
Pasco Hernando Workforce Development Consortium

All meetings of the Consortium are subject to the Florida Sunshine Law and Public Records Law.

Meeting Agenda

June 11, 2026 – 10:00 a.m.
CareerSource Pasco Hernando
16228 Spring Hill Drive, Brooksville, FL 34604
Or Join via Microsoft Teams

Call to order Commissioner John Allocco
Invocation Commissioner John Allocco
Pledge of Allegiance Commissioner John Allocco

Public Comments

No requests from the public were received during the allotted time period published in the Public Notice on the CareerSource Pasco Hernando website.

Action Items

1. Minutes from March 20, 2026, Consortium Meeting (Commissioner J. Allocco) Page 2
2. In-Kind MOU/IFA Agreement – Gulf Coast Jewish Family and Community Services (Jerome Salatino)..... Page 6
3. In-Kind MOU/IFA Agreement – Pasco County Housing Authority (Jerome Salatino) . Page 19
4. In-Kind MOU/IFA Agreement – Pasco-Hernando State College (Jerome Salatino) ... Page 32
5. In-Kind MOU/IFA Agreement – Pinellas County Urban League (Jerome Salatino) Page 46
6. In-Kind MOU/IFA Agreement – Step Up Suncoast (Jerome Salatino) Page 58
7. In-Kind MOU/IFA Agreement – Youth and Family Alternatives (Jerome Salatino) Page 70
8. Meeting and Operations Schedule FY2026-27(Jerome Salatino) Page 81

Information Items

1. Pasco-Hernando Workforce Board – Elected Officers (Jerome Salatino) Page 83
2. Performance Chart 25-26 YTD (Jerome Salatino) Page 85
3. Letter Grade Report (Jerome Salatino) Page 92
4. Local Workforce Development Area Designation Update (Jerome Salatino) Page 95
5. HCA IWT (Jerome Salatino) Page 96

Adjournment

ACTION ITEM 1
Approval of Minutes

In accordance with Article III, Section D of the Amended and Restated Interlocal Agreement between Pasco and Hernando County, all meetings of CSPH, its committees and between members shall comply with the Sec. 24, Article I of the Florida Constitution, Florida Government in the Sunshine Act and the Public Records Act, and Chapter 112, Florida Statutes. CareerSource Pasco Hernando is required to keep correct and complete minutes of the proceedings of any Consortium meeting.

Draft minutes of the March 20, 2026, Consortium Meeting are presented for review. Any modifications should be requested prior to approval.

FOR CONSIDERATION

Approval of March 20, 2026, Pasco Hernando Workforce Development Consortium meeting minutes, to include any modifications or changes noted by the Consortium.

Pasco Hernando Workforce Development Consortium

Consortium Meeting Minutes

March 20, 2026– 1:00 p.m.

Meeting Location: CareerSource Pasco Hernando
16228 Spring Hill Dr., Brooksville, FL 34604
OR *Virtually via Microsoft Teams*

Consortium Members Attending: Commissioner John Allocco, Commissioner Kathryn Starkey, Andrew Taylor, David Lambert, Nicole Hughes

Consortium Members Absent:

Staff Attending: Nicole Beverley, Brenda Gause, Theresa Miner, Kenneth Russ, Jerome Salatino, Ania Williams

Others Attending: The Hogan Law Firm – Jarrod Prater

Quorum Present? Yes

Call to Order: The meeting was called to order at 1:03 p.m. by Commissioner Allocco.

Invocation: Commissioner Allocco

Pledge of Allegiance: Commissioner Allocco

Public Comments

There were no public comments.

Consent Agenda

There were no items on the Consent Agenda.

Action Item 1 – Minutes from October 17, 2025, Consortium Meeting

The Consortium members reviewed the minutes from October 17, 2025, Pasco Hernando Workforce Development Consortium meeting. A correction was noted under consideration language to update the year from “2024” to “2025.”

MOTION was made by David Lambert to approve October 17, 2025, Consortium meeting minutes with the noted correction.

MOTION was seconded by Andrew Taylor. Motion carried 5-0.

Action Item 2 – Board Candidate

The Consortium reviewed the proposed board candidate, Dr. Prashanth Pilly, to fill the vacancy under the Education sector.

Dr. Pilly, Vice President of Academic Affairs/Chief Academic Officer at Pasco-Hernando State College, was nominated by President Eric Hall for consideration as a Board member. His credentials and background were presented for Consortium review.

To support balanced board composition and maintain staggered terms, staff recommended assigning Dr. Pilly to Class 2, with a proposed term ending April 11, 2030.

MOTION was made by David Lambert to approve the appointment of Dr. Pilly to the Pasco-Hernando Workforce Board of Directors.

MOTION was seconded by Andrew Taylor. Motion carried 5-0.

Action Item 3 – Local Workforce Development Area Subsequent Designation

The Consortium reviewed the application for subsequent local workforce development area designation that staff prepared. Discussion included performance challenges in metrics and improvements through altered service delivery. In addition, the Consortium discussed the successful performance of metrics and sustained fiscal integrity. Also, discussions occurred regarding measurable skills gains and improvements in service delivery.

MOTION was made by Commissioner Starkey to approve the application for subsequent local workforce development area designation for the specified designation period.

MOTION was seconded by Andrew Taylor. Motion carried 5-0.

Action Item 4 – Extension to Remain a Direct Services Provider

The Consortium reviewed the request to extend CareerSource Pasco Hernando's designation as a Direct Services Provider for the period July 1, 2026, through June 30, 2029, for multiple workforce programs including WIOA Adult, Dislocated Worker, Youth, TANF, SNAP, and Wagner-Peyser related activities.

MOTION was made by Nicole Hughes to approve the extension to remain a direct service provider.

MOTION was seconded by Andrew Taylor. Motion carried 5-0.

Information Item 1 – Individual Training Account (ITA) Waiver Submission

Consortium members reviewed and discussed the prepared ITA waiver request for program years 2025-2026 and 2026-2027.

Information Item 2 – Letter Grades Q1

Jerome Salatino reviewed the quarter 1 letter grade report.

Information Item 3 – Program Year 2024-2025 Annual Report

Jerome Salatino reviewed the 2024-2025 annual report.

With no further business to discuss, the meeting adjourned.

ACTION ITEM 2
In-Kind MOU/IFA Agreement -
Gulf Coast Jewish Family and Community Services

Under Section 121 of the Workforce Innovation and Opportunity Act (WIOA), Local Workforce Development Boards, in agreement with the Chief Elected Official, are required to develop and enter into Memorandums of Understanding (MOUs) and Infrastructure Funding Agreements (IFAs) with One-Stop Partner agencies participating in the American Job Center network.

The MOU and IFA establish the framework for coordination among workforce system partners and define each party's roles, responsibilities, services, and contributions in support of an integrated workforce development system. These agreements are intended to ensure seamless access to workforce, education, training, and supportive services for employers, job seekers, youth, and individuals with barriers to employment, including individuals with disabilities.

The agreements further identify the methodology for funding infrastructure and shared system costs associated with the operation of the American Job Center network in accordance with WIOA, applicable federal regulations, state guidance, and local workforce development requirements. Through these collaborative agreements, partners coordinate resources, strengthen referral processes, reduce duplication of services, and improve service delivery throughout Pasco and Hernando Counties.

Consistent with local infrastructure funding negotiations and WIOA guidance, the agreements may include in-kind contributions in lieu of direct cash contributions when mutually agreed upon by the parties and allowable under federal and state requirements. Such contributions may include staff support, referral coordination, workshops, training activities, technology resources, outreach efforts, facility usage, and other workforce system support activities that provide benefit to the One-Stop delivery system.

The attached MOU/IFA has been negotiated between Pasco-Hernando Workforce Board and the identified partner agency(ies) for the period of July 1, 2026, through June 30, 2029, and has been reviewed for compliance with applicable federal and state requirements.

FOR CONSIDERATION

Approval of the negotiated three-year Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) between Pasco-Hernando Workforce Board and the following One-Stop Partner agency for the period of July 1, 2026, through June 30, 2029.



Memorandum of Understanding

for

Workforce Development Partners

By and between **Pasco-Hernando Workforce Board, Inc. dba Career Source Pasco Hernando** and **Gulf Coast Jewish Family and Community Services, Inc.**

Section 1. Parties

This Memorandum of Understanding (“MOU”) is entered into between Pasco Hernando Workforce Board, Inc., DBA CareerSource Pasco Hernando, (“CSPH”); and Gulf Coast Jewish Family and Community Services, Inc. (“GCJFS”). CSPH and GCJFS are collectively referred to as the “Parties” and individually as a “Party.”

Section 2. Purpose

The Workforce Innovation and Opportunity Act of 2014 (“WIOA”) Sec. 121(c)(1) requires the local workforce development board, with the agreement of the Chief Local Elected Officials (CLEOs), to develop and enter into a MOU between the local workforce development board and the One- Stop Partners concerning the operation of the one-stop delivery system in a local area.

The purpose of this MOU is to describe the cooperative workforce training and employment efforts of CSPH and GCJFCS and the actions to be taken by each to establish and maintain an effective and successful one-stop delivery system. The infrastructure funding agreement establishes a financial plan, including terms and conditions, to fund the services and operating cost of the one-stop delivery system.

This MOU establishes how resources will be coordinated, prevent duplication of services, and ensures the effective and efficient delivery of workforce services in the county(ies) represented by CSPH to enable the Partner to integrate with the one-stop delivery system.

The Parties 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.

Section 3. Partners in the One-Stop Delivery System

Pursuant to 20 CFR 678.400, required one-stop partners are the entities responsible for administering the following programs and activities in the local area:

1. Programs authorized under title I of WIOA, including:
 - a. Adults
 - b. Dislocated Workers
 - c. Youth
 - d. Job Corps
 - e. YouthBuild
 - f. Native American programs
 - g. Migrant and seasonal farmer worker programs
2. The 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
3. The Adult Education and Family Literacy Act (AEFLA) program authorized under title II of WIOA.
4. The Vocational Rehabilitation (VR) 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 Vocational Rehabilitation)
5. The Vocational Rehabilitation (VR) 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)
6. The Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.) (Florida Department of Elder Affairs)
7. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) (Perkins V)
8. Trade Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)
9. Jobs for Veterans State Grants programs authorized under chapter 41 of title 38, U.S.C.
10. Employment and training activities carried out under the Community Services Block Grant (42 U.S.C. 9901 et seq.)
11. Employment and training activities carried out by the Department of Housing and Urban Development
12. Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law) (Reemployment Services and Eligibility Assessment Program) (RESEA)
13. Programs authorized under sec. 212 of the Second Chance Act of 2007 (34 U.S.C. 10631)
14. Temporary Assistance for Needy Families (TANF) authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) (Florida Department of

Children and Families)

Please list below additional partners in the local one-stop delivery system, as approved by the local workforce development board and CLEOs:

Section 4. Provision of Services

A. One-Stop Services. The following services will be provided through the local one-stop delivery system:

1. Business Services:
 - a. Make labor exchange activities and labor market information available to local employers.
 - b. Develop relationships and networks with large and small employers and their intermediaries.
 - c. Develop, convene, or implement industry/sector partnerships.
 - d. Provide appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services offered through the one-stop delivery system.
2. Job Seeker services:
 - a. Provide basic career services, including:
 1. Determinations of whether the individual is eligible to assistance;
 2. Outreach, intake, and orientation;
 3. Opportunity for individuals to apply for TANF assistance and non-assistance benefits and services;
 4. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive services needs;
 5. Labor exchange services, including job search and placement assistance, including career counseling as specified in 20 CFR 678.430(a)(4);
 6. Referrals to and coordination of activities with other programs and services, including those within the one-stop delivery system and, when appropriate, other workforce development programs;
 7. Workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
 - a. Job vacancy listings in labor market areas;

- b. Information on job skills necessary to obtain vacant jobs listed; and
 - c. Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs;
 - 8. Performance information and program cost information on eligible providers of education, training, and workforce services by program and type of providers;
 - 9. Information about how the local area is performing on local performance accountability measures;
 - 10. Information about the availability of supportive services or assistance and appropriate referrals to such, including: child care; child support; medical or child health assistance available through the state's Medicaid program and Children's Health Insurance Program; benefits under SNAP; assistance through the earned income tax credit; and assistance under TANF, and other supportive services and transportation provided through that program;
 - 11. Information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation; and
 - 12. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.
- b. Provide individualized career services, including:
- 1. Comprehensive and specialized assessments of the skill service needs of adults and dislocated workers;
 - 2. Development of an individual employment plan;
 - 3. Group and/or individual counseling;
 - 4. Career planning;
 - 5. Short-term pre-vocational services;
 - 6. Internships and work experiences that are linked to careers;
 - 7. Workforce preparation activities;
 - 8. Financial literacy services;
 - 9. Out-of-area job search assistance and relocation assistance;
 - 10. English language acquisition and integrated education and training programs.
 - 11. Provide follow-up services, as appropriate, including counseling regarding the workplace, for participants in adult

or dislocated workerworkforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.

12. Provide employment services and related support being provided by the TANF program that qualify as career services.

c. Training Services:

1. Occupational skills training, including training for nontraditional employment;
2. On-the-job training;
3. Incumbent worker training;
4. Programs that combine workplace training with related instruction, which may include cooperative education programs;
5. Training programs operated by the private sector;
6. Skills upgrading and retraining;
7. Entrepreneurial training;
8. Transitional jobs;
9. Job readiness training;
10. Adult education and literacy activities;
11. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

d. Youth Services:

1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized postsecondary credential;
2. Alternative secondary school services, or dropout recovery services, as appropriate;
3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience;
4. Occupational skill training;
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;

6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
 7. Supportive services;
 8. Adult mentoring;
 9. Follow-up services;
 10. Comprehensive guidance and counseling;
 11. Financial literacy education;
 12. Entrepreneurial skills training;
 13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area; and
 14. Activities that help youth prepare for and transition to post-secondary education and training.
3. Access to programs and activities carried out by one-stop partners listed in 20 CFR §§ 678.400 through 678.410, including the Employment Service program authorized under the Wagner-Peyser Act, as amended by WIOA title III (Wagner-Peyser Act Employment Service program).

B. Access to Services. The Parties will make their program services accessible to job seekers, whether they are physically housed within a career center or provided virtually. Through the one-stop delivery system by:

1. Exchanging participant's eligibility requirements for their workforce funding streams, identifying their program career services, and designating services and activities that may be appropriate for integration into the one-stop delivery system.
2. Jointly developing and participating in cross-training of frontline staff to assure an understanding of the activities, support services, and constraints applicable to joint partner workforce funding streams.
3. Coordinating outreach and recruitment through links on each other's websites.

