15 participants and fund 2-4 OJT contracts with employers.

RECOMM: Approval

ACTION: Motion

EXHIBIT: Notice of Fund Availability

6.7 Approval of Legal Fees in the Amount of \$3,625

Consideration to approve an invoice in the amount of \$3,625 from Board Counsel Rochelle Daniels. As a result of the realignment and last minute work to draft and execute leases for the locations in the former CareerSource Florida Crown workforce area she exceeded the total hours budgeted by a little less than 13 hours and incurred charges of \$3,625.00. The state awarded us \$25,000 to pay for legal expenses related to the re-alignment however we did not increase the amount set aside for her contract last year. We are satisfied with her work and as we shared previously there are many hours she logs but provides as a courtesy. We recommend approval of payment of the amount of \$3,625.

RECOMM: Approval

ACTION: Motion

EXHIBIT: None

7. Reports

7.1 Consolidation Update

CSNCFL has onboarded 11 former LWDB 7 Career Center staff and 5 Florida Commerce staff formerly assigned to LWDB 7 and is currently training staff on our systems and processes.

Taylor Hall Miller and Parker CPA's are our external monitors and are reviewing the participant files of former Region 7 to assure all participants transferred to new Region 26 meet required eligibility criteria, that their files contain appropriate paperwork, and the participants have been entered into EmployFlorida, the State's data system. We will consult with the State regarding any questions concerning the files.

Bradford County approved entry into the ILA at their August 6, County Commission Meeting. We are proceeding to meet with the other counties one at a time to move the ILA forward.

Region 7 was receiving an annual grant from the ABLE Trust to serve disabled individuals. We have contacted them to see if we could continue to receive the grant to provide services to this target group. We have received an encouraging response and will be meeting with them in this regard.

We scheduled a strategic planning workshop in order to receive board and elected official input into the development of the required 4 Year Plan. Unfortunately, Hurricane Debby struck that same week, The workshop is being rescheduled for September. The new Plan is due in October.

8. Public Comment

9. Adjournment

***Minutes of June 21, 2024 North Central Florida Workforce Development Board and
Dual County Workforce Development Council Joint Meeting***

MEETING AGENDA

**North Central Florida Workforce Development Board
Dual County Workforce Development Council Meeting**

**Meeting # 26
June 21, 2024
2:00 p.m.**

The public may attend and participate both in-person or by Zoom.

**1112 N. Main St.
Gainesville, FL 32601**

The meeting began at 2:00 pm

Council Members in attendance: Commissioner Mary Alford, Commissioner Charles Chestnut, and Commissioner Ken Cornell

Board Members in attendance: Charles Harris, Chris Coffey, Dante Buckley, Dr. Jeffrey Tate, Ethan Fieldman, James Ingle, Landon Harrar, Paul Broadie II, Shawn Graves, and Staci Bertrand

Staff in attendance: Anna Mendoza, Brixton Yorker, Erika Howard, Kelli Hutchins, Phyllis Marty, and Rochelle Daniels (Board Counsel)

Guests in attendance: Alexander Ganz, Christa Nelson, Dave Forziano, Erminia Bare, Gina Peebles, Kali Blount, Stew Lilker, Tameka Austin, Tiffany Holley, Todd Hutchison, and Tommy Crosby

Chair Alford called the meeting to order at 2:02 pm.

Approval of Agenda:

Jeffrey Tate made a motion to approve the agenda. **Staci Bertrand** seconded the motion. The motion carried. **Commissioner Cornell** made a motion to approve the agenda. **Commissioner Chestnut** seconded the motion. The motion carried. *There was no further discussion.*

Approval of Minutes:

James Ingle made a motion to approve the minutes from April 10, 2024, Joint Board and Council Meeting. **Jeffrey Tate** seconded the motion. The motion carried. **Commissioner Chestnut** made a motion to approve the minutes. **Commissioner Cornell** seconded the motion. The motion carried. *There was no further discussion.*

Public Comments: *There were no public comments.*

Old Business

1. Update on Consolidation of Regions 7 and 9

CareerSource North Central Florida (CSNCFL) and County staff have been working with the state mediators as well as directly with CareerSource Florida on the steps necessary for the consolidation of Regions 7 and 9 into a new Region 26. The first step in the process is for each of the counties in the new region to enter into an Interlocal Agreement to determine the chief elected official for the region, the manner in which liability shall be divided amongst the counties, as well as other matters assigned to the elected officials under the Workforce Innovation and Opportunity Act (WIOA).

Ms. Marty provided the update.

New Business

1. Agenda Addendum Consideration of Entry into Leases in the Expanded Workforce Area

Consideration to approve a lease for the Old Town and Lake City Plaza locations currently housing the Region 7 Career Centers.

Ms. Marty explained that to prevent a gap in service delivery during the transition we have negotiated with the landlords at the 2 career center locations housing the CareerSource Florida Crown one-stops. We will issue an RFP for space later in the year. This is an exigent situation as we were only noticed a few days ago that the DCWDC can act as the governmental authority for the new Region and there was no time to issue a procurement.

Dr. Jeffrey Tate made a motion to recommend entry into the leases as described above. **Mr. James Ingle** seconded the motion. The motion carried.

Commissioner Cornell made a motion to approve the entry into lease agreements with the 2 landlords. **Commissioner Chestnut** seconded the motion. The motion carried. *There was no further discussion.*

2. Approval of the renewal of the Contract with Communities in Schools (CIS) of Bradford County

Consideration to renew the contract with Communities in Schools of Bradford County (CIS) up to a maximum of \$60,000 through June 30, 2025. CSNCFL contracts with CIS for Teen Pregnancy Prevention and summer internships under the Welfare Transitions program. The contract expires June 30, 2024, and provides for 4 additional 1-year renewals. It is recommended that the governing boards approve renewal of the contract 1) subject to continued funding of Region 9 by the state, and 2) with the provision that the contract can be terminated upon thirty (30) days written notice in the event the governing boards of the new Region 26, when seated, vote to terminate the contract. This will allow for uninterrupted services until Region 26 has become properly designated and operational.

Ms. Marty presented the item.

The Board and Council asked if they could take up this item and the Chamber contract renewals as one item.

3. **Consideration to recommend approval of the renewal of the Contract with the North Florida Regional Chamber of Commerce (NFRCC)**
4. **Consideration to recommend approval of the renewal of the Contract with the Greater Gainesville Chamber of Commerce (GGCC) through June 30, 2025.**

Ms. Marty presented these items.

Mr. **James Ingle** made a motion to recommend the three contracts for renewal for one-year terms each. Mr. **Shawn Graves** seconded the motion. The motion carried.

Commissioner Cornell made a motion to approve the three contract renewals for one-year terms. **Commissioner Chestnut** seconded the motion. The motion carried.

5. **Approval to Extend the One-Stop Partner Memoranda of Understanding (MOU)**

Consideration of Approval to Extend the One-Stop Partner Memoranda of Understanding (MOU) with the WIOA mandatory partners for an additional one-year period. Our current MOU's are expiring and MOU's are needed to meet WIOA compliance requirements and to be submitted with our 4 Year Strategic Plan. The MOUs describe the services provided by each of the partners through the one-stop system. CSNCFL administers the services for 8 of the partners. MOUs are required with 1) Youth Build; 2) Santa Fe College and North Florida Technical College who are the Adult Education and Carl Perkins providers; 3) Vocational Rehabilitation; 4) Division of Blind Services; 5) AARP who provides Senior Community Services Employment Program; and 6) The Central Florida Community Action Agency administering the Community Services Block grants.

Ms. Phyllis Marty presented the item.

Dr. Paul Broadie II abstained from this vote due to conflict of interest.

Dr. **effrey Tate** made a motion to approve the MOU one-year extensions. Mr. **James Ingle** seconded the motion. The motion carried.

Commissioner Cornell made a motion to approve the MOU one-year extensions. **Commissioner Chestnut** seconded the motion. The motion carried. *There was no further discussion.*

6. **Approval of the Program Year (PY) 2024 - 2025 Budget**

Consideration of approval of the CSNCFL Budget for PY 24/25. The Budget reflects an increase in formula funds of \$1,897,843. The total amount of formula

and carry forward projected for PY 24/25 is \$ 6,687,775 as compared to \$ 4,789,932 in PY 23/24.

Ms. Marty presented the item. Upon final designation of the new Region 26 total funds for the new local area will increase and we will present an updated budget at that time. Ms. Marty went over the various budget categories.

Ms. Daniels asked the governing boards to refer to the Budget Memo which explains how funds are allocated between facilities, training, staff and client services.

Mr. **Dante Buckley** made a motion to recommend approval of the budget. Dr. **Jeffrey Tate** seconded the motion. The motion carried.

Commissioner Cornell made a motion to approve the budget. **Commissioner Chestnut** seconded the motion. The motion carried.

Matters from the Council: Commissioner Cornell thanked staff and Board members for their work on the consolidation.

Matters from the Floor: None

Adjournment: There being no further comments, the meeting adjourned at 2:33 pm

Memo No. Legal 1-24

TO: The Dual County Workforce Development Council

FROM: Rochelle Daniels, Attorney

SUBJECT: Appointment of LWDB 26 Workforce Development Board Members

DATE: August 18, 2024

Summary

Consideration of the appointment of the members of the Region 26 Workforce Development Board. The Workforce Innovation and Opportunity Act (WIOA) requires the chief local elected officials appoint a local workforce development board for their local workforce development area. A Board is needed so that we can conduct business. To assure representation from all the counties in the Region former Regions 7 and 9 local board members were queried with respect to their desire to serve on the new Region 26 board. Letters were also sent to the Chairs of the County Commissions of Columbia, Dixie, Gilchrist and Union Counties asking that they recommend individuals to be appointed in advance of finalization of an Interlocal Agreement. Interested individuals are listed by category on the attached chart.

Background

WIOA requires that the chief local elected officials for a local workforce area appoint a majority private sector local workforce development board in accordance with the categories and percentages set forth in the statute.

WIOA also identifies a number of responsibilities which are assigned to the local board, the chief local elected officials or the board and local elected officials in order for the local area to be able to conduct business. One of these responsibilities is the approval of a 4 Year Plan for the 6-county area which will be due in October and requires the participation of and approval by the board and DCWDC.

As the interlocal agreement continues to wind its way through the approval process of the Region's member counties, Florida Commerce and CareerSource Florida have authorized the DCWDC to act as the governing body for Region 26 thereby imbuing the DCWDC with the power to appoint a board for the new Region.

