

BOARD OF DIRECTORS MEETING AGENDA

Date: Wednesday, February 24 2016
Time: 8:00 A.M.
Place: CareerSource Research Coast
 584 NW University Blvd., Suite 100
 Port St. Lucie, Florida 34986
 772-335-3030
<https://www3.gotomeeting.com/join/440456062>
 Dial 1 877 309 2070
 Access Code: 440-456-062



1.	Welcome & Call to Order	
2.	Pledge of Allegiance	
3.	Roll Call & Attendance	
4.	Chair's Report – Pamela Houghten, Chair	
5.	President's Report – Richard Stetson, President/Chief Executive Officer	
6.	Operation's Report – Glenda Harden, Vice President/Chief Operations Officer	
7.	Declarations of Conflict of Interest	
** 8.	Consent Agenda: A. Minutes of WDB Meeting – December 9, 2015 B. Minutes of Youth Council Meeting – January 5, 2016 i. Summer of Success St. Lucie County 2016 ii. Youth Connections Performance iii. Request for Proposals - WIOA Youth iv. State Plan v. Pre-apprenticeship Program Update C. Minutes of Executive Committee Meeting – January 15, 2016 i. Review and Approve October/November Financials ii. Review and Approve the Youth Council Items iii. Review Third Party Transaction Report D. Minutes of Programs & Services Committee Meeting – January 27, 2016 i. Review and Approve the On-The-Job Training Program (OJT) Policy Modification ii. Review and Approve the 4 th Quarter Regional Demand Occupations List iii. Review and Approve the Internship Policy Modification iv. SNAP Update E. Minutes of Executive Committee Meeting – February 12, 2016 i. Review and Approve December Financials ii. Review and Approve the Programs & Services Committee Items	
9.	Discussion Items A. Summer of Success Project B. WIOA Impact of Operations C. Pre-Apprenticeship Initiative D. Department of Vocational Rehabilitation Partnership	
10.	Open to the Board	
11.	Open to the Public	
12.	Adjournment – Next Meeting is April 27, 2016	

AGENDA ITEM SUMMARY

TITLE:	Chair's Report
STRATEGIC GOALS:	Operational Intelligence
POLICY/PLAN/ LAW:	Board
ACTION:	Information Only
BACKGROUND:	Chair Pamela Houghten will share information at the meeting with the Board.
SUPPORTING MATERIALS:	None
CONTACT:	Richard Stetson, President/CEO rstetson@careersourcerc.com 772-335-3030, Ext. 428

AGENDA ITEM SUMMARY

TITLE:	President's Report
STRATEGIC GOALS:	Operational Intelligence
POLICY/PLAN/LAW:	Board
ACTION:	Information Only
BACKGROUND:	<p>Each meeting, the President/CEO shares information with the Board on events and issues important for Board members to know. Information is provided on:</p> <ol style="list-style-type: none">1. Board News2. Organizational Initiatives/Changes3. Regional Workforce/Economic News4. Legislative Issues5. Partner News
SUPPORTING MATERIALS:	President's Report
CONTACT:	Richard Stetson, President/CEO rstetson@careersourcerc.com 772-335-3030, Ext. 428

Board News

- The partners of **Florida's Research Coast EDC** are hosting events for Enterprise Florida's Grapefruit League Tour. Enterprise FL has invited 12-15 national site location consultants to attend Spring Training games in Jupiter, Port St. Lucie and Viera March 9-11. As part of the tour, a reception is scheduled at the Elliott Museum and a breakfast at Historic Dodgertown, with special arrangements made for the group at the Mets game at Tradition Field. The event provides opportunities for the local primary economic developers to network and strengthen relationships with the consultants in an informal setting.
- The **Economic Development Council of St. Lucie** recently published their Year In Review for 2015. The report, "Moving Forward, Poised For Growth," can be found on their website at http://youredc.com/images/uploads/EDC_of_St_Lucie_2015_Year_In_Review.pdf.

Organizational Initiatives/Changes

- On December 14, 2015, a Request for Qualifications (RFQs) from firms qualified to conduct fiscal and programmatic monitoring of the organization. The RFQ closed on January 19, 2016. Two responses have been received and will be reviewed by the rating team and a recommendation submitted at the April 2016 board meeting.
- On December 15, 2015, staff began a series of meetings with St. Lucie County Administrative staff, St. Lucie School Board and St. Lucie Community Services to discuss a summer work experience program in St. Lucie County.
 - On January 26 2016, the St. Lucie County Board of County Commissioners approved a \$250,000 contract with CareerSource Research Coast to provide the Summer of Success program to 120 St. Lucie youth. Each youth will take the YESS class and be placed in a 6 week work experience program receiving incentives and wages while participating.
- Shelly Batton, Welfare Transition/SNAP Program Manager, and Jennifer Sidergerts, Welfare Transition/SNAP Quality Assurance Specialist, attended SNAP training in Orlando on December 15 and 16, 2015. This training served as the last train-the-trainer and Q&A session prior to the SNAP program going live on January 1, 2016.
- Tracey McMorris, Director of Field Operations, Career Center Operations Managers and our local Disabled Veterans Outreach Program Workers (DVOPs) attended National Veterans Training Institute (NVTI) training in West Palm Beach during the week of December 14 – 18, 2015. The training was a refresher of the federally mandated services to be provided by DVOPs and the significant barriers to employment that the Veteran must possess.
- On December 18, 2015, a Request for Proposals (RFPs) from organizations interested in providing WIOA youth services was sent out. The RFP closed on February 12, 2016. One response was received and will be reviewed by the rating team and a recommendation submitted at the April 2016 board meeting.
- On January 11, 2016, Richard Stetson, Glenda Harden and Desiree Gorman met with representatives from the local Department of Vocational Rehabilitation office to discuss employability skills workshops to be presented to youth in the high schools throughout our local workforce area. The YESS curriculum was modified by staff and will be used in an 8 week program for youth referred by their local school counselors for vocational rehabilitation services.

- On January 14, 2016, CareerSource Research Coast in partnership with the City of Fort Pierce hosted a job fair at the Percy Peek Gymnasium in Ft. Pierce. There were over 40+ employers, community partners and education providers in attendance. Four hundred and twelve career seekers attended, seeking employment opportunities.
- On January 19, 2016, the Indian River County Board of County Commissioners met and voted to approve the revised Interlocal Agreement between the three counties that make up the local workforce development area 20.
- On January 26, 2016, the St. Lucie County Board of County Commissioners met and voted to approve the revised Interlocal Agreement between the three counties that make up the local workforce development area 20.
- On January 28, 2016, a large recruitment event was held at the IRSC Chastain Campus in Stuart for Triumph Group, Inc. The local employer was looking to fill immediate openings of Aircraft Engineers, Mechanics and Quality Assurance Inspectors. Over 70 interviews were conducted during the four hour event.
- Pam Houghten, Chair, Richard Stetson, Glenda Harden, Brian Bauer and Desiree Gorman attended the CareerSource Florida Board of Directors meeting and Day At The Capitol in Tallahassee during the week of February 1 – 5, 2016. During the Capitol Day, staff was able to visit Representative's Lee, Mayfield and Magar as well as Senator Negrón's Chief of Staff.
- On February 9, 2016, the Martin County Board of County Commissioners met and voted to approve the revised Interlocal Agreement between the three counties that make up the local workforce development area 20.
- On February 10, 2016, Glenda Harden, Vice President of Operations, Marcelo Dossantos, Director of Business Services and Eleanor Eberhart-Chin, Regional Workshop Instructor presented to the Business Leadership Network (BLN) group in Indian River. Educating local employers and business partners about our services, our Work Certified program, and assisted services for persons with disabilities.

Unemployment Information for December 2015

The unemployment rate in the CareerSource Research Coast region (Indian River, Martin, and St. Lucie counties) declined by 0.7 percentage points over the year to 5.3 percent in December 2015. Out of a labor force of 259,705, there were 13,774 unemployed residents in the region.

Unemployment rates in the counties that make up the CareerSource Research Coast region were:

- Indian River – 5.9%
- Martin – 4.7%
- St. Lucie – 5.3%

The CareerSource Research Coast region contains two metropolitan statistical areas (MSAs); the Port St. Lucie MSA (Martin and St. Lucie counties) and the Sebastian-Vero Beach MSA (Indian River County). In December 2015, nonagricultural employment in the combined CareerSource Research Coast metro areas was 188,000, an increase of 3,300 jobs (+1.8 percent) over the previous year.

In the combined CareerSource Research Coast metro areas, the major industries that gained jobs over the year were: education and health services (+1,500 jobs); leisure and hospitality (+1,100 jobs); trade, transportation, and utilities (+700 jobs); other services and government (+300 jobs each); and information (+100 jobs). The industries losing jobs were manufacturing, financial activities, and professional and business services (-200 jobs each); and mining, logging, and construction (-100 jobs).