C. Coordinating Services. The Parties shall coordinate and deliver program services (including workforce services) as appropriate through the one-stop delivery system by:

1. Seeking opportunities to share resources and reduce duplication of activities to streamline services for customers and improve frontline staff efficiency such as co-locating in a comprehensive or affiliate one-stop location site and by establishing direct linkages through technology as provided in 20 CFR 678.305(d).

2. Working together on enhancing employer engagement to build a demand-driven system, improve business services, and match participants with work-based learning opportunities.
 3. Promoting continuous improvement through the coordination of staff training to provide frontline staff with information and knowledge regarding each other's services.
 4. Participating in the one-stop delivery system consistent with the terms of this MOU and the requirements of federal and state laws authorizing the program or activities and any related grant agreements.
- D. Cross Referral.** The Parties will implement policies and procedures that encourage the referral of customers to each other as appropriate by:
1. Reviewing their individual program policies, procedures, and processes them to the extent allowed by each program's specific laws and better serve customers through cross referral, sequential, or co-enrollment best benefit the customer.
 2. Using established methods for follow-up and reporting to each other services provided to the customer and the outcomes obtained.
- E. Information Sharing.** The Parties agree that the collection, use, and disclosure of participant records, including, but not limited to, customers' personally identifiable information (PII), is subject to various requirements set forth in federal and state privacy laws. Partner acknowledges that the execution of this MOU, by itself, does not function to satisfy all of these requirements. The Parties agree to comply with the following, as applicable: 29 CFR 38.41, governing the collection and maintenance of equal opportunity data and other information; 20 USC 1232g and 34 CFR Part 99 (the Family Educational Rights and Privacy Act and implementing regulations); 34 CFR 361.38 (Vocational Rehabilitation and Blind Services confidentiality regulations); and 20 CFR Part 603 (regulations governing confidentiality and disclosure of state unemployment compensation information).
- F.** Each Party will train its staff in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs.
- G. Accessibility.** The Parties will ensure access for workers, youth, and individuals with barriers to employment, including the use of technological tools, in each of the one-stop centers and affiliate locations. The Parties will offer priority services to recipients of public assistance, other low-income individuals, or individuals who have skills deficient for individualized career services and training services funded with WIOA

adult funds. Job seekers and businesses must be able to access all information relevant to them via visits to One-Stop centers as well as through electronic means and direct linkages to workforce partner programs. The Parties will provide reasonable accommodations for individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Assistive technology, accessible formats, and language translation services will be made available and used as needed. The local workforce development board will either co-locate WIOA youth program staff at One-Stop centers and/or ensure One-Stop centers and staff are trained to serve youth and equipped to advise youth to increase youth access to services and connect youth to the program that best aligns with their needs.

Section 5. Funding of infrastructure and Operating Costs

As required by 20 CFR 678.755, the Parties agree that the infrastructure and shared services budget 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.

Section 6. Term

This MOU is effective upon the date of the last required signature, or July 1, 2026 whichever is later, through June 30, 2029, unless the MOU is terminated by either Party in accordance with the terms set forth herein.

Section 7. Modification and Renewal

- A. This MOU will be reviewed, and if substantial changes have occurred, renewed, not less than once every 3-year period to ensure appropriate funding and delivery of services.
- B. The MOU must be updated not less than every 3 years to reflect any changes in the signatory official of CSPH, one-stop partners, and chief elected officials, or one-stop infrastructure funding.
- C. This MOU may be amended or modified by mutual consent of the Parties, by the issuance of a written amendment executed by the Parties.
- D. The Parties may choose to include, via addendum to this MOU, other provisions that are consistent with WIOA title I, the authorizing statutes and regulations of one-stop partner programs, and the WIOA regulations.

Section 8. Termination

- A. Either Party may terminate this MOU for convenience by giving 30 days' written notice pursuant to Section 9 (Notice).
- B. In the event of termination, the Parties will convene within 30 days to renegotiate a mutually acceptable replacement MOU, if required by law to do so.

Section 9. Notice

- A. All notices required to be given to CSPH under this MOU shall be sufficient when emailed, hand-delivered, or mailed to CSPH at its office located at 4440 Grand Blvd., New Port Richey, FL 34652, addressed to the President/CEO.
- B. All notices required to be given to Partner under this MOU shall be sufficient when emailed, hand-delivered or mailed to Partner at its office located at 4440 Grand Blvd, New Port Richey, FL 34652.

Section 10. Nondiscrimination

The Parties agree to comply with the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); on the basis of disability under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.).

The Parties agree that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any program or activity relating to the operation of the one-stop delivery system because of race, color, religion, sex (except as otherwise permitted under title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

Section 11. Confidentiality

The Parties agree to abide by all applicable federal, state, and local laws and regulations regarding confidential information, including, but not limited to: 20 CFR part 603, 45 CFR 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38. Each Party will ensure that the collection and use of any information, systems, or records that contain personally identifiable information ("PII") and other confidential/exempt 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 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, any required data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals.

Section 12. Dispute Resolution

If an issue arises involving this MOU, Parties will make every effort to reach a resolution in a timely and efficient manners. Any party 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. If not resolved, the issue and the efforts to resolve this will be documented and forwarded to the Executive Director of the local workforce development board and the Director of the partner agency. A joint decision will be issued within 60 calendar days of receipt. A partner that is dissatisfied with the decision may file the dispute with the Florida Department of Commerce ("FloridaCommerce") and the Florida Department of Education ("DOE") for resolution. FloridaCommerce and DOE may remand the issue back to the Executive Director of the local area and to the director of the partner agency or impose other remedies to resolve the issue.

Section 13. Signatures

IN WITNESS WHEREOF, CareerSource Pasco Hernando have caused this MOU to be duly executed as of the date set forth below.

The MOU must contain the signatures of the Chief Local Elected Official(s). The MOU must be updated at least once every three years and included in the local board's WIOA Workforce Services' plan.

SIGNATURE PAGE

Approved by:

Pasco-Hernando Workforce Board, Inc., dba CareerSource Pasco Hernando

Board Chair: _____
Signature: _____
Title: _____
Date: _____

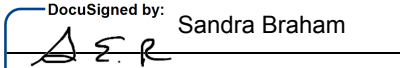
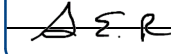
Approved by:

Pasco Hernando Workforce Development Consortium

CLEO Name: John Allocco
Signature: _____
Title: _____
Date: _____

Approved by Partner:

Gulf Coast Jewish Family and Community Services, Inc.

Name:  _____
Signature:  _____
Title: President and CEO
Date: 4/24/2026

Attachment 1: Partner Services

The Partner will perform the following functions:

- ❖ 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 CareerSource Pasco Hernando with monthly outcome numbers for performance data tracking.
- ❖ Provide feedback to CareerSource Pasco Hernando 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 CareerSource Pasco Hernando staff.
- ❖ Gulf provides virtual and digital presence for student/customers on all digital platforms to create greater awareness to resources available through CSPH.
- ❖ List all Gulf's job openings through CareerSource Pasco Hernando.

This is set forth and required by the 2021 Reimagining Education and Career Help (REACH) Act, and the 2023's Senate Bill 240.

ACTION ITEM 3
In-Kind MOU/IFA Agreement -
Pasco County Housing Authority

Under Section 121 of the Workforce Innovation and Opportunity Act (WIOA), Local Workforce Development Boards, in agreement with the Chief Elected Official, are required to develop and enter into Memorandums of Understanding (MOUs) and Infrastructure Funding Agreements (IFAs) with One-Stop Partner agencies participating in the American Job Center network.

The MOU and IFA establish the framework for coordination among workforce system partners and define each party's roles, responsibilities, services, and contributions in support of an integrated workforce development system. These agreements are intended to ensure seamless access to workforce, education, training, and supportive services for employers, job seekers, youth, and individuals with barriers to employment, including individuals with disabilities.

The agreements further identify the methodology for funding infrastructure and shared system costs associated with the operation of the American Job Center network in accordance with WIOA, applicable federal regulations, state guidance, and local workforce development requirements. Through these collaborative agreements, partners coordinate resources, strengthen referral processes, reduce duplication of services, and improve service delivery throughout Pasco and Hernando Counties.

Consistent with local infrastructure funding negotiations and WIOA guidance, the agreements may include in-kind contributions in lieu of direct cash contributions when mutually agreed upon by the parties and allowable under federal and state requirements. Such contributions may include staff support, referral coordination, workshops, training activities, technology resources, outreach efforts, facility usage, and other workforce system support activities that provide benefit to the One-Stop delivery system.

The attached MOU/IFA has been negotiated between Pasco-Hernando Workforce Board and the identified partner agency(ies) for the period of July 1, 2026, through June 30, 2029, and has been reviewed for compliance with applicable federal and state requirements.

FOR CONSIDERATION

Approval of the negotiated three-year Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) between Pasco-Hernando Workforce Board and the following One-Stop Partner agency for the period of July 1, 2026, through June 30, 2029.



Memorandum of Understanding

for

Workforce Development Partners

By and between **Pasco-Hernando Workforce Board, Inc. dba Career Source Pasco Hernando** and **Pasco County Housing Authority**

Section 1. Parties

This Memorandum of Understanding (“MOU”) is entered into between Pasco Hernando Workforce Board, Inc., DBA CareerSource Pasco Hernando, (“CSPH”); and Pasco County Housing Authority (“PCHA”). CSPH and PCHA are collectively referred to as the “Parties” and individually as a “Party.”

Section 2. Purpose

The Workforce Innovation and Opportunity Act of 2014 (“WIOA”) Sec. 121(c)(1) requires the local workforce development board, with the agreement of the Chief Local Elected Officials (CLEOs), to develop and enter into a MOU between the local workforce development board and the One- Stop Partners concerning the operation of the one-stop delivery system in a local area.

The purpose of this MOU is to describe the cooperative workforce training and employment efforts of CSPH and PCHA and the actions to be taken by each to establish and maintain an effective and successful one-stop delivery system. The infrastructure funding agreement establishes a financial plan, including terms and conditions, to fund the services and operating cost of the one-stop delivery system.

This MOU establishes how resources will be coordinated, prevent duplication of services, and ensures the effective and efficient delivery of workforce services in the county(ies) represented by CSPH to enable the Partner to integrate with the one-stop delivery system.

The Parties 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.

Section 3. Partners in the One-Stop Delivery System

Pursuant to 20 CFR 678.400, required one-stop partners are the entities responsible for administering the following programs and activities in the local area:

1. Programs authorized under title I of WIOA, including:

- a. Adults
 - b. Dislocated Workers
 - c. Youth
 - d. Job Corps
 - e. YouthBuild
 - f. Native American programs
 - g. Migrant and seasonal farmer worker programs
2. The 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
 3. The Adult Education and Family Literacy Act (AEFLA) program authorized under title II of WIOA.
 4. The Vocational Rehabilitation (VR) 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 Vocational Rehabilitation)
 5. The Vocational Rehabilitation (VR) 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)
 6. The Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.) (Florida Department of Elder Affairs)
 7. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) (Perkins V)
 8. Trade Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)
 9. Jobs for Veterans State Grants programs authorized under chapter 41 of title 38, U.S.C.
 10. Employment and training activities carried out under the Community Services Block Grant (42 U.S.C. 9901 et seq.)
 11. Employment and training activities carried out by the Department of Housing and Urban Development
 12. Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law) (Reemployment Services and Eligibility Assessment Program) (RESEA)
 13. Programs authorized under sec. 212 of the Second Chance Act of 2007 (34 U.S.C. 10631)
 14. Temporary Assistance for Needy Families (TANF) authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) (Florida Department of Children and Families)

Section 4. Provision of Services

A. One-Stop Services. The following services will be provided through the local one-stop delivery system:

1. Business Services:
 - a. Make labor exchange activities and labor market information available to local employers.
 - b. Develop relationships and networks with large and small employers and their intermediaries.
 - c. Develop, convene, or implement industry/sector partnerships.
 - d. Provide appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services offered through the one-stop delivery system.
2. Job Seeker services:
 - a. Provide basic career services, including:
 1. Determinations of whether the individual is eligible to assistance;
 2. Outreach, intake, and orientation;
 3. Opportunity for individuals to apply for TANF assistance and non-assistance benefits and services;
 4. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive services needs;
 5. Labor exchange services, including job search and placement assistance, including career counseling as specified in 20 CFR 678.430(a)(4);
 6. Referrals to and coordination of activities with other programs and services, including those within the one-stop delivery system and, when appropriate, other workforce development programs;
 7. Workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
 - a. Job vacancy listings in labor market areas;
 - b. Information on job skills necessary to obtain vacant jobs listed; and
 - c. Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs;

8. Performance information and program cost information on eligible providers of education, training, and workforce services by program and type of providers;
 9. Information about how the local area is performing on local performance accountability measures;
 10. Information about the availability of supportive services or assistance and appropriate referrals to such, including: child care; child support; medical or child health assistance available through the state's Medicaid program and Children's Health Insurance Program; benefits under SNAP; assistance through the earned income tax credit; and assistance under TANF, and other supportive services and transportation provided through that program;
 11. Information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation; and
 12. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.
- b. Provide individualized career services, including:
1. Comprehensive and specialized assessments of the skill service needs of adults and dislocated workers;
 2. Development of an individual employment plan;
 3. Group and/or individual counseling;
 4. Career planning;
 5. Short-term pre-vocational services;
 6. Internships and work experiences that are linked to careers;
 7. Workforce preparation activities;
 8. Financial literacy services;
 9. Out-of-area job search assistance and relocation assistance;
 10. English language acquisition and integrated education and training programs.
 11. Provide follow-up services, as appropriate, including counseling regarding the workplace, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.

12. Provide employment services and related support being provided by the TANF program that qualify as career services.
- c. Training Services:
1. Occupational skills training, including training for nontraditional employment;
 2. On-the-job training;
 3. Incumbent worker training;
 4. Programs that combine workplace training with related instruction, which may include cooperative education programs;
 5. Training programs operated by the private sector;
 6. Skills upgrading and retraining;
 7. Entrepreneurial training;
 8. Transitional jobs;
 9. Job readiness training;
 10. Adult education and literacy activities;
 11. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.
- d. Youth Services:
1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized postsecondary credential;
 2. Alternative secondary school services, or dropout recovery services, as appropriate;
 3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience;
 4. Occupational skill training;
 5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
 6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
 7. Supportive services;
 8. Adult mentoring;

9. Follow-up services;
 10. Comprehensive guidance and counseling;
 11. Financial literacy education;
 12. Entrepreneurial skills training;
 13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area; and
 14. Activities that help youth prepare for and transition to post-secondary education and training.
3. Access to programs and activities carried out by one-stop partners listed in 20 CFR §§ 678.400 through 678.410, including the Employment Service program authorized under the Wagner-Peyser Act, as amended by WIOA title III (Wagner-Peyser Act Employment Service program).