Discussion

To provide the DCWDC with the names of individuals for consideration of appointment to the new Region 26 local workforce development board staff tried to solicit names Region wide by:

1. Querying the members of the former Region 7 and 9 boards to see who might be interested in serving on the new board

2. Sending a letter to the Chairs of the county commissions of the other 4 counties inviting them to nominate individuals while the ILA was going through the approval process.

The names of proposed private sector members have been submitted to the Greater Gainesville Chamber of Commerce for nomination in accordance with WIOA appointment requirements. Education and organized labor members were nominated by education and labor, core partner members were nominated by the state.

The results are on the attached chart.

Recommendation

Approve the appointment of the individuals listed on the attached chart to the North Central Florida Workforce Development Board.

Board Appointments

Members in each category are numbered so that we can calculate the majority and 20% workforce member requirement

Category: Private Sector

	LWDB Member	Category	County	Qualification	Nominating Body	Term
1	Dr. Jeff Tate	BU	Alachua	CIO, Cyclodex	Greater Gainesville Chamber of Commerce	4 years
2	Dante Buckley	BU	Alachua	President	Greater Gainesville Chamber of Commerce	6 years
3	Ethan Fieldman	BU	Alachua	President, Curio	Greater Gainesville Chamber of Commerce	8 years
4	Staci Bertrand	BU	Alachua	Government Operations Manager, Duke Energy	Greater Gainesville Chamber of Commerce	4 years
5	Larry Thompson	BU	Columbia	President, Straw America LLC	Greater Gainesville Chamber of Commerce	6 years
6	Eugene Dukes	BU	Union	Realtor, Land and Home Realtor Brokers LLC	Greater Gainesville Chamber of Commerce	8 years
7	Richard Kearsse	BU	Alachua	CEO, Bly's School of Cosmetology	Greater Gainesville Chamber of Commerce	4 years
8		BU				6 years
9		BU				8 years
10		BU				4 years

Category: Workforce (3 Required) and Community Based Organizations (CBO) Optional
20% Requirement is 4 members if board is not more than 19

	LWDB Member	Category (WIOA)	County	Qualification	Nominating Organization	Term
1	Shawn Graves	Workforce (required)	Alachua	Director, Gainesville JATC	JATC	
2	James Ingle	Workforce (required)	Alachua	President, IBEW Local 1205	IBEW	
3	Steve Russell	Workforce Org. Labor (required)	Columbia	Department of Children and Families	DCF	
4	Charles Harris	Workforce /CBO	Alachua	Central Florida Community Action Agency	CFCAA	

Category: Education

Mandatory 2 Members AEL & Higher Ed. FL Law Requires a Rep from Private Ed

	LWDB Member	Category (WIOA)	County	Qualifications	Nominating Organization	Term
1	Keith Kirby	Adult Education & Family Literacy Act Provider	Bradford	President, Santa Fe Community College	Santa Fe Community College	
2	Dr. Paul Broadie	Ed - Post Sec Community College	Alachua	Adult and Career Education Coordinator, North Florida Technical College	North Florida Technical College	
3	Richard Kearse	Ed - Private Proprietary/BU (dual hatted)	Alachua	CEO, Bly's School of Cosmetology	Greater Gainesville Chamber of Commerce	

Category: Economic/Community Development and Other

Mandatory 2 Members 1 Vocational Rehabilitation 1 Economic Development

	LWDB Member	Category (WIOA)	County	Qualification	Nominating Organization	Term
--	--------------------	------------------------	---------------	----------------------	--------------------------------	-------------

1	Veronica Ebuon	Voc. Rehab Core Partner	All	Program Administrator	Vocational Rehabilitation	
2	Landon Harrar	Econ Dev.	Alachua	Business Development Manager, GGCC	Greater Gainesville Chamber of Commerce	

WORKFORCE CATEGORY CHART

Impact of adding additional members.

# of Board members	Labor/CBO Requirement	Notes
19 -20 21 – 25 26 - 30 35	4 5 6 7	20% requirement depending on # of board members
36 - 40	8	This would also require an increase to the private sector category.
41-45	9	This would also require an increase to the private sector category.

BY-LAWS
Of
The North Central Florida Workforce Development Board, Inc.
A Florida Not-for-Profit Corporation

The provisions of this document constitute the By-Laws which shall be utilized to govern the management and operation of the North Central Florida Workforce Development Board, Inc., (NCFWDB or LWDB 9) a Florida not-for-profit corporation.

ARTICLE I
DEFINITIONS

Section 1.1 – Definitions

- A. "Acts" shall mean and refer to the Federal Workforce Innovation and Opportunity Act of 2014, Public Law 113-128 and Florida Workforce Innovation Act of 2000, Chapter 445, Florida Statutes, collectively;
- B. "CareerSource Florida" (CSF) shall mean the staff appointed to carry out the policies of the State of Florida workforce development board which is called the CareerSource Florida Workforce Development Board of "CSFWDB".
- C. "CareerSource North Central Florida" shall mean and refer to the administrative entity created by the Interlocal Agreement by and between Alachua and Bradford counties pursuant to §163.01, Florida Statutes ("Interlocal Agreement"), and designated to provide and serve as support staff to LWDB 9 and the Council to carry out the purposes of the Interlocal Agreement and the Agreement between the Council and LWDB 9.
- D. CareerSource North Central Florida One-Stop System shall mean the physical career center and technological career center communications network established pursuant to WIOA to deliver workforce services to the North Central Florida Workforce Development Area.
- E. "Chief Executive Officer" (CEO) shall mean the top executive of CSNCFL.
- F. "Chief Local Elected Officials" (CLEO) shall mean and refer to the Chair of the Board of County Commissioners for Alachua and Bradford counties, respectively.
- G. "Council" shall mean the Dual County Workforce Development Council ("Council") created through the Interlocal Agreement entered into between Alachua and Bradford counties which provide, among other authorities and responsibilities, for the creation of LWDB 9 and the appointment of its members.
- H. "DEO" shall mean and refer to the Florida Department of Economic Opportunity.

- I. "Fiscal Agent" shall mean the Chief Financial Officer ("CFO") of CSNCFL. CSNCFL shall be the entity designated to receive funds under Master Agreement with DEO. The CFO shall be responsible for the disbursement of funds as directed by the Council /LWDB 9 action at a properly noticed meeting or in accordance with policy adopted by the Council/LWDB 9 at a properly noticed meeting.
- J. "Florida WIA" shall mean and refer to the Florida Workforce Innovation Act of 2000, Chapter 445, Florida Statutes.
- K. "Local Grant Recipient" shall mean and refer to the counties of Alachua and Bradford.
- L. "Local Grant Sub-Recipient" shall mean and refer to CSNCFL.
- M. "Local Workforce Development Area" (Local Area) shall mean and refer to a jurisdiction for the administration of workforce development activities. A jurisdiction must be designated as a Local Area by the Governor in order for the jurisdiction to receive WIOA Title I, subtitle B formula grants. In north central Florida it is Alachua and Bradford Counties.
- N. "Local Workforce Development Board 9" (LWDB 9) shall mean the local workforce board whose members are those individuals appointed by the Council, and who in partnership with the Council, set policy for CSNCFL.
- O. "LWDB Staff" or "Staff to the LWDB" shall mean and refer to CSNCFL.
- P. "North Central Florida Workforce Development Area" (NCFWDA) shall mean the geographic areas comprising Alachua and Bradford counties.
- Q. "WIOA" shall mean and refer to the Federal Workforce Innovation and Opportunity Act of 2014, Public Law 113-128.
- R. "4-year Local Area Workforce Plan" (Local Plan) shall mean and refer to the 4-year action plan which sets forth the strategies for the investment of resources to meet the objectives of the various workforce grants and programs including but not limited to the development, alignment, and integration of service delivery strategies in support of the State's vision and strategic and operational goals.

ARTICLE II
NAME, SERVICE AREA, AND OFFICE LOCATION

Section 2.1 – Name

The legal name of the organization shall be the North Central Florida Workforce Development Board, Inc., hereinafter referred to as "NCFWDB" or "LWDB 9".

Section 2.2 – Service Area

The NCFWDB shall serve the employers and residents of Alachua and Bradford counties, Florida.

Section 2.3 – Office Location

The official office location and mailing address shall be 1112 North Main Street, Gainesville, FL 32601.

ARTICLE III

PURPOSE AND USE OF FUNDS

Section 3.1 – Purpose

The purposes for which the NCFWDB is formed, and its business goals and objectives, are as follows:

- A. To serve as the Local Workforce Development Board for Region 9, as certified by CSF.
- B. Together with the Council to oversee the creation of a comprehensive and high-quality workforce delivery system in the NCFWDA and to maximize and continue to improve the quality of services, customer satisfaction, and effectiveness of the services provided.
- C. To deliver customer-focused, value-added workforce solutions designed to meet the specific needs of employers and job seekers.
- D. Together with the Council to provide policy and oversight over CSNCFL and the CSNCFL one-stop system.
- E. To enhance the provision of workforce development services; increase the involvement of the business community, including small and minority businesses, in workforce development activities; to increase private sector employment opportunities; and to ensure the economic health of the community.

Section 3.2 – Use of Funds

- A. The NCFWDB in conjunction with the Council shall approve the use of funds in ways that will most effectively satisfy the labor market demand needs of the residents and business community to enhance the economic well-being of the community and to invest their resources so as to result in attainment of the performance measures negotiated with DEO.
- B. The NCFWDB in conjunction with the Council shall approve the use of funds in accordance with Section 4.3 paragraph I and in a manner that takes into account sustained fiscal integrity and accountability pursuant to 2 CFR 200 et. seq., WIOA and the corresponding

Federal Regulations and State policies as well as the laws and regulations applicable to such other grant funds or donations received.

- C. Investments, loans or evidence of indebtedness or promises to pay shall not be contracted for on behalf of the NCFWDB unless authorized and approved by both the LWDB 9's Board of Directors and Council.
- D. The NCFWDB in conjunction with the Council shall exercise oversight over the funds awarded to the NCFWDA.

ARTICLE IV BOARD OF DIRECTORS

Section 4.1 – Governing Body

The LWDB 9 shall be governed by a Board of Directors, to be appointed by the Council as provided herein.

Section 4.2 Incorporation

The LWDB 9 shall incorporate as a Florida not for profit corporation in accordance with the Section 501(c)(3) of Internal Revenue Code.