The Port St. Lucie metro area had the second-highest over the year growth in education and health services employment (+6.8 percent) and tied for second highest over the year growth with the West Palm Beach-Boca Raton-Delray Beach Metro Division in government employment (+2.1 percent) out of all other Florida metro areas.

The Sebastian-Vero Beach area was tied with the Pensacola-Ferry Pass-Brent metro area for largest over the year gains in information employment (+100 jobs) out of all Florida metro areas.

The next Florida Employment and Unemployment release will be March 14, 2016.

AGENDA ITEM SUMMARY

TITLE:	Operations Report
STRATEGIC GOALS:	Operational Intelligence
POLICY/PLAN/LAW:	Board Procedure
ACTION:	Information Only
BACKGROUND:	An Operations report outlining information on the Career Centers, programs, services and outcomes is included for Board review. Staff will answer any questions or concerns regarding center operations at the meeting.
SUPPORTING MATERIALS:	Operations Report
CONTACT:	Glenda Harden, Vice President of Operations gharden@careersourcerc.com 772-335-3030, ext. 427

AGENDA ITEM SUMMARY

TITLE:	Declarations of Conflict of Interest
POLICY/PLAN/LAW:	Public Law 105-220
ACTION:	Information Only
BACKGROUND:	In the event that a conflict of interest arises due to business or employment interests of associates or close family members, a Regional Workforce Development Board member would be required to reveal that conflict, to refrain from voting on the issue and to file a memorandum of voting conflict (Commission Form 8B).
SUPPORTING MATERIALS:	Conflict of Interest Statement Form 8B – Memorandum of Voting Conflict
CONTACT:	Richard Stetson, President/CEO rstetson@careersourcerc.com 772-335-3030, ext. 428

CONFLICT OF INTEREST

Public Law 105-220

CONFLICT OF INTEREST. A member of a workforce board may not

- (1) vote on a matter under consideration by the Board ---
 - (A) regarding the provision of services by such member (or by an entity that such member represents); or
 - (B) that would provide direct financial benefit to such member or the immediate family of such member; or
- (2) engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
COUNTY	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED	MY POSITION IS:
	<input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venture, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
 - The form must be read publicly at the next meeting after the form is filed.
- IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:
- You must disclose orally the nature of your conflict in the measure before participating.
 - You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, _____, hereby disclose that on _____, 20 ____:

A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Date Filed

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

AGENDA ITEM SUMMARY

TITLE:	Consent Agenda
STRATEGIC PLAN:	Operational Intelligence
POLICY/PLAN/LAW:	Board By-Laws
ACTION:	Approve Consent Agenda as presented.
BACKGROUND:	Approve Consent Agenda

Consent Agenda:

- A. Minutes of WDB Meeting – December 9, 2015
- B. Minutes of Youth Council Meeting – January 5, 2016
 - i. Summer of Success St. Lucie County 2016
 - ii. Youth Connections Performance
 - iii. Request for Proposals - WIOA Youth
 - iv. State Plan
 - v. Pre-apprenticeship Program Update
- C. Minutes of Executive Committee Meeting – January 15, 2016
 - i. Review and Approve October/November Financials
 - ii. Review and Approve the Youth Council Items
 - iii. Review Third Party Transaction Report
- D. Minutes of Programs & Services Committee Meeting – January 27, 2016
 - i. Review and Approve the On-The-Job Training Program (OJT) Policy Modification
 - ii. Review and Approve the 4th Quarter Regional Demand Occupations List
 - iii. Review and Approve the Internship Policy Modification
 - iv. SNAP Update
- E. Minutes of Executive Committee Meeting – February 12, 2016
 - i. Review and Approve December Financials
 - ii. Review and Approve the Programs & Services Committee Items

SUPPORTING MATERIALS: Committee Minutes
Financial Reports

BOARD STAFF: Richard Stetson, President/CEO
rstetson@careersourcerc.com 772-335-3030, ext. 428

FULL BOARD MEETING MINUTES – DECEMBER 9, 2015

Meeting Summary:

1. Recited the Pledge of Allegiance. Welcomed everyone, called roll, and declared a quorum.
2. Conflicts of interest were declared.
3. Recognized new board member.
4. Recognized staff.
5. Heard the President's Report.
6. Reviewed and approved consent agenda.
7. Reviewed third party transactions.
8. Open to the Board.
9. Open to the Public.

Members Present:

Bob Cenk; Susan Desposati; Carrol Frischkorn; Paula Lewis; Donna Rivett for Edwin Massey; Sean Mitchell; Terrance Moore; Rachel Pamer; Christi Shields for Dr. Mark Rendell; Kurtis Riley; Wayne Teegardin; Pete Tesch; Maddie Williams

Members Participating by Teleconference:

Werner Bols; Pamela Houghten; Bob McPartlan; Debbie Perez

Members Absent (Excused):

Pamela Burchell; Helene Casteltine; Patrick Shepherd; Waldo Tames

Members Absent (Unexcused):

Peter Kemp; Vickie Rodriguez

Staff In Attendance:

Brian Bauer; Desiree Gorman; Jodi Hessing; Richard Stetson; Shelly Batton; Tracey McMorris; Michelle Glass; Hector Ramirez; Sylvia Fishburne; Jay Lundy; Niaah Ellis

Called To Order:

Sean Mitchell, Treasurer, called the meeting to order at 8:02 am. The Board recited the Pledge of Allegiance. A quorum established.

Mr. Mitchell acknowledged Commissioner Paula Lewis who took the place of Commissioner Kim Johnson as the board member representing the local block grant. Commissioner Lewis stated her appreciation and excitement to serve on the board again.

Agenda Item #4 – Staff Recognition:

Richard Stetson, CEO, recognized Sylvia Fishburne for 35 years of service with the Department of Economic Opportunity and in the local Career Centers. Ms. Fishburne has worked in a number of departments and been an integral part of the career service team here at CareerSource Research Coast. She will retire on May 31, 2016.

Agenda Item #6 – Presidents Report:

Richard Stetson, CEO, recognized Pete Tesch, President of the St. Lucie Economic Development Council to discuss the skills gap analysis project. The EDC and CareerSource Research Coast are looking to partner with other economic entities to look at skills gap mainly in the area of healthcare, manufacturing and the construction/trades industry.

Mr. Stetson invited Glenda Harden, Chief Operations Officer, in recognizing Hector Ramirez, the Migrant Seasonal Farmworker (MSFW) Outreach Specialist. Mr. Ramirez was recently recognized for his work in serving this population locally by placing third out of ten in state performance achievement.

Mr. Stetson and Ms. Harden also gave the Board an update about the pre-apprenticeship initiative that is being considered locally in conjunction with the Green Collar Taskforce located at the Gwenda Thompson Government Center.

Agenda Item #9 – Operations Report:

FULL BOARD MEETING MINUTES – DECEMBER 9, 2015

Glenda Harden, COO, briefly reviewed the Operations Report. It was noted that a lot of planning is taking place to prepare for the SNAP program going mandatory in January 2016.

Agenda Item #10 – Conflicts of Interest:

The following conflict of interest was declared:

- Donna Rivett – Consent Agenda

Agenda Item #11 – Consent:

A motion was made by Helene Casteltine and seconded by Werner Bols to approve the consent agenda as provided. The motion passed with Donna Rivett abstaining.

Agenda Item #12 – Open to the Board:

Terrance Moore announced that Moore Solutions is restructuring his business model from classroom training and will solely work on curriculum development production.

Agenda Item #13 – Open to the Public:

None.

Adjourned: 9:58 am

DRAFT

YOUTH COUNCIL MINUTES – JANUARY 5, 2016

Meeting Summary:

1. Discussed the Summer of Success project
2. Reviewed Youth Connections Performance
3. Discussed the WIOA Youth Services RFP rating
4. Discussed the State Plan
5. Received an update on the Pre-apprenticeship Program

Members Present:

Christy Shields for Dr. Mark Rendell; Elia Parson for Laurie Gaylord; Kathie Schmidt for Wayne Gent; Commissioner Kim Johnson; Bob McPartlan; Wydee'a Wilson; Christopher Martinez; Lila White

Members Absent:

Mandy Burnette; Debbie Perez

Staff In Attendance:

Desiree Gorman; Glenda Harden; Jodi Hessing

Public In Attendance

Henkels & McCoy Youth Connections Staff: Danielle Brun; Deann Ferrell; Ron Browning; Margie M. Dotson, Deveraux

Called To Order:

Kathie Schmidt called the meeting to order at 8:04 am. The pledge of allegiance was conducted.

Agenda Item #2 – Summer of Success St. Lucie County

Jodi Hessing, Youth Program Coordinator, provided the Council with information regarding a proposed Summer of Success project to be conducted in St. Lucie County. Funded by St. Lucie County, the program will focus on placing youth in work experience opportunities within the school district as well as local employers. All youth will go through the YESS training and are eligible to receive an incentive for completion as well as a wage for work experience. The project goes before the County for final approval on January 26th.