B. Access to Services. The Parties will make their program services accessible to job seekers, whether they are physically housed within a career center or provided virtually. Through the one-stop delivery system by:

1. Exchanging participant's eligibility requirements for their workforce funding streams, identifying their program career services, and designating services and activities that may be appropriate for integration into the one-stop delivery system.
2. Jointly developing and participating in cross-training of frontline staff to assure an understanding of the activities, support services, and constraints applicable to joint partner workforce funding streams.
3. Coordinating outreach and recruitment through links on each other's websites.

C. Coordinating Services. The Parties shall coordinate and deliver program services (including workforce services) as appropriate through the one-stop delivery system by:

1. Seeking opportunities to share resources and reduce duplication of activities to streamline services for customers and improve frontline staff efficiency such as co-locating in a comprehensive or affiliate one-stop location site and by establishing direct linkages through technology as provided in 20 CFR 678.305(d).
2. Working together on enhancing employer engagement to build a demand-driven system, improve business services, and match participants with work-based learning opportunities.
3. Promoting continuous improvement through the coordination of staff training to provide frontline staff with information and knowledge regarding each other's services.

4. Participating in the one-stop delivery system consistent with the terms of this MOU and the requirements of federal and state laws authorizing the program or activities and any related grant agreements.

- D. Cross Referral.** The Parties will implement policies and procedures that encourage the referral of customers to each other as appropriate by:
1. Reviewing their individual program policies, procedures, and processes them to the extent allowed by each program's specific laws and better serve customers through cross referral, sequential, or co-enrollment best benefit the customer.
 2. Using established methods for follow-up and reporting to each other services provided to the customer and the outcomes obtained.
- E. Information Sharing.** The Parties agree that the collection, use, and disclosure of participant records, including, but not limited to, customers' personally identifiable information (PII), is subject to various requirements set forth in federal and state privacy laws. Partner acknowledges that the execution of this MOU, by itself, does not function to satisfy all of these requirements. The Parties agree to comply with the following, as applicable: 29 CFR 38.41, governing the collection and maintenance of equal opportunity data and other information; 20 USC 1232g and 34 CFR Part 99 (the Family Educational Rights and Privacy Act and implementing regulations); 34 CFR 361.38 (Vocational Rehabilitation and Blind Services confidentiality regulations); and 20 CFR Part 603 (regulations governing confidentiality and disclosure of state unemployment compensation information).
- F.** Each Party will train its staff in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs.
- G. Accessibility.** The Parties will ensure access for workers, youth, and individuals with barriers to employment, including the use of technological tools, in each of the one-stop centers and affiliate locations. The Parties will offer priority services to recipients of public assistance, other low-income individuals, or individuals who have skills deficient for individualized career services and training services funded with WIOA adult funds. Job seekers and businesses must be able to access all information relevant to them via visits to One-Stop centers as well as through electronic means and direct linkages to workforce partner programs. The Parties will provide reasonable accommodations for individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Assistive

technology, accessible formats, and language translation services will be made available and used as needed. The local workforce development board will either co-locate WIOA youth program staff at One-Stop centers and/or ensure One-Stop centers and staff are trained to serve youth and equipped to advise youth to increase youth access to services and connect youth to the program that best aligns with their needs.

Section 5. Funding of infrastructure and Operating Costs

As required by 20 CFR 678.755, the Parties agree that the infrastructure and shared services budget 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.

Section 6. Term

This MOU is effective upon the date of the last required signature, or July 1, 2026 whichever is later, through June 30, 2029, unless the MOU is terminated by either Party in accordance with the terms set forth herein.

Section 7. Modification and Renewal

- A. This MOU will be reviewed, and if substantial changes have occurred, renewed, not less than once every 3-year period to ensure appropriate funding and delivery of services.
- B. The MOU must be updated not less than every 3 years to reflect any changes in the signatory official of CSPH, one-stop partners, and chief elected officials, or one-stop infrastructure funding.
- C. This MOU may be amended or modified by mutual consent of the Parties, by the issuance of a written amendment executed by the Parties.
- D. The Parties may choose to include, via addendum to this MOU, other provisions that are consistent with WIOA title I, the authorizing statutes and regulations of one-stop partner programs, and the WIOA regulations.

Section 8. Termination

- A. Either Party may terminate this MOU for convenience by giving 30 days' written notice pursuant to Section 9 (Notice).
- B. In the event of termination, the Parties will convene within 30 days to renegotiate a mutually acceptable replacement MOU, if required by law to do so.

Section 9. Notice

- A. All notices required to be given to CSPH under this MOU shall be sufficient when emailed, hand-delivered, or mailed to CSPH at its office located at 4440 Grand Blvd., New Port Richey, FL 34652, addressed to the President/CEO.
- B. All notices required to be given to Partner under this MOU shall be sufficient when emailed, hand-delivered or mailed to Partner at its office located at 4440 Grand Blvd, New Port Richey, FL 34652.

Section 10. Nondiscrimination

The Parties agree to comply with the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); on the basis of disability under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.).

The Parties agree that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any program or activity relating to the operation of the one-stop delivery system because of race, color, religion, sex (except as otherwise permitted under title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

Section 11. Confidentiality

The Parties agree to abide by all applicable federal, state, and local laws and regulations regarding confidential information, including, but not limited to: 20 CFR part 603, 45 CFR 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38. Each Party will ensure that the collection and use of any information, systems, or records that contain personally identifiable information ("PII") and other confidential/exempt 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 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, any required data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals.

Section 12. Dispute Resolution

If an issue arises involving this MOU, Parties will make every effort to reach a resolution in a timely and efficient manners. Any party 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. If not resolved, the issue and the efforts to resolve this will be documented and forwarded to the Executive Director of the local workforce development board and the Director of the partner agency. A joint decision will be issued within 60 calendar days of receipt. A partner that is dissatisfied with the decision may file the dispute with the Florida Department of Commerce ("FloridaCommerce") and the Florida Department of Education ("DOE") for resolution. FloridaCommerce and DOE may remand the issue back to the Executive Director of the local area and to the director of the partner agency or impose other remedies to resolve the issue.

Section 13. Signatures

IN WITNESS WHEREOF, CareerSource Pasco Hernando have caused this MOU to be duly executed as of the date set forth below.

The MOU must contain the signatures of the Chief Local Elected Official(s). The MOU must be updated at least once every three years and included in the local board's WIOA Workforce Services' plan.

SIGNATURE PAGE

Approved by:

Pasco-Hernando Workforce Board, Inc., dba CareerSource Pasco Hernando

Board Chair: _____
Signature: _____
Title: _____
Date: _____


Approved by:

Pasco Hernando Workforce Development Consortium

CLEO Name: John Allocco
Signature: _____
Title: _____
Date: _____

Approved by Partner:

Pasco County Housing Authority

Name: Jeff Sklet
Signature: 
Title: Executive Director
Date: 6/3/2026

ACTION ITEM 4
In-Kind MOU/IFA Agreement -
Pasco-Hernando State College

Under Section 121 of the Workforce Innovation and Opportunity Act (WIOA), Local Workforce Development Boards, in agreement with the Chief Elected Official, are required to develop and enter into Memorandums of Understanding (MOUs) and Infrastructure Funding Agreements (IFAs) with One-Stop Partner agencies participating in the American Job Center network.

The MOU and IFA establish the framework for coordination among workforce system partners and define each party's roles, responsibilities, services, and contributions in support of an integrated workforce development system. These agreements are intended to ensure seamless access to workforce, education, training, and supportive services for employers, job seekers, youth, and individuals with barriers to employment, including individuals with disabilities.

The agreements further identify the methodology for funding infrastructure and shared system costs associated with the operation of the American Job Center network in accordance with WIOA, applicable federal regulations, state guidance, and local workforce development requirements. Through these collaborative agreements, partners coordinate resources, strengthen referral processes, reduce duplication of services, and improve service delivery throughout Pasco and Hernando Counties.

Consistent with local infrastructure funding negotiations and WIOA guidance, the agreements may include in-kind contributions in lieu of direct cash contributions when mutually agreed upon by the parties and allowable under federal and state requirements. Such contributions may include staff support, referral coordination, workshops, training activities, technology resources, outreach efforts, facility usage, and other workforce system support activities that provide benefit to the One-Stop delivery system.

The attached MOU/IFA has been negotiated between Pasco-Hernando Workforce Board and the identified partner agency(ies) for the period of July 1, 2026, through June 30, 2029, and has been reviewed for compliance with applicable federal and state requirements.

FOR CONSIDERATION

Approval of the negotiated three-year Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) between Pasco-Hernando Workforce Board and the following One-Stop Partner agency for the period of July 1, 2026, through June 30, 2029.



Memorandum of Understanding

for

Workforce Development Partners

By and between **Pasco-Hernando Workforce Board, Inc. dba Career Source Pasco Hernando** and **Pasco Hernando State College**

Section 1. Parties

This Memorandum of Understanding (“MOU”) is entered into between Pasco Hernando Workforce Board, Inc., DBA CareerSource Pasco Hernando, (“CSPH”); and Pasco Hernando State College (“PHSC”). CSPH and PHSC are collectively referred to as the “Parties” and individually as a “Party.”

Section 2. Purpose

The Workforce Innovation and Opportunity Act of 2014 (“WIOA”) Sec. 121(c)(1) requires the local workforce development board, with the agreement of the Chief Local Elected Officials (CLEOs), to develop and enter into a MOU between the local workforce development board and the One- Stop Partners concerning the operation of the one-stop delivery system in a local area.

The purpose of this MOU is to describe the cooperative workforce training and employment efforts of CSPH and PHSC and the actions to be taken by each to establish and maintain an effective and successful one-stop delivery system. The infrastructure funding agreement establishes a financial plan, including terms and conditions, to fund the services and operating cost of the one-stop delivery system.

This MOU establishes how resources will be coordinated, prevent duplication of services, and ensures the effective and efficient delivery of workforce services in the county(ies) represented by CSPH to enable the Partner to integrate with the one-stop delivery system.

The Parties 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.

Section 3. Partners in the One-Stop Delivery System

Pursuant to 20 CFR 678.400, required one-stop partners are the entities responsible for administering the following programs and activities in the local area:

1. Programs authorized under title I of WIOA, including:

- a. Adults
 - b. Dislocated Workers
 - c. Youth
 - d. Job Corps
 - e. YouthBuild
 - f. Native American programs
 - g. Migrant and seasonal farmer worker programs
2. The 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
 3. The Adult Education and Family Literacy Act (AEFLA) program authorized under title II of WIOA.
 4. The Vocational Rehabilitation (VR) 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 Vocational Rehabilitation)
 5. The Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.) (Florida Department of Elder Affairs)
 6. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) (Perkins V)
 7. Trade Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)
 8. Jobs for Veterans State Grants programs authorized under chapter 41 of title 38, U.S.C.
 9. Employment and training activities carried out under the Community Services Block Grant (42 U.S.C. 9901 et seq.)
 10. Employment and training activities carried out by the Department of Housing and Urban Development
 11. Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law) (Reemployment Services and Eligibility Assessment Program) (RESEA)
 12. Programs authorized under sec. 212 of the Second Chance Act of 2007 (34 U.S.C. 10631)
 13. Temporary Assistance for Needy Families (TANF) authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) (Florida Department of Children and Families)

Section 4. Provision of Services

- A. One-Stop Services.** The following services will be provided through the local one-stop delivery system:

1. Business Services:
 - a. Make labor exchange activities and labor market information available to local employers.
 - b. Develop relationships and networks with large and small employers and their intermediaries.
 - c. Develop, convene, or implement industry/sector partnerships.
 - d. Provide appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services offered through the one-stop delivery system.
2. Job Seeker services:
 - a. Provide basic career services, including:
 1. Determinations of whether the individual is eligible for assistance;
 2. Outreach, intake, and orientation;
 3. Opportunity for individuals to apply for TANF assistance and non-assistance benefits and services;
 4. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive services needs;
 5. Labor exchange services, including job search and placement assistance, including career counseling as specified in 20 CFR 678.430(a)(4);
 6. Referrals to and coordination of activities with other programs and services, including those within the one-stop delivery system and, when appropriate, other workforce development programs;
 7. Workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
 - a. Job vacancy listings in labor market areas;
 - b. Information on job skills necessary to obtain vacant jobs listed; and
 - c. Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs;
 8. Performance information and program cost information on eligible providers of education, training, and workforce services by program and type of providers;

9. Information about how the local area is performing on local performance accountability measures;
 10. Information about the availability of supportive services or assistance and appropriate referrals to same, including: child care; child support; medical or child health assistance available through the state's Medicaid program and Children's Health Insurance Program; benefits under SNAP; assistance through the earned income tax credit; and assistance under TANF, and other supportive services and transportation provided through that program;
 11. Information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation; and
 12. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.
- b. Provide individualized career services, including:
1. Comprehensive and specialized assessments of the skill service needs of adults and dislocated workers;
 2. Development of an individual employment plan;
 3. Group and/or individual counseling;
 4. Career planning;
 5. Short-term pre-vocational services;
 6. Internships and work experiences that are linked to careers;
 7. Workforce preparation activities;
 8. Financial literacy services;
 9. Out-of-area job search assistance and relocation assistance;
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 11. Provide follow-up services, as appropriate, including counseling regarding the workplace, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.
 12. Provide employment services and related support being provided by the TANF program that qualify as career services.
- c. Training Services:

1. Occupational skills training, including training for nontraditional employment;
 2. On-the-job training;
 3. Incumbent worker training;
 4. Programs that combine workplace training with related instruction, which may include cooperative education programs;
 5. Training programs operated by the private sector;
 6. Skills upgrading and retraining;
 7. Entrepreneurial training;
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 9. Job readiness training;
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 11. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.
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1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized postsecondary credential;
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13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area; and
 14. Activities that help youth prepare for and transition to post-secondary education and training.
3. Access to programs and activities carried out by one-stop partners listed in 20 CFR §§ 678.400 through 678.410, including the Employment Service program authorized under the Wagner-Peyser Act, as amended by WIOA title III (Wagner-Peyser Act Employment Service program).

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4. Participating in the one-stop delivery system consistent with the terms of this MOU and the requirements of federal and state laws authorizing the program or activities and any related grant agreements.

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equipped to advise youth to increase youth access to services and connect youth to the program that best aligns with their needs.