Section 4.3 - Appointment of Board Members

- A. The Council shall appoint members of the Board of Directors ("Board") consistent with criteria established under WIOA, the Governor, and the Interlocal Agreement and the nomination process approved by the Council and the NCFWDB at their meeting on October 15, 2020, and attached hereto as Exhibit 1.
- B. The initial appointments of LWDB 9 member shall be fixed and staggered terms of two and three years. Thereafter, new and reappointed members shall be appointed for terms of two (2) years. No member will serve more than eight (8) consecutive years.
- C. The authority to appoint, reappoint or revoke the appointment of members to LWDB 9 lies solely with the respective County's CLEO that appointed the LWDB 9 member. Members of the Board shall serve at the pleasure of the Council elected official who appointed them. The member may be removed either for or without cause at any time;
- D. Members of the Board may identify and encourage potential applicants to apply for appointment to the Board in accordance with the application process set forth by the Council;
- E. The CSNCFL CEO shall provide or arrange for annual training to Board members to ensure they are aware of their roles, responsibilities and functions to include an orientation and training for new Board members and periodic updates as needed;

- F. The number of Board members and the categories of membership shall conform to Federal and State legislation, regulations and policies.

Section 4.4 – Authority and Responsibilities

All corporate powers shall be exercised by or under the authority of the Board in conjunction with the approval of the Council, and the business and affairs of the Corporation will be managed under the direction of the CEO. The Board and Council shall direct strategic and operational oversight of the Corporation to help develop a comprehensive and high-quality workforce delivery system in the NCFWDA.

The Board’s general responsibilities shall include, but not be limited to:

- A. Establishing, adopting and overseeing policies for governance, administration and operation of the Corporation to carry out the functions of the LWDB 9 as outlined in WIOA in coordination with the Council as provided herein, and in the law governing the funds awarded to the NCFWDA;
- B. Developing, ratifying and submitting or amending the Local Plan pursuant to Public Law No. 113-128 WIOA and the provisions of Florida Statute 445.007 subject to the approval of the Council; Convening local workforce development system stakeholders to assist in the development of the Local Plan and in identifying non-Federal expertise and resources to leverage support for workforce development activities;
- C. Coordinating agreements with the Council that are necessary to designate the administrative entity and fiscal agent for the NCFWDA;
- D. Providing oversight of the Corporation’s programs, costs and performance outcomes together with the Council;
- E. Identifying and selecting providers of youth services;
- F. Identifying, selecting and approving eligible training providers and other providers of training services;
- G. Together with the Council identifying, selecting and approving career services provider(s);
- H. Together with the Council selecting the One-Stop Operator(s);
- I. Developing an annual planning budget for the activities of the CSNCFL with approval of the CEO and consistent with the Local Plan and the duties of the LWDB 9. The annual planning budget shall be presented to the Council in May or June of each year prior to the start of the program year based upon the planning numbers provided by DEO. The annual planning budget shall include all non-federal revenues and discretionary grants. There shall be a “true-up” report showing the actual awards and budget vs actual in December or January every year.

- J. Together with the Council negotiating and reaching agreement on local performance indicators with the Governor.
- K. Coordinating the Local Area's workforce investment activities with economic development strategies and developing other employer linkages with such activities.
- L. Developing the Regional Targeted Occupations List.
- M. Ensuring grievance procedures and equal opportunity representation is available and made known to staff, participants, and other interested parties in the local workforce development system.

Section 4.5 – Employment of a Director and Staff

- A. The administrative entity, Alachua County shall staff the Board. The Chief Executive Officer (CEO) shall report to the Board and the Council and shall be responsible to hire sufficient personnel to carry out effective and efficient operations of workforce development programs as defined in the Local Plan and to provide necessary technical assistance to any sub-grantee's providing workforce services.
- B. The Board may recommend to the Council that the CEO be suspended, with or without pay, or may recommend that the Council remove the CEO who serves at the pleasure of the Council.

Section 4.6 – Authority of Individual Board Members

- A. Board members have authority over the affairs of the LWDB 9 only when acting as a Board of Directors legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board member except when such statement or action is taken when carrying out specific instructions by the Board.
- B. Members of the LWDB 9 and its Committees may be contacted for comments on NCFWDA, Board or Council matters and/or issues of public interest. Board and Committee members shall direct any such requests to the CSNCFL CEO who is designated as the official spokesperson for the NCFWDA. He/she shall update the Council and LWDB 9 Chairs regarding public comments as appropriate and shall take direction from the Council Chair who may also choose to comment or to have the LWDB 9 Chair comment.

Section 4.7 - Categories of Board Membership

Consistent with criteria defined by the U.S. Department of Labor, WIOA, the State of Florida, and Florida WIA, Board member composition shall be in accordance with the following categories:

- A. **Business:** These shall be individuals; who are business owners, including small business, chief executives or operating officers, employers or other individuals with optimum policymaking or hiring authority, provide employment opportunities that include high-quality, work relevant training and development in in-demand industry sectors or occupations, and are nominated by business organizations or business trade associations. Business sector representatives shall constitute a minimum of fifty-one percent (51%) of the total Board.
- B. **Workforce:** These shall be representatives; of local labor organizations nominated by local labor federations, member of a local labor organization or a training director from a joint labor-management apprenticeship program, or if no joint program exists an individual from an apprenticeship program, may include community based organizations that have demonstrated experience and expertise in addressing employment needs of individuals with barriers, including organizations that serve veterans or individuals with disabilities, and out of school youth. Workforce sector representatives shall constitute a minimum of twenty percent (20%) of the total Board.
- C. **Education and Training:** Representatives shall include; providers administering adult education and literacy activities under WIOA Title II, institutions of higher education providing workforce investment activities, and a private institution of higher education providing workforce investment activities in accordance with FS §445.07.
- D. **Government, Economic/Community Development:** Representatives of governmental, and economic and community development entities; economic and community development entities serving the Local Area, State Employment office/Wagner-Peyser Act 29 U.S.C. 720 et seq, WIOA Title I of rehabilitation act of 1973, may include agencies representing transportation, housing, public assistance, philanthropic organizations or representatives of entities or individuals as the Council determines to be appropriate.
- E. All Board members shall be individuals with optimum policymaking authority within their organizations, agencies or entities. A representative with “optimum policymaking authority” is an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action.
- F. An individual may be appointed as a representative of more than one membership category if the individual meets all criteria for such representation. If an individual represents more than one membership area, he or she must be appropriately nominated by the organization or entity he or she will represent in each category and must have optimum policymaking authority within each membership area represented.
- G. To the extent possible nominees shall represent the urban and suburban nature as well as the demographic, ethnic, and gender characteristics reflective of the NCFWDA.

Section 4.8 - Qualifications

Members of the Board shall be U.S. citizens or permanent residents, and residents and registered voters of Alachua or Bradford counties, or if they are business owners the business or an office of the business shall be located in Alachua County or Bradford County, or business representatives must be employed by a business that is located in one of those two counties. The residency and voter registration requirements may be waived, for members of required categories only, at the recommendation of the Council.

Section 4.9 – Financial Disclosure

Each Board member is considered a “public servant” and as such is required to file a statement of financial interests within thirty (30) days of appointment to the Board, and annually thereafter, as well as upon completion of their term on the Board.

Section 4.10 - Compensation

No compensation will be paid to Board members for services performed as members of the Board. Board members may be reimbursed for expenses incurred when traveling on official business of the Board or Council. Reimbursement of expenses must conform to the State’s established travel policy.

Section 4.11 - Notification of Vacancies

The Board Chair or the CEO will notify the Council when Board vacancies occur through written correspondence to the Chair of the Council.

ARTICLE V **BOARD MEMBERSHIP**

Section 5.1 – Terms of Membership

- A. In accordance with WIOA and Florida WIA, whenever a mandatory seat on the Board must be filled by an individual occupying a specific position in an organization, agency or institution, their term of office shall not expire except and unless the federal or state statute is amended to exclude the position; and
- B. If a Board member resigns prior to his or her term end date, or ceases to represent the category to which they were appointed, in which case they shall be considered as having defacto resigned, the Council shall appoint an individual to fill the seat in accordance with required nomination procedures. Upon appointment, the new member

shall serve the remainder of the unexpired term of the member whose vacancy he or she is filling.

Section 5.2 – Attendance

Three (3) consecutive absences from regularly scheduled Board meetings, without an excuse approved by the Board Chair, shall constitute a de facto resignation of the Board member. Three (3) consecutive absences from regularly scheduled Committee meetings, without an excuse approved by the Committee Chair, shall constitute a de facto resignation from the Committee. De facto resignation from a Committee will not impact the individuals' membership on the Board or membership on other Committees.

Section 5.3 – Resignation of Membership

A Board member may resign his or her membership on the Board at any time by submitting a resignation in writing to the CSNCFL CEO. A resignation shall become effective upon the date specified in such notice, or, if no date is specified, upon receipt of the resignation.

Section 5.4 – Revocation of Membership

The Chair may recommend revocation of Board membership to the CEO for the following reasons:

- A. A member's disability, illness or inability to perform their duties on the Board after conferring with the board member or his/her representative and entering into the ADA approved interactive accommodation discussion to determine whether an accommodation would make it possible for the member to perform their duties;
- B. Alleged unethical or illegal practices or actions, in which instance if the matter is resolved in favor of the member, they would be eligible for reappointment to the Board;
or
- C. Failure to carry out duties, responsibilities or functions of a Board member as defined herein.

ARTICLE VI **BOARD OFFICERS**

Section 6.1 - Board Officer Positions

- A. The Board Officers shall consist of a Chair, a Vice-Chair, and a Secretary/Treasurer.
- B. The Chair and Vice Chair shall be selected from the private sector members.

Section 6.2 - Nomination and Election of Board Officers

The Officers shall be elected as follows:

- A. A slate of nominees for Officers shall be presented to the Board by an Ad Hoc Nominating Committee appointed by the Chair at the December or January meeting.
- B. The Officers shall take office at the meeting immediately subsequent to their election.

Section 6.3 – Duties of Board Officers

A. Duties of the Chair shall include:

1. Presiding at all meetings of the Board.
2. Serving as Chair of the Executive Committee.
3. Making all committee Chair appointments subject to these By-laws.
4. Calling special meetings of the Board.
5. Establishing Ad-Hoc Committees as deemed necessary to conduct the business of the Board and make appointments thereto such as but not limited to proposal review committees, governance committee, or nominations committee.
6. Serving as a signatory for LWDB 9 on documents requiring the signature of the Chair.
7. Performing all duties incident to the office of Chair.