Agenda Item #3 – Performance Review:

Kathie Schmidt recognized Deann Ferrell, Manager for Henkels & McCoy, who briefly reviewed the performance report for December 2015 and year-to-date.

Agenda Item #4 – WIOA Youth Services RFP:

Jodi Hessing reminded the Council regarding the RFP for Youth Services that was released in mid December. Per board request, staff are seeking Youth Council members to participate in the review and rating of all proposals received and to assist in submitting a recommendation to the board. Council members Wydee'a Wilson, Elia Parsons and Kathie Schmidt agreed to serve on the rating team and participate in the review.

Agenda Item #5 – State Plan:

Jodi Hessing gave the Council a brief update on the CareerSource Florida State Plan as well as the required local plan that staff is currently working on and will be providing to the Council at the March meeting. The Council, along with the public, will have the opportunity to review and make comments on the plan for board review.

Agenda Item #6 – Youth RFP Timeline:

Glenda Harden, Vice President of Operations, provided the Council with information regarding a pre-apprenticeship program being explored for the local workforce development area. A stakeholder meeting was held in November 2015 and from that meeting, a resource mapping survey is being developed and sent out to all current and potential stakeholders.

Adjourned 8:54 am

Host Youth Work Experiences This Summer!

2016 Summer of Success St. Lucie Program Seeks Employers



Fast Facts:

- Private, non-profit, and public companies are urged to provide short term, meaningful work experience opportunities.
- Work experiences are for 120 youth, ages 16-21 residing in St. Lucie County.
- Youth are compensated at no cost to the sponsoring company at a rate of \$8.05 per hour for up to 32 hours per week.
- All youth attend work readiness training prior to placement. Youth are matched to a worksite according to career interests and abilities.
- Program begins June 6th, 2015 and runs 5 weeks.

Program Goal:

To provide meaningful work-based learning opportunities for youth in St. Lucie County.

Two Ways to Apply:

1. Visit our website for more information and to sign up, and a CSRC representative will contact you to complete the process.
2. Contact Jodi Hessing, information provided below.

For more info call or email Jodi Hessing

866-482-4473 x 414 | jhessing@careersourcerc.com

Check out our website for information including services and more!

Summer of Success

St. Lucie YESS 2016 Program

Seeking motivated young people to join our Summer of Success program... Are you ready to work and learn valuable skills while getting paid? If so, submit your intern application today!



Expectations:

- Complete assignments
- Active participation
- Respect for all
- Attendance, on time and ready to work at the start of class
- Proper grooming habits and appropriate dress

What You Get:

- Real workplace training
- Pre-employment and employment skills
- Professional attitude toward the workplace

And up to \$100.00
...by Successfully completing the program!!!

YESS Program runs June 6th - June 17th

5 week Work-Experience opportunities run June 20th - July 22nd

Check out our website for information including services and more!

Need a job this summer?

Interested in earning while you are learning?

Summer Of Success St. Lucie 2016

- Work Experience runs June - August
- Opportunities for In-School and Out-of-School Youth
- Earn up to \$100 while attending Work Readiness Training
- Earn \$8.05/hour for 32 hours per week for 5 weeks

To be eligible to participate in SOS, you must...

- Be between the ages of 16-21
- Be living in St. Lucie County
- Provide required documents & complete an application
- Commit to 2 weeks participation in YESS program
- Be able to complete 5 weeks paid work experience



How to sign up:

- Visit careersourcerc.com/youth to complete an application
- Attend Orientation
- Be able to provide copies of your birth certificate, Social Security card, and a picture ID

Check out our website for information including services and more!

Dec 2015 Program Progress Report

	Dec 2015	YTD Count	Goal
New Enrollments / Registrations	16	70	135
In School	3	4	
Out Of School	13	66	
Carry Forward Youth		167	
In - School		45	
Out-of-School		122	
Total Number Served (1+2)		237	300
In - School		49	
Out-of-School		188	
Exited with Positive Outcome	2	38	120
Number of Youth Achieving Credentialing	5	56	
Work Experience Placements	5	32	72
Work Experience Completions	7	15	61

	Monthly %	Req. for PY	Earned
5. Contract Performance Pay Poi			
Literacy and Numeracy Gains	100.00%	76.00%	
Credential Attainment Rate	100.00%	85.00%	
Work Experience Placements (72)	5	72 Total	
Work Experience Completions (61)	7	61 Total	
Positive Outcome Rate	100.00%	80.00%	



Request For Proposals

For

YOUTH WORKFORCE SERVICES

For The Period

July 1, 2016

to

June 30, 2021

RFP # 15-003-YWS

Date Issued: December 18, 2015

Deadline for Submission: FEBRUARY 12, 2016 at 4:30 pm EST

**Proposals should be directed to:
Glenda Harden, Vice President of Operations
CareerSource Research Coast
584 NW University Blvd., Suite 100
Port St. Lucie, FL 34986
(866) 482-4473**



The Workforce Development Board of the Treasure Coast, Inc., d/b/a CareerSource Research Coast, is requesting proposals for the provision of Youth Workforce Innovation and Opportunity Act (WIOA) services. Parties interested in submitting a proposal should review this entire document.

Request for Proposals (RFP) must be submitted by 4:30 p.m. EST on February 12th, 2016 to:

CareerSource Research Coast
 Attention: Glenda Harden, Vice President of Operations
 584 NW University Blvd
 Suite 100
 Port St. Lucie, FL 34986

The official opening will be held at the CareerSource Research Coast conference room at 584 NW University Boulevard, Suite 100 Port St. Lucie, FL 34986 on February 12th, 2016 at 4:30 p.m. EST. Submitted RFPs will be recorded. Any RFP or portion thereof, received after the submittal deadline will not be considered and returned to the submitting entity.

Questions may be submitted by email to YouthRFP@careersourcerc.com from January 4, 2016 to February 4, 2016. Please reference RFP #15-003-YWS in the subject line. Answers will be posted on the CareerSource Research Coast website at <http://careersourcerc.com/rfps & bids> by 5:00 p.m. EST, February 5, 2016.

Action	Date
Issue RFP	December 18, 2015
Question and Answer Period	January 4, 2016 - February 4, 2016 5:00 pm EST
Final Q&A Responses Posted	February 5, 2016 5:00 pm EST
RFP Due	February 12, 2016 4:30 pm EST
Technical Review	February 15-16, 2016
Rating Team Review	February 18-25, 2016
Selection of Proposal*	February 26, 2016

* Tentative date subject to the identification of a qualified respondent.

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I. BACKGROUND OF ORGANIZATION

The Workforce Development Board of the Treasure Coast, Inc. (Board) d/b/a CareerSource Research Coast (CSRC) is a private not-for-profit corporation registered under Section 501(c)(3) of U.S. Internal Revenue Code and serves the Local Workforce Development Area (LWDA) 20; a three-county area that includes Indian River, Martin and St. Lucie Counties. A Board of Directors comprised of volunteers, who represent private sector business, economic development, education, organized labor, community-based organizations, veterans, and state and local government agencies from all three counties in the region, governs CSRC. Joint oversight is provided through an agreement with CSRC and County Commissioners from each of the three counties in LWDA 20. These commissioners make up the region's workforce Consortium. The Consortium oversees CSRC. Additional information regarding CSRC and its members is located on CSRC's website at www.careersourcerc.com.

CSRC has been chartered by the State of Florida to create a local workforce development system and to provide strategic planning and oversight of local Workforce Innovation and Opportunity Act (WIOA) initiatives including youth activities, high skills/high wage jobs, career centers, the local Welfare Transition Program (WTP) and Wagner-Peyser labor exchange programs. CSRC receives federal pass-through funds from the State of Florida and the United States Department of Labor. CSRC is a grant recipient and administrative entity for WIOA, WTP and other funds, and CSRC operates under a Memorandum of Understanding with the local elected officials and the State. CSRC utilizes funds to purchase services from other entities.

A. RFP Objectives

CSRC is seeking experienced youth services provider(s) who collaborate with other organizations and agencies to provide year-round out of school and in school youth programs in all three counties located in LWDA 20.

CSRC is interested in qualified service providers who demonstrate a program design that increases the focus on serving out of school youth, and those most in need by prioritizing a connection with employers, especially through work experience and work-based learning opportunities. Proposals for innovative activities or programs, consistent with WIOA rules and regulations, are encouraged. Reference information for WIOA is available on the internet at <http://www.doleta.gov/WIOA/>.

II. SCOPE OF SERVICE

A. Criteria and Conditions

Proposer(s) may be any organization(s) structured in accordance with state and federal laws with experience in youth workforce development programs.

Responses may be submitted by a single entity or by a group of organizations or agencies that have agreed to work cooperatively to deliver services and achieve desired outcomes. This strategy will encourage the collaboration of public, private, and community based partnerships within Indian River, Martin and St. Lucie Counties. Responsive bids will require planning, collaboration, and resource sharing of the partnership to develop a single proposal.

Proposals will only be accepted that address all components of this RFP.

