

*Please be reminded pursuant to Section 3 of Article X of the Bylaws, no member of the Board shall cast a vote on any matter on which he or she has a conflict of interest as defined by federal or state law. Upon discovery of an actual or potential conflict of interest, the Board Member shall promptly disclose the actual or potential conflict of interest, promptly file a written statement of disqualification, shall withdraw from any further participation in the transaction involved, and shall abstain from voting on the matter. In the event of such disclosure or abstention, Article IX Section 3 shall govern the voting requirements on such matter.*

## **Executive Committee Meeting Agenda**

April 13, 2023 – 9:00 a.m.

Join the meeting via Microsoft Teams

### **Committee Members**

Mark Barry, Mark Earl, Charles Gibbons, Joelle Neri, Lex Smith

Call to order ..... Charles Gibbons, Chair

### **Public Comments**

No requests from the public were received during the allotted time published in the Public Notice.

### **Action Items**

1. Minutes from February 16, 2023, Executive Committee Meeting (Charles Gibbons) ... Page 2
2. Board Candidate – Lindsey Hack (Jerome Salatino) ..... Page 5
3. Board Candidate – Paul Micklow (Jerome Salatino)..... Page 13
4. ARM MOU (Jerome Salatino) ..... Page 21

### **Information Items**

1. Financial Reports (Theresa Miner) ..... Page 58

### **Discussion Items**

1. Officers and Committee Membership (Jerome Salatino) ..... Page 63

### **Chair Comments**

### **CEO Comments**

Adjournment



**ACTION ITEM 1**  
**Approval of Minutes**

In accordance with Article VI, Section 2 of the approved bylaws, the Board is required to keep correct and complete minutes of the proceedings of any Board or Committee meeting.

Draft minutes of the February 16, 2023, Executive Committee Meeting are presented for review. Any modifications should be requested prior to approval.

**FOR CONSIDERATION**

Approval of February 16, 2023, Executive Committee Meeting Minutes, to include any modifications or changes noted by the Committee.

**Executive Committee Meeting Minutes - DRAFT**

February 16, 2023 – 9:00 a.m.

**Committee Members**

**Present:** Mark Earl, Joelle Neri, Lex Smith

**Absent:** Mark Barry, Chuck Gibbons

**Quorum Present:** Yes

**Others Present:**

PHWB Staff – Brenda Gause, Maria Reza, Jerome Salatino, Ania Williams

**Proceedings:**

Meeting called to order at 9:02 a.m. by Joelle Neri

**Public Comments**

No public comments were received.

**Action Item 1 – Approval of August 18, 2022, Executive Committee Meeting Minutes**

Joelle Neri asked the Committee members to review the minutes from the August 18, 2022 Executive Committee meeting for any corrections or comments. Hearing none, a motion was made to accept the minutes of the meeting.

MOTION was made by Mark Earl and seconded by Lex Smith to approve the minutes. MOTION carried 3-0.

**Action Item 2 – Increase ITA Amount**

Committee members reviewed the request to increase the ITA limit to \$10,000 on a case-by-case basis. Amounts exceeding the ITA limit would be subject to CEO or designated management staff approval.

MOTION was made by Lex Smith and seconded by Mark Earl to approve the ITA increase as presented. MOTION carried 3-0.

**Action Item 3 – Training Services – FleetForce Truck Driving School**

The Committee reviewed the recommendation to enter into a contract with FleetForce Truck Driving School with a budget of up to \$527,000 if all terms in contract are met. Brenda Gause spoke about the evaluation and selection process for the submitted proposals for the short-term training services.

MOTION was made by Mark Earl and seconded by Lex Smith to approve the recommendation to enter into a contract with FleetForce Truck Driving School with a budget of up to \$527,000. MOTION carried 3-0.

**Action Item 4 – Training Services – Computer Coach Training Center**

The Committee reviewed the recommendation to enter into a contract with Computer Coach Training Center in the amount up to \$100,000 if all terms in contract are met. Brenda Gause spoke about the evaluation and selection process for the submitted proposals for the short-term training services.

MOTION was made by Lex Smith and seconded by Mark Earl to approve the recommendation to enter into a contract with Computer Coach Training Center in the amount up to \$100,000. MOTION carried 3-0.

**Action Item 5 – Transfer of WIOA DW Funding to WIOA AD Funds**

The Committee reviewed the request for transfer of WIOA Dislocated Workers fund to WIOA Adult fund to help utilize the 2021 WIOA DW funding that will be expiring June 30, 2023.

MOTION was made by Lex Smith and seconded by Mark Earl to approve the transfer of WIOA Dislocated Workers fund. MOTION carried 3-0.

**Action Item 6 – Additional Key Positions**

The Committee reviewed the request to approve the Finance Manager and the Director of Program Planning and Development as additional key positions in accordance with the Layoff, Recall and Retention Agreement Policy.

MOTION was made by Lex Smith and seconded by Mark Earl to approve Finance Manager and Director of Program Planning and Development as additional key positions. MOTION carried 3-0.

**Information Item 1 – Financial Reports**

Jerome Salatino reviewed the Financial Reports for period 7/01/2022 through 12/31/2022.

**Chair Comments**

None.

**CEO Comments**

Jerome Salatino spoke about the upcoming CareerSource Florida meetings in Tallahassee.

With no further business to discuss, the meeting adjourned.

**ACTION ITEM 2**  
**Board Candidate – Lindsey Hack**

With four vacant seats on the Board, and to maintain compliance with CareerSource Florida Policy Number 91, the following nomination has been received to fill a vacancy under the business sector.

Candidate: Lindsey Hack

Ms. Hack represents a local business that provides employment opportunities in our region and has been nominated by the Greater Hernando County Chamber of Commerce and approved by the PHWB Nominating Committee on March 22, 2023. Information on Ms. Hack is included and presented for review.

**FOR CONSIDERATION**

Recommend the approval of Lindsey Hack for presentation to the Hernando County Board of County Commissioners for appointment to the Pasco-Hernando Workforce Board of Directors.

## APPLICATION FOR MEMBERSHIP PASCO HERNANDO WORKFORCE BOARD

Please provide full and complete information. Send the completed form and attachments to Ania Williams at [awilliams@careersourcepascohernando.com](mailto:awilliams@careersourcepascohernando.com).

Include a biography that includes pertinent employment and educational information, as well as information about other boards on which you serve.

Last Name:		First Name:		M.I.:								
Street Address:												
City:		State:	Zip:									
County of Residence:		Home Phone:										
Personal Email:		Cell Phone:										
Employer or Organization that will be represented:												
Job Title or Position:		Est. Annual Revenue:										
Street Address:												
City:		State:	Zip:									
County of Business:		Work Phone:										
Work Email:		Other Phone:										
Assistant Name:		Assistant Title:										
Assistant Email:		Assistant Phone:										
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Preferred Method of Contact:</td> <td style="width: 16.5%;">Home Phone</td> <td style="width: 16.5%;">Cell Phone</td> <td style="width: 34%;">Personal Email</td> </tr> <tr> <td></td> <td>Work Phone</td> <td>Work Email</td> <td>Other: _____</td> </tr> </table>					Preferred Method of Contact:	Home Phone	Cell Phone	Personal Email		Work Phone	Work Email	Other: _____
Preferred Method of Contact:	Home Phone	Cell Phone	Personal Email									
	Work Phone	Work Email	Other: _____									
<b>Please choose the industry sector that best fits your business/organization:</b>												
Accounting/Finance Agriculture Arts and Culture Bio Tech Communications Construction Education	Government Healthcare Hospitality/Tourism Insurance Manufacturing Social Services	Real Estate Retail Utilities Union Wholesale Other: _____										

## DEMOGRAPHIC DETAILS

The following information is requested to assist CareerSource Pasco Hernando in complying with Board diversity and representation requirements as mandated by the Workforce Innovation and Opportunity Act, Florida Statute 445.007(1), and CareerSource Florida's Administrative Policy 091.

Gender:	Race/Ethnicity:	Other:
Male	White (not Hispanic)	Disabled Individual
Female	Black/African American (not Hispanic)	Older Individual
	White and Hispanic	Veteran
	Black and Hispanic	
	Other	



## **Lindsey C. Hack**

813-943-4278 | lindseyhack@spherion.com

### **Hernando County Chamber Education Training Association (CETA) | 501c3 Foundation**

June 2013 – May 2019 | June 2021 – Present | Volunteer Board Member, Vice Chair, and currently Treasurer

Our mission is to solicit funds for education, business training and economic development for Hernando and surrounding communities. We provide grants and scholarships for local organizations and institutions. Some of the major events I've been a part of:

- Student Recognition Celebration
  - General Committee Member
  - Scholarship Application Grading Committee
  - Event Volunteer
- Chair of The Hernando Chamber Young Professional's (2012 – 2020) a sub-committee under CETA
  - Hosted monthly networking meetings and events
  - Chaired the Hop n' Glow Easter Event (2012 – 2019)
    - Brought in over \$40,000 in 7 years for General Education and Business Training programs in Hernando County
- BINGO
- Other various fundraiser & awareness events

### **NichoLi LLC. Db a Spherion Staffing & Recruiting, Brooksville**

December 2010 – Present | Sr. Business Development Manager & Local Partner

**"We drive careers, grow businesses and better the communities we call home."**

We are Pasco, Hernando & Citrus counties' local workforce match makers! Locally owned and operated staffing and recruiting firm since 2010. Combined with the power of a global HR leader in HR services, we partner with local employers to attract, recruit, engage and retain the area's top talent on a Temporary, Temp-to-Hire or Direct Hire basis with the option for additional Workforce Management solutions in high volume situations.

Fields we recruit talent in:

- Office & Administration
- Customer Service & Call Center
- Finance & Accounting
- Sales & Marketing
- Engineering & Information Technology
- Light Industrial: Manufacturing, Production, Distribution & Logistics
- Hospitality & Events
- Healthcare (Non-Clinical)

### **Protection One (merged with ADT in 2016)**

February 2005 – December 2010 | Sales Coordinator

Reported directly to the General Manager. Provided sales and customer support to Residential and Commercial Sales Consultants, Installation Department, Vendors and Customers.

### **Spherion Staffing & Recruiting**

July 2001 – February 2005 | Various Temporary roles in Administrative, Retail and Manufacturing Office environments.

- Placed with Protection One in May 2004 & offered permanent role in February 2005



15588 Aviation Loop Drive Brooksville, Florida 34604  
Office: 352.796.0697 • Fax: 352.796.3704

March 1, 2023

CareerSource Pasco Hernando  
4440 Grand Blvd.  
New Port Richey, FL 34652  
Attention: Mr. Jerome Salatino, President

Dear Mr. Salatino,

I have known Ms. Lindsey Hack for many years, most recently as the President/CEO of our Chamber. For many years she has been instrumental in organizing and directing our Chamber Education Training Association (CETA) that is a 501 3 C and part of our Chamber. She is currently a Board member and Treasurer of the organization.

I retired from banking a few years ago after 47 years and during that time Lindsey was always involved in some community non-profit and has always been known for her professionalism, organizational skills, and basically getting the job done.

I would certainly endorse her for the Pasco-Hernando Workforce Board and feel she would be a huge asset to your organization.

Sincerely,

Morris Porton  
President/CEO  
Greater Hernando County Chamber of Commerce

**HERNANDO COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARD/COMMITTEE APPLICATION**

Please type or print clearly

Name of Board/Committee Pasco-Hernando Workforce Board

Check one:

☒  
☐

**Full Member Position**

**Alternate Member Position**

Name Lindsey Hack

(Your name must be listed as it appears on your voter registration card)

**THE FOLLOWING INFORMATION IS REQUIRED FOR COUNTY RECORDS AND BECOMES PUBLIC RECORD UPON SUBMITTING THIS APPLICATION. IF YOU BELIEVE THAT YOU QUALIFY FOR AN EXEMPTION TO THE RELEASE OF THIS INFORMATION, PURSUANT TO F.S. 119.07, PLEASE STATE THE BASIS OF YOUR EXEMPTION. YOUR FAILURE TO ANSWER FULLY AND TRUTHFULLY ALL QUESTIONS COULD RESULT IN YOUR APPLICATION BEING DENIED OR YOUR SUBSEQUENT REMOVAL FROM ANY BOARD/COMMITTEE IF APPOINTED.**

Address 12720 Saulston Pl

City Hudson

Zip 34669

Telephone 813-943-4278

(home)

(business)

E-mail address lindseyhack@spherion.com

Are you a resident of Hernando County? No

Voter Registration Number 115262476

Education HSD, Spherion certified "Ideal Match Maker": General Recruiting, Industrial, Non-Clinical

(Please include any certificates, awards, diplomas, degrees, professional license numbers, etc.)