B. Duties of the Vice-Chair shall include:

1. Presiding over meetings of the Board in the absence of the Chair;
2. Serving as a member of the Executive Committee.
3. Serving as a signatory on required documents in the absence of the Chair.
4. Performing all duties incident to the office of Chair in the absence of the Chair.

C. Duties of the Secretary/Treasurer shall include:

1. Serving as a member of the Executive Committee.
2. Serving as a member of the Finance Committee
3. Performing all duties incident to the office of Treasurer.

Section 6.4 – Terms of Board Officers

- A. The term of office for the Board Chair, Vice-Chair, Treasurer and Secretary shall be for one (1) year, from January 1 or the month following the date of the election through December 30.
- B. Board Officers shall serve no more than two (2) consecutive terms of one (1) year each in the same office, if re-elected, provided that the time in office does not exceed the limits of their term of membership on the Board. After two (2) consecutive terms, the Officer shall then step down from their position for a minimum of one (1) year, although they may continue to serve as Board members, or in other offices.

Section 6.5 – Vacancy in One of the Officer Positions

If a vacancy in any office other than the Chair occurs due to the illness, resignation, etc. of the Officer elected, a replacement shall be elected to serve the unexpired term of office at the next regularly scheduled LWDB 9 meeting where a quorum is established. If the office of Chair becomes vacant, the Vice-Chair will assume the office of Chair for the remainder of the unexpired term. The office of Vice-Chair will then be filled in the manner in which the Vice Chair was elected.

ARTICLE VII **BOARD COMMITTEES**

Section 7.1 – Standing Committees

- A. Standing Committees shall be the Executive Committee, the One-Stop Adult/Dislocated Worker Performance Committee, The Youth Committee, and the Finance Committee.
- B. The Council may create, expand or combine Standing Committees as determined necessary for the efficient operation of the LWDA 9. The LWDA 9 may initiate creating, expanding or combining Standing Committees by providing recommendations for Council consideration and approval.

Section 7.2 – Ad Hoc Committees

The Chair may appoint Ad Hoc Committees as determined necessary.

Section 7.3 – General Guidelines of Committee Membership

- A. All Board members shall be required to serve on at least one (1) Standing Committee;
- B. All committees shall be chaired by a Board member appointed by the Board Chair. The Chairs of the One-Stop and Youth Committees may appoint Board and non-Board

members deemed appropriate to serve on these committees. Board members shall comprise a majority of each committee; and

Section 7.4 - Terms of Executive Committee Members and Committee Chairs

The term of office for Committee Chairs shall be one (1) year. After two (2) consecutive terms, Committee Chair shall step down from their position for a minimum of one (1) year, although they may continue to serve as Board and Committee members.

Section 7.5 – Executive Committee Membership, Duties and Responsibilities

- A. The Executive Committee shall be chaired by the Board Chair and shall consist of the Board Chair, Vice-Chair, Treasurer/Secretary, Chairs of the Standing Committees, and the Immediate Past Chair.
- B. The Executive Committee shall also be responsible for:
 - 1. Reviewing and recommending for Council approval the CEO's performance evaluation and compensation.
 - 2. Reviewing and overseeing the CEO's succession plan to ensure continuity of leadership and uninterrupted delivery of services during the time needed to select a new CEO, including recommending for Council approval the selection of an Interim CEO.
 - 3. Reviewing matters that come before the entire Board and recommending them for approval to the full Board.
 - 4. Serving as the compensation committee when necessary to approve personnel policies which shall be aligned with that of Alachua County to the extent possible, and employee salary and benefits plans from time to time.
 - 5. Reviewing and recommending for Board approval policies ensuring employees meet the necessary WIOA training requirements.

Section 7.6 – One Stop and Performance Committee

The One-Stop and Performance Committee's general responsibilities shall include, but not be limited to:

- A. Reviewing and recommending for Board approval the services and programs being delivered to employers and job seekers.
- B. Reviewing and recommending for Board approval eligible training provider applications, termination, and other actions pertaining to training vendors.
- C. Reviewing and recommending for Board approval, and maintaining, the Regional Targeted Occupations List.
- D. Reviewing and recommending for Board approval partnerships with economic development organizations and other business associations in accordance with the NCFWDA strategic plan.
- E. Providing recommendations with respect to matters relating to the one-stop delivery system.
- F. Providing recommendations with respect to making the one stop system accessible so as to provide better service individuals with disabilities.
- G. Providing recommendations regarding the coordination of one-stop partner services.
- H. Providing oversight and recommendations for performance improvement including a review of CSNCFL attainment of state negotiated performance measures.
- I. Making recommendations related to the identification of targeted business sectors.

Section 7.7 – Youth Committee Membership, Duties and Responsibilities

The Youth Committee's membership and responsibilities shall include, but not be limited to:

- A. Members in addition to Board members who shall be in the majority and Chair the committee include members of community-based organizations who provide services to eligible youth, and other individuals with appropriate expertise and experience.
- B. Reviewing and recommending for Board approval youth service providers.
- C. Reviewing the plans and services of other agencies and one-stop partners relating to improving coordination of services to youth.
- D. Reviewing the performance reports relating to youth services and considering recommendations based upon the reported performance.
- E. Working with other community partners to solicit grant opportunities as a means of increasing overall youth workforce development services.

Section 7.8 – Finance and Audit Committee Membership, Duties and Responsibilities

The Finance Committee shall be chaired by the Secretary/Treasurer. The Finance Committee's general responsibilities shall include, but not be limited to:

- A. Providing oversight of the fiscal affairs of the Corporation to ensure fiscal integrity and accountability of all funds.
- B. Reviewing and recommending for Board approval the CSNCF annual planning budget. The annual planning budget shall be based upon the planning numbers provided by DEO and shall include all non-federal revenues and discretionary grants.
- C. Reviewing and recommending for Board approval all modifications to the budget.
- D. Reviewing and recommending for Board approval the annual IRS Form 990 submission.
- E. Reviewing and recommending for Board approval the selection of an audit firm, if it is not Alachua County's audit firm, which shall be responsible for performing the annual financial audit.
- F. Review of the annual Audit Report which shall first be presented to the Finance and Audit Committee and then to the full Board for approval.
- G. Reviewing all internal and external monitoring reports including corrective action as required by findings or observations, if any.
- H. Reviewing and recommending for Board approval the acceptance of donations.

Section 7.9 – The Ad Hoc Nominating Committee Membership, Duties and Responsibilities

The Board Chair shall appoint the Chair and members of the Nominating Committee from among the membership of the Board. This committee shall consist of no less than three (3) and no more than five (5) members.

The Nominating Committee's general responsibilities shall include, but not be limited to:

- A. Meeting prior to the Board's Annual Meeting to identify and select a slate of Officers to be presented to the Board at the Annual Meeting.
- B. Reviewing Board members' attendance, participation, and length of service in developing a slate of Officers.
- C. Presenting a slate of Officers to the Board at the Annual Board meeting. Prior to voting on the slate of Officers nominations shall be accepted from the floor.

ARTICLE VIII
MEETINGS

Section 8.1 – Meeting Frequency, Location, Notices, Minutes, Participation and Parliamentary Procedures

- A. The Board and Committees of the Board shall meet on a regularly scheduled basis as deemed necessary and appropriate to carry out the responsibilities of the Board or Committee. A calendar of the meetings shall be presented to the Board each year at its annual meeting. The Executive Committee shall meet in the week preceding that of the Board Meeting.
- B. Meetings of the Board and Committees of the Board shall be held at locations determined by the CSNCF CEO.
- C. The CSNCFL CEO or their designee shall publish notices of all Board and Committee meetings in accordance with Florida law and shall posting on the CSNCFL website and shall send notice of meetings and the Agenda via email or any other electronic means, at least five (5) calendar days in advance of the Board meetings and three (3) days in advance of a Committee meeting. These notices shall contain the meeting date, time, location, and identify the agenda items.
- D. Special meetings of the Board or Executive Committee may be called at any time by the Board Chair. Notice of special meetings shall be posted three (3) calendar days in advance. These notices shall contain the meeting date, time, location, and identify the purpose of the meeting.
- E. The public shall be informed of all meetings of the Board and Committees of the Board through notices which shall state the meeting date, time, location and purpose.
- F. Written minutes shall be kept of all Board and Committee meetings. Written minutes shall be reviewed and approved at the next Board or Committee meeting as appropriate. The official minutes of meetings of the Board and Committees of the Board are public record and shall be open to inspection by the public. Minutes shall be kept on file by the at the CSNCFL administrative office as the record of the official actions of the Board or Committee and shall be posted on the CSNCFL website.
- G. All Board and Committee meetings shall be conducted in accordance with the “sunshine provision” of WIOA and Florida’s Government-in-the-Sunshine Act. Conducting business in an open manner includes but is not limited to meetings open to the public, posting of the LWDB 9 By-Laws, publicly noticing all Board and Committee meetings, and posting of all Board and Committee meeting minutes.
- H. The Board may allow members to participate in Board and Committee meetings by the use of technology, such as telephone and web-based meetings, to promote member

participation, provided that same access be made available to the public and it allows all persons participating in the meeting to hear each other.

Section 8.2 – Participation in Meetings

Participation in Board and Executive Committee meetings shall be limited to members of the Board, Committees of the Board and staff. A time shall be set on the agenda for the receipt of public comment to allow input or comment from any member of the public.

Section 8.3 – Parliamentary Procedures

When parliamentary procedures are not covered by these By-laws, Robert's Rules of Order, as revised, shall prevail.

ARTICLE IX **QUORUM, VOTING, CONFLICT OF INTEREST,** **AND RELATED PARTY CONTRACTS**

Section 9.1 – Quorum

A quorum is required to conduct official business of the Board and Committees of the Board.

- A. A quorum of the Board shall consist of fifty percent (50%) of the actual appointed Board membership.
- B. No quorum shall be required for meetings of Committees however at least three (3) members must be present including the chair in order to conduct business.
- C. Board and Committee members participating by the use of technology, such as telephone and web-based meetings, will be included as part of the quorum as a quorum does not have to be physically present to conduct business.

Section 9.2 – Voting

- A. Any action that may be taken by the Board or a Committee shall be considered the act of the Board or Committee only if the action is taken by an affirmative vote of the majority of the members in attendance at a meeting where a quorum has been established if required.
- B. Each member of the Board or Committee shall have one (1) vote when present at a Board or Committee meeting, whether attending in person or by telephone or other type of communication technology.