A strong relationship with local businesses, community organizations, and educational entities must be identified. The proposal must identify the provision of direct services related to youth workforce development programs as legislated through the Federal WIOA and any subsequent amendments.

The youth workforce development proposals must comply with WIOA Chapter 2, Section 126 – “Use of funds for youth activities.” It is estimated that the funds available for the Youth Workforce Services program will be approximately \$1,000,000 per year. Payment for services will be cost reimbursement and performance based.

Additionally, proposers should provide assurances and evidence to support ability to adhere to and implement additional requirements or changes that will become components of or guidance for youth services under the WIOA enacted July 22, 2014.

The funding period for the contract(s) awarded under the Youth Services Provider(s) grant will be from July 1, 2016 through June 30, 2017 with an option to renew annually for up to four (4) additional years, based on performance, organizational strategies and/or funding availability. CSRC retains the right to not renew the agreement with or without cause.

B. Service Menu and Program Design

The service provider(s) will perform all of the following youth services and activities for CSRC. Services and activities must comply with the WIOA Chapter 2, Section 126 – “Use of funds for youth activities”. In your proposal please describe in detail how you will accomplish the following components of WIOA Youth Services:

1. Components

- a) **Recruitment/Application:** Describe how your recruitment will place a priority on out of school youth, high school dropout recovery, and disconnected youth with significant barriers.
- b) **Eligibility Determination:** Describe how you will streamline the eligibility process for disconnected youth and how all applicable WIOA defined barriers of youth will be documented and recorded.
- c) **Program Orientation/Enrollment:** Describe your orientation process and strategies for expedited enrollment of youth .
- d) **Objective and formal Assessment:** Describe the assessment tools (inclusive of academics and career interests) to be utilized in recruitment and case management functions. Include details on how reasonable accommodations will be provided in the assessment process, if necessary, for people with disabilities.
- e) **Development of individual career plans:** Provide an example of a youth individual career plan that will be utilized.
- f) **Assignment and management of workforce development activities:** Describe your case management and oversight system for WIOA youth programming.
- g) **Partnership and collaboration strategies for workforce programs, community partners, and local employers:** List local partnerships and describe your strategies to ensure youth participants receive comprehensive services from a variety of organizations to remove barriers to success.

- h) Program outcome/performance metrics: Describe how you will attain and track each of the following 6 performance measures.

Indicator	Description
Employment or Enrollment in Secondary Education/Advanced Training in 2nd Quarter	Include strategies for coordination with adult WIOA and TANF programming for ITAs and OJTs
Employment or Enrollment in Secondary Education/Advanced Training in 4th Quarter	Include strategies for coordination with adult WIOA and TANF programming for ITAs and OJTs
Median Earnings for Employed Youth 2nd Quarter	Include career pathway strategies to lead youth to earning higher wages
Secondary/Post-Secondary Credentials	Note that participants who receive a high school diploma or GED during program participation must also obtain employment or enter post-secondary education within one year after exit to be counted in this measure. Describe strategies you will utilize to adapt to this change and how documentation and recording for credentials will be managed.
Measurable Skills Gains	Describe the types of measurable skills gains your youth program will offer and how you will retrieve, document, and record skills gains for youth participants.
Effective Serving Employers	Describe strategies for employer engagement.

Describe in detail how you will provide the 14 required elements of WIOA youth programming:

2. Elements

- a) Tutoring
- b) Alternative secondary school services
- c) Paid and unpaid work experiences: "Under WIOA, work experience becomes the most important of the program elements."- USDOL
- d) Occupational skills training
- e) Education offered concurrently with and in the same context as workforce preparation
- f) Leadership development opportunities
- g) Supportive services
- h) Adult mentoring
- i) Follow-up services: Describe the meaningful services that will be provided to youth to keep them engaged during follow up.
- j) Comprehensive guidance and counseling
- k) Financial Literacy education
- l) Entrepreneurial skills training
- m) Labor market and employment information
- n) Preparation for and transition to postsecondary education

Incorporate into your service menu/program design the number of youth to be served annually, how you will meet the requirement that 20% of regional youth funding supports work-based training as defined under WIOA, and a proposed staffing plan. Also describe how leveraged funds will be utilized to enhance services.

C. Information Provided by CareerSource Research Coast

- Definitions (Exhibit A)
- Proposal Checklist (Exhibit B)
- Technical Review Checklist (Exhibit C)
- Proposal Rating Sheet (Exhibit D)
- Board Member/Consortium Listing (Exhibit E)

3. Contractor Terms and Conditions

The term of this contract shall be from a period commencing July 1, 2016 and terminating June 30, 2017 with an option to extend for up to four (4) additional years.

The proposer selected through this solicitation process must be insured (liability) for not less than \$1 million.

Before a contract is offered, the proposer must re-submit the required certifications provided later in this packet. If you are unable to comply with and provide this information, please do not submit a proposal.

Invoices must be submitted on a monthly basis by the tenth (10th) business day of the month following the month of service. Invoicing shall include reporting the amount of resources and/or leveraged funds provided in dollar amount.

Contractors with CSRC must agree to allow CSRC, the Department of Economic Opportunity, USDOL and USDHHS access to any records directly related to this program. Records must be maintained for five (5) years subsequent to the conclusion of this program.

III. RFP TERMS AND CONDITIONS

Each Respondent is required to submit their response to this RFP no later than 4:30 P.M. EDT on February 12, 2016 (due date and time). The delivery of the RFP is solely and strictly the responsibility of the Respondent. A RFP received after the due date and time will not be considered fully responsive and will be returned to the responding party unopened.

Only a fully responsive RFP will be considered. All conditions set forth in this section must be followed to be considered fully responsive.

A. Proposal Content:

Include the following information in your response in the order presented below:

1. Proposal Cover Page (Attachment A) – Only forms that have been fully completed will be considered fully responsive.
2. Table of Contents: Paginate the complete document and provide a table of contents indicating the beginning page for each section and major subsection of the Response, including each attachment.
3. Proposal Narrative:
 - a. Experience and Demonstrated Performance

Address the following areas: Has your organization provided similar services before? What were the results? Describe your specific youth service/activities including the names, addresses, contact persons and telephone number of organizations related to your prior experience working with WIA/WIOA legislation, not-for-profit organizations, programs funded by the Federal Government, and/or programs funded by the State of Florida, if applicable. Provide three (3) programmatic current professional references, including names, organizations, addresses and telephone numbers for CSRC to contact. If WIA/WIOA services have been provided in other areas, provide three (3) years of performance data, if available. The Proposer should indicate what sets your organization apart from others that may submit a proposal in response to this RFP.

b. Administrative Capacity

Describe how your organization will handle the management and financial capability needed to effectively and efficiently manage youth service programs, deliver quality programs and services, conduct self-monitoring for contract compliance, implement a continuous improvement model, quickly adapt to changes in policies, procedures, priorities, service delivery design as determined by CSRC or required by funding sources, keep appropriate records in an auditable manner, and meet/exceed performance standards. **Include a statement that your organization has the financial capacity to “front” the costs associated with the implementation of the desired project. Describe any financial relationships (current) with members of CSRC Board, CSRC staff, the Treasure Coast Workforce Consortium (Local Elected Officials) or other service providers for CSRC using Attachment C – Relationship Disclosure Form.** See Exhibit E for list of Board and Consortium members. Visit www.careersourcerc.com for Board staff.

c. Customer Record Keeping

Proposers will be required to maintain records on each participant and to make these records available to CSRC, state and federal officials and auditors. All records for the program must be retained for a period of five (5) years. Records are public and must be available upon request. Describe your records management system. Note: CSRC utilizes an electronic records system and also has an established archive system. Indicate your willingness to provide access to these records and to follow appropriate local Board procedures for records management, storage, and retrieval.

d. Customer Reporting

Describe how you will ensure the accurate, timely tracking and reporting of individual participants/customers in accordance with WIOA, Federal, State, and Board rules, regulations, policies and associated requirements.

e. Audits

Submit, as an attachment, your organization's most recent audit and its most recent annual financial statement. Describe all programmatic and fiscal audits that your organization undergoes and the most recent results.

f. Fiscal Capacity and Reporting

Financial capability includes a finance department that is knowledgeable of State/Federal reporting requirements and a finance system/software program that is capable of tracking expenditures by cost category or participant, the ability to maintain fiscal controls, accounting procedures, and financial reporting in accordance with Generally Accepted Accounting Principles and requirements established by CSRC, demonstrate sound financial practices, and show evidence of continued financial stability. The Proposer is advised that separate accounting records must be kept for CSRC contracts to ensure accurate and appropriate reporting of contract expenditures, and costs must be tracked in sufficient detail to determine compliance with contract requirements to ensure that funds were lawfully spent. Describe your fiscal capacity, experience and reporting mechanisms.

g. Monitoring and Evaluation

Proposers' quality control processes should include case file reviews, caseload contacts, customer surveys/reports, and quality control monitoring that includes mechanisms to detect errors in data collection, eligibility determinations and service delivery as well as timeliness in all reporting elements. These processes should also include immediate identification when a problem occurs (administrative, programmatic, or fiscal) and when corrective action is necessary. The Proposer must demonstrate commitment to quality performance on all levels, from leadership to service delivery. Describe your organization's experience monitoring and evaluating programs and services. How will you ensure that ongoing quality control is in place for this project?

h. Subcontracts

Proposer may subcontract with others to expand services and deliver the most comprehensive program. The Proposer must not subcontract major services and activities required by this RFP. If a Proposer intends to subcontract for any services and activities, the specific service(s) and activities must be identified in this proposal. Do you plan to subcontract with others for services or activities contained in your proposal? If yes, describe the nature of those subcontracts, the subcontractor, and the services and activities to be provided by the subcontractor. Copies of sub agreements with current or intended subcontractor(s) must be submitted as attachments to this RFP. Any sub- agreements will be discussed and considered at time of contracting.

