

Pasco Hernando Workforce Development Consortium

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

Meeting Agenda

September 8, 2026 – 2:00 p.m.
CareerSource Pasco Hernando
16228 Spring Hill Drive, Brooksville, FL 34604
Or Join via Microsoft Teams

Call to orderCommissioner John Allocco
InvocationCommissioner John Allocco
Pledge of AllegianceCommissioner 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 July 16, 2026, Consortium Meeting (Commissioner J. Allocco) Page 2
- 2. Approval of the 2026-2027 Annual Budget (Theresa Miner) Page 7
- 3. Memorandum of Understanding – Hernando County School Board (Jerome Salatino) Page 21
- 4. Memorandum of Understanding – Vocational Rehabilitation (Jerome Salatino)..... Page 41
- 5. Memorandum of Understanding – Fred K. Marchman (Jerome Salatino) Page 54
- 6. Memorandum of Understanding – Pasco EDC (Jerome Salatino) Page 71

Information Items

- 1. Cost of Living Adjustment (Jerome Salatino) Page 72

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 July 16, 2026, Consortium Meeting are presented for review. Any modifications should be requested prior to approval.

FOR CONSIDERATION

Approval of July 16, 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 - DRAFT

July 16, 2026– 10:00 a.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: None

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

Others Attending: The Hogan Law Firm – Jarrod Prater

Quorum Present? Yes

Call to Order: The meeting was called to order at 10:01 a.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 March 20, 2026, Consortium Meeting

The Consortium members reviewed the minutes from March 20, 2026, Pasco Hernando Workforce Development Consortium meeting. All Consortium members were in agreement that the minutes correctly reflected the actions from that meeting.

MOTION was made by Andrew Taylor to approve March 20, 2026, Consortium meeting minutes.

MOTION was seconded by Nicole Hughes. Motion carried 5-0.

Action Item 2 – Memorandum of Understanding – Gulf Coast JFCS

The Consortium members reviewed the Memorandum of Understanding (MOU) between Pasco-Hernando Workforce Board, Inc. and Gulf Coast Jewish Family and Community Services, Inc. The MOU outlines the roles and responsibilities of each party in providing coordinated workforce and education services. The MOU provides for coordination between the organizations and does not involve the exchange of funds; the Infrastructure Funding Agreement (IFA) is being developed separately.

MOTION was made by David Lambert to approve the Memorandum of Understanding.

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

Action Item 3 – Memorandum of Understanding – Pasco County Housing Authority

The Consortium reviewed the Memorandum of Understanding (MOU) between Pasco-Hernando Workforce Board, Inc. and Pasco County Housing Authority. The agreement establishes a framework for coordination, referrals, and information sharing between the organizations. The MOU provides for coordination between the organizations and does not involve the exchange of funds; the Infrastructure Funding Agreement (IFA) is being developed separately.

David Lambert declared a conflict and abstained from the vote. A Conflict of Interest Disclosure Form was submitted after the meeting.

MOTION was made by Commissioner Kathryn Starkey to approve the Memorandum of Understanding.

MOTION was seconded by Nicole Hughes. Motion carried 4-0.

Action Item 4 – Memorandum of Understanding – Pasco-Hernando State College

The Consortium members reviewed the Memorandum of Understanding (MOU) between Pasco-Hernando Workforce Board, Inc. and Pasco-Hernando State College. The MOU provides for coordination between the organizations and does not involve the exchange of funds. The Infrastructure Funding Agreement (IFA) is being developed separately.

Commissioner John Allocco declared a conflict and abstained from the vote. A Conflict of Interest Disclosure Form was submitted after the meeting.

MOTION was made by Nicole Hughes to approve the Memorandum of Understanding.

MOTION was seconded by Commissioner Kathryn Starkey. Motion carried 4-0.

Action Item 5 – Memorandum of Understanding – Pinellas County Urban League

The Consortium members reviewed the Memorandum of Understanding (MOU) between Pasco-Hernando Workforce Board, Inc. and Pinellas County Urban League. The MOU provides for coordination between the organizations and does not involve the exchange of funds. The Infrastructure Funding Agreement (IFA) is being developed separately.

David Lambert declared a conflict and abstained from the vote. A Conflict of Interest Disclosure Form was submitted after the meeting.

MOTION was made by Andrew Taylor to approve the Memorandum of Understanding.

MOTION was seconded by Nicole Hughes. Motion carried 4-0.

Action Item 6 – Memorandum of Understanding – Step Up Suncoast

The Consortium members reviewed the Memorandum of Understanding (MOU) between Pasco-Hernando Workforce Board, Inc. and Step Up Suncoast. The MOU provides for coordination between the organizations and does not involve the exchange of funds. The Infrastructure Funding Agreement (IFA) is being developed separately.

MOTION was made by David Lambert to approve the Memorandum of Understanding.

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

Action Item 7 – Memorandum of Understanding – Youth and Family Alternatives

The Consortium members reviewed the Memorandum of Understanding (MOU) between Pasco-Hernando Workforce Board, Inc. and Youth and Family Alternatives, Inc. The MOU provides for coordination between the organizations and does not involve the exchange of funds. The Infrastructure Funding Agreement (IFA) is being developed separately.

MOTION was made by Nicole Hughes to approve the Memorandum of Understanding.

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

Action Item 8 – Meeting and Operations Schedule FY2026-27

The Consortium members reviewed the proposed Meeting and Operations Schedule for FY2026-27. The schedule includes Board, Consortium, and committee meetings, as well as office closures and operating hours. The schedule also authorizes the CEO, or designee, to implement temporary operational adjustments as necessary.

MOTION was made by Commissioner Kathryn Starkey to approve the Meeting and Operations Schedule for FY2026-27.

MOTION was seconded by Nicole Hughes. Motion carried 5-0.

Information Item 1 – Pasco-Hernando Workforce Board of Directors – Elected Officers

Jerome Salatino provided an update on the Workforce Board's elected officers: Joelle Neri, Board Chair; Paul Micklow, Vice Chair; and Mark Earl, Treasurer/Secretary.

Information Item 2 – Performance Chart 25-26 YTD

The Consortium members reviewed the Performance Chart for 25-26 YTD, which provided an overview of Pasco-Hernando's performance compared to other regions.

Information Item 3 – Letter Grade Report

Jerome Salatino reviewed the Letter Grade Report for the time period of July 1, 2025, through December 31, 2025.

Information Item 4 – Local Workforce Development Area Designation Update

The Consortium members reviewed an action item presented at the CareerSource Florida Board of Directors meeting on June 3, 2026, regarding the subsequent designation and certification of Local Workforce Development Areas. It was noted that CareerSource Pasco Hernando met all required standards and received full certification.