- C. After consideration of the flexibility allowed by WIOA it has been determined that members may not vote by proxy as members may attend meetings virtually, via Zoom, meeting software program and by phone further members who do not attend meetings are subject to removal as provided herein. Neither Board nor Committee members may delegate his or her voting power to a representative, to enable a vote in absence, regardless of whether the representative is another Board or Committee member.
- D. Voting privileges of non-Board members selected to serve on a Committee are limited to that Committee.
- E. A member of the Board or Committee, who is present, either in person or by telephone or other type of communication technology, at a meeting of the Board or Committee at which action on any matter is taken shall vote on all said actions or matters. Every vote shall be declared and entered in the minutes of the meeting except as provided below in the case of conflict of interest.
- F. A Board member acting as presiding Officer at a meeting of the Board or a Committee shall be entitled to vote on the same basis as if not acting as the presiding Officer.

Section 9.3 – Conflict of Interest

When an issue presents a possible or perceived conflict of interest to a Board or Committee member, said member shall disclose the conflict of interest, abstain from voting, and refrain from participating in any discussion with respect to that issue. A conflict of interest is any matter which has a direct bearing on services to be provided by that member or any entity which such member represents, or any matter which would financially benefit such member or any entity such member represents.

Section 9.4 – Related Party Contracts

Related party contracts shall require a two-third (2/3rd) affirmative vote of the quorum in attendance at the Board meeting and shall be reported to DEO in accordance with their policy. A related party contract is any contract made between CSNCFL and Board members or an entity which that Board member represents. Related party contracts, for other than training, are prohibited.

ARTICLE X **AMENDMENTS**

Section 10.1 – Amendments

These By-laws may be amended or replaced only with Council approval. The Board may initiate or support this process by providing recommendations for amendment or replacement for Council consideration and approval.

Section 10.2 – Recommendations for Amendments

The Board may recommend to the Council these By-laws be amended or replaced by an affirmative vote of two-third (2/3rd) of the membership of the Board, after notice, which shall specify or summarize the changes proposed to be made. Such notice shall be made no less than five (5) calendar days prior to the meeting at which such amendment or replacement is considered.

ARTICLE XI **GENERAL PROVISIONS**

Section 11.1 – General Provisions

Nothing in these By-laws shall be construed to take precedence over federal, state or local laws or regulations, or to constrain the rights or obligations or the units of government of the local elected officials party to the Interlocal Agreement.

ARTICLE XII **INDEMNIFICATION**

Section 12.1 – Indemnification of Board Members

The LWDB 9 shall indemnify any Board Officer, Board member, or staff person, or former Board Officer, Board member, or staff person, for expenses actually and reasonably incurred by him or her in connection with the defense of any action, suit or proceeding, civil or criminal, in which he or she is made a party by reason of being or having been a Board Officer, Board member, or staff person, except in relation to matters in which he or she was adjudicated, in the action, suit or proceeding, to be liable for negligence or misconduct in the performance of his or her duties.

Section 12.2 – Rights to Indemnification

The right to indemnification under this Article is only available to the extent that the power to indemnify is lawful and to the extent that the person to be indemnified is lawful and to the extent that the person to be indemnified is not insured or otherwise indemnified.

Section 12.3 – Indemnification Insurance

CSNCFL shall purchase and maintain insurance sufficient to meet this Article's indemnification requirements.

**ARTICLE XIII
FISCAL YEAR**

Section 13.1 - Fiscal Year

The fiscal year of LWDB 9 shall be October 1st through September 30th.

**ARTICLE XIV
DISSOLUTION**

Section 14 .1 - Dissolution

Upon the dissolution of the North Central Florida Workforce Development Board, Inc., the Officers shall, after paying or making provision for the payment of all the liabilities of the North Central Florida Workforce Development Board, Inc., dispose of the remaining assets of the board by returning them to the U.S. Department of Labor, the state designee, the governmental units of the workforce development area or, if the U.S. Department of Labor and state designee agrees, giving those assets to local charitable, educational, religious, or scientific purpose organizations which at the time qualify as a Section 501(c)3 non-profit organization under the Internal Revenue Code.

**ARTICLE XV
ENACTMENT PROVISION**

Section 15.1 - Enactment Provision

Pursuant to 20 C.F.R. 679.310(9), these By-laws shall become effective upon approval by the Council.

These amended By-Laws were adopted as of this 30th day of November.

OFFICIAL SIGNATURE



Chief Executive Officer



Process for Appointment

While the interlocal agreement between the counties assigns the appointment of local board members to the elected officials it does not specify the nomination process. To be in compliance with this requirement, which is now also specified as a requirement in the Master Agreement between DEO and CSNCFL below, is a recommended process for consideration. It incorporates elements similar to those employed in other areas.

1. The NCFWDB Chair or the DCWDC Chair appoints an Ad Hoc Nominations Committee of NCFWDB and/or DCWDC members.
2. For Private Sector Vacancies the CSNCFL Executive Director prepares a spreadsheet, based on the targeted occupations in-demand list (TOL) showing which occupations, sectors or emerging industries are not represented on the NCFWDB.
 - a. The spreadsheet is circulated to the DCWDC, the NCFWDB, the Chambers and Business Associations for recommendations of individuals representing those TOL areas.
 - b. Names are submitted by those organizations to the CSNCFL Executive Director who inserts them into the spread sheet.
 - c. The CSNCFL Director identifies any known conflicts that proposed nominees may have and notes it on the spread sheet.
 - d. The spreadsheet with the names, job titles, employer, occupational area, demographics and any notes, is submitted to the Ad Hoc Nominations Committee.
3. For non-private sector vacancies, the CSNCFL Director approaches organizations representing the targeted populations to be served under WIOA avoiding those entities which may have a conflict of interest. The names are placed on the spread sheet along with the individuals' job title, employer, category of membership, demographics and any known conflicts.
4. The spreadsheet with the names organized by TOL for the private sector nominees and by nominating organization for the non-private sector nominees is submitted to the Ad Hoc Nominations Committee.



5. A publicly noticed meeting of the Ad Hoc Nominations Committee is held. The Committee reviews the names submitted and identifies 2 names, if possible, for every vacancy. In making the recommendation the Committee shall take into consideration members who will represent the composition of the population within the dual county area.
6. The Ad Hoc Nominations Committee shall avoid recommending the appointment of members who will have recurring conflicts of interest.
7. The CSNCFL Executive Director calls the individuals to assure they are willing to serve on the board.
8. The CSNCFL Executive Director submits the private sector names to a business organization so they may be nominated per WIOA and obtains written nominations from the organizations representing the non-private sector members.
9. The prospective names are then submitted to the DCWDC for appointment. Following the appointments assigned by the inter-local agreement, the additional members in excess of 19 members shall be appointed by the DCWDC by a simple majority vote at a publicly noticed meeting.
10. Once appointed to the NCFWDB, members can be reappointed without needing to be re-nominated, but their names will need to be resubmitted to the DCWDC for reappointment.
11. Often, By-Laws provide that members continue to serve, even if their terms expire until a successor is appointed or they resign so that the board does not fall out of compliance. This is not currently the case with our By-Laws. We can pursue this amendment to the By-Laws in the future.
12. When individuals are appointed to an existing vacancy they will assume the term of the vacated seat. New appointments shall be appointed to staggered terms.
13. Regardless of the appointment process, all members of the NCFWDB serve at the pleasure of the DCWDC, which may remove members at any time, with or without cause.

AMENDMENT NO. 4
PROGRAM YEAR 2024-2025
SUB-RECIPIENT AGREEMENT BETWEEN
SCAD MEDIA LLC
AND
CAREERSOURCE NORTH CENTRAL FLORIDA

THIS IS NOT AN AGREEMENT FOR RESEARCH AND DEVELOPMENT

UEI	596000501	
FEDERAL AWARD ID #	AA-38523-22A-12	
TOTAL FEDERAL AWARD	\$6,687,775.00	
FEDERAL AWARDDING AGENCY	USDOL, HHS	
ALN #	TANF	93.558
	WIOA ADULT	17.258
	WIOA DW	17.278
	SNAP	17.207
	WP	10.561
	LVER	17.801
	UC	17.225
PASS THROUGH AGENCY	FLORIDA COMMERCE	
CONTRACT OFFICER	PHYLLIS MARTY	
	pmarty@careersouereersoucencfl.com 1112 North Main Street, Gainesville FL 32601 352-681-3320	

Pursuant to the Steven's Amendment

Consolidated Appropriations Act of 2018 Pub. L No. 115-141 132 Stat 348, div. H, Title V Sec. 505 (Mar 23, 2018)

1. The percentage of the total costs of the program or project which will be financed with Federal funds is 100 percent
2. The dollar amount of Federal Funds for the project or program is \$40,000
3. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources is 0 percent

AMENDMENT NO. 3 TO SUBRECIPIENT AGREEMENT NO. 2021-2022-WIOA-ONE-STOP OPERATOR-001

THIS AMENDMENT NO. 3 TO SUBRECIPIENT AGREEMENT NO. 2021-2022-WIOA-ONE-STOP OPERATOR-001 by and between CAREERSOURCE NORTH CENTRAL FLORIDA hereinafter "CSNCFL", the Administrative entity for Workforce Development Region 26 governed by the Dual County Workforce Development Council and the North Central Florida Workforce Development Board, hereinafter "NCFWDB" having its principal office at 1112 North Main Street, Gainesville, FL 32601 and SCAD MEDIA, LLC, hereinafter referred to as "Vendor", existing under by virtue of the laws of the State of Florida as a for profit Limited Liability Corporation having its principal office at 747 SW 2nd Ave IMB 32 #381 Gainesville, FL 32601 to begin on October 1 and to terminate on September 30, 2025.