*If the Response represents a joint submittal by more than one agency or organization, follow steps 1-5 below:

- 1) List all partners and briefly describe the role of each in service delivery. Also must provide a description of each of the "funded" partners organization(s) and staff qualifications.
- 2) Briefly describe (list) each partner organization(s) mission
- 3) Summarize (list) each organization(s) current major funding sources.
- 4) A description of the program and financial management capabilities of each organization. Include a description of both the indirect and direct program and financial management capacity as it relates to this proposal. Clearly identify the specific functions/responsibilities of indirect and direct staff. Please provide flowchart(s) displaying the described relationships.

5) A description of the experience and past performance record of all the proposer(s) in delivering Youth Workforce Development Services or all similar projects within the State of Florida from July 2009 to present. List all regions, types of services provided, performance data, regional contact name and contact information.

i. Insurance

The entity selected through this solicitation must be insured (liability) for not less than \$1 million. The Proposer must provide a copy, as an attachment, of their current liability insurance certification. The entity must insure individuals participating in the project. The entity's current employees as well as employees hired for projects funded through this solicitation must be covered with workers' compensation insurance. Proof of insurance will be requested at the time of contracting. The Proposer must describe their liability insurance coverage and any bonding that will be provided for this project.

j. Service Menu/Program Design

Provide a narrative to address the components, elements, and performance indicators of WIOA Youth Programming. Refer to Section B of this proposal.

k. Staff Qualifications

Summarize staff qualifications. As an attachment, the Proposer must provide resumes and job descriptions for all upper management level staff that will be directly involved in the day to day operations in LWDA 20. Also, the Proposer must provide job descriptions for each position directly funded in the proposal.

l. Implementation of Services

Provide a timeline for full implementation of services, assuming full operation of a contract by July 1, 2016. At a minimum, include:

- Hiring of staff;
- Training of staff;
- Preparation of space—furniture and equipment is in place, discuss move in time and readiness to begin functions;
- Begin case management for existing cases;
- Begin accepting new applicants/referrals, outline recruitment strategies to include placing a priority on out of school youth and high school dropout recovery.
- Full operation in place—all services functional, all agreements in place

B. Proposal Budget and Instructions

This information must be provided in the following sequence.

1. Budget Parameters and Narrative

CSRC has the responsibility of ensuring that contracted costs are both reasonable and necessary. All costs associated with the proposal must be clearly detailed and must be completed by cost categories. Provide a detailed separate line-item budget using template provided in Attachment B which shows all proposed project costs for both in school and out of school youth. For each line item in your budget, provide an explanation of what is included in the cost.

All proposals will be evaluated on the basis of cost-effectiveness in relation to high quality service delivery. This analysis shall be conducted to ensure that the proposed costs are necessary, fair and reasonable; to determine if the proposed costs are allowable and allocable; to determine if there is duplication of costs with other programs; to ensure that the costs are directly associated with carrying out only the proposed services; and to ensure that the proposed costs will benefit the WIOA system.

2. Budget Item:

Itemize each cost according to the provided chart of account line items that best describes your costs. Proposers may not have an entry for every corresponding chart of account line item listed. **Proposers must have an approved indirect cost rate plan in order to use indirect costs.** Profit is to be used by for profit companies.

3. Columns:

- Annual Cost: Enter the cost for the budget item in this column.
- How Cost Determined: You may need to increase the size of this column (and decrease the size of the font) to provide room for a description of how each cost was calculated. The description should be comprehensive enough so that CSRC can determine whether the cost is reasonable and necessary.
- Justification of Costs: Explain why each described item is needed. Again, you may need to increase the size of this column to accommodate this narrative
- In-Kind: Identify any in-kind resources / support for the service delivery system beyond what is requested in the budget. Include each committed or proposed source of funding and the amount of that funding.
- Description and Justification of In-Kind: Explain the source and dollar value of each contribution and how those contributions are to service proposed program. Again, you may need to increase the size of this column to accommodate this narrative.
- (For Board Use Only) Cost/Price Analysis: Do not write in this shaded section.
- Total Costs by In School Youth and Out of School Youth.
- Total Budget Amount

C. **Attachments**

- Attachment A: Proposal Cover Page
- Attachment B: Budget
- Attachment C: Relationship Disclosure Form
- Attachment D: Certifications & Assurances
- Attachment E: Public Entity Crimes Certification
- Attachment F: Debarment & Suspension Certification
- Attachment G: Byrd Anti-Lobbying Certification
- Attachment H: Nondiscrimination Certification
- Attachment I: Drug Free Certification
- Additional Attachments as required per the solicitation

IV. EVALUATION CRITERIA, RATING SYSTEM & ACCEPTANCE/CONTRACT AWARD

A. Initial Technical/Responsiveness Review

All timely proposals received will be reviewed by CSRC staff to determine if they are responsive and if the proposal is eligible for further consideration. See Exhibit C.

Proposals must be responsive to this RFP to be rated. To be responsive, proposals must meet the following minimum criteria, as stated in this RFP:

1. One (1) original proposal, ten (10) additional copies, and an electronic searchable copy must be received by CSRC by February 12, 2016 at 4:30 pm EST. Each copy of the proposal must be bound separately. The proposal and all attachments are to be standard size (8 ½ X 11). In addition, a table of contents is required. The timely delivery of a proposal is entirely the responsibility of the Proposer. Proposals postmarked on or before the proposal due date but delivered after the due date or time will be considered non-responsive. Proposals hand delivered after the due date or time will be considered non-responsive.
2. The original proposal must be manually signed in **blue ink** by an official authorized to represent and bind the proposing agency and should be marked "original."
3. Giving incomplete or erroneous information or withholding important information could result in disqualification or, later, contract termination.
4. Proposers must demonstrate a general understanding of the WIOA youth service delivery system, the services solicited by this RFP and the ability to effectively and efficiently manage and deliver those requested services.

Non-responsive proposals will not be reviewed or rated.

B. Review by RFP Rating/Review Team

CSRC's Youth Council will appoint an RFP Review Team comprised of designated Board staff, Board members, and/or Board Youth Council members. This Review Team will then individually review proposals that have successfully passed the initial technical/responsiveness review and rate each one separately according to the rating scale included in this RFP. Proposals will be evaluated and ranked based on the quality of the activities and services being proposed. See Exhibit D.

As soon as all parties on the review team have had an opportunity to complete this primary review, a meeting of the Review Team will be held in order to complete rating evaluations. At this meeting, each rating criteria will be discussed and the scores of each reviewer will be tabulated for a total score by category. The Review Team will review and discuss their evaluations of all proposals, combine the individual scores and arrive at a composite technical score for each proposal. Overall scores will be used to determine the most advantageous contract award(s) for CSRC and will be compared and ranked. More than one Proposer may be selected in response to this RFP solicitation. The Review Team will prepare a proposal-rating summary for review by the Youth Council. The Youth Council will make a recommendation to CSRC Board of Directors. CSRC will make the final decision on proposals. The Proposer(s) who accumulates the highest score may be awarded a contract if CSRC elects to award a contract and both parties agree to the terms of the contract.

C. Local, Small and/or Minority-Owned Businesses

Efforts will be made by CSRC to utilize local, small business, minority-or women-owned businesses, if possible, but awards are not limited to these groups. A Proposer qualifies as a small business firm if it meets the definition of "Small Business" as established by the Small Business Administration (13 CFR 21.3-8), by having average annual receipts for the last three (3) fiscal years of less than \$4 million. The Proposer qualifies as local if they operate within LWDA 20.

D. Proposal Acceptance/Contract Award

Proposers must read the General Provisions and Assurances included in this RFP. If you are unable to comply with these requirements and/or are unable to attest to, submit the required certifications upon request, or complete the forms/signature portions of attachments indicated in the RFP, please do not submit a proposal.