Information Item 5 – HCA IWT

Jerome Salatino provided an update on the HCA Incumbent Worker Training (IWT) initiative previously presented to the PHWB Executive Committee. The initiative provides funding to support HCA's Cath Lab Tech training program and address workforce needs in the Pasco-Hernando region.

Discussion Item 1 – September Consortium Meeting

Jerome Salatino discussed the need to schedule an additional Consortium meeting prior to the September 28 meeting currently on the calendar to allow sufficient time for review and approval of the FY2026-27 budget before the October 1 state submission deadline.

With no further business to discuss, the meeting adjourned.

ACTION ITEM 2
Approval of 2026-2027 Annual Budget

In accordance with the Grantee/Subgrantee Agreement issued by the Florida Department of Commerce, the Pasco-Hernando Workforce Board of Directors, in conjunction with the Local Elected Officials, must approve the organization's annual budget.

The proposed 2026-2027 budget was reviewed and approved by the Audit Finance Committee and subsequently approved by the Executive Committee on August 13, 2026. The budget is now presented to the Pasco-Hernando Workforce Development Consortium for final approval. Upon approval, the finalized budget will be submitted to CareerSource Florida and the Florida Department of Commerce by October 1, in accordance with the state and federal requirements.

FOR CONSIDERATION

Approve the proposed 2026-2027 fiscal year budget for submission to CareerSource Florida and the Florida Department of Commerce.



CareerSource
PASCO | HERNANDO

ANNUAL BUDGET

2026 - 2027

CareerSource Pasco Hernando

• Dade City • Brooksville • New Port Richey

VISIT: www.careersourcepascohernando.com

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CareerSource Pasco -Hernando
Budget for Program Year 2026 – 2027

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Budget Narrative

The Board Leadership team have prepared the budget for CareerSource Pasco-Hernando. This narrative will be divided into sections describing our various programs, as follows:

Temporary Assistance for Needy Families (TANF)

The Temporary Assistance for Needy Families (TANF), provides services to recipients of temporary assistance, their children and families, and to low-income people in danger of entering welfare dependency. The goal of this program is to assist these people in obtaining employment, leading to self-sufficiency. Clients require intensive services prior to obtaining viable employment as well as transitional assistance to assure job retention and the achievement of self-sufficiency.

Workforce Innovation and Opportunity Act (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) effective July 1, 2015, supersedes the Workforce Investment Act (WIA) of 1998. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Three funding sources fall under WIOA – Adult, Dislocated Worker, and Youth. Career Services available in our Career Centers range from intake, assessment of skills, job search and placement assistance, and training services. Training, which is linked to job opportunities in our local area, may be provided through an individual training account (ITA), paid internship, or on-the-job training (OJT) to qualified customers who are not able to find employment. Florida Statutes states at least 50% of Adult and Dislocated Worker funds must be expended on ITAs and their related staff costs.

Requirements for youth funding specify a minimum of 75% of youth funds are to be used for out-of-school youth 16-24 years of age. FL Commerce received a waiver from USDOL for a 50% minimum for out of school youth. A minimum of 20% of youth funds are to be used toward paid internship or on-the-job training.

CareerSource Pasco-Hernando has a full-service One stop center in Brooksville, Dade City and New Port Richey. Other locations staffed to serve are in Marchman Tech school. This location will provide a broad range of services to the citizens and businesses in Pasco and Hernando Counties.

Rapid Response

Funding to provide support for staff engaged in rapid response activities which emphasize layoff aversion activities with local employers.

Navigator

Provides funds for a dedicated staff engaged in leading and supporting regional efforts to develop, expand, and support registered apprenticeship and pre-apprenticeship programs, as well as work with individuals referred by DCF or internally to help those clients develop the skills to obtain employment and move into self-sufficiency. As of the date this is being published, we have not received received the actual NFA, but have been told we will.

Reemployment Services and Eligibility Assessment (RESEA)

A grant from USDOL provides re-employment and eligibility assessments to unemployment compensation claimants. The purpose of the project is to determine the effectiveness of more intensive services (in- person re-employment eligibility assessments) in helping claimants find employment, thereby resulting in shorter claims durations and fewer erroneous payments.

FL Commerce – Joint Managed Programs

Programs under FL Commerce – Joint Managed Programs are for services delivered by FL Commerce state staff assigned to our local career centers. The Florida Workforce Innovation Act of 2000 gave responsibility for FL Commerce Programs to the local workforce boards.

1. Wagner-Peyser - The basic services provided under this program are employment workshops, referral and placement services to job seekers, reemployment services to unemployment compensation claimants, and recruitment services to employers with job vacancies.
2. Disabled Veterans' Outreach Program (DVOP) & Local Veterans' Employment Representative Program (LVER) – The DVOP & LVER Veterans' programs provide jobs and job training opportunities for veterans and disabled veterans. DVOP and LVER assist veterans through contacts with employers, promote and develop on-the-job training and apprenticeships and various other services applicable to provide maximum employment opportunities for veterans.

Non-Custodial Parent Employment Program (NCPEP)

This grant will provide funding to assist non-custodial parents who are unemployed or underemployed and have difficulty meeting child support obligations. CSPH contracts with Gulf Coast Jewish Community Jewish Family and Community Services provide career services, job placement, training and support with a goal to obtain and retain self-sufficient employment.

Supplemental Nutrition Assistance Program – Employment and Training (SNAP)

SNAP recipients without dependents receive assistance from CareerSource Pasco-Hernando with employment and training services to enable them to become self-sufficient. Beginning January 1, 2016, the State of Florida returned to mandatory participation for SNAP recipients. CSPH anticipates receiving additional funds for this program year to continue serving these clients in the same capacity as in the past.