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- A. This MOU will be reviewed, and if substantial changes have occurred, renewed, not less than once every 3-year period to ensure appropriate funding and delivery of services.
- B. The MOU must be updated not less than every 3 years to reflect any changes in the signatory official of CSPH, one-stop partners, and chief elected officials, or one-stop infrastructure funding.
- C. This MOU may be amended or modified by mutual consent of the Parties, by the issuance of a written amendment executed by the Parties.
- D. The Parties may choose to include, via addendum to this MOU, other provisions that are consistent with WIOA title I, the authorizing statutes and regulations of one-stop partner programs, and the WIOA regulations.

Section 8. Termination

- A. Either Party may terminate this MOU for convenience by giving 30 days' written notice pursuant to Section 9 (Notice).
- B. In the event of termination, the Parties will convene within 30 days to renegotiate a mutually acceptable replacement MOU, if required by law to do so.

Section 9. Notice

- A. All notices required to be given to CSPH under this MOU shall be sufficient when emailed, hand-delivered, or mailed to CSPH at its office located at 4440 Grand Blvd., New Port Richey, FL 34652, addressed to the President/CEO.

- B. All notices required to be given to Partner under this MOU shall be sufficient when emailed, hand-delivered or mailed to Partner at its office located at 10230 Ridge Road, New Port Richey, FL 34654, addressed to President.

Section 10. Nondiscrimination

The Parties agree to comply with the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); on the basis of disability under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.).

The Parties agree that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any program or activity relating to the operation of the one-stop delivery system because of race, color, religion, sex (except as otherwise permitted under title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or any other factor or condition protected by law.

Section 11. Confidentiality

The Parties agree to abide by all applicable federal, state, and local laws and regulations regarding confidential information, including, but not limited to: 20 CFR part 603, 45 CFR 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38. Each Party will ensure that the collection and use of any information, systems, or records that contain personally identifiable information ("PII") and other confidential/exempt 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 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, any required data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals.

Section 11. Indemnification

The Parties to this MOU recognize that 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.

Section 13. Dispute Resolution

If an issue arises involving this MOU, Parties will make every effort to reach a resolution in a timely and efficient manners. Any party 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. If not resolved, the issue and the efforts to resolve this will be documented and forwarded to the Executive Director of the local workforce development board and the Director of the partner agency. A joint decision will be issued within 60 calendar days of receipt. A partner that is dissatisfied with the decision may file the dispute with the Florida Department of Commerce ("FloridaCommerce") and the Florida Department of Education ("DOE") for resolution. FloridaCommerce and DOE may remand the issue back to the Executive Director of the local area and to the director of the partner agency or impose other remedies to resolve the issue.

Section 14. Signatures

IN WITNESS WHEREOF, CareerSource Pasco Hernando have caused this MOU to be duly executed as of the date set forth below.

The MOU must contain the signatures of the Chief Local Elected Official(s). The MOU must be updated at least once every three years and included in the local board's WIOA Workforce Services' plan.

SIGNATURE PAGE

Approved by:

Pasco-Hernando Workforce Board, Inc., dba CareerSource Pasco Hernando

Board Chair: _____
Signature: _____
Title: _____
Date: _____

Approved by:


Pasco Hernando Workforce Development Consortium

CLEO Name: John Allocco
Signature: _____
Title: _____
Date: _____

Approved by Partner:

Pasco Hernando State College

Name: Stormie Knight

Signature: 
Title: Vice President of Policy
Budget and
Administration
Date: 4/24/2026

Legal Language Previously Approved by PHSC Legal Counsel

Initials PAN

APPROVED
By nadolsp at 1:52 pm, Apr 24, 2026

Attachment 1: Partner Services

PHSC combines high-tech educational facilities and state-of-the-art programs with a focus on teaching for student success. Students can expect personalized attention, small class sizes, highly credentialed faculty, and tuition and fees that are among the most affordable in the State of Florida. PHSC's Associate in Arts (AA) degree program provides a solid foundation in the arts and sciences. Successful completion of PHSC's AA degree guarantees seamless transfer to one of Florida's public universities or state colleges at the junior level.

PHSC provides training for more than 30 high demand careers in business, health, industry and technology, and public services through new bachelor's degree, Associate in Science degree and certificate programs. PHSC offers educational opportunities for students of all ages and abilities.

PHSC's "open door" policy welcomes all high school graduates and GED recipients, with locations in Brooksville, Dade City, New Port Richey, Spring Hill, and Wesley Chapel.

The Partner Agency, Pasco Hernando State College, will perform the following functions:

- 1 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.
- 2 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.
- 3 Coordinate with CSPH 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.
- 4 Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-stop System.

- 5 Provide feedback to CSPH management regarding the performance of the partnership, including its effectiveness and success.
- 6 Participate in career center periodic meetings to provide updates on the partners' programs and procedures to CSPH staff.
- 7 Encourage students/customers to meet with a CareerSource Pasco Hernando representative prior to graduation.
- 8 Provide CSPH with space (in an effort to co-locate) at an average of 120_sqft to meet with students/customers to provide resources and information.
- 9 Share information, in addition to providing assistance to CSPH in registering students/customers within the designated CSPH system for students nearing graduation, certification and/or course completion.
- 10 CSPH will provide cross-training and access for PHSC staff to help assist with students/customers with registration into the designated system.
- 11 Integrate the CSPH brand and logo within the PHSC digital presence for students/customers to easily access CSPH information and resources.
- 12 Provide CSPH all job orders/ postings for PHSC employment.

This is set forth and required by the 2021 Reimagining Education and Career Help (REACH) Act, and the 2023's Senate Bill 240.

ACTION ITEM 5
In-Kind MOU/IFA Agreement -
Pinellas County Urban League

Under Section 121 of the Workforce Innovation and Opportunity Act (WIOA), Local Workforce Development Boards, in agreement with the Chief Elected Official, are required to develop and enter into Memorandums of Understanding (MOUs) and Infrastructure Funding Agreements (IFAs) with One-Stop Partner agencies participating in the American Job Center network.

The MOU and IFA establish the framework for coordination among workforce system partners and define each party's roles, responsibilities, services, and contributions in support of an integrated workforce development system. These agreements are intended to ensure seamless access to workforce, education, training, and supportive services for employers, job seekers, youth, and individuals with barriers to employment, including individuals with disabilities.

The agreements further identify the methodology for funding infrastructure and shared system costs associated with the operation of the American Job Center network in accordance with WIOA, applicable federal regulations, state guidance, and local workforce development requirements. Through these collaborative agreements, partners coordinate resources, strengthen referral processes, reduce duplication of services, and improve service delivery throughout Pasco and Hernando Counties.

Consistent with local infrastructure funding negotiations and WIOA guidance, the agreements may include in-kind contributions in lieu of direct cash contributions when mutually agreed upon by the parties and allowable under federal and state requirements. Such contributions may include staff support, referral coordination, workshops, training activities, technology resources, outreach efforts, facility usage, and other workforce system support activities that provide benefit to the One-Stop delivery system.

The attached MOU/IFA has been negotiated between Pasco-Hernando Workforce Board and the identified partner agency(ies) for the period of July 1, 2026, through June 30, 2029, and has been reviewed for compliance with applicable federal and state requirements.

FOR CONSIDERATION

Approval of the negotiated three-year Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) between Pasco-Hernando Workforce Board and the following One-Stop Partner agency for the period of July 1, 2026, through June 30, 2029.



Memorandum of Understanding

for

Workforce Development Partners

By and between **Pasco-Hernando Workforce Board, Inc. dba Career Source Pasco Hernando** and the **Pinellas County Urban League**

Section 1. Parties

This Memorandum of Understanding (“MOU”) is entered into between Pasco Hernando Workforce Board, Inc., DBA CareerSource Pasco Hernando, (“CSPH”); and the Pinellas County Urban League (“PCUL”). CSPH and PCUL are collectively referred to as the “Parties” and individually as a “Party.”

Section 2. Purpose

The Workforce Innovation and Opportunity Act of 2014 (“WIOA”) Sec. 121(c)(1) requires the local workforce development board, with the agreement of the Chief Local Elected Officials (CLEOs), to develop and enter into a MOU between the local workforce development board and the One- Stop Partners concerning the operation of the one-stop delivery system in a local area.

The purpose of this MOU is to describe the cooperative workforce training and employment efforts of CSPH and PCUL and the actions to be taken by each to establish and maintain an effective and successful one-stop delivery system. The infrastructure funding agreement establishes a financial plan, including terms and conditions, to fund the services and operating cost of the one-stop delivery system.

This MOU establishes how resources will be coordinated, prevent duplication of services, and ensures the effective and efficient delivery of workforce services in the county(ies) represented by CSPH to enable the Partner to integrate with the one-stop delivery system.

The Parties 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.

Section 3. Partners in the One-Stop Delivery System

Pursuant to 20 CFR 678.400, required one-stop partners are the entities responsible for administering the following programs and activities in the local area:

1. Programs authorized under title I of WIOA, including:

- a. Adults
 - b. Dislocated Workers
 - c. Youth
 - d. Job Corps
 - e. YouthBuild
 - f. Native American programs
 - g. Migrant and seasonal farmer worker programs
2. The 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
 3. The Adult Education and Family Literacy Act (AEFLA) program authorized under title II of WIOA.
 4. The Vocational Rehabilitation (VR) 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 Vocational Rehabilitation)
 5. The Vocational Rehabilitation (VR) 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)
 6. The Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.) (Florida Department of Elder Affairs)
 7. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) (Perkins V)
 8. Trade Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)
 9. Jobs for Veterans State Grants programs authorized under chapter 41 of title 38, U.S.C.
 10. Employment and training activities carried out under the Community Services Block Grant (42 U.S.C. 9901 et seq.)
 11. Employment and training activities carried out by the Department of Housing and Urban Development
 12. Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law) (Reemployment Services and Eligibility Assessment Program) (RESEA)
 13. Programs authorized under sec. 212 of the Second Chance Act of 2007 (34 U.S.C. 10631)
 14. Temporary Assistance for Needy Families (TANF) authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) (Florida Department of Children and Families)

Section 4. Provision of Services

A. One-Stop Services. The following services will be provided through the local one-stop delivery system:

1. Business Services:
 - a. Make labor exchange activities and labor market information available to local employers.
 - b. Develop relationships and networks with large and small employers and their intermediaries.
 - c. Develop, convene, or implement industry/sector partnerships.
 - d. Provide appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services offered through the one-stop delivery system.
2. Job Seeker services:
 - a. Provide basic career services, including:
 1. Determinations of whether the individual is eligible to assistance;
 2. Outreach, intake, and orientation;
 3. Opportunity for individuals to apply for TANF assistance and non-assistance benefits and services;
 4. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive services needs;
 5. Labor exchange services, including job search and placement assistance, including career counseling as specified in 20 CFR 678.430(a)(4);
 6. Referrals to and coordination of activities with other programs and services, including those within the one-stop delivery system and, when appropriate, other workforce development programs;
 7. Workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
 - a. Job vacancy listings in labor market areas;
 - b. Information on job skills necessary to obtain vacant jobs listed; and
 - c. Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs;

8. Performance information and program cost information on eligible providers of education, training, and workforce services by program and type of providers;
 9. Information about how the local area is performing on local performance accountability measures;
 10. Information about the availability of supportive services or assistance and appropriate referrals to such, including: child care; child support; medical or child health assistance available through the state's Medicaid program and Children's Health Insurance Program; benefits under SNAP; assistance through the earned income tax credit; and assistance under TANF, and other supportive services and transportation provided through that program;
 11. Information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation; and
 12. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.
- b. Provide individualized career services, including:
1. Comprehensive and specialized assessments of the skill service needs of adults and dislocated workers;
 2. Development of an individual employment plan;
 3. Group and/or individual counseling;
 4. Career planning;
 5. Short-term pre-vocational services;
 6. Internships and work experiences that are linked to careers;
 7. Workforce preparation activities;
 8. Financial literacy services;
 9. Out-of-area job search assistance and relocation assistance;
 10. English language acquisition and integrated education and training programs.
 11. Provide follow-up services, as appropriate, including counseling regarding the workplace, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.

12. Provide employment services and related support being provided by the TANF program that qualify as career services.
- c. Training Services:
1. Occupational skills training, including training for nontraditional employment;
 2. On-the-job training;
 3. Incumbent worker training;
 4. Programs that combine workplace training with related instruction, which may include cooperative education programs;
 5. Training programs operated by the private sector;
 6. Skills upgrading and retraining;
 7. Entrepreneurial training;
 8. Transitional jobs;
 9. Job readiness training;
 10. Adult education and literacy activities;
 11. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.
- d. Youth Services:
1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized postsecondary credential;
 2. Alternative secondary school services, or dropout recovery services, as appropriate;
 3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience;
 4. Occupational skill training;
 5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
 6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
 7. Supportive services;
 8. Adult mentoring;

9. Follow-up services;
 10. Comprehensive guidance and counseling;
 11. Financial literacy education;
 12. Entrepreneurial skills training;
 13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area; and
 14. Activities that help youth prepare for and transition to post-secondary education and training.
3. Access to programs and activities carried out by one-stop partners listed in 20 CFR §§ 678.400 through 678.410, including the Employment Service program authorized under the Wagner-Peyser Act, as amended by WIOA title III (Wagner-Peyser Act Employment Service program).

B. Access to Services. The Parties will make their program services accessible to job seekers, whether they are physically housed within a career center or provided virtually. Through the one-stop delivery system by:

1. Exchanging participant's eligibility requirements for their workforce funding streams, identifying their program career services, and designating services and activities that may be appropriate for integration into the one-stop delivery system.
2. Jointly developing and participating in cross-training of frontline staff to assure an understanding of the activities, support services, and constraints applicable to joint partner workforce funding streams.
3. Coordinating outreach and recruitment through links on each other's websites.

C. Coordinating Services. The Parties shall coordinate and deliver program services (including workforce services) as appropriate through the one-stop delivery system by:

1. Seeking opportunities to share resources and reduce duplication of activities to streamline services for customers and improve frontline staff efficiency such as co-locating in a comprehensive or affiliate one-stop location site and by establishing direct linkages through technology as provided in 20 CFR 678.305(d).
2. Working together on enhancing employer engagement to build a demand-driven system, improve business services, and match participants with work-based learning opportunities.
3. Promoting continuous improvement through the coordination of staff training to provide frontline staff with information and knowledge regarding each other's services.