The following conditions are applicable to all proposals:

- CSRC reserves the right to reject any and all proposals, in whole or in part, and to accept any proposal that is deemed most favorable to CSRC at the time and under the conditions stipulated in this RFP.
- Non-conforming proposals will be considered non-responsive and are subject to return without review; however, CSRC reserves the right to waive informalities and minor irregularities in the proposals received.
- CSRC reserves the right to request additional information from Proposers for clarification, or to allow corrections of errors or omissions, if in the best interest of the Board.
- All proposals are subject to negotiation by CSRC.
- CSRC reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between CSRC and the firm selected.
- All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by CSRC. The Proposer must, at their own expense, obtain all necessary permits and pay all licenses, fees, insurances and taxes required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried out under the proposed contract.
- More than one (1) Proposer may be selected for negotiations in response to services solicited under this RFP. A contract will be negotiated with the highest ranked Proposer(s), and if negotiations are successful, Proposer(s) will be recommended to CSRC for award. In the event negotiations are not successful, negotiations with Proposer(s) will be terminated and negotiations begun with the next ranked Proposer(s) and so forth until negotiations are successfully completed to the satisfaction of CSRC or until all acceptable proposals have been rejected.
- Any award resulting from this request will be based on the organization's stability and experience related to this RFP, the organization's ability to handle the tasks and volume of staffing noted in this RFP, the organization's financial resources and cost. Cost will be of primary importance. Refer to the Rating Criteria in this package.
- Before a contract is offered, the Proposer must submit the required certifications provided later in this packet. It is recommended that Proposers read the Certifications and General Provisions and Assurances included in the RFP. **If you are unable to comply with these requirements, do not submit a proposal.**
- CSRC may award a contract based on initial proposals received, without negotiation of such proposals. Therefore, each initial proposal should be submitted on the most favorable price and technical terms. CSRC reserves the right to request additional information, oral discussion or presentation in support of written proposals.
- If an award is made, the contract will be a performance based and cost-reimbursement contract. Services will be implemented only upon notification from CSRC. Payment for services rendered will be made only when costs have been incurred and documentation of all costs are received and verified.

- Any award resulting from this request will be based on the effectiveness of the agency or organization in delivering comparable or related services to the designated age group based on demonstrated performance, including their ability to meet performance goals, cost, quality of training and services. Cost will be of primary importance. Responsiveness to the requirements of the RFP, experience developing and doing similar projects, the quality of staff involved, and references will be taken into account.

E. Negotiations

A contract may be negotiated with the first ranked Proposer, and if negotiations are successful, that Proposer will be recommended to CSRC for award. In the event negotiations are not successful, negotiations with that Proposer will be terminated and negotiations begun with the second ranked Proposer and so forth until negotiations are successfully completed to the satisfaction of CSRC or until all acceptable proposals have been rejected.

If CSRC elects to award a contract(s) as a result of this solicitation, the resulting contract(s) will be cost reimbursement performance-based. Under a cost reimbursement and performance-based contract, the contractor will be reimbursed a portion of the costs and a portion of the costs will be paid only upon attainment of performance goals. Any awarded contract will conform to the terms required by the WIOA, CareerSource Florida, Inc., Department of Economic Opportunity, and the local Board. Payment for services rendered will be made only when costs have been incurred and acceptable documentation of all costs will be required. Payment will not be issued until all required documentation has been submitted, reviewed, and approved.

F. Notification of Award

Upon conclusion of final negotiations with the successful Proposer(s), all Proposers will be notified in writing of their status. Contract negotiations will begin around March 1, 2016 and the project may commence upon the successful execution of a contract, but no later than July 1, 2016.

Final award of a contract will be contingent upon:

- Successful negotiation of a contract;
- Acceptance by the Proposer of the contract terms and conditions;
- Satisfactory verification of past performance and systems (e.g., financial), where applicable which shall include, but is not limited to:
- Adequate financial resources or the ability to obtain them;
- The ability to meet the RFP design specifications at a reasonable cost, as well as the ability to meet performance goals;
- A satisfactory record of past performance in delivering the proposed services, including demonstrated quality of services and successful outcome rates from past programs;
- The ability to provide services and/or a program that can meet the need identified;
- A satisfactory record of integrity, business ethics and fiscal accountability;
- The necessary organization, accounting and operational controls; and
- The technical skills to perform the work;
- Availability of funding.

Upon conclusion of final negotiations with the successful firm(s), all Proposers will be informed in writing of their status and will receive notice of disposition of the contract award. The final funding award decision will be made at CSRC regular Board meeting, no later than April 27, 2015, and services are to commence on July 1, 2016.

G. Protests

All Proposers have the right to protest the award. Parties wishing to protest a contract award may submit their objections in writing within 10 days of the award date to the President/CEO of CSRC who will provide the information to CSRC's Executive Committee. This committee will investigate the complaint and issue a written finding and resolution to the protesting party within 45 days of the receipt of the complaint.

This protest procedure provides recourse to Proposers who believe that their proposal did not receive proper



consideration. Proposers entering a protest should be prepared to document specific factors that put the aggrieved proposer at a competitive disadvantage and/or document violations of specific sections of state or federal regulations, CareerSource Florida, Inc., and the procedures set forth by this RFP. CSRC reserves the right to refuse to consider an appeal that does not identify specific procedural shortcomings.

V. GENERAL CONDITIONS

A. Respondent

All private-for-profit corporations, not-for-profit corporations, local education agencies, governmental units, or public agencies properly organized in accordance with State and Federal law and in business for at least 3 years may submit a RFP. Minority and women-owned and operated businesses are encouraged to submit. Proposals will not be reviewed if (1) the Respondent has been disbarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) the Respondent's previous contract(s) with CSRC have been terminated for cause; (3) the Respondent has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services; or (4) the Respondent's name appears on the convicted vendor list.

B. Assignment of Contract

No third party contracts or subcontracts will be allowed, unless specifically approved, in writing by CSRC.

C. Reserved Rights

The rights reserved by CSRC, which shall be exercised in its sole and absolute discretion, and shall be at no fault, cost or liability whatsoever to CSRC, include without limitation, the right to:

- Supplement, amend or otherwise modify or cancel any provisions set forth in this solicitation at any time.
- To accept or reject any or all responses, to re-advertise this RFP, to postpone or cancel this process and to change or modify the project schedule at any time.
- Disqualify any respondent that submits an incomplete or inadequate response or is not responsive to the requirements of this RFP.
- Waive any defect, technicality or irregularity in any response received.
- Require additional information and/or oral presentation from one or more respondents to supplement or to clarify the proposal.
- Determine whether the respondent's written or oral representations are true, accurate and complete or whether the respondent has adequately responded and has the necessary experience, including seeking and evaluating independent information on any respondent.
- Consider any information submitted that is not requested by CSRC in a proposal response as supplemental information and not subject to evaluation by the selection committee or President/CEO.
- Unless otherwise specifically proposed by the respondent, CSRC reserves the right to hold such pricing as effective for the entire intended contract term.
- End contract negotiations if acceptable progress, as determined by the President/CEO, is not being made within a reasonable time frame.
- Change specifications and modify contracts as necessary to (a) facilitate compliance with the legislation, regulations and policy directives, and (b) to manage funding.

EXHIBIT A – DEFINITIONS

A. Administrative Costs

All direct and indirect costs associated with the management of the program is to be funded by this proposal. These are costs which are not directly related to the provision of customer services or which do not benefit customers but which are necessary for the effective delivery of direct services to participants. The Board requires an approved federally recognized indirect cost rate or a rate negotiated between the Board and the Sub-recipient in compliance with 2 CFR 203.331, or a de minimus indirect cost rate.

B. Allowable Costs

Those costs which are necessary, reasonable and allowable under applicable Federal, State and local law for the proper administration and performance of services to participants.

C. Audit

A systematic review by a CPA to determine and report whether an organization's financial operations are being properly conducted, financial reports are being presented fairly and applicable laws and regulations are being complied with. All successful proposer(s) must submit an audit of their organization for the program to be funded as a result of this proposal. The review must fully meet the requirements under a 2 CFR 200 Audit or an audit conducted in accordance with State of Florida or federal requirements for an organization providing direct services.

D. Barriers to Employment

Characteristics that may hinder an individual's ability to participate in the labor force

E. Basic Skills Deficient

An individual who scores below a 9th grade level on an appropriate standardized test.

F. Case Management

At a minimum, refers to employment counseling and the management of a participant's employability plan including follow-up as documented in the participant / customer file.

G. Community-Based Organization

A private not for profit organization representing a community or a significant segment of the community.

H. Commercial Organization

A private for profit entity.

I. Cost Allocation Plan

A plan that identifies and distributes the cost of services and/or departments or functions. It is the means to substantiate and support how the costs of a program are charged to a particular cost category. Cost allocation plans must use methodologies that comply with state requirements.

J. EFM

Employ Florida Marketplace (EFM) is Florida's management information system for tracking all WIOA Youth services, data validation and general case management.

K. Federally-Recognized Credential or Certificate

A nationally recognized degree or certificate or state/locally recognized credentials may include, but are not limited to, a high school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates.