Healthcare, Sales & Marketing, Professional, Information Technology, Finance & Accounting.

Spherion Sandler Sales, Solution Design

Employment History Resume available.

(Attach a resume if available)

Licenses or Certificates Held NA

Have you ever previously applied for a position on any County Board/Committee? No

If yes, please state the Board(s)/Committee(s) you applied for, when you applied, and whether you were appointed.

NA

Have you ever been convicted, plead guilty or no contest, or entered into PTI for a felony or 1<sup>st</sup>/ 2<sup>nd</sup> degree misdemeanor? No

Answering yes does not automatically disqualify you for consideration.

If yes, what charges? NA

Are you currently involved as a defendant in a criminal case? No

If yes, what charges? NA

Have you ever been named as a defendant in a civil action suit? No

If yes, when and describe action. NA

**Please state your reasons for applying to this Board/Committee** Our company provides staffing & recruiting services to Pasco, Hernando & Citrus counties. My passion follows our vision to drive careers, grow businesses & better the communities we call home & have wanted to be a part of this board for over 5 years now.

**Please list three character references of persons NOT related to, NOT an employer, NOT an employee of you or your company, and whom you have known at least one (1) year. Please include addresses and phone numbers.**

1. Nicole Miller - 352-340-4805 | Assoc. Dean PHSC & served on CETA board & other committees together
2. Katelyn (Katie) Gaiser - 352-650-9044 | Friend, works in Hernando County
3. William Cramer - 404-775-7582 | Friend, Distribution Manager in Odessa, FL

**I hereby request consideration as a committee/board appointee. It is my intention to familiarize myself to the duties and responsibilities of the office to which I may be appointed, and to fulfill the appointment to the best of my ability, exercising good judgment, fairness, impartiality, and faithful attendance. By my signature below, I hereby authorize Hernando County to check my references and my background, including, without limitation, obtaining a criminal history check. I also agree to file a Financial Disclosure form as required by State law, if applicable, and abide by provisions of the State Sunshine Law.**

**I hereby swear and affirm, under Penalty of Perjury, that the above information is true and correct.**

**Applicant's signature**



(Please direct all inquiries to the County Administrator's Office at 754-4002.)

**Completed applications may be submitted to the County Administrator's office, 15470 Flight Path Drive, Brooksville, Florida 34604, or faxed to 352-754-4025 Attention: Jessica Wright.**



## Hernando County Background Consent / Release Form

As a volunteer applicant, I understand and acknowledge that an investigative report may be compiled on me. This report may include information regarding any criminal records, and from various public and private sources including law enforcement agencies at the Federal, State or County level, courts record repositories, sexual offender registries and any other source required to verify information that I have voluntarily provided.

### PERSONAL INFORMATION

Legal Name: Lindsey Caroline Hack

Date of Birth: 07-23-1983

Other Names Used: Lindsey C. Nichols

(Legal Name) First M.I. Last

Dates Used (from/to): Adopted in 1996 until married in 2007

Home Phone #: NA

Cell Phone #: 813-943-4278

E-mail Address: linzy723@yahoo.com

Are you 18 years of age or older? ☒ Yes ☐ No

### GEOGRAPHIC INFORMATION

Current Address: 12720 Saulston Pl

City, State, Zip : Hudson, FL 34669

Time at this address: 14 Years 10 Month

Previous Address: 4812 Northdale Blvd

City, State, Zip : Tampa FL 33624

Time at this address approx 3+ Years  Month

By signing below, you hereby authorize, empower and release from all liability, without reservation, any agency contacted by Hernando County to furnish the above-mentioned information. You further authorize ongoing procurement of the above-mentioned information at any time during your relationship with Hernando County. You agree that a fax or photocopy of this authorization is to be considered and accepted with the same authority as the original.

Applicant's Signature

3/17/23

Date

**ACTION ITEM 3**  
**Board Candidate – Paul Micklow**

With four vacant seats on the Board, and to maintain compliance with CareerSource Florida Policy Number 91, the following nomination has been received to fill a vacancy under the business sector.

Candidate: Paul Micklow

Mr. Micklow represents a local business that provides locksmith services in the area we serve and has been nominated by The Greater Pasco Chamber of Commerce and approved by the PHWB Nominating Committee on March 22, 2023. Information on Mr. Micklow, including his application and nomination letter, is presented for review.

**FOR CONSIDERATION**

Recommend the approval of Paul Micklow for presentation to the Pasco County Board of County Commissioners for appointment to the Pasco-Hernando Workforce Board of Directors.

**APPLICATION FOR MEMBERSHIP  
PASCO HERNANDO WORKFORCE BOARD**

Please provide full and complete information. Send the completed form and attachments to Ania Williams at [awilliams@careersourcepascohernando.com](mailto:awilliams@careersourcepascohernando.com).

Include a biography that includes pertinent employment and educational information, as well as information about other boards on which you serve.

Last Name: <u>Micklow</u>		First Name: <u>Paul</u>		M.I.: <u>m</u>	
Street Address: <u>6738 Harbor Drive</u>					
City: <u>Hudson</u>		State: <u>FL</u>		Zip: <u>34667</u>	
County of Residence: <u>Pasco</u>		Home Phone:			
Personal Email: <u>paulmicklow@gmail.com</u>		Cell Phone: <u>727-810-4966</u>			
Employer or Organization that will be represented: <u>AmeriKey Locksmith LLC</u>					
Job Title or Position: <u>OWNER</u>		Est. Annual Revenue:			
Street Address: <u>7256 SK54</u>					
City: <u>NPR</u>		State: <u>FL</u>		Zip: <u>34653</u>	
County of Business: <u>Pasco</u>		Work Phone:			
Work Email: <u>Paul@amerikeylocksmith.com</u>		Other Phone:			
Assistant Name: <u>Bianca Micklow</u>		Assistant Title: <u>OWNER</u>			
Assistant Email: <u>bianca@amerikeylocksmith.com</u>		Assistant Phone: <u>727-686-6582</u>			
Preferred Method of Contact: <input type="checkbox"/> Home Phone <input checked="" type="checkbox"/> Cell Phone <input type="checkbox"/> Personal Email <input type="checkbox"/> Work Phone <input type="checkbox"/> Work Email <input type="checkbox"/> Other: _____					
<b>Please choose the industry sector that best fits your business/organization:</b>					
<input type="checkbox"/> Accounting/Finance	<input type="checkbox"/> Government	<input type="checkbox"/> Real Estate			
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Healthcare	<input type="checkbox"/> Retail			
<input type="checkbox"/> Arts and Culture	<input type="checkbox"/> Hospitality/Tourism	<input type="checkbox"/> Utilities			
<input type="checkbox"/> Bio Tech	<input type="checkbox"/> Insurance	<input type="checkbox"/> Union			
<input type="checkbox"/> Communications	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Wholesale			
<input type="checkbox"/> Construction	<input type="checkbox"/> Social Services	<input checked="" type="checkbox"/> Other: <u>Locksmith</u>			
<input type="checkbox"/> Education					

**DEMOGRAPHIC DETAILS**

The following information is requested to assist CareerSource Pasco Hernando in complying with Board diversity and representation requirements as mandated by the Workforce Innovation and Opportunity Act, Florida Statute 445.007(1), and CareerSource Florida's Administrative Policy 091.

<b>Gender:</b> <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	<b>Race/Ethnicity:</b> <input checked="" type="checkbox"/> White (not Hispanic) <input type="checkbox"/> Black/African American (not Hispanic) <input type="checkbox"/> White and Hispanic <input type="checkbox"/> Black and Hispanic <input type="checkbox"/> Other	<b>Other:</b> <input type="checkbox"/> Disabled Individual <input type="checkbox"/> Older Individual <input type="checkbox"/> Veteran
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## PAUL M. MICKLOW

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New Port Richey, FL 34655 • (727) 810-4966 • [paul@amerikeylocksmith.com](mailto:paul@amerikeylocksmith.com)

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### BUSINESS OWNER / ENTREPRENEUR

Strategic sales and marketing professional; community leader and philanthropist. Entrepreneur with over 20 years of service and dedication to the Tampa Bay area community.

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### SKILLS

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*Financial Acumen- Entrepreneurship – Start-up Business - Effective Communication – Community leader – Locksmithing – Training- Education - Networking*

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### PROFESSIONAL EXPERIENCE

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AMERIKEY LOCKSMITH, LLC – NEW PORT RICHEY, FL

Operational Manager/Owner, December 2017 – Present

Locksmithing company specializing in emergency lockouts, vehicle re-keys, residential and commercial lock systems. Registered State of Florida Apprenticeship program in Locksmithing.

RHINOFIT/GMS. – NEW PORT RICHEY, FL

Sales Associate, March 2017 – May 2017

Inbound/Outbound sales of gym management software and payment processing via email and phone communication. Resolved potential clients concerns to ensure customer satisfaction.

SOUTHERN ELITE SPORTS – NEW PORT RICHEY, FL

Operational Manager/Owner, January 2007 – April 2016

Perform weekly operations and managerial tasks. Design class structure and implement rules and procedures. Created, managed and enforced school procedures to ensure dojo cleanliness and regulations. Resolve membership questions and concerns to ensure customer satisfaction. Hiring and terminating staff. Acquiring new students.

SMOOTHIES PLUS, CORP. – NEW PORT RICHEY, FL

Operational Manager/Owner, August 2012 – June 2014

Created, managed and enforced store policies to ensure store regulation compliance. Resolve customer concerns and product exchanges/returns to ensure customer satisfaction. Perform register operations to include currency counting/ safe drops/ bank deposits.

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## EDUCATION & CERTIFICATIONS

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St. Pete College — Tarpon Springs, FL  
Associate of Science, major in Physical Therapy, 2017

Connellsville High School – Connellsville, PA  
Graduated 2004

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## COMMUNITY INVOLVEMENT

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2023 – PRESENT PASCO EXECUTIVE SUCCESS PROGRAM  
2022 – PRESENT GREATER PASCO CHAMBER AMBASSADOR  
2022 – PRESENT GREATER PASCO CHAMBER BOARD MEMBER  
2020 – PRESENT CARROLWOOD AREA BUSINESS ASSOCIATION (CABA)  
2020 – PRESENT YOUNG PROFESSIONAL GROUP  
2020 – PRESENT FLORIDA SHERIFF ASSOCIATION  
2019 – PRESENT BNI EAGLES  
2019 – PRESENT NATIONAL SHERIFF ASSOCIATION  
2019 – PRESENT WEST PASCO BOARD OF REALTORS  
2019 – PRESENT HUBPRO

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## COMMUNITY RECOGNITION

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DECEMBER 2022 SMALL BUSINESS OF THE YEAR – GREATER PASCO CHAMBER OF COMMERCE  
SEPTEMBER 2022 COMMUNITY MEMBER SPOTLIGHT - ROTARY CLUB OF TRINITY



5443 Main Street  
New Port Richey, 34652  
(727) 842-7651

17953 Hunting Bow Circle  
Suite 102  
Lutz, 33558  
(813) 909-2722

March 1, 2023

Mr. Jerome Salatino  
Pasco Hernando Workforce Board, Inc.  
P.O. Box 6589  
Spring Hill, FL 34611

Dear Mr. Salatino:

I would like to recommend Paul Micklow as a representative of the Business Sector representing in the Pasco and Hernando Counties.

Paul is currently the President and owner of Amerikey Locksmith, LLC, and I feel he will bring much leadership and experience to the Board of Directors of CareerSource Pasco Hernando.

