

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

Board Meeting Agenda

September 24, 2026 – 3:00 p.m.

Hampton Inn

11780 State Road 54, Odessa, FL 33556

or Join via Microsoft Teams

Call to orderJoelle Neri, Chair

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.

Consent Agenda

There are no items for the Consent Agenda.

Presentation Items

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Action Items

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Board Chair Comments

CEO Comments

Adjournment

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PRESENTATION ITEM 1
Apprenticeship Update

The following item is presented as information for the Board.

No action is required.

Apprenticeship Update

- Diesel Mechanic Apprenticeship
 - Started June 2026
 - 6 Diesel Apprentices/each garage
 - Adding apprentices to the program
 - Visit regularly- Feedback
- Next Apprenticeship- Pasco County Schools
 - Maintenance Technicians (Building Maintenance, Repairer) - Carpentry, Electric, Paint, Cabinetry, Masonry, Fencing, Flooring- 17 positions open, HVAC 3 positions
 - June 2027?
- Other Projects...
 - Hernando County Government apprenticeship- Waste Water
 - Wilton Simpson Technical College apprenticeship- Childcare
 - Florida Design Consultants apprenticeship- Surveyor
 - Regional Apprenticeship Convening Mtg- Oct 15 @ KRAI at 8:30
 - Developing Internships
 - Funding through FLDOE- LEA



ACTION ITEM 1
Approval of Minutes

In accordance with Article X, Section 1 of the approved bylaws, the Board is required to keep correct and complete minutes of the proceedings of any Board or Committee meeting.

Draft minutes of June 4, 2026, Board Meeting are presented for review. Any modifications should be requested prior to approval.

FOR CONSIDERATION

Approval of June 4, 2026, Board Meeting Minutes, to include any modifications or changes noted by the Board.

Pasco-Hernando Workforce Board, Inc.

Board Meeting Minutes - DRAFT

June 04, 2026– 3:00 PM

Meeting Location: *Hampton Inn 11780 State Road 54, Odessa, FL 33556 or Virtually via Microsoft Teams*

Board Members Attending: Turner Arbour, Cindy Bray, Dana Cutlip, Mark Earl, Cami Leech Florio, Robert Fuerst, Charles Gibbons, Lindsey Hack, Timothy Hellmers, John Howell, Hope Kennedy, Nils Lenz, Paul Micklow, Lee Middleton, Tom Mudano, Joelle Neri, Stefanie Pontlitz, Lori Romano

Board Members Absent: Keven Barber, Beth Galic, Prashanth Pilly, Gary Steele

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

Others Attending: The Hogan Law Firm - Jarrod Prater; Florida Commerce – Tameka Austin; One-Stop Operator: Terri Clark

Quorum Present? Yes

Call to Order: The meeting was called to order at 3:01 p.m. by Chair, Charles Gibbons.

Public Comments

No public comments were received.

Consent Agenda

There were no items on the Consent Agenda.

Action Item 1 – Minutes from March 19, 2026, Board Meeting

The Board reviewed the minutes from March 19, 2026, Board meeting. All Directors were in agreement that the minutes correctly reflected the actions from that meeting.

MOTION was made by Lori Romano to approve the March 19, 2026, Board meeting minutes.

MOTION was seconded by Robert Fraust. Motion carried 18-0.

Action Item 2 – Officer Elections

The Board reviewed the proposed officer elections to serve until their successors are duly elected and qualified, in accordance with Article IV, Section 1 of the Board Bylaws. The Board Chair and Vice Chair shall be elected from among the Board Directors representing the Business category.

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The Board Chair may serve a term of no more than two (2) years and may serve no more than two (2) terms. The Board voted separately for each officer position.

Election of Board Chair

The board considered the election of Joelle Neri to serve as Board Chair.

MOTION was made by Lindsey Hack to elect Joelle Neri as Board Chair.

MOTION was seconded by John Howell. Motion carried 18-0.

Election of Vice Chair

The board considered the election of Paul Micklow to serve as Vice Chair.

MOTION was made by Lindsey Hack to elect Paul Micklow as Vice Chair.

MOTION was seconded by Turner Arbour. Motion carried 18-0.

Election of Treasurer/Secretary

The board considered the election of Mark Earl to serve as Treasurer/ Secretary.

MOTION was made by Lori Romano to elect Mark Earl as Treasurer/Secretary.

MOTION was seconded by Lindsey Hack. Motion carried 18-0.

Action Item 3 – NCPEP Contract Renewal and Budget Modification

The Board reviewed the amendment number 15 to the agreement with Gulf Coast Jewish Family and Community Services, Inc., in the amount of \$1,336,000 for the 2026-2027 program year.

MOTION was made by Lindsey Hack to approve amendment number 15 to the agreement for program year 2026-2027 and authorize the Board Chair to execute the amendment on behalf of PHWB.

MOTION was seconded by Lori Romano. Motion carried 18-0.

Action Item 4 – Regional Apprenticeship Coordination Contract Renewal

The Board reviewed the proposed program 2026-2027 contract renewal for the Regional Apprenticeship Coordination with Pasco County Schools. Staff recommended renewal of the agreement with a decrease in the annual allocation from \$70,000 to an amount not to exceed \$50,000, due to a reduction in PHWB funding, to support expanded apprenticeship development and coordination activities.

Lori Romano declared a conflict of interest and abstained from voting.

MOTION was made by Lee Middleton to approve the renewal of the Regional Apprenticeship Coordination Contract with Pasco County Schools for Program Year 2026-2027 and authorization for staff to negotiate and execute all necessary contract documents for an amount not to exceed \$50,000, contingent upon the availability of funding and satisfactory performance..

MOTION was seconded by Robert Fraust. Motion carried 17-0.

Action Item 5 – Targeted Occupations List 2025-2026 and 2026-2027

The Board reviewed the request to formally approve the Program Year (PY) 2025-2026 Targeted Occupations List (TOL) and authorize the use of the FloridaCommerce issued PY 2026-2027 TOL upon release. Staff explained that during a recent review of Board records, it was identified that the PY 2025-2026 TOL had been implemented and utilized in the administration of workforce programs effective July 1, 2025, but was not formally presented to the Board for approval prior to implementation. Legal counsel advised that the Board may take action pursuant to Sections 607.0147 and 607.0148, Florida Statutes, to formally approve the PY 2025-2026 TOL. Staff further noted that the PY 2025-2026 TOL was implemented using the FloridaCommerce approved list with no local additions, deletions, or modifications.

The Board also reviewed the request to authorize CareerSource Pasco Hernando to utilize the FloridaCommerce-issued PY 2026-2027 Targeted Occupations List upon release to ensure continuity of services and timely program administration. Staff advised that any proposed local additions, deletions, or modifications to the FloridaCommerce issued list would be presented to the Board for review and approval prior to implementation.

MOTION was made by Lindsey Hack to approve the PY 2025-2026 Targeted Occupations List effective July 1, 2025, and authorization for CSPH to utilize the FloridaCommerce issued PY 2026-2027 Targeted Occupations List upon release, and that any proposed local additions, deletions, or modifications to the FloridaCommerce issued list shall be presented to the Board for review and approval prior to implementation.

MOTION was seconded by Lori Romano. Motion carried 18-0.

Action Item 6 – Training Provider Agreement for Fred K. Marchman Technical College

The Board reviewed the request to approve Fred K. Marchman Technical College to continue as an Eligible Training Provider for Program Year 2026-2027, with a maximum agreement amount of \$250,000.

Lori Romano declared a conflict of interest and abstained from voting.

MOTION was made by Lindsey Hack to approve Fred K. Marchman Technical College to continue as an Eligible Training Provider for Program Year 2026-2027, with a maximum agreement amount of \$250,000, contingent upon the conditions outlined within the action item and the receipt of all required approvals from FloridaCommerce for the related-party transaction.

MOTION was seconded by John Howell. Motion carried 17-0.

Action Item 7 – Training Provider Agreement for Keiser University

The Board reviewed the request to approve Keiser University to continue as an Eligible Training Provider for Program Year 2026-2027, with a maximum agreement amount of \$250,000.

Charles Gibbons declared a conflict of interest and abstained from voting.

MOTION was made by Cami Leech Florio to approve Keiser University to continue as an Eligible Training Provider for Program Year 2026-2027, with a maximum agreement amount of \$250,000, contingent upon the conditions outlined within the action item and the receipt of all required approvals from FloridaCommerce for the related-party transaction.

MOTION was seconded by Lindsey Hack. Motion carried 17-0.

Action Item 8 – Training Provider Agreement for Pasco-Hernando State College

The Board reviewed the request to approve Pasco-Hernando State College to continue as an Eligible Training Provider for Program Year 2026-2027, with a maximum agreement amount of \$250,000.

Prashanth Pilly declared a conflict of interest, abstained from voting, and was not in attendance of the board meeting.

MOTION was made by Turner Arbour to approve Pasco-Hernando State College to continue as an Eligible Training Provider for Program Year 2026-2027, with a maximum agreement amount of \$250,000, contingent upon the conditions outlined within the action item and the receipt of all required approvals from FloridaCommerce for the related-party transaction.

MOTION was seconded by Lindsey Hack. Motion carried 18-0.

Action Item 9 – In-Kind MOU/IFA Agreement - Pasco-Hernando State College

The Board reviewed the negotiated three-year Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) between Pasco-Hernando Workforce Board and Pasco-Hernando State College for the period of July 1, 2026, through June 30, 2029, for consideration by the PHWD Consortium.

Prashanth Pilly declared a conflict of interest, abstained from voting, and was not in attendance of the board meeting.

MOTION was made by Lori Romano to approve WIOA MOU between Pasco-Hernando Workforce Board and Pasco-Hernando State College for the period of July 1, 2026, through June 30, 2029.

MOTION was seconded by Lindsey Hack. Motion carried 18-0.

Action Item 10 – In-Kind MOU/IFA Agreement

The Board reviewed the individual negotiated three-year Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) between Pasco-Hernando Workforce Board and Pinellas County Urban League and Pasco County Housing Authority for the period of July 1, 2026, through June 30, 2029, for consideration by the PHWD Consortium.

MOTION was made by Lindsey Hack to approve both the WIOA MOU's between Pasco-Hernando Workforce Board and Pinellas County Urban League and the Pasco County Housing Authority for the period of July 1, 2026, through June 30, 2029.

MOTION was seconded by Lori Romano. Motion carried 18-0.

Action Item 11 – Meeting and Operations Schedule FY 2026-27

The Board reviewed the meeting and operations schedule for fiscal year 2026-2027.

MOTION was made by Lindsey Hack to approve the proposed meeting and operations schedule for FY2026-27, including authorization for the CEO to implement temporary operational adjustments as necessary.

MOTION was seconded by John Howell. Motion carried 18-0.

Action Item 12 – Committee Appointments

The Board reviewed the proposed committee appointments for Program Year 2026-2027 in accordance with Article VII of the Board Bylaws. Staff noted that the Board of Directors shall maintain the standing committees established by the Bylaws and that committee members serve one-year terms. The proposed appointments were presented as recommended by the Board Chair.

The Board reviewed the following committee appointments effective July 1, 2026:

Executive Committee

- Joelle Neri, Board Chair
- Paul Micklow, Vice Chair
- Mark Earl, Treasurer/Secretary
- Charles Gibbons
- Lori Romano
- Aaron Deberry

Audit and Finance Committee

- Mark Earl, Chair
- Lori Romano
- Tom Mudano
- Aaron Deberry
- Timothy Hellmers

Nominating Committee

- Turner Arbour, Chair
- Lori Romano
- Aaron Deberry



- Lindsey Hack

MOTION was made by John Howell to approve the above-stated committee appointments effective July 1, 2026.

MOTION was seconded by Mark Earl. Motion carried 18-0.

Information Item 1 – Minutes from May 22, 2026, Executive Committee Meeting

Joelle Neri reviewed the Executive Committee meeting minutes from May 22, 2026.

Information Item 2 – Financial Reports

Theresa Miner reviewed the Financial Reports for the period of 7/1/2025 through 4/30/2026.

Information Item 3 – Letter Grade Report

Jerome Salatino reviewed the latest Letter Grade Report for the period ending 12/31/2025.

Information Item 4 – Education & Industry Consortium Report

Jerome Salatino reviewed the education and industry consortium quarterly report.

With no further business to discuss, the meeting adjourned.

ACTION ITEM 2
NCPEP Budget Modification

The Pasco-Hernando Workforce Board (PHWB) originally entered into an agreement with Gulf Coast Jewish Family and Community Services, Inc. on July 1, 2019, to provide services for the Non-Custodial Parent Employment Program (NCPEP). The program supports non-custodial parents residing in Hillsborough, Pinellas, Pasco, Hernando, and Miami-Dade counties in becoming self-sufficient through employment and support services.

In June 2026, the Board approved Amendment No. 15 for the 2026-2027 program year, which included a total program budget of \$1,336,000.

Amendment No. 16 has been prepared to revise the 2026-2027 program budget to reflect carryover state funds and new state funding. The amendment increases the total budget by \$607,937, from \$1,336,000 to \$1,943,937. All other terms and conditions of the agreement remain in effect.

FOR CONSIDERATION

Approval of Amendment No. 16 to the agreement with Gulf Coast Jewish Family and Community Services, Inc., increasing the 2026-2027 NCPEP budget from \$1,336,000 to \$1,943,937.

	Gulf Cost Jewish Family and Community Services, Inc. Non-Custodial Parent Sub-Recipient Agreement Contract Begin Date: 7/1/2026 Contract End Date: 6/30/2027
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Subrecipient Agreement for providing services for the Non-Custodial Parent Program covering Miami and the Greater Tampa Bay, including Pasco, Hernando, Hillsborough and Pinellas counties

Title 2 – Subtitle A – Chapter II – Part 200 – Subpart D – 200.331: Requirements for pass through entities.	
(a) The following sub-award information is provided by CareerSource Pasco Hernando, the Pass-through entity, to Gulf Coast Family and Community Services, Inc., the sub-recipient. If/when any of these data elements changes, the change(s) will be included in any subsequent sub-award modification.	
(1) Federal Award Identification	
Sub-Recipient Name (this must match the name associated with the Unique Entity Identifier (UEI))	Gulf Coast Family and Community Services, Inc.
Sub-Recipient UEI	C8Q3FR2KA2K8
Federal Award Identification Number (FAIN)	G-2401FLTANF; State and other TANF not yet provided
Federal Award Date	7/1/26
Sub-Award Period of performance (start/end dates)	7/1/26 to 6/30/27
Amount of Federal Funds obligated by this Action	\$1,336,000 to include 2 NFA's
Amount of State Funds obligated by this Action	\$607,937
Total Amount of Federal Award to CareerSource Pasco Hernando	\$1,416,000
Federal award project description	Welfare Transition Program
- Name of Federal Awarding Agency - Pass-through entity, and - Contact information for awarding official	US Department of Health and Human Services CareerSource Pasco Hernando Brenda Gause; bgause@careersourcepascohernando.com
Assistance Listing Number and Name	93.558
Is this Sub-award for R&D	No
Indirect Cost Rate for the award	13.7%

THIS AMENDMENT # 16 made this 1st day of September, 2026, amends that certain AGREEMENT originally dated July 1, 2019 (the "Agreement") and entered into between the Pasco Hernando Workforce Board. (hereinafter referred to as "PHWB"), and Gulf Coast Jewish Family and Community Services, Inc. (hereinafter referred to as "Service Provider"), a Florida corporation whose address is 14041 Icot Blvd., Clearwater, FL 33760

WHEREAS, on the 24th day of September, 2026, PHWB and Service Provider entered into an Agreement to provide PHWB with services to non-Custodial parents; and,

WHEREAS, PHWB and Service Provider, pursuant to All amendments 1 – 15, of the Agreement, have agreed to amend certain terms of the Agreement.

NOW THEREFORE, this Amendment No. 15 shall amend and modify the Agreement as follows:

1. Budget Revision: The budget was revised to reflect 2026-2027 program year expenditures, Exhibit A.
2. Preservation of Original Agreement. Except as otherwise provided herein, all terms and conditions of the original Agreement, as well as all amendments that followed, *not* amended by this Amendment shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals effective on the day and year first above written.