RECITALS

WHEREAS, CSNCFL has entered into an agreement with the Governor of the State of Florida for the implementation of workforce development programs and activities in accordance with the Workforce Innovation and Opportunity Act of 2014, PL. 113-128 (WIOA):

WHEREAS, in accordance with WIOA, the CSNCFL governing boards selected Sub-recipient to serve as the One-Stop Operator, and

WHEREAS the CSNCFL governing boards have voted to extend this Sub-recipient Agreement for an additional 12 month period from October 1, 2025 through September 30, 2025;

NOW THEREFORE, in consideration of the premises and the mutual covenants and obligations herein contained, and subject to the terms and conditions hereinafter stated, the parties hereto agree as follows:

- I. Article 300, Compensation paragraph 300.1 in Amendment No. 3 to the above titled and numbered Agreement is amended to replace paragraph 300.1 in the 2023 – 2024 Amendment with the paragraph below as follows:

300.1 Sub-grantee shall invoice CSNCFL monthly.

- a. Sub-grantee's hourly rate is \$ _____. The hourly rate is an inclusive rate and includes benefits and mileage/travel. Invoices shall list the hours worked during the month by individual project element
- b. Invoices must be submitted by the 15th of the month following the month for which Sub-grantee is seeking payment and shall be based on

hours worked. In order to be paid invoices shall be accompanied by a narrative report detailing Sub-grantee's activities and accomplishments for the period covered by the invoice.

2. Article IV Statutory and Regulatory Requirements is amended to add the following underscored language to Section 410 as follows:

a. Section 410, Prohibition Against Unallowable and Criminal Activities

410.4 Disclosure of Violations

a. Subrecipient shall promptly disclose whenever, in connection with the funds awarded under this Contract it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations.

b. The disclosure must be made in writing to the CSNCF Executive Director, the CareerSource Florida, the applicable Federal agency, depending on the funding stream and the agency's Office of Inspector General.

3. Article IV Statutory and Regulatory Requirements is amended to add the following underscored language to Article IV, as Follows:

431. Fair Labor Standards

a. Sub=recipient shall adhere to the Fair Labor Standards Act with respect to hours of work and working conditions as appropriate and to the Fair Labor Standards Act Amendment for Major Disasters.

b. Sub-recipient shall appropriately classify employees consistent with the Fair Labor Standards Act

4. Article V, Section 502 is amended to substitute the amount of \$1,000,000 in place of the amount of \$750,000.

5. Article V, Section 502, Agreement Term is amended add the underscored language and to delete the stricken language as follows:

The term of this Agreement shall begin on the date it is fully executed by both parties and shall end on September 30, 2025.

6. All provisions of said Agreement, which are not in conflict with this Amendment, shall continue to be enforced in accordance with the terms and conditions therein.

7. This Amendment and all its attachments are made a part of said Sub-recipient Agreement.

SCAD

2024 2025

Page 3

8. The effective date of this Amendment shall be the date on which it has been signed by both parties.

EXECUTION PAGE

IN WITNESS THEREOF, the parties hereto have made and executed this document on the respective dates under each signature: SCAD MEDIA, signing by and through its President/Owner on the ___ day of _____, 202___ and CareerSource North Central Florida signing by and through its Executive Director.

AS TO SCAD MEDIA:

ATTEST:

BY: _____
(Signature)

NAME:
TITLE: President/Founder
DATE: _____

AS TO CAREERSOURCE NORTH CENTRAL FLORIDA:

ATTEST

BY: _____
(Signature)

NAME: Phyllis Marty
TITLE: Executive Director
DATE: _____

Approved as to form

BY: _____
Rochelle J. Daniels
Attorney

AMENDMENT NO. 2
PROGRAM YEAR 2024-2025
VENDOR AGREEMENT
2023 Vendor-Marketing/Outreach SCAD 0423
BETWEEN
CAREERSOURCE NORTH CENTRAL FLORIDA
AND
SCAD MEDIA, LL.C.

THIS IS NOT AN AGREEMENT FOR RESEARCH AND DEVELOPMENT

UEI	596000501	
FEDERAL AWARD ID #		
TOTAL FEDERAL AWARD	\$6,687,775.00	
FEDERAL AWARDDING AGENCY	USDOL, HHS	
ALN #	TANF	93.588
	WIOA ADULT	17.258
	WIOA DW	17.275
	SNAP	10.561
	WP	17.207
	LVER	17.801
	UC	17.225
PASS THROUGH AGENCY	FLORIDA COMMERCE	
CONTRACT OFFICER	PHYLLIS MARTY	
	pmarty@careersouereersoucencfl.com 1112 North Main Street, Gainesville FL 32601 352-681-3320	

Pursuant to the Steven's Amendment
Consolidated Appropriations Act of 2018 Pub. L No. 115-141 132 Stat 348, div. H, Title V
Sec. 505 (Mar 23, 2018)

1. The percentage of the total costs of the program or project which will be financed with Federal funds is 100 percent
2. The dollar amount of Federal Funds for the project or program is \$40,000.00
The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources is 0 percent

AMENDMENT NO. 2 TO CONTRACT # 2023 Vendor-Marketing/Outreach SCAD
0423

THIS AMENDMENT NO. 2 TO CONTRACT NO. # 2023 Vendor-Marketing/Outreach SCAD by and between CAREERSOURCF. NORTH CENTRAL FLORIDA hereinafter "CSNCFL", the Administrative entity for Workforce Development Region 26 governed by the Dual County Workforce Development Council of Alachua and Bradford Counties and the North Central Florida Workforce Development Board, Inc. hereinafter "NCFWDB" having its principal office at 1112 North Main Street, Gainesville, FL 32601 and SCAD MEDIA, LLC, hereinafter referred to as "Vendor", existing under by virtue of the laws of the State of Florida as a for profit Limited Liability Corporation having its principal office at 747 SW 2nd Ave IMB 32 #381 Gainesville, FL 32601 to begin on October 1 and to terminate on September 30, 2025.

RECITALS

WHEREAS, CSNCFL has entered into an agreement with the Governor of the State of Florida for the implementation of workforce development programs and activities in accordance with the Workforce Innovation and Opportunity Act of 2017, PL. 113-128 (WIOA): AND

WHEREAS, in accordance with WIOA, the CSNCFL governing boards selected Vendor to provide outreach and marketing services, and

WHEREAS the CSNCFL governing boards have voted to extend the Contract for an additional 12 month period from October 1, 2024 through September 30, 2025;

NOW THEREFORE, in consideration of the premises and the mutual covenants and obligations herein contained, and subject to the terms and conditions hereinafter stated, the parties hereto agree as follows:

- I. Paragraph II Rates Compensation, Section is amended to substitute the underscored language for Section A as follows:

II. Rates and Compensation

A. Contractor shall be paid up to Seventy Five Thousand Dollars (\$75,000.00) for the Marketing/Outreach Services to be conducted under this Contract as follows:

1. Payment shall be based on the CSNCFL approved budget for each individual project requested as described in Article I of the original Contract covering Program Year during the contract period and in accordance with the schedule attached as Exhibit 1
2. CSNCFL shall pay Contractor within thirty (30) days following the receipt of Contractor's invoice and related documentation.

B. Contractor shall comply with the timelines established in the Project Timeline agreed to at the start of each project.

2. Article VIII Contract Term is amended to substitute the underscored language and to delete:

VIII, Contract Term

The term of this Contract shall begin on the date of execution through September 30, 2025, and may be renewed for 2 successive one-year periods at the discretion of CSNCFL and its governing boards and the availability of funds. The budget for the renewal periods shall be negotiated annually.

3. The following underscored language is added to create a new Section S in Paragraph X:

S. Disclosure of Violations

- a. Vendor shall promptly disclose whenever, in connection with the funds awarded under this Contract it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations.
- b. The disclosure must be made in writing to the CSNCFL CEO, the CareerSource Florida, the applicable Federal agency, depending on the funding stream and the agency's Office of Inspector General.

4. The following underscored language is added to create a new Section T in Paragraph X:

T. Fair Labor Standards

- a. Vendor shall adhere to the Fair Labor Standards Act with respect to hours of work and working conditions as appropriate and to the Fair Labor Standards Act Amendment for Major Disasters.
- b. Vendor shall appropriately classify employees consistent with the Fair Labor Standards Act

6. All provisions of said Contract, which are not in conflict with this Amendment, shall continue to be enforced in accordance with the terms and conditions therein.

7. This Amendment and all its attachments are made a part of said Contract.

8. The effective date of this Amendment shall be the date on which it has been signed by both parties.

EXECUTION PAGE

IN WITNESS THEREOF, the parties hereto have made and executed this document on the respective dates under each signature: SCAD MEDIA, signing by and through its President/Owner on the ___ day of _____, 202___ and CareerSource North Central Florida signing by and through its CEO.

AS TO SCAD MEDIA:

ATTEST:

BY: _____
(Signature)

NAME:

TITLE:

President/Founder

DATE: _____

AS TO CAREERSOURCE NORTH CENTRAL FLORIDA:

ATTEST

BY: _____
(Signature)

NAME: Phyllis Marty

TITLE: CEO

DATE: _____

Approved as to form

BY: _____

Rochelle J. Daniels
Attorney

Date of Notice:	8/6/2024
------------------------	-----------------

**Notice of Grant Award/Fund Availability
General Information**

Subrecipient Name:	See Attachment	
Universal Entity Identification Number: (UEI #)	See Attachment	
Federal Award Name:	WIOA Youth/Adult/Dislocated Workers Formula Combined	
Grantor:	United States Department of Labor	
Federal Award Identification Number (FAIN):	23A55AT000009, 23A55AY000003, 23A55AW000012	
Federal Award Year:	PY2023/FY2024	
CFDA/CSFA Title and Number:	WIOA Formula Adult; WIOA Formula Youth; WIOA Formula Dislocated Worker	17.258 17.259 17.278
Award for Research & Development (Y/N):	No	
Action being Taken:	Issue Award and Release	

Award Information

Program Year in SERA:	PY2023
Program Group in SERA:	WIOA
Program Name in SERA:	WIOA State Level
Project in SERA:	SFY24-25 WIOA Rural Initiatives
FLAIR Contract #:	See Attachment
NFA ID #:	See Attachment
FLAIR Grant #:	WIS24
Award Period Begin Date:	July 1, 2024
Award Period End Date:	June 30, 2025
Close Out Due by:	August 31, 2025

Award and Fund Availability

	Award	Funds Available / Release (Maximum cash available for draw)
Current Award/Release:	See Attachment	See Attachment
This Action:	See Attachment	See Attachment
Revised Award/Release:	See Attachment	See Attachment

AWARD TERMS & CONDITIONS AND OTHER INSTRUCTIONS

General Conditions: Florida Commerce has approved a grant award for your local workforce development board. These funds will be available for cash draws under the Subrecipient Enterprise Resource Application (SERA) Program Year and Program Title/Project in SERA described on page one of this notice. Expenditures utilizing these funds must be consistent with the Grantee/Subgrantee Agreement executed between the Board and FloridaCommerce and in compliance with the Board's approved plan and all federal and state rules, regulations, policies and grant conditions applicable to the grant program described on page one. The indirect cost rate or indirect cost method for this subaward, whether federal or non-federal, will be the federally recognized indirect cost rate negotiated between the Board and the federal government or, if no such rate exists, either a rate negotiated between FloridaCommerce and the Board, or if optionally elected by the Board, the de minimis rate or cost allocation method.