Amerikey Locksmith is a for profit company working in the area for many years. Paul will be able to bring his skills and experience of starting a company from scratch and growing it to two storefronts in a very short amount of time. This accomplishment combined with his business skills and marketing ability will enhance the skills of the existing Board.

Please accept this nomination for consideration.

Sincerely,

Tim McClain  
President/CEO



# APPLICATION FOR ADVISORY BOARD/COMMITTEE/COMMISSION

Complete the following. Please describe those facets of your background/experience which you feel may be useful for membership on this Board/Committee/Commission.

## Academic - Degrees, Diplomas

Associates degree & High School Diploma

## Professional - Certification

Aloa Certification

## Knowledge - Training, interest or experience

Pasco executive Success Program, Southern Lox Academy training, Grow Pasco 2023 Speaker, Smart Start Speaker

## Community Involvement - List organizations/positions

Greater Pasco Chamber of Commerce board, GPCC Ambassador Board, CABA, BNI, GPCC Young professional group, West Pasco Board of Realtors, HubLife charities

## Organizations - Memberships

BNI, HubPro

## IMPORTANT INFORMATION

1. Eligibility for membership on certain advisory boards/committees/commissions requires a valid voter registration card.
2. Membership on certain advisory boards/committees/commissions requires financial disclosure or the submission of other information.
3. Florida State Statute 119.07 designates this application as a public document to be made available for anyone requesting to view it.
4. Pasco County Code of Ordinances Article V regulates Boards, Committees, Authorities, Councils, and Commissioners of the Board of County Commissioners.

The Board of County Commissioners of Pasco County, Florida does not discriminate upon the basis of any individual's disability status. This non discrimination policy involves every aspect of the Board's functions including one's access to, participation, employment, or treatment in its programs or activities. If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistant. Within two working days of your receipt of this notice, please contact Human Resources, West Pasco Government Center, 7536 State Street, New Port Richey, FL 34654; (727) 847-8030 and via 1-800-955-8771 if you are hearing impaired.

By typing my name and submitting this application, I acknowledge this constitutes my signature under the Florida Electronic Signature Act.

Electronic Signature

Type Name

Paul Micklow

Date

3/6/23

PLEASE NOTE: Application will remain active for one (1) year. Resumes may be included; however, the application MUST still be completed. Read Important Information section, then sign the application.

Revised 5/9/2018

Email Form

## **ACTION ITEM 4 ARM MOU/IFA**

Under Subtitle B, Section 121, of the Workforce Innovation and Opportunity Act (WIOA), the Local Workforce Development Board, with the agreement of the Chief Elected Official for that area, is required to develop and enter into the Memorandum of Understanding/Infrastructure Funding Agreement (MOU/IFA) with One Stop Partners.

Each MOU/IFA will describe the services to be provided along with how the cost of such services will be funded. The MOU/IFA will also include the funding of infrastructure costs of one stop centers in accordance with subsection (h) as well as methods to ensure the needs of workers and youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in the provision of necessary and appropriate access to services are made available. MOUs/IFAs will be renewed every three years.

The purpose of the Advanced Robotics Manufacturing, Inc., (ARM) MOU/IFA is to define the roles and responsibilities of ARM as mutually agreed upon and required under the Workforce Innovation and Opportunity Act.

The attached MOU/IFA is made pursuant to Rehabilitation Act of 1973, 29 U.S.C. Subsection 721(a)(11) and the Workforce Innovation and Opportunity Act of 2014, by and between the mandatory WIOA partners (named below) and Pasco-Hernando Workforce Board. The purpose of the MOU/IFA is to describe the cooperative workforce training, employment and economic development efforts of the parties and actions taken by each to assure the coordination of their efforts in accordance with state issued requirements in order to establish and maintain an effective and successful One-Stop System.

The MOU/IFA is intended to coordinate resources, prevent duplication, and ensure the effective and efficient delivery of workforce services in Pasco and Hernando County. As the designated regional Workforce Board representing Pasco and Hernando counties, the attached MOU/IFA is presented for the Board's review and approval.

This MOU/IFA is effective July 1, 2022 through October 31, 2023. The MOU/IFA may be terminated for convenience at any time by either party upon thirty (30) days written notice.

### **REQUIRED PARTNERS**

- **Department of Labor**

- ❖ WIOA Title I Programs:

- Adult, Dislocated Worker, and Youth formula programs;
- Job Corps;
- YouthBuild;

- Native American programs;
  - Migrant Seasonal Farmworkers (MSFW) that includes the National Farmworker Jobs Program (NFJP);
- ❖ Wagner-Peyser Act Employment Service program authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by WIOA Title III;
- ❖ Senior Community Service Employment Program (SCSEP) authorized under Title V of the Older Americans Act of 1965;
- ❖ Trade Adjustment Assistance (TAA) activities authorized under chapter 2 of Title II of the Trade Act of 1974;
- ❖ Unemployment Compensation (UC) programs;
- ❖ Jobs for Veterans State Grants (JVSG) programs authorized under chapter 41 of Title 38, U.S.C.;
- ❖ Reentry Employment Opportunities (REO) programs (formerly known as Reintegration of Ex-Offenders Program (RExO)) authorized under sec. 212 of the Second Chance Act of 2007 (42 U.S.C. 17532) and WIOA sec. 169;
- **Department of Education**
  - ❖ Adult Education and Family Literacy Act (AEFLA) program, authorized under WIOA Title II;
  - ❖ Career and technical education programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins);
  - ❖ The State Vocational Rehabilitation (VR) Services program authorized under Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA Title IV;
  - ❖ Division of Blind Services;
- **Department of Housing and Urban Development**
  - ❖ Employment and training programs;
- **Department of Health and Human Services**
  - ❖ Employment and training activities carried out under the Community Services Block Grant (CSBG) programs (42 U.S.C. 9901 et seq.); and
  - ❖ Temporary Assistance for Needy Families (TANF) program authorized under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), unless exempted by the Governor under 20 CFR 678.405(b).  
[WIOA sec. 121(b)(1)(B); 20 CFR 678.400-405; 34 CFR 361.400-405, and 34 CFR 463.400-405]
- **Additional One-Stop Partners**

Other entities that carry out a workforce development program, including Federal, State, or Local programs and programs in the private sector, may serve as additional

Partners in the American Job Center network if the LWDB and chief elected official(s) approve the entity's participation.

Additional Partners may include employment and training programs administered by the Social Security Administration, including the Ticket to Work and Self-Sufficiency Program established under sec. 1148 of the Social Security Act (42 U.S.C. 1320b-19), employment and training programs carried out by the Small Business Administration, Supplemental Nutrition Assistance Program (SNAP) employment and training programs, authorized under secs. 6(d)(4) and 6(o) of the Food and Nutrition Act of 2008 (7 U.S.C. 2015(d)(4) and 2015(o)), Client Assistance Program authorized under sec. 112 of the Rehabilitation Act of 1973 (29 U.S.C. 732), programs authorized under the National and Community Service Act of 1990 (42 U.S.C. 12501 et seq.), and other appropriate Federal, State, or local programs, including employment, education, and training programs provided by public libraries or in the private sector, programs providing transportation assistance, and programs providing services to individuals with substance abuse or mental health issues.

[20 CFR 678.410; 34 CFR 361.410; 34 CFR 463.410; and TEGL 17-16, RSA TAC 17-03, and OCTAE Program Memo 17-3, Infrastructure Funding of the One-Stop Delivery System (p. 7)]

### **FOR CONSIDERATION**

Approval of the Local Board to seek the agreement of the Chief Elected Officials in both Pasco and Hernando counties, to move forward with the approval of local MOU/IFA and to enter into an agreement with the required partnering agencies.



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
PASCOHERNANDO WORKFORCE BOARD, INC. DBA CAREERSOURCE PASCO  
HERNANDO AND ITS  
MANDATORY PARTNERS**

**THIS UMBRELLA MEMORANDUM OF UNDERSTANDING** ("MOU") is entered into by and between **PASCO HERNANDO WORKFORCE BOARD, INC., d/b/a CAREERSOURCE PASCO Hernando**, a Florida non-profit corporation, PO Box 6589 Spring Hill, FL 34611, ("CareerSource Pasco Hernando") and the **One-Stop Mandatory Partners** as described in Section V. Partners.

**WITNESSETH:**

**WHEREAS**, this MOU is developed and executed by CareerSource Pasco Hernando and the One Stop Mandatory Partners to document the roles and responsibilities of the Mandatory Partners for the One- Stop delivery system as required by section 121(c) of the Workforce Innovation and Opportunity Act (WIOA); and

**WHEREAS**, this requirement is further described in the Workforce Innovation and Opportunity Act; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One- Stop System Joint Provisions: Final Rule at 20 CFR 678.500, 34 CFR 361.500, and 34 CFR 463.500, and in Federal guidance; and

**WHEREAS**, the sharing and allocation of infrastructure costs among one-stop partners is governed by WIOA sec. 121(h), its implementing regulations, and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR part 200; and

**WHEREAS**, CareerSource Pasco Hernando previously entered in a separate Memorandum of Understanding with each Mandatory Partner that has automatically renewed each year unless otherwise terminated by either party; and

**WHEREAS**, CareerSource Pasco Hernando and Mandatory Partners desire to enter into this Umbrella MOU to address the operations of the local one-stop delivery system, provision of programs and services, and apportionment of cost for all Mandatory Partners, as provided herein; and;

**WHEREAS**, this MOU requires the agreement and signature of the **PASCO COUNTY BOARD OF COUNTY COMMISSIONERS**, located at 7530 Little Road, New Port Richey, Florida 34654 and the **HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS**, located at 20 N Main Street # 460, Brooksville, Florida 34601 ("CEO") per section 121(c) of WIOA; and

**NOW THEREFORE**, in consideration of the mutual covenants and agreements herein set forth and for other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

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## **I. PARTIES**

Parties to this agreement include CareerSource Pasco Hernando and Mandatory Partners. The parties to this document agree to coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties' respective programs, services, and agencies.

## **II. PURPOSE**

The purpose of this MOU is to describe the cooperative workforce training, employment and economic development efforts of CareerSource Pasco Hernando and the Partner and the actions to be taken by each to assure the coordination of their efforts in accordance with state issued requirements in order to establish and maintain an effective and successful One-stop system. In addition, the Infrastructure funding establishes a financial plan, including terms and conditions, to fund the services and operating costs of CareerSource Pasco Hernando, as applicable.

This MOU is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in Pasco and Hernando County. In addition, this agreement will establish joint processes and procedures that will enable the Partner to integrate with the current one-stop service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons with disabilities within Pasco and Hernando County.

## **III. LOCAL WORKFORCE SYSTEM**

CareerSource Pasco Hernando operates a workforce system that economically benefits job seekers and businesses. To this end, CareerSource Pasco Hernando has adopted its Mission, Vision and Core Values:

### **Mission**

Pasco Hernando Workforce Board enhances economic development efforts of our region by providing a well-trained, high quality workforce which supports the success of local business and improves the quality of life.

### **Vision**

To serve as a catalyst in the community for promoting self-sufficiency through the development of a quality workforce.

### **Core Values**

- ❖ **Accountability.** We hold ourselves accountable for the quality and lasting results of our work and for the commitments we make to our participants, employers, partners, stakeholders and each other.
- ❖ **Customer Focused.** We have a passion to serve. Our team is committed to understanding the needs of our customers, through a results-oriented approach known as concierge customer service.
- ❖ **Collaboration.** We value and celebrate teamwork, evident though our strong emphasis on partnership, engagement and community development.

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- ❖ Innovation. We go beyond conventional ideas and approaches so new possibilities and creativity can flourish to ensure real and lasting positive changes.
- ❖ Integrity. We maintain the highest standards of professional and ethical behavior, and value transparency and honesty in our communications, relationships, and actions.

#### **IV. CAREER CENTERS**

CareerSource Pasco Hernando (3) comprehensive center sites that are designed to provide a full range of assistance to job seekers, workers and businesses under one roof. Established under the Workforce Investment Act of 1988 (WIA) and continued by the Workforce Innovation and Opportunity Act (WIOA).