WITNESS:

Service Provider:

Signature

Print Name

WITNESS:

Pasco Hernando Workforce Board, Inc.:

Signature

Board Chair

Print Name

NCPEP 2026-2027				
BUDGET				
Gulf Coast Jewish Family and Community Services, Inc.				
Line Item		GREATER TAMPA BAY BUDGET	MIAMI BUDGET	TOTAL
Total Salaries and Fringe				
Approved Positions				
GRANT ACCOUNTANT	0.25	\$ 10,300.00	\$ 10,300.00	\$ 20,600.00
QUALITY IMPROVEMENT	0.15	\$ 3,600.00	\$ 3,150.00	\$ 6,750.00
SENIOR DIRECTOR	0.70	\$ 32,130.00	\$ 32,130.00	\$ 64,260.00
PROGRAM DIRECTOR	1.00	\$ 39,465.48	\$ 26,310.32	\$ 65,775.80
Sr. PROGRAM SUPERVISOR	1.00	\$ -	\$ 53,495.11	\$ 53,495.11
CAREER CASE MANAGER / SR CCM	12.00	\$ 259,576.20	\$ 267,800.00	\$ 527,376.20
INCENTIVES		\$ 30,000.00	\$ 30,000.00	\$ 60,000.00
HEALTH INSURANCE STIPENDS		\$ 13,800.00	\$ 12,000.00	\$ 25,800.00
ADMINISTRATIVE ASSISTANT/SR. PROGRAM ADMIN	2.00	\$ 48,204.00	\$ 37,492.00	\$ 85,696.00
SALARIES		\$ 437,075.68	\$ 472,677.43	\$ 909,753.11
TAX		\$ 34,661.59	\$ 37,739.75	\$ 72,401.34
FRINGE		\$ 108,373.79	\$ 129,791.27	\$ 238,165.06
OTHER:				
TOTAL SALARIES and FRINGE	17.10	\$ 580,111.00	\$ 640,208.00	\$ 1,220,319.00
OPERATING COSTS				
MILEAGE/PARKING		\$ 15,000.00	\$ 15,000.00	\$ 30,000.00
TRAVEL/TRAINING		\$ 20,500.00	\$ 20,500.00	\$ 41,000.00
SUPPLIES		\$ 5,000.00	\$ 5,000.00	\$ 10,000.00
PRINTING		\$ 3,000.00	\$ 3,000.00	\$ 6,000.00
POSTAGE		\$ 1,532.00	\$ 1,532.00	\$ 3,064.00
TELEPHONE/INTERNET		\$ 10,200.00	\$ 10,900.00	\$ 21,100.00
UTILITIES		\$ 24.00	\$ 4,200.00	\$ 4,224.00
MAINTENANCE		\$ 3,000.00	\$ 6,000.00	\$ 9,000.00
EQUIP RENTAL		\$ 1,000.00	\$ 3,900.00	\$ 4,900.00
FACILITY RENT/LEASE		\$ 32,942.00	\$ 60,000.00	\$ 92,942.00
CONTRACTUAL SERVICES		\$ 14,310.00	\$ 52,026.00	\$ 66,336.00
COMPUTER LICENSING/SUPPLIES		\$ 20,000.00	\$ 15,000.00	\$ 35,000.00
ADVERTISING		\$ 15,000.00	\$ 15,000.00	\$ 30,000.00
INSURANCE		\$ 20,000.00	\$ 20,000.00	\$ 40,000.00
OTHER: EMPLOYEE TESTING		\$ 1,500.00	\$ 800.00	\$ 2,300.00
TOTAL OPERATING		\$ 163,008.00	\$ 232,858.00	\$ 395,866.00
SUPPORTIVE SERVICES				
OTHER: CLIENT NEEDS		\$ 50,000.05	\$ 50,000.00	\$ 100,000.05
TOTAL SUPPORT SERVICES		\$ 50,000.05	\$ 50,000.00	\$ 100,000.05
INDIRECT COST		\$ 106,377.00	\$ 121,375.00	\$ 227,752.00
TOTAL BUDGET		\$ 899,496.05	\$ 1,044,441.00	\$ 1,943,937.00

EXHIBIT B

Statement/Scope of Work

General Description of Activities and Services to be performed and managed by Contractor:

Contractor shall provide services necessary to fulfill its obligations and substantiate payment rendered to Contractor in compliance with the relevant statutes, policies and regulations, and the following Statement of Work. In general, the Contractor is presently contracted to perform the duties attributed to it by CareerSource Pasco/Hernando for the following:

Operation of the Non-Custodial Parent Employment Program “for the Greater Tampa Bay Area, including Pinellas, Hillsborough, Pasco and Hernando counties, as well as Miami-Dade County.”

The following specifications for the above listed duties shall apply, in so much as their definitions do not contradict State or Federal policy, regulations and statutes.

In addition to the statutory requirements included in this Agreement, Contractor shall complete the following duties in the following manner:

1. Governance

Contractor agrees to and shall follow all policies, to include fiscal policies, related to the delivery of services under this agreement, as determined by CareerSource Pasco/Hernando, the State of Florida, or Federal government with respect to the various pieces of legislation providing funding for this agreement, individually and/or severally, and to work closely with the board to achieve the goals they set forth. Communication with CareerSource Pasco/Hernando shall first be through the President and CEO, who shall have the responsibility to consult with the appropriate Committee or Board Chair on items the Contractor, desires to be included on committee/board agendas. CareerSource Pasco/Hernando shall provide a copy of the CareerSource Pasco/Hernando Board agenda to Contractor prior to each meeting. The Contractor shall be required to attend and participate, as necessary, in all meetings of CareerSource Pasco/Hernando Board of Directors and its standing committees including the Executive, One Stop Consortium, Business and Economic Development, and Youth Economic Opportunity. Items not appropriate to policy determinations made at public CareerSource Pasco/Hernando Board meetings shall be handled administratively by staff.

2. Program Goals

- A. Assist non-custodial parents in finding employment with earnings that allow them to become self-sufficient.
- B. Increase the payment of child support by the non-custodial parent through the formal system and increase collections for the state.
- C. Increase job retention, wage increases and upgraded positions for non-custodial parents.
- D. Increase the reporting of existing employment and earnings on the part of the non-custodial parent.

Program Requirements

A. Participant Eligibility

The Non-Custodial Parent Employment Program is funded with TANF funds. Individuals must be determined eligible for both TANF and the Non-Custodial Parent Employment Program (NCPEP). The grant is serving TANF purpose number two by providing non-assistance¹, employment services and post-employment services to needy families in an effort to end dependency on government benefits. Individuals may only be served with non-assistance unless receiving Temporary Cash Assistance (TCA) and cooperating with the Welfare Transition (WT) Program. For each customer or those qualifying as TANF eligible, a TANF Eligibility Form DEO 0005 must be completed and placed within the file. A new TANF Eligibility Form, DEO 0005, must be completed and placed within the file for each program year a customer is served. A locally developed version of the form, DEO 0005, is acceptable, which thoroughly tracks DEO as well as local eligibility criteria.

Eligibility factors include:

- The non-custodial parent's available income must be below 200% of the current Federal Poverty Level.
- The related child must be currently receiving public assistance or qualify as TANF eligible (i.e. the custodial family's available income is also below 200% of the Federal Poverty Level).
- The non-custodial parent and related child must be United States citizens or qualified non-citizens.
- The non-custodial parent must be either unemployed or under-employed and having difficulty paying child support or arrears.
- The courts may order the non-custodial parent to seek employment or may enroll in the program on a voluntary basis and develop a plan to cooperate with Child Support Enforcement (CSE)
- The non-custodial parent must reside in Florida; and must reside in Hillsborough, Pinellas, Pasco, Hernando or Dade County.

Modifications to the above program eligibility will be subject to the funding source compliance requirements.

B. Scope of services

The program will serve at least 600 non-custodial parents as described above in Hillsborough, Pinellas, Pasco, Hernando and Miami-Dade counties.

1) Outreach

- a. Outreach to non-custodial parents under court order to the NCPEP will be facilitated through prior agreements made with the courts and the Department of Revenue, Division of Child Support Enforcement. Expanded outreach will also be made to non-custodial parents on a voluntary basis who could or have been taken to court but have not yet been ordered into the program.

¹ 45 CFR 260.31

2) Orientation, Intake and Assessment

- a. Court-ordered participants will attend orientation, which introduces them to the program, its expectations, participant rights and responsibilities, and the relationship with the Department of Revenue and other agencies. Those non-custodial parents who voluntarily come into the program will be assessed for eligibility and enrolled in the program at the time of first contact.
- b. A Career Case Manager will be assigned to each non-custodial parent. This Career Case Manager will formally enroll the non-custodial parent into the program OSST system as Benchmark 9.
- c. Through IEP, assessment participants will immediately be assigned to job search activities by their Career Case Manager.

3) Capable and Caring Parent Component

- a. As part of the assessment process, the Career Case Manager will provide resources and strategies to help redeem the barriers and improve contact with their children non-custodial parents will be connected to appropriate agencies if additional services are needed,
- b. As part of the parenting education component, all non-custodial parents are offered resources dealing with responsible parenthood, attitude, visitation, and related issues.

4) Individual Employment Plan (IEP)

- a. The Career Case Manager will initiate the development of the IEP during orientation. The non-custodial parent and the Career Case Manager will jointly plan for the short-term goals of the participant. This plan will be reviewed and updated throughout the entire process if necessary.

5) Employability/Job Search Skills Training

- a. For the participant who needs job preparation training, the Service Provider shall provide resources to CareerSource agency workshops. Career Case Manager will collaborate with the participant weekly to find employment. Placement will be obtained within 90 days of the time of enrollment, unless extraordinary circumstances are preventing placement, in which the Career Case Manager will note the circumstance in OSST.

6) Support Services

- a. Designated support service funds may be available to assist participants in eliminating barriers to search for or accept employment. Examples may include providing short-term training, driver license reinstatement, bus passes, gas cards paying for car repairs or buying clothing/work boots/shoes and funds to support family/household stabilization, and to remove barriers to self-sufficiency. These services will be based on participant eligibility along with the availability of funding. Other barriers may include not speaking, or difficulty understanding, English, no work history, not having a high school diploma or equivalent, having a criminal history, and lack of reliable transportation. Substance abuse and mental health problems may also be barriers. Participant will be referred to appropriate agencies to address their support service needs.

7) Employment Placement

- a. The Career Case Manager assigned to each participant enrolled in the program will provide job search and job development. The Career Case Manager will supervise the participants in their job search along with tracking the participant's progress toward obtaining gainful employment. The Career Case Manager will also monitor the participants during their employment as part of these activities.
- b. Job development strategies will concentrate on securing employers who offer medical insurance and other benefits for workers. Career Case Manager will strive to place participants in demand occupations that have potential for growth and permanency, to recruit employers who provide workers with stepladder increases or promotion opportunities and customize employment opportunities for participants who have specific skills or educational qualifications. The Career Case Manager will prepare referrals to appropriate job openings, which may come from our own job bank listings, and assist the participant in contacting the employer. In some instances, the Career Case Manager may even travel with the participant to the employment site to assist in the job interview or to develop other employment opportunities to be included in the job bank. Afterwards, the Career Case Manager agrees to follow up with the employer about the hiring decision, discussing the results with the participants. The Career Case Manager will provide feedback and encouragement to the non-custodial parent as their job search continues.

8) Job Retention

- a. Once unsubsidized employment is obtained, participants will be contacted monthly until the six-month retention is obtained. During this time, regular payment of child support is tracked very closely. During this initial six-month placement period, follow-up services may also include job coaching and more frequent visits for participants who need extra reassurance, support, or guidance. Following along services will ensure the participant is still on the job and will allow the Career Case Manager an opportunity to determine if the participant is meeting their obligations in the workplace. Any new service needs will be discussed with the participant and/or employer at this time.

3. Staffing, Staff Qualifications, and Staff Training.

- A. Quality participant service is dependent on quality staff and continuous staff training to ensure consistent, high-quality service delivery. It will be the responsibility of the Service Provider to ensure staff hired and retained in this contract, is provided the necessary training sufficient to successfully complete their duties as assigned.
- B. Service Provider shall advise the CareerSource Pasco/Hernando President/CEO on all vacancies and agrees to post all openings on Employ Florida Marketplace.
- C. Service Provider shall provide by July 10, 2026, a list of all current staff members for program year 2026-2027. The Service Provider will also provide a renewed DEO EFM Security Agreement form, and a new Computer Use Policy form for any new staff member signed up and dated by each staff member by the end of July 2026 unless previously received within the last 12 months. Annual renewal will be completed in November, but any staff whose form is not on file with CareerSource MIS department will need to complete necessary security forms to obtain access to various MIS systems.

4. General Administrative Requirements

- A. The Service Provider agrees to comply with the requirements and procedures of CareerSource Florida Inc., the FLORIDA system, the OSST (One Stop Service Tracking), and EFM (Employ Florida Marketplace) as such systems may be changed or modified from time to time.
- B. The Service Provider further agrees to comply with the requirements and procedures of the Florida Department of Commerce, the Department of Children and Families, and CareerSource Pasco/Hernando as such systems and policies may be changed or modified from time to time.
- C. Service Provider agrees to provide a copy of their personnel policies to CareerSource Pasco/Hernando prior to the start date of this agreement.
- D. The Service Provider agrees to prepare and submit invoices, and such supporting documentation as required for payment under this contract in such form and on such schedule as described in this Agreement and determined by CareerSource Pasco/Hernando. The Contractor will ensure that all appropriate staff attend and participate in local staff training and development activities conducted by CareerSource Pasco/Hernando, CareerSource Florida Inc., US Department of Labor, Department of Children and Families or Florida Commerce. A representative from management staff shall be present at all CareerSource Pasco/Hernando Committee/Board meetings.
- E. No forms, posters, leaflets, brochures, and handouts will be printed or distributed without prior approval from the Administrative Entity.

Reporting Requirements

Non-Custodial Parent Employment Program (NCPEP) Performance Report 2026-2027

Type of Benchmark	Description	Percentage of Goal	GTB	Miami	<i>Total NCPEP</i>
Benchmark 9	Enrolling 600 new non-custodial parents (less carryover defined as of July 1-10, 2025)	100%	250	350	600
Benchmark 1	The NCPEP participant retained employment for 90 days at a minimum of 20 hours per week while participating in the NCPEP program. Within six months of enrollment (if employed at enrollment) or within six months of obtaining employment (if unemployed at enrollment)	75%	122	171	293
Benchmark 2	The participant retained employment for 180 days at a minimum of 20 hours per week. Within 360 days of enrollment (if employed at enrollment) or within six months of obtaining employment (if unemployed at enrollment).	50%	82	113	195
Benchmark 3	Participant earned an upgraded position	12%	20	27	47
Benchmark 4	The participants attained an increase in wages. (Duplicate Counts per Participant)	30%	49	68	117
Benchmark 5	The career case manager verifies that the participant is paying child support for three months. Participants have paid child support for three months within six months of the employment start date (unemployed at enrollment) or enrollment in the program (employed at enrollment).	65%	106	148	254
Benchmark 6	Participant completed a Vocational Education or Certificate Program or other Certification while participating in the NCPEP. (Duplicate Counts per Participant)	54%	88	122	210
Entered Employment	Participants Entered Employment (CUMULATIVE from beginning of the program year) (Duplicate Counts per	65%	163	227	390
WP Performance Standards	Participants Enrolled and served in WP (EFFM)	65%	65%	65%	65%
	Participants Placed in WP (EFM) (PERCENTAGE obtained at year end)	50%	50%	50%	50%

Note: The number of carryovers as of July 1, 2026, will be identified/defined by county by July 10, 2026.

FEDERAL AND FLORIDA CONTRACT ASSURANCES AND CERTIFICATIONS

(A) **Termination Provisions.** Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. The parties agree that in the event Contractor shall fail to comply with any term, provision, or condition of this Agreement, then in the absence of a remedy provision contained elsewhere in the Master Agreement, Pasco-Hernando Workforce Board, Inc. may at its sole election terminate this Agreement without being liable to prosecution or may bring a claim for specific performance or may bring an action to recover damages caused by such breach. Additionally, Pasco-Hernando Workforce Board, Inc. (PHWB) may consult with an attorney concerning PHWB's rights hereunder, and Contractor agrees in each and any such case to pay to PHWB its reasonable attorney's fees therefore.

(B) **Termination Provision.** All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement. The parties agree that in the event there is no provision contained elsewhere in the Master Agreement to the contrary, then the Parties agree that this Agreement may be terminated by either party with, or without, cause upon thirty (30) day's prior written notice. Further, PHWB is a quasi-governmental entity reliant in part on funding received from governmental grants. Accordingly, notwithstanding anything else contained herein to the contrary, PHWB shall have the right to terminate the Agreement or any of the agreements comprising the Master Agreement by reason of funding unavailability at any time by providing thirty (30) days advance written notice. If this agreement is terminated, all payments defined therein shall cease to be due as of the date of termination.

(C) **Equal Employment Opportunity.** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) **Davis-Bacon Act, as amended (40 U.S.C. 3141-3148).** When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor

regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40

U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control

Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) Solid Waste Disposal Act, as Amended by the Resource Conservation and Recovery Act (42 U.S.C. 6962; 2 CFR §200.322). A recipient or subrecipient that is a State agency or agency of a political subdivision of a State and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 as amended, 42 U.S.C. 6962. The requirements of Section 6002 include procuring only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. The recipient or subrecipient should, to the greatest extent practicable and consistent with law, purchase, acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water efficient; and are

sustainable. This may include purchasing compostable items and other products and services that reduce the use of single-use plastic products. See Executive Order 14057, section 101, Policy.

(K) Prohibition on Certain Telecommunications and Video Surveillance Equipment for Services (2 CFR § 200.216). Contractor is prohibited from obligating or expending loan or grant funds to: 1.) procure or obtain covered telecommunications or services, 2.) extend or renew a contract to procure or obtain covered telecommunications equipment or services or enter into a contract (or extend or renew a contract) to procure or obtain covered telecommunications equipment or services. “Covered Telecommunications equipment or services” shall be defined as provided in Section 889 of Public Law 115-232 and 2 CFR § 200.216.

(L) Domestic preferences for procurements (2 CFR § 200.322). Contractor should, to the greatest extent practicable and consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in the all subawards, contracts and purchase orders under Federal awards.

(M) Trafficking in Persons (2 CFR § 175.105(a)). During this Agreement, Contractor and its employees, may not engage in severe forms of trafficking in persons, procure a commercial sex act, use of force labor in the performance of the Agreement, or complete acts that directly support or advance trafficking in persons including the following acts: 1.) destroying, concealing, removing, confiscating, or otherwise denying an employee access to that employee’s identity or immigration documents 2.) failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, 3.) soliciting a person for the purposes of employment or offering employment by means of materially false or fraudulent pretenses, representations, or promises regarding that employment, 4.) charging recruited employees a placement or recruitment fee, or 5.) providing or arranging housing that fails to meet the host country’s housing and safety standards.

(N) Veteran’s Priority of Service Provisions (38 USC 4215, 20 CFR 1010). A covered person is entitled to priority of service under any qualified job training program if the person otherwise meets the eligibility requirements for participation in such program. Any priorities of covered persons established by the Secretary of Labor including disabled veterans and special disabled veterans are incorporated herein. An entity of state, a political subdivision of the state or the Contractor shall provide information and priority of service to covered persons regarding benefits and services that may be obtained through other entities or service providers; and ensure that each covered person who applies to or who is assisted by such a program is informed of the employment-related rights and benefits to which the person is entitled under this section.