4. Participating in the one-stop delivery system consistent with the terms of this MOU and the requirements of federal and state laws authorizing the program or activities and any related grant agreements.
- D. Cross Referral.** The Parties will implement policies and procedures that encourage the referral of customers to each other as appropriate by:
1. Reviewing their individual program policies, procedures, and processes them to the extent allowed by each program's specific laws and better serve customers through cross referral, sequential, or co-enrollment best benefit the customer.
 2. Using established methods for follow-up and reporting to each other services provided to the customer and the outcomes obtained.
- E. Information Sharing.** The Parties agree that the collection, use, and disclosure of participant records, including, but not limited to, customers' personally identifiable information (PII), is subject to various requirements set forth in federal and state privacy laws. Partner acknowledges that the execution of this MOU, by itself, does not function to satisfy all of these requirements. The Parties agree to comply with the following, as applicable: 29 CFR 38.41, governing the collection and maintenance of equal opportunity data and other information; 20 USC 1232g and 34 CFR Part 99 (the Family Educational Rights and Privacy Act and implementing regulations); 34 CFR 361.38 (Vocational Rehabilitation and Blind Services confidentiality regulations); and 20 CFR Part 603 (regulations governing confidentiality and disclosure of state unemployment compensation information).
- F.** Each Party will train its staff in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs.
- G. Accessibility.** The Parties will ensure access for workers, youth, and individuals with barriers to employment, including the use of technological tools, in each of the one-stop centers and affiliate locations. The Parties will offer priority services to recipients of public assistance, other low-income individuals, or individuals who have skills deficient for individualized career services and training services funded with WIOA adult funds. Job seekers and businesses must be able to access all information relevant to them via visits to One-Stop centers as well as through electronic means and direct linkages to workforce partner programs. The Parties will provide reasonable accommodations for individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Assistive

technology, accessible formats, and language translation services will be made available and used as needed. The local workforce development board will either co-locate WIOA youth program staff at One-Stop centers and/or ensure One-Stop centers and staff are trained to serve youth and equipped to advise youth to increase youth access to services and connect youth to the program that best aligns with their needs.

Section 5. Funding of infrastructure and Operating Costs

As required by 20 CFR 678.755, the Parties agree that the infrastructure and shared services budget 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.

Section 6. Term

This MOU is effective upon the date of the last required signature, or July 1, 2026 whichever is later, through June 30, 2029, unless the MOU is terminated by either Party in accordance with the terms set forth herein.

Section 7. Modification and Renewal

- A. This MOU will be reviewed, and if substantial changes have occurred, renewed, not less than once every 3-year period to ensure appropriate funding and delivery of services.
- B. The MOU must be updated not less than every 3 years to reflect any changes in the signatory official of CSPH, one-stop partners, and chief elected officials, or one-stop infrastructure funding.
- C. This MOU may be amended or modified by mutual consent of the Parties, by the issuance of a written amendment executed by the Parties.
- D. The Parties may choose to include, via addendum to this MOU, other provisions that are consistent with WIOA title I, the authorizing statutes and regulations of one-stop partner programs, and the WIOA regulations.

Section 8. Termination

- A. Either Party may terminate this MOU for convenience by giving 30 days' written notice pursuant to Section 9 (Notice).
- B. In the event of termination, the Parties will convene within 30 days to renegotiate a mutually acceptable replacement MOU, if required by law to do so.

Section 9. Notice

- A. All notices required to be given to CSPH under this MOU shall be sufficient when emailed, hand-delivered, or mailed to CSPH at its office located at 4440 Grand Blvd., New Port Richey, FL 34652, addressed to the President/CEO.
- B. All notices required to be given to Partner under this MOU shall be sufficient when emailed, hand-delivered or mailed to Partner at its office located at 4440 Grand Blvd, New Port Richey, FL 34652.

Section 10. Nondiscrimination

The Parties agree to comply with the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); on the basis of disability under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.).

The Parties agree that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any program or activity relating to the operation of the one-stop delivery system because of race, color, religion, sex (except as otherwise permitted under title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

Section 11. Confidentiality

The Parties agree to abide by all applicable federal, state, and local laws and regulations regarding confidential information, including, but not limited to: 20 CFR part 603, 45 CFR 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38. Each Party will ensure that the collection and use of any information, systems, or records that contain personally identifiable information ("PII") and other confidential/exempt 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 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, any required data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals.

Section 12. Dispute Resolution

If an issue arises involving this MOU, Parties will make every effort to reach a resolution in a timely and efficient manners. Any party 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. If not resolved, the issue and the efforts to resolve this will be documented and forwarded to the Executive Director of the local workforce development board and the Director of the partner agency. A joint decision will be issued within 60 calendar days of receipt. A partner that is dissatisfied with the decision may file the dispute with the Florida Department of Commerce ("FloridaCommerce") and the Florida Department of Education ("DOE") for resolution. FloridaCommerce and DOE may remand the issue back to the Executive Director of the local area and to the director of the partner agency or impose other remedies to resolve the issue.

Section 13. Signatures

IN WITNESS WHEREOF, CareerSource Pasco Hernando have caused this MOU to be duly executed as of the date set forth below.

The MOU must contain the signatures of the Chief Local Elected Official(s). The MOU must be updated at least once every three years and included in the local board's WIOA Workforce Services' plan.

SIGNATURE PAGE

Approved by:

Pasco-Hernando Workforce Board, Inc., dba CareerSource Pasco Hernando

Board Chair: _____
Signature: _____
Title: _____
Date: _____


Approved by:

Pasco Hernando Workforce Development Consortium

CLEO Name: John Allocco
Signature: _____
Title: _____
Date: _____

Approved by Partner:

Pinellas County Urban League

Name: Andrea N.
Gaskin-Capehart
Signature: 
Title: CEO
Date: 5/27/20

ACTION ITEM 6
In-Kind MOU/IFA Agreement -
Step Up Suncoast

Under Section 121 of the Workforce Innovation and Opportunity Act (WIOA), Local Workforce Development Boards, in agreement with the Chief Elected Official, are required to develop and enter into Memorandums of Understanding (MOUs) and Infrastructure Funding Agreements (IFAs) with One-Stop Partner agencies participating in the American Job Center network.

The MOU and IFA establish the framework for coordination among workforce system partners and define each party's roles, responsibilities, services, and contributions in support of an integrated workforce development system. These agreements are intended to ensure seamless access to workforce, education, training, and supportive services for employers, job seekers, youth, and individuals with barriers to employment, including individuals with disabilities.

The agreements further identify the methodology for funding infrastructure and shared system costs associated with the operation of the American Job Center network in accordance with WIOA, applicable federal regulations, state guidance, and local workforce development requirements. Through these collaborative agreements, partners coordinate resources, strengthen referral processes, reduce duplication of services, and improve service delivery throughout Pasco and Hernando Counties.

Consistent with local infrastructure funding negotiations and WIOA guidance, the agreements may include in-kind contributions in lieu of direct cash contributions when mutually agreed upon by the parties and allowable under federal and state requirements. Such contributions may include staff support, referral coordination, workshops, training activities, technology resources, outreach efforts, facility usage, and other workforce system support activities that provide benefit to the One-Stop delivery system.

The attached MOU/IFA has been negotiated between Pasco-Hernando Workforce Board and the identified partner agency(ies) for the period of July 1, 2026, through June 30, 2029, and has been reviewed for compliance with applicable federal and state requirements.

FOR CONSIDERATION

Approval of the negotiated three-year Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) between Pasco-Hernando Workforce Board and the following One-Stop Partner agency for the period of July 1, 2026, through June 30, 2029.



Memorandum of Understanding

for

Workforce Development Partners

By and between **Pasco-Hernando Workforce Board, Inc. dba Career Source Pasco Hernando** and **Step Up Suncoast, Inc.**

Section 1. Parties

This Memorandum of Understanding (“MOU”) is entered into between Pasco Hernando Workforce Board, Inc., DBA CareerSource Pasco Hernando, (“CSPH”); and Step Up Suncoast, Inc. CSPH and Step Up Suncoast, Inc. are collectively referred to as the “Parties” and individually as a “Party.”

Section 2. Purpose

The Workforce Innovation and Opportunity Act of 2014 (“WIOA”) Sec. 121(c)(1) requires the local workforce development board, with the agreement of the Chief Local Elected Officials (CLEOs), to develop and enter into a MOU between the local workforce development board and the One-Stop Partners concerning the operation of the one-stop delivery system in a local area.

The purpose of this MOU is to describe the cooperative workforce training and employment efforts of CSPH and Step Up Suncoast, Inc. and the actions to be taken by each to establish and maintain an effective and successful one-stop delivery system. The infrastructure funding agreement establishes a financial plan, including terms and conditions, to fund the services and operating cost of the one-stop delivery system.

This MOU establishes how resources will be coordinated, prevent duplication of services, and ensures the effective and efficient delivery of workforce services in the county(ies) represented by CSPH to enable the Partner to integrate with the one-stop delivery system.

The Parties 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.

Section 3. Partners in the One-Stop Delivery System

Pursuant to 20 CFR 678.400, required one-stop partners are the entities responsible for administering the following programs and activities in the local area:

1. Programs authorized under title I of WIOA, including:

- a. Adults
 - b. Dislocated Workers
 - c. Youth
 - d. Job Corps
 - e. YouthBuild
 - f. Native American programs
 - g. Migrant and seasonal farmer worker programs
2. The 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
 3. The Adult Education and Family Literacy Act (AEFLA) program authorized under title II of WIOA.
 4. The Vocational Rehabilitation (VR) 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 Vocational Rehabilitation)
 5. The Vocational Rehabilitation (VR) 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)
 6. The Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.) (Florida Department of Elder Affairs)
 7. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) (Perkins V)
 8. Trade Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)
 9. Jobs for Veterans State Grants programs authorized under chapter 41 of title 38, U.S.C.
 10. Employment and training activities carried out under the Community Services Block Grant (42 U.S.C. 9901 et seq.)
 11. Employment and training activities carried out by the Department of Housing and Urban Development
 12. Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law) (Reemployment Services and Eligibility Assessment Program) (RESEA)
 13. Programs authorized under sec. 212 of the Second Chance Act of 2007 (34 U.S.C. 10631)
 14. Temporary Assistance for Needy Families (TANF) authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) (Florida Department of Children and Families)

Section 4. Provision of Services

A. One-Stop Services. The following services will be provided through the local one-stop delivery system:

1. Business Services:
 - a. Make labor exchange activities and labor market information available to local employers.
 - b. Develop relationships and networks with large and small employers and their intermediaries.
 - c. Develop, convene, or implement industry/sector partnerships.
 - d. Provide appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services offered through the one-stop delivery system.
2. Job Seeker services:
 - a. Provide basic career services, including:
 1. Determinations of whether the individual is eligible to assistance;
 2. Outreach, intake, and orientation;
 3. Opportunity for individuals to apply for TANF assistance and non-assistance benefits and services;
 4. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive services needs;
 5. Labor exchange services, including job search and placement assistance, including career counseling as specified in 20 CFR 678.430(a)(4);
 6. Referrals to and coordination of activities with other programs and services, including those within the one-stop delivery system and, when appropriate, other workforce development programs;
 7. Workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
 - a. Job vacancy listings in labor market areas;
 - b. Information on job skills necessary to obtain vacant jobs listed; and
 - c. Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs;

8. Performance information and program cost information on eligible providers of education, training, and workforce services by program and type of providers;
 9. Information about how the local area is performing on local performance accountability measures;
 10. Information about the availability of supportive services or assistance and appropriate referrals to such, including: child care; child support; medical or child health assistance available through the state's Medicaid program and Children's Health Insurance Program; benefits under SNAP; assistance through the earned income tax credit; and assistance under TANF, and other supportive services and transportation provided through that program;
 11. Information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation; and
 12. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.
- b. Provide individualized career services, including:
1. Comprehensive and specialized assessments of the skill service needs of adults and dislocated workers;
 2. Development of an individual employment plan;
 3. Group and/or individual counseling;
 4. Career planning;
 5. Short-term pre-vocational services;
 6. Internships and work experiences that are linked to careers;
 7. Workforce preparation activities;
 8. Financial literacy services;
 9. Out-of-area job search assistance and relocation assistance;
 10. English language acquisition and integrated education and training programs.
 11. Provide follow-up services, as appropriate, including counseling regarding the workplace, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.

12. Provide employment services and related support being provided by the TANF program that qualify as career services.
- c. Training Services:
1. Occupational skills training, including training for nontraditional employment;
 2. On-the-job training;
 3. Incumbent worker training;
 4. Programs that combine workplace training with related instruction, which may include cooperative education programs;
 5. Training programs operated by the private sector;
 6. Skills upgrading and retraining;
 7. Entrepreneurial training;
 8. Transitional jobs;
 9. Job readiness training;
 10. Adult education and literacy activities;
 11. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.
- d. Youth Services:
1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized postsecondary credential;
 2. Alternative secondary school services, or dropout recovery services, as appropriate;
 3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience;
 4. Occupational skill training;
 5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
 6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
 7. Supportive services;
 8. Adult mentoring;

9. Follow-up services;
 10. Comprehensive guidance and counseling;
 11. Financial literacy education;
 12. Entrepreneurial skills training;
 13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area; and
 14. Activities that help youth prepare for and transition to post-secondary education and training.
3. Access to programs and activities carried out by one-stop partners listed in 20 CFR §§ 678.400 through 678.410, including the Employment Service program authorized under the Wagner-Peyser Act, as amended by WIOA title III (Wagner-Peyser Act Employment Service program).

B. Access to Services. The Parties will make their program services accessible to job seekers, whether they are physically housed within a career center or provided virtually. Through the one-stop delivery system by:

1. Exchanging participant's eligibility requirements for their workforce funding streams, identifying their program career services, and designating services and activities that may be appropriate for integration into the one-stop delivery system.
2. Jointly developing and participating in cross-training of frontline staff to assure an understanding of the activities, support services, and constraints applicable to joint partner workforce funding streams.
3. Coordinating outreach and recruitment through links on each other's websites.

C. Coordinating Services. The Parties shall coordinate and deliver program services (including workforce services) as appropriate through the one-stop delivery system by:

1. Seeking opportunities to share resources and reduce duplication of activities to streamline services for customers and improve frontline staff efficiency such as co-locating in a comprehensive or affiliate one-stop location site and by establishing direct linkages through technology as provided in 20 CFR 678.305(d).
2. Working together on enhancing employer engagement to build a demand-driven system, improve business services, and match participants with work-based learning opportunities.
3. Promoting continuous improvement through the coordination of staff training to provide frontline staff with information and knowledge regarding each other's services.