##### **Comprehensive Centers**

- 1) 16336 Cortez Blvd., Brooksville, FL 34601 (subject to change lease agreement has expired and will be moving. For the present time inquiries can be sent to the PO Box.)
- 2) 4440 Grand Blvd., New Port Richey FL 34652
- 3) 15000 Citrus Country Dr., Suite 303 Dade City, FL 33525

#### **V. PARTNERS**

##### **Mandatory Partners**

Per WIOA sec. 121(b)(1)(B); 20 CFR 678.400-405; 34 CFR 361.400-405, and 34 CFR 463.400-405, this MOU addresses the below mandatory partners:

<b>Co-located</b>	<b>Partner Organization</b>	<b>Partner Program</b>	<b>Authorization/Category</b>
No	Advanced Robotics for Manufacturing	WIOA	

##### **Additional One-Stop Partners**

Other entities that carry out a workforce development program, including Federal, State, or Local programs and programs in the private sector, may serve as additional Partners in the American Job Center network if the LWDB and chief elected official(s) approve the entity's participation.

Additional Partners may include employment and training programs administered by the Social Security Administration, including the Ticket to Work and Self-Sufficiency Program established under sec. 1148 of the Social Security Act (42 U.S.C. 1320b-19), employment and training programs carried out by the

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Small Business Administration, Supplemental Nutrition Assistance Program (SNAP) employment and training programs, authorized under secs. 6(d)(4) and 6(o) of the Food and Nutrition Act of 2008 (7 U.S.C. 2015(d)(4) and 2015(o)), Client Assistance Program authorized under sec. 112 of the Rehabilitation Act of 1973 (29 U.S.C. 732), programs authorized under the National and Community Service Act of 1990 (42 U.S.C. 12501 et seq.), and other appropriate Federal, State, or local programs, including employment, education, and training programs provided by public libraries or in the private sector, programs providing transportation assistance, and programs providing services to individuals with substance abuse or mental health issues.

## **VI. ROLES AND RESPONSIBILITIES**

### **All Parties**

All parties to this agreement shall comply with:

- ❖ Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule, published December 2, 2016),
- ❖ Title VI of the Civil Rights Act of 1964 (Public Law 88-352),
- ❖ Section 504 of the Rehabilitation Act of 1973, as amended,
- ❖ The Americans with Disabilities Act of 1990 (Public Law 101-336),
- ❖ The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor,
- ❖ Training and Employment Guidance Letter (TEGL) 37-14, Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA sec. 188,
- ❖ The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99),
- ❖ Confidentiality requirements governing the protection and use of personal information held by the VR agency (34 CFR 361.38),
- ❖ The confidentiality requirements governing the use of confidential information held by the State UI agency (20 CFR part 603),
- ❖ all amendments to each, and
- ❖ all requirements imposed by the regulations issued pursuant to these acts.

The above provisions require, in part, that no persons in the United States shall, on the grounds of race, color, national origin, sex, sexual orientation, gender identity and/or expression, age, disability, political beliefs or religion be excluded from participation in, or denied, any aid, care, services or other benefits provided by federal and/or state funding, or otherwise be subjected to discrimination.

Additionally, all Parties shall:

- ❖ Collaborate and reasonably assist each other in the development of necessary service delivery protocols for the services outlined in the [Partner Services](#) section below,
- ❖ Agree that the provisions contained herein are made subject to all applicable federal and state laws, implementing regulations, and guidelines imposed on either or all Parties relating to privacy rights of customers, maintenance of records, and other confidential information relating to customers.

### **Partner Services**

Each Partner commits to cross-training of staff, as appropriate, providing other professional learning

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opportunities that promote continuous quality improvement and further promote system integration to the maximum extent feasible (and permissible under state and federal law) through:

- ❖ Effective communication, information sharing, and collaboration with CareerSource Pasco Hernando,
- ❖ Joint planning, policy development, and system design processes,
- ❖ Commitment to the joint mission, vision, goals, strategies, and performance measures,
- ❖ The use of the Crosswalk for common intake, assessment, referral, case management processes, and data sharing methods, as appropriate
- ❖ Leveraging of resources, including other public agency and non-profit organization services,
- ❖ Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction, and
- ❖ Participation in regularly scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration.
- ❖ Coordinate with CareerSource Pasco Hernando to provide access to its workforce services and programs through the One-stop system in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop system.
- ❖ Coordinate with CareerSource Pasco Hernando to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop system.
- ❖ Coordinate with CareerSource Pasco Hernando for the funding of the infrastructure costs of the one- stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C. § 3151 and any infrastructure funding mechanism requirements issued by the State of Florida.
- ❖ Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-stop system.
- ❖ Provide feedback to CareerSource Pasco Hernando management regarding the performance of the partnership, including its effectiveness and success.

### CareerSource Pasco Hernando

The CLEO has designated CareerSource Pasco Hernando to act as the administrative entity, grant recipient and fiscal agent for Pasco and Hernando County. CareerSource Pasco Hernando will perform the following functions:

- ❖ Review this MOU and solicit feedback from the Partner regarding improvements, changes, and/or additions. not less than once in every three-year period
- ❖ Coordinate with the Partner to provide access to workforce services and programs through the One-stop system in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop system. Workforce services and programs include, but are not limited to, the allowable activities described in the WIOA and related legislation for: WIOA adult, dislocated worker and youth programs; Wagner-Peyser; Unemployment Insurance (UI); Veterans programs; Trade Adjustment Assistance (TAA); Temporary Assistance for Needy Families (TANF) program; adult education and family literacy; Perkins Act programs; and Vocational Rehabilitation.
- ❖ Coordinate with the Partner to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access

#### Mandatory Partner/CareerSource Pasco Hernando MOU

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to services, including access to technology and materials that are available through the One-stop system.

- ❖ Coordinate with the Partner for the funding of the infrastructure costs of the one-stop career centers and the funding of shared services and operating costs in accordance with 29 U.S.C. § 3151 and any state infrastructure funding mechanism requirements issued by the State of Florida.
- ❖ Maintain the statewide “CareerSource” branding of each center.
- ❖ Maintain and operate at least one comprehensive one-stop center within the local workforce development area that shall be open to the public from 8:00 am until 5:00 pm, Monday through Friday (excluding holidays and emergency situations.)
- ❖ Provide an area for the Partner’s meetings and/or co-location as space permits.
- ❖ Model CareerSource core values and maintain a professional working environment.
- ❖ Abide by all of its policies, rules, and procedures and applicable Florida statutes and rules.

### Individual Partner Contribution of Services

#### Advanced Robotics for Manufacturing Institute (ARM)

Advanced Robotics for Manufacturing Institute (ARM). ARM is a recipient of USDOL’s National Dislocated Worker Grant to meet the immediate needs of unemployed and displaced workers in the Tampa Bay, Florida region (hereafter referred to as Partner Agency), under Grant # DW-37008-21-60-A-42, directly awarded to ARM.

## VII. METHODS OF INTERNAL REFERRAL

Internal cross-referral procedures will be developed and/or reassessed based upon availability of funding, services and program need to ensure that high quality and convenient services are available to potentially eligible customers of the One-stop system. The primary principle of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. In order to facilitate such a system, Partner agrees to:

- ❖ Coordinate with CSPH to provide access to its workforce services and programs through the One-Stop system in accordance with published policies and procedures which include the manner in which the services will be coordinated and delivered through the One-stop system.
- ❖ Coordinate with CSPH to ensure that the needs of job seekers, youth and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop system.
- ❖ Actively recruit eligible participants in conjunction with AmSkills who can participate in a one-day seminar followed by a two-week boot camp. On the final day of boot camp, coordinate participants to meet with local employers who have positions that they need to be filled.
- ❖ Utilize tooling U to provide eLearning classes to eligible participants. Tooling U allows participants to earn workforce skills and training in an online setting.
- ❖ Provide CSPH with monthly outcome numbers for performance data tracking.
- ❖ Provide feedback to CSPH management regarding the performance of the partnership, including its effectiveness and success.
- ❖ Participate in career center periodic meetings to provide updates on the partners’ programs and procedures to CSPH staff.

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## **VIII. ACCESSIBILITY**

Accessibility to the services provided by CareerSource Pasco Hernando and all Partner agencies is essential. Job seekers and businesses must be able to access all information relevant to them via visits to physical locations as well as in virtual spaces, regardless of gender, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law.

### **Physical Accessibility**

One-stop centers will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, will meet the latest standards of accessible design. Services will be available in a convenient, high traffic, and accessible location, taking into account reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor space will be designed in an "equal and meaningful" manner providing access for individuals with disabilities.

### **Virtual Accessibility**

CareerSource Pasco Hernando will work with the State Workforce Development Board to ensure that job seekers and businesses have access to the same information online as they do in a physical facility. Information must be clearly marked and compliant with Section 508 of the U.S. Department of Health and Human Services code. Partners will comply with the Plain Writing Act of 2010; the law that requires that federal agencies use "clear Government communication that the public can understand and use" and all information kept virtually will be updated regularly to ensure dissemination of correct information. Partners should either have their own web presence via a website and/or the use of social media or work out a separate agreement with CareerSource Pasco Hernando to post content through its website.

### **Programmatic Accessibility**

All Partners agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law. Partners must assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues. All Partners will cooperate with compliance monitoring that is conducted at the Local level to ensure that all CareerSource Pasco Hernando programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive listening devices must be available to ensure physical and programmatic accessibility within region.

### **Communication Accessibility**

Communications access, for purposes of this MOU, means that individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities. All Partners agree that they will provide accommodations for individuals who have

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communication challenges, including but not limited to individuals who are deaf and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments.

## **IX. INFORMATION SHARING**

Partners agree that the collection, use, and disclosure of customers' personally identifiable information (PII) is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of these requirements.

All one-stop center and Partner staff will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs.

## **X. CONFIDENTIALITY**

All Parties expressly agree to abide by all applicable Federal, State, and local laws and regulations regarding confidential information, including PII from educational records, such as but not limited to 20 CFR Part 603, 45 CFR Section 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38, as well as any applicable State and local laws and regulations. In addition, in carrying out their respective responsibilities, each Party shall respect and abide by the confidentiality policies and legal requirements of all of the other Parties.

Each Party will ensure that the collection and use of any information, systems, or records that contain PII and other personal or confidential information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law.

Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

To the extent that confidential, private, or otherwise protected information needs to be shared amongst the Parties for the Parties' performance of their obligations under this MOU, and to the extent that such sharing is permitted by applicable law, the appropriate data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals. With respect to confidential unemployment insurance information, any such data sharing must comply with all of the requirements in 20 CFR Part 603, including but not limited to requirements for an agreement consistent with 20 CFR 603.10, payments of costs, and permissible disclosures.

With respect to the use and disclosure of FERPA-protected customer education records and the PII contained therein, any such data sharing agreement must comply with all of the requirements set forth in 20 U.S.C. § 1232g and 34 CFR Part 99.

With respect to the use and disclosure of personal information contained in VR records, any such data sharing agreement must comply with all of the requirements set forth in 34 CFR 361.38.

## **XI. MONITORING**

CareerSource Pasco Hernando, officials from the State and Local administrative entities, the U.S. Departments of Labor, Education, and Health and Human Services have the authority to conduct fiscal

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and programmatic monitoring to ensure that:

- ❖ Federal awards are used for authorized purposes in compliance with law, regulations, and State policies,
- ❖ Those laws, regulations, and policies are enforced properly,
- ❖ Performance data are recorded, tracked, and reviewed for quality to ensure accuracy and completeness,
- ❖ Outcomes are assessed and analyzed periodically to ensure that performance goals are met,
- ❖ Appropriate procedures and internal controls are maintained, and record retention policies are followed, and
- ❖ All MOU terms and conditions are fulfilled.

All Parties to this MOU should expect regular fiscal and programmatic monitoring to be conducted by each of the above entities, as appropriate.

## **XII. NON-DISCRIMINATION AND EQUAL OPPORTUNITY**

All Parties to this MOU certify that they prohibit, and will continue to prohibit, discrimination, and they certify that no person, otherwise qualified, is denied employment, services, or other benefits on the basis of: (i) political or religious opinion or affiliation, marital status, sexual orientation, gender, gender identification and/or expression, race, color, creed, or national origin; (ii) sex or age, except when age or sex constitutes a bona fide occupational qualification; or (iii) the physical or mental disability of a qualified individual with a disability.