Special Grant Conditions: The purpose of this award is to provide rural regions with additional funding to improve services to economically distressed rural communities, with an emphasis on expanding access to job seeker services and collaboration with the state and/or technical colleges, including a focus on serving participants in priority initiatives, i.e. Veterans and military spouses, low-income returning adult learners, and at-risk Floridians (which includes recipients of public assistance, individuals recovering from substance use disorders, and returning citizens).

Use of these funds must follow all applicable WIOA laws, rules, and regulations and must be consistent with the WIOA PY2023 Annual Funding Agreement (between USDOL and FloridaCommerce). The WIOA PY2023 Annual Funding Agreement is located at:

<http://floridajobs.org/grants-management/grants-management/lwdb-grant-resources>

Financial Reporting Requirements: All cash draws and expenditures must be recorded in accordance with the SERA Business Rules. Expenditures must be reported within established timelines and by the following cost categories. The cost category definitions are located at:

http://www.floridajobs.org/docs/default-source/lwdb-resources/lwdb-grants-management/other-resources/wioa-cost-category-guide---20200611.pptx?sfvrsn=8f7e46b0_2

Add-Up Cost Categories:

- Training
- Local Administration
- Career Services

Non Add-Up Cost Categories:

- ITA Federal - Youth

Program/Participant Reporting Requirements: See attached for participant reporting instructions.

Closeout Procedures: Awards must be closed out and all obligations liquidated by the close out date indicated under Award Information. Only liquidated expenditures resulting from obligations incurred during the award period are allowable.

Other Notes/Comments: Since WIOA state-level funds are drawn from Adult, Dislocated Worker and Youth funding streams, the relative percentages to each final CFDA are calculated based upon the proportionate amount of each program's allotment to the total of the three WIOA allotments for each program year. For all applicable program years, the percentage assigned to each CFDA number is located at:

<http://floridajobs.org/grants-management/grants-management/lwdb-grant-resources>

Questions: Fiscal questions regarding these funds should be addressed to Carolyn Bishop at 850-245-7489 or via e-mail to carolyn.bishop@commerce.fl.gov. Program policy questions should be addressed to Isabelle Potts at 850-921-3148 or via e-mail at isabelle.potts@commerce.fl.gov. Subrecipient Enterprise Resource Application (SERA) questions should be sent to the SERA Help Desk via email at serahelpdesk@commerce.fl.gov.



ATTACHMENT ***PARTICIPANT REPORTING INSTRUCTIONS***

Project Name: SFY24-25 WIOA Rural Initiatives

Project Operators: CareerSource (CS) Okaloosa Walton, CS Chipola, CS Gulf Coast, CS Capital Region, CS North Florida, CS North Central Florida, CS Northeast Florida, CS Citrus Levy Marion, CS Heartland, CS Southwest Florida and CS Brevard Flagler Volusia

Date Range Funds May be used: July 1, 2024 – June 30, 2025

Funding Source: WIOA Statewide Funds

Target Populations: WIOA-Eligible participants (Youth, Adults, and Dislocated Workers)

Application Eligibility:

1. On the **Eligibility and Grants** page, scroll to **WIOA Grant Eligibility** Section
2. Scroll to the appropriate subsection - **Statewide Youth Eligibility or Statewide Adult Eligibility or Statewide Dislocated Worker Eligibility** - and select "Yes."
3. Scroll down to the **Grants** Section and click **View Available Grants**.
4. Select **Statewide Youth Eligibility or Statewide Adult Eligibility or Statewide Dislocated Worker Eligibility** from the list by clicking **Add** on the far right of the grant title.
5. Scroll to the bottom of the page and select **Finish**.

Enrollment into Employ Florida: Program participants must be enrolled into Employ Florida in appropriate project-related activities for youth, adults or dislocated workers.

To enroll a participant in Employ Florida, use:

1. **Project Code: 840** – SFY24-25 WIOA Rural Initiatives – Youth
Customer Program Group: Statewide Youth
2. **Project Code: 841** – SFY24-25 WIOA Rural Initiatives – Adult
Customer Program Group: Statewide Adult
3. **Project Code: 842** - SFY24-25 WIOA Rural Initiatives – DW
Customer Program Group: Statewide Dislocated Worker

Applicable activities: WIOA service codes should be entered based on the services provided to the targeted WIOA Youth, Adult or Dislocated Worker groups.

Data input deadline: Participant data must be entered into Employ Florida as soon as it becomes available, or as soon as possible thereafter, but no later than the 15th day after a service or activity is provided to a participant. Failure to timely enter day no later than the 15th after a service or activity is provided to a participant will result in lockdown issues.

SFY24-25 WIOA Rural Initiatives

Local Workforce Development Boards	UEI #	FLAIR Contract ID	NFA ID	AWARD			RELEASE		
				Current Award	This Action	Revised Award	Current Release	This Action	Revised Release
LWDB02 - Okaloosa-Walton Jobs and Education Partnership, Inc. (DBA CareerSource Okaloosa Walton)	CRQKHBVMD835	RWB02	044041		\$62,500	\$62,500		\$62,500	\$62,500
LWDB03 - Chipola Regional Workforce Development Board, Inc. (DBA CareerSource Chipola)	GJ8ML6XGYGR6	RWB03	044042		\$312,500	\$312,500		\$312,500	\$312,500
LWDB04 - Gulf Coast Workforce Development Board, Inc. (DBA CareerSource Gulf Coast)	C5BFCHKTGVF5	RWB04	044043		\$125,000	\$125,000		\$125,000	\$125,000
LWDB05 - Big Bend Jobs and Education Council, Inc. (DBA CareerSource Capital Region)	JXBJD7SZSLU7	RWB05	044044		\$75,000	\$75,000		\$75,000	\$75,000
LWDB06 - North Florida Workforce Development Board, Inc. (DBA CareerSource North Florida)	RLLFJXR4NR43	RWB06	044045		\$375,000	\$375,000		\$375,000	\$375,000
LWDB08 - First Coast Workforce Development, Inc. (DBA CareerSource Northeast Florida)	N69QHEEPJS84	RWB08	044046		\$187,500	\$187,500		\$187,500	\$187,500
LWDB10 - Citrus Levy Marion Regional Workforce Development Board, Inc. (DBA CareerSource Citrus Levy Marion)	F317N2U1V8B4	RWB10	044047		\$62,500	\$62,500		\$62,500	\$62,500
LWDB19 - Heartland Workforce Investment Board, Inc. (DBA CareerSource Heartland)	M14KJLY12JN4	RWB19	044048		\$250,000	\$250,000		\$250,000	\$250,000
LWDB24 - Southwest Florida Workforce Development Board, Inc. (DBA CareerSource Southwest Florida)	HSFYCWE457X4	RWB24	044049		\$175,000	\$175,000		\$175,000	\$175,000
LWDB26 - North Central Florida Workforce Development Board	HDF7SP48NSA7	RWB26	044050		\$312,500	\$312,500		\$312,500	\$312,500
LWDB27 - Brevard Workforce Development Board, Inc. (DBA CareerSource Brevard Flagler Volusia)	SJ5CYQ7UYAW9	RWB27	044051		\$62,500	\$62,500		\$62,500	\$62,500
				\$0	\$2,000,000	\$2,000,000	\$0	\$2,000,000	\$2,000,000

<i>Date of Notice:</i>	8/6/2024
------------------------	-----------------

**Notice of Grant Award/Fund Availability
General Information**

Subrecipient Name:	See Attachment	
Universal Entity Identification Number (UEI #):	See Attachment	
Federal Award Name:	WIOA Youth/Adult/Dislocated Workers Formula Combined	
Grantor:	United States Department of Labor	
Federal Award Identification Number (FAIN):	23A55AT000009, 23A55AY000003, 23A55AW000012	
Federal Award Year:	PY2023/FY2024	
CFDA/CSFA Title and Number:	WIOA Formula Adult; WIOA Formula Youth; WIOA Formula Dislocated Worker	17.258 17.259 17.278
Award for Research & Development (Y/N):	No	
Action being Taken:	Issue Award and Release	

Award Information

Program Year in SERA:	PY2023
Program Group in SERA:	WIOA
Program Name in SERA:	WIOA State-Level
Project in SERA:	Sector-Based Training Initiatives
FLAIR Contract #:	See Attachment
NFA ID #:	See Attachment
FLAIR Grant #:	WIS24
Award Period Begin Date:	July 1, 2024
Award Period End Date:	June 30, 2025
Close Out Due by:	August 31, 2025

Award and Fund Availability

	Award	Funds Available / Release (Maximum cash available for draw)
Current Award/Release:	See Attachment	See Attachment
This Action:	See Attachment	See Attachment
Revised Award/Release:	See Attachment	See Attachment

AWARD TERMS & CONDITIONS AND OTHER INSTRUCTIONS

General Conditions: FloridaCommerce has approved a grant award for your local workforce development board. These funds will be available for cash draws under the Subrecipient Enterprise Resource Application (SERA) Program Year and Program Title/Project in SERA described on page one of this notice. Expenditures utilizing these funds must be consistent with the Grantee/Subgrantee Agreement executed between the Board and FloridaCommerce and in compliance with the Board's approved plan and all federal and state rules, regulations, policies and grant conditions applicable to the grant program described on page one. The indirect cost rate or indirect cost method for this subaward, whether federal or non-federal, will be the federally recognized indirect cost rate negotiated between the Board and the federal government or, if no such rate exists, either a rate negotiated between FloridaCommerce and the Board, or if optionally elected by the Board, the de minimis rate or cost allocation method.

Special Grant Conditions: The purpose of this award is to provide state-level WIOA funding to local boards for career training (including work-based training), and supportive services to Adults, Dislocated Workers and Youth *in targeted sectors* allowing greater leverage of the Governor's investments and creating talent pipelines for critical workers needed in targeted industry sectors as follows.

