

**PASCO HERNANDO ONE STOP DELIVERY SYSTEM  
MEMORANDUM OF UNDERSTANDING  
BETWEEN  
PASCO-HERNANDO WORKFORCE BOARD, INC.  
AND  
THE PASCO COUNTY SCHOOL BOARD**

This Memorandum of Understanding is entered into this 1<sup>st</sup> day of July 2020, between Pasco- Hernando Workforce Board, Inc. (PHWB), and Pasco County School Board (PCSB). The duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR 361.505 and 34 CFR 361.720.

**INTRODUCTION:** Various agencies provide specific and diverse employment and training services from varying locations in Pasco and Hernando Counties, Florida. To better serve customers and help individuals and families benefit from such services, local area agencies and organizations deem it appropriate to agree and cooperate with each other for the establishment and operation of the Pasco Hernando One Stop Delivery System.

It is believed the Pasco Hernando One Stop Delivery System will provide for the integrated delivery of employment and training services to our customers in Pasco and Hernando Counties, and will assist community members with labor market information, extensive job linkages, technology broadening services and resources, easier access to training, and quality assurances for the universal customer.

It is our hope the community will view the One Stop Delivery Centers as a single organization. While One Stop Center staff is from different agencies and organizations, we will all work together to serve the universal customer. It is important staff consistently demonstrate friendly and courteous attitudes and work together as a team. The customer is our number one priority. Meeting or exceeding customer needs and our performance objectives is our livelihood, purpose and reason for being a part of the One Stop Delivery System.

**PARTIES TO THIS MEMORANDUM OF UNDERSTANDING:** This Memorandum of Understanding (MOU) is made pursuant to Rehabilitation Act of 1973, 29 U.S.C. §721(a)(II) and the Workforce Innovation and Opportunity Act of 2014, and is hereby entered into by and between the Pasco-Hernando Workforce Board, Inc. (PHWB) and the Pasco County School Board (PCSB) of 7227 Land O' Lakes Blvd., Land O' Lakes, FL 34638.

**PURPOSE OF THIS MOU:** The purpose of this MOU is to set forth the general conditions under and by which agencies and organizations will participate and contribute to the establishment and operation of the Pasco Hernando One Stop Delivery System. In addition, this agreement will establish joint processes and procedures that will integrate the current service delivery system, resulting in a seamless and a comprehensive array of education, human service, job training, and other workforce development services. This agreement is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in Pasco and Hernando counties.

**CONFIDENTIALITY POLICY:** All client/customer files and personal information will be processed and maintained as CONFIDENTIAL information, in accordance with applicable federal, state and local laws, regulations, policies and procedures. Client/customer information sharing between Pasco Hernando One Stop Delivery System agencies and organizations is permitted; however, information sharing will be conducted on a strict need-to-know basis. Information sharing is allowed only after the organization/staff having the information cites the client/customer's written authorization to release personal information if that is required, verifies that the person(s)/organization(s) to receive the information are authorized recipients, and confirms that the recipient(s) understands the need to maintain the information as confidential. A copy of the client/customer authorization form, if that is required and a detailed record of all information exchanges shall

be maintained in the client/customer file.

**PHWB GRIEVANCE PROCEDURES:** Attachment B provides an updated PHWB Grievance Procedures applicable to all WTP, WP and WIOA participants, subcontractors, employers and interested persons or their representatives. Parties to this agreement must ensure all staff assigned to the Pasco Hernando One Stop Centers read and sign a copy of Attachment B. An authorized, parent agency/organization staff member must also sign the form as witness. Forms with staff member's original signatures are delivered to the PHWB Equal Opportunity Officer for file.