The Parties specifically agree that they will comply with Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule December 2, 2016), the Americans with

Disabilities Act (42 U.S.C. 12101 et seq.), the Non-traditional Employment for Women Act of 1991, titles VI and VII of the Civil Rights of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1967, as amended, title IX of the Education Amendments of 1972, as amended, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37 and 38.

## **XIII. INDEMNIFICATION**

All Parties to this MOU recognize the Partnership consists of various levels of government and not-for-profit entities. Each party to this agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No Partner assumes any responsibility for any other party, State or non-State, for the consequences of any act or omission of any third party. The Parties acknowledge CareerSource Pasco Hernando has no responsibility and/or liability for any actions of the one-stop center employees, agents, and/or assignees. Likewise, the Parties have no responsibility and/or liability for any actions of CareerSource Pasco Hernando. Nothing herein shall be interpreted to expand or enlarge the scope of the waiver of sovereign immunity for state agencies as provided in Florida Statutes 768.28.

## **XIV. DRUG AND ALCOHOL-FREE WORKPLACE**

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All Parties to this MOU certify they will comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR part 182 which require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment under 2 CFR part 180, as adopted by the U.S. Department of Education at 2 CFR 3485, and the U.S. Department of Labor regulations at 29 CFR part 94.

#### **XV. TERM**

WIOA Section 121(c) (g) and 34 CFR 463.500 requires that the MOU be reviewed and renewed not less than once in every 3-year period to ensure appropriate funding and effective delivery of services, and physical and programmatic accessibility.

This MOU shall be effective upon execution by all parties and approval by the CLEO and shall be for a term of three (3) years, to cover services provided from July 1, 2023 through June 30, 2026, unless otherwise terminated as provided for herein.

#### **XVI. SEVERABILITY**

If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU shall remain in full force and effect, until renegotiated or rewritten.

#### **XVII. MODIFICATION**

Subject to CLEO approval, this MOU may be modified through mutual consent of CareerSource Pasco Hernando and the applicable Partner(s), given thirty (30) days advance notice in writing, except as provided elsewhere with respect to termination or withdrawal of a Partner.

Any modifications to the MOU must, to be valid, be in writing, signed, dated by the applicable Parties and appended to this original MOU. A modification of the MOU only requires parties to review and agree to the elements to the MOU that changed. A Modification will be effective once approved by CEO and CareerSource Pasco Hernando.

Substantive changes will require modification to the MOU. Substantive change may include but is not limited to a change that significantly alters the terms to this MOU, and addition or removal of a partner from this MOU. Non-substantive changes to the MOU, including but not limited to minor revisions to the One-Stop Operating budget of less than \$5,000 or adjustments made due to the reconciliation of budgeted cost will not require modification of the MOU.

As stated in the Infrastructure Funding section below, if an agreement of infrastructure costs is not reached upon completion of this MOU, an interim infrastructure agreement may be included until such time the infrastructure funding agreement is finalized. The infrastructure funding agreement shall be finalized within 6 months of the date the MOU is signed by the CEO. Once an infrastructure agreement is reached, CareerSource Pasco Hernando and the applicable partner shall amend the MOU to include the infrastructure funding agreement. The infrastructure agreement shall become an addendum to this MOU.

All Parties agree that modifications that do not affect all Parties need only be signed by the authorized representatives of CareerSource Pasco Hernando and the affected Partner(s).

Mandatory Partner/CareerSource Pasco Hernando MOU

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A modification to this MOU will be delivered via email or mail to the CEO and Partners.

#### **XVIII. TERMINATION**

This MOU will remain in effect until the end date specified in the Term section above. A Party may terminate this MOU prior to the end date, with cause upon thirty (30) days written notice, for any of the following reasons:

- Federal oversight agencies charged with the administration of WIOA are unable to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this MOU succeeding the first fiscal period. Any party unable to perform pursuant to MOU due to lack of funding shall notify CareerSource Pasco Hernando as soon as the party has knowledge that funds may be unavailable for the continuation of activities under this MOU.
- WIOA is repealed or superseded by subsequent federal law.
- Local area designation is changed under WIOA.
- A party breaches any provision of this MOU and such breach is not cured within thirty (30) days after receiving written notice from the CareerSource Pasco Hernando Chair (or designee) specifying such breach in reasonable detail. In such event, the non-breaching party(s) shall have the right to terminate this MOU by giving written notice thereof to the party in breach, upon which termination will go into effect immediately.

In the event of termination, CareerSource Pasco Hernando will convene applicable Parties to the MOU within thirty (30) of notice to discuss the formation of the successor MOU, if applicable. At that time, allocated costs must be addressed.

#### **XIV. MERGER**

This MOU constitutes and expresses the entire and integrated understanding and agreement between the parties hereto, superseding, incorporating, and merging all prior understandings, agreements, and discussions relating to the transactions contemplated hereby, and no agreements, understandings, prior negotiations, prior discussions, warranties, representations or covenants not herein expressed shall be binding upon the parties.

#### **XX. THIRD PARTY BENEFICIARY**

This MOU is for the benefit of CareerSource Pasco Hernando, the Partner, and the Pasco and Hernando County Board of County Commissioners and no third party is an intended beneficiary.

#### **XXI. GOVERNANCE**

The accountability and responsibility for the One-stop system's organizational activity and accomplishments will rest with CareerSource Pasco Hernando and the Pasco and Hernando County Board of County Commissioners. Pursuant to the Workforce Innovation and Opportunity Act of 2014, the local Board in partnership with the Chief Elected Official shall conduct oversight with respect to the One-stop system. Any dispute concerning the MOU will be resolved in accordance with CareerSource Pasco Hernando's Grievance/Complaint and Hearing/Appeal Procedures QA-010.

#### **XXII. DISPUTE RESOLUTION**

It is central to the intent and purpose of this MOU that the parties will make every effort to maintain a

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positive working relationship, keep each party fully informed, and engage in ongoing dialogue and consultation to avoid disagreements, minimize the impact of any which may arise and resolve them collegially. All Parties are advised to actively participate in Local negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally.

Should informal resolution efforts fail, the dispute resolution process shall be followed as outlined below.

Dispute resolution shall be construed in accordance with the laws of the State of Florida. Any dispute arising from the terms of this Agreement is subject to the laws of Florida, venue in Pasco or Hernando County. Each party shall be responsible for its own attorneys' fees and costs incurred as a result of any action or proceeding under this Agreement. The following section details the dispute resolution process designed for use by the Partners when unable to successfully reach an agreement necessary to execute the MOU. A disagreement is considered to have reached the level of dispute resolution when an issue arises out of the development and negotiation of an MOU that is not easily coming to a point of resolution.

### **Dispute Resolution Process**

It is the responsibility of CareerSource Pasco Hernando's Chief Executive Officer to mediate the dispute. If that is not successful, the CareerSource Pasco Hernando Chair (or designee) will coordinate the MOU dispute resolution to ensure that issues are being resolved appropriately. Any party to the MOU may seek resolution under this process.

- A. The petitioner must send a notification to the CareerSource Pasco Hernando Chair (or designee) and all Parties to the MOU regarding the conflict within 10 business days.
- B. The CareerSource Pasco Hernando Chair (or designee) shall place the dispute on the agenda of a special meeting of the CareerSource Pasco Hernando Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a 2/3 majority consent of the Executive Committee members present.
- C. The decision of the Executive Committee shall be final and binding unless such a decision is in contradiction of applicable State and Federal laws or regulations governing the Partner agencies.
- D. The right of appeal no longer exists when a decision is final. Additionally, final decisions will not be precedent-setting or binding on future conflict resolutions unless they are officially stated in this procedure.
- E. The Executive Committee must provide a written response and dated summary of the proposed resolution to all Parties to the MOU.
- F. The CareerSource Pasco Hernando Chair (or designee) will contact the petitioner and the appropriate Parties to verify that all are in agreement with the proposed resolution. If an issue arises involving this MOU, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.
- G. If a Partner has employed the dispute resolution process and have failed to reach consensus on an issue pertaining to the funding, then an impasse is declared, and the State Funding Mechanism (SFM) is triggered.

### **XXIII. ONE-STOP OPERATING BUDGET AND INFRASTRUCTURE FUNDING**

The partners agree to enter into a One-Stop Operating Budget and Infrastructure Funding agreement as detailed in this section. The One-Stop Operating Budget and Infrastructure Funding agreement is a plan to share and allocate the costs of services and the operating costs, including infrastructure costs, among

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one-stop partners.

### One-Stop Operating Budget

The One-Stop Operating budget is made up of infrastructure costs. The budget for the comprehensive centers is presented below. The budget consists of Non-personnel infrastructure costs necessary for the general operation of career centers, included by not limited to:

1. Applicable facility costs (such as rent).
2. Costs of utilities and maintenance.
3. Insurance, Office Supplies
4. Equipment (including physical modifications to the center for access, assessment-related products, and assistive technology for individuals with disabilities).
5. Technology to facilitate access to the One-Stop Centers, including technology used for the center's planning and outreach activities.
6. Local Workforce Development Boards (LWDB) may consider common identifier of costs as costs of One-Stop Infrastructure. One example of a common identifier is the cost of signage for American Job Centers (AJC) or One-Stop centers (WIOA- sec 121 (h)(4) and 20 CFR 678-700).

For purposes of equity and to allow predictability in budget planning, withdrawal, or reduction in the Partner square footage usage at the comprehensive centers shall not relieve the Partner of the obligation to continue to support CareerSource Pasco Hernando's budget through the remainder of the current budget year.

The projected annual budget is presented below.

#### Mandatory Partner/CareerSource Pasco Hernando MOU

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Infrastructure Costs		
Cost Item	GL Acct	TOTALS
Contracted Services	5225	150,000.00
Insurance	5230	35,000.00
Leases/Facilities	5400	250,000.00
Utilities	5410	26,000.00
Leases/Office Equipment	5420	36,000.00
Repairs & Maintenance	5425	40,000.00
Mobile Unit	5430	-
Communications - Internet	5440	35,000.00
Communications - Telephone	5441	35,000.00
Postage - Box rental	5445	5,000.00
Outreach	5450	13,500.00
One Stop Operator	5227	21,000.00
Office Supplies	5460	12,000.00
Operating Supplies / Software	5470	50,000.00
Equipment < or= 5K	5475	12,000.00
Equipment > 5K	5480	
Sub Item		<b>720,500.00</b>
Administrative & Shared Services Fee (10%)		72,050.00
Total Item		<b>792,550.00</b>

### Infrastructure Funding (IF)

1. Costs of the infrastructure of One-stop career centers will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements.
- 2) All Parties to this MOU recognize that infrastructure costs are applicable to all Mandatory Partners, whether they are physically located in the Comprehensive Center or not.
- 3) Infrastructure costs will be reviewed as necessary or at twice once per year and may result in an adjustment to the Partner's proportionate share.
- 4) All Parties will actively participate in Infrastructure Funding negotiations in a good faith effort to reach agreement.
- 5) Dispute resolution. Dispute resolution shall be as described above in section **XXII. Dispute Resolution**.
- 6) If an agreement of infrastructure costs is not reached upon completion of this MOU, an interim infrastructure funding agreement may be included for a period of up to six months pursuant to 20 CFR 678.715(c). This MOU shall be modified to include the infrastructure funding agreement that is reached as described in section **XVII. Modification**.

### Cost Allocation Methodology

Required One-Stop Center Partner's proportionate share of infrastructure costs must be calculated in accordance with Uniform Guidance and based on a reasonable cost allocation methodology. All Partners

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have agreed to provide access to their programs in the comprehensive center and contribute to infrastructure costs, as applicable. The Partners are linked virtually through online service access to a program staff member via the resource rooms and through cross-trained front desk staff and other, physically co-located Partner staff, who can provide information and referrals. CareerSource Pasco Hernando selected the cost allocation basis to determine overall Partner contributions. This was done in effort to a) remedy the imbalance of non-physically represented Partners, and b) to comply with the requirement of the Partners' contribution to be in proportion to the Partners' use of the comprehensive center.