L. In- School Youth

A youth who has not received a diploma or equivalent and who is participating in an authorized, structured educational program, regardless of where the schooling takes place, is considered to be in school.

M. Individual Training Account (ITA)

A voucher supplied to a youth, adult, or dislocated worker who is determined eligible and suitable, to pay for the cost of training with an approved provider for an occupation that is in demand in the local workforce area.

N. On The Job Training (OJT) Opportunities for youth

On the job training services are primarily intended to offer training in an actual work situation that allow youth to develop specific occupational skills or to obtain specialized skills required by an individual employer, that will lead youth to economic stability and self-sufficiency. OJT may be sequenced with or accompanied by other types of training such as vocational training and basic skills training.

O. Out of School Youth

- an eligible youth who is a school dropout*; or
- an eligible youth who has received a secondary school diploma or its equivalent and meets at least one of the WIOA required barriers; or
- An eligible youth who is enrolled in an Adult Education program leading to GED attainment

*A school dropout means an individual who is no longer “attending any school” and who has not received a secondary school diploma or its recognized equivalent.

P. Work Experience (WE)

Work Experience is a short term work-based assignment for eligible participants. It can be conducted at a private for profit site or at a public or private nonprofit site. WE may be paid or unpaid. WE will be used primarily to teach good work habits and basic work skills for those who have never worked or who have not worked for a significant amount of time, and provide the participant the opportunity to develop basic occupational related skills, with an ultimate goal to obtain a permanent, unsubsidized job placement.

Q. Post-Secondary Institution

An institution as defined in the Higher Education Act of 1965. (20 USC 1088).

R. Profit

An amount in excess of the cost necessary to operate a program. Profit is allowable under a cost reimbursement contract to the extent it is reasonable as determined during contract negotiations. It includes that amount which is associated with proprietary materials included in the cost of the program. Profit may be allocated among the cost categories.

S. Programmatic / Services Costs

Personnel and non-personnel costs related to the provision of direct services to participants. Costs include the salaries, fringe benefits, equipment, supplies, and space related to the above, staff training, transportation and other related costs of personnel providing training, component supervisors, coordinators, clerical staff working on direct training activities or functions, instructional materials and equipment used by or for participants, classroom training, space, utility costs, insurance, commercially available off the shelf training packages, tuition, work experience, and OJT reimbursements.

T. Supportive Services/Support

Personnel and non-personnel costs related to the provision of supportive services to participants.

U. WIOA

The Workforce Innovation and Opportunity Act

V. WIOA Follow Up Services

Upon program exit, follow along services to assist youth with employment retention or post-secondary completion through the first, second, third and fourth quarters after the quarter of program exit.

W. Youth Eligibility Guidelines

The Workforce Innovation and Opportunity Act allows the LWDA to define additional assistance to complete an educational program, or to secure and hold employment. The documentation required is one or more of the following:

- Youth that have one or more biological parent incarcerated, institutionalized, or sentenced by a court of law to incarceration/institutionalization for more than one year. Documentation provided by court, institution, or Department of Corrections records.
- Youth that have been victims of domestic violence or intimate partner violence as documented by law enforcement or domestic violence organization.
- Youth that are documented gang members or documented gang affiliates as defined by local law enforcement.
- Youth that are residing in a high poverty area as defined by census track records showing area of youth's residence as having a poverty rate of 30% or greater.
- Youth that are over age 21 and have no work history, or have poor work history as defined by the lack of employment for more than 180 consecutive days as documented by employer records, pay records, or State system (Suntax).

EXHIBIT B – PROPOSAL CHECKLIST

- A. Proposal Cover Page – Attachment A
- B. Table of Contents
- C. Proposal Narrative
 - 1. Experience and Demonstrated Performance
 - a. Provided three (3) programmatic professional references
 - b. Provided three (3) years of performance data, if applicable
 - 2. Administrative Capacity
 - a. Financial capacity to “front” costs
 - b. Financial relationship with CSRC – Attachment C
 - 3. Customer Record-Keeping
 - 4. Customer Reporting
 - 5. Audits
 - a. Provided a copy of the most recent audit
 - b. Provided a copy of the most recent annual financial statement
 - 6. Fiscal Capacity and Reporting
 - 7. Monitoring and Evaluation
 - 8. Subcontracts
 - 9. Insurance
 - a. Current Certificate of Insurance
 - 10. Service Menu/Program Design
 - 11. Staff Qualifications
 - a. Resumes & job descriptions for management & positions to be funded
 - 12. Implementation of Services
- D. Proposal Budget
 - 1. Budget Narrative
 - a. Budget Form – Attachment B
- E. Attachments
 - Attachment D – Certification & Assurances
 - Attachment E – Public Entity Crimes Certification
 - Attachment F – Debarment & Suspension Certification
 - Attachment G – Byrd Anti-Lobbing Certification
 - Attachment H – Nondiscrimination Certification
 - Attachment I – Drug Free Certification



EXHIBIT C – TECHNICAL REVIEW CHECKLIST

Proposer: _____

Review Date: _____

Review Team Members: _____

Did the proposal meet all of the following criteria? If not, the proposal will not be submitted for further review.

- | | | | | |
|---|-----|--------------------------|----|--------------------------|
| Proposal met due date and time - February 12, 2016 at 4:30 pm EST | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Proposal included proper number of sets - 1 original & 10 copies | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Original proposal contains representative signatures in blue ink : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Proposal is submitted in requested sequence and format : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Proposal includes and/or addresses ALL of the applicable areas below:

- | | | | | |
|---|-----|--------------------------|----|--------------------------|
| A. Proposal Cover Page – Attachment A | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| B. Table of Contents | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| C. Proposal Narrative | | | | |
| 1. Experience and Demonstrated Performance | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| c. Provided three (3) programmatic professional references | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| d. Provided three (3) years of performance data, if applicable | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2. Administrative Capacity | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| a. Financial capacity to “front” costs | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| b. Financial relationship with CSRC – Attachment C | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 3. Customer Record-Keeping | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 4. Customer Reporting | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5. Audits | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| a. Provided a copy of the most recent audit | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| b. Provided a copy of the most recent annual financial statement | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 6. Fiscal Capacity and Reporting | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 7. Monitoring and Evaluation | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 8. Subcontracts | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 9. Insurance | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| a. Current Certificate of Insurance | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 10. Service Menu/Program Design | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 11. Staff Qualifications | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| a. Resumes & job descriptions for management & positions to be funded | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 12. Implementation of Services | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| D. Proposal Budget | | | | |
| 1. Budget Narrative | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| a. Budget Form – Attachment B | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| E. Attachments | | | | |
| Attachment D – Certification & Assurances | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Attachment E – Public Entity Crimes Certification | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Attachment F – Debarment & Suspension Certification | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Attachment G – Byrd Anti-Lobbing Certification | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Attachment H – Nondiscrimination Certification | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Attachment I – Drug Free Certification | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |



Staff Review Results:

Proposer has previously provided services to CSRC or other similar government funded programs? Yes* No

* If yes, staff will prepare a statement to indicate past program performance, cost, and note any outstanding issues. All outstanding issues must be resolved prior to consideration of a new contract.

Proposal indicated any financial relationship applicant has with Board staff, Board of Directors and/or the Treasure Coast Workforce Consortium? Yes No

The attached proposal has been technically reviewed for responsiveness to the elements indicated above. The response has been deemed:

Responsive Non-Responsive

This proposal:

- will be forwarded for review and rating
- will not be forwarded for review and rating, as it is missing pertinent elements as acknowledged above.

Attested and signed by:

Staff Name & Title: _____

Signature and Date: _____

Staff Name & Title: _____

Signature and Date: _____

Staff Name & Title: _____

Signature and Date: _____



EXHIBIT D – RATING SHEET

Proposer: _____

Rating Date: _____ Score: _____ out of 100 Rank: _____ out of _____

SCORING (possible score of 100):

Evaluate each of the following areas and record your response (score) in the blank provided at the end of each question or statement. Explain your evaluation in the Comments.