4. Participating in the one-stop delivery system consistent with the terms of this MOU and the requirements of federal and state laws authorizing the program or activities and any related grant agreements.
- D. Cross Referral.** The Parties will implement policies and procedures that encourage the referral of customers to each other as appropriate by:
1. Reviewing their individual program policies, procedures, and processes them to the extent allowed by each program's specific laws and better serve customers through cross referral, sequential, or co-enrollment best benefit the customer.
 2. Using established methods for follow-up and reporting to each other services provided to the customer and the outcomes obtained.
- E. Information Sharing.** The Parties agree that the collection, use, and disclosure of participant records, including, but not limited to, customers' personally identifiable information (PII), is subject to various requirements set forth in federal and state privacy laws. Partner acknowledges that the execution of this MOU, by itself, does not function to satisfy all of these requirements. The Parties agree to comply with the following, as applicable: 29 CFR 38.41, governing the collection and maintenance of equal opportunity data and other information; 20 USC 1232g and 34 CFR Part 99 (the Family Educational Rights and Privacy Act and implementing regulations); 34 CFR 361.38 (Vocational Rehabilitation and Blind Services confidentiality regulations); and 20 CFR Part 603 (regulations governing confidentiality and disclosure of state unemployment compensation information).
- F.** Each Party will train its staff in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs.
- G. Accessibility.** The Parties will ensure access for workers, youth, and individuals with barriers to employment, including the use of technological tools, in each of the one-stop centers and affiliate locations. The Parties will offer priority services to recipients of public assistance, other low-income individuals, or individuals who have skills deficient for individualized career services and training services funded with WIOA adult funds. Job seekers and businesses must be able to access all information relevant to them via visits to One-Stop centers as well as through electronic means and direct linkages to workforce partner programs. The Parties will provide reasonable accommodations for individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Assistive

technology, accessible formats, and language translation services will be made available and used as needed. The local workforce development board will either co-locate WIOA youth program staff at One-Stop centers and/or ensure One-Stop centers and staff are trained to serve youth and equipped to advise youth to increase youth access to services and connect youth to the program that best aligns with their needs.

Section 5. Funding of infrastructure and Operating Costs

As required by 20 CFR 678.755, the Parties agree that the infrastructure and shared services budget 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.

Section 6. Term

This MOU is effective upon the date of the last required signature, or July 1, 2026 whichever is later, through September 30, 2026, unless the MOU is extended by either Party in accordance with the terms set forth herein.

Section 7. Modification and Renewal

- A. This MOU will be reviewed, and if substantial changes have occurred, renewed, not less than once every 3-year period to ensure appropriate funding and delivery of services.
- B. The MOU must be updated not less than every 3 years to reflect any changes in the signatory official of CSPH, one-stop partners, and chief elected officials, or one-stop infrastructure funding.
- C. This MOU may be amended or modified by mutual consent of the Parties, by the issuance of a written amendment executed by the Parties.
- D. The Parties may choose to include, via addendum to this MOU, other provisions that are consistent with WIOA title I, the authorizing statutes and regulations of one-stop partner programs, and the WIOA regulations.

Section 8. Termination

- A. Either Party may terminate this MOU for convenience by giving 30 days' written notice pursuant to Section 9 (Notice).
- B. In the event of termination, the Parties will convene within 30 days to renegotiate a mutually acceptable replacement MOU, if required by law to do so.

Section 9. Notice

- A. All notices required to be given to CSPH under this MOU shall be sufficient when emailed, hand-delivered, or mailed to CSPH at its office located at 4440 Grand Blvd., New Port Richey, FL 34652, addressed to the President/CEO.
- B. All notices required to be given to Step Up Suncoast, Inc. under this MOU shall be sufficient when emailed, hand-delivered or mailed to Partner at its office located at 6428 Parkland Dr., Sarasota, FL 34243.

Section 10. Nondiscrimination

The Parties agree to comply with the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); on the basis of disability under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.).

The Parties agree that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any program or activity relating to the operation of the one-stop delivery system because of race, color, religion, sex (except as otherwise permitted under title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

Section 11. Confidentiality

The Parties agree to abide by all applicable federal, state, and local laws and regulations regarding confidential information, including, but not limited to: 20 CFR part 603, 45 CFR 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38. Each Party will ensure that the collection and use of any information, systems, or records that contain personally identifiable information ("PII") and other confidential/exempt 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 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, any required data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals.

Section 12. Dispute Resolution

If an issue arises involving this MOU, Parties will make every effort to reach a resolution in a timely and efficient manners. Any party 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. If not resolved, the issue and the efforts to resolve this will be documented and forwarded to the Executive Director of CSPH and the President and CEO of Step Up Suncoast, Inc.. A joint decision will be issued within 60 calendar days of receipt. A partner that is dissatisfied with the decision may file the dispute with the Florida Department of Commerce ("FloridaCommerce") and the Florida Department of Education ("DOE") for resolution. FloridaCommerce and DOE may remand the issue back to the Executive Director of the local area and to the CEO of the partner agency or impose other remedies to resolve the issue.

Section 13. Signatures

IN WITNESS WHEREOF, CareerSource Pasco Hernando have caused this MOU to be duly executed as of the date set forth below.

The MOU must contain the signatures of the Chief Local Elected Official(s). The MOU must be updated at least once every three years and included in the local board's WIOA Workforce Services' plan.

SIGNATURE PAGE

Approved by:

Pasco-Hernando Workforce Board, Inc., dba CareerSource Pasco Hernando

Board Chair: _____
Signature: _____
Title: _____
Date: _____

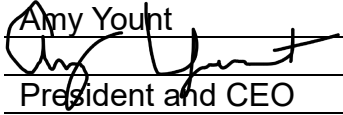
Approved by:

Pasco Hernando Workforce Development Consortium

CLEO Name: John Allocco
Signature: _____
Title: _____
Date: _____

Approved by Partner:

Step Up Suncoast, Inc., Amy Yount, President and Chief Executive Officer (CEO)

Name: Amy Yount
Signature: 
Title: President and CEO
Date: 5/1/2026

ACTION ITEM 7
In-Kind MOU/IFA Agreement -
Youth and Family Alternatives

Under Section 121 of the Workforce Innovation and Opportunity Act (WIOA), Local Workforce Development Boards, in agreement with the Chief Elected Official, are required to develop and enter into Memorandums of Understanding (MOUs) and Infrastructure Funding Agreements (IFAs) with One-Stop Partner agencies participating in the American Job Center network.

The MOU and IFA establish the framework for coordination among workforce system partners and define each party's roles, responsibilities, services, and contributions in support of an integrated workforce development system. These agreements are intended to ensure seamless access to workforce, education, training, and supportive services for employers, job seekers, youth, and individuals with barriers to employment, including individuals with disabilities.

The agreements further identify the methodology for funding infrastructure and shared system costs associated with the operation of the American Job Center network in accordance with WIOA, applicable federal regulations, state guidance, and local workforce development requirements. Through these collaborative agreements, partners coordinate resources, strengthen referral processes, reduce duplication of services, and improve service delivery throughout Pasco and Hernando Counties.

Consistent with local infrastructure funding negotiations and WIOA guidance, the agreements may include in-kind contributions in lieu of direct cash contributions when mutually agreed upon by the parties and allowable under federal and state requirements. Such contributions may include staff support, referral coordination, workshops, training activities, technology resources, outreach efforts, facility usage, and other workforce system support activities that provide benefit to the One-Stop delivery system.

The attached MOU/IFA has been negotiated between Pasco-Hernando Workforce Board and the identified partner agency(ies) for the period of July 1, 2026, through June 30, 2029, and has been reviewed for compliance with applicable federal and state requirements.

FOR CONSIDERATION

Approval of the negotiated three-year Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) between Pasco-Hernando Workforce Board and the following One-Stop Partner agency for the period of July 1, 2026, through June 30, 2029.



Memorandum of Understanding

for

Workforce Development Partners

By and between **Pasco-Hernando Workforce Board, Inc.**
dba **Career Source Pasco Hernando** and **Youth and Family**
Alternatives, Inc. dba Youth and Family Advocates

Section 1. Parties

This Memorandum of Understanding ("MOU") is entered into between CareerSource Pasco Hernando, ("CSPH"); and the Youth and Family Alternatives, Inc. dba Youth and Family Advocates, ("Partner"). CSPH and Youth and Family Advocates are collectively referred to as the "Parties" and individually as a "Party."

Section 2. Purpose

The Workforce Innovation and Opportunity Act of 2014 ("WIOA") Sec. 121(c)(1) requires the local workforce development board, with the agreement of the Chief Local Elected Officials (CLEOs), to develop and enter into a MOU between the local workforce development board and the One-Stop Partners concerning the operation of the one-stop delivery system in a local area.

The purpose of this MOU is to describe the cooperative workforce training and employment efforts of CSPH and Partner and the actions to be taken by each to establish and maintain an effective and successful one-stop delivery system. The infrastructure funding agreement establishes a financial plan, including terms and conditions, to fund the services and operating costs of the one-stop delivery system.

This MOU establishes how resources will be coordinated, prevents duplication of services, and ensures the effective and efficient delivery of workforce services in the county(ies) represented by CSPH to enable the Partner to integrate with the one-stop delivery system.

The Parties 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.

Section 3. Partners in the One-Stop Delivery System

Pursuant to 20 CFR 678.400, required one-stop partners are the entities responsible for administering the following programs and activities in the local area:

1. Programs authorized under title I of WIOA, including:
 - a. Adults

- b. Dislocated workers
 - c. Youth
 - d. Job Corps
 - e. YouthBuild
 - f. Native American programs
 - g. Migrant and seasonal farmworker programs
2. The 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
 3. The Adult Education and Family Literacy Act (AEFLA) program authorized under title II of WIOA
 4. The Vocational Rehabilitation (VR) 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 Vocational Rehabilitation)
 5. The Vocational Rehabilitation (VR) 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)
 6. The Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.) (Florida Department of Elder Affairs)
 7. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) (Perkins V)
 8. Trade Adjustment Assistance activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)
 9. Jobs for Veterans State Grants programs authorized under chapter 41 of title 38, U.S.C.
 10. Employment and training activities carried out under the Community Services Block Grant (42 U.S.C. 9901 et seq.)
 11. Employment and training activities carried out by the Department of Housing and Urban Development
 12. Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law) (Reemployment Services and Eligibility Assessment Program) (RESEA)
 13. Programs authorized under sec. 212 of the Second Chance Act of 2007 (34 U.S.C. 10631)
 14. Temporary Assistance for Needy Families (TANF) authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) (Florida Department of Children and Families)

Section 4. Provision of Services

- A. One-Stop Services. The following services will be provided through the local one-stop delivery system:
 1. Business Services:
 - a. Make labor exchange activities and labor market information available to local employers.

- b. Develop relationships and networks with large and small employers and their intermediaries.
- c. Develop, convene, or implement industry/sector partnerships.
- d. Provide appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services other than those traditionally offered through the one-stop delivery system.

2. Job Seeker Services:

a. Provide basic career services, including:

- 1. Determinations of whether the individual is eligible to receive assistance;
- 2. Outreach, intake, and orientation;
- 3. Opportunity for individuals to apply for TANF assistance and non-assistance benefits and services;
- 4. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive services needs;
- 5. Labor exchange services, including job search and placement assistance, including career counseling as specified in 20 CFR 678.430(a)(4);
- 6. Referrals to and coordination of activities with other programs and services, including those within the one-stop delivery system and, when appropriate, other workforce development programs;
- 7. Workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
 - a. Job vacancy listings in labor market areas;
 - b. Information on job skills necessary to obtain the vacant jobs listed; and
 - c. Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs;
- 8. Performance information and program cost information on eligible providers of education, training, and workforce services by program and type of providers;
- 9. Information about how the local area is performing on local performance accountability measures;
- 10. Information about the availability of supportive services or assistance and appropriate referrals to such, including: childcare; child support; medical or child health assistance available through the state's Medicaid program and Children's Health Insurance Program; benefits under SNAP; assistance through the earned income tax credit; and assistance under TANF, and other supportive services and transportation provided through that program;
- 11. Information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation; and
- 12. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

b. Provide individualized career services, including:

1. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers;
 2. Development of an individual employment plan;
 3. Group and/or individual counseling;
 4. Career planning;
 5. Short-term pre-vocational services;
 6. Internships and work experiences that are linked to careers;
 7. Workforce preparation activities;
 8. Financial literacy services;
 9. Out-of-area job search assistance and relocation assistance; and
 10. English language acquisition and integrated education and training programs.
 11. Provide follow-up services, as appropriate, including counseling regarding the workplace, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.
 12. Provide employment services and related support being provided by the TANF program that qualify as career services.
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1. Occupational skills training, including training for nontraditional employment;
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 3. Incumbent worker training;
 4. Programs that combine workplace training with related instruction, which may include cooperative education programs;
 5. Training programs operated by the private sector;
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1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized postsecondary credential;
 2. Alternative secondary school services, or dropout recovery services, as appropriate;
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 6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and

- other positive social and civic behaviors;
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 - 12. Entrepreneurial skills training;
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 - 14. Activities that help youth prepare for and transition to postsecondary education and training.
 - 3. Access to programs and activities carried out by one-stop partners listed in 20 CFR §§ 678.400 through 678.410, including the Employment Service program authorized under the Wagner-Peyser Act, as amended by WIOA title III (Wagner-Peyser Act Employment Service program).
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 - 1. Reviewing their individual program policies, procedures, and processes to align them to the extent allowed by each program's specific laws and regulations, to better serve customers through cross referral, sequential, or co-enrollment as may best benefit the customer.
 - 2. Using established methods for follow-up and reporting to each other on the services provided to the customer and the outcomes obtained.
 - 3. If applicable, additional information on cross referral policies and procedures is

outlined in Attachment One.

- E. Information Sharing. The Parties agree that the collection, use, and disclosure of participant records, including, but not limited to, customers' personally identifiable information (PII), is subject to various requirements set forth in federal and state privacy laws. Partner acknowledges that the execution of this MOU, by itself, does not function to satisfy all of these requirements. The Parties agree to comply with the following, as applicable: 29 CFR 38.41, governing the collection and maintenance of equal opportunity data and other information; 20 USC 1232g and 34 CFR Part 99 (the Family Educational Rights and Privacy Act and implementing regulations); 34 CFR 361.38 (Vocational Rehabilitation and Blind Services confidentiality regulations); and 20 CFR Part 603 (regulations governing confidentiality and disclosure of state unemployment compensation information).
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- B. The MOU must be updated not less than every 3 years to reflect any changes in the signatory official of CSPH, one-stop partners, and chief elected officials, or one-stop

- infrastructure funding.
- C. This MOU may be amended or modified by mutual consent of the Parties, by the issuance of a written amendment executed by the Parties.
 - D. The Parties may choose to include, via addendum to this MOU, other provisions that are consistent with WIOA title I, the authorizing statutes and regulations of one-stop partner programs, and the WIOA regulations.