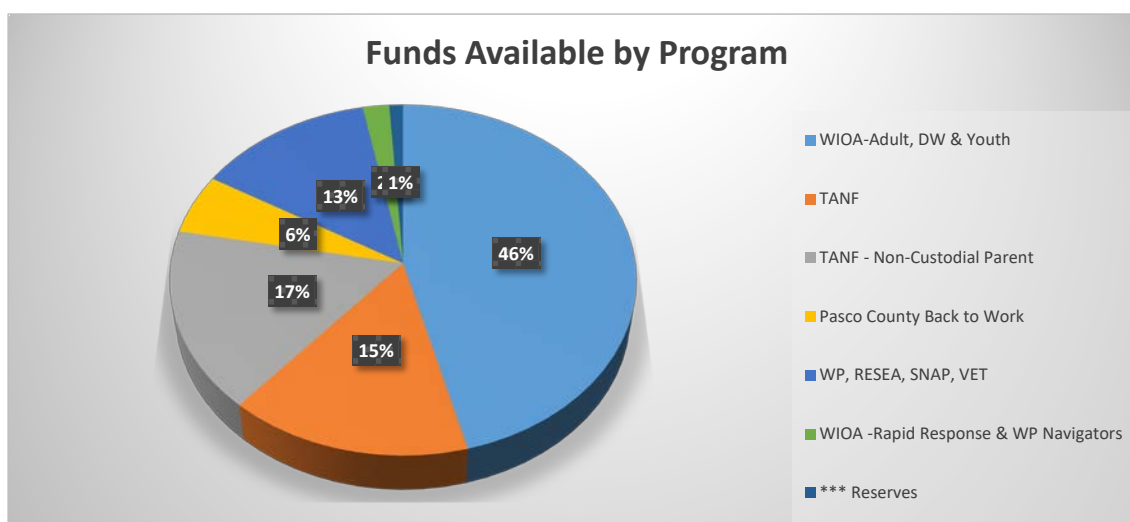
Pasco County Back to Work

Pasco County Grant, back to work that allows us to work with Pasco County customers who would not otherwise be eligible to receive benefits. This program is geared towards the homeless, veterans, youth, substance abuse and barriers to employment, as well as and employment needs geared towards employers in Pasco County.

CareerSource Pasco-Hernando Program Year 2026-2027

CareerSource Pasco Hernando Funds Available by Program Program Year 2026-2027

Program	Funds Available by Program	% of Total	WIOA Allocation Breakdown	Funds Available	% of Total
WIOA-Adult, DW & Youth	5,815,913	45.93%	Adult/DW	3,882,723	66.76%
TANF	1,950,982	15.41%	Youth	1,933,190	33.24%
TANF - Non-Custodial Parent	2,108,937	16.65%	TOTAL	5,815,913	100.00%
Pasco County Back to Work	700,000	5.53%			
WP, RESEA, SNAP, VET	1,699,726	13.42%			
WIOA -Rapid Response & WP	255,000	2.01%			
*** Reserves	132,000	1.04%			
TOTAL	12,662,559	100.00%			



CareerSource Pasco-Hernando Program Year 2026-2027

**CareerSource Pasco Hernando
Summary of Funds Available - All Programs
Program Year 2026-2027
July 1 - June 30
Budgeted Expenditures**

Funding Streams	Funding Available PY 26-27	Carryover funds for next PY 27-28	Funding Budgeted for PY 26-27
Temporary Assistance for Needy Families (TANF)	1,658,488	57,251	1,601,237
Temporary Assistance for Needy Families (TANF) Carry fwd	292,494		292,494
Temporary Assistance for Needy Families (TANF) Non Custodial Parent Program	1,416,000		1,416,000
TOTAL TANF	3,366,982	57,251	3,309,731
WIOA Adult & Dislocated Worker + Sector Strategies	2,436,948	556,056	1,880,892
WIOA Adult & Dislocated Worker Carry Fwd	1,445,775		1,445,775
TOTAL WIOA AD & DW	3,882,723	556,056	3,326,667
WIOA - Youth	1,069,522	708,674	360,848
WIOA - Youth Carry Fwd	863,668		863,668
TOTAL WIOA YOUTH	1,933,190	708,674	1,224,516
WIOA Rapid Response -	105,000	-	105,000
WP Hope Navigator & Apprenticeship Navigator	150,000	-	150,000
Wagner Peyser Carry Fwd	179,875		179,875
Wagner Peyser	529,525	55,380	474,145
TOTAL WAGNER PEYSER	709,399	55,380	654,019
Veteran Programs (DVOP & LVER)	326,878	36,426	290,452
Re-employment Services Eligibility Assessment (RESEA)	545,764	140,097	405,667
Supplemental Nutrition Assist Prog E&T (SNAP)	117,685	11,838	105,847
State Funding - Non-Custodial Parent Program	692,937	1,981	690,956
From Reserves	132,000		132,000
Pasco County Back to Work Program	700,000	14,415	685,585
TOTAL Budgeted Expenditures:	12,662,559	1,582,118	11,080,441

CareerSource Pasco-Hernando Program Year 2026-2027

CareerSource Pasco Hernando Budget Comparison & Information Program Year 2026-2027 to 2025-2026

	Note Reference	PY 26-27 Budget	PY 25-26 Budget	Expenditures PY 25-26
Funding Available Less Reserves				
Personnel Costs				
Salaries & Fringe Benefits	** 1	5,600,593	5,134,799	4,492,190
Staff Training & Education	2	6,500	8,500	5,927
Total Personnel Costs		5,607,093	5,143,299	4,498,117
Facility Costs	3	333,624	351,320	335,466
Office Furniture & Equipment	4	37,500	52,512	34,140
Operating Costs - Career Centers & Admin				
Accounting/Audit	5	125,434	111,932	122,302
Communications	6	74,036	73,166	72,972
Contracted Services	7	200,077	246,550	245,240
General Insurance	8	51,850	66,000	43,909
Legal	9	30,000	30,000	17,440
MOS	10	10,000	10,000	4,035
Office Costs & Expenditures	11	31,880	75,130	36,847
Software & Licenses	12	179,900	138,950	87,767
Travel & Meetings	13	40,760	54,960	12,195
TOTAL Operating Costs		743,937	806,688	642,707
Program Services				
Special Scholarships and Training Opps	*** 14	-	100,000	12,625
ITA's	14	1,180,000	875,000	744,847
IWT's	14	250,000	250,000	57,750
OJT/Sponsorships/Internships	14	130,000	180,000	81,931
Work Experience	14	250,000	95,405	99,375
Support	14	190,000	180,000	220,327
One Stop Operator	15	40,000	45,000	37,268
Outreach services	16	35,150	70,000	44,995
Subrecipients/Contracted Part Rel Vendors	17	2,283,137	2,216,635	1,480,586
Total Program Services		4,358,287	4,012,040	2,779,704
TOTALS:		11,080,441	10,365,860	8,290,134