CareerSource (CS) Brevard Flagler Volusia: Semiconductor Manufacturing

CS Central Florida:

- Semiconductor Manufacturing (2/3 of award)
- Broadband (1/3 of award)

CS Hillsborough Pinellas: Broadband

CS Chipola: Ag. Technology

CS North Central: Ag. Technology

CS Heartland: Ag. Technology

CS Suncoast: Transportation

CS Pasco Hernando: Transportation

CS Okaloosa Walton: Transportation

CS Citrus Levy Marion: Transportation

CS Northeast Florida: Aviation/Aerospace

CS Gulf Coast: Aviation/Aerospace

Program Objectives:

1. Using a sector strategy-based approach, starting with data and working with local partners i.e., local chambers, economic development organizations, associations, industry and education consortiums, sector strategies efforts, and education providers, identify local businesses in these targeted industries and gather information on their workforce needs.

2. Collaborate with partners to communicate this new targeted training initiative to companies in these targeted industry sectors.
3. Identify interested businesses, develop an outreach strategy describing the methods by which this information will be shared i.e., website, social media, radio, webinars, in-person presentations, etc.
4. Help those interested companies to (1) identify their training needs, (2) develop a training plan/strategy and (3) apply for funding to help offset the cost of training.
5. Afford interested businesses maximum flexibility while still adhering to the WIOA law.

A key goal of this funding is to assess the impact of fully leveraging the flexibilities allowable within WIOA and remove barriers to enrollment. To that end, LWDB's must review their local policies and procedures to maximize the effectiveness of this initiative and reduce the burden on applicants and participants as well as employers, including eligibility verification, training caps, supportive services, targeted occupations, etc.

Participating LWDBs must expend the funds expeditiously and prudently to ensure that adequate services are provided for the entire grant period. Consequently, if a LWDB's expenditures are less than 20% of a pro-rata burn rate at the end of each quarter, its award may be reduced by the difference between the pro-rata burn rate and expenditures. If a LWDB expends all funds prior to the end of the grant period, it will still be required to continue providing services as described herein.

LWDBs will attend monthly technical support meetings with CareerSource Florida and Florida Commerce. Boards will submit quarterly reports in a format provided by Florida Commerce. Such reports will be due to Florida Commerce and CareerSource Florida on the 10th day after the end of each quarter. The first report will be due October 10, 2024.

Use of these funds must be compliant with all WIOA laws, rules, and regulations and must be consistent with the WIOA PY2023 Annual Funding Agreement (between USDOL and FloridaCommerce). The WIOA PY2023 Annual Funding Agreement is located at:

<http://floridajobs.org/grants-management/grants-management/lwdb-grant-resources>

Program/Participant Reporting Requirements: Participant reporting instructions are located in the Attachment to this NFA.

Financial Reporting Requirements: All cash draws and expenditures must be recorded in accordance with the SERA Business Rules. Expenditures must be reported within established timelines and by the following cost categories. The cost category definitions are located at:

http://www.floridajobs.org/docs/default-source/lwdb-resources/lwdb-grants-management/other-resources/wioa-cost-category-guide---20200611.pptx?sfvrsn=8f7e46b0_2

Add-Up Cost Categories:

- Local Administration
- Career Services
- Training

Non-Add-Up Cost Categories:

- In-School Youth
- Out-of-School Youth
- ITA – Federal Youth

Closeout Procedures: Awards must be closed out and all obligations liquidated by the close out date indicated under Award Information. Only liquidated expenditures resulting from obligations incurred during the award period are allowable.

Other Notes/Comments: Since WIOA state-level funds are drawn from Adult, Dislocated Worker and Youth funding streams, the relative percentages to each final CFDA are calculated based upon the proportionate amount of each program's allotment to the total of the three WIOA allotments for each program year. For all applicable program years, the percentage assigned to each CFDA number is located at:

<http://floridajobs.org/grants-management/grants-management/lwdb-grant-resources>

Questions: Fiscal questions regarding these funds should be addressed to Carolyn Bishop at (850) 245-7489 or via email at carolyn.bishop@commerce.fl.gov. Program policy questions should be addressed to Isabelle Potts at 850-921-3148 or via e-mail at isabelle.potts@commerce.fl.gov. Subrecipient Enterprise Resource Application (SERA) questions should be sent to the SERA Help Desk via email at serahelpdesk@commerce.fl.gov.

ATTACHMENT

PROGRAM AND PARTICIPANT REPORTING INSTRUCTIONS

Project Name: 867 Sector-Based Training Initiatives – Statewide DW
869 Sector-Based Training Initiatives – Statewide Adult
870 Sector-Based Training Initiatives – Statewide Youth

Project Operator: See attached.

Date Range: July 1, 2024 – June 30, 2025

Local Workforce Development Board Affected: See Special Grant Conditions.

Funding Source: WIOA Statewide Funds

Target Populations: WIOA-eligible individuals seeking careers in targeted industry occupations as described in the Special Grants Conditions.

Program Narrative: Participants will receive training and/or work-based learning opportunities in targeted industry occupations.

Application Eligibility:

1. On the **Eligibility and Grants** page, scroll to **WIOA Grant Eligibility** section.
2. Scroll to the appropriate subsection - **Statewide Dislocated Worker Eligibility or Statewide Adult Eligibility or Statewide Youth Eligibility** and select “Yes”.
3. Scroll down to the **Grants** section and click **View Available Grants**.
4. Select **Statewide Dislocated Worker or Statewide Adult or Statewide Youth Eligibility** from the list by clicking **Add** on the far right of the grant title.
5. Scroll to the bottom of the page and select **Finish**.

Note: Veterans and eligible spouses receive priority of service.

Enrollment into Employ Florida: Program participants must be enrolled into Employ Florida in appropriate project-related activities for adults, dislocated workers or youth.

To enroll a participant in Employ Florida, use:

1. **Project Code:** 869
Customer Program Group: Statewide Adult
Grant: 869 Sector-Based Training Initiatives – Statewide Adult
2. **Project Code:** 867
Customer Program Group: Statewide Dislocated Worker
Grant: 867 Sector-Based Training Initiatives – Statewide DW
3. **Project Code:** 870
Customer Program Group: Statewide Youth
Grant: 870 Sector-Based Training Initiatives – Statewide Youth

Note: Under the current waiver, WIOA requires a minimum of 50 percent of out-of-school youth (OSY) funds available to local workforce development areas be used to serve OSY.

Program Outputs and Outcomes:

- Number of participants enrolled
- Number of participants placed in training
 - Number in Work-based training (OJT, Customized Training, IWT, internship, registered apprenticeship, work-experience, etc.)
 - Number in Occupational skills training
- Number of participants who received supportive services
 - Type of supportive service (transportation, childcare, housing, etc.)
- Number of credentials earned
 - Credential name
- Number employed
 - Job Title
 - Wages

Program outcomes include all core WIOA performance measures, including employment after exit, average wages, credentials and measurable skills gains.

Participation in periodic meetings scheduled by the Department and/or CareerSource Florida is required.

WIOA career services, training, and supportive services, as well as core outcome data must be recorded in Employ Florida. Service codes must be entered based on the activities and services provided in accordance with [Administrative Policy 115: Common Exit](#) and the [Employ Florida Service Code Guide](#).

Data Input Deadline: Participant data must be entered into Employ Florida as soon as it becomes available, or as soon as possible thereafter, but no later than the fifteenth day after a service or activity is provided to a participant. Failure to enter data by the fifteenth day after a service or activity is provided to a participant will result in lockdown issues. If you have questions, please contact Lorena Clark at 850-245-7400 or Lorena.Clark@commerce.fl.gov.

Quarterly Narrative Reports: Awardees must submit quarterly narrative reports by the 10th day of the month following the end of the quarter to GrantsandSpecialProjects@commerce.fl.gov in a format provided by FloridaCommerce.

**PY2023 WIOA
Sector-Based Training Initiatives**

Local Workforce Development Boards	UEI #	FLAIR Contract ID	NFA ID	AWARD			RELEASE		
				Current Award	This Action	Revised Award	Current Release	This Action	Revised Release
LWDB02 - Okaloosa-Walton Jobs and Education Partnership, Inc. (DBA CareerSource Okaloosa Walton)	CRQKHBVMD835	RWB02	044052		\$100,000	\$100,000		\$100,000	\$100,000
LWDB03 - Chipola Regional Workforce Development Board, Inc. (DBA CareerSource Chipola)	GJ8ML6XGYGR6	RWB03	044053		\$100,000	\$100,000		\$100,000	\$100,000
LWDB04 - Gulf Coast Workforce Development Board, Inc. (DBA CareerSource Gulf Coast)	C5BFCHKTGVF5	RWB04	044054		\$125,000	\$125,000		\$125,000	\$125,000
LWDB08 - First Coast Workforce Development, Inc. (DBA CareerSource Northeast Florida)	N69QHEEPJS84	RWB08	044055		\$425,000	\$425,000		\$425,000	\$425,000
LWDB10 - Citrus Levy Marion Regional Workforce Development Board, Inc. (DBA CareerSource Citrus Levy Marion)	F317N2U1V8B4	RWB10	044056		\$100,000	\$100,000		\$100,000	\$100,000
LWDB12 - Central Florida Regional Workforce Development Board, Inc. (DBA CareerSource Central Florida)	YHKMM6MT7CA7	RWB12	044057		\$375,000	\$375,000		\$375,000	\$375,000
LWDB16 - Pasco-Hernando Workforce Board, Inc. (DBA CareerSource Pasco Hernando)	YWBYNKTKK5W8	RWB16	044058		\$100,000	\$100,000		\$100,000	\$100,000
LWDB18 - Suncoast Workforce Board, Inc. (DBA CareerSource Suncoast)	D2U6C81AN1W8	RWB18	044059		\$100,000	\$100,000		\$100,000	\$100,000
LWDB19 - Heartland Workforce Investment Board, Inc. (DBA CareerSource Heartland)	M14KJLY12JN4	RWB19	044060		\$100,000	\$100,000		\$100,000	\$100,000
LWDB26 - North Central Florida Workforce Development Board	HDF7SP48NSA7	RWB26	044061		\$100,000	\$100,000		\$100,000	\$100,000
LWDB27 - Brevard Workforce Development Board, Inc. (DBA CareerSource Brevard Flagler Volusia)	SJ5CYQ7UYAW9	RWB27	044062		\$250,000	\$250,000		\$250,000	\$250,000
LWDB28 - Tampa Bay Workforce Alliance, Inc. (DBA CareerSource Hillsborough Pinellas)	KSRPXNJLBK99	RWB28	044063		\$125,000	\$125,000		\$125,000	\$125,000
				\$0	\$2,000,000	\$2,000,000	\$0	\$2,000,000	\$2,000,000