(O) Equal Treatment for Faith Based Organizations (29 CFR 2 Subpart D). Any organization that participates in a program funded by Federal financial assistance shall not, in providing services supported in whole or in part with Federal financial assistance, or in conducting outreach activities related to such services, discriminate against a current or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice. However, an organization that participates in a program funded by indirect Federal financial assistance need not modify its program activities to accommodate a beneficiary who chooses to expend the indirect aid on the organization's program. This requirement does not preclude DOL, DOL social service intermediary providers, or State or local governments administering DOL support from accommodating religion in a manner consistent with the Establishment Clause of the First Amendment to the Constitution.

(P) Purchase of American Made Products (P.L. 103-333 §507). It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available under Public Law 103-333 should be American-made. Funds made available under this Public Law may be used to fund Contractor's performance under this Agreement. In providing financial assistance to, or entering into any contract with, any entity using funds made available in this Act, Contractor, to the greatest extent practicable, shall provide to such notice describing the statement made by the Congress, as to American made products.

(Q) Public Announcement and Advertising (P.L. 103-333 §508). When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all Contractors receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.

(R) Codes of Conduct (29 CFR 95.42). The Contractor shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, or any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in the firm selection for an award. The officers, employees, and agents of the Contractor shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements. However, Contractor may set standards for situations in which the financial

interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary action to be applied for violations of such standards by officers, employees or agents of the Contractor.

(S) Employment Eligibility Requirements. Employment of unauthorized aliens by Contractor is considered a violation of the Immigration and Nationality Act. Contractor shall use the U.S. Department of Homeland Security's E-verify system to verify the employment eligibility of all new employees hired by Contractor during the contract term. Contractor shall be responsible for including the provisions of this paragraph in any context with, and requiring compliance by any/all subcontractors performing under this Agreement. If Contractor knowingly employs unauthorized aliens, in violation of this paragraph,, such action shall be cause for unilateral cancellation of this Agreement and PHWB may recover damages from Contractor resulting from such cancellation. Further, PHWB may unilaterally terminate this Agreement, without penalty, if Contractor is determined to have violated a prohibition in this paragraph of this Agreement; or has an employee who is determined by PHWB to have violated a prohibition in this paragraph of this Agreement through conduct that is either associated with performance of this Agreement or imputed to Contractor using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement)," as implemented by PHWB.

(T) Assurances and Certifications. The Department of Commerce (DC) will not award federal workforce funds where the PHWB or its contractors have failed to complete the ASSURANCES AND CERTIFICATIONS contained in this attachment. In performing its responsibilities under the Master Agreement, the Contractor provides the following certifications and assurances:

1. Assurances – Non-Construction Programs (SF 424 B)
2. Debarment and Suspension Certification (29 CFR Part 98 and 45 CFR Part 74)
3. Certification Regarding Lobbying (29 CFR Part 93 and 45 CFR Part 93)
4. Drug free Workplace Certification (29 CFR Part 98 and 45 CFR Part 82)
5. Nondiscrimination & Equal Opportunity Assurance (29 CFR Part 37 and 45 CFR Part 80)
6. Certification Regarding Environmental Tobacco-Smoke
7. Association of Community Organizations for Reform Now (ACORN) Funding Restriction Assurance (Pub. L 111-117)

8. Scrutinized Companies Lists Certification (Section 287.135.F.S.)

NOTE: Certain of these Assurances may not be applicable to your project or program. If you have questions, please contact the PHWB.

(U) **Assurances** – Non-Construction Programs. As the duly authorized representative of the Contractor, I certify that Contractor:

1. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
2. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
4. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681- 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the Agreement.

5. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91- 646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

6. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

7. Will comply, as applicable, with the provisions of the Davis Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327- 333), regarding labor standards for federally-assisted construction subagreements.

8. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

9. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93- 205).

10. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

11. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593(identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

12. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

13. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended,
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U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

14. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

15. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

16. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

17. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

(V) Certification Regarding Debarment, Suspension and Other Responsibility Matters

– Primary Covered Transaction. The Contractor certified to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by a Federal department or agency verification through <https://www.sam.gov/> or by a State. Have not within a three-year preceding this Agreement been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

2. Are not presently indicted or otherwise criminally or civilly charged by a government

entity (Federal, State, or local) with commission of any of the offenses enumerated in Paragraph 2 of this certification, and/or.

3. Have not within a three-year period preceding this application/ proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

4. Have not been placed on any prohibitory list as provided by Section 287.133 – Section 287.138, Florida Statutes.

(W) Certification Regarding Lobbying – Certification for Contracts, Grants, Loans, and Cooperative Agreements. The Contractor certifies to the best of its knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.

(X) Certification Regarding Drug-Free Workplace Requirements – Pursuant to the Drug-Free Workplace Act of 1988 and its implementing regulations codified at 29 CFR Part 94, the undersigned Contractor, attests and certifies that it will provide a drug-free workplace by the following actions:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the RWBs' workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees concerning:
 - a. The dangers of drug abuse in the workplace;
 - b. The policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation and employee assistance programs;
 - d. The penalties that may be imposed upon
3. Making it a requirement that each employee to be engaged in the performance of the agreement be given a copy of the statement required by paragraph X.1. of this certification.
4. Notifying the employee in the statement required by paragraph X.1. of this certification that, as a condition of employment under the contract, the employee will:
 - a. Abide by the terms of the statement;
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
5. Notifying the PHWB in writing ten (10) calendar days after receiving notice under subparagraph 4.b. of this Section from an employee or otherwise receiving actual notice of such conviction. Provide such notice of convicted employees, including position title, to every Grant Officer on which Grant activity the convicted employee was working. The notice shall include the identification number(s) of each affected contract/Grant. An Incident Report Form, which can be found on the Department's intranet site, should be completed and submitted to the following address:

Office of the Inspector
General Department of
Commerce MSC# 130,
Caldwell Building 107 East

Madison Street Tallahassee,
Florida 32399-4126

6. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph 4.b., with respect to any employee who is so convicted.

a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended.

b. Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local, health, law enforcement, or other appropriate agency.

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this entire certification.

(Y) Nondiscrimination & Equal Opportunity Assurance. As a condition of the Agreement, Contractor assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Investment Act of 1998 (WIA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief and against beneficiaries on the basis of either citizenship/ status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title IB financially assisted program or activity;
2. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
3. Section 504 of the Rehabilitation Act of 1973, as amended which prohibits the discrimination against qualified individuals with disabilities;
4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
5. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in education programs;
6. The Americans with Disabilities Acts of 1990 (Pub. L. 101-336) prohibits discrimination in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment related activities; and
7. Pregnant Workers Fairness Act of 2022, which prohibits the discrimination on the basis of pregnancy

The Contractor also assures that it will comply with 29 CFR Part 37 and all other

regulations implementing the laws listed above. This assurance applies to the Contractor's operation of the WIA Title I – financially assisted program or activity, and to all agreements the Contractor makes to carry out the WIA Title I – financially assisted program or activity. The Contractor understands that PHWB, DEO and the United States have the right to seek judicial enforcement of the assurance.

(Z) Certification Regarding Environmental Tobacco Smoke. As a condition of the Contractor, the Contractor assures that it will fully comply with the certification regarding environmental tobacco-smoke.

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where Federally-funded children's services are provided. Grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are contracted, operated or maintained with Federal funds. The statute does not apply to children's service provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provision of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

(AA) Public Records Law, Sunshine Law. Contractor agrees to comply with public records and open meeting requirements as applicable including 2 CFR 200.333 and 2 CFR 200.33 and as provided under Chapter 119, Florida Statutes.

(BB) Individual Non-disclosure and Confidentiality Certification. To the extent any Contractor, or employee of Contractor is granted authorization to access workforce information systems, including systems containing confidential information, Contractor and its employees are required to completed the established Individual Non-Disclosure and Confidentiality Certification Form upon request.

(CC) Mandate to Report Abuse of Vulnerable Populations. In compliance with Chapter 985 and 415.1034 Florida Statutes, if Contractor, and its agents, employees, or others performing services on Contractor's behalf, knows or has reasonable cause to suspect that a child, aged person or disabled adult is or has been abused, neglected, or exploited, Contractor, and its agents, employees and others performing services on Contractor's behalf, agree to immediately report such knowledge or suspicion to the Florida Abuse Hotline by calling 1-800-96ABUSE or via the web reporting option at <https://www.myflfamilies.com/services/abuse/abuse-hotline> or via fax 1- 800-914-0004.

(DD) Statutory and National Policy Requirements. In compliance with 2 CFR 200.300 a) a) The Federal awarding agency must manage and administer the Federal award in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with the U.S. Constitution, Federal Law, and public policy requirements: Including, but not limited to, those protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination. The Federal awarding agency must communicate to the non-Federal entity all relevant public policy requirements, including those in general appropriations provisions, and incorporate them either directly or by reference in the terms and conditions of the Federal award (emphasis added.) b) The non-Federal entity is responsible for complying with all requirements of the Federal award.

ACTION ITEM 3
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 Board 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 4
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.



Memorandum of Understanding

for

Workforce Development Partners

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

Section 1. Parties

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

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

Section 5. Funding of infrastructure and Operating Costs

As required by 20 CFR 678.755, the Parties agree that the infrastructure and shared services budget will be periodically reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to its use of the one-stop center and relative benefit received, and that complies with 2 CFR part 200.

Section 6. Term

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

Section 7. Modification and Renewal

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

Section 8. Termination

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

Section 9. Notice

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

Section 10. Nondiscrimination

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

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

Section 11. Confidentiality

The Parties agree to abide by all applicable federal, state, and local laws and regulations regarding confidential information, including, but not limited to: 20 CFR part 603, 45 CFR 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38. Each Party will ensure that the collection and use of any information, systems, or records that contain personally identifiable information ("PII") and other confidential/exempt information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law. Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals. To the extent that confidential information needs to be shared amongst the Parties for the Parties' performance of their obligations under this MOU, and to the extent that such sharing is permitted by applicable law, any required data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals.

Section 12. Dispute Resolution

If an issue arises involving this MOU, Parties will make every effort to reach a resolution in a timely and efficient manners. Any party may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing. If not resolved, the issue and the efforts to resolve this will be documented and forwarded to the Executive Director of the local workforce development board and the Director of the partner agency. A joint decision will be issued within 60 calendar days of receipt. A partner that is dissatisfied with the decision may file the dispute with the Florida Department of Commerce ("FloridaCommerce") and the Florida Department of Education ("DOE") for resolution. FloridaCommerce and DOE may remand the issue back to the Executive Director of the local area and to the director of the partner agency or impose other remedies to resolve the issue.

Section 13. Signatures

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

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

SIGNATURE PAGE

Approved by:

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

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

Approved by:

Pasco Hernando Workforce Development Consortium

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

Approved by Partner:

Pasco Economic Development Council, Bill Cronin, President/CEO

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

Exhibit A

The projected annual budget is presented below:

- \$10,000.00 per year for the WorkforceCONNECT program, which includes the web-based tool/resources, and data sharing.
- \$12,000.00 per year for sponsorships, marketing and networking, to include CareerSource Pasco Hernando's logo and branding on Pasco's website, marketing materials, resources and outreach in effort to collaboratively attract, retain, and provide the necessary resources to new and existing businesses throughout Pasco County.

Possible sponsorship are as follows:

- Economic Forecast Luncheon (\$3,000.00)
- GROW Pasco (\$1,000.00)
- Netfest (\$3,000.00)
- Annual Awards (\$5,000.00)

Total Budget: \$22,000.00

ACTION ITEM 5
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 Board 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.

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 - 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
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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)
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10. Employment and training activities carried out under the Community Services Block Grant (42 U.S.C. 9901 et seq.)
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12. Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law) (Reemployment Services and Eligibility Assessment Program) (RESEA)
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Section 4. Provision of Services

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

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 - 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.
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 - a. Provide basic career services, including:
 1. Determinations of whether the individual is eligible to assistance;
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 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);
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 - a. Job vacancy listings in labor market areas;
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- 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;
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 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 6
Training Provider Agreement - Jersey College

Under the Workforce Innovation and Opportunity Act (WIOA), the Pasco-Hernando Workforce Board (d/b/a CareerSource Pasco Hernando) must approve training providers where WIOA funds are used.

PHWB previously approved Jersey College's Brooksville Campus as an eligible training location on August 13, 2026. Jersey College is requesting approval to add its Tampa Campus, located at 3625 Queen Palm Drive, Tampa, Florida 33619. Approval of the additional campus would expand access to nursing training opportunities for eligible students.

The Tampa Campus offers the following programs aligned with occupations included on the Regional Targeted Occupations List:

- Practical Nursing
- Professional Nursing – Generic
- Professional Nursing – LPN to RN Bridge

FOR CONSIDERATION

Recommend approval of Jersey College's Tampa Campus for Program Year 2026-2027.



Training Provider Agreement- Renewal

This Training Provider Agreement is by and between **Pasco Hernando Workforce Board, Inc.. d/b/a CareerSource Pasco Hernando**, hereinafter referred to as **CareerSource Pasco Hernando** and Jersey College _____ hereinafter referred to as the Training Provider.

Whereas, CareerSource Pasco Hernando has available funding for certain training of eligible individuals under the Workforce Innovation Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Trade Adjustment Act (TAA), Supplemental Nutritional Assistance Program (SNAP), and other special project training funds and;

Whereas, in response to the training needs of youth and unskilled and/or dislocated workers in Pasco and Hernando Counties, CareerSource Pasco Hernando may request from time to time that the Training Provider provide certain prescribed training to eligible individuals referred by CareerSource Pasco Hernando, and;

Whereas, the Training Provider agrees to provide the above referenced training, subject to the terms and conditions set forth hereinafter, and;

Whereas, this Agreement summarizes the agreement of CareerSource Pasco Hernando and the Training Provider as to the training program(s) to be provided to those eligible individuals referred by CareerSource Pasco Hernando staff and accepted by the Training Provider and the operating procedures governing payment for that training program, and;

Whereas, authorized CareerSource Pasco Hernando staff acts as the referral agent for CareerSource Pasco Hernando customers, and;

Whereas, CareerSource Pasco Hernando is authorized to make payment of tuition, fees, materials, supplies, etc.;

Now, therefore, the following General Provisions are hereby agreed to by the parties.

A. STATEMENT OF WORK

1. Eligible individuals referred by CareerSource Pasco Hernando staff to the Training Provider shall be enrolled only in the approved training course(s) and only for the designated period of time specified on the CareerSource Pasco Hernando Individual Training Account Voucher. At no time can the Training Provider allow CareerSource Pasco Hernando student to switch training programs or to extend their training at CareerSource Pasco Hernando cost, without written approval via the issuance of an updated Training Voucher from CareerSource Pasco Hernando and/or its designated contractors.

The tuition charged shall be based on the tuition submitted with the Training Provider's Application, less applicable discounts for these courses. CareerSource Pasco Hernando cannot pay other fees that are not specified in this Agreement or on the Individual Training Account Voucher.

2. For individuals requiring a renewal of their CareerSource Pasco Hernando Individual Training Account Voucher, such voucher shall not be issued until receipt of transcript or an acceptable form of progress report. CareerSource Pasco Hernando students shall be eligible for program

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completion in accordance with the same standards as the general student population of Training Provider.

3. The Training Provider shall provide the course(s) as specified in the approved Program Description. The Training Provider shall notify CareerSource Pasco Hernando of any changes in the approved Program Descriptions prior to the enrollment of any individual referred by CareerSource Pasco Hernando staff.
4. It is understood and agreed that WIOA customers will receive a comprehensive objective assessment and individual service strategy by CareerSource Pasco Hernando to determine the most appropriate training for each individual. Only those customers determined to be in need of training through this objective assessment will be referred to the Training Provider by CareerSource Pasco Hernando. Neither the Training Provider nor the customer is authorized to enroll the customer into additional training courses or programs without prior written consent of CareerSource Pasco Hernando staff.
5. All CareerSource Pasco Hernando students, regardless of program, but including those students eligible for WIOA or welfare transition assistance, shall not be discriminated against in receipt of such financial aid solely on their status as CareerSource Pasco Hernando customers. CareerSource Pasco Hernando students, including WIOA/welfare transition customers, shall be afforded all the rights, privileges, and benefits available to the general student population of the Training Provider. The Training Provider agrees that each individual referred by the CareerSource Pasco Hernando staff for training will be evaluated for all financial aid eligibility normally available to other students.
6. The Training Provider shall adhere to the Workforce Innovation and Opportunity Act (WIOA) as to the disposition of the Pell Grant for individual customers. Funds received for Pell eligible customers are authorized to be disbursed to the customer and are not required to be reimbursed to CareerSource Pasco Hernando. Students that applied for and received WIOA funding that are also eligible for Pell may utilize Pell funds for other education related expenses as allowable under Title IV regulation, in addition to tuition, with prior discussion and approval of CareerSource Pasco Hernando.
7. The Training Provider will seek and coordinate other funding sources for WIOA students. The Training Provider agrees to notify CareerSource Pasco Hernando staff in writing on a quarterly basis of any financial aid provided to students. It is the responsibility of the Training Provider to provide sufficient oversight to prevent misapplication of funds, which results in double payment of any charges or the utilization of Federal funds when other funds could have been used for the same purpose. The Individual Training Account Voucher will specify the expenses that will be paid for by CareerSource Pasco Hernando funds.
8. The Training Provider acknowledges and understands that remuneration to attract CareerSource Pasco Hernando students is prohibited.
9. The Training Provider understands that this Agreement does not guarantee any referrals, set aside any training vouchers, or budget any funds whatsoever for the approved training programs offered by the Training Provider and covered by this agreement. All decisions regarding the issuance of a training voucher will be made on a case-by-case basis by CareerSource Pasco Hernando, and/or its contractors, taking into consideration the information available, including the assessed

needs of the potential trainee, geographical location of the training and the residence of the potential trainee, any additional costs of the training to the trainee, etc. Potential trainees requesting specific training from a pre-selected school will be given a list of approved Training

10. Providers who provide the same type of training in order to allow the potential trainee to research CareerSource Pasco Hernando is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. A proud partner of the American Job Center network.

each school before making a final decision. The decision to issue a training voucher to any approved training program at any particular Training Provider is at the sole discretion of CareerSource Pasco Hernando and/or its designated contractors.

11. The Training Provider will be required to submit documentation on an annual basis to include current CIE Licensure, FETPIP report, school catalog and schedule or website link, building facility accessibility checklist, and a copy of the current liability insurance.

B. PERFORMACEREPORTING

Training Providers must supply performance information to the Florida Education and Training Placement Information Program (FETPIP). Reporting to FETPIP is a requirement of this Agreement. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP.

The Training Provider must agree to track, supply and provide all required performance outcomes to include but not limited to: GPA, progress reports, credentials, certificate of completion to email address: trainingprovider@careersourcepascohernando.com Subject line should include subject matter that is being provided.

As a requirement to maintain subsequent eligibility, the Training Provider is responsible for making arrangements and providing FETPIP with the information that FETPIP requires in a timely manner.

The required performance information will be: Required performance information for all students:

- Program completion rates
- Percentage who obtained unsubsidized employment
- Wages at placement in employment

In order to maintain continued eligibility, Training providers are required to meet the following performance requirements:

- A. Employment rate. Each program will maintain a 70% rate of employment for all students that received CareerSource Pasco Hernando funding assistance. This rate will be inclusive of those that did not complete training. Under this requirement both full and part time employment and employment outside the field of training will be considered as a positive outcome.
- B. Completion Rate. Each program completion will maintain a 65% completion rate per training program.
- C. Wage rate. Currently, each training program must meet the minimum entry level wage rate in effect for the applicable period. This wage rate is adjusted annually by the State based on the Florida Price Index in effect for CareerSource Pasco Hernando.
- D. Enrollments for the addition of new training programs are limited to a maximum of 6-10 (to be determined by Upper Management) until performance is established.

C. AGREEMENT PERIOD

This renewal Agreement will become effective on _____ and remain in effect until _____ with the option to renew for two additional years as long the Training Provider provides annually; performance data, valid licensures, and updated costs for tuition and fees.

A Related Party Training Provider requires annual approval by the board of directors.

Failure to respond to request for previous or current participant information will terminate this Agreement. With exception to the above statement of cancellation, this Agreement may be cancelled at any time by either party with thirty (30) days written notice. In the event of such cancellation, there shall

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be no interruption in services for customers already enrolled in training.

D. PAYMENT AND DELIVERY

1. Tuition payments will be considered only for those individuals referred to the Training Provider by CareerSource Pasco Hernando as evidenced by a valid CareerSource Pasco Hernando Individual Training Account Voucher. Tuition or other payments will be made to Training Provider only for those individuals enrolled in and receiving training.
2. The Training Provider shall forward to CareerSource Pasco Hernando an original, signed and embossed Individual Training Account Voucher and written invoice for this tuition/fee at the time a student begins training and becomes eligible for invoicing. This invoice is payable to the Training Provider upon receipt in accordance with payment procedures listed below.
3. Training Provider shall refund to CareerSource Pasco Hernando such tuition/fees which are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training, but drop out of courses. Refund payment shall never be made to the student for funds
4. The Training Provider agrees that CareerSource Pasco Hernando shall not incur financial liability for students enrolled prior to receipt of a voucher which bears the signature of authorized personnel working on behalf of CareerSource Pasco Hernando. No verbal authorizations for enrollment into training will ever occur under this agreement.
5. CareerSource Pasco Hernando will make all payments for authorized enrollments prior to the termination of this Agreement.
6. Any changes in the Training Provider's tuition and fees must be submitted in writing with justification to CareerSource Pasco Hernando for approval. Changes must be reviewed and accepted by CareerSource Pasco Hernando prior to implementation.
7. With the executed copy of this Agreement, the Training Provider will supply CareerSource Pasco Hernando with a copy of its written policies concerning refunds, cancellations, and withdrawals. These policies must be applied to CareerSource Pasco Hernando students the same as they would apply to any other student. The Training Provider shall, in conformity with the general refund policies of the Training Vender, refund such tuition, books and fees that are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training but drop out of courses or training. The Training Provider agrees not to accept a voucher that was transferred to any other student.
8. The Training Provider acknowledges and understands that under no circumstance can it hold the student accountable for any program costs that are attributable to this Agreement.
9. Payment Procedure
 - a) The Training Provider will receive funds based on the information contained on the Individual Training Account Voucher and from the coordination of other funding sources available to the student. The Training Provider will also provide the information to show if the PELL or any other scholarships have been applied for.
 - b) To receive reimbursement, the Training Provider must submit to CareerSource Pasco Hernando an official, Individual Training Account Voucher and invoice supported by back up documentation on costs. All invoices with signed copies of vouchers need to be emailed to invoices@careersourcepascohernando.com.
 - c) Individual Training Account Vouchers and invoices accepted for payment will generally be paid

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within thirty (30) days of receipt.

- d) Individual Training Account Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation.

E. RECORDS

1. The Training Provider shall provide to CareerSource Pasco Hernando staff monthly progress reports indicating both the progress and attendance of CareerSource Pasco Hernando students and signed by the student and instructor or qualified school representative.
2. The Training Provider shall notify CareerSource Pasco Hernando staff within 5-10 days of a CareerSource Pasco Hernando student's completion or termination/drop from training program. In such an instance, information concerning the CareerSource Pasco Hernando student's date of employment, wage, job title, CIP code, if known, must also be indicated on the progress report. If the 5-10 business day notification period cannot be met due to extraordinary reasons, it is the responsibility of the Training Provider to communicate this to CareerSource Pasco Hernando and coordinate an alternative option.
3. The Training Provider shall provide CareerSource Pasco Hernando contact information to include an email address, a fax and a phone number for a designated representative of the Training Provider who can respond to requests from CareerSource Pasco Hernando's authorized staff for any monthly progress report, attendance information, completion/termination information, transcripts and/or credentials.
4. The Training Provider shall take any and all necessary steps to insure the confidentiality of personal information including, name, Social Security Number, Social Security benefit data, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, home address, phone number and medical information of each trainee receiving a CareerSource Pasco Hernando Training Voucher. This information is considered confidential and all applicable confidentiality policies and laws shall apply. The Training Provider shall also have in place an official process for investigating and reporting lost or stolen confidential information. Any infraction of the Federal Privacy Act related to the lost or stolen of confidential information should immediately be reported to CareerSource Pasco Hernando.
5. At any time during normal business hours and as often as CareerSource Pasco Hernando, the State of Florida, United States Department of Labor, Comptroller General of the United States, or their designated representative may deem necessary, the Training Provider shall make available all such books, documents, papers, and records (including computer records) which are directly

pertinent to payments made by CareerSource Pasco Hernando to the Training Provider under this agreement, for examination, audit, or for the making of excerpts or copies of such records. This provision shall also include timely and reasonable access to the Training Provider's personnel for the purpose of interviews and discussions related to such documents.

F. AUDITS

If applicable, the Training Provider shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" and any other specific requirements imposed by the Board.

G. ASSIGNMENTS AND SUBCONTRACTS

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The Training Provider shall not subcontract, assign or transfer any rights or responsibilities under this agreement or any portion thereof without the written approval by CareerSource Pasco Hernando, unless otherwise authorized by this Agreement. A written subcontract must be presented to CareerSource Pasco Hernando for consideration. In no case shall such consent relieve Training Provider from the obligation under or change the terms of this Agreement unless otherwise provided.

H. TERMINATION FOR CONVENIENCE/DEFAULT

1. As noted in Section C, failure to respond to request for previous or current participant information will terminate this Agreement.
2. CareerSource Pasco Hernando or Training Provider may terminate this Agreement for convenience when it is in the best interest of CareerSource Pasco Hernando or Training Provider. CareerSource Pasco Hernando may suspend this Agreement for the purpose of investigating irregularities under this Agreement. Any termination for convenience or suspension will be preceded by written notice setting forth the effective date of said termination or suspension. The termination/suspension shall be effective as of the date the notice is issued and the Training Provider has thirty (30) days after the effective date to bill for payment. The Training Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.

In the event of termination for whatever reason, both parties agree to negotiate a plan to ensure an orderly transition for customers in training. If the Training Provider elects to remove themselves from the approved Training Provider list, the Training Provider is required to "train out" any students financially supported by a CareerSource Pasco Hernando Training Voucher under the same provisions that are included in this agreement.

3. If the Training Provider fails to perform, in whole or in part, or to make sufficient progress, so as to endanger performance, CareerSource Pasco Hernando will notify the Training Provider of such unsatisfactory performance. If such unsatisfactory performance continues, CareerSource Pasco Hernando will notify the Training Provider in writing. The Training Provider will have ten (10) working days from receipt of notice in which to respond with a plan agreeable to CareerSource Pasco Hernando to correct said deficiencies.

Upon failure of the Training Provider to respond within the appointed time or failure of the Training Provider to respond with appropriate plans, CareerSource Pasco Hernando will cease enrollments

into the Training Provider's programs until the Training Provider responds with appropriate plans to correct its deficiencies. Should the Training Provider be unable or unwilling to correct its performance, CareerSource Pasco Hernando will serve a termination notice which shall become effective within fifteen (15) days after its issuance.

In the event of such termination, CareerSource Pasco Hernando shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CareerSource Pasco Hernando within thirty (30) days of termination date.

CareerSource Pasco Hernando staff will also present information to the CareerSource Pasco Hernando Board of Directors regarding the performance issues and recommend removal of the Training Provider from the list of approved Training Providers.

4. The Training Provider shall give CareerSource Pasco Hernando written notice of any perceived breach, and it shall give CareerSource Pasco Hernando ten (10) working days to cure any perceived breach under the Agreement.

I. POLICY

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Providers and Programs Policy of CareerSource Pasco Hernando, hereinafter referred to as the Policy. The Policy constitutes an integral part of this Agreement and is posted on CareerSource Pasco Hernando website under <https://www.careersourcepascohernando.com/wioa> in the Training Provider Section. CareerSource Pasco Hernando reserves the right to amend its policy at any time.

When CareerSource Pasco Hernando amends its policy, CareerSource Pasco Hernando shall make reasonable efforts to provide the Training Provider with general, not specific, notice of such changes by posting a conspicuous announcement on CareerSource Pasco Hernando's website that i) such policy changes and amendments have occurred; and ii) identifying which particular provisions have changed.

Such announcement shall be maintained for no less than 30 days following the effective date of such amendment. The Training Provider's continued use of CareerSource Pasco Hernando's Services, following the posting of such amendment shall signify and be deemed Training Provider's assent to and acceptance of the revised agreement and policy. The Training Provider agrees that it has the burden to periodically review CareerSource Pasco Hernando's website for any updates or changes.

J. ENTIRE AGREEMENT/MODIFICATION

This Agreement constitutes the complete and exclusive agreement between the parties relating to the subject matter hereof. It supersedes all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this subject matter.

No agent, employee, or other representative of any party is empowered to alter any of the terms of this Agreement, unless done in writing and signed and approved by an executive officer of CareerSource Pasco Hernando or designee for CareerSource Pasco Hernando and an executive officer of Training Provider.

The parties agree to renegotiate this Agreement if revisions of any applicable state or federal laws, regulations or decreases in allocations make changes to this Agreement necessary.

K. APPLICABLE LAW AND JURISDICTION

The present agreement is governed by the internal substantive laws of the State of Florida, without respect to its conflict of laws principles. Jurisdiction for any claims arising under the present agreement shall lie exclusively with the courts in Pasco/Hernando County, Florida for those who entered into agreement with CareerSource Pasco Hernando.

L. CONFIDENTIALITY

Both Parties recognize they may have access to confidential student records. Likewise, both Parties will keep all records confidential to the extent required or allowed by applicable law; including but not limited to the Family Educational Rights and Privacy Act. Any information received by the Parties in the performance of this Agreement, or from any employee, student, or parent participating in or involved in the training will not be shared or otherwise disseminated except as allowed or required by law.

M. INDEMNIFICATION

Both Parties agree to indemnify and hold harmless the other for all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the

operation of this contract. Further, the implicated party, upon receiving timely written notification, shall defend the other party against all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the operation of this contract.

Where both parties commit joint negligent and intentional acts, each party shall be liable for, and shall

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have the obligation to defend, the part of the jointly negligent or intentional act committed by such party. In no event shall a party be liable for or have any obligation to defend against such claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the sole negligent or intentional acts of the other party.

Nothing herein shall be interpreted to expand or enlarge the scope of the waiver of sovereign immunity for state agencies as provided in Florida Statutes 768.28, Florida Statutes

N. STATEMENT OF ASSURANCE

During the performance of this Agreement, both Parties shall comply with Title VII of the 1964 Civil Right Act, as amended, and the Florida Human Rights Act of 1977, in that such Parties shall does not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner with regard to its students, employees or applicants. Both Parties understand and agree that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, both Parties agree they will comply with Title VI of the Civil Rights Act of 1964 when federal grant funds are involved in the provision of services required hereunder. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination as herein delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam era veterans and disabled veterans within its protective range of applicability.

O. NOTICES

All notices under this Agreement shall be given in writing to the parties at the following addresses:

If to Training Provider:

STAFF CONTACT INFORMATION			
Contact Name: Cassidy Caudill	Job Title: Manager of Institutional Effectiveness		
Institution Name: Jersey College			
Email: ccaudill@jerseycollege.edu	Phone: #: (201____)608__ - 0740__		
Address: 546 US Highway 46	City: Teterboro	State: NJ	Zip: 07608

If to CareerSource Pasco Hernando:

STAFF CONTACT INFORMATION			
Contact Name:	Job Title:		
Email:	Phone: #:		
Address:		FL	

If given by United States mail, notices shall be deemed given upon mailing as specified in this paragraph. Either party may change the persons or addresses to which future notices are to be sent as provided by this paragraph.

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Individual Training Account Voucher Invoices should be sent to:

CONTACT INFORMATION
CAREERSOURCE PASCO HERNANDO
Email: invoices@careersourcepascohernando.com

P. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below the respective signatures:

PASCO HERNANDO WORKFORCE BOARD, INC. DBA CAREERSOURCE PASCO
HERNANDO

Signature: _____

Print Name: _____

Title: _____

Date: ____/____/____

Name of Institution:
_____Jersey College_____

Signature:  _____

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Print Name: Steven B. Litvack

Title: President

Date: _09 _ / _17 _ / _2026 _

Training Provider

Institution Jersey College
Street Address 3625 Queen Palm Drive, Tampa, FL 33619
Contact Person Cassidy Caudill
Contact Email ccaudill@jerseycollege.edu
Contact Phone Number 201-608-0740

Please list the information for each training you currently have on the CareerSource Pasco Hernando training list along with any new you will be applying for. (If you need to add additional columns please do so)

	1	2	3
1	Program Title	Practical Nursing	Professional Nursing - "Generic"
2	SOC	292061	291141
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	Yes	Yes
4	License #	3719	3719
5	Tuition	\$23,000	\$49,080
6	Expiration Date	1/1/27	1/1/2027
7	Book Cost	\$2,098.00	\$3,719.00
8	Lab Fee	N/A	N/A
9	Physical/ Medical Cost	N/A	N/A
10	Uniforms	\$155.00	\$155.00
11	Certification, Lisensure or Testing Cost		
12	Other Costs	\$2,045.00	\$1,570.00
	Total Cost	\$27,298.00	\$54,524.00
13	Is program eligible for Pell Grant	Yes	Yes
14	Total number of persons enrolled in training program	198	177
15	Total number of WIOA funded persons enrolled in training program. 2024/2025	3	6
15 a	Total number of WIOA funded persons enrolled in training program. 2023/2024	9	0
16	Total number of WIOA funded persons from CareerSource Pasco Hernando enrolled in training program. 2023-2025 (this is a two year period)	0	0
17	Total number of persons completing this training program 2023-2025 (this is a two year period)	87	77
18	Total number of WIOA funded persons completing this training program 2023-2025 (this is a two year period)	5	0
19	Total number of WIOA funded persons from CareerSource Pasco Hernando completing this training 2023 - 2025 (this is a two year period)	0	0
20	Total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2023-2025 (this is a two year period)	85	75
21	Total number of WIOA funded persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2023-2025 (this is a two year period)	5	0
22	Total number of WIOA funded persons from CareerSource Pasco Hernando awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2023-2025 (this is a two year period)	0	0
23	Total number of persons employed after completing the training program 2023-2025 (this is a two year period)	83	74
24	Total number of WIOA funded persons employed after completing the training program 2023-2025 (this is a two year period)	5	0
25	Total number of WIOA funded persons from CareerSource Pasco Hernando employed after completing the training program 2023-2025 (this is a two year period)	0	0
		2	3
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Certificate	Associate of Science
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes	Yes
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	No	No
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	6213	6213
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	High school diploma	High school diploma, LPN license
F	Verification the training program is for an occupation on the Local Area TOL. (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	292061	291141

ACTION ITEM 7
Training Provider Agreement - AmSkills

Under the Workforce Innovation and Opportunity Act (WIOA), the Pasco-Hernando Workforce Board (d/b/a CareerSource Pasco Hernando) must approve training providers where WIOA funds are used.

AmSkills, Inc. is a registered apprenticeship program provider. Under FloridaCommerce Administrative Policy 090, registered apprenticeship programs are automatically eligible for inclusion on the Eligible Training Provider List and are exempt from the standard initial and continued eligibility requirements. Registered apprenticeship programs must opt in and provide the required program information to FloridaCommerce for placement on the state ETPL.

AmSkills, Inc. would provide eligible participants with access to registered apprenticeship training that supports employment in locally targeted occupations. The Training Provider Agreement would be effective for Program Year 2026–2027, from July 1, 2026, through June 30, 2027.

FOR CONSIDERATION

Recommend approval of AmSkills, Inc. as a training provider for Program Year 2026–2027, including retroactive approval of any updated tuition and program rates effective July 1, 2026, through June 30, 2027.



Training Provider Agreement- Renewal

This Training Provider Agreement is by and between **Pasco Hernando Workforce Board, Inc.. d/b/a CareerSource Pasco Hernando**, hereinafter referred to as **CareerSource Pasco Hernando** and **AmSkills, Inc.** hereinafter referred to as the Training Provider.

Whereas, CareerSource Pasco Hernando has available funding for certain training of eligible individuals under the Workforce Innovation Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Trade Adjustment Act (TAA), Supplemental Nutritional Assistance Program (SNAP), and other special project training funds and;

Whereas, in response to the training needs of youth and unskilled and/or dislocated workers in Pasco and Hernando Counties, CareerSource Pasco Hernando may request from time to time that the Training Provider provide certain prescribed training to eligible individuals referred by CareerSource Pasco Hernando, and;

Whereas, the Training Provider agrees to provide the above referenced training, subject to the terms and conditions set forth hereinafter, and;

Whereas, this Agreement summarizes the agreement of CareerSource Pasco Hernando and the Training Provider as to the training program(s) to be provided to those eligible individuals referred by CareerSource Pasco Hernando staff and accepted by the Training Provider and the operating procedures governing payment for that training program, and;

Whereas, authorized CareerSource Pasco Hernando staff acts as the referral agent for CareerSource Pasco Hernando customers, and;

Whereas, CareerSource Pasco Hernando is authorized to make payment of tuition, fees, materials, supplies, etc.;

Now, therefore, the following General Provisions are hereby agreed to by the parties.

A. STATEMENT OF WORK

1. Eligible individuals referred by CareerSource Pasco Hernando staff to the Training Provider shall be enrolled only in the approved training course(s) and only for the designated period of time specified on the CareerSource Pasco Hernando Individual Training Account Voucher. At no time can the Training Provider allow CareerSource Pasco Hernando student to switch training programs or to extend their training at CareerSource Pasco Hernando cost, without written approval via the issuance of an updated Training Voucher from CareerSource Pasco Hernando and/or its designated contractors.

The tuition charged shall be based on the tuition submitted with the Training Provider's Application, less applicable discounts for these courses. CareerSource Pasco Hernando cannot pay other fees that are not specified in this Agreement or on the Individual Training Account Voucher.

2. For individuals requiring a renewal of their CareerSource Pasco Hernando Individual Training Account Voucher, such voucher shall not be issued until receipt of transcript or an acceptable form of progress report. CareerSource Pasco Hernando students shall be eligible for program completion in accordance with the same standards as the general student population of

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Training Provider.

3. The Training Provider shall provide the course(s) as specified in the approved Program Description. The Training Provider shall notify CareerSource Pasco Hernando of any changes in the approved Program Descriptions prior to the enrollment of any individual referred by CareerSource Pasco Hernando staff.
4. It is understood and agreed that WIOA customers will receive a comprehensive objective assessment and individual service strategy by CareerSource Pasco Hernando to determine the most appropriate training for each individual. Only those customers determined to be in need of training through this objective assessment will be referred to the Training Provider by CareerSource Pasco Hernando. Neither the Training Provider nor the customer is authorized to enroll the customer into additional training courses or programs without prior written consent of CareerSource Pasco Hernando staff.
5. All CareerSource Pasco Hernando students, regardless of program, but including those students eligible for WIOA or welfare transition assistance, shall not be discriminated against in receipt of such financial aid solely on their status as CareerSource Pasco Hernando customers. CareerSource Pasco Hernando students, including WIOA/welfare transition customers, shall be afforded all the rights, privileges, and benefits available to the general student population of the Training Provider. The Training Provider agrees that each individual referred by the CareerSource Pasco Hernando staff for training will be evaluated for all financial aid eligibility normally available to other students.
6. The Training Provider shall adhere to the Workforce Innovation and Opportunity Act (WIOA) as to the disposition of the Pell Grant for individual customers. Funds received for Pell eligible customers are authorized to be disbursed to the customer and are not required to be reimbursed to CareerSource Pasco Hernando. Students that applied for and received WIOA funding that are also eligible for Pell may utilize Pell funds for other education related expenses as allowable under Title IV regulation, in addition to tuition, with prior discussion and approval of CareerSource Pasco Hernando.
7. The Training Provider will seek and coordinate other funding sources for WIOA students. The Training Provider agrees to notify CareerSource Pasco Hernando staff in writing on a quarterly basis of any financial aid provided to students. It is the responsibility of the Training Provider to provide sufficient oversight to prevent misapplication of funds, which results in double payment of any charges or the utilization of Federal funds when other funds could have been used for the same purpose. The Individual Training Account Voucher will specify the expenses that will be paid for by CareerSource Pasco Hernando funds.
8. The Training Provider acknowledges and understands that remuneration to attract CareerSource Pasco Hernando students is prohibited.
9. The Training Provider understands that this Agreement does not guarantee any referrals, set aside any training vouchers, or budget any funds whatsoever for the approved training programs offered by the Training Provider and covered by this agreement. All decisions regarding the issuance of a training voucher will be made on a case-by-case basis by CareerSource Pasco Hernando, and/or its contractors, taking into consideration the information available, including the assessed needs of the potential trainee, geographical location of the training and the residence of the potential trainee, any additional costs of the training to the trainee, etc. Potential trainees requesting specific training from a pre-selected school will be given a list of approved Training
10. Providers who provide the same type of training in order to allow the potential trainee to research each school before making a final decision. The decision to issue a training voucher to any CareerSource Pasco Hernando is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. A proud partner of the American Job Center network.

approved training program at any particular Training Provider is at the sole discretion of CareerSource Pasco Hernando and/or its designated contractors.

11. The Training Provider will be required to submit documentation on an annual basis to include current CIE Licensure, FETPIP report, school catalog and schedule or website link, building facility accessibility checklist, and a copy of the current liability insurance.

B. PERFORMACEREPORTING

Training Providers must supply performance information to the Florida Education and Training Placement Information Program (FETPIP). Reporting to FETPIP is a requirement of this Agreement. The Training Provider shall understand that subsequent eligibility will be based, in part, on data reflecting favorable outcomes as verified by FETPIP.

The Training Provider must agree to track, supply and provide all required performance outcomes to include but not limited to: GPA, progress reports, credentials, certificate of completion to email address: trainingprovider@careersourcepascohernando.com Subject line should include subject matter that is being provided.

As a requirement to maintain subsequent eligibility, the Training Provider is responsible for making arrangements and providing FETPIP with the information that FETPIP requires in a timely manner.

The required performance information will be: Required performance information for all students:

- Program completion rates
- Percentage who obtained unsubsidized employment
- Wages at placement in employment

In order to maintain continued eligibility, Training providers are required to meet the following performance requirements:

- A. Employment rate. Each program will maintain a 70% rate of employment for all students that received CareerSource Pasco Hernando funding assistance. This rate will be inclusive of those that did not complete training. Under this requirement both full and part time employment and employment outside the field of training will be considered as a positive outcome.
- B. Completion Rate. Each program completion will maintain a 65% completion rate per training program.
- C. Wage rate. Currently, each training program must meet the minimum entry level wage rate in effect for the applicable period. This wage rate is adjusted annually by the State based on the Florida Price Index in effect for CareerSource Pasco Hernando.
- D. Enrollments for the addition of new training programs are limited to a maximum of 6-10 (to be determined by Upper Management) until performance is established.

C. AGREEMENT PERIOD

This renewal Agreement will become effective on _July 1, 2026_____

and remain in effect until __June 30, 2027_____ with the option to renew for two additional years as long the Training Provider provides annually; performance data, valid licensures, and updated costs for tuition and fees.

A Related Party Training Provider requires annual approval by the board of directors.

Failure to respond to request for previous or current participant information will terminate this Agreement. With exception to the above statement of cancellation, this Agreement may be cancelled at any time by either party with thirty (30) days written notice. In the event of such cancellation, there shall

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be no interruption in services for customers already enrolled in training.

D. PAYMENT AND DELIVERY

1. Tuition payments will be considered only for those individuals referred to the Training Provider by CareerSource Pasco Hernando as evidenced by a valid CareerSource Pasco Hernando Individual Training Account Voucher. Tuition or other payments will be made to Training Provider only for those individuals enrolled in and receiving training.
2. The Training Provider shall forward to CareerSource Pasco Hernando an original, signed and embossed Individual Training Account Voucher and written invoice for this tuition/fee at the time a student begins training and becomes eligible for invoicing. This invoice is payable to the Training Provider upon receipt in accordance with payment procedures listed below.
3. Training Provider shall refund to CareerSource Pasco Hernando such tuition/fees which are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training, but drop out of courses. Refund payment shall never be made to the student for funds
4. The Training Provider agrees that CareerSource Pasco Hernando shall not incur financial liability for students enrolled prior to receipt of a voucher which bears the signature of authorized personnel working on behalf of CareerSource Pasco Hernando. No verbal authorizations for enrollment into training will ever occur under this agreement.
5. CareerSource Pasco Hernando will make all payments for authorized enrollments prior to the termination of this Agreement.
6. Any changes in the Training Provider's tuition and fees must be submitted in writing with justification to CareerSource Pasco Hernando for approval. Changes must be reviewed and accepted by CareerSource Pasco Hernando prior to implementation.
7. With the executed copy of this Agreement, the Training Provider will supply CareerSource Pasco Hernando with a copy of its written policies concerning refunds, cancellations, and withdrawals. These policies must be applied to CareerSource Pasco Hernando students the same as they would apply to any other student. The Training Provider shall, in conformity with the general refund policies of the Training Vender, refund such tuition, books and fees that are paid by CareerSource Pasco Hernando for individuals who enroll in and begin training but drop out of courses or training. The Training Provider agrees not to accept a voucher that was transferred to any other student.
8. The Training Provider acknowledges and understands that under no circumstance can it hold the student accountable for any program costs that are attributable to this Agreement.
9. Payment Procedure
 - a) The Training Provider will receive funds based on the information contained on the Individual Training Account Voucher and from the coordination of other funding sources available to the student. The Training Provider will also provide the information to show if the PELL or any other scholarships have been applied for.
 - b) To receive reimbursement, the Training Provider must submit to CareerSource Pasco Hernando an official, Individual Training Account Voucher and invoice supported by back up documentation on costs. All invoices with signed copies of vouchers need to be emailed to invoices@careersourcepascohernando.com.
 - c) Individual Training Account Vouchers and invoices accepted for payment will generally be paid

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within thirty (30) days of receipt.

- d) Individual Training Account Vouchers and invoices not accepted for payment will be returned to the Training Provider with an explanation.

E. RECORDS

1. The Training Provider shall provide to CareerSource Pasco Hernando staff monthly progress reports indicating both the progress and attendance of CareerSource Pasco Hernando students and signed by the student and instructor or qualified school representative.
2. The Training Provider shall notify CareerSource Pasco Hernando staff within 5-10 days of a CareerSource Pasco Hernando student's completion or termination/drop from training program. In such an instance, information concerning the CareerSource Pasco Hernando student's date of employment, wage, job title, CIP code, if known, must also be indicated on the progress report. If the 5-10 business day notification period cannot be met due to extraordinary reasons, it is the responsibility of the Training Provider to communicate this to CareerSource Pasco Hernando and coordinate an alternative option.
3. The Training Provider shall provide CareerSource Pasco Hernando contact information to include an email address, a fax and a phone number for a designated representative of the Training Provider who can respond to requests from CareerSource Pasco Hernando's authorized staff for any monthly progress report, attendance information, completion/termination information, transcripts and/or credentials.
4. The Training Provider shall take any and all necessary steps to insure the confidentiality of personal information including, name, Social Security Number, Social Security benefit data, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, home address, phone number and medical information of each trainee receiving a CareerSource Pasco Hernando Training Voucher. This information is considered confidential and all applicable confidentiality policies and laws shall apply. The Training Provider shall also have in place an official process for investigating and reporting lost or stolen confidential information. Any infraction of the Federal Privacy Act related to the lost or stolen of confidential information should immediately be reported to CareerSource Pasco Hernando.
5. At any time during normal business hours and as often as CareerSource Pasco Hernando, the State of Florida, United States Department of Labor, Comptroller General of the United States, or their designated representative may deem necessary, the Training Provider shall make available all such books, documents, papers, and records (including computer records) which are directly

pertinent to payments made by CareerSource Pasco Hernando to the Training Provider under this agreement, for examination, audit, or for the making of excerpts or copies of such records. This provision shall also include timely and reasonable access to the Training Provider's personnel for the purpose of interviews and discussions related to such documents.

F. AUDITS

If applicable, the Training Provider shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" and any other specific requirements imposed by the Board.

G. ASSIGNMENTS AND SUBCONTRACTS

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The Training Provider shall not subcontract, assign or transfer any rights or responsibilities under this agreement or any portion thereof without the written approval by CareerSource Pasco Hernando, unless otherwise authorized by this Agreement. A written subcontract must be presented to CareerSource Pasco Hernando for consideration. In no case shall such consent relieve Training Provider from the obligation under or change the terms of this Agreement unless otherwise provided.

H. TERMINATION FOR CONVENIENCE/DEFAULT

1. As noted in Section C, failure to respond to request for previous or current participant information will terminate this Agreement.
2. CareerSource Pasco Hernando or Training Provider may terminate this Agreement for convenience when it is in the best interest of CareerSource Pasco Hernando or Training Provider. CareerSource Pasco Hernando may suspend this Agreement for the purpose of investigating irregularities under this Agreement. Any termination for convenience or suspension will be preceded by written notice setting forth the effective date of said termination or suspension. The termination/suspension shall be effective as of the date the notice is issued and the Training Provider has thirty (30) days after the effective date to bill for payment. The Training Provider shall be entitled to receive just and equitable compensation for any services performed hereunder through the date of termination or suspension.

In the event of termination for whatever reason, both parties agree to negotiate a plan to ensure an orderly transition for customers in training. If the Training Provider elects to remove themselves from the approved Training Provider list, the Training Provider is required to "train out" any students financially supported by a CareerSource Pasco Hernando Training Voucher under the same provisions that are included in this agreement.

3. If the Training Provider fails to perform, in whole or in part, or to make sufficient progress, so as to endanger performance, CareerSource Pasco Hernando will notify the Training Provider of such unsatisfactory performance. If such unsatisfactory performance continues, CareerSource Pasco Hernando will notify the Training Provider in writing. The Training Provider will have ten (10) working days from receipt of notice in which to respond with a plan agreeable to CareerSource Pasco Hernando to correct said deficiencies.

Upon failure of the Training Provider to respond within the appointed time or failure of the Training Provider to respond with appropriate plans, CareerSource Pasco Hernando will cease enrollments

into the Training Provider's programs until the Training Provider responds with appropriate plans to correct its deficiencies. Should the Training Provider be unable or unwilling to correct its performance, CareerSource Pasco Hernando will serve a termination notice which shall become effective within fifteen (15) days after its issuance.

In the event of such termination, CareerSource Pasco Hernando shall be liable for payment only for services rendered prior to the effective date of termination. Final billing for payment must be received by CareerSource Pasco Hernando within thirty (30) days of termination date.

CareerSource Pasco Hernando staff will also present information to the CareerSource Pasco Hernando Board of Directors regarding the performance issues and recommend removal of the Training Provider from the list of approved Training Providers.

4. The Training Provider shall give CareerSource Pasco Hernando written notice of any perceived breach, and it shall give CareerSource Pasco Hernando ten (10) working days to cure any perceived breach under the Agreement.

I. POLICY

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Providers and Programs Policy of CareerSource Pasco Hernando, hereinafter referred to as the Policy. The Policy constitutes an integral part of this Agreement and is posted on CareerSource Pasco Hernando website under <https://www.careersourcepascohernando.com/wioa> in the Training Provider Section. CareerSource Pasco Hernando reserves the right to amend its policy at any time.

When CareerSource Pasco Hernando amends its policy, CareerSource Pasco Hernando shall make reasonable efforts to provide the Training Provider with general, not specific, notice of such changes by posting a conspicuous announcement on CareerSource Pasco Hernando's website that i) such policy changes and amendments have occurred; and ii) identifying which particular provisions have changed.

Such announcement shall be maintained for no less than 30 days following the effective date of such amendment. The Training Provider's continued use of CareerSource Pasco Hernando's Services, following the posting of such amendment shall signify and be deemed Training Provider's assent to and acceptance of the revised agreement and policy. The Training Provider agrees that it has the burden to periodically review CareerSource Pasco Hernando's website for any updates or changes.

J. ENTIRE AGREEMENT/MODIFICATION

This Agreement constitutes the complete and exclusive agreement between the parties relating to the subject matter hereof. It supersedes all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this subject matter.

No agent, employee, or other representative of any party is empowered to alter any of the terms of this Agreement, unless done in writing and signed and approved by an executive officer of CareerSource Pasco Hernando or designee for CareerSource Pasco Hernando and an executive officer of Training Provider.

The parties agree to renegotiate this Agreement if revisions of any applicable state or federal laws, regulations or decreases in allocations make changes to this Agreement necessary.

K. APPLICABLE LAW AND JURISDICTION

The present agreement is governed by the internal substantive laws of the State of Florida, without respect to its conflict of laws principles. Jurisdiction for any claims arising under the present agreement shall lie exclusively with the courts in Pasco/Hernando County, Florida for those who entered into agreement with CareerSource Pasco Hernando.

L. CONFIDENTIALITY

Both Parties recognize they may have access to confidential student records. Likewise, both Parties will keep all records confidential to the extent required or allowed by applicable law; including but not limited to the Family Educational Rights and Privacy Act. Any information received by the Parties in the performance of this Agreement, or from any employee, student, or parent participating in or involved in the training will not be shared or otherwise disseminated except as allowed or required by law.

M. INDEMNIFICATION

Both Parties agree to indemnify and hold harmless the other for all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the

operation of this contract. Further, the implicated party, upon receiving timely written notification, shall defend the other party against all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of the implicated party and its agents, participants, and employees, in the course of the operation of this contract.

Where both parties commit joint negligent and intentional acts, each party shall be liable for, and shall

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have the obligation to defend, the part of the jointly negligent or intentional act committed by such party. In no event shall a party be liable for or have any obligation to defend against such claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the sole negligent or intentional acts of the other party.

Nothing herein shall be interpreted to expand or enlarge the scope of the waiver of sovereign immunity for state agencies as provided in Florida Statutes 768.28, Florida Statutes

N. STATEMENT OF ASSURANCE

During the performance of this Agreement, both Parties shall comply with Title VII of the 1964 Civil Right Act, as amended, and the Florida Human Rights Act of 1977, in that such Parties shall does not discriminate on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status or in any form or manner with regard to its students, employees or applicants. Both Parties understand and agree that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, both Parties agree they will comply with Title VI of the Civil Rights Act of 1964 when federal grant funds are involved in the provision of services required hereunder. Other applicable federal and state laws, executive orders, and regulations prohibiting the type of discrimination as herein delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam era veterans and disabled veterans within its protective range of applicability.

O. NOTICES

All notices under this Agreement shall be given in writing to the parties at the following addresses:

If to Training Provider:

STAFF CONTACT INFORMATION			
Contact Name: Tyler Mudano	Job Title: Operations Director		
Institution Name: AmSkills			
Email: tyler@amskills.org	Phone: #: 727.301.1282		
Address: 4606 Darlington Road	City: Holiday	State: FL	Zip: 34690

If to CareerSource Pasco Hernando:

STAFF CONTACT INFORMATION			
Contact Name: B r e n d a G a u s e	Job Title: C O O		
Email: trainingprovider@careersourcepascohernando.com	Phone: #: 352-200-3020		
Address: 16228 Spring Hill Dr.	Brooksville	FL	33604

If given by United States mail, notices shall be deemed given upon mailing as specified in this paragraph. Either party may change the persons or addresses to which future notices are to be sent as provided by this paragraph.

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Individual Training Account Voucher Invoices should be sent to:

CONTACT INFORMATION
CAREERSOURCE PASCO HERNANDO
Email: invoices@careersourcepascohernando.com

P. SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below the respective signatures:

PASCO HERNANDO WORKFORCE BOARD, INC. DBA CAREERSOURCE PASCO
HERNANDO

Signature: _____

Print Name: Joelle Neri

Title: Board Chair

Date: ____/____/____

Name of Institution:

AmSkills

Signature:  _____

Print Name: Tyler Mudano _____

Title: Operations Director _____

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Date: __09__ / __21__ / 2026__

Training Provider

Institution
Street Address
Contact Person
Contact Email
Contact Phone Number

AmSkills, INC
 4606 Darlington Rd, Holiday FL 34690
 Tyler Mudano
tyler@amskills.org
 7273011282

Please list the information for each training you currently have on the CareerSource Pasco Hernando training list along with any new you will be applying for.
 (If you need to add additional columns please do so)

		123456789101112						
1	Program Title	Career Discovery Bootcamp	Industrial Maintenance Technician	Industrial Maintenance Technician - Module 101	Industrial Maintenance Technician - Module 102	Industrial Maintenance Technician - Module 103	Industrial Maintenance Technician - Module 104	SACA
2	SOC	51-4041, 49-2094, 49-9071, 49-2094, 17-3023	49-9043, 49-9071	49-9043, 49-9071	49-9043, 49-9071	49-9043, 49-9071	49-9043, 49-9071	49-2094, 17-323.01
3	Is the program approved for training by the State of Florida Dept of Education or other State of Florida regulating entity?	No	Yes	Yes	Yes	Yes	Yes	Yes
4	License #							N/A
5	Tuition	\$1,500	\$4,800	\$950	\$1,250	\$1,250	\$1,750	\$1,700
6	Expiration Date							
7	Book Cost							
8	Lab Fee							
9	Physical/ Medical Cost							
10	Uniforms	\$20.00						
11	Certification, Licensure or Testing Cost	\$50.00	\$200.00					
12	Other Costs							
	Total Cost	\$1,570.00	\$5,000.00	\$950.00	\$1,250.00	\$1,250.00	\$1,750.00	\$1,700.00

13	Is program eligible for Pell Grant	NO	NO	NO	NO	NO	NO	NO
14	Total number of persons enrolled in training program	220	0	0	0	0	0	13
15	Total number of WIOA funded persons enrolled in training program. 2024/2025	7	0	0	0	0	0	0
15 a	Total number of WIOA funded persons enrolled in training program. 2023/2024	7	0	0	0	0	0	0
16	Total number of WIOA funded persons from CareerSource Pasco Hernando enrolled in training program. 2023-2025 (this is a two year period)	3	0	0	0	0	0	0
17	Total number of persons completing this training program. 2023-2025 (this is a two year period)	193	0	0	0	0	0	0
18	Total number of WIOA funded persons completing this training program 2023-2025 (this is a two year period)	0	0	0	0	0	0	0
19	Total number of WIOA funded persons from CareerSource Pasco Hernando completing this training 2023 - 2025 (this is a two year period)	3	0	0	0	0	0	0
20	Total number of persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2023-2025 (this is a two year period)	193	0	0	0	0	0	13
21	Total number of WIOA funded persons awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2023-2025 (this is a two year period)	0	0	0	0	0	0	0
22	Total number of WIOA funded persons from CareerSource Pasco Hernando awarded a Recognized Postsecondary Credential (or other credential, if applicable) 2023-2025 (this is a two year period)	0	0	0	0	0	0	0
23	Total number of persons employed after completing the training program 2023-2025 (this is a two year period)	57	0	0	0	0	0	2
24	Total number of WIOA funded persons employed after completing the training program 2023-2025 (this is a two year period)	7	0	0	0	0	0	0
25	Total number of WIOA funded persons from CareerSource Pasco Hernando employed after completing the training program 2023-2025 (this is a two year period)	7	0	0	0	0	0	0

		1	2				3
A	Nature of the Postsecondary Credentials (or other credentials received by completing students) i.e State Certificate, AA, Nationally Recognized Credential, etc.	Yes Nationally Recognized Credential	Yes Nationally Recognized Credential	Yes Nationally Recognized Credential	Yes Nationally Recognized Credential	Yes Nationally Recognized Credential	Yes Nationally Recognized Credential
B	Can the credential be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder?	Yes	Yes	Yes	Yes	Yes	Yes
C	Have this program been developed in partnership or collaboration with a business or industry (identifying the business or industry).	Yes	Yes	Yes	Yes	Yes	yes
D	Identify the in-demand industry sectors and occupations which best fit with the training program (Use 4-Digit NAICS Codes)	Manufacturing, Infrastructure	Manufacturing, Infrastructure	Manufacturing, Infrastructure	Manufacturing, Infrastructure	Manufacturing, Infrastructure	Manufacturing, Infrastructure
E	Describe the prerequisites of skills and knowledge required prior to the commencement of training.	No Prerequisites Required	Mechanical Aptitude	Mechanical Aptitude	Mechanical Aptitude	Mechanical Aptitude	No Prerequisites
F	Verification the training program is for an occupation on the Local Area TOL (confirm the program is on the CSPH TOL - fill in the SOC number corresponding to the occupation from the TOL)	51-4041, 49-2094, 49-9071, 49-2094, 17-3023	51-4041, 49-2094, 49-9071, 49-2094, 17-3023	51-4041, 49-2094, 49-9071, 49-2094, 17-3023	51-4041, 49-2094, 49-9071, 49-2094, 17-3023	51-4041, 49-2094, 49-9071, 49-2094, 17-3023	51-4041, 49-2094, 49-9071, 49-2094, 17-3023

INFORMATION ITEM 1
Minutes from August 13, 2026, Executive Committee Meeting

Pursuant to Section 6 of Article VII of the Bylaws, all action by the Executive Committee shall be reported to the Board of Directors at its meeting next succeeding such action.

The following item is presented for the Board's information.

No action is required.

Executive Committee Meeting Minutes - DRAFT

August 13, 2026 – 10:00 a.m.

Committee Members**Present:** Mark Earl, Charles Gibbons, Aaron Deberry, Joelle Neri, Lori Romano, Paul Micklow**Absent:** None**Quorum Present:** Yes**Others Present:**PHWB Staff – Brenda Gause, Theresa Miner, Kenneth Russ, Jerome Salatino,
Jessica Weightman, Ania Williams

Hogan Law Firm: Jarrod Prater

Proceedings:

Meeting called to order at 9:59 a.m. by Chair, Joelle Neri

Public Comments

No public comments were received.

Action Item 1 – Minutes from May 22, 2026, Executive Committee Meeting

Joelle Neri asked the Committee members to review the minutes from May 22, 2026, Executive Committee meeting for any corrections or comments. Hearing none, a motion was made to accept the minutes of the meeting.

MOTION was made by Mark Earl to approve the minutes.

MOTION was seconded by Charles Gibbons. MOTION carried 6-0.

Action Item 2 – Approval of 2026-2027 Annual Budget

The Committee members reviewed the proposed 2026-2027 Annual Budget. The salaries and fringe benefits portion of the budget included a 5% cost-of-living salary increase for staff. The budget also included an incentive of up to 2%, contingent upon the organization's annual letter grade. The Committee considered the proposed budget for submission to the Pasco-Hernando Workforce Development Consortium for final approval.

MOTION was made by Lori Romano to approve the proposed 2026-2027 Annual Budget.

MOTION was seconded by Mark Earl. MOTION carried 6-0.

Action Item 3 – Transfer of WIOA Dislocated Workers Funding to WIOA Adult Funds

The Committee members reviewed the proposed transfer of available WIOA Dislocated Worker funds to WIOA Adult funds. The transfer will allow the organization to serve additional adults while maintaining sufficient funding to continue serving dislocated workers.

MOTION was made by Mark Earl to approve the transfer of WIOA Dislocated Worker funds to WIOA Adult funds.

MOTION was seconded by Lori Romano. MOTION carried 6-0.

Action Item 4 – Renewal of Extended Training Providers PY 2026-2027

The Committee members reviewed the renewal of the extended training providers for Program Year 2026-2027. The providers had previously been granted temporary 90-day extensions to allow additional time for completion and submission of required documentation. The updated tuition and program rates were presented for retroactive approval effective July 1, 2026.

MOTION was made by Mark Earl to approve the renewal of the extended training providers for Program Year 2026-2027.

MOTION was seconded by Paul Micklow. MOTION carried 6-0.

Action Item 5 – In-Kind MOU/IFA Agreement – Hernando County School Board

The Committee members reviewed the negotiated three-year Memorandum of Understanding (MOU) with the Hernando County School Board for the period of July 1, 2026, through June 30, 2029. The Committee considered the proposed MOU for submission to the Pasco Hernando Workforce Development Consortium for final approval.

MOTION was made by Charles Gibbons to approve the MOU with the Hernando County School Board.

MOTION was seconded by Mark Earl. MOTION carried 6-0.

Action Item 6 – Approval of CareerSource Pasco Hernando Policies

The Committee members reviewed the CareerSource Pasco Hernando policies presented for approval. It included authorization for staff to implement the policies and make non-substantive administrative, or formatting corrections as needed, provided such corrections do not alter the policies' intent or requirements.

MOTION was made by Mark Earl to approve the CareerSource Pasco Hernando policies.

MOTION was seconded by Paul Micklow. MOTION carried 6-0.

Information Item 1 – Financial Reports

Theresa Miner reviewed the financial reports with the Committee for the period of July 1, 2025, through June 30, 2026.

Information Item 2 – Board Training

The Committee members were informed that the annual Board Member Refresher Training would be sent via email. Board members will be required to complete the training upon receipt.

Information Item 3 – Cost of Living Adjustment

The Committee members reviewed information supporting the 5% cost-of-living salary increase included in the proposed 2026-2027 Annual Budget.

Information Item 4 – Local Plan Submission Deadline Extension Request

The Committee members were informed of the request to extend the October 6, 2026, deadline for submission of the standard local plan with a regional addendum to January 19, 2027. A letter requesting the extension was submitted to FloridaCommerce.

With no further business to discuss, the meeting adjourned.

INFORMATION ITEM 2
Financial Reports

The following item is presented as information for the Board.

No action is required.

Pasco Hernando WFB 16

Statement of Activities -

Unposted Transactions Included

From 7/1/2025 Through 06/30/2026

(In Whole Numbers)

	Navigators Appren/HOPE	Back to Work	Corporate	Dream and Do	DVOP	HOPE WIOA- Sector Strategies	LVER	NCPEP
Revenue								
Grant Revenue.	149,415	0	2	0	79,663	180,000	128,501	1,549,338
Other Revenue	0	734,317	1,850	30,070	0	0	0	0
Total Revenue	<u>149,415</u>	<u>734,317</u>	<u>1,851</u>	<u>30,070</u>	<u>79,663</u>	<u>180,000</u>	<u>128,501</u>	<u>1,549,338</u>
Expenditures								
Personnel	75,295	254,559	2,055	3,811	2,245	36,880	4,024	10,544
Staff Development / Training	0	0	0	0	0	0	0	0
Facilities	0	0	4,570	0	0	0	0	0
Equipment & Furniture	0	0	0	0	0	0	0	0
Accounting / Audit	340	1,516	2,064	0	10	105	14	58,236
Communications	63	348	0	0	1,346	3	1,764	0
Contracted Services	24,472	0	9,025	0	0	0	0	0
Insurance	0	0	251	0	0	0	0	0
Legal	0	0	0	0	0	0	0	0
Mobile One Stop	0	0	0	0	0	0	0	0
Office Expenses	6	66	1,965	0	51	0	620	0
One Stop Operator	0	0	0	0	0	0	0	0
Software License renewals	62	1,213	3	0	3	32	3	7
Travel & Meeting	0	1,252	55	0	0	0	175	0
Program Expenses	23,172	49,611	15,007	22,445	0	98,417	0	1,460,647
Outreach	0	0	39,290	0	0	0	1,263	0
Indirect Costs	22,493	105,323	850	1,577	51,337	17,070	74,770	6,914
Program Costs Pool	3,351	111,923	904	1,675	18,975	6,798	30,419	5,494
Business Services Pool	0	0	0	0	0	16,554	0	4,667
One Stop Cost Pool	162	37,649	304	564	5,691	4,141	15,448	2,827
Total Expenditures	<u>149,416</u>	<u>563,462</u>	<u>76,343</u>	<u>30,071</u>	<u>79,659</u>	<u>180,000</u>	<u>128,501</u>	<u>1,549,338</u>

Pasco Hernando WFB 16

Statement of Activities -

Unposted Transactions Included

From 7/1/2025 Through 06/30/2026

(In Whole Numbers)

	Navigators Appren/HOPE	Other	Pooled Costs	RESEA	Rapid Response	SNAP	WIOA Adult	WIOA DW
Revenue								
Grant Revenue.	149,415	0	0	556,253	160,000	126,366	1,245,661	646,304
Other Revenue	0	4	0	0	0	0	0	0
Total Revenue	<u>149,415</u>	<u>4</u>	<u>0</u>	<u>556,253</u>	<u>160,000</u>	<u>126,366</u>	<u>1,245,661</u>	<u>646,304</u>
Expenditures								
Personnel	75,295	0	2,925,109	174,272	33,889	55,380	310,509	64,035
Staff Development / Training	0	0	1,896	0	0	0	0	0
Facilities	0	0	330,896	0	0	0	0	0
Equipment & Furniture	0	0	34,140	0	0	0	0	0
Accounting / Audit	340	0	38,111	1,112	147	532	2,148	368
Communications	63	0	67,554	0	208	0	318	135
Contracted Services	24,472	0	211,742	0	0	0	0	0
Insurance	0	0	42,856	0	0	0	0	0
Legal	0	0	17,440	0	0	0	0	0
Mobile One Stop	0	0	4,035	0	0	0	0	0
Office Expenses	6	0	33,032	352	31	44	106	53
One Stop Operator	0	0	37,268	0	0	0	0	0
Software License renewals	62	0	78,847	296	32	54	3,242	1,023
Travel & Meeting	0	0	14,566	0	0	0	0	0
Program Expenses	23,172	0	0	0	0	0	390,469	358,349
Outreach	0	0	4,443	0	0	0	0	0
Indirect Costs	22,493	0	-1,193,253	115,561	32,426	26,032	175,547	58,154
Program Costs Pool	3,351	0	-1,233,313	121,435	45,648	20,553	143,295	91,646
Business Services Pool	0	0	-678,790	99,480	33,344	15,939	162,615	47,136
One Stop Cost Pool	162	0	-736,577	43,746	14,275	7,831	57,411	25,406
Total Expenditures	<u>149,416</u>	<u>0</u>	<u>0</u>	<u>556,253</u>	<u>160,000</u>	<u>126,366</u>	<u>1,245,661</u>	<u>646,304</u>

Pasco Hernando WFB 16

Statement of Activities -

Unposted Transactions Included

From 7/1/2025 Through 06/30/2026

(In Whole Numbers)

	Navigators Appren/HOPE	WIOA Youth	Wagner Peyser	WTP
Revenue				
Grant Revenue.	149,415	751,123	669,740	1,370,295
Other Revenue	0	0	0	0
Total Revenue	<u>149,415</u>	<u>751,123</u>	<u>669,740</u>	<u>1,370,295</u>
Expenditures				
Personnel	75,295	185,842	0	346,129
Staff Development / Training	0	179	0	0
Facilities	0	0	0	0
Equipment & Furniture	0	0	0	0
Accounting / Audit	340	16,349	61	1,198
Communications	63	1,233	0	0
Contracted Services	24,472	0	0	0
Insurance	0	451	0	351
Legal	0	0	0	0
Mobile One Stop	0	0	0	0
Office Expenses	6	240	0	279
One Stop Operator	0	0	0	0
Software License renewals	62	222	0	2,726
Travel & Meeting	0	0	0	0
Program Expenses	23,172	128,495	0	150,830
Outreach	0	0	0	0
Indirect Costs	22,493	124,363	132,437	248,398
Program Costs Pool	3,351	145,711	172,308	313,176
Business Services Pool	0	103,583	0	195,474
One Stop Cost Pool	162	44,455	364,933	111,732
Total Expenditures	<u>149,416</u>	<u>751,123</u>	<u>669,740</u>	<u>1,370,295</u>

Pasco Hernando WFB 16
Statement of Revenues and Expenditures - Unposted Transactions included In
Report
From 7/1/2025 Through 06/30/2026

	Current Period Budget - Revised	Current Year Actual	Actual Burn Rate Burn Rate	Should Be 100%
Operating Revenue				
Grant Revenue	9,595,471	7,612,660.00		
Pasco County BCC	590,005	759,403		
Ticket to Work	35,000	1,850		
Interest Income	0	4,988.00		
Total Operating Revenue	<u>10,220,476</u>	<u>8,378,901.00</u>		
Total Revenue	<u>10,220,476</u>	<u>8,378,901.00</u>		
Expenditures				
Personnel Expenses	5,124,800	4,484,578	88%	
Staff Training & Education	8,500	5,927	70%	
Facilities	351,320	335,466	95%	
Office Furniture & Equipment	52,512	34140	65%	
Accounting / Audit	111,932	122,312	109%	
Communications	73,166	72,972	100%	
Contracted Services	246,550	245,240	99%	
General Insurance	66,000	43,909	67%	
Legal	30,000	17,440	58%	
Mobile One Stop	10,000	7,315	73%	
Office Expenses and Supplies	75,130	33,567	45%	
Software & Licenses	148,950	87,767	59%	
Travel & Meetings	54,960	12,195	22%	
Program Expenses	3,897,040	2,697,441	69%	
One Stop Operator	45,000	37,268	83%	
Outreach	70,000	44,995	64%	
Total Expenditures	<u>10,365,860.00</u>	<u>8,282,532</u>		
Net Revenue Over Expenditures	<u>-145384.00</u>	<u>-96,369</u>		
To be used from reserves				

Pasco Hernando WFB 16

Statement of Financial Position - Unposted Transactions Included In Report
As of 06/30/2026

	Beginning Year Balance	Current Year Balance	YTD Change
Assets			
Current Assets			
Cash - Operating	256,336	630,596	374,260
Global Cash Card	564	12,796	12,232
Cash - Corporate Unrestricted	9,469	9,403	-66
Cash - Money Market	50,691	50,696	5
Cash - Payroll	3,244	2,324	-920
Truist Banking Solutions	1,030,360	829,345	-201,015
Prepaid Expenses	6,515	18,402	11,887
Deposits	44,321	44,321	0
Accounts Receivable	4,749	244,920	240,171
Grants Receivable	1,037,283	577,683	-459,600
Employee Benefit Receivables	201	1,961	1,760
Right to Use Asset	914,369	914,369	0
Total Current Assets	<u>3,358,103</u>	<u>3,336,816</u>	<u>-21,286</u>
Long-term Assets			
Fixed Assets - Computer Equipment	106,067	106,067	0
Fixed Assets - Furniture & Fixtures	7,742	7,742	0
Fixed Assets - Office Equipment	67,012	67,012	0
Fixed Assets - Vehicles	317,082	317,082	0
Fixed Assets - Software	62,900	62,900	0
Accumulated Depreciation	-550,328	-550,328	0
Total Long-term Assets	<u>10,475</u>	<u>10,475</u>	<u>0</u>
Total Assets	<u>3,368,578</u>	<u>3,347,291</u>	<u>-21,286</u>
Liabilities			
Short-term Liabilities			
Accounts Payable - Vendors	171,233	648	-170,585
Accrued Expenses	45,662	59,841	14,179
Contracts Payable	309,101	312,360	3,259
Benefits Payable	-59	164	223
Payroll Taxes Payable	0	0	0
Workers Comp Liability	26,161	9,037	-17,124
ST Lease Liability	240,071	240,071	0
Accrued Wages	83,821	95,543	11,722
Accrued Leave	61,168	109,264	48,096
Accrued Payroll Taxes	43,255	35,645	-7,610
Accrued Pension	18,047	17,713	-334
Deferred Grant Revenue	162,003	246,593	84,590
Total Short-term Liabilities	<u>1,160,463</u>	<u>1,126,879</u>	<u>-33,584</u>
Long-term Liabilities			
Non -Current Accrued Compensated Balances	345,208	261,135	-84,073
LT Lease Liability	691,657	691,657	0
Total Long-term Liabilities	<u>1,036,865</u>	<u>952,792</u>	<u>-84,073</u>
Total Liabilities	<u>2,197,328</u>	<u>2,079,671</u>	<u>-117,657</u>
Net Assets			
	1,171,250	1,267,620	96,371
Total Net Assets	<u>1,171,250</u>	<u>1,267,620</u>	<u>96,371</u>
Total Liabilities and Net Assets	<u>3,368,578</u>	<u>3,347,291</u>	<u>-21,286</u>

CASH BY FUNDING SOURCE
As of 06/30/2026

Fund Code	Fund Title	Debit Balance	Credit Balance
43947	WIOA Dislocated Worker -43947	1,816.80	
44074	WIOA Adult NFA 44074	0.01	
44725	SNAP NFA 44725	0.01	
44831	LVER NFA # 44831		0.02
44858	DVOP NFA # 44858	3.96	
45243	Youth NFA 45243	92,088.79	
45467	WIOA AD NFA #45467	9,271.06	
45479	NCPEP NFA 45479,		0.01
45507	WTP - NCPEP	175,000.49	
45539	Rapid Response NFA 45539	1,053.50	
45582	Wagner Peyser NFA		87,632.21
45608	WIOA HOPE/Sector Strategies -	1,422.36	
45629	WP Navigators NFA	15,881.16	
45784	RESEA		16,713.07
46020	SNAP		11,774.47
46071	LVER NFA # 46071	73.95	
46085	DVOP NFA # 46085	1,454.63	
46122	WTP		11,200.22
46134	WTP - NCPEP		108,174.25
70000	Corporate/Unrestricted	950,245.74	
71200	NCPEP NFA #'s 43855, 44761,44738		0.02
75000	Dream and Do		21,120.00
84500	Back to Work		33,411.70
85000	Accrued Leave	413,777.28	
90000	Board Governance/Admin Indirect Cost Pool	52,855.95	
90100	Program Cost Pool	24,492.91	
90200	Business Services Cost Pool	14,227.46	
90300	One Stop Cost Pool	71,519.61	
Report Total		1,825,185.67	290,025.97
Report Difference		1,535,159.70	

GL CODE	GL Title	Debit Balance	Credit Balance
1000	Cash - Operating	630,595.89	
1001	Global Cash Card	12,796.20	
1005	Cash - Corporate Unrestricted	9,403.47	
1010	Cash - Money Market	50,695.72	
1015	Cash - Payroll	2,323.89	
1020	Truist Banking Solutions	829,344.53	
Report Total		1,535,159.70	

INFORMATION ITEM 3
CareerSource Florida Dashboard

The following item is presented as information for the Board.

No action is required.

Chief Local Elected Official Dashboard

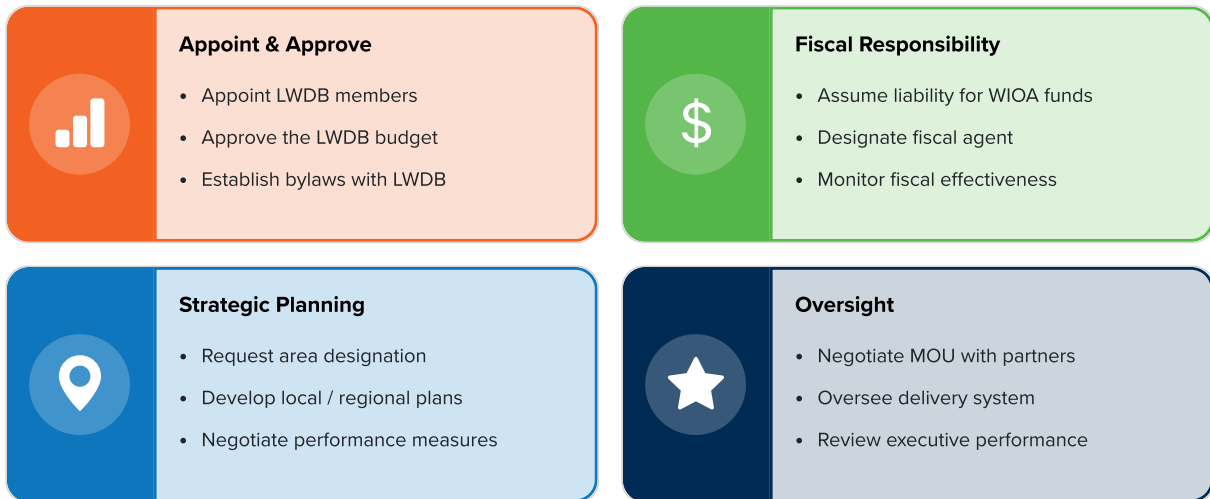
CareerSource Pasco Hernando

Generated 9/22/2026



Responsibilities of Chief Local Elected Officials (CLEO)

CLEOs play a critical role in strengthening Florida's workforce system and advancing economic prosperity.



CLEOs:

- Appoints the Local Workforce Development (LWDB) board members
- Approve the LWDB budget consistent with local plan
- Each CLEO county/local area are liable for WIOA grant funds allocated to the local area and serves as the local grant recipient
- Support strategic planning, consult with the Governor, State Workforce Development Board (SWDB), and LWDB
 - Development of the WIOA 4-year local plan
 - Negotiate and reach agreement on local performance accountability measures for each program year
 - Request local area designation to continue operating as the Local Workforce Development Area (LWDA)
- Provide oversight of the Fiscal Agent, LWDB, Board Staff, and the performance of the One-Stop delivery system
- Establish agreements with core and combined partners for operations and funding of local job centers

State Workforce Board Priorities for 1st Quarter FY 26-27



2024–2028 WIOA Combined Plan (2-Year Modification)

- Improve outcomes for Floridians — particularly those facing barriers to employment
- Ensure businesses have access to skilled talent to drive continued economic growth



Business Services

- Focused on Local Workforce Development Boards (LWDBs) delivering meaningful outcomes to businesses
- Reducing barriers for employers to access talent and services



Targeted Industry Sectors

- Aerospace and Aviation
- AgTech
- Energy Security
- Financial Services
- Information Technology
- Life Sciences
- Maritime
- Military and Defense



Key Events

- ITA Waivers (July 1 every year)
- WIOA Local Plan Modification (Every 2 years)
- Performance Negotiation (Every 2 years)
- Workforce Professional Development Summit (Every year)
- Financial Audit (Every year)

Performance Measures

Program Year / Qtr	Exceeded / Met	Did Not Meet
2025 Q2	16 of 18	2 Youth
2025 Q1	16 of 18	1 DW, 1 Youth
2024 Q4	16 of 18	1 DW, 1 Youth
2024 Q3	18 of 18	0

★ Letter Grades

Program Year / Qtr	Score	Grade	LWDB Ranking
2025 Q2	82.52	B-	15 out of 21
2025 Q1	82.11	B-	15 out of 21
2024 Q4	88.45	B+	14 out of 21
2024 Q3	89.66	B+	11 out of 21

\$ Funding

Category	Awarded	Expended	Rate	As Of
WIOA, WT & WP	\$8,041,407	\$5,386,808	66.99%	6/30/2026
Network Navigators	\$140,000	\$994	0.71%	9/15/2026
Sectors of Focus	\$100,000	\$414	0.41%	9/15/2026
WIOA Rural Initiatives	N/A	N/A	N/A	6/30/2026
State Rural Initiatives	N/A	N/A	N/A	4/30/2026
Youth Career Exploration	N/A	N/A	N/A	6/30/2026

👤 Participants Served

Program	2025 Q2	2025 Q1	2024 Q4	2024 Q3
Adult	168	208	224	209
Dislocated Worker	39	41	50	87
Youth	54	62	73	52
Veterans	119	111	97	86
TANF	562	596	779	869
SNAP	338	229	254	265
Off Public Assistance	493	398	419	353



Program Monitoring for CareerSource Pasco Hernando:

Next scheduled monitoring visit: December 2026

Programmatic Report released April 24, 2025

- Identified 6 Findings & 8 Other Noncompliance Issues (ONI)
- 2 Findings were repeat Findings from prior year
- Overall, the Findings and ONI related to a lack of documentation



Fiscal Monitoring for CareerSource Pasco Hernando:

Next monitoring review period: 2026-27 Fiscal Year

Financial Monitoring Report released 2026-27 Fiscal Year

- Monitoring data will be made available upon release.

INFORMATION ITEM 4
2026-2027 Annual Budget

The following item is presented as information for the Board.

No action is required.



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.

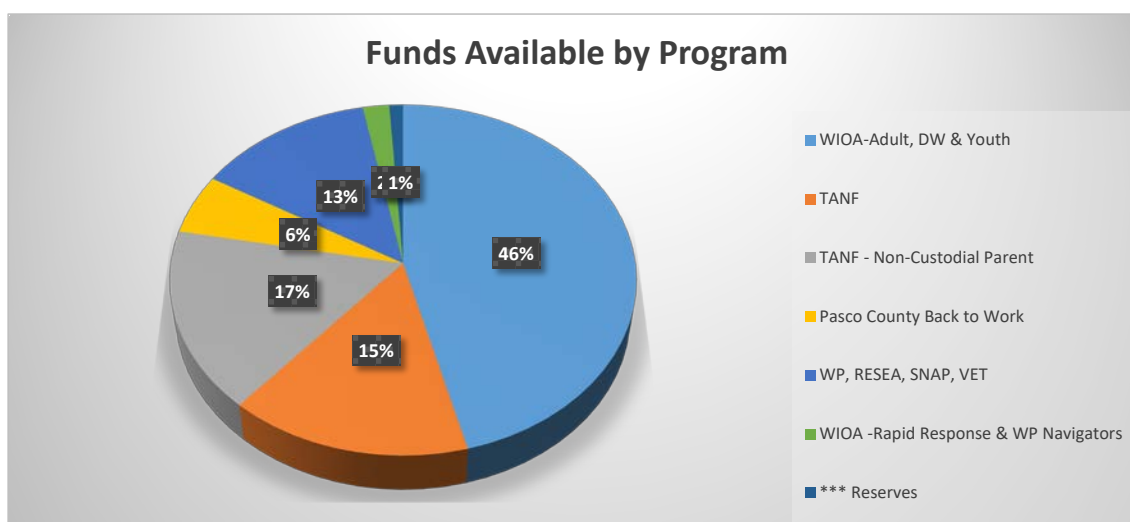
Pasco County Back to Work

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														
	TOTAL	TOTAL WIOA AD & DW	TOTAL WIOA YOUTH	WIOA Rapid Response**	Supplemental Nutrition Assist Prog E&T (SNAP)	WP Hope Navigator & Apprenticeship Navigator	TOTAL TANF	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	
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												
OJT/Sponsorships/Internships	130,000	50,000										30,000	50,000	
One Stop Operator	40,000	11,386	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%

INFORMATION ITEM 5
Education and Industry Consortium Report

The following item is presented as information for the Board.

No action is required.

PASCO-HERNANDO WORKFORCE BOARD, INC.
Education and Industry Consortium Quarterly Report

A. GENERAL INFORMATION

Report quarter: 07/01/2026 – 09/30/2026

Date of meeting: September 14, 2026

Report prepared by: Nicole Beverley

Local workforce development board contact: Ania Williams Date: 09/14/2026

B. ATTENDANCE

Name	Organization	Industry or Education Organization	Contact Information
Jackie Eden	Pasco EDC	Industry Organization	Jeden@pascoedc.com
Shook, Tonia	Fred K. Marchman Technical	Education Organization	tshook@pasco.k12.fl.us
Swanson, Maria	Keiser University	Education Organization	mswanson@keiseruniversity.edu
Deedra Mitchell	Pasco County Schools	Education Organization	dcopelan@pasco.k12.fl.us
Reza, Maria	BayCare	Industry Organization	Maria.reza@baycare.org
Cooksey, Calvin	FleetForce	Industry Organization	Calvin@drivefleetforce.com

B. SUMMARY REPORT

1. Summary analysis of the local labor market based on the industry representative needs and education offerings. (Provide summary)

See attached minutes

2. Information on priority industry sectors and occupations for the local area. (Provide summary)

See attached minutes

3. Information on the status of existing talent pipelines for in-demand occupations. (Provide summary)

See attached minutes

Education and Industry Consortium
Consortium Meeting Minutes
September 14, 2026

Meeting Location: *Meeting Held Virtually via Microsoft Teams*

Consortium Members Attending: Tonia Shook, Maria Swanson, Calvin Cooksey, Maria Reza, Jackie Eden

Consortium Members Absent: NONE

Staff Attending: Brenda Gause, Ken Russ, Nicole Beverley

Others Attending: Terri Clark - One Stop Operator, Deedra Mitchell – Pasco County Schools

Quorum Present? Yes

Call to Order: The meeting was called to order at 2:03 p.m. by Terri Clark

Public Comments

No public comments were received.

Introductions

Terri Clark called the meeting to order and welcomed participants.

Labor Market/Industry Needs

The committee reviewed Florida labor market information for July 2026. Florida's unemployment rate was 4.6%, ranking seventh lowest among the ten largest states and thirty-ninth among all states. The state added 41,000 jobs over the year, representing 0.4% year-over-year growth, and gained 4,500 jobs during July. Members noted that Florida continued to show positive employment momentum among large states.

CareerSource Pasco Hernando Update

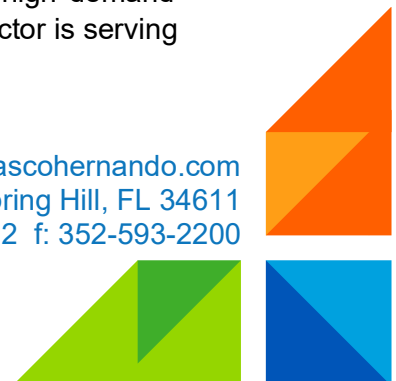
Brenda Gause and Terri Clark provided CareerSource Pasco Hernando updates. The discussion highlighted the value of connecting education and industry partners and included follow-up on summer youth work experiences and developing employment pathways for young adults.

Round Table Member Update(s)

Tonia Shook provided the following updates:

- Marchman Technical College experienced an unexpected vacancy in its high-demand electricity program shortly before the school year began. One new instructor is serving

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approximately 40 students while a second instructor with 31 years of commercial experience completes the onboarding and background-screening process.

- Marchman added a second electricity instructor allocation in response to strong student demand and the program waitlist.
- Instructors mapped curriculum by Occupational Completion Point and aligned industry certification testing with the point at which students learn the related material. The approach is intended to strengthen instructional support, certification attainment, and workforce readiness.
- Ms. Shook planned to present on effective career and technical education systems at the Postsecondary Association for Career and Technical Education conference in Arlington, Virginia.

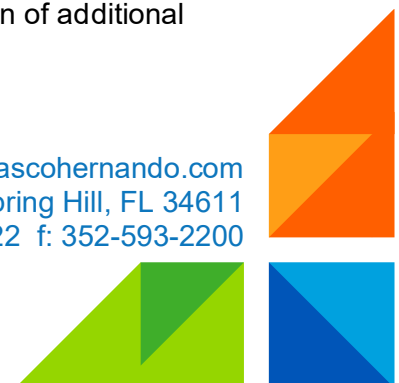
Maria Swanson provided the following updates:

- Keiser University's New Port Richey campus continues to focus on programs that lead directly to employment, particularly for first-generation college students.
- The campus will launch an accelerated Nuclear Medicine Technology associate degree program in October 2026. The first cohort filled within one month, and the following year's cohort was already approximately half full.
- Students are traveling from throughout the region for allied health programs and may be assigned clinical rotations within a 200-mile radius. Travel costs and attendance requirements remain concerns for students commuting long distances.
- The Nuclear Medicine Technology program needs approximately 15 clinical sites before its first clinical rotation in February 2027 and had secured approximately 10 sites at the time of the meeting. Maria Reza offered to connect Keiser's affiliation team with BayCare to discuss adding the program to their clinical affiliation agreement.
- Keiser's nursing graduates maintain an NCLEX pass rate above 90%, and its nursing and sonography programs continue to produce full graduating cohorts.

Maria Reza provided the following updates:

- BayCare's summer youth experiences were successful in exposing participants to healthcare careers beyond nursing and medicine, including pharmacy, radiologic technology, surgical technology, and healthcare operations.
- A 16-year-old participant completed a paid work experience at the Land O' Lakes HealthHub and rotated through several outpatient service areas. BayCare is exploring a pilot focused on opportunity youth at the Land O' Lakes HealthHub, Morton Plant North Bay Hospital, and BayCare Hospital Wesley Chapel, with a goal of placing one to two young adults at each location.
- Eight of the nine graduates from BayCare's first practical nurse apprenticeship cohort remain employed with BayCare.
- BayCare began a four-person surgical technology apprenticeship cohort and plans a second four-person cohort in January 2027. BayCare is also working toward a practical nurse apprenticeship cohort of up to 20 participants and is exploring registration of additional internal training programs as apprenticeships.
- Calvin Cooksey provided the following updates:

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- FleetForce expanded its Class B commercial driver training at Pasco-Hernando State College. The four-day program has generated strong enrollment and has enabled participants to begin work quickly after training.
- Members discussed recent federal compliance actions affecting commercial driver training providers. Mr. Cooksey reported that 110 providers nationwide faced immediate action, another 220 were given time to close or comply, and 13 of the immediately affected providers were in Florida.
- FleetForce has assisted workforce and education partners seeking compliant training options when local commercial driver training providers were affected.

Calvin Cooksey provided the following updates:

- FleetForce expanded its Class B commercial driver training at Pasco-Hernando State College. The four-day program has generated strong enrollment and has enabled participants to begin work quickly after training.
- Members discussed recent federal compliance actions affecting commercial driver training providers. Mr. Cooksey reported that 110 providers nationwide faced immediate action, another 220 were given time to close or comply, and 13 of the immediately affected providers were in Florida.
- FleetForce has assisted workforce and education partners seeking compliant training options when local commercial driver training providers were affected.

Apprenticeship Updates

Deedra Mitchell provided the following updates:

- Pasco County Schools' Diesel Mechanic Apprenticeship began in June 2026 with six apprentices assigned across the district's bus garages. One apprentice recently advanced into a vehicle technician position, creating another apprenticeship opening.
- The district is developing a possible Building Maintenance Repairer apprenticeship to address 17 open positions in carpentry, electrical, painting, cabinetry, masonry, fencing, and flooring. A summer 2027 start is being considered.
- Other apprenticeship projects in development include wastewater management with Hernando County Government, childcare with Wilton Simpson Technical College, and surveying with Florida Design Consultants.
- A regional apprenticeship convening is scheduled for October 15, 2026, at 8:30 a.m. at Kirkland Ranch Academy of Innovation. The meeting will bring together current and prospective apprenticeship partners from Pasco and Hernando counties.
- Partners are also clarifying the differences between internships and registered apprenticeships and reviewing potential funding support through CareerSource Pasco Hernando, local educational agencies, and the Florida Department of Education.
- Mr. Cooksey offered to connect Ms. Mitchell with two local waste companies seeking mechanics. Ms. Reza offered to connect her with a Hernando County electrical contractor interested in apprenticeship support. Ms. Mitchell will follow up and share the regional convening invitation.

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Closing Remarks

The next quarterly meeting was scheduled for November 16, 2026.

With no further business to discuss, the meeting adjourned.

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CareerSource Pasco Hernando Education & Industry Consortium Committee Q1 Meeting

September 14, 2026



Welcome!



Education and Industry Consortium Meeting Agenda

September 14, 2026 – 2:00 p.m.
Join via Microsoft Teams

Call to order..... Terri Clark, One Stop Operator

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.

Discussion Items

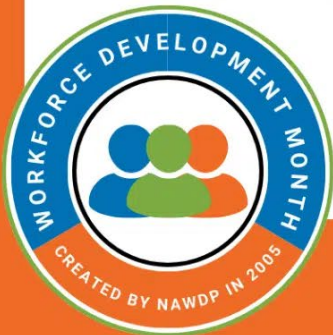
- 1. Introductions..... Terri Clark
- 2. CareerSource Pasco Hernando Update.....Brenda Gause
- 3. Round Table Member Update(s)..... Terri Clark
 - a. Education Partner Updates
 - b. Industry Partner Updates
- 4. Apprenticeship Updates.....Deedra Mitchel
- 5. Labor Market/Industry Needs..... Terri Clark



NATIONAL ASSOCIATION OF
WORKFORCE DEVELOPMENT PROFESSIONALS
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WORKFORCE DEVELOPMENT MONTH

SEPTEMBER 2026



Florida Labor Market Highlights — July 2026

BLS State Employment & Unemployment | Released August 21, 2026

4.6%

Unemployment Rate

7th lowest among the 10 largest states
39th lowest among all states

+41,000

Jobs Gained Year-over-Year

4th most among the 10 largest states
5th most among all states

+0.4%

Year-over-Year Job Growth

5th fastest among the 10 largest states
Tied for 21st among all states

+4,500

Jobs Gained in July

4th most among the 10 largest states
10th most among all states

KEY TAKEAWAY

- Florida continues to show positive employment momentum, ranking among the stronger-performing large states in job gains and job growth.
- Texas led the nation in year-over-year job gains (+165,600).
- Florida added 4,500 jobs in July, ranking 4th among the 10 largest states.

Source: U.S. Bureau of Labor Statistics (BLS), July 2026 State Employment & Unemployment release.



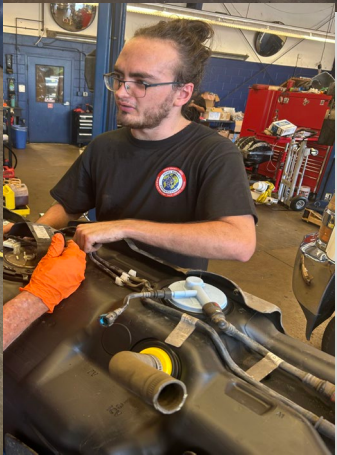
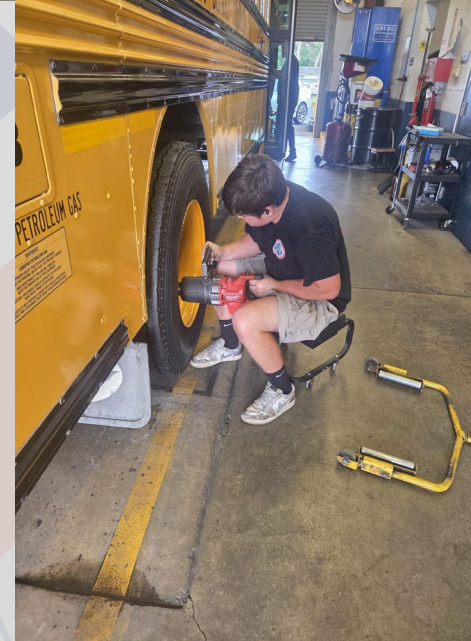
CareerSource Pasco Hernando Updates

Brenda Gause and Terri Clark

Education and Industry Partner Updates

Apprenticeship Update

- Diesel Mechanic Apprenticeship
 - Started June 2026
 - 6 Diesel Apprentices/each garage
 - Adding apprentices to the program
 - Visit regularly- Feedback
- Next Apprenticeship- Pasco County Schools
 - Maintenance Technicians (Building Maintenance, Repairer) - Carpentry, Electric, Paint, Cabinetry, Masonry, Fencing, Flooring- 17 positions open, HVAC 3 positions
 - June 2027?
- Other Projects...
 - Hernando County Government apprenticeship- Waste Water
 - Wilton Simpson Technical College apprenticeship- Childcare
 - Florida Design Consultants apprenticeship- Surveyor
 - Regional Apprenticeship Convening Mtg- Oct 15 @ KRAI at 8:30
 - Developing Internships
 - Funding through FLDOE- LEA



Public Comment

Closing Remarks

Q2 Meeting: November 16



INFORMATION ITEM 6
Infrastructure Funding Agreement

The following item is presented as information for the Board.

No action is required.

Infrastructure Funding Agreement Template

(Local Workforce Development Board NAME/Career Center)

I. Purpose

This Infrastructure Funding Agreement (IFA) is entered into by and between the (Local Workforce Development Board NAME) and (Local Area NAME) partners. This IFA provides information on the shared infrastructure cost and/or in-kind arrangements. All partners to this IFA recognize that infrastructure costs are applicable to all required partners, whether they are physically located in the career center or not.

The sharing and allocations of infrastructure costs among (Local Area Name) partners are governed by the Workforce Innovation and Opportunity Act (WIOA) Sec. 121(b), its implementing regulations and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards at 2 CFR part 200 (Uniform Guidance). Infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the American Job Center (AJC), including, but not limited to:

1. Rental of the facilities;
2. Utilities and maintenance;
3. Equipment, including assessment-related products and assistive technology for individuals with disabilities; and,
4. Technology to facilitate access to the AJC, including technology used for the center's planning and outreach activities.

IFAs must include the following elements:

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

6. Description of the periodic modification and review process to ensure equitable benefit among one-stop partners.

II. Infrastructure Budget

The Infrastructure Budget is comprised of the following sections:

1. Total Partner Contribution – By cost category, this section provides total AJC costs by partner programs for each cost category to include: infrastructure costs, additional costs, shared-direct costs and non-shared direct costs
2. Total Operating Costs Budget: this section provides total AJC costs by cost category, cost pool, cost item, and location.

Infrastructure Budget (Career Center NAME/Location): _____		
Cost Category	Cost Detail	Cost
Rent		
Rental of Facilities		
Subtotal: Rental Costs		
Utilities and Maintenance		
Electric		
Gas		
Water		
Internet		
Telephones		
Facility Maintenance		
Security		
Subtotal: Utilities and Maintenance Costs		
Equipment		
Assessment tools/products		
Assistive Technology (Access and Accommodation)		
Copiers		
Fax Machines		
Computers		
Other tangible equipment utilized to serve career center customers (<i>Specify equipment</i>)		
Subtotal: Equipment Costs		
Technology to Facilitate Access to the (Career Center NAME)		
Technology used for planning and outreach activities (<i>Specify technology</i>)		
Cost of creation/maintenance of the career center that provides direct service access to (Career Center NAME)		

Subtotal: Technology to Facilitate Access Costs		
Supplies to Support the General Operation of the Career Center (Local Option)		
Supplies, as defined in 2 CFR 200.94 . <i>Specify Supplies Not Specific to a Co-located Partner (e.g., Printing; Postage, Office Supplies)</i>		
Subtotal: Supplies to Support the General Operation of the Career Center		
Common Identifier Costs (Local Option)		
Signage		
Updating Templates/Materials		
Subtotal: Common Identifier		
Summary of Total Infrastructure Costs to Be Shared By Partners		
Cost Category	Total Cost	
Subtotal: Rental Costs		
Subtotal: Utilities and Maintenance Costs		
Subtotal: Equipment Costs		
Subtotal: Technology to Facilitate Access Costs		
Subtotal: Supplies to Support the General Operation of the Career Center		
Subtotal: Common Identifier Costs		
Total Infrastructure Costs		

III. Cost Allocation Methodology

Partner Contributions – By Allocation Base (Local Workforce Development Board NAME)						
Partner Program	Staff/FTE Cost	Customers Served	Square Footage/Office Space Cost	Internet Connections Cost	Telephone Lines Cost	Total
Adult, Dislocated Worker (DW), and Youth Programs						
Job Corps						
YouthBuild						
Native American Programs						
Migrant and Seasonal Farmworker						
Wagner-Peyser						
Adult Education and Family Literacy						
State Unemployment Insurance (UI)						
Trade Adjustment Assistance (TAA)						
Jobs for Veterans State Grants (Vets)						
Division of Vocational Rehabilitation						
Division of Blind Services						
Senior Community Service Employment Programs (SCSEP)						
The Strengthening Career and Technical Education for the 21 st Century Act (Perkins V)						
Housing and Urban Development--- Employment and Training Programs						
Community Services Block Grants						

Programs authorized under sec. 212 of the Second Change Act of 2007						
Temporary Assistance for Needy Families (TANF)						

Any cost allocation methodology selected must adhere to the following:

1. Be consistent with the federal laws authorizing each partner's program (including any local administrative cost requirements).
2. Comply with federal cost principles in the Uniform Guidance.
3. Include only costs that are allowable, reasonable, necessary, and allocable to each program partner.
4. Be based on the proportionate use and if benefit is received by each partner.

The types of costs that are allowed are through cash, non-cash and third party in-kind contributions.

Cash Contributions can be identified as payments towards rent, utilities, assistive technology equipment, signage, and even office supplies. It must be those components that support the general operation of the AJC.

Non-Cash Contributions are expenditures acquired by partners on behalf of the AJC, and goods/services such as janitorial services, printing, or even consulting and contracting service can be contributed by a partner program and used by the AJC.

Third-Party In-Kind Contributions are made by a third party and include space, equipment, technology, non-personnel services, or other areas to support the infrastructure costs associated with AJC operations. There are two types of third-party in-kind contributions: 1) General contributions to AJC operations. This type is not made on the behalf of any individual AJC partner. 2) Contributions made specifically on behalf of an AJC partner program.

IV. Partners

Partners funding the costs of infrastructure according to the IFA are the same as identified in the partners section of the MOU (Parties to the MOU).

Local Workforce Development Board: <i>Name, Title, Address, Telephone, Email</i>	
Chief Elected Official(s): <i>List All Chief Elected Officials and Name, Title, Address, Telephone, Email</i>	
Required WIOA & (Career Center NAME) Partner	Point of Contact Information
Adult, Dislocated Worker (DW), and Youth Programs	
Job Corps	
YouthBuild	
Native American Programs	
Migrant and Seasonal Farmworker	
Wagner-Peyser	
Adult Education and Family Literacy	
State Unemployment Insurance (UI)	
Trade Adjustment Assistance (TAA)	
Jobs for Veterans State Grants (Vets)	
Division of Vocational Rehabilitation	
Division of Blind Services	
Senior Community Service Employment Programs (SCSEP)	
Carl D. Perkins Career and Technical Education Programs	
Housing and Urban Development---	

Employment and Training Programs	
Community Services Block Grants	
Program authorized under sec. 212 of the Second Chance Act of 2007	
Temporary Assistance for Needy Families (TANF)	
Additional Partners Approved by the LWDB and CEO(s)	

V. Term of Agreement

This agreement will remain in effect from **July 1, 20__ to June 30, 20__**. It shall be reviewed by the parties as necessary or at least once per year as part of the LWDB's Local Plan update.

VI. Signatures

Printed Name	Signature	Date
Representing: WIOA Title I: Adult, Dislocated Worker and Youth Programs		

Printed Name	Signature	Date
Representing: WIOA Title I: Job Corps Programs		

Printed Name	Signature	Date
Representing: WIOA Title I: YouthBuild Program		

Printed Name	Signature	Date
Representing: WIOA Title I: Native American Programs		

Printed Name	Signature	Date
Representing: WIOA Title I: National Farmworker Jobs Program		

Printed Name	Signature	Date
Representing: _____ Program		

Printed Name	Signature	Date
Representing: _____ Program		

***Add a signature line for each additional partner included.**

Infrastructure Funding Agreement Signatory Page

(Local Workforce Development Board NAME)

We affirm that the Local Workforce Development Board and the Chief Elected Official of the local area, in partnership, have developed and now submit this Memorandum of Understanding Signature Page and Infrastructure Funding Agreement in compliance with the provisions of the Workforce Innovation and Opportunity Act and instructions issued by the Governor under the authority of the Act.

Submission Date

Workforce Development Board Chair

Chief Elected Official

Typed or Printed Name

Typed or Printed Name

Typed or Printed Title

Typed or Printed Title

Signature

Signature

Date

Date