*** This line item is the funding approved to pay for special scholarship programs

Notes to Comparative Budget Statement

Explaining Budget Line Items and Variances between Budget Years

For Program Years 2026-2027 & PY 2025-2026

- Note 1 Salaries – Includes positions for Career Services and Board Administration with a 5% salary increase, and a 2% incentive.
- Budgeted Staff: 58 Full time employees; 3 part time employees
- State Merit Staff: 10
- State merit positions are not included in CSPH budgeted salary/fringe benefit line item. They are paid by the State of Florida as employees of Florida Commerce. We provide supervision and oversight in our career centers for these employees.*
- Customers anticipated to serve:
- Job seekers 10,000 from a pool of 76,000
Employers 2,300 from a pool of 22,000
- Fringe Benefits - Includes mandatory taxes: social security, Medicare, unemployment compensation, and worker comp insurance. Medical benefits for employees are paid by CSPH for a base health plan. Buy-up options will be available with employee contributions. Life, and long-term disability benefits for employees are paid by CSPH. The average fringe benefit rate for PY 26-27 is about 26.32% although we haven't received our renewal for Group benefits yet.
- Note 2 Staff Training & Education – Training for staff to include on-site training, opportunities offered by Florida Commerce, and outside sources to be determined.
- Note 3 Facility costs are derived from rent, utilities, as well as building maintenance.
- Note 4 Equipment & Furniture - This line item is budgeted for replacement of computer equipment.
- Note 5 Accounting/Audit – This line item includes costs for our independent CPA audit and IRS 990 return, as well as financial and programmatic contracted monitoring of subrecipients. This line item also includes bank fees and payroll fees.

CareerSource Pasco-Hernando Program Year 2026-2027

- Note 6 Communications – This line item includes IT services, Cells phones and desk phones for our centers and staff.
- Note 7 Contracted Services – This line item includes includes our IT contract, as well as background checks for subrecipients.
- Note 8 General Insurance - This covers insurance for directors & officers, general liability, pension bond, crime, property, electronic equipment, wind, and auto. Worker compensation is listed with fringe benefits.
- Note 9 Legal – Includes costs for one stop operator and legal services.
- Note 10 MOS – This line item is the repairs and maintenance of our Mobile One Stop
- Note 11 Office Expense and Supplies – This line item includes costs for dues and subscriptions, incidental expenses, office supplies, equipment leases and postage.
- Note 12 Software & Licenses – This includes software and licenses for maintenance of our IT system, as well as the accounting software licenses and customer software.
- Note 13 Travel & Meetings – Mileage reimbursement (\$0.445 per mile), overnight travel (per diem breakfast \$6, lunch \$11, and dinner \$19), hotel, incidentals, and meeting expenses are reported in this line item. Travel for Board and state employees are paid based on the state limits listed which are below federal allowances.
- Note 14 Program Services – Includes costs for Individual Training Accounts (ITAs) for tuition, books, fees, and supplies, along with on-the-job training (OJT), customized worker training (IWT), and youth paid internships. For training budgets by funding/program refer to Budget by Allocations (pg. 9) in the packet.

CareerSource Pasco-Hernando Program Year 2026-2027

Adult & Dislocated Worker Funds are required to expend 50% on ITAs and related expenses. We have requested a waiver for 35% so we can work harder to help customers find and retain employment, instead of full concentration on training.

The Youth budget will meet the minimum 50% requirement for out-of-school youth activities. The training budget for youth also includes an amount for paid internships and on-the-job training to meet or exceed the 20% WIOA youth work experience requirement.

Client Support – Support services are on an individual basis and need. Possible costs may include auto repair, childcare, housing, insurance and transportation costs and if allowable, incentives.

- Note 15 One Stop Operator – This cost is required by Department of Commerce
- Note 16 Outreach – A variety of media is used for educating employers, job seekers, and community on the services offered at CSPH. This line item includes \$22,000 in outreach services partnering with the Pasco County Economic Development Council.
- Note 17 Subrecipients – This line item is the contracted amount we have with Gulf Coast Jewish Family Services for the Non-Custodial Parent program and other contractors for youth services.

CareerSource Pasco-Hernando Program Year 2026-2027

Budget By Allocation

CareerSource Pasco Hernando													
Budget by Allocation													
Program Year 2026-2027													
July 1 to June 30													
						WP Hope Navigator & Apprenticeship Navigator		Re-employment Services Eligibility Assessment (RESEA)	Veteran Programs (DVOP & LVER)	TOTAL WAGNER PEYSER	State Funding - Non-Custodial Parent Program	Pasco County Back to Work Program	From Reserves
	TOTAL	TOTAL WIOA AD & DW	TOTAL WIOA YOUTH	WIOA Rapid Response**	Supplemental Nutrition Assist Prog E&T (SNAP)		TOTAL TANF						
Funding Available PY 26-27	12,662,559	3,882,723	1,933,190	105,000	117,685	150,000	3,366,982	545,764	326,878	709,399	692,937	700,000	132,000
Carryover funds heldback for PY 26-27	1,582,118	556,056	708,674	-	11,838	-	57,251	140,097	36,426	55,380	1,981	14,415	-
Funding Available Less Current year Reserves	11,080,441	3,326,667	1,224,516	105,000	105,847	150,000	3,309,731	405,667	290,452	654,019	690,956	685,585	132,000
From prior period Reserves	-												
TOTAL FUNDS AVAILABLE LESS RESERVES	11,080,441	3,326,667	1,224,516	105,000	105,847	150,000	3,309,731	405,667	290,452	654,019	690,956	685,585	132,000
Personnel Costs													
Salaries & Fringe Benefits	5,600,593	1,581,087	665,273	84,555	87,578	88,920	1,605,059	328,963	241,046	351,551	38,819	527,744	
Staff Training & Education	6,500	1,850	791	148	132	80	1,619	555	358	258	-	708	-
Total Personnel Costs	5,607,093	1,582,937	666,064	84,703	87,710	89,000	1,606,678	329,518	241,403	351,809	38,819	528,452	
Facility Costs	333,624	47,484	20,296	3,798	3,394	2,059	41,556	14,251	9,179	173,429	-	18,178	
Office Furniture & Equipment	37,500	10,675	4,563	854	763	463	9,342	3,204	2,063	1,488	-	4,086	
Operating Costs - Career Centers & Admin	-												
TOTAL Operating Costs	743,937	183,289	78,344	14,662	13,101	7,946	160,406	55,009	35,431	125,581	-	70,167	-
Program Services													
Special Scholarships and Training Opps	-												
ITA's	1,180,000	1,180,000											
Work Experience	250,000		250,000										
IWT's	250,000	250,000											
OUT/Sponsorships/Internships	130,000	50,000										30,000	50,000
One Stop Operator	40,000		4,867	911	814	494	9,965	3,417	2,201	1,587	-	4,359	
Outreach services	35,150	897	383	72	64	39	785	269	173	125	-	343	32,000
Subrecipients/Contracted Part Rel Vendors	2,283,137		200,000			50,000	1,331,000				652,137		50,000
Support	190,000	10,000					150,000					30,000	
Total Program Services	4,358,287	1,502,283	455,250	983	878	50,533	1,491,749	3,686	2,374	1,712	652,137	64,702	132,000
TOTALS:	11,080,441	3,326,667	1,224,516	105,000	105,847	150,000	3,309,731	405,667	290,452	654,019	690,956	685,585	132,000