Section 8. Termination

- A. Either Party may terminate this MOU for convenience by giving 30 days' written notice pursuant to Section 9 (Notice).
- B. In the event of termination, the Parties will convene within 30 days to renegotiate a mutually acceptable replacement MOU, if required by law to do so.

Section 9. Notice

- A. All notices required to be given to CSPH under this MOU shall be sufficient when emailed, hand-delivered, or mailed to CS Pasco Hernando at its office located at , 4440 Grand Blvd., New Port Richey, FL 34652, addressed to the President/CEO.
- B. All notices required to be given to Partner under this MOU shall be sufficient when emailed, hand-delivered, or mailed to Partner at its office located at 4440 Grand Blvd, New Port Richey, FL 34652.

Section 10. Nondiscrimination

The Parties agree to comply with the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); on the basis of disability under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.). The Parties agree that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any program or activity relating to the operation of the one-stop delivery system because of race, color, religion, sex (except as otherwise permitted under title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

Section 11. Confidentiality

The Parties agree to abide by all applicable federal, state, and local laws and regulations regarding confidential information, including, but not limited to: 20 CFR part 603, 45 CFR 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38. Each Party will ensure that the collection and use of any information, systems, or records that contain personally identifiable information ("PII") and other confidential/exempt 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 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, any required data sharing agreements will be created and required confidentiality, and ethical certifications will be signed by authorized individuals.

Section 12. Dispute Resolution

If an issue arises involving this MOU, Parties will make every effort to reach a resolution in a timely and efficient manner. Any party 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. If not resolved, the issue and the efforts to resolve will be documented and forwarded to the Executive Director of the local workforce development board and the Director of the partner agency. A joint decision will be issued within 60 calendar days of receipt. A partner that is dissatisfied with the decision may file the dispute with the Florida Department of Commerce ("FloridaCommerce") and the Florida Department of Education ("DOE") for resolution. FloridaCommerce and DOE may remand the issue back to the Executive Director of the local area and to the director of the partner agency or impose other remedies to resolve the issue.

Section 13. Signatures

IN WITNESS WHEREOF, Partner and CareerSource Pasco Hernando have caused this MOU to be duly executed as of the date set forth below.

The MOU must contain the signatures of the Chief Local Elected Official(s). The MOU must be updated at least once every three years and included in the local board's WIOA Workforce Services' plan.

Approved by:

Pasco-Hernando Workforce Board, Inc.

Name: _____

Signature: _____

Title: _____

Date: _____

Approved by Partner:

**Youth and Family Alternatives, Inc.
dba Youth and Family Advocates**

Name: Mark A. Wickham

Signature: [Handwritten Signature]

Title: CEO

Date: 4/24/26

Approved by Chief Local Elected Official:

Pasco Hernando Workforce Development Consortium

Name: _____

Signature: _____

Title: _____

Date: _____



Attachment One:
REFERRAL AGREEMENT

Where appropriate, clients will be referred to/from the participating agencies for services. The following guidelines will be followed by both agencies:

1. Confidentiality will be maintained for all clients according to the highest professional, state, and federal guidelines.
2. Quality assurance standards will be followed to ensure the highest quality of care for clients served and continuous monitoring and evaluation of services.
3. Services provided by both agencies will be professional, non-threatening and culturally relevant.
4. Both agencies will collaborate to ensure that clients receive all needed services.

ACTION ITEM 4
Meeting and Operations Schedule FY2026-27

In accordance with Article I, Section I of the Amended and Restated Interlocal Agreement, dated October 10, 2023, the Consortium shall meet from time-to-time as it may deem necessary. One of the two required meetings shall include the Pasco Hernando Workforce Board of Directors.

To efficiently carry out the business of the Pasco Hernando Workforce Board (PHWB) and the Pasco Hernando Workforce Development Consortium, a quarterly meeting schedule has been drafted that aligns with the organization's goals and operations.

In order to efficiently carry out the business of the Workforce Board, meetings of various committees are necessary. Committees may meet as needed.

A schedule is provided as a guideline and includes quarterly Board meetings, as well as meetings of the Audit Finance, Executive, and Nomination Committees as needed during non-Board meeting months.

To ensure continuity of operations and the safety of staff and the public, the Board further authorizes the Chief Executive Officer (CEO), or designee, to implement temporary office closures as necessary due to circumstances including, but not limited to, natural disasters, severe weather, public health emergencies, facility issues, or holidays declared by the Governor or local county governments, including alignment with county closures where appropriate.

FOR CONSIDERATION

Approval of the proposed meeting and operations schedule for FY2026-27, including authorization for the CEO to implement temporary operational adjustments as necessary.

MEETING SCHEDULE

July 1, 2026 – June 30, 2027

JULY 2026

July 3 – Independence Day Observed
July 16 – Nominating Committee (9a)

AUGUST 2026

August 13 – Audit Finance Committee (9a)
Executive Committee (10a)

SEPTEMBER 2026

September 7 – Labor Day
September 24 – Board (3p)
September 28 – PHWD Consortium (10a)

OCTOBER 2026

October 8 – Nominating Committee (9a)
October 22 – Audit Finance Committee (9a)
Executive Committee (10a)

NOVEMBER 2026

November 11 – Veterans Day
November 26 – Thanksgiving Day
November 27 – Day after Thanksgiving

DECEMBER 2026

December 9 – Board (9a)
Annual Joint Meeting – Board &
PHWD Consortium (10a)
December 24 – Christmas Eve
December 25 – Christmas Day
December 31 – New Year's Eve

JANUARY 2027

January 1 – New Year's Day
January 14 – Nominating Committee (9a)
January 18 – Martin Luther King Day
January 28 – Audit Finance Committee (9a)
Executive Committee (10a)

FEBRUARY 2027

February 25 – Board (3p)

MARCH 2027

March 24 – PHWD Consortium (10a)
March 26 – Good Friday

APRIL 2027

April 8 – Nominating Committee (9a)
April 15 – Audit Finance Committee (9a)
April 22 – Staff Meeting – Offices Closed

MAY 2027

May 27 – Executive Committee (9a)
May 31 – Memorial Day

JUNE 2027

June 10 – Annual Board Meeting (3p)
June 16 – PHWD Consortium (10a)

OPERATING HOURS

BROOKSVILLE

16228 Spring Hill Drive
Brooksville, FL 34604
Office Hours:
Monday - Friday 8a – 5p
Call Center Hours:
Monday-Friday 8a – 7p
Saturday 8a – 5p

DADE CITY

13906 5th St,
Dade City, FL 33525
Office Hours:
Monday - Friday 8a – 5p
Call Center Hours:
Monday-Friday 8a – 7p
Saturday 8a – 5p

NEW PORT RICHEY

4438 Grand Blvd.
New Port Richey, FL 34652
Office Hours:
Monday - Friday 8a – 5p
Call Center Hours:
Monday-Friday 8a – 7p
Saturday 8a – 5p

info@careersourcepascohernando.com
P.O. Box 6589 | Spring Hill, FL 34611
p: 352-593-2222 | f: 352-593-2200



INFORMATION ITEM 1
Pasco-Hernando Workforce Board – Elected Officers

The following item is presented as information for the Consortium.

No action is required.

Officers Elections

In accordance with Article IV, Section 1 of our Bylaws, the Officers of the Board shall consist of a Board Chair, a Vice Chair and a Treasurer/Secretary, each of whom shall be elected by the Board of Directors. Elections shall be held at the annual meeting of the Board of Directors, and officers shall serve until their successors are chosen and qualified. The Board Chair and Vice Chair shall be elected from among the Board of Directors under the Business category. The Board Chair may serve a term of no more than 2 years and shall serve no more than 2 terms.

Officers:

| | |
|---------------------|--------------|
| Board Chair | Joelle Neri* |
| Vice Chair | Paul Micklow |
| Treasurer/Secretary | Mark Earl** |

* By default, serves as Executive Committee Chair.

** By default, serves as Audit and Finance Committee Chair.

INFORMATION ITEM 2
Performance Chart 25-26 YTD

The following item is presented as information for the Consortium.

No action is required.

Timeframe: July 2025 - March 2026

| Adult | Pasco Hernando LWDA- 16 | Citrus, Levy, Marion LWDA -10 | Osceola, Orange, Lake, Seminole, Sumter LWDA-12 | Miami Dade/Monroe LWDA- 23 | Hillsborough-Pinellas LWDA-28 |
|--|----------------------------|----------------------------------|---|-------------------------------|----------------------------------|
| Region 16 Budget \$ | 1,463,650 \$ | 1,181,376 \$ | 4,003,378 \$ | 4,814,051 \$ | 2,843,845 |
| State of Florida Budget \$ | 32,822,465 \$ | 32,822,465 \$ | 32,822,465 \$ | 32,822,465 \$ | 32,822,465 |
| Percent of Florida Budget | 4.46% | 3.60% | 12.20% | 14.67% | 8.66% |
| Adult Employed Worker Outcome | 47 | 50 | 111 | 19 | 69 |
| State Total | 662 | 662 | 662 | 662 | 662 |
| Percent of state performance | 7.1% | 7.6% | 16.8% | 2.9% | 10.4% |
| Performance Based on Budget % | 159.2% | 209.8% | 137.5% | 19.6% | 120.3% |
| Performance Ranking | 6th | 5th | 1st | 11th | 3rd |
| Adult Employed Worker Outcome - Those who received training | 43 | 47 | 109 | 19 | 55 |
| State Total | 492 | 492 | 492 | 492 | 492 |
| Percent of state performance | 8.7% | 9.6% | 22.2% | 3.9% | 11.2% |
| Performance Based on Budget % | 196.0% | 265.4% | 181.6% | 26.3% | 129.0% |
| Performance Ranking | 6th | 5th | 1st | Tied for 10th | 3rd |
| Adult Entered Employment | 49 | 22 | 66 | 234 | 56 |
| State Total | 738 | 738 | 738 | 738 | 738 |
| Percent of state performance | 6.6% | 3.0% | 8.9% | 31.7% | 7.6% |
| Performance Based on Budget % | 148.9% | 82.8% | 73.3% | 216.2% | 87.6% |
| Performance Ranking | 5th | 10th | 3rd | 1st | 4th |
| Adult and DW Entered Employment | 119 | 142 | 244 | 328 | 177 |
| State Total | 1,908 | 1,908 | 1,908 | 1,908 | 1,908 |
| Percent of state performance | 6.2% | 7.4% | 12.8% | 17.2% | 9.3% |
| Performance Based on Budget % | 139.86% | 206.77% | 104.85% | 117.21% | 107.07% |
| Performance Ranking | 7th | 5th | 2nd | 1st | 4th |

Timeframe: July 2025 - March 2026

| Youth | Pasco Hernando | | Citrus, Levy, Marion | | Osceola, Orange, Lake, Seminole, Sumter | | Miami Dade/Monroe | | Hillsborough-Pinellas | |
|---------------------------------------|----------------|------------|----------------------|------------|---|------------|-------------------|------------|-----------------------|------------|
| | | LWDA- 16 | | LWDA -10 | | LWDA-12 | | LWDA- 23 | | LWDA-28 |
| Region 16 Budget | \$ | 1,095,073 | \$ | 1,012,064 | \$ | 3,876,622 | \$ | 4,143,922 | \$ | 2,569,537 |
| State of Florida Budget | \$ | 30,643,478 | \$ | 30,643,478 | \$ | 30,643,478 | \$ | 30,643,478 | \$ | 30,643,478 |
| Percent of Florida Budget | | 3.57% | | 3.30% | | 12.65% | | 13.52% | | 8.39% |
| In-School Youth Outcomes | | N/A | | N/A | | N/A | | N/A | | N/A |
| State Total | | N/A | | N/A | | N/A | | N/A | | N/A |
| Percent of state performance | | #VALUE! | | #VALUE! | | #VALUE! | | #VALUE! | | #VALUE! |
| Performance Based on Budget % | | #VALUE! | | #VALUE! | | #VALUE! | | #VALUE! | | #VALUE! |
| Performance Ranking | | N/A | | N/A | | N/A | | N/A | | N/A |
| Out-of-School Youth Outcomes | | N/A | | N/A | | N/A | | N/A | | N/A |
| State Total | | N/A | | N/A | | N/A | | N/A | | N/A |
| Percent of state performance | | #VALUE! | | #VALUE! | | #VALUE! | | #VALUE! | | #VALUE! |
| Performance Based on Budget % | | #VALUE! | | #VALUE! | | #VALUE! | | #VALUE! | | #VALUE! |
| Performance Ranking | | N/A | | N/A | | N/A | | N/A | | N/A |
| Younger Youth Positive Outcome | | 31 | | 20 | | 58 | | 71 | | 22 |
| State Total | | 460 | | 460 | | 460 | | 460 | | 460 |
| Percent of state performance | | 6.7% | | 4.3% | | 12.6% | | 15.4% | | 4.8% |
| Performance Based on Budget % | | 188.6% | | 131.6% | | 99.7% | | 114.1% | | 57.0% |
| Performance Ranking | | 6th | | 10th | | 2nd | | 1st | | 9th |

Timeframe: July 2025 - March 2026

| Dislocated Worker | Osceola, Orange, Lake, Seminole, | | | | |
|-----------------------------------|-------------------------------------|----------------------------------|-------------------|-------------------------------|----------------------------------|
| | Pasco Hernando LWDA- 16 | Citrus, Levy, Marion LWDA -10 | Sumter LWDA-12 | Miami Dade/Monroe LWDA- 23 | Hillsborough-Pinellas LWDA-28 |
| Region 16 Budget | \$ 861,830 | \$ 535,370 | \$ 3,123,746 | \$ 2,783,354 | \$ 2,889,810 |
| State of Florida Budget | \$ 22,373,860 | \$ 22,373,860 | \$ 22,373,860 | \$ 22,373,860 | \$ 22,373,860 |
| Percent of Florida Budget | 3.85% | 2.39% | 13.96% | 12.44% | 12.92% |
| DW Entered Employment Rate | 21 | 5 | 11 | 38 | 41 |
| State Total | 216 | 216 | 216 | 216 | 216 |
| Percent of state performance | 9.7% | 2.3% | 5.1% | 17.6% | 19.0% |
| Performance Based on Budget % | 252.4% | 96.7% | 36.5% | 141.4% | 147.0% |
| Performance Ranking | 4th | 11th | Tied for 6th | 2nd | 1st |