- Co-located Partners: The Partner programs physically located in the comprehensive centers will have square footage as the cost allocation base. In addition, shared costs will also factor into the determination of the Partner's benefit/fair share of infrastructure costs.

Non Co-located Partners: The Partner programs not physically located in the comprehensive center will have their benefit/fair share determined by the FTE equivalent to perform staff assisted services for co-enrollments with Wagner Peyser or WIOA Title I services. There are no mandatory partners included in this MOU who are co-located.

#### Method to Determine Benefit

The chart below summarizes the partner programs and the cost allocation basis used to determine the relative benefit received: ***This is based on 2021-2022 budget and will be adjusted when 2022-2023 budget is completed.***

Co-located	Partner Organization	Partner Program	Method to Determine Benefit/Allocation Base
No	Advanced robotics for Manufacturing	WIOA	# FTE located at the One Stop Centers.

#### Partner Contribution

Each partner's contributions to Infrastructure Funding costs may vary as these contributions are based on the proportionate use and relative benefit received, consistent with the Partner programs' authorizing laws and regulations and the Uniform Guidance. The partners agree to cooperatively negotiate modifications based on changes in data and associated funding, as needed.

#### Co-located Partners – Annual Proportionate Share

For those Partner programs that are co-located at the comprehensive center, the determination of the Partner's relative benefit received will be based on occupied and common area square footage as well as shared infrastructure and administrative costs. There are no mandatory partners included in this MOU who are co-located.

#### Non Co-located Partners – Annual Proportionate Share

For those Partner programs that are not co-located at the comprehensive center, the determination of the Partner's relative benefit received will be based on the CareerSource Pasco Hernando full-time equivalent (FTE) to process co-enrollments with Wagner Peyser & WIOA Title I staff assisted services.

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In addition, the Partner shall provide a minimum of 8 hours of training to appropriate CareerSource Pasco Hernando career services and program staff at a date(s) and time(s) that is mutually beneficial to CareerSource Pasco Hernando and Partner annually. The staff training outline will require approval by CareerSource Pasco Hernando prior to training commencement. This cross-training is deemed necessary in order for appropriate referrals to be made by CareerSource Pasco Hernando staff to the appropriate Partner program.

Partner Organization	Partner Program	Partner Annual Proportionate Share (1)	FTE (1)
Advanced Robotics for Manufacturing Institute	WIOA	\$1,334.26	10% of 1 FTE

(1) The Partner's proportionate share is reviewed semi-annually and may result in a revision as detailed in the Cost Reconciliation section below.

A minimum of .10 of 1 FTE in CareerSource Pasco Hernando staff assisted services will be assessed for each Partner. The FTE is calculated by taking the total operating budget of \$792,500 and dividing by 59.40 FTE, the number of staff located at the comprehensive centers. The table below reflects the estimated annual value of an FTE based on the number of days of staff assisted services.

# of Days per Week	% of FTE	Annual Value of FTE Equivalent
1/2 day	10% of 1 FTE	1,334.26
1 day	20% of 1 FTE	2,668.52
2 days	40% of 1 FTE	5,337.04
3 days	60% of 1 FTE	8,005.56
4 days	80% of 1 FTE	10,674.07
5 days	100% of 1 FTE	13,342.59

#### Method of Funding Proportionate Share

A Partner may contribute cash, in-kind or a combination thereof to fund their proportionate share of infrastructure costs. CareerSource Pasco Hernando will negotiate the method of funding with each Partner. The negotiation shall be completed by September 30<sup>th</sup> and will be appended to this MOU in accordance with section **XVII. Modification**.

The contribution will be remitted to CareerSource Pasco Hernando as follows.

- Cash: Where a Partner shall contribute cash, Partner shall remit payment to CareerSource Pasco Hernando at: PO Box 6589, Spring Hill, FL 34609, Attention: Finance Department, no later than the due the dates specified below. CareerSource Pasco Hernando will invoice the Partner prior to the due date.
- In-Kind: Where a Partner shall contribute In-kind, Partner shall email their in-kind schedule

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quarterly with supporting documents to Cathy Bravico at PO Box 6489, Spring Hill, FL 34611 no later than due dates specified below. Partner In-kind requires the prior approval of the CareerSource Pasco Hernando Chief Financial Officer and shall follow the In- Kind guidelines as established by CareerSource Pasco Hernando and federal guidelines.

- Due Date (if the due date falls on a weekend or holiday then it is due the following business day):
  - November 15<sup>th</sup> for July through September
  - February 15<sup>th</sup> for October through December
  - May 15<sup>th</sup> for January through March
  - August 15<sup>th</sup> for April through June

### Cost Reconciliation

All Parties agree that a reconciliation of budgeted and actual costs will be completed in accordance with the following process to ensure compliance with federal Uniform Guidance and Cost Principles:

#### Co-located Partner

- CareerSource Pasco Hernando shall compare the budgeted One Stop Operating costs to actual on a semi-annual basis to determine the actual cost for the Partner for the quarter.
- CareerSource Pasco Hernando shall email the Partner their updated pro-rated proportionate share by the following dates (if the date falls on a weekend or holiday it will be provided the following business day):
  - January 31st for July through December
  - July 31<sup>st</sup> for January through June

If the actual costs are lower than budgeted, the Partner's proportionate share shall be adjusted to actual. However, if the actual costs are higher than budgeted, the Partner's proportionate share will not change. CareerSource Pasco Hernando will continue to monitor the costs throughout the year and will take into consider any fluctuations when determining subsequent year's proportionate share.

- Partners shall communicate any disputes with cost to [CBravico@careersourcepascohernando.com](mailto:CBravico@careersourcepascohernando.com) within 7 days of notification of the revised proportionate share. CareerSource Pasco Hernando will review the dispute and respond accordingly to the Partner within 10 days of receipt of notice of the Partner's dispute. When necessary, CareerSource Pasco Hernando will modify the invoice upon resolution of the dispute.

#### Non Co-located Partners:

- Semiannually, by the due dates noted below, each Partner who is not co-located at the comprehensive center will email to [CBravico@careersourcepascohernando.com](mailto:CBravico@careersourcepascohernando.com) customer information as agreed upon and permitted by the Partner Organization.

Due Dates (if the due date falls on a Saturday or Sunday, then it is due by the Monday that follows):

- January 10<sup>th</sup> for the period July through December
- July 10<sup>th</sup> for the period January through June

#### Mandatory Partner/CareerSource Pasco Hernando MOU

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- Upon receipt of the above information, CareerSource Pasco Hernando shall update the Partner's allocation base (ie, FTE equivalent), and apply the updated allocation base as described in the Cost Allocation Methodology section above, to determine the actual costs for the Partner. The Partners understand that the timeliness of CareerSource Pasco Hernando calculating the updated allocation base is contingent upon the timeliness of the Partner providing the information above.
- CareerSource Pasco Hernando shall email the Partner their updated pro-rated proportionate share by the following dates (if the date falls on a Saturday or Sunday, then it will be provided the following Monday):
  - January 31<sup>st</sup> for the period July through December
  - July 31<sup>st</sup> for the period January through June

If the actual costs are lower than budgeted, the Partner's proportionate share shall be adjusted to actual. However, if the actual costs are higher than budgeted, the Partner's proportionate share will not change. CareerSource Pasco Hernando will continue to monitor the costs throughout the year and will take into consider any fluctuations when determining subsequent year's proportionate share.

- Partners shall communicate any disputes with cost to [CBravico@careersourcepascohernando.com](mailto:CBravico@careersourcepascohernando.com) within 7 days of notification of the revised proportionate share. CareerSource Pasco Hernando will review the dispute and respond accordingly to the Partner within 15 days of receipt of notice of the Partner's dispute. When necessary, CareerSource Pasco Hernando will modify the invoice upon resolution of the dispute.

#### **XXIV. AUTHORITY AND SIGNATURES**

Each party is certifying that they have read and understand the information contained in this MOU and that the individual has the legal authority to commit their respective organization to the terms of this MOU and do so by signature below.

This MOU will be executed in counterparts, each being considered an original, and the originals of which when taken together and bearing the signature of all parties to the agreement, shall constitute one and the same MOU. The MOU will not be considered executed until all parties have signed.

[Intentionally Left Blank]

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

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Title

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Date

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Title

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Date

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**IN WITNESS WHEREOF**, this Memorandum of Understanding is the product of local discussion and negotiation, and is an agreement developed and executed between the Local Workforce Development Board, and the one-stop mandatory partners, with the agreement of the chief elected official and the one-stop mandatory partners, relating to the operation of the one-stop delivery system in the local area. See 34 CFR 463.500.

Chief Elected Official – Hernando Board of County Commissioners

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Signature

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Print Name

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Title

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Date

**IN WITNESS WHEREOF**, this Memorandum of Understanding is the product of local discussion and negotiation, and is an agreement developed and executed between the Local Workforce Development Board, and the one-stop mandatory partners, with the agreement of the chief elected official and the one-stop mandatory partners, relating to the operation of the one-stop delivery system in the local area. See 34 CFR 463.500.

Chief Elected Official – Pasco Board of County Commissioners

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Nikki Alvarez-Sowles, Esq.,  
Pasco County Clerk & Comptroller



**POLICY  
NUMBER  
106**

## **Administrative Policy**

<b>Title:</b>	Memorandums of Understanding and Infrastructure Funding Agreements
<b>Program:</b>	Workforce Innovation and Opportunity Act
<b>Effective:</b>	02/20/2020

### **I. PURPOSE AND SCOPE**

The purpose of this policy is to provide local workforce development boards (LWDBs) with the requirements and procedures for developing Memorandums of Understanding (MOU) and Infrastructure Funding Agreements (IFA) under the Workforce Innovation and Opportunity Act (WIOA).

### **II. BACKGROUND**

The U.S. Department of Labor developed a uniform policy for acceptable methods of cost allocation and resource sharing with respect to funding the one-stop delivery system.

Under WIOA and consistent with the Uniform Guidance, funding provided by the one-stop partners to cover the operating costs, including infrastructure costs and additional costs, of the one-stop delivery system must be based on the partner program's proportionate use of the system and relative benefit received. WIOA requires LWDBs, with the agreement of the chief elected official, to develop and execute MOUs with required partners on the operation of the one-stop delivery system in the local service delivery area. Each LWDB must include an IFA in the MOU with required partners. The IFA details how infrastructure costs for the one-stop delivery system will be funded in the local area.

Local workforce development boards and career centers are expected to act in good faith and negotiate infrastructure costs and additional costs of operating a local one-stop delivery system in a transparent manner.

### III. AUTHORITY

Public Law 113-128, Workforce Innovation and Opportunity Act, [Section 121\(C\)](#), [Section 121\(h\)\(1\)\(B\)\(i\)](#) and [121\(h\)\(2\)\(C\)\(i\)](#)

[2 Code of Federal Regulations \(CFR\) Part 200](#) Federal Cost Principles

[20 CFR 678.400](#) Required One-Stop Partners

[20 CFR 678 Subpart C](#) Memorandum of Understanding for One-Stop Delivery System

[20 CFR. 678.700 - 678.760 Subpart E](#) One-Stop Operating Costs

[20 CFR 678.800](#) One-Stop Certification

[34 CFR 361.500](#) What is the Memorandum of Understanding for the one-stop delivery system and what must be included in the Memorandum of Understanding?

[34 CFR 463.700](#) What are one-stop infrastructure costs?

Training and Employment Guidance Letter ([TEGL No. 16-16](#)); ([TEGL No. 16-16, Change 1](#)) and ([TEGL No. 17-16](#))

Section [445.009\(2\)\(c\)](#), Florida Statutes

### IV. POLICIES AND PROCEDURES

#### A. The Memorandum of Understanding

Each LWDB is required by the Workforce Innovation and Opportunity Act (WIOA), to enter into a Memorandum of Understanding (MOU) with its required one-stop partners. The MOU is an agreement that details the operations of the local one-stop delivery system, provision of programs and services, and apportionment of costs.

The LWDB has the option of entering into an umbrella MOU that addresses the issues relating to the one-stop delivery system for the LWDB, chief elected official and all partners. Alternatively, the LWDB with agreement of chief elected official, may enter into separate agreements between each partner or groups of partners.