CareerSource Pasco-Hernando Program Year 2026-2027

CareerSource Pasco Hernando Administration Costs Program Year 2026-2027 July 1 to June 30			
	TOTAL	Program	Admin
Funding Available Less Reserves			
Personnel Costs			
Salaries & Fringe Benefits	5,600,593	5,056,117	544,476
Staff Training & Education	6,500	2,000	4,500
Total Personnel Costs	5,607,093	5,058,117	548,976
Facility Costs	333,624	326,874	6,750
Office Furniture & Equipment	37,500	35,000	2,500
Operating Costs - Career Centers & Admin			
Accounting/Audit	125,434	94,434	31,000
Communications	74,036	70,431	3,605
Contracted Services	200,077	185,077	15,000
General Insurance	51,850	50,850	1,000
Legal	30,000	-	30,000
MOS	10,000	10,000	-
Office Costs & Expenditures	31,880	18,770	13,110
Software & Licenses	179,900	151,125	28,775
Travel & Meetings	40,760	31,260	9,500
TOTAL Operating Costs	743,937	611,947	131,990
Program Services			
ITA's	1,180,000	1,180,000	
IWT's	250,000	250,000	
OJT/Sponsorships/Internships	130,000	130,000	
Work Experience	250,000	250,000	
Support	190,000	190,000	
One Stop Operator	40,000	40,000	
Outreach services	35,150	35,150	
Subrecipients/Contracted Part Rel Vendors	2,283,137	2,283,137	
Total Program Services	4,358,287	4,358,287	
TOTALS:	11,080,441	10,390,225	690,216
	-		
Admin%			6.23%



careersourcepascohernando.com

CareerSource Florida
1590 Waldo Palmer Lane, Ste 1
Tallahassee, FL 32308

And

Florida Department of Commerce
107 E. Madison Street
Caldwell Building
Tallahassee, FL 32399

To the attention of Budget Review:

This budget, approved by the Executive committee for Workforce Region 16 on August 13, 2026, has been approved by the Consortium Agreement for Region 16 on _____.

Contact name and phone number for questions related to submitted budget:

Theresa H. Miner, CFO, 352-593-2235; tminer@careersourcepascohernando.com

Jerome Salatino,
President and CEO

Joelle Neri
Pasco-Hernando Workforce Board, Chair

John Allocco
Pasco Hernando Workforce Development Consortium, Chair

info@careersourcepascohernando.com

PO Box 6589, Spring Hill FL 34611

p: 352.593-2222 | f: 352.593-2200



ACTION ITEM 3
Memorandum of Understanding –
Hernando County School Board

Section 121, of the Workforce Innovation and Opportunity Act (WIOA), requires the Local Workforce Development Board, in agreement with the Chief Local Elected Official, to enter into a Memorandum of Understanding (MOU) between the Local Workforce Development Board and the required One-Stop Partner agencies. These agreements establish the framework for coordination among workforce partners to ensure the effective delivery of workforce development services through the local One-Stop delivery system.

The attached Memorandum of Understanding (MOU) between the Pasco-Hernando Workforce Board, Inc. and Hernando County School Board outlines the roles and responsibilities of each party in providing coordinated workforce and education services. The agreement establishes processes for referrals, information sharing, service coordination, accessibility, and collaboration to improve customer access to employment, education, and training opportunities while reducing duplication of services. The MOU supports compliance with WIOA and other applicable federal and state requirements.

No funds are exchanged under this MOU. The Infrastructure Funding Agreement (IFA) referenced in Section 5 of the MOU is being developed separately. Because infrastructure funding allocations are dependent upon the final approved budget and cost allocation methodology, the IFA has not yet been finalized and will be presented to the Consortium for consideration at a subsequent meeting.

The MOU is effective upon the date of the last required signature or July 1, 2026, whichever is later, through June 30, 2029, unless modified or terminated in accordance with its terms.

FOR CONSIDERATION

Approval of the Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) between Pasco-Hernando Workforce Board, Inc. and Hernando County School Board, with a term ending June 30, 2029, and an effective date determined in accordance with the agreement's effective date provisions.



Memorandum of Understanding

for

Workforce Development Partners

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

and

Hernando County School Board

Section 1. Parties

This Memorandum of Understanding ("MOU") is entered into between Pasco Hernando Workforce Board, Inc., DBA CareerSource Pasco Hernando, ("CSPH"); and Hernando County School Board ("HCSB"). CSPH and HCSB 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 HCSB and the actions to be taken by each to establish and maintain an effective and successful one-stop delivery system. The infrastructure funding agreement ("IFA") 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 Vocational Rehabilitation)
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.
- E. This MOU may not be changed, waived, discharged or terminated orally, but only by an instrument in writing signed by each of the parties to this Agreement sent via certified U.S. mail

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.
- C. All notices required to be given to HCSB under this MOU shall be sufficient when emailed, hand-delivered or mailed to HCSB at its office located at 919 North Broad Street, Brooksville, FL 34601, addressed to the Superintendent, with copies to the School Board Attorney, located at 919 North Broad Street, Brooksville, FL 34601.

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

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 20. 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 21. 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:

Hernando County School Board

Name: Shannon Rodriguez
Signature: Shannon Rodriguez
Title: Vice Chair
Date: 6-9-26

Approved as to Legal Sufficiency

Caroline I. Mockler, Esq.
Staff Counsel, HCSD

4:18 pm, 04/30/2026

Attachment 1: Partner Services

Each Partner commits to cross-training of staff, as appropriate, providing other professional learning opportunities that promote continuous quality improvement and further promote system integration to the maximum extent feasible, and permissible under state and federal law through:

- Effective communication, information sharing, and collaboration with CareerSource Pasco Hernando,
- Joint planning, policy development, and system design processes,
- Commitment to the joint mission, vision, goals, strategies, and performance measures,
- Leveraging resources, including other public agency and non-profit organization services,
- Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction, and
- Participation in regularly scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration.
- Coordinate with CareerSource Pasco Hernando to provide access to its workforce services and programs through the One-stop system in accordance with published policies and procedures which include the way the services will be coordinated and delivered through the One-stop system.
- Coordinate with CareerSource Pasco Hernando to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop system.
- Coordinate with CareerSource Pasco Hernando for the funding of the infrastructure costs of the One-stop career centers, and the funding of shared services and operating costs in accordance with 29 U.S.C. § 3151, and any infrastructure funding

mechanism requirements issued by the State of Florida.

- Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-stop system.

Provide feedback to CareerSource Pasco Hernando management regarding the performance of the partnership, including its effectiveness and success.

CareerSource Pasco Hernando

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

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

One-stop career centers, and the funding of shared services and operating costs in accordance with 29 U.S.C. § 3151 and any state infrastructure funding mechanism requirements issued by the State of Florida.

- ❖ Maintain the statewide “CareerSource” branding of each center.
- ❖ Maintain and operate at least one comprehensive One-stop center within the local workforce development area that shall be open to the public from 8:00 am until 5:00 pm, Monday through Friday, excluding holidays and emergency situations.
- ❖ Provide an area for the Partner’s meetings and/or co-location as space permits.
- ❖ Model CareerSource Pasco Hernando core values and maintain a professional working environment.
- ❖ Abide by all of its policies, rules, and procedures and applicable Florida statutes and rules.
- ❖ Implementing a continuous quality improvement program.
- ❖ Leading Partner meetings in strategic planning for career center activities and staff team meetings.
- ❖ Planning and conducting facility safety drills for fire, tornado, hurricane evacuation situations, etc. to include the provision to all occupants with information about facility safety issues.
- ❖ Facilitating the development and enforcement of dress standards through the career center Partner management team.
- ❖ Scheduling and managing the use of common areas in each facility.
- ❖ The duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR 361.505 and 34 CFR 361.720.

Individual Partner Contribution of Services

Provision of Services:

CareerSource Pasco Hernando agrees to provide the following:

- ❖ Refer students to GED, postsecondary, ABE and/or ESOL program through the Crosswalk online referral platform.
- ❖ Provide informational documentation, such as fliers and program information.
- ❖ Provide employment placement assistance if the student meets the financial criteria, attendance, and provides the required documentation.
- ❖ Resume writing, interviewing and career preparation services in schools in coordination with the teachers as part of the curriculum.
- ❖ Coordinate tours and educational guest speakers from post-secondary schools in order to assist students in knowing their options after graduation.
- ❖ Coordinate activities that provide students with direct exposure to the local workforce i.e., guest speakers in schools, industry tours and career fair events.
- ❖ Assist students with job placement services based on areas of study, and needs of businesses in our community.
- ❖ Active member of advisory boards for various academies throughout both districts.

The Hernando County School Board agrees to provide the following:

- ❖ Hernando Adult Education Program refers students to CareerSource Pasco Hernando for needed services through the Crosswalk online referral platform.
- ❖ Accept and process customers/students referred by other Pasco Hernando One-Stop System agencies/organizations to determine their eligibility for Adult Basic Education/GED, Title 1 Literacy and Career and Technical education services.

- ❖ List job openings through CareerSource Pasco Hernando. Refer customers demonstrating interests in, and possibly eligible for agency/organization program services, as appropriate. Ensure all outreach efforts that include a reference to CareerSource Pasco Hernando, or the Pasco-Hernando Workforce Board receive prior approval from appropriate marketing staff.
- ❖ Ensure HCSB staff attend, participate in and contribute to Pasco Hernando One-stop system cross training activities designed to increase partner awareness of services available.
- ❖ Participate in the development and implementation of other One-stop Center procedures, policies, reports customer surveys and operational agreements. Ensure employment placement information generated by HCSB is entered into state and local data collections systems. Actively participate in the development and maintenance of organizational reports that reflect the nature of HCSB's operations. Provide this information to the One-stop Operator at least quarterly.
- ❖ The Hernando Adult Education Program agrees to maintain a presence within the local CareerSource Pasco Hernando office in order to better assist students.
- ❖ Distribute the information provided by CareerSource Pasco Hernando to students.
- ❖ Inform CareerSource Pasco Hernando of student's attendance and progress.
- ❖ Provide wages and fringe benefits for all HCSB staff assigned to positions within the Pasco Hernando One-stop.
- ❖ Fund all HCSB supplies, and resource materials related to the delivery of HCSB services.
- ❖ Pay the HCSB portion of costs for office spaces and common area usage as agreed to by HCSB, CSPH and the One-stop operator.

Attachment 2: Additional Terms and Conditions

Each party agrees to comply with, perform, and be bound by all terms, conditions, obligations, and duties set forth below.

A. Data-Sharing: Partners agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers. Additionally, it is vital to develop and maintain an integrated case management system, as appropriate, that informs customer service throughout customers' interaction with the integrated system and allows information collected from customers at intake to be captured once.

- a. Partners further agree that the collection, use, and disclosure of customers' personally identifiable information (PII) is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of these requirements.
- b. All data, including customer PII, collected, used, and disclosed by Partners will be subject to the following:
 - i. Customer PII will be properly secured in accordance with the Local WDB's policies and procedures regarding the safeguarding of PII.
 - ii. The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under FERPA, shall comply with FERPA and applicable State privacy laws.
 - iii. All confidential data contained in UI wage records must be protected in accordance with the requirements set forth in 20 CFR Part 603.
 - iv. All personal information contained in VR records must be protected in accordance with the requirements set forth in 34 CFR 361.38.
 - v. Customer data may be shared with other programs, for those program's purposes, within the American Job Center network only after the informed written consent of the individual has been obtained, where required.
 - vi. Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations.
 - vii. All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)).

- c. All one-stop career center and Partner staff will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, including FERPA-protected education records, confidential information in UI records, and personal information in VR records.

B. The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this MOU and IFA. None of the Parties intend to directly or substantially benefit a third party by this MOU and IFA. The Parties agree that there are no third-party beneficiaries to this MOU and IFA and that no third party shall be entitled to assert a claim against any of the Parties based upon this MOU and IFA.

C. Monitoring

CSPH or its designated staff, officials from the State and Local administrative entities, the U.S. Departments of Labor, Education, and Health and Human Services have the authority to conduct fiscal and programmatic monitoring to ensure that:

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

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

D. Indemnification

All Parties to this MOU recognize the Partnership consists of various levels of government, not-for-profit, and for-profit entities. Each party to this agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No Partner assumes any responsibility for any other party, State or non-State for the consequences of any act or omission of any third party. The Parties acknowledge CSPH and the one-stop operator have 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 CSPH or the one-stop operator.

E. Severability

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

F. Drug and Alcohol-free Workplace

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

G. Certification Regarding Lobbying

All parties shall comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. Section 1352), 29 C.F.R. Part 93, and 34 CFR part 82, as well as the requirements in the Uniform Guidance at 2 CFR 200.450. The Parties shall not lobby federal entities using federal funds and will disclose lobbying activities as required by law and regulations.

H. Debarment and Suspension

All parties shall comply with the debarment and suspension requirements (E.O. 12549 and 12689) and 2 CFR part 180 and as adopted by the U.S. Department of Labor at 29 CFR part 2998 and by the U.S. Department of Education at 2 CFR 3485.

I. Priority of Service

All Parties certify that they will adhere to all statutes, regulations, policies, and plans regarding priority of service, including, but not limited, priority of service for veterans and their eligible spouses, and priority of service for the WIOA title I Adult program, as required by 38 U.S. C. sec. 4215 and its implementing regulations and guidance, and WIOA sec. 134(c)(3)(E) and its implementing regulations and guidance. Partners will target recruitment of special populations that receive a focus for services under WIOA, such as individuals with disabilities, low-income individuals, basic skills deficient youth, and English language learners.

ACTION ITEM 4
Memorandum of Understanding –
Vocational Rehabilitation

Section 121, of the Workforce Innovation and Opportunity Act (WIOA), requires the Local Workforce Development Board, in agreement with the Chief Local Elected Official, to enter into a Memorandum of Understanding (MOU) between the Local Workforce Development Board and the required One-Stop Partner agencies. These agreements establish the framework for coordination among workforce partners to ensure the effective delivery of workforce development services through the local One-Stop delivery system.

The attached Memorandum of Understanding (MOU) between the Pasco-Hernando Workforce Board, Inc. and Florida Department of Education - Vocational Rehabilitation outlines the roles and responsibilities of each party in providing coordinated workforce and education services. The agreement establishes processes for referrals, information sharing, service coordination, accessibility, and collaboration to improve customer access to employment, education, and training opportunities while reducing duplication of services. The MOU supports compliance with WIOA and other applicable federal and state requirements.

No funds are exchanged under this MOU. The Infrastructure Funding Agreement (IFA) referenced in Section 5 of the MOU is being developed separately. Because infrastructure funding allocations are dependent upon the final approved budget and cost allocation methodology, the IFA has not yet been finalized and will be presented to the Consortium for consideration at a subsequent meeting.

The MOU is effective upon the date of the last required signature or July 1, 2026, whichever is later, through June 30, 2029, unless modified or terminated in accordance with its terms.

FOR CONSIDERATION

Approval of the Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) between Pasco-Hernando Workforce Board, Inc. and Florida Department of Education - Vocational Rehabilitation, with a term ending June 30, 2029, and an effective date determined in accordance with the agreement's effective date provisions.



SA-725

**Memorandum of Understanding
for**

Workforce Development Partners

By and between **Pasco-Hernando Workforce Board, Inc. dba Career Source Pasco Hernando** and **Florida Department of Education-Vocational Rehabilitation**

Section 1. Parties

This Memorandum of Understanding ("MOU") is entered into between Pasco Hernando Workforce Board, Inc., DBA CareerSource Pasco Hernando, ("CSPH"); and the Florida Department of Education-Vocational Rehabilitation ("VR"). CSPH and VR 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 VR 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: _____

SIGNATURE PAGE

Approved by Partner:

Florida Department of Education

Signature: 

Anastasios Kamoutsas

Commissioner of Education

Date: 6/27/26

ACTION ITEM 5
Memorandum of Understanding –
Fred K. Marchman

Section 121, of the Workforce Innovation and Opportunity Act (WIOA), requires the Local Workforce Development Board, in agreement with the Chief Local Elected Official, to enter into a Memorandum of Understanding (MOU) between the Local Workforce Development Board and the required One-Stop Partner agencies. These agreements establish the framework for coordination among workforce partners to ensure the effective delivery of workforce development services through the local One-Stop delivery system.

The attached Memorandum of Understanding (MOU) between the Pasco-Hernando Workforce Board, Inc. and Fred K. Marchman Technical College outlines the roles and responsibilities of each party in providing coordinated workforce and education services. The agreement establishes processes for referrals, information sharing, service coordination, accessibility, and collaboration to improve customer access to employment, education, and training opportunities while reducing duplication of services. The MOU supports compliance with WIOA and other applicable federal and state requirements.

No funds are exchanged under this MOU. The Infrastructure Funding Agreement (IFA) referenced in Section 5 of the MOU is being developed separately. Because infrastructure funding allocations are dependent upon the final approved budget and cost allocation methodology, the IFA has not yet been finalized and will be presented to the Consortium for consideration at a subsequent meeting.

The MOU is effective upon the date of the last required signature or July 1, 2026, whichever is later, through June 30, 2029, unless modified or terminated in accordance with its terms.

FOR CONSIDERATION

Approval of the Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) between Pasco-Hernando Workforce Board, Inc. and Fred K. Marchman Technical College, with a term ending June 30, 2029, and an effective date determined in accordance with the agreement's effective date provisions.



Memorandum of Understanding

for

Workforce Development Partners

By and between **Pasco-Hernando Workforce Board, Inc. dba Career Source Pasco Hernando** and **Fred K Marchman Technical College**

Section 1. Parties

This Memorandum of Understanding ("MOU") is entered into between Pasco Hernando Workforce Board, Inc., DBA CareerSource Pasco Hernando, ("CSPH"); and Fred K Marchman Technical College ("MTC"). CSPH and MTC 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 MTC 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 Vocational Rehabilitation)
 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:

Fred K Marchman Technical College

Name: _____
Signature: _____
Title: _____
Date: _____

Attachment 1: Partner Services

Each Partner commits to cross-training of staff, as appropriate, providing other professional learning opportunities that promote continuous quality improvement and further promote system integration to the maximum extent feasible, and permissible under state and federal law through:

- Effective communication, information sharing, and collaboration with CareerSource Pasco Hernando,
- Joint planning, policy development, and system design processes,
- Commitment to the joint mission, vision, goals, strategies, and performance measures,
- Leveraging resources, including other public agency and non-profit organization services,
- Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction, and
- Participation in regularly scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration.
- Coordinate with CareerSource Pasco Hernando to provide access to its workforce services and programs through the One-stop system in accordance with published policies and procedures which include the way the services will be coordinated and delivered through the One-stop system.
- Coordinate with CareerSource Pasco Hernando to ensure that the needs of job seekers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the One-stop system.
- Coordinate with CareerSource Pasco Hernando for the funding of the infrastructure costs of the One-stop career centers, and the funding of shared services and operating costs in accordance with 29 U.S.C. § 3151, and any infrastructure funding

mechanism requirements issued by the State of Florida.

- Provide all logistical support necessary for its staff located within the local area to be fully integrated within the One-stop system.
- Provide feedback to CareerSource Pasco Hernando management regarding the performance of the partnership, including its effectiveness and success.