Criteria **Score**

1. The proposer appears qualified to perform the work requested: _____

(Has experience with similar youth services; has 3 youth program/service delivery References; has prior experience working with WIA/WIOA legislation/state and federal funds; has a demonstrated record of meeting or exceeding performance requirements; has skilled experienced staff; provides historical performance data; has experience in monitoring and evaluating youth programs and services; has internal controls in place)

More Than Adequate Not Adequate
 15 11 7 3 0

Comments: _____

2. The entity has an accurate understanding of the work to be performed. _____

(Strategies for recruiting targeted youth; youth targeted meet WIOA guidelines; includes required elements and targeted activities; includes strategies for coordination with Adult WIOA and TANF programming for ITAs and OJTs; a strong relationship with local businesses, community organizations, and educational entities is identified, performs quarterly follow-up services; addresses each component of case management)

Full Understanding No Understanding
 10 8 5 3 0

Comments: _____

3. The proposed Service Menu/Program Design is consistent with the RFP. _____

(Focus is on serving out-of-school youth and those who are most in need, work experience and work-based learning opportunities are a priority. Training activities are innovative and offer a hands-on approach; training is linked to occupations in high demand and the achievement of occupational credentials; activities are directly connected to skills gains; focuses on work-related activities; includes work-readiness and career pathways strategies to lead youth toward earning higher wages; sufficient supportive services are offered)

Very Consistent.....Not Consistent
 15 11 7 3 0

Comments: _____



4. The proposed goals and objectives are consistent with the RFP. _____

(Goals and objectives are measurable, goals and objectives are attainable during the contract period; positive outcomes for a high percentage of youth are planned; strategies for youth to achieve measurable skills gains and occupational credentials are included; strategies for providing unsubsidized job placements and placement in post-secondary education or advanced training are in place; includes an incentive system for positive achievement of youth outcomes; the proposal includes a plan that will result in quality follow-up activities)

Very Consistent.....Not Consistent
15 11 7 3 0

Comments: _____

5. The proposed per participant cost is reasonable: _____

(The costs appear reasonable for the number of proposed participants; the cost per served compares favorably compared to other proposals received; the cost per youth is justified by the proposed services and activities; the budget includes other sources of funding/contributions)

Low High
15 11 7 3 0

Comments: _____

6. The budget consistently supports the proposed cost. _____

(Costs are clearly detailed; a minimum of 20% of contract value is allocated for work experience activities, the number of staff as compared with the number of participants served appear appropriate; proposed administrative cost is 10% or less; overhead and program costs are allowable, reasonable and necessary; costs are directly associated with carrying out the proposed services; requested contract amount is aligned with the funding available in the RFP)

Very Consistent.....Not Consistent
10 8 5 3 0

Comments: _____

7. The Proposer has relationships and contacts with community partners/employers and will be able to coordinate and negotiate services for youth. _____

(Key partnership s are established for the program; the roles of each partner and the services they will provide are clearly described; the services and activities of community partners and employers compliment the youth program; partnership and work experience agreements are included; intent to subcontract for services and activities is identified and explained, if applicable)

Most Experienced.....Least Experienced
10 8 5 3 0

Comments: _____

8. The Proposer has the financial capacity to manage the project. _____

(Indicates the ability to "front" the costs of the youth program; prior fiscal and grant management experience; most recent audit and financial statement are sufficient; required budget form is completed accurately; budget includes all necessary costs to successfully operate the youth program proposed)

Most Capacity.....Least Capacity
10 8 5 3 0

Comments: _____

TOTAL ALL POINTS (Add scores 1-8):	_____
---	-------

Rating Team Member (print name): _____

Signature: _____

Other Comments/Concerns: _____

EXHIBIT E – BOARD/CONSORTIUM LISTING

- | | |
|---|--|
| 1. Werner Bols, President | Bols Construction |
| 2. Pamela Burchell, Vice President of Community Relations | Treasure Coast Hospice |
| 3. Helene Caseltine, Director of Economic Development | Indian River County Chamber |
| 4. Robert Cenk, Vice President | HomeCrete Homes, Inc. |
| 5. Suzanne Desposati, Counselor Analyst | Vocational Rehabilitation |
| 6. Carrol Frischkorn, Vice President | Frischkorn Builders |
| 7. Pamela Houghten, Vice President of Administration & Outreach | Torrey Pines Institute for Molecular Studies |
| 8. Peter Kemp, President | Huston's Commercial Interiors |
| 9. Paula Lewis, Commissioner | St. Lucie County |
| 10. Dr. Edwin Massey, President | Indian River State College |
| 11. Robert McPartlan, Community Development Administrator | Department of Children & Families |
| 12. Sean Mitchell, Business Manager | Ironworkers Local Union 402 |
| 13. Terrance Moore, CEO | Moore Solutions, Inc. |
| 14. Debbie Perez, Corporate Director | Martin Health Systems |
| 15. Dr. Mark Rendell, Superintendent | Indian River County School Board |
| 16. Kurtis Riley, Vice President | Advanced Machine & Tool, Inc. |
| 17. Vickie Rodriquez, President | St. Lucie County CTA/CU |
| 18. T. Patrick Shepherd, Financial Analyst | Primerica Financial Services |
| 19. Waldo Tames, President/CEO | LF Employee Leasing & Labor Finders of Florida LLC |
| 20. Wayne Teegardin, Veteran Services Manager | St. Lucie County |
| 21. Pete Tesch, Executive Director | Economic Development Council of St. Lucie |
| 22. Maddie Williams, President | Treasure Coast Builder's Association |

**CAREERSOURCE RESEARCH COAST, REGION 20,
 TREASURE COAST WORKFORCE CONSORTIUM MEMBERS**

- | | |
|-------------------------------|---------------------|
| 1. Wesley Davis, Commissioner | Indian River County |
| 2. John Haddox, Commissioner | Martin County |
| 3. Kim Johnson, Commissioner | St. Lucie County |



ATTACHMENT A – PROPOSAL COVER PAGE

COMPANY PROFILE

Company Name:			
Mailing Address:			
City:	State:	Zip Code:	County:
Contact Person:		Title:	
Work Number:	Cell Number:	Fax Number:	
Email:		Website:	
Business Date Of Inception:	Years In Business:	Total # of Full Time Employees:	
Legal Structure of Business: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit <input type="checkbox"/> Leased <input type="checkbox"/> Other, please indicate:			
Employer's Federal ID:	Unemployment Compensation ID:	Dunn & Bradstreet ID:	
Primary NAICS and/or SIC Code:		Is your company current on all State of Florida tax obligations: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Describe your business, product(s) and/or service(s):

BUDGET SNAPSHOT

Total funding amount requested: \$		ISY%		OSY%		Proposed in-kind contribution/match: Cash: \$	
						In-kind: \$	
Total Number of Youth Targeted:		ISY%		OSY%		Estimated Cost Per Participant: \$	

PROPOSED PERFORMANCE

# of Participants:		# of Completions/Exits:		# of Job Placements:	
# Placed in Post-Secondary Education or Advanced Training:		# Attaining a Credential (HS Diploma, GED, Occupational)			
# of Youth to Attain Measurable Skills Gains:		# of Employers Engaged:		Estimated Median Earnings:	

I, _____, certify that as the official representative for the organization named above, I have read the Request for Proposal, #15-003-YWS, and the attached proposal from my organization and agree that the information presented is an accurate representation of my organization and the activities and/or services we are willing to provide to CareerSource Research Coast. I also agree to the terms and certifications required of service providers by The Workforce Development Board of the Treasure Coast, Inc.

Name and Title: _____

Signature and Date: _____



ATTACHMENT B – BUDGET

Proposer: _____

Proposed # of you to be served: _____

Budget Item	Annual Cost	How Cost Determined	Justification of Costs	In-Kind/Cash Match	Description of In-Kind	For Board Use Only – Cost Price Analysis
Personnel Costs:						
Salaries – Staff						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Fringe Benefits						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Mileage/Travel						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Other (specify)						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Direct Participant Costs:						
Work Experience						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
On the Job Training						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Incentives						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Assessment						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Occupational Skills Training						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Customized Training						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Support Services						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic



Budget Item	Annual Cost	How Cost Determined	Justification of Costs	In-Kind/Cash Match	Description of In-Kind	For Board Use Only – Cost Price Analysis
Other Expenses:						
Audit/Accounting						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Advertising						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Insurance						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Legal Fees						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Marketing/Outreach						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Postage/Shipping						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Printing/Duplicating						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Program Supplies (materials, books, etc)						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Professional Fees						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Rent/Equipment						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Rentals/Facilities						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Repairs/Maintenance						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Office Supplies						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Telephone/Communications						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Utilities						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Indirect Costs/Rate						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Profit						<input type="checkbox"/> Reasonable <input type="checkbox"/> Necessary <input type="checkbox"/> Basic
Total Costs:	In-School Youth:	Out of School Youth:	Total In-Kind/Cash Match			
Total Budget:						



ATTACHMENT C – RELATIONSHIP DISCLOSURE FORM

This form must be completed by the Respondent.

In the event any information provided on this form should change, the Respondent must file an amended form on or before the date the item is considered by CareerSource Research Coast.

Part I: Information on Respondent

Legal Name of Respondent: _____

Business Address: _____

Phone Number: _____ Fax Number: _____

Part II:

Is Respondent a relative of any CareerSource Research Coast principal? Yes No

Is any CareerSource Research Coast principal an employee of respondent? Yes No

Is Respondent an employee of any CareerSource Research Coast principal? Yes No

Is Respondent a business associate of any CareerSource Research Coast principal? Yes No

If you responded "Yes" to any of the above questions, please state with whom and explain the relationship (use additional sheets if necessary): _____

Part III: Original Signature Required

I hereby certify that information provided in this relationship disclosure form is true and correct based on my knowledge and belief. If any of this information changes, I further acknowledