

# Executive Committee Meeting

April 26, 2023  
1:00 pm



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- I. Call to Order / Roll Call / Quorum
- II. Public Comment
- III. Approve February 27, 2023, Meeting Minutes
- IV. March 2023 Financial Statements
- V. Term Limits – Request for renewal
  - A. Drummond Camel
  - B. Brent Kettler
- VI. Monroe County Update
- VI. Information Item
  - A. Board Recertification
  - B. Direct Service Provider
  - C. Memorandum of Understanding/Infrastructure Funding Agreement
- VII. Annual Meeting/Award Event
- VIII. Office Closure Schedule PY23-24
- VII. Open Discussion
- VIII. Adjournment

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**EXECUTIVE COMMITTEE MEETING**  
**CareerSource Southwest Florida**  
**February 27, 2023 1:00 p.m.**  
**MINUTES**

**Members Present**

Michael Dalby	Keitha Daniels
Bill Diamond	Dr. Brad Myers
John Talmage	

**Members Absent**

Mike Biskie	Brent Kettler
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**Guests Present**

Greg Urbancic, Board Attorney

**Staff Present**

Peg Elmore	Mike Egan
Ed Fritz	Mary Anne Zurn

**I. CALL TO ORDER**

Mike Dalby called the meeting to order at 1:01 p.m. at CareerSource Southwest Florida, Fort Myers.

**II. COMMITTEE MEMBERSHIP**

Mike Dalby stated the current committee member directories reflect the implementation of our new committee structure. Because Dr. Brad Myers is now the chair of the Youth Committee, he will also serve on the Executive Committee.

The Career Services, Youth and Business/Economic Development standing committees all met in February, reviewed committee responsibilities and scheduled future meetings.

**III. APPROVAL OF DECEMBER 16, 2022 MINUTES**

John Talmage made a **motion** to approve the December 16, 2022, minutes; Bill Diamond seconded, and the motion was unanimously approved by the Committee.

**IV. CLEWISTON LEASE**



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Board Attorney Greg Urbancic stated the current lease for the Clewiston office expires June 30, 2023. Staff recommends we exercise our option for renewal which will extend the lease until June 30, 2024. There will be a slight increase (3%) in cost.

Keitha made a **motion** to extend the Clewiston lease, with the understanding, it does not need to go to Board for approval. John Talmage seconded, and the motion was unanimously approved by the Committee. If determined it is necessary to bring this to the full Board of Directors, it will be brought to them at the next meeting.

## V. REVISE CHECK LIMIT / SIGNATURE LIMITATION

The current activity with our National Dislocated Workers Grant (NDWG) has and is expected to continue to exceed the \$75,000 threshold for dual signatures for weekly checks to QLM, our third-party provider of staffing services. Staff recommends an increase in the financial limit to \$150,000. We were awarded over six million dollars for the NDWG and are contracted with QLM.

Bill Diamond made a **motion** to recommend approval of the revision of the check limit signature/authorization from \$75,000 to \$150,000 to the Board of Directors; Keitha Daniels seconded, and the motion was unanimously approved by the Committee.

## VI. REACH ACT

### • Board Alignment Update

Mike Dalby reviewed the REACH Act's purpose for realignment Ernest and Young (EY) was contracted by CareerSource Florida to research and provide three recommendations for board alignment. The three proposals were to move from 24 workforce board to 21, 19 and 16. All three proposals incorporated adding Monroe County to our Region. This was primarily at the request of leaders in Monroe County. The Governor is widely expected to approve this plan. The US DOL is also expected to approve. Next steps are being planned.

### • Credential Portal

The Credentials Review Committee approved a Framework of Quality in December 2022. The Committee approved 17 additional certifications in February for addition to the 2022-2023 Master Credential List (MCL) and established the 2023-2024 MCL.

## VII. INFORMATION PROVIDED

**One Stop Operator Report**  
Taylor, Hall, Miller, Parker Monitor Report



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## VIII. MEETING SCHEDULE

August's meeting will be on the 23<sup>rd</sup>. December's will be moved to the 21<sup>st</sup>.

## IX. FINANCIAL STATEMENTS

Mike Egan, Finance Director, reviewed the documents in the packet.

## X. ADJOURNMENT

The meeting adjourned at 1:58 p.m.



# March 2023 Balance Sheet

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Southwest Florida Workforce Development Board, Inc.  
Balance Sheet  
As of 3/31/2023

	<u>Current Year</u>
<b>Assets</b>	
Current Assets	
Cash and Equivalents	2,147,744.98
Grant Receivables	(148.74)
Prepaid Expenses	<u>82,722.02</u>
Total Current Assets	2,230,318.26
Property & Equipment	
Land and Building	2,515,199.54
Leasehold Improvements	1,033,008.98
Right to Use-Leased Property	8,187,900.87
Data Processing Equipment	488,702.88
Furniture & Fixtures	375,583.67
Office Equipment	27,171.09
Accumulated Depreciation-P&E	(3,365,731.34)
Accumulated Depreciation-RTU	<u>(5,069,095.65)</u>
Total Property & Equipment	<u>4,192,740.04</u>
Total Assets	<u><u>6,423,058.30</u></u>
<b>Liabilities</b>	
Current Liabilities	
Accounts Payable and Acc Exp	22,735.93
Accrued PLT-Current	18,132.00
Lease Payable-Current	1,265,478.00
Note Payable-Current	<u>101,759.00</u>
Total Current Liabilities	1,408,104.93
Long Term Liabilities	
Accrued PLT-Long Term	102,746.85
Lease Payable-Long Term	2,298,405.11
Note Payable	1,439,137.93
Loan Costs-Unamortized-Net	<u>(22,086.35)</u>
Total Long Term Liabilities	<u>3,818,203.54</u>
Total Liabilities	<u>5,226,308.47</u>
<b>Net Assets</b>	
Beginning Net Assets	
	<u>107,644.78</u>
Total Beginning Net Assets	107,644.78
Net Income	
	<u>1,089,105.05</u>
Total Net Income	<u>1,089,105.05</u>
Total Net Assets	1,196,749.83
Total Liabilities and Net Assets	<u><u>6,423,058.30</u></u>



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**Southwest Florida Workforce Development Board, Inc.**  
Statement of Revenues and Expenditures - Executive Summary-Detail-2022-2023  
From 3/1/2023 Through 3/31/2023

	Current Period Actual	Current Year Actual	Annual Budget
<b>Operating Revenues</b>			
4000	1,528,251.00	7,713,254.00	17,356,401.00
4001	(45,158.95)	(5,844.22)	70,000.00
4003	0.00	(518.65)	0.00
4005	(149.61)	1,053,154.31	0.00
4010	21,500.00	34,350.00	42,000.00
4035	35,836.44	361,764.06	549,516.39
<b>Total Operating Revenues</b>	<b>1,540,278.88</b>	<b>9,156,059.50</b>	<b>18,017,917.39</b>
<b>Operating Expenditures</b>			
5000	343,104.44	2,238,866.29	4,257,616.46
50001	1,000.00	9,000.00	12,000.00
5005	270,180.77	886,648.19	0.00
50051	32,533.37	107,240.41	0.00
5020	4,924.14	21,504.73	2,660.00
5030	26,105.99	168,251.02	374,670.80
5035	54.94	1,588.29	1,063.40
5040	2,847.79	18,476.34	36,902.40
5050	1,193.07	5,444.67	42,848.00
5055	35,704.21	319,135.98	708,630.21
5057	982.00	2,597.40	17,125.00
5058	734.42	3,786.34	13,950.00
5060	1,625.74	19,250.65	38,082.99
5065	0.00	5,736.74	7,500.00
5070	7,470.00	7,542.03	32,782.00
5082	1,770.87	4,818.68	31,153.58
5083	763.86	1,509.20	0.00
5087	0.00	854.97	1,009.00
5100	1,196.28	35,140.13	93,162.01
5200	2,500.00	22,500.00	30,000.01
5300	134,739.01	1,202,977.08	1,956,836.74
5305	0.00	558.00	34,000.00
5310	3,995.01	38,772.38	54,758.02
5320	153.51	1,247.62	16,462.84
5325	629.46	8,137.71	19,550.00
5330	0.00	0.00	41,200.01
5332	972.92	5,637.00	17,720.00
5335	1,305.00	2,945.00	4,200.00
5337	6,657.00	69,943.00	88,737.26
5340	76,909.14	78,761.14	36,153.11
5341	8,051.88	37,031.39	42,235.93
5345	5,967.36	59,451.01	84,000.00
5350	11,779.59	110,299.89	219,467.10
5355	3,390.13	31,028.04	64,817.13
5360	0.00	26,521.19	103,717.97
5361	1,938.83	18,038.31	32,213.69
5362	0.00	0.00	9,022.00
5363	90,993.83	90,993.83	123,178.50
5364	1,390.05	1,390.05	0.00
5365	1,266.48	13,855.89	65,771.99
5366	75,505.62	252,475.49	4,995,009.00
5370	1,732.84	17,642.51	36,912.99
5375	1,090.35	5,440.13	12,915.00
5390	392.20	3,800.70	7,699.00

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**Southwest Florida Workforce Development Board, Inc.**  
Statement of Revenues and Expenditures - Executive Summary-Detail-2022-2023  
From 3/1/2023 Through 3/31/2023

		Current Period Actual	Current Year Actual	Annual Budget
5400	PRINTING & PUBLISHING	393.34	4,449.19	17,595.02
5410	LEGAL FEES	0.00	31,235.56	45,000.00
5420	AUDIT, MONITOR, PROF. FEES	512.75	78,057.43	139,850.01
5430	DUES, LICENSES & SUBSCRIP...	149.00	3,758.21	38,180.00
5440	OUTREACH	2,476.93	9,054.99	13,714.02
5450	BANK CHARGES	1,760.45	7,984.28	8,399.99
5490	BUSINESS DEVELOPMENT	0.00	0.00	2,249.98
5500	WORKFORCE BOARD EXPEN...	(79.26)	13,021.15	40,913.00
5501	FUNDING DECISION	0.00	0.00	7,528.00
5593	EDUCATION/TRAINING EXP	520.00	8,450.02	301,327.64
5608	TRANSPORTATION EXPENSES	2,525.00	16,355.95	41,615.00
5609	SUPPORT SERVICES	1,000.00	2,270.00	17,875.00
5610	OJT	14,657.88	46,942.10	79,300.00
5631	SPPT SVCS-TRNG-NON ITA	0.00	385.00	0.00
5632	SPPT SVCS-BOOKS-TOOLS-S...	0.00	0.00	30,000.00
5633	SPPT SVCS-UNIFORMS-EXAMS	76.09	356.50	0.00
5640	ASSESSMENT EXPENSE	0.00	550.00	0.00
5754	STIPENDS	0.00	11,727.50	30,000.00
5760	CONTRACTS-EVALUATIONS	0.00	33,235.38	74,999.99
5904	INTENSIVE - WORK EXPERIE...	21,626.86	35,807.20	96,250.01
5906	TRAINING-NON ITA	265.50	12,199.18	368,020.00
5907	TRAINING - OUT OF SCHOOL	39,833.16	309,004.53	160,430.00
5908	TRAINING - IN SCHOOL	280.58	20,605.91	154,500.00
5909	TRAINING DIRECT-ITA	90,935.04	1,146,850.74	2,416,852.50
5960	SUMMER WORK OPPORTUNI...	0.00	317,814.21	156,816.00
	<b>Total Operating Expenditures</b>	<b>1,340,485.42</b>	<b>8,066,954.45</b>	<b>18,009,150.30</b>
	<b>Excess of Revenues over Expenditures</b>	<b>199,793.46</b>	<b>1,089,105.05</b>	<b>8,767.09</b>



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OPS - Program Operations  
From 3/1/2023 Through 3/31/2023

	Current Period Actual	Current Year Actual	Annual Budget
<b>Operating Revenues</b>			
4000 GRANT REVENUE	1,528,251.00	7,713,254.00	17,326,401.00
4001 REIMBURSEMENTS	(45,158.95)	(5,944.22)	70,000.00
4003 GRANT REFUNDS-ADJUSTM...	0.00	(518.65)	0.00
4005 DEFERRED REVENUE	(149.61)	833,922.55	0.00
<b>Total Operating Revenues</b>	<b>1,482,942.44</b>	<b>8,540,713.68</b>	<b>17,396,401.00</b>
<b>Operating Expenditures</b>			
5000 SALARIES	276,072.27	1,782,497.62	3,577,721.85
50001 ALLOW-CAR	0.00	1,133.33	0.00
5005 SW-TEMP-OTHER FUNDING	270,180.77	886,648.19	0.00
50051 BENEFITS-TEMP-OTHER FUN...	32,533.37	107,240.41	0.00
5020 PLT PAYOUT	914.68	17,495.27	2,660.00
5030 PAYROLL TAX-FEDERAL	20,666.36	132,969.16	322,658.86
5035 PAYROLL TAX-STATE	46.60	1,389.04	945.80
5040 WORKERS' COMP	2,291.45	14,688.52	31,259.27
5050 TRAVEL - SFWDB	1,175.32	5,350.38	39,848.00
5055 HEALTH INSURANCE	33,439.29	301,256.44	670,749.49
5057 DRUG SCREENING	981.55	2,596.95	16,675.00
5058 BACK GROUND CHECK	718.62	3,237.09	13,450.00
5060 STAFF DEVELOPMENT	1,501.35	17,432.62	38,082.99
5065 TUITION PLAN	0.00	3,698.74	0.00
5082 STAFF TRAVEL - DEO	1,770.87	4,818.68	31,153.58
5083 TRAVEL-NON STAFF	763.86	1,509.20	0.00
5087 WEB SITE SERVICES	0.00	834.71	9.00
5100 CONFERENCES & MEETINGS	90.00	18,390.06	38,662.01
5200 FACILITY ADMINISTRATOR	0.00	0.00	0.01
5300 RENT	120,451.60	1,081,593.59	1,839,800.42
5305 FACILITY EXPENSES	0.00	0.00	32,500.00
5310 UTILITIES	1,937.16	20,317.48	25,226.02
5320 COMMUNICATIONS-VOICE	34.48	301.58	14,110.12
5325 COMMUNICATIONS-WIRELESS	490.02	6,900.86	16,190.00
5330 OFFICE R & M	0.00	0.00	30,000.01
5335 PEST CONTROL	1,085.00	1,085.00	0.00
5337 JANITORIAL SERVICE	658.00	11,337.00	12,724.98
5340 INSURANCE-BLDG	25,433.06	25,433.06	15,707.03
5341 INSURANCE-GENERAL	4,667.34	24,884.79	26,315.41
5350 COMMUNICATIONS-NETWORK	10,504.55	100,225.40	190,678.12
5355 SOFTWARE AND SUPPORT	1,904.17	15,728.49	60,267.13
5360 EQUIP-F-F Non Capitalized	0.00	26,246.59	65,261.97
5361 EQUIPMENT LEASE	1,679.43	15,746.18	28,874.07
5362 EQUIPMENT R & M	0.00	0.00	8,522.00
5365 BUILDING R & M	34.99	1,721.20	9,999.99
5366 DISASTER EXPENSES	75,505.62	248,487.59	4,995,009.00
5370 OFFICE SUPPLIES	1,268.73	15,606.98	29,912.99
5375 DISPOSAL SERVICE	59.40	478.80	4,345.00
5390 POSTAGE	377.25	3,272.36	4,199.00
5400 PRINTING & PUBLISHING	389.94	4,261.28	15,095.02
5420 AUDIT, MONITOR, PROF. FEES	512.75	33,891.33	139,850.01
5430 DUES, LICENSES & SUBSCRIP...	50.00	3,180.10	16,405.00
5440 OUTREACH	2,323.27	8,222.40	13,714.02
5450 BANK CHARGES	0.00	7,011.00	8,399.99
5490 BUSINESS DEVELOPMENT	0.00	0.00	2,249.98



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OPS - Program Operations  
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5500	WORKFORCE BOARD EXPEN...	0.02	125.55	12,775.00
5501	FUNDING DECISION	0.00	0.00	7,528.00
5593	EDUCATION/TRAINING EXP	520.00	8,450.02	301,327.64
5608	TRANSPORTATION EXPENSES	2,525.00	16,355.95	41,615.00
5609	SUPPORT SERVICES	1,000.00	2,270.00	17,875.00
5610	OJT	14,657.88	46,942.10	79,300.00
5631	SPPT SVCS-TRNG-NON ITA	0.00	385.00	0.00
5632	SPPT SVCS-BOOKS-TOOLS-S...	0.00	0.00	30,000.00
5633	SPPT SVCS-UNIFORMS-EXAMS	76.09	356.50	0.00
5640	ASSESSMENT EXPENSE	0.00	550.00	0.00
5760	CONTRACTS-EVALUATIONS	0.00	33,235.38	74,999.99
5904	INTENSIVE - WORK EXPERIE...	21,626.86	35,807.20	96,250.01
5906	TRAINING-NON ITA	265.50	12,199.18	368,020.00
5907	TRAINING - OUT OF SCHOOL	39,833.16	309,004.53	160,430.00
5908	TRAINING - IN SCHOOL	280.58	20,605.91	154,500.00
5909	TRAINING DIRECT-ITA	90,935.04	1,146,850.74	2,416,852.50
5960	SUMMER WORK OPPORTUNI...	0.00	317,814.21	156,816.00
5998	INTER-TITLE EXPENSE TRAN...	0.00	0.00	1.39
5999	INDIRECT COST ALLOCATION	126,047.66	761,674.71	1,088,877.33
	Total Operating Expenditures	<u>1,190,280.91</u>	<u>7,671,746.45</u>	<u>17,396,401.00</u>
	Excess of Revenues over Expenditures	<u>292,661.53</u>	<u>868,967.23</u>	<u>0.00</u>

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IMM - Immokalee  
From 3/1/2023 Through 3/31/2023

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Annual Budget</u>
<b>Operating Revenues</b>			
4035	IMMOKALEE RENTS RECEIV... 35,836.44	361,764.06	549,516.39
	<b>Total Operating Revenues</b> 35,836.44	<b>361,764.06</b>	<b>549,516.39</b>
<b>Operating Expenditures</b>			
5060	STAFF DEVELOPMENT 0.00	95.00	0.00
5100	CONFERENCES & MEETINGS 0.00	11,556.61	20,000.00
5200	FACILITY ADMINISTRATOR 2,500.00	22,500.00	30,000.00
5305	FACILITY EXPENSES 0.00	558.00	1,500.00
5310	UTILITIES 2,057.85	18,454.90	29,532.00
5330	OFFICE R & M 0.00	0.00	3,700.00
5332	LAWN MAINTENANCE 972.92	5,637.00	17,720.00
5335	PEST CONTROL 220.00	1,860.00	4,200.00
5337	JANITORIAL SERVICE 5,999.00	58,606.00	75,637.28
5340	INSURANCE-BLDG 49,313.66	51,165.66	20,446.08
5341	INSURANCE-GENERAL 1,150.39	8,774.82	8,623.23
5345	INTEREST EXPENSE 5,967.36	59,451.01	84,000.00
5350	COMMUNICATIONS-NETWORK 206.42	909.52	19,351.44
5361	EQUIPMENT LEASE 183.57	1,363.89	2,574.00
5363	DEPRECIATION EXPENSE 90,993.83	90,993.83	123,178.50
5364	AMORTIZATION EXPENSE 1,390.05	1,390.05	0.00
5365	BUILDING R & M 1,231.49	12,000.38	50,772.00
5366	DISASTER EXPENSES 0.00	3,930.44	0.00
5370	OFFICE SUPPLIES 0.00	308.00	0.00
5375	DISPOSAL SERVICE 1,030.35	4,960.13	8,070.00
5390	POSTAGE 0.00	72.18	0.00
5400	PRINTING & PUBLISHING 0.00	84.99	0.00
5420	AUDIT, MONITOR, PROF. FEES 0.00	3,825.00	0.00
5450	BANK CHARGES 0.00	35.00	0.00
5500	WORKFORCE BOARD EXPEN... (177.24)	1,084.36	0.00
5999	INDIRECT COST ALLOCATION 8,624.30	27,598.09	50,664.16
	<b>Total Operating Expenditures</b> 171,663.95	<b>387,214.86</b>	<b>549,968.69</b>
	<b>Excess of Revenues over Expenditures</b> (135,827.51)	<b>(25,450.80)</b>	<b>(452.30)</b>



# March 2023 Indirect Management Costs

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Z ACCT - Indirect-Management Accts  
From 3/1/2023 Through 3/31/2023

	Current Period Actual	Current Year Actual	Annual Budget
<b>Operating Revenues</b>			
4000 GRANT REVENUE	0.00	0.00	30,000.00
4005 DEFERRED REVENUE	0.00	219,231.76	0.00
4010 CONTRIBUTIONS RECEIVED	21,500.00	34,350.00	42,000.00
<b>Total Operating Revenues</b>	<b>21,500.00</b>	<b>253,581.76</b>	<b>72,000.00</b>
<b>Operating Expenditures</b>			
5000 SALARIES	67,032.17	456,368.67	679,894.61
50001 ALLOW-CAR	1,000.00	7,866.67	12,000.00
5020 PLT PAYOUT	4,009.46	4,009.46	0.00
5030 PAYROLL TAX-FEDERAL	5,439.63	35,281.86	52,011.94
5035 PAYROLL TAX-STATE	8.34	199.25	117.60
5040 WORKERS' COMP	556.34	3,787.82	5,643.13
5050 TRAVEL - SFWDB	17.75	94.29	3,000.00
5055 HEALTH INSURANCE	2,264.92	17,879.54	37,880.72
5057 DRUG SCREENING	0.45	0.45	450.00
5058 BACK GROUND CHECK	15.80	549.25	500.00
5060 STAFF DEVELOPMENT	124.39	1,723.03	0.00
5065 TUITION PLAN	0.00	2,038.00	7,500.00
5070 JOB FAIR EXPENSES	7,470.00	7,542.03	32,782.00
5087 WEB SITE SERVICES	0.00	20.26	1,000.00
5100 CONFERENCES & MEETINGS	1,106.28	5,193.46	34,500.00
5300 RENT	14,287.41	121,383.49	117,036.32
5320 COMMUNICATIONS-VOICE	119.03	946.04	2,352.72
5325 COMMUNICATIONS-WIRELESS	139.44	1,236.85	3,360.00
5330 OFFICE R & M	0.00	0.00	7,500.00
5337 JANITORIAL SERVICE	0.00	0.00	375.00
5340 INSURANCE-BLDG	2,162.42	2,162.42	0.00
5341 INSURANCE-GENERAL	2,234.15	3,371.78	7,297.29
5350 COMMUNICATIONS-NETWORK	1,068.62	9,164.97	9,437.54
5355 SOFTWARE AND SUPPORT	1,485.96	15,299.55	4,550.00
5360 EQUIP-F-F Non Capitalized	0.00	274.60	38,456.00
5361 EQUIPMENT LEASE	75.83	928.24	765.62
5362 EQUIPMENT R & M	0.00	0.00	500.00
5365 BUILDING R & M	0.00	134.31	5,000.00
5366 DISASTER EXPENSES	0.00	57.46	0.00
5370 OFFICE SUPPLIES	464.11	1,727.53	7,000.00
5375 DISPOSAL SERVICE	0.60	1.20	500.00
5390 POSTAGE	14.95	456.16	3,500.00
5400 PRINTING & PUBLISHING	3.40	102.92	2,500.00
5410 LEGAL FEES	0.00	31,235.56	45,000.00
5420 AUDIT, MONITOR, PROF. FEES	0.00	40,341.10	0.00
5430 DUES, LICENSES & SUBSCRIP...	99.00	578.11	21,775.00
5440 OUTREACH	153.66	832.59	0.00
5450 BANK CHARGES	1,760.45	938.28	0.00
5500 WORKFORCE BOARD EXPEN...	97.96	11,811.24	28,138.00
5754 STIPENDS	0.00	11,727.50	30,000.00
5998 INTER-TITLE EXPENSE TRAN...	0.00	0.00	(1.39)
5999 INDIRECT COST ALLOCATION	(134,671.96)	(789,272.80)	(1,139,541.49)
<b>Total Operating Expenditures</b>	<b>(21,459.44)</b>	<b>7,993.14</b>	<b>62,780.61</b>
<b>Excess of Revenues over Expenditures</b>	<b>42,959.44</b>	<b>245,588.62</b>	<b>9,219.39</b>



# March 2023 – Individual Training Account Worksheet

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## Southwest Florida Workforce Board ITA Worksheet Program Year 2022 -2023

March 2023

	<u>WIA-22</u>	<u>WIA-23</u>	<u>WID-22</u>	<u>WID-23</u>	<u>Combined</u>
Occupational Skills	-	1,240.00	81,877.04		83,117.04
Other WIA Trng	-	-	14,657.88		14,657.88
Work Exp-Intern	-	-	-		-
Trng Prog Mgmt	-	-	-		-
Trng Case Mgmt	-	-	-		-
Trng-SS	-	-	-		-
State ITA	<u>-</u>	<u>1,240.00</u>	<u>96,534.92</u>	<u>-</u>	<u>97,774.92</u>
Total Costs-Monthly	-	110,120.59	153,942.26		264,062.85
ITA %	<b>CLOSED</b>	<b>1.13%</b>	<b>62.71%</b>		<b>37.03%</b>

07/01/2022 - 03/31/2023

	<u>WIA-22</u>	<u>WIA-23</u>	<u>WID-22</u>		<u>Combined</u>
Occupational Skills	285,893.55	335,974.59	548,389.34	-	1,170,257.48
Other WIA Trng	1,023.00	11,899.90	24,359.20	-	37,282.10
Work Exp-Intern	-	-	-	-	-
Trng Prog Mgmt	16,237.56	20,998.43	57,551.25	-	94,787.24
Trng Case Mgmt	65,812.10	107,584.68	161,885.57	-	335,282.35
Trng-SS	828.49	4,108.56	5,103.51	-	10,040.56
State ITA	<u>369,794.70</u>	<u>480,566.16</u>	<u>797,288.87</u>	<u>-</u>	<u>1,647,649.73</u>
Total Costs	574,776.69	892,356.04	1,332,049.13	-	2,799,181.86
ITA %	<b>64.34%</b>	<b>53.85%</b>	<b>59.85%</b>		<b>58.86%</b>

# March 2023 WIOA Youth Worksheet

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WIOA - Youth  
WIY-23 / WIY-23O  
NFA:41386  
1,703,195

03.31.23

03.31.23                      02.28.23

WIY-23-ISY

	03.31.23	02.28.23	Current	
Expense-200	118,608.87	103,766.58	14,842.29	
Work Exp-201	65,419.38	42,594.55	22,824.83	(W.E.)
Admin	6,588.15	5,411.01	1,177.14	
	190,616.40	151,772.14	38,844.26	In School

WIY-23-O-OSY

	03.31.23	02.28.23	Current	
Expense-200	579,588.60	495,133.80	84,454.80	
Work Exp-201	65,843.03	52,974.78	12,868.25	(W.E.)
Admin	47,104.19	40,680.40	6,423.79	
	692,535.82	588,788.98	103,746.84	Out of School

	03.31.23	02.28.23	Total	
ISY	184,028.25	-	37,667.12	ISY
OSY	645,431.63	95,569.33	97,323.05	OSY
Admin	53,692.34	46,091.41	7,600.93	ADMIN
	883,152.22	740,561.12	142,591.10	
WE	131,262.41	78,740.88	35,693.08	WE

Statistical Data

	PTD-03.31.23			WIOA-2022	WIOA-2023
	WIOA-2022	WIOA-2023			
In School	445,647.13	184,028.25	ISY	25.0%	22.2%
Out of School	1,336,941.38	645,431.63	OSY	75.0%	77.8%
Local Admin	119,109.49	53,692.34			
ST	1,901,698.00	883,152.22			
Work Experience	416,225.85	131,262.41	WE	23.3%	15.8%
	416,225.85	131,262.41			(Calculations Exclude Admin Costs)
WIOA-Req	75%	75%			
	20%	20%			

NFA:40073	1,703,195.00	Obligations	245,392.31
PTD	883,152.22		
RF	820,042.78		



# Term Limits – Drummond Camel Renewal

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March 2, 2023

Re: Board of Director Letter of Intent

Dear Board:

It is my understanding that my first term as a Board Member of the SWFL Workforce Development Board expires on 06/30/2023. I am formally requesting a second term as a Board Member.

My first introduction to CareerSource SWFL was participating as a member of the Youth Council in 2002 and later transitioning over to the Program Planning Committee. Joe Paterno then asked me to become a member of the Board in 2012 when Ken O'Leary was President. I have very much enjoyed participating as a Board member and experiencing programs such as Destination Graduation as they developed and impacted our region. Over the years I've participated in activities to review eligible training providers, participated in healthcare focus group initiatives, added occupations to the targeted occupations list, reviewed RFPs, participated in and sponsored career fair events, etc.

I am a graduate from the University of Maryland Baltimore County where I earned a Bachelor's degree in Psychology and a certificate in Personnel and Industrial Relations. I am also dually certified as a Senior Professional in Human Resources (SPHR) through the HR Certification Institute as well as a Senior Certified Professional (SCP) through the Society for Human Resource Management. I have 34 years experience working in Human Resources. During the first 14 years of my career, I worked in both union and non-union manufacturing plants. While the last 20 years have been spent in the healthcare arena. I am currently employed by Cypress Living as the Vice President of Human Resources. Cypress Living provides management and oversight to both Cypress Cove at HealthPark and Cypress at Home, with 450+ employees. As a local employer, the mission of the SWFL Workforce Development Board aligns with our vision and values.

I look forward to hearing from you regarding your decision.

Sincerely,

Drummond Camel





## Term Limits – Brent Kettler Renewal

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February 27, 2023

Peg Elmore, Executive Director

Career Source SWFL

6800 Shoppes at Plantation Dr #170, Fort Myers, FL 33912

RE: Letter of Intent

Ms. Elmore,

I am writing to express my intent to serve beyond my first term as a Region 24 Workforce Board member. I have genuinely enjoyed servicing the board during my term and would like to formally ask the board to extend my service to a second term.

In compliance with a communication recently detailed to board members requesting they draft a former LOI who choose to serve another term. I would like this correspondence, to act as my LOI to continue to serve. Additionally, I have attached my most recent press release upon taking my leadership position at EnSite the press release notes both my historic, and present experience serving the Region 24 Workforce Board.

Please review and respond if there is anything additional needed from me.

Sincerely,

Brent Kettler





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Brent Kettler  
EnSite

Economic development professional Brent Kettler has joined the award-winning team at EnSite, Inc. as its director of economic research and strategy. He will lead the planning and design firm in building, growing and developing a data-driven design element for current and future business.

Kettler brings a unique economic development background, focusing primarily on workforce development, small business expansion and regional collaboration. Most recently Kettler served as the executive director of the Hendry County Economic Development Council. A seasoned IT analyst, he also served as the business intelligence and technology manager on the business recruitment team at the Lee County Economic Development Office.

EnSite tapped Kettler to lead a new planning approach emphasizing the inclusion of site, and overall business and community impact analysis. This approach will be added to the firm's projects, ensuring a net community benefit and alignment with the EnSite mission. Kettler's understanding of the local business landscape, as well as pending regional workforce efforts, the key stakeholders involved and their potential impact on growth in SWFL, extends beyond the purview of traditional planning and engineering firms.

The EnSite team is positioned to grow and lead by example with a dedicated focus on high-impact elements such as corporate social responsibility as a core business function and a true data-driven philosophy to design solutions that meet the needs of all community stakeholders in a sustainable fashion.

Internally, Kettler will be responsible for building out several new business support tools and systems, as well as expanding the value of EnSite's services through enhanced reliance on emerging GIS solutions.

Through his continuing involvement in the Futuremakers Coalition, an initiative of the Southwest Florida Community Foundation, as well as various other SWFL boards such as the Southwest Florida Workforce Development Board, Kettler has demonstrated his dedication to regional collaboration and the fostering of key partnerships to create livable communities that cultivate their own robust workforce pipeline.

EnSite Principal and Director of Landscape Architecture Jonathan Romine said, "Brent brings a unique mix of technical skill, big picture thinking and passion for the values that EnSite has grown up on over more than a decade. We couldn't ask for a better fit to expand our presence and align the objectives we share with our communities."

Kettler said, "EnSite values relationship building, collaboration, education and questioning anything that doesn't necessarily make sense, and that pretty succinctly describes who I am as a person. We have a golden opportunity to approach opportunities to help growing communities make the correct decisions at a blank slate level and to help others get out of their own way to reinvent a more sustainable future."



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Application for Subsequent Local Workforce Development Area Designation: Our designation as a Local Workforce Development Area (LWDA) under the Workforce Innovation and Opportunity Act (WIOA) expires June 30, 2023. CareerSource Southwest Florida currently serves Charlotte, Collier, Glades, Hendry and Lee counties. We anticipate the Governor's signature for adding Monroe County to our LWDA in July 2024, therefore the current designation being requested is for one year (July 2023 – June 2024), rather than two years.

Request to Extend Designation as a Direct Provider of Workforce Services: CareerSource Southwest Florida is the provider of WIOA Adult, WIOA Dislocated Worker, WIOA Youth, Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) services through staff located in our "One-Stop" centers throughout the LWDA. The current three-year extension of Designation as a Direct Provider of Workforce Services expires June 30, 2023. At this time, we are requesting an extension for the period of July 1, 2023 through June 30, 2026.

Memorandum of Understanding (MOU)/Infrastructure Funding Agreement (IFA) for the WIOA One-Stop Career Center System Partners of the American Job Center Network: The WIOA of 2014 requires Local Workforce Development Boards (LWDBs) execute a Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) with required partners. The current MOU/IFA expires June 30, 2023. The attached MOU/IFA is being forwarded to partners for signatures to be in effect from July 1, 2023, through June 30, 2026.

These items were publicly noticed on our website, and forwarded to the Chairs of our five Boards of County Commissioners, our five County Managers, our Board of Directors, Committee members and interested parties.



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APPLICATION FOR SUBSEQUENT LOCAL WORKFORCE DEVELOPMENT AREA DESIGNATION

LOCAL WORKFORCE AREA INFORMATION	
NAME OF LOCAL AREA: CareerSource Southwest Florida	
LWDB NUMBER: 24	
DATE OF SUBMISSION:	
CONTACT PERSON NAME: Mary Anne Zurn, Planning & Grants Director	PHONE & EMAIL: 239-225-2500, ext. 5229 mzurn@CareerSourceSWFL.com
PERFORMED SUCCESSFULLY	
THE TERM "PERFORMED SUCCESSFULLY" MEANS THE LOCAL WORKFORCE DEVELOPMENT AREA MET OR EXCEEDED THE ADJUSTED LEVELS OF PERFORMANCE FOR PRIMARY INDICATORS OF PERFORMANCE FOR THE LAST TWO CONSECUTIVE YEARS FOR WHICH DATA ARE AVAILABLE, AND THE LOCAL AREA HAS NOT FAILED THE SAME INDIVIDUAL MEASURE FOR THE LAST TWO CONSECUTIVE PROGRAM YEARS.	
SUSTAINED FISCAL INTEGRITY	
THE TERM "SUSTAINED FISCAL INTEGRITY" MEANS THAT THE SECRETARY OF LABOR HAS NOT MADE A FORMAL DETERMINATION, DURING EITHER OF THE LAST TWO CONSECUTIVE YEARS PRECEDING THE DETERMINATION REGARDING SUCH INTEGRITY, THAT EITHER THE GRANT RECIPIENT OR THE ADMINISTRATIVE ENTITY OF THE AREA HAS MISEXPENDED FUNDS PROVIDED.	

BY SIGNING BELOW, THE LOCAL CHIEF ELECTED OFFICIAL AND THE LOCAL WORKFORCE BOARD EXECUTIVE DIRECTOR CERTIFY THAT THE LOCAL AREA HAS PERFORMED SUCCESSFULLY AND SUSTAINED FISCAL INTEGRITY FOR SUBSEQUENT DESIGNATION OF THE EXISTING LOCAL AREA.

LOCAL WORKFORCE BOARD EXECUTIVE DIRECTOR	LOCAL CHIEF ELECTED OFFICIAL
NAME: Peg Elmore, President/CEO CareerSource Southwest Florida	NAME: Commissioner Emma Byrd, Chair Southwest Florida Workforce Development Consortium
SIGNATURE: 	SIGNATURE:
DATE: 3/23/23	DATE:



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## CareerSource Southwest Florida

### Request to Extend Designation as a Direct Provider of Workforce Services

March 23, 2023

In 2008, with the passing of Senate Bill 428 which modified Chapter 445 of the Florida Statutes, CareerSource Southwest Florida requested and received authorization to be designated as a direct provider of workforce services (other than training services). In 2011, 2014, 2017 and 2020, three-year extensions were requested and approved. At this time, we request an extension for the period of July 1, 2023 through June 30, 2026. Upon approval the following modifications will be incorporated into our Local Workforce Plan.

**1. A review of how the provision of direct services during the prior period fit the business model that the Local Workforce Development Board (LWDB) proposed in its original request, and any proposed changes in the business model or the particular workforce services the LWDB intends to provide during the extension period.**

During the prior period CareerSource Southwest Florida has been the provider of Workforce Innovation and Opportunity Act (WIOA) Adult, WIOA Dislocated Worker, WIOA Youth, Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) services through staff located in the CareerSource Southwest Florida "One-Stop" centers throughout the Local Workforce Development Area (LWDA). This has allowed for better integration of services and a smoother flow of services.

Throughout the years our Leadership Team has developed and now includes the President/CEO, Communications Director, Human Resources Director, IT Director, Business Services Director, Fiscal Director, Planning and Grants Director, Program Managers, Training Manager, Centers Manager and Senior Management Analyst Supervisor. A Leadership Team meeting is scheduled quarterly with the CareerSource Southwest Florida Center Supervisors and has effectively provided oversight and guidance to the One-Stop Centers.

**2. The effective date, for when the extension would begin.**

The effective date for this extension will be July 1, 2023.

**3. The period of time, not to exceed three years, for when the extension will be in effect.**

This extension is requested for the period of July 1, 2023 through June 30, 2026.





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**4. A review of the LWDB's stated reasons in its previous request why the LWDB has decided to directly provide the workforce services, and an explanation of how it is in the best interest of the LWDB's customers that the LWDB continue to provide these services.**

In the previous request, it was noted workforce services, to include Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth; Temporary Assistance for Needy Families (TANF); and Supplemental Nutrition Assistance Program (SNAP) were provided by CareerSource Southwest Florida staff. Reasons for requesting the direct provision of services included reduced costs, consistent staff training and integration. As Center staff now provides services to customers in a more coordinated fashion, extending the direct provision of services will allow for continued improvement. The creation of the online Inquiry Form noted in Section 8 below is an example of the positive impact on customers.

**5. A review of the effectiveness of the firewall established by the LWDB to clearly separate existing roles as oversight body for the region's workforce delivery system and its role as the operational services directly provided by the LWDB, and an explanation of changes to be made to the firewall.**

Oversight – As noted above in Section 1, Leadership Team meetings with the CareerSource Southwest Florida Center Supervisors have effectively provided oversight and guidance to the One-Stop Centers. Through this Leadership Team, the Board sets goals for the CareerSource Southwest Florida centers. A system of individual performance standards and objectives ensures organizational goals are met. To ensure effectiveness of the firewall, members of the Leadership Team and any staff involved in writing policy are not involved in the delivery of One-Stop services. The Board of Directors provides oversight of the local workforce system and ensures appropriate reviews and monitoring of One-Stop activities. Programs are also monitored three times per year by the Board's monitoring contractor.

Operational Services – The Center Supervisors provide the direct supervision and are responsible for the day-to-day operations and performance outcomes of the One-Stop centers. The Center Supervisors report to the Leadership Team at least quarterly to review the system and make necessary changes to improve services to customers. This system has proven an effective means of separating oversight from operational activities.

**6. An identification of the grant program(s) that fund the workforce service delivery model.**

- Workforce Innovation and Opportunity Act (WIOA) Adult
- Workforce Innovation and Opportunity Act (WIOA) Dislocated Workers
- Workforce Innovation and Opportunity Act (WIOA) Youth
- Temporary Assistance for Needy Families (TANF)
- Supplemental Nutrition Assistance Program (SNAP)

The Wagner-Peyser and Veterans program staff are a vital part of the team and are employed by the Florida Department of Economic Opportunity (DEO). Functional supervision of DEO staff is provided jointly by the Center Supervisors and the DEO Senior Management Analyst Supervisor.



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7. An analysis of the costs of the services that documents the actual reduction in costs with the LWDB providing the services rather than contracting that service to another provider, and an estimate of such costs and savings for the upcoming period.

By providing services directly, CareerSource Southwest Florida saw a reduction in costs. Annual overhead costs and profit charged by contracted service providers were estimated by reviewing previous years' expenses. Based on these figures, the reduction in costs over a period of three years is estimated to be \$3,172,770. WIOA also includes National Dislocated Worker Grant (NDWG) monies received. Destination Graduation (DG) is included in TANF & WIOA. Other reductions include costs for the bidding process for selection of service providers for workforce programs.

	<u>2020/2021</u>	<u>2021/2022</u>	<u>2022/2023</u>				<u>TOTAL</u>	
WIOA-Adult	1,948,000	+ 1,991,000	+ 1,663,000	= 5,602,000	x 10%	=	\$560,200	
WIOA-DW	1,335,000	+ 1,690,000	+ 4,555,000	= 7,580,000	x 10%	=	\$758,000	
WIOA-Youth	2,922,000	+ 1,880,000	+ 1,191,000	= 5,993,000	x 15%	=	\$898,950	
TANF	2,050,000	+ 1,818,000	+ 1,173,000	= 5,041,000	x 18%	=	\$907,380	
SNAP	60,000	+ 121,000	+ 87,000	= 268,000	x 18%	=	<u>\$48,240</u>	
Estimated reduction in cost <u>previous</u> 3-year period:								\$3,172,770

Based on initial allocations for the coming year, cost savings are expected to be an estimated \$2,066,230, at a minimum, for the next three-year period.

	<u>2023/2024</u>	<u>2024/2025</u>	<u>2025/2026</u>				<u>TOTAL</u>	
WIOA-Adult	1,530,000	+ 1,407,000	+ 1,294,000	= 4,231,000	x 10%	=	\$423,100	
WIOA-DW	3,170,000	+ 1,100,000	+ 950,000	= 5,220,000	x 10%	=	\$522,000	
WIOA-Youth	1,080,000	+ 965,000	+ 868,000	= 2,913,000	x 15%	=	\$436,950	
TANF	1,180,000	+ 1,180,000	+ 1,180,000	= 3,540,000	x 18%	=	\$637,200	
SNAP	87,000	+ 87,000	+ 87,000	= 261,000	x 18%	=	<u>\$46,980</u>	
Estimated reduction in cost for <u>upcoming</u> 3-year period:								\$2,066,230

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### 8. A review of any other realized improvement to service delivery and performance outcomes, and description of anticipated improvements.

As outlined below, providing direct services has helped CareerSource Southwest Florida realize improvements in business services, continuity, professionalism, services to participants, communication and performance.

A single, region-wide approach to business, media and community outreach has resulted in greater coordination of services to employers and the business community. This has helped to reduce duplication of business services i.e. reduce the instances of multiple contracted providers contacting business and business organizations with same or similar objectives. Restructuring of Business Services included the addition of Account Executives to improve the job referral process, relationships with employers and our employer penetration rate. The Account Executives have worked with Center staff to increase the number of job orders, internships and on-the-job (OJT) opportunities.

By being the direct provider of services, the frequency and quality of training has vastly improved. In September 2016, our in-house Training Manager began a series of staff development sessions to include new hire, refresher and continuous improvement training. Information is distributed more quickly and consistently which provides greater continuity of services to our business and individual customers. This has also resulted in timelier attainment of Workforce Professional Tier I Certifications and other staff Continuing Education Units (CEUs). All staff receives the same message whether training is program specific (Welfare Transition Best Practices, SNAP Sanction Process, W-P Job Order Process Training, WIOA Youth 101) or beneficial to multiple groups (Stress & Time Management, Active Listening, Case Notes, Case Management, Assessments and Setting Goals). A week-long, hands-on Employ Florida training provides Center staff, including local DEO staff, the skills to better assist customers and provide an improved level of service. Much of the training is provided by staff, some is secured through outside experts.

More recently, our Training Manager has collaborated with DEO's learning management system to increase training accessibility for our staff. State-level DEO staff has uploaded our Training Manager's locally created training components to TOPYX. This allows us to extend more training to staff. Direct provision of services makes this process possible and offers more training opportunities, especially to our outlying areas.

Our career laddering system, originally implemented in 2008, continues to allow front-line staff to progress through Career Development Representatives levels I through IV. Levels are based on workforce program knowledge and have proven to be an effective means of promoting integrated services. At least one other Local Workforce Development Board (LWDB) has adopted the system and another is considering implementing a similar structure.

The Board's SharePoint system and portals have allowed staff greater communication and sharing of information. Staff can access calendars, schedules, announcements, policies, procedures, reports, forms and documents. Frontline staff can create and upload customer files for inhouse monitoring. Information is updated immediately. A recent move to OneDrive offers all staff the ability to access all files when working remotely. Shared systems would be much more cumbersome if attempted with subcontracted providers. Of particular note is our ability to contact everyone in times of emergencies. Rather than sending notices and plans to the lead persons of multiple subrecipients, we communicate directly to all

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staff on an up-to-date list, avoiding the possibility of breaking the chain of messages when a supervisor is unavailable or without service.

Centers continue to move toward more electronic document management processes. With document scanners and e-signature capability, intake and case management generate less paper and more accessible information. Staff is making strong headway with WIOA programs as DEO is able to use the files in Document Manager. Using electronic files is speeding up processes, saving paper, and more importantly, resulting in a better use of staff time. We envision continued enhancements to technology, which will provide staff a multitude of resources.

An online Inquiry Form was developed locally per request of committee members. The Inquiry Form allows customers to connect directly with Center staff via our website. Schools, businesses and other agency partners direct potential customers to the Inquiry Form for eligibility assessment. By being the Direct Provider of Workforce Services, we are able to then forward the completed form to an email contact and distribute it quickly to the appropriate Center and then to a Career Development Representative so individualized contact is made.

CareerSource Southwest Florida has continued to meet or exceed the Common Measures. At 61%, our Individual Training Account (ITA) Expenditure Rate for WIOA Adults and Dislocated Workers continues to exceed the required 50%. Since 2014, all Center staff, to include DEO staff, now has written expectations to ensure continued high levels of performance and customer satisfaction.

**9. Documentation that the public was provided a meaningful opportunity for review and comment on the proposed extension for a period not less than 10 days. Any submitted comments must be included.**

A Notice for Public Comment, along with a draft of this "Request to Extend Designation as Direct Provider of Workforce Services" was made available for more than ten days on our website at [www.careersourcesouthwestflorida.com](http://www.careersourcesouthwestflorida.com). The draft was emailed to the chairs of each of the Boards of County Commissioners within our Local Workforce Development Area (LWDA) and to our Board members. Submitted comments will be considered and attached to this extension request.

**10. Documentation that the Chief Elected Official has agreed to the planned extension.**

Signature page follows.

Questions may be directed to Peg Elmore or Mary Anne Zurn at (239) 225-2500 or [pelmore@CareerSourceSWFL.com](mailto:pelmore@CareerSourceSWFL.com) or [mzurn@CareerSourceSWFL.com](mailto:mzurn@CareerSourceSWFL.com).





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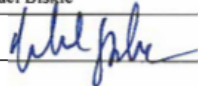
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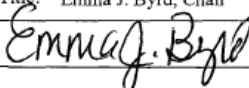
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## REQUEST FOR EXTENSION

LOCAL WORKFORCE AREA INFORMATION	
Name of Local Area: CareerSource Southwest Florida	
LWDB Number: 24	
Date of Submission:	
Contact Person Name: Peg Elmore, President/CEO or Mary Anne Zurn, Planning & Grants Director	Phone: 239-225-2500 Email Address: pelmore@CareerSourceSWFL.com mzum@CareerSourceSWFL.com
AMENDMENT TO THE LOCAL WORKFORCE SERVICES PLAN	
<p>The Local Workforce Development Board seeks to extend its designation as a direct service provider of certain services by agreement of the Chief Elected Official and the Governor. This extension to the designation of the Local Workforce Development Board as a direct service provider of certain services is to be effective for the period <u>July 1, 2023</u> through <u>June 30, 2026</u>.</p> <p>The signatures below certify agreement to the request for extension submitted by the Local Workforce Development Board and the assurance that the Local Workforce Development Board will operate in accordance with this extension, its Workforce Service Plan, and applicable federal and state laws and regulations.</p>	

LOCAL WORKFORCE DEVELOPMENT BOARD CHAIR	
Name: Michael Biskie	Title: Chair
Signature: 	Date: 3/28/23

LOCAL CHIEF ELECTED OFFICIAL	
Name and Title: Emma J. Byrd, Chair	County: Hendry
Signature: 	Date: April 11, 2023

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## Memorandum of Understanding and Infrastructure Funding Agreement for the Workforce Innovation and Opportunity Act (WIOA) One-Stop Career Center System Partners of the American Job Center Network

This Memorandum of Understanding (MOU) is made pursuant to the Workforce Innovation and Opportunity Act (WIOA) of 2014 and is entered into by the American Job Center Network Partners.

Local Workforce Development Board (LWDB): [CareerSource Southwest Florida, LWDB-24](#)  
Chief Elected Official (CEO) Name, Title: [Emma Byrd, Commissioner](#)

### Required Partners with Programs Available in LWDB-24

Partner Name	Required Program	Program Authority
CareerSource Southwest Florida	WIOA Adult, Dislocated Worker, and Youth Programs; Wagner-Peyser Employment Service; Trade Adjustment Assistance (TAA) Activities; Temporary Assistance for Needy Families (TANF) program; Jobs for Veterans State Grants (JVSG)-LVER & DVOP; Unemployment compensation programs.	WIOA Title I – Adult, Dislocated Worker, and Youth Programs; Wagner-Peyser Act (29 U.S.C. 49 et seq.) as amended by WIOA title III; Chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.); Part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), under 20 CFR 678.405(b); Chapter 41 of title 38, U.S.C. / WIOA 121(b)(1)(B)(viii); State unemployment compensation laws (in accordance with applicable Federal law).
Florida Department of Education (DOE) / Division of Vocational Rehabilitation	State Vocational Rehabilitation (VR) Services program	Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.) as amended by WIOA title IV, (other than section 112 or part C of title I of such Act (29 U.S.C. 732, 741)
FLDOE / Division of Blind Services	State Blind Services	Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.) as amended by WIOA title IV, (other than section 112 or part C of title I of such Act (29 U.S.C. 732, 741)
Charlotte County Public Schools Collier County Public Schools Glades County School District Hendry County Schools The School District of Lee County	Adult Education and Family Literacy Act (AEFLA) programs	Adult Education and Literacy (WIOA 121(b)(1)(B)(iii)) – Title II
Charlotte County Public Schools Collier County Public Schools Glades County School District Hendry County Schools The School District of Lee County	Career and Technical Education programs - post-secondary level	Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV), (20 U.S.C. 2301 et seq.)
AARP Foundation	Senior Community Service Employment Program (SCSEP)	Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.)
Adams & Associates, Inc.	Job Corps	WIOA Title I – Job Corps (29 USC 2881-2900, 29 USC 2901)
Lee County Department of Human and Veteran Services	Employment and training activities under CSBG programs	Community Services Block Grant (CSBG) (42 USC 9901 et seq.)
Collier County Public Schools/ Immokalee Technical College (ITECH) - Farmworker Career Development Program (FCDP)	National Farmworker Jobs Program (NFJP) - Migrant and seasonal farmworker programs	WIOA Title I – Migrant and Seasonal Farm Worker Programs (29 USC 2912, 29 USC 2919)

These partners are collectively referred to as the "Parties" to this MOU. This MOU will be in effect from July 1, 2023, through June 30, 2026, unless an extension is granted.



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The purpose of this MOU is to describe the cooperative workforce training, employment and economic development efforts of CareerSource Southwest Florida and the Partners and the actions to be taken by each to assure the coordination of their efforts in accordance with state issued requirements in order to establish and maintain an effective and successful "One-Stop" delivery system. This agreement is intended to coordinate resources and to prevent duplication and ensure the effective and efficient delivery of workforce services in Southwest Florida. In addition, this agreement will establish joint processes and procedures that will enable the Partners to integrate with the current one-stop service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services to persons within Southwest Florida.

The Parties to this document agree to coordinate and perform the activities and services described herein within the scope of legislative requirements governing the Parties' respective programs, services, and agencies. The Southwest Florida Workforce Development Board, Inc., dba CareerSource Southwest Florida has been designated by the chief elected official as the administrative entity, grant recipient and fiscal agent. All Local Workforce Development Boards (LWDBs) are required to establish and operate local service delivery systems in accordance with WIOA Section 121, with the WIOA State Plan, and with the WIOA Local Plan for their respective local areas. WIOA Section 134(c) lists the services and activities that must be provided through the delivery system. WIOA Section 107(d) gives the LWDBs the responsibility for oversight of the delivery system in each local area and requires the LWDBs to describe the activities and functions of the service delivery system and to prescribe the guidelines for carrying out these responsibilities in the Local WIOA Plan.

#### Partner Responsibilities

- A. WIOA Section 121 (b) lists the minimum responsibilities of all required Partners under WIOA. For consistency, all Partners will assume the responsibilities identified below, unless inconsistent with the federal law and regulations that authorize the Partner program.
1. Make career services provided under the Partner's program available to individuals through the area's delivery system in accordance with this MOU.
  2. Participate in infrastructure cost-sharing activities as described in this MOU and use a portion of funds made available to each partner's program, to the extent not inconsistent with the federal law that authorizes each partner program to:
    - a. create and maintain the delivery system; and
    - b. provide career services per WIOA Section 134(c)(2).
  3. Remain as a party to this MOU throughout the Agreement period in order to participate as a partner per WIOA Section 121(c).
  4. Participate in the operation of the system in accordance with the terms of this MOU and with the requirements of authorizing laws per WIOA Section 121(b)(1)(B).
  5. Required Partners may be asked to provide representation on the area's LWDB per WIOA Section 121 (b)(1). Additional partners may participate on the Area's LWDB with the agreement of the Area's LWDB members and CEO. However, when a program is administered by more than one entity in



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the area, it is not necessary that every entity provide representation on the LWDB. One entity may provide representation on the LWDB for the program.

6. Coordinate to ensure the needs of workers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials available through the One-Stop system.
- B. In addition to the minimum responsibilities required under WIOA as identified in Section A, Partner responsibilities include:
1. Providing priority of service to veterans and covered spouses for any qualified job training program pursuant to the Jobs for Veterans Act as prescribed in 38 USC 4215.
  2. Compliance with WIOA and all federal, state, and local laws, regulations, rules, policies and plans applicable to Parties in their respective roles under this MOU and as consistent with the rules that govern each partner's respective program. Each partner expressly agrees to notify LWDB of any changes to the rules governing its respective program that impact the partner's performance under this MOU. LWDB will communicate the changes to the operators and any other affected partners.
  3. Each partner ensuring compliance by its staff members who work in the One-Stop center with CareerSource Southwest Florida policies and procedures. Should a conflict exist between the CareerSource Southwest Florida personnel policies and a partner's personnel policies, the partner's policies will prevail.
  4. Use of common practices and procedures; forms and documents; software systems or applications; and other forms of media as agreed to by all Parties in the performance of One-Stop center services and activities and functions that support the service delivery system.

#### Programs, Services, & Activities

- A. WIOA Section 121(b)(1)(B) identifies the programs, services and related activities that must be provided through the delivery system in each local area. WIOA Section 121(c)(2) requires this MOU to include a description of the services that will be provided through the area's service delivery system and to identify the service delivery method(s) each partner will use to deliver the services. This MOU will also identify the career services, training, and employer services that each partner will provide to ensure that all Parties' responsibilities are clearly identified herein.
- B. The One-Stop Services hereby incorporated, lists and describes the career, training, and employer services and the array of service delivery methods.

#### Career Services offered include:

1. WIOA Adult, Dislocated Worker, and Youth
2. Temporary Assistance for Needy Families (TANF)
3. Supplemental Nutrition Assistance Program (SNAP)
4. Employment services authorized under the Wagner-Peyser Act
5. Vocational Rehabilitation



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6. Blind Services
7. Migrant and seasonal farmworker (MSFW)
8. Senior Community Service Employment Program (SCSEP)
9. Ticket to Work
10. Jobs for Veterans State Grants (JVSG) - LVER & DVOP

### Training Services offered include:

1. Adult Education and Family Literacy
2. Job Corps
3. Florida Farmworker Career Development Program (FCDP)
4. Career and technical education programs at the post-secondary level
5. Community Services Block Grant (CSBG) employment and training activities
6. Trade Adjustment Assistance (TAA) activities

### Employer Services offered include:

1. Business Services
2. Recruitment assistance for employers
3. Scheduling, screening and testing for employers

### Method of Referral

Pursuant to WIOA Section 121(c)(2)(A)(iii), the Parties agree that the referral of individuals between the One-Stop Partners for the services and activities described will be performed using the following methods:

- Referrals will be routinely made between programs and organizations in cases where customers served initially by one organization are deemed to be able to benefit from services provided by another organization and/or the natural continuum of service is adult education leading to postsecondary career and technical education to work readiness and ultimately employment.
- Referrals between partners for services and programs will be made in person, by telephone, through written communications (fax, e-mail and paper referrals), or electronically through Internet systems or other connections. Some programs will use state or locally-created forms. Partners will continue to provide cross-referral to services and training as well as possible co-enrollment options whenever appropriate and practical.
- Internal cross-referral procedures continue to be developed and reassessed based upon availability of funding, services and program need to ensure that high quality and convenient services are available to customers of the One-Stop system.

### Resource Sharing/Infrastructure Funding

#### A. One-Stop Resource Sharing/Infrastructure Requirements:

1. WIOA 121(c)(2)(A)(ii) requires that the funding arrangements for services and operating costs of the service delivery system must be described in this MOU.



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2. The methodologies described herein must be allowable under each partner's respective program and under all applicable federal and state rules—including the Office of Management and Budget (OMB) Circulars applicable to each partner's type of organization. The MOU must identify:
  - a. The shared One-Stop costs.
  - b. The methodologies that will be used to determine each party's proportionate "fair" share of those costs.
  - c. The methodologies that will be used to allocate each party's fair share of costs across the cost categories.
  - d. The method(s) each party will use to fund its fair share of costs, which may include cash contributions, contributions of staff time, equipment, software and/or other resources, or in-kind contributions from a third party.

#### B. One-Stop Operating Costs:

1. The shared operating costs, the projected cost amounts, and each party's method of funding its fair share of those costs are identified in the Infrastructure Funding Agreement (IFA), which is included in this MOU and hereby incorporated. The methodologies that will be used to determine each party's fair share of operating costs and to allocate each party's fair share are as follows:
  - a. Identification of Shared Costs;
  - b. Shared Costs Budget;
  - c. Proportionate Share and Cost Allocation;
  - d. Resource Sharing (may include cash contributions, contributions of staff time, equipment and other resources; and
  - e. Resource Sharing Agreements.

#### C. Program Costs/Services:

Costs allowable under and allocable to more than one partner program may be considered shared costs that are allocated among the eligible partner programs provided that such action is not prohibited by the partner programs' governing statutes. The manner(s) in which the Parties agree to address costs chargeable to more than one partner program are described in the Section IV., Cost Allocation Methodology, of the IFA. All Parties expressly agree to use this methodology.

#### D. Budget Tracking:

1. All Parties expressly understand and agree that the initial costs listed in the IFA will be subject to change as actual costs are incurred and paid throughout the effective period of this MOU. 29 CFR

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97.20 requires a comparison of actual costs to budgeted costs. Actual costs will be determined in accordance with local procedures and actual expenditures will be submitted to all partners annually.

2. Updates to the IFA will not require an amendment to this MOU.

#### Termination/Separation

**A. MOU Termination:** This MOU will remain in effect until the end date specified unless:

1. All Parties mutually agree to terminate this MOU.
2. Funding cuts by one or more federal programs are so substantial that operations cannot continue as specified herein and a new MOU must be negotiated.
3. WIOA regulations or statute is repealed.
4. Local area designations are changed. NOTE: It is anticipated the Governor will approve the addition of Monroe County to our Local Workforce Development Area (LWDA) for July 1, 2024, at which time an amendment will be prepared.

**B. Partner Separation:** WIOA Section 121(c) mandates the execution of this MOU between the LWDB and partners. However, any single partner may terminate its participation as a party to this MOU upon thirty (30) days written notice to the LWDB. In such an event, the LWDB will provide written notice to all remaining partners and will amend this MOU. The termination of one or more partner's participation as a party will not result in a termination of this MOU unless the number or contribution of the terminating partner(s) is so substantial (50%) that it necessitates the negotiation of a new MOU.

**C. Effect of Termination:** Per WIOA Section 121, any partner that terminates its role as a party to this MOU is no longer eligible to participate as a partner in the system and will not be permitted to serve on the LWDB as a partner representative.

**D. Partner Disqualification:** An entity identified as a required partner at the time of execution of this MOU that subsequently loses federal funding or the authority to administer the federal program in the area and therefore no longer qualifies as a required partner under WIOA Section 121(b)(1) must send written notice of the change in status to the LWDB as soon as possible. In such an event, a formal amendment to this MOU will be required. The entity may continue as an additional partner if mutually agreed by the LWDB, CEO, and the remaining partners.

#### Amendments

This MOU may not be changed, waived, discharged or terminated orally but only by an instrument in writing signed by each of the Parties in this agreement.

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## Confidentiality

All Parties expressly agree to abide by all applicable federal, state, and local laws regarding confidential information. Each party will ensure that the collection and use of any information, systems, or records that contain personally identifiable information will be limited to purposes that support the programs and activities described in this MOU as part of the service delivery system. Parties shall not be liable for disclosure of confidential information if made in response to a valid order of a court, authorized agency of government, or in compliance with Chapter 119, Florida Statutes.

## Impasse - Dispute Resolution

If an issue arises involving this MOU, Parties will make every effort to reach a resolution in a timely and efficient manner. Any party may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.

If not resolved, the issue and the efforts to resolve will be documented and forwarded to the President/CEO of CareerSource Southwest Florida (CSSWF) and the Director of the partner agency. A joint decision shall be issued within 60 calendar days of receipt.

If dissatisfied with the decision, the dispute may be filed with the Florida Department of Economic Opportunity (DEO) and the Commissioner of the Department of Education (DOE) to review concerns and determine resolution. DEO and DOE may remand the issue back to the President/CEO of CSSWF and to the Director of the partner agency or impose other remedies to resolve the issue.

## Limitation of Liability

To the extent permitted by law, each party agrees to be responsible for any liability that directly relates to any and all of its own acts or omissions or the acts or omissions of its employees. In no event will any party be liable for any indirect or consequential damages caused by actions or omissions of another party or by the employees of another party. Nothing in this Agreement shall be deemed a waiver of a Party's sovereign immunity pursuant to Florida Statute 768.28, as applicable.

## General Provisions

The laws and regulations listed in this section are generally applicable to most publically-funded programs administered by the DEO. The laws and regulations listed herein do not encompass all of the laws and regulations that govern the Parties in their respective roles under this MOU. All Parties expressly agree to comply with the federal laws and regulations listed below unless the laws and regulations that govern their particular program state otherwise:

- A. **Jobs for Veterans Act.** To the extent permitted by law, each party agrees to provide priority of service to veterans and covered spouses for any qualified job training program pursuant to 38 USC 4215 and its implementing regulations.





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- B. **Americans with Disabilities.** Each party, its officers, employees, members, and subcontractors hereby affirm current and ongoing compliance with all statutes and regulations pertaining to The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.
- C. **Pro-Children Act.** If any activities call for services to minors, each Party agrees to comply with the Pro-Children Act of 1994, 20 USC 7183 and its implementing regulations, that requires smoking to be banned in any portion of any indoor facility owned, leased, or contracted by an entity that will routinely or regularly use the facility for the provision of health care services, day care, library services, or education to children under the age of eighteen (18).
- D. **Drug-Free Workplace.** Each Party, its officers, employees, members, subrecipient(s) and/or any independent contractors (including all field staff) associated with this MOU agree to comply with 29 CFR 94, 41 USC 702 et seq, 2 CFR Part 182 and all other applicable state and federal laws regarding a drug-free workplace and to make a good faith effort to maintain a drug-free workplace. Each party will make a good faith effort to ensure that none of its officers, employees, members, and subrecipient(s) will purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way while working or while on public property.
- E. **Ethics Laws.** Each party certifies that by executing this MOU, it has reviewed Florida Statute, Chapter 112, and knows and understands Florida's ethics and conflict of interest laws. Each party further agrees that it will not engage in any action(s) inconsistent with laws.
- F. All Parties shall comply with all applicable Federal and State laws and regulations, and Local laws to the extent that they are not in conflict with State or Federal requirements regarding Non-Discrimination and Equal Opportunity; Lobbying; Debarment and Suspension; Buy American Provision; Salary Compensation and Bonus Limitation; and Non-Assignment of the MOU.

### Partial Invalidity

All questions as to the execution, validity, interpretation, and performance of this MOU shall be governed by the laws of Florida. Should any portion of this MOU be found unenforceable by operation of statute or by administrative or judicial decision, it is the intention of the Parties that the remaining portions of this MOU will not be affected as long as performance remains feasible with the absence of the illegal or unenforceable provision(s).



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## Infrastructure Funding Agreement Workforce Innovation and Opportunity Act One-Stop Career Center System Partners of the American Job Center Network

**I. PARTIES**

This Infrastructure Funding Agreement ("IFA"), is made pursuant to the Workforce Innovation and Opportunity Act of 2014 ("WIOA"), and is entered into by CareerSource Southwest Florida (hereafter referred to as "CSSWF") and the required partners listed below in Section III (hereafter referred to as the "Partners").

**II. PURPOSE**

The Workforce Innovation and Opportunity Act of 2014 is an affirmation of the work that has been done in Florida to build the workforce development system. The cornerstone of the Act is its one-stop customer service delivery system. The one-stop system assures coordination between the activities authorized in and linked to this Act. The purpose of this IFA is to describe the infrastructure cost responsibilities of the Parties to provide for the maintenance of an effective and successful one-stop system. The law requires an IFA for one designated comprehensive center; therefore this IFA is intended to demonstrate the coordination of resources for workforce services in the Immokalee center. The Parties to this document agree to coordinate and perform the responsibilities described herein within the scope of legislative requirements governing the Parties' respective programs, services, and agencies.

**III. INFRASTRUCTURE COST BUDGET**

The infrastructure and career services costs for the CareerSource Southwest Florida's designated comprehensive center in Immokalee are shown below. New budget estimate provided annually.

Organization – Required Partners	Required Program	Square Feet	Infrastructure + Career Services Rate *	Annual
CareerSource Southwest Florida	WIOA (Adult, Dislocated Worker & Youth); Wagner-Peyser, TAA, TANF, JVSG - (LVER, DVOP)	16,806	23.56	\$398,893.26
FLDOE / Vocational Rehabilitation (VR)	State Vocational Rehabilitation (VR)	100	23.56	2,355.67
FLDOE / Blind Services	State Blind Services	100	23.56	2,355.67
Collier County Public Schools	Adult Education and Literacy Act (AEFLA)	100	23.56	2,355.67
Collier County Public Schools	Career and Technical Education	100	23.56	2,355.67
Collier County Public Schools - Farmworker Career Development Program (FCDP)	National Farmworker Jobs Program (NFJP) - Migrant and seasonal farmworker programs	100	23.56	2,355.67
AARP Foundation	Senior Community Service Employment Program (SCSEP)	100	23.56	2,355.67
Adams & Associates	Job Corps	100	23.56	2,355.67

\* Infrastructure (19.36) + Career Services Rate (4.20)



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#### IV. COST ALLOCATION METHODOLOGY

Square footage utilized by entity will be used as the allocation bases to determine overall Partner contributions for those who have elected to have their representatives in the One-Stop on a part-time or full-time basis. Currently, there are no required Partners located in the One-Stop but may be included next year. The contribution will be calculated at the square feet times the current estimated cost per square foot, which will include both the infrastructure and the career services rates. For Direct Linkage Partners, those who have elected not to have their representatives in the One-Stop center but offer a technology option to serve customers, the contribution will be calculated at 100 square feet times this same cost per square foot. This will be done in an effort to remedy the imbalance of non-physically represented Partners, and to comply with the requirement of Partners' contributions having to be in proportion to the Partners' use of the one-stop center(s) and relative benefit received.

#### V. COST RECONCILIATION AND ALLOCATION BASE UPDATE

All Parties agree that an annual reconciliation of budgeted and actual costs and update of the allocation bases will be completed. CSSWF will prepare an updated budget document showing cost adjustments and will prepare an invoice for each Partner with the actual costs allocable to each Partner for the year. CSSWF will submit the invoices to the Partners and send a copy of the updated budget to all Parties no later than forty-five (45) days after the end of the year. Funding for the required contribution of the IFA costs may be in the form of cash, non-cash or third party in-kind.

#### VI. STEPS UTILIZED TO REACH CONSENSUS

The involvement of each Partner at the CSSWF Centers and the allocation bases included in this IFA were agreed upon as the most appropriate. CSSWF proposed the initial Partner contribution amounts as described above and the Partners concurred with their proposal. The mechanisms by which to review and reconcile actual expenses in the future were also agreed upon and included in the Cost Reconciliation and Allocation Base Update section above.

#### VII. DISPUTE AND IMPASSE RESOLUTION

All Parties will actively participate in local IFA negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally. Should informal resolution efforts fail, then the following Dispute Resolution process must be followed.

1. Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to the CSSWF Chair (or designee) and all Parties to the MOU regarding the conflict within 10 business days.
2. The CSSWF Chair (or designee) shall place the dispute on the agenda of a special meeting of CareerSource's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a 2/3 majority consent of the Executive Committee members present.
3. The decision of the Executive Committee shall be final and binding unless such a decision is in contradiction of applicable State and Federal laws or regulations governing the Partner agencies.
4. The Executive Committee must provide a written response and dated summary of the proposed resolution to all Parties to the MOU.
5. The CSSWF Chair (or designee) will contact the petitioner and the appropriate Parties to verify

# MOU/IFA

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that all are in agreement with the proposed resolution.

If Partners in a local area have employed the dispute resolution process and have failed to reach consensus on an issue pertaining to the IFA, then an impasse is declared and the State Funding Mechanism (SFM) is triggered and the IFA will be appealed through the process established by the governor for this purpose.

#### VIII. MODIFICATION PROCESS

This IFA may be amended or modified with review and consent of all Parties. Amendments and modifications must be issued in writing to all Parties and sent certified U. S. Mail. All Parties must be given a minimum of 30 days to comment prior to the inclusion of any amendment or modification. Oral amendments or modifications shall have no effect.

#### IX. EFFECTIVE PERIOD

As part of the Memorandum of Understanding (MOU), this Infrastructure Funding Agreement (IFA) will be in effect from July 1, 2023 through June 30, 2026.

Note: Pages 12-22 are all signature pages and not included.

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## Annual Meeting/Award Recognition Event

Designate July as Annual Meeting

Officer Nominating Committee

Award Recognition Event

Budget Recommendation



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Independence Day	July 4, 2023
Labor Day	September 4, 2023
Veteran's Day	November 10, 2023
Thanksgiving	November 23-24, 2023
In-Service Training	December 8, 2023
Christmas	December 22-25, 2023
New Year's	December 29, 2023; January 1, 2024
Martin Luther King	January 15, 2024
Memorial Day	May 27, 2024

# 2023 Meetings

## Upcoming Meetings:

<b>Board of Directors</b>	<b>May 10, 2023</b>	<b>3:00 p.m.</b>
<b>Business &amp; Economic Development Committee</b>	<b>June 8, 2023</b>	<b>3:00 p.m.</b>
<b>Career Services Committee</b>	<b>June 14, 2023</b>	<b>2:00 p.m.</b>
<b>Executive Committee</b>	<b>June 28, 2023</b>	<b>1:00 p.m.</b>
<b>Youth Committee</b>	<b>August 16, 2023</b>	<b>9 a.m.</b>