**AMENDMENTS/CANCELLATION:** Amendments to this MOU will be approved by the CEO and the partner organization(s). Federal and state laws and regulations require that an MOU exist between the Regional Workforce Development Board and an agency/organization providing services at One Stop Centers. Federal and state laws and regulations further mandate that certain agencies/organizations participate in One Stop Centers. Therefore, it is incumbent upon all parties to negotiate solutions to differences/problems that threaten the MOU and/or the Pasco Hernando One Stop Delivery System. In a case where all internal efforts fail to correct the situation, the unresolved issue(s) will be forwarded to higher authorities at local, state and/or federal levels. A jointly signed cover letter will be attached to that correspondence.

#### ARTICLE 1 Effective Terms

The agencies agree that this Memorandum of Agreement shall continue in effect until modified or revoked, in writing by mutual agreement of the aforementioned parties.

#### ARTICLE II Termination

The agencies agree this Memorandum of Agreement may be terminated by either party by written notice to the other party of such intent to terminate. The parties agree that thirty (30) days written notice will be given prior to termination.

#### ARTICLE III Scope of Services

- A. CareerSource Pasco Hernando agrees to provide the following
1. Refer students to GED, postsecondary, ABE and/or ESOL program
  2. Provide informational documentation, such as fliers and program information
  3. Provide employment placement assistance if the student meets the financial criteria, attendance and provides the required documentation
  4. Resume writing, interviewing and career preparation services in schools in coordination with the teachers as part of the curriculum
  5. Coordinate tours and educational guest speakers from post-secondary schools in order to assist students in knowing their options after graduation
  6. Coordinate activities that provide students with direct exposure to the local workforce i.e., guest speakers in schools, industry tours and career fair events
  7. Assist students with job placement services based on areas of study and needs of businesses in our community
  8. Active member of advisory boards for various academies throughout both districts
  9. Provide access to the DEO data base to one member of the Adult Education office to better track employment performance metrics

B. The Pasco County School Board agrees to provide the following:

1. Pasco Adult Education Program refers students to CareerSource Pasco Hernando for needed services.
2. Accept and process customers/students referred by other Pasco Hernando One Stop System agencies/organizations to determine their eligibility for Adult Basic Education/GED, Title 1 Literacy and Career and Technical education services.
3. List job openings through CareerSource Pasco Hernando. Refer customers demonstrating interests in and possibly eligible for agency/organization program services, as appropriate. Ensure all outreach efforts that include a reference to CareerSource Pasco Hernando or the PHWB receive prior approval from appropriate marketing staff.
4. Ensure PCSB staff attend, participate in and contribute to Pasco Hernando One Stop system cross training activities designed to increase partner awareness of services available.
5. Participate in the development and implementation of other One Stop Center procedures, policies, reports customer surveys and operational agreements. Ensure employment placement information generated by PCSB is entered into state and local data collections systems. Actively participate in the development and maintenance of organizational reports that reflect the nature of PCSB's operations. Provide this information to the one Stop Operator at least quarterly.
6. The Pasco Adult Education Program agrees to maintain a presence within the local CareerSource Pasco Hernando office in order to better assist students.
7. Distribute the information provided by CareerSource Pasco Hernando to our students
8. Inform CareerSource Pasco Hernando of student's attendance and progress
9. Provide wages and fringe benefits for all PCSB staff assigned to positions within the Pasco Hernando One Stop
10. Fund all PCSB supplies and resource materials related to the delivery of PCSB services
11. Pay the PCSB portion of costs for office spaces and common area usage as agreed to by the PCSB, the PHWB and the One Stop operator.

IN WITNESS WHEREOF, the parties here have executed this agreement.



Jerome Salatino President/CEO  
Pasco Hernando Workforce Board, Inc.



School Board Chair  
Pasco County School Board

Date 06/05/2020

Date June 2, 2020

James D.  
Class

Digitally signed by James D. Class  
DN: cn=James D. Class, o=District School  
Board of Pasco County, ou=Purchasing  
Services, email=jclass@pasco.k12.fl.us,  
c=US  
Date: 2020.06.27 17:36:37 -0400

James Class, Purchasing Director  
Pasco County School Board