Timeframe: July 2025 - March 2026

| TANF | Pasco Hernando LWDA- 16 | Citrus, Levy, Marion LWDA -10 | Osceola, Orange, Lake, Seminole, Sumter LWDA-12 | Miami Dade/Monroe LWDA- 23 | Hillsborough-Pinellas LWDA-28 |
|--|----------------------------|----------------------------------|---|-------------------------------|----------------------------------|
| Region 16 Budget | \$ 1,558,256 | \$ 1,366,817 | \$ 5,741,116 | \$ 13,764,398 | \$ 5,443,296 |
| State of Florida Budget | \$ 52,514,907 | \$ 52,514,907 | \$ 52,514,907 | \$ 52,514,907 | \$ 52,514,907 |
| Percent of Florida Budget | 2.97% | 2.60% | 10.93% | 26.21% | 10.37% |
| WTP Entered Employment | 110 | 86 | 357 | 455 | 295 |
| State Total | 2,527 | 2,527 | 2,527 | 2,527 | 2,527 |
| Percent of state performance | 4.4% | 3.4% | 14.1% | 18.0% | 11.7% |
| Performance Based on Budget % | 146.7% | 130.8% | 129.2% | 68.7% | 112.6% |
| Performance Ranking | Tied for 7th | 9th | 2nd | 1st | 3rd |
| All Families Participating | 186 | 147 | 415 | 263 | 217 |
| State Total | 2,677 | 2,677 | 2,677 | 2,677 | 2,677 |
| Percent of state performance | 6.9% | 5.5% | 15.5% | 9.8% | 8.1% |
| Performance Based on Budget % | 234.2% | 211.0% | 141.8% | 37.5% | 78.2% |
| Performance Ranking | 6th | 7th | 2nd | 4th | 5th |
| Two Parent Families Participating | 13 | 7 | 26 | 27 | 7 |
| State Total | 163 | 163 | 163 | 163 | 163 |
| Percent of state performance | 8.0% | 4.3% | 16.0% | 16.6% | 4.3% |
| Performance Based on Budget % | 268.8% | 165.0% | 145.9% | 63.2% | 41.4% |
| Performance Ranking | 5th | Tied for 6th | 3rd | 2nd | 1st |

Timeframe: July 2025 - March 2026

| WP | Pasco Hernando LWDA- 16 | Citrus, Levy, Marion LWDA -10 | Osceola, Orange, Lake, Seminole, Sumter LWDA-12 | Miami Dade/Monroe LWDA- 23 | Hillsborough- Pinellas LWDA-28 |
|---|----------------------------|----------------------------------|--|----------------------------------|--------------------------------------|
| Region 16 Budget | \$ 388,054 | \$ 632,890 | \$ 3,885,186 | \$ 3,242,780 | \$ 3,266,135 |
| State of Florida Budget | \$ 27,676,852 | \$ 27,676,852 | \$ 27,676,852 | \$ 27,676,852 | \$ 27,676,852 |
| Percent of Florida Budget | 1.40% | 2.29% | 14.04% | 11.72% | 11.80% |
| WP Entered Employment | 580 | 153 | 876 | 2,531 | 1,494 |
| State Total | 10,502 | 10,502 | 10,502 | 10,502 | 10,502 |
| Percent of state performance | 5.5% | 1.5% | 8.3% | 24.1% | 14.2% |
| Performance Based on Budget % | 393.9% | 63.7% | 59.4% | 205.7% | 120.5% |
| Performance Ranking | 6th | 17th | 3rd | 1st | 2nd |
| WP Entered Employment Rate - Referred to Non Agricultural | 44 | 26 | 36 | 2,139 | 46 |
| State Total | 2,724 | 2,724 | 2,724 | 2,724 | 2,724 |
| Percent of state performance | 1.6% | 1.0% | 1.3% | 78.5% | 1.7% |
| Performance Based on Budget % | 115.2% | 41.7% | 9.4% | 670.2% | 14.3% |
| Performance Ranking | 4th | 8th | 6th | 1st | 3rd |
| WP Entered Employment Rate - For those Employed at Participation | 85 | 53 | 261 | 243 | 212 |
| State Total | 1,937 | 1,937 | 1,937 | 1,937 | 1,937 |
| Percent of state performance | 4.4% | 2.7% | 13.5% | 12.5% | 10.9% |
| Performance Based on Budget % | 313.0% | 119.7% | 96.0% | 107.1% | 92.7% |
| Performance Ranking | 7th | Tied for 15th | 1st | 2nd | 3rd |
| Veterans Entered Employment | 66 | 11 | 89 | 29 | 135 |
| State Total | 868 | 868 | 868 | 868 | 868 |
| Percent of state performance | 7.6% | 1.3% | 10.3% | 3.3% | 15.6% |
| Performance Based on Budget % | 542.3% | 55.4% | 73.0% | 28.5% | 131.8% |
| Performance Ranking | 5th | Tied for 17th | 3rd | 10th | 1st |
| Veterans Entered Employment Rate - For those Employed at Participation | 4 | 5 | 6 | 5 | 33 |
| State Total | 159 | 159 | 159 | 159 | 159 |
| Percent of state performance | 2.5% | 3.1% | 3.8% | 3.1% | 20.8% |
| Performance Based on Population % | 71.8% | 147.7% | 26.9% | 24.1% | 177.4% |
| Performance Based on Budget % | 179.4% | 137.5% | 26.9% | 26.8% | 175.9% |
| Performance Ranking | Tied for 13th | Tied for 11th | Tied for 8th | Tied for 11th | 1st |

Timeframe: July 2025 - March 2026

| RESEA | Pasco Hernando LWDA- 16 | Citrus, Levy, Marion LWDA -10 | Osceola, Orange, Lake, Seminole, Sumter LWDA-12 | Miami Dade/Monroe LWDA- 23 | Hillsborough-Pinellas LWDA-28 |
|---------------------------------|------------------------------------|--|--|---|--|
| Region 16 Budget | \$ 387,070 | \$ 125,600 | \$ 960,256 | \$ 251,057 | \$ 798,800 |
| State of Florida Budget | \$ 6,839,499 | \$ 6,839,499 | \$ 6,839,499 | \$ 6,839,499 | \$ 6,839,499 |
| Percent of Florida Budget | 5.66% | 1.84% | 14.04% | 3.67% | 11.68% |
| RESEA Entered Employment | 197 | 46 | 371 | 768 | 535 |
| State Total | 3,480 | 3,480 | 3,480 | 3,480 | 3,480 |
| Percent of state performance | 5.7% | 1.3% | 10.7% | 22.1% | 15.4% |
| Performance Based on Budget % | 100.0% | 72.0% | 75.9% | 601.2% | 131.6% |
| Performance Ranking | 7th | 13th | 3rd | 1st | 2nd |

INFORMATION ITEM 3
Letter Grade Report

The following item is presented as information for the Consortium.

No action is required.

Local Workforce Development Board Letter Grades

PY 2025-2026 Baseline Letter Grades

Letter grades are assigned to local workforce development boards annually by Oct. 15, following the close of the program year. Below are the letter grades by local workforce development board for program year 2025-2026. Visit the Letter Grades website to learn more about the metrics and methodology for letter grades.

| Local Workforce Development Board | Annual Score | Letter Grade | Funding Amount | Local-to-State Funding Ratio | Number of Placements | Local-to-State Placement Ratio | Cost-Per-Placement | Efficiency Ratio |
|--|--------------|--------------|----------------------|------------------------------|----------------------|--------------------------------|--------------------|------------------|
| 01 - CareerSource Escarosa | 73.46 | C | \$3,307,936 | 2.55% | 933 | 2.59% | \$3,545.48 | 101.52% |
| 02 - CareerSource Okaloosa Walton | 84.02 | B | \$1,756,249 | 1.35% | 487 | 1.35% | \$3,606.26 | 99.81% |
| 03 - CareerSource Chipola | 83.34 | B | \$835,835 | 0.64% | 242 | 0.67% | \$3,453.86 | 104.22% |
| 04 - CareerSource Gulf Coast | 73.96 | C | \$1,362,272 | 1.05% | 928 | 2.58% | \$1,467.97 | 245.20% |
| 05 - CareerSource Capital Region | 79.13 | C+ | \$3,726,324 | 2.87% | 1,134 | 3.15% | \$3,286.00 | 109.54% |
| 06 - CareerSource North Florida | 78.16 | C+ | \$1,020,425 | 0.79% | 693 | 1.92% | \$1,472.47 | 244.45% |
| 08 - CareerSource Northeast Florida | 87.02 | B+ | \$11,021,132 | 8.50% | 1,938 | 5.38% | \$5,686.86 | 63.29% |
| 10 - CareerSource Citrus Levy Marion | 84.25 | B | \$3,724,797 | 2.87% | 514 | 1.43% | \$7,246.69 | 49.67% |
| 12 - CareerSource Central Florida | 85.59 | B | \$16,801,353 | 12.95% | 3,889 | 10.79% | \$4,320.22 | 83.32% |
| 16 - CareerSource Pasco Hernando | 82.52 | B- | \$5,559,331 | 4.29% | 2,027 | 5.62% | \$2,742.64 | 131.24% |
| 17 - CareerSource Polk | 79.60 | C+ | \$5,246,862 | 4.04% | 1,573 | 4.36% | \$3,335.58 | 107.91% |
| 18 - CareerSource Suncoast | 90.59 | A- | \$4,007,823 | 3.09% | 546 | 1.52% | \$7,340.34 | 49.04% |
| 19 - CareerSource Heartland | 82.53 | B- | \$1,599,583 | 1.23% | 992 | 2.75% | \$1,612.48 | 223.23% |
| 20 - CareerSource Research Coast | 84.36 | B | \$4,105,013 | 3.16% | 1,236 | 3.43% | \$3,321.21 | 108.38% |
| 21 - CareerSource Palm Beach County | 79.94 | C+ | \$8,128,764 | 6.27% | 2,017 | 5.60% | \$4,030.13 | 89.31% |
| 22 - CareerSource Broward | 93.32 | A | \$10,232,465 | 7.89% | 1,376 | 3.82% | \$7,436.38 | 48.40% |
| 23 - CareerSource South Florida | 93.25 | A | \$15,880,304 | 12.24% | 6,746 | 18.72% | \$2,354.03 | 152.91% |
| 24 - CareerSource Southwest Florida | 91.91 | A- | \$7,580,526 | 5.84% | 1,091 | 3.03% | \$6,948.24 | 51.80% |
| 26 - CareerSource North Central Florida | 82.92 | B- | \$3,309,355 | 2.55% | 384 | 1.07% | \$8,618.11 | 41.77% |
| 27 - CareerSource Brevard Flager Volusia | 83.83 | B | \$7,013,753 | 5.41% | 2,465 | 6.84% | \$2,845.34 | 126.50% |
| 28 - CareerSource Tampa Bay | 87.09 | B+ | \$13,498,200 | 10.41% | 4,827 | 13.39% | \$2,796.40 | 128.72% |
| Total: | | | \$129,718,302 | 100.00% | 36,038 | 100.00% | | |

Letter Grades Scale:

| | |
|-----------------|-----------------|
| A+ : ≥ 97 | C+ : 77 to < 80 |
| A : 93 to < 97 | C : 73 to < 77 |
| A- : 90 to < 93 | C- : 70 to < 73 |
| B+ : 87 to < 90 | D : 60 to < 70 |
| B : 83 to < 87 | F : < 60 |
| B- : 80 to < 83 | |

| Metric | Metric Category | Weight | Numerator | Denominator | Rate (%) | YOY Rate (%) | Target (%) | Target Met 1 (%) | Weighted Performance 2 (%) |
|--|--|--------|-------------|---------------|----------|--------------|------------|--------------------|----------------------------|
| 1. Participants with Increased Earnings | Employment and Training Services, Self-Sufficiency | 0.25 | 2,027 | 5,593 | 36.24 | - | 50.00 | 72.48 | 18.1200 |
| 2. Reduction in Public Assistance | Employment and Training Services, Self-Sufficiency | 0.25 | 1,663 | 3,443 | 48.30 | - | 50.00 | 96.60 | 24.1500 |
| 3. Employment and Training Outcomes | Employment and Training Services | 0.20 | 16 | 18 | 88.89 | - | 100.00 | 88.89 | 17.7780 |
| 4. Participants in Work-Related Training | Training Services | 0.10 | 1,035 | 6,375 | 16.24 | - | 25.00 | 64.96 | 6.4960 |
| 5. Continued Repeat Business | Business Services | 0.05 | 1,350 | 3,875 | 34.84 | - | 35.00 | 99.54 | 4.9770 |
| 6. Year-Over-Year Business Penetration | Business Services | 0.05 | - | - | - | 0.90 | 100.00 | 80.00 | 4.0000 |
| PY 2024-2025 Business Penetration | | - | 1,821 | 17,018 | 10.70 | - | - | - | - |
| PY 2025-2026 Business Penetration | | - | 1,997 | 17,216 | 11.60 | - | - | - | - |
| 7. Completion-to-Funding Ratio | Employment and Training Services | 0.05 | 5.19 | 4.29 | 100.00 | - | 100.00 | 100.00 | 5.0000 |
| Exiters: Local Board (N) / Statewide (D) | | - | 3,754 | 72,394 | 5.19 | - | - | - | - |
| Budget: Local Board (N) / Statewide (D) | | - | \$5,559,331 | \$129,718,302 | 4.29 | - | - | - | - |
| Serving Individuals on Public Assistance | Employment and Training Services, Self-Sufficiency | 0.05 | 3,122 | 6,522 | 47.87 | - | - | - | 2 |
| | | | | | | | | FINAL SCORE | 82.52 |

INFORMATION ITEM 4
Local Workforce Development Area Designation Update

The following item is presented as information for the Consortium.

No action is required.

**INFORMATION ITEM 5
HCA IWT**

The following item is presented as information for the Consortium.

No action is required.

The Pasco-Hernando Workforce Board approved an exception to the regional Employer Training funding cap and authorized up to \$80,000 in Incumbent Worker Training (IWT) funds to support HCA West Florida Division's upcoming Cath Lab Technician training program in partnership with Ultimate Medical Academy.

The funding will support ten (10) incumbent workers from HCA facilities within the Pasco-Hernando region, including Oak Hill, Trinity, and Bayonet Point Hospitals. Participants will complete a comprehensive twelve-month training program leading to Registered Cardiovascular Invasive Specialist (RCIS) certification, preparing them for careers as Cardiovascular Technologists (Cath Lab Technicians).

The Board's approval increases the standard employer training funding limit from \$50,000 to \$80,000 for this initiative due to the significant workforce impact and critical demand for skilled healthcare professionals within the region. This investment supports workforce advancement opportunities for existing healthcare employees while helping address current and projected shortages in specialized cardiovascular care occupations throughout Pasco and Hernando Counties.