#### 1. The Required Partners

The LWDB must execute an agreement with the required partners. The required partners are:

- a. Programs authorized under title I of WIOA include:

- i. Adults
  - ii. Dislocated workers
  - iii. Youth
  - iv. Job Corps
  - v. YouthBuild
  - vi. Native American programs
  - vii. Migrant and seasonal farmworker programs
- 
- b. Wagner-Peyser Act Employment Service, as amended by WIOA Title III
  - c. Adult Education and Family Literacy Act
  - d. Division of Vocational Rehabilitation
  - e. Division of Blind Services
  - f. Senior Community Service Employment Program
  - g. Career and technical education programs at the postsecondary level authorized under the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (Perkins V)
  - h. Trade Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)
  - i. Jobs for Veterans State Grants Programs
  - j. Employment and training activities carried out under the Community Services Block Grant
  - k. Employment and training activities carried out by the Department of Housing and Urban Development
  - l. Programs authorized under State unemployment compensation laws
  - m. Programs authorized under sec. 212 of the Second Chance Act of 2007
  - n. Temporary Assistance for Needy Families (TANF)

Pursuant to WIOA Sec. 121(b)(2)(B) and 20 CFR 678.410, 34 CFR 361.410, and 34 CFR 463.410, additional one-stop partners may be included with the approval of the LWDB and chief elected official based on needs of the local area. The LWDB must enter into a MOU with those partners to confirm the manner in which services will be offered.

## **2. Negotiating the MOU**

LWDBs must work with one-stop partners to negotiate the terms of MOUs. In each MOU, LWDBs must establish how they will fund the infrastructure costs and other shared costs of the one-stop career centers. The LWDB and partners must document the negotiations and efforts that have taken place in the MOU.

If an agreement regarding infrastructure costs is not reached upon completion of the MOU, pursuant to 20 CFR 678.715(c) an interim infrastructure funding agreement may be included for a period of up to six months. Once an infrastructure

funding agreement is reached, the LWDB and one-stop partners must amend the MOU to include the infrastructure funding agreement.

### 3. Requirements of the MOU

LWDBs must ensure each MOU includes the following requirements:

- a. A description of services that will be provided through the one-stop delivery system. This must also include the way the services will be coordinated and delivered through the one-stop delivery system.
- b. Agreement between the LWDB and partners on funding the costs of the services and the operating costs of the system, including:
  - i. Funding of infrastructure costs of one-stop centers pursuant to 20 CFR 678.700 through 678.755.
  - ii. Funding of the shared services and operating costs of the one-stop delivery system pursuant to 20 CFR 678.760.
- c. Methods for referring individuals to either the one-stop operators or partners for appropriate services and activities.
- d. Methods to ensure the needs of workers, youth and individuals with barriers to employment, including individuals with disabilities, are addressed when providing access to services. Access may be provided to technology and materials that are available through the one-stop delivery system.
- e. The duration of the MOU and procedures for amending it.
- f. Assurances that the MOU will be reviewed and renewed, not less than once every three years, to ensure appropriate funding and delivery of services. Additionally, the MOU must be renewed if substantial changes occur prior to the three-year renewal period.
- g. The signatures of the chairperson of the LWDB, one-stop partners, the chief elected official(s), and the time period in which the agreement is effective. The MOU must be updated not less than every three (3) years to reflect any changes in the signatory official of the board, one-stop partners, and chief elected officials, or one-stop infrastructure funding. The MOU will not be considered executed without the signature of all parties.
- h. Any other provisions agreed to by the LWDB and partners. The provisions must be consistent with WIOA title I, the authorizing statutes and regulations of one-stop partner programs, and the WIOA regulations.
- i. An infrastructure funding agreement. The requirements related to infrastructure funding are outlined in section B of this policy.

### B. Infrastructure Funding Agreements

Infrastructure Funding Agreements (IFAs) are a mandatory component of the local MOU. A LWDB may negotiate an umbrella IFA for all of its career centers or an individual IFA with each of its career centers. LWDBs must ensure the IFA contains an infrastructure costs budget. The other component of the operating budget consists

of additional costs, which include applicable career services, and may include shared operating costs and shared services.

Local workforce development boards, career center partners and chief elected officials may negotiate the IFA, along with additional costs, when developing the operating budget for the local area. Pursuant to 20 CFR 678.755(b), the operating shared services budget must be included in the MOU. LWDBs must contribute toward infrastructure costs based on the proportionate use of the career centers and relative benefits received. All required and additional partners must contribute to infrastructure costs of the comprehensive career centers.

LWDBs must include the following elements within IFAs:

1. The period of time in which this infrastructure funding agreement is effective. This may be a different time period than the duration of the MOU.
2. Identification of an infrastructure and shared services budget that will be periodically reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to its use of the one-stop center and relative benefit received, and that complies with 2 CFR part 200 (or any corresponding similar regulation or ruling).
3. Identification of all one-stop partners, chief elected officials and LWDB participating in the infrastructure funding arrangement.
4. Steps the LWDB, chief elected officials and one-stop partners used to reach consensus or an assurance that the local area followed the guidance for the state funding process.
5. Description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached.
6. Description of the periodic modification and review process to ensure equitable benefit among one-stop partners.
7. Signatures of individuals with authority to bind the signatories to an IFA, including all partners, chief elected officials and LWDBs participating in an IFA.

### **C. Allocation of Infrastructure Costs Process**

To allocate infrastructure costs, LWDBs must:

- a. Identify one-stop career center operating costs, including infrastructure costs and additional costs.
- b. Develop the operating budget that includes an infrastructure costs budget and additional costs budget.
- c. Develop the cost allocation methodology, including the identification of cost pools and allocation bases.
- d. Determine estimated partner contributions.
- e. Prepare and agree to the IFAs.

- f. Allocate actual costs by each partner's proportionate use and relative benefit received.
- g. Conduct a periodic reconciliation (i.e., monthly or quarterly).
- h. Modify infrastructure costs budget and/or cost allocation methodology, as appropriate.
- i. Evaluate the existing process and prepare for the following program year.

The infrastructure funding mechanisms are subject to review by federal administering agencies and partners to ensure compliance with applicable requirements. LWDBs will use federal guidelines, this policy and tools supplied to work with all partners to determine and agree upon infrastructure funding.

**D. Resolution of Issues in Memorandums of Understanding and/or Infrastructure Funding Agreements:**

If a LWDB is unable to execute MOUs or agree on infrastructure costs with required partners, all parties shall attempt to resolve the issue in a timely and efficient manner. If resolved no further action is necessary.

If issues regarding MOUs and/or IFAs remain unresolved, LWDBs shall document the issue and efforts at resolution. Documentation is forwarded to the Department of Economic Opportunity, Division of Workforce Services (DEO) and the Chancellor for Career and Adult Education, the Director of the Division of Vocational Rehabilitation, the Director of the Division of Blind Services or the executive administrator(s) of agencies responsible for administering the partner's program. DEO and the appropriate division will work to resolve the impasse and secure an executed agreement. A joint decision shall be transmitted within 30 calendar days of receipt.

Issues will be remanded back to the local partners to execute recommended action. If issues remain unresolved, the LWDB must notify CareerSource Florida and include the details of the impasse. CareerSource Florida will work with the Commissioner of Education, the Executive Director of the Department of Economic Opportunity or other agency heads to resolve the impasse and provide a resolution response to the all parties. Decisions are considered final.

If recommended action or required resolution is not implemented, the State Funding Mechanism (SFM) will be initiated.

**E. Funding Mechanism Requirements**

Under the Local Funding Mechanism (LFM), one-stop career center partners may determine what funds they will use to pay for infrastructure costs. There are no specific caps on the amount or percentage of overall funding a partner may contribute to fund infrastructure costs under the LFM, except that contributions for administrative costs may not exceed the amount available for administrative costs. LFM provide LWDBs

and partners the flexibility to design and fund a one-stop delivery system through a consensus, to meet the needs of their local area by leveraging the funds and resources available to provide program services. The intent of the LFM is to encourage local areas to reach a consensus in developing a local IFA.

After all local MOU and IFA negotiation options have been exhausted, even when only one required partner is unable to come to agreement, the SFM is triggered.

The CareerSource Florida Board of Directors, represented by its CareerSource Florida staff, consults with the Governor regarding the funding of infrastructure costs and is responsible for the development of the formula used by the Governor under the SFM to determine a one-stop career center's budget.

Under the SFM, the LWDB is required to calculate the statewide funding caps and the amount available for local areas that have not reached consensus and to determine the partners' contributions for infrastructure. The statewide caps are calculated by considering total funding for a partner against the statutory caps specified in WIOA for infrastructure costs. The SFM is only applicable to required partners and cannot be triggered by additional partners not reaching a consensus.

If the SFM is triggered:

Local workforce development boards must provide a notice they are unable to reach a consensus on infrastructure funding to the Governor, CareerSource Florida and the Department of Economic Opportunity. Notification must be provided by the specific date established in DEO's guidance on infrastructure funding.

The SFM requires complex calculations and determinations and seek the guidance of multiple parties. Reaching consensus on IFAs must be completed by the LWDBs no later than March 30, prior to the beginning of the subsequent program year beginning July 1.

Local workforce development boards must provide local negotiation materials to the Department of Economic Opportunity. The following steps will be executed:

1. Determine one-stop career center infrastructure budget(s);
2. Establish cost allocation methodology;
3. Determine partners' proportionate shares;
4. Calculate statewide caps;
5. Assess the aggregate total of infrastructure contributions as it relates to the statewide cap; and
6. Adjust proportionate shares.

## **F. Infrastructure Funding Appeals Process**

Local workforce development boards and partners may appeal the state funding mechanism and determination of shared infrastructure costs. The appeal may be founded on the basis that the determination is inconsistent with proportionate share requirements, the cost contribution limitations or the cost contribution caps consistent with the process described in the state plan.

Appeals must be sent within 21 days from the LWDB's receipt of the state's determination on shared infrastructure costs. Appeals must be filed in writing with the President and CEO of CareerSource Florida. Decisions on appeals will be documented in writing and considered final.

## **G. State and Local Monitoring**

The Department of Economic Opportunity will monitor the requirements outlined in this policy.

## **V. DEFINITIONS**

1. **Infrastructure Costs** – Non-personnel costs that are necessary for the general operation of the one-stop career center, including: rental of the facilities; utilities and maintenance; equipment (including assessment-related and assistive technology for individuals with disabilities); and technology to facilitate access to the career center, including technology used for the center's planning and outreach activities.
2. **Local Funding Mechanism (LFM)** – A process where the LWDBs, chief elected official(s) and career center partners negotiate and agree to the amounts that each partner will contribute for one-stop infrastructure funding, and the methods of calculating the amounts to include the infrastructure funding terms in the MOU as an IFA, and to sign the MOU and accompanying IFA.
3. **State Funding Mechanism (SFM)** – A process triggered if the career center partners cannot agree on infrastructure contributions under the LFM. The Governor conducts a structured process for determining the final infrastructure funding if all options to agree on a locally negotiated infrastructure funding agreement have been exhausted. SFM only applies to infrastructure costs, not additional shared costs. SFM does not apply to non-required partners.

## **VI. REVISION HISTORY**

<b>Date</b>	<b>Description</b>
02/20/2020	Approved by CareerSource Florida Board of Directors.
02/20/2020	Issued by the Florida Department of Economic Opportunity. This administrative policy supersedes and replaces AWI FG 00-001,

	Procedures for Developing Memorandums of Understanding Under the Workforce Investment Act of 1998 and the Workforce Florida Act of 1996 as Amended, issued on 05/17/1999.
	This administrative policy aligns with Section III(b)(2) and Section VI(a)(1)(d) of the State of Florida Workforce Innovation and Opportunity Act Unified Plan.
	Under the Workforce Investment Act of 1998 (WIA), costs that were shared among partners, including infrastructure costs, were outlined and funded through Resource Sharing Agreements between local boards and one-stop partners. The U.S. Department of Labor developed a uniform policy on acceptable methodologies for cost allocation and resource sharing with respect to funding the one-stop delivery system. The funding arrangements were incorporated into a Memorandum of Understanding (MOU).