CareerSource Pasco Hernando

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

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

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

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

Individual Partner Contribution of Services

Provision of Services:

CareerSource Pasco Hernando agrees to provide the following:

- ❖ Refer students to GED, postsecondary, ABE and/or ESOL program through the Crosswalk online referral platform.
- ❖ Provide informational documentation, such as fliers and program information.
- ❖ Provide employment placement assistance if the student meets the financial criteria, attendance, and provides the required documentation.
- ❖ Resume writing, interviewing and career preparation services in schools in coordination with the teachers as part of the curriculum.
- ❖ Coordinate tours and educational guest speakers from post-secondary

schools in order to assist students in knowing their options after graduation.

- ❖ Coordinate activities that provide students with direct exposure to the local workforce i.e., guest speakers in schools, industry tours and career fair events.
- ❖ Assist students with job placement services based on areas of study, and needs of businesses in our community.
- ❖ Active member of advisory boards for various academies throughout both districts.

MTC agrees to provide the following:

- ❖ Pasco Adult Education Program refers students to CareerSource Pasco Hernando for needed services through the Crosswalk online referral platform.
- ❖ List job openings through CareerSource Pasco Hernando. Refer customers demonstrating interests in, and possibly eligible for agency/organization program services, as appropriate. Ensure all outreach efforts that include a reference to CareerSource Pasco Hernando, or the Pasco Hernando Workforce Board receive prior approval from appropriate marketing staff.
- ❖ Ensure MTC staff attend, participate in and contribute to Pasco Hernando One-stop system cross training activities designed to increase partner awareness of services available.
- ❖ Participate in the development and implementation of other One-stop Center procedures, policies, reports customer surveys and operational agreements. Ensure employment placement information generated by MTC is entered into state and local data collections systems. Actively participate in the development and maintenance of organizational reports that reflect the nature of MTC's operations. Provide this information to the One-stop Operator at least quarterly.

- ❖ The Pasco Adult Education Program agrees to maintain a presence within the local CareerSource Pasco Hernando office in order to better assist students.
- ❖ Distribute the information provided by CareerSource Pasco Hernando to students.
- ❖ Inform CareerSource Pasco Hernando of student's attendance and progress.
- ❖ Provide wages and fringe benefits for all MTC staff assigned to positions within the Pasco Hernando One-stop.
- ❖ Fund all MTC supplies, and resource materials related to the delivery of MTC services.
- ❖ Pay the MTC portion of costs for office spaces and common area usage as agreed to by MTC, CSPH and the One-stop operator.

ACTION ITEM 6
Memorandum of Understanding –
Pasco EDC

Section 121, of the Workforce Innovation and Opportunity Act (WIOA), requires the Local Workforce Development Board, in agreement with the Chief Local Elected Official, to enter into a Memorandum of Understanding (MOU) between the Local Workforce Development Board and the required One-Stop Partner agencies. These agreements establish the framework for coordination among workforce partners to ensure the effective delivery of workforce development services through the local One-Stop delivery system.

The attached Memorandum of Understanding (MOU) between the Pasco-Hernando Workforce Board, Inc. and Pasco EDC outlines the roles and responsibilities of each party in providing coordinated workforce and education services. The agreement establishes processes for referrals, information sharing, service coordination, accessibility, and collaboration to improve customer access to employment, education, and training opportunities while reducing duplication of services. The MOU supports compliance with WIOA and other applicable federal and state requirements.

As part of the partnership, Pasco-Hernando Workforce Board, Inc. will provide Pasco EDC with annual funding of up to \$22,000. The annual allocation supports WorkforceCONNECT and sponsorship opportunities associated with Pasco EDC initiatives and events.

The annual allocation is anticipated as follows:

WorkforceCONNECT:	\$10,000
Economic Forecast Luncheon:	\$3,000
GROWPasco:	\$1,000
NetFest:	\$3,000
Annual Awards:	<u>\$5,000</u>
Total:	\$22,000

The MOU is effective upon the date of the last required signature or July 1, 2026, whichever is later, through June 30, 2029, unless modified or terminated in accordance with its terms.

FOR CONSIDERATION

Approval of the Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) between Pasco-Hernando Workforce Board, Inc. and Pasco EDC, including an annual allocation of up to \$22,000, with a term ending June 30, 2029, and an effective date determined in accordance with the agreement's effective date provisions.

INFORMATION ITEM 1
Cost of Living Adjustment

The following item is presented as information for the Consortium.

No action is required.

Cost of Living Adjustment Index - see Attachment A

	COLA	Raise Given	Budgeted Raise	If budget approved Cumulative Raise
2021	1%	0%		
2022	5%	0%		
2023	8%	3%		
2024	4%	3%		
2025	3%	0%		
2026	3%		5%	
TOTAL	24%	6%	5%	11%

Cost of Living Adjustments

This represents the maximum income limitation for exemptions under section 196.1975(4), F.S. The limitation is adjusted annually by the percentage change in the annual cost-of-living index during the immediate prior year.

*The percentage changes are rounded to the nearest tenth of a percent. The income limitation amounts are based on the unrounded CPI data.

Cost of Living Adjustments

Year	% Change*	Adjusted Income Single Person	Limitation Couples
2026	2.6%	\$42,758	\$48,003
2025	2.9%	\$41,662	\$46,773
2024	4.1%	\$40,469	\$45,433
2023	8.0%	\$38,869	\$43,636
2022	4.7%	\$35,988	\$40,403
2021	1.2%	\$34,374	\$38,590
2020	1.8%	\$33,955	\$38,120
2019	2.4%	\$33,350	\$37,441
2018	2.1%	\$32,555	\$36,549
2017	1.3%	\$31,877	\$35,787
2016	0.1%	\$31,480	\$35,342
2015	1.6%	\$31,443	\$35,300
2014	1.5%	\$30,941	\$34,736
2013	2.1%	\$30,494	\$34,235
2012	3.2%	\$29,876	\$33,541
2011	1.6%	\$28,962	\$32,514
2010	-0.4%	\$28,494	\$31,990
2009	3.8%	\$28,596	\$32,104
2008	2.9%	\$27,539	\$30,917
2007	3.2%	\$26,763	\$30,046
2006	3.4%	\$25,933	\$29,114
2005	2.7%	\$25,082	\$28,159
2004	2.3%	\$24,423	\$27,419
2003	1.6%	\$23,874	\$26,803
2002	2.8%	\$23,498	\$26,381
2001	3.4%	\$22,858	\$25,662
2000	2.2%	\$22,106	\$24,818
1999	1.6%	\$21,630	\$24,284
1998	2.3%	\$21,289	\$23,902
1997	3.0%	\$20,810	\$23,365
1996	2.8%	\$20,204	\$22,684
1995	2.6%	\$19,654	\$22,066