## **VII. ATTACHMENTS**

Florida WIOA [Unified State Plan](#)

## **VIII. RESOURCES**

[Sample MOU and Infrastructure Costs Toolkit](#)

FAQs: [Infrastructure Funding Guidance](#)

[State of Florida IFA Template](#)

**INFORMATION ITEM 1**  
**Financial Reports**

The following item is presented as information for the Committee.

No action is required.

**Pasco Hernando WFB 16**  
Statement of Financial Position - Unposted Transactions Included In Report  
As of 2/28/2023  
(In Whole Numbers)

	Beginning Year Balance	Current Year Balance	YTD Change	YTD % Change
<b>Assets</b>				
Current Assets				
Cash - Operating	720,357.00	98,192.00	(622,165.00)	(86.37)
Cash - Corporate Unrestricted	53,610.00	58,267.00	4,657.00	8.69
Cash - Money Market	52,860.00	52,863.00	4.00	0.01
Cash - Payroll	4,872.00	1,050.00	(3,823.00)	(78.46)
BB&T Banking Solutions	805,878.00	580,191.00	(225,687.00)	(28.01)
Prepaid Expenses	82,617.00	10,065.00	(72,552.00)	(87.82)
Deposits	46,369.00	46,369.00	0.00	0.00
Accounts Receivable	0.00	2,868.00	2,868.00	100.00
Grants Receivable	445,286.00	0.00	(445,286.00)	(100.00)
Employee Benefit Receivables	770.00	770.00	0.00	0.00
Total Current Assets	2,212,619.00	850,635.00	(1,361,983.00)	(61.56)
Long-term Assets				
Accumulated Depreciation	(95.00)	(95.00)	0.00	0.00
Total Long-term Assets	(95.00)	(95.00)	0.00	0.00
Total Assets	<u>2,212,524.00</u>	<u>850,540.00</u>	<u>(1,361,983.00)</u>	<u>(61.56)</u>
<b>Liabilities</b>				
Short-term Liabilities				
Sales Tax Payable	0.00	0.00	0.00	0.00
Accounts Payable - Vendors	123,048.00	(200.00)	(123,248.00)	(100.16)
Accrued Expenses	106,138.00	0.00	(106,138.00)	(100.00)
Contracts Payable	327,193.00	293,875.00	(33,318.00)	(10.18)
Benefits Payable	2,758.00	406.00	(2,351.00)	(85.27)
Payroll Taxes Payable	0.00	33.00	33.00	100.00
Workers Comp Liability	(3,070.00)	7,577.00	10,648.00	(346.79)
Accrued Wages	48,701.00	0.00	(48,701.00)	(100.00)
Accrued Leave	54,004.00	43,857.00	(10,147.00)	(18.79)
Non -Current Accrued Compensated Balances	306,019.00	153,811.00	(152,208.00)	(49.74)
Accrued Payroll Taxes	31,798.00	15,588.00	(16,209.00)	(50.98)
Accrued Pension	17,662.00	10,205.00	(7,458.00)	(42.22)
Deferred Grant Revenue	133,427.00	0.00	(133,427.00)	(100.00)
Total Short-term Liabilities	<u>1,147,678.00</u>	<u>525,153.00</u>	<u>(622,525.00)</u>	<u>(54.24)</u>
Total Liabilities	<u>1,147,678.00</u>	<u>525,153.00</u>	<u>(622,525.00)</u>	<u>(54.24)</u>
<b>Net Assets</b>				
Total Net Assets	<u>1,064,846.00</u>	<u>325,387.00</u>	<u>(739,459.00)</u>	<u>(69.44)</u>
<b>Total Liabilities and Net Assets</b>	<u>2,212,524.00</u>	<u>850,540.00</u>	<u>(1,361,983.00)</u>	<u>(61.56)</u>
<b>Total Liabilities and Net Assets</b>	<u>2,212,524.00</u>	<u>813,359.00</u>		

**Pasco Hernando WFB 16**  
**Statement of Revenues and Expenditures - Unposted Transactions included In Report**  
**From 7/1/2022 Through 2/28/2023**  
**(In Whole Numbers)**

66.67%

	Current Period Budget - Original	Current Year Actual	Burn Rate Percent Total Budget Remaining - Original
Operating Revenue			
Grant Revenue	11,640,390.00	5,053,058.00	(57)%
Pasco County BCC	1,409,364.00	97,261.00	(93)%
Ticket to Work	45,000.00	15,304.00	(66)%
Tobacco Free America	55,000.00	6,160.00	(89)%
Interest Income	0.00	4.00	0 %
Other Income	50,000.00	0.00	(100)%
Total Operating Revenue	<u>13,199,754.00</u>	<u>5,171,787.00</u>	<u>(61)%</u>
 Total Revenue	 <u>13,199,754.00</u>	 <u>5,171,787.00</u>	 <u>(61)%</u>
Expenditures			
Personnel Expenses	5,528,362.00	2,717,802.00	51 %
Allocation Costs	0.00	0.00	0 %
Insurance	105,000.00	43,080.00	59 %
One Stop Operator	21,000.00	12,208.00	42 %
Program Expenses	5,012,900.00	2,288,531.00	54 %
Professional Fees	273,622.00	202,004.00	26 %
Supplies	122,250.00	94,556.00	23 %
Telephone	109,241.00	56,575.00	48 %
Postage & Shipping	8,600.00	1,970.00	77 %
Occupancy	519,800.00	230,343.00	56 %
Maintenance & Repairs	47,950.00	49,667.00	(4)%
Equipment Rental	38,550.00	25,119.00	35 %
Travel & Training	48,050.00	38,782.00	19 %
Dues & Subscriptions	1,100.00	767.00	30 %
Outreach	25,500.00	19,435.00	24 %
Equipment < \$5,000 capital threshold	19,500.00	89,010.00	(356)%
Capital Expenditures	<u>22,150.00</u>	<u>41,397.00</u>	<u>(87)%</u>
Total Expenditures	<u>11,903,575.00</u>	<u>5,911,245.00</u>	<u>50 %</u>
 Net Revenue Over Expenditures	 <u>1,296,179.00</u>	 <u>(739,459.00)</u>	 <u>(157)%</u>

NOTES:

Postage & Shipping      We were refunded for closing one of our mailboxes

Equipment < \$5,000      When budget was prepared we did not anticipate needing to replace  
the amount of laptops and resource room computers  
We also received approval to upgrade our email security and icloud backup.  
This will be an additional \$24,000

**Pasco Hernando WFB 16**  
Statement of Activities -  
Unposted Transactions Included  
From 7/1/2022 Through 2/28/2023  
(In Whole Numbers)

	Apprenticeship	Corporate	PCBCC	Indirect Pool	NCPEP	Other Pooled Costs	RESEA	SNAP	VETS	Wagner Peyser	WIOA AD
Revenue											
Grant Revenue.	0.00	0.00	0.00	0.00	964,542.00	0.00	202,038.00	89,858.00	126,170.00	584,689.00	751,212.00
Other Revenue	0.00	21,464.00	97,265.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	0.00	21,464.00	97,265.00	0.00	964,542.00	0.00	202,038.00	89,858.00	126,170.00	584,689.00	751,212.00
Expenditures											
Personnel	2,460.00	1,551.00	188,806.00	426,187.00	10,286.00	1,195,427.00	88,364.00	41,297.00	14,274.00	40,025.00	202,667.00
Program Expenses	0.00	0.00	11,700.00	0.00	1,075,385.00	0.00	0.00	0.00	0.00	0.00	341,873.00
Professional Services	2.00	2,149.00	1,124.00	43,856.00	381.00	142,222.00	650.00	312.00	114.00	795.00	1,058.00
One Stop Operator	0.00	0.00	0.00	0.00	0.00	12,208.00	0.00	0.00	0.00	0.00	0.00
Insurance	0.00	0.00	0.00	699.00	0.00	42,381.00	0.00	0.00	0.00	0.00	0.00
Travel	0.00	326.00	0.00	9,785.00	0.00	5,827.00	0.00	0.00	5,823.00	15,011.00	2,010.00
Leases	0.00	0.00	0.00	4,379.00	0.00	196,735.00	0.00	0.00	0.00	0.00	0.00
Utilities & other Facility Costs	0.00	0.00	0.00	430.00	0.00	24,785.00	0.00	0.00	0.00	0.00	0.00
Software License renewals	4.00	0.00	609.00	9,389.00	10.00	58,176.00	669.00	84.00	0.00	0.00	4,393.00
Communications	0.00	0.00	410.00	2,855.00	0.00	48,385.00	0.00	0.00	3,287.00	0.00	820.00
Repairs and Maintenance	0.00	0.00	0.00	875.00	0.00	48,477.00	0.00	0.00	0.00	115.00	0.00
Office Expenses	0.00	760.00	12.00	340.00	0.00	3,540.00	51.00	6.00	0.00	0.00	0.00
Outreach	0.00	16,660.00	0.00	299.00	0.00	2,476.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	1,015.00	4,160.00	0.00	113,052.00	0.00	1,015.00	4,060.00	0.00	1,522.00
Indirect Costs	695.00	438.00	39,625.00	(503,254.00)	2,907.00	0.00	34,692.00	15,133.00	58,237.00	38,481.00	68,051.00
Program Costs Pool	1,206.00	761.00	20,963.00	0.00	5,044.00	(844,072.00)	60,201.00	25,056.00	36,377.00	81,915.00	76,357.00
Business Services Pool	0.00	0.00	0.00	0.00	0.00	(401,579.00)	35,692.00	15,431.00	0.00	0.00	81,862.00
One Stop Cost Pool	362.00	228.00	2,063.00	0.00	1,513.00	(648,040.00)	18,061.00	7,029.00	12,585.00	422,975.00	35,428.00
Total Expenditures	4,728.00	22,873.00	266,327.00	0.00	1,095,526.00	0.00	238,381.00	105,362.00	134,756.00	599,318.00	816,041.00

**Pasco Hernando WFB 16**  
Statement of Activities -  
Unposted Transactions Included  
From 7/1/2022 Through 2/28/2023  
(In Whole Numbers)

	Apprenticeship	WIOA DW	WIOA NEG	WIOA Supplement & Incentives	WIOA Youth	Welfare Transition	TAA
Revenue							
Grant Revenue.	0.00	460,000.00	30,586.00	71,142.00	622,760.00	1,137,849.00	12,211.00
Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	0.00	460,000.00	30,586.00	71,142.00	622,760.00	1,137,849.00	12,211.00
Expenditures							
Personnel	2,460.00	101,614.00	18,561.00	45,259.00	44,404.00	296,619.00	0.00
Program Expenses	0.00	194,833.00	2,638.00	0.00	603,183.00	58,771.00	148.00
Professional Services	2.00	1,394.00	114.00	214.00	1,834.00	5,785.00	0.00
One Stop Operator	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Leases	0.00	0.00	0.00	0.00	27,637.00	0.00	0.00
Utilities & other Facility Costs	0.00	0.00	0.00	0.00	1,496.00	0.00	0.00
Software License renewals	4.00	9,246.00	21.00	51.00	102.00	9,750.00	56.00
Communications	0.00	0.00	0.00	0.00	819.00	0.00	0.00
Repairs and Maintenance	0.00	0.00	0.00	0.00	200.00	0.00	0.00
Office Expenses	0.00	0.00	0.00	0.00	13.00	12.00	0.00
Outreach	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	1,522.00	0.00	0.00	2,030.00	2,030.00	0.00
Indirect Costs	695.00	51,412.00	5,245.00	12,790.00	13,817.00	161,283.00	448.00
Program Costs Pool	1,206.00	130,944.00	9,102.00	22,194.00	19,918.00	353,286.00	749.00
Business Services Pool	0.00	41,044.00	0.00	0.00	8,578.00	218,971.00	0.00
One Stop Cost Pool	362.00	26,765.00	546.00	2,663.00	4,102.00	113,506.00	214.00
Total Expenditures	4,728.00	558,775.00	36,227.00	83,170.00	728,132.00	1,220,014.00	1,615.00

**DISCUSSION ITEM 1**  
**Officers and Committee Membership**

The following item is presented as discussion for the Committee.

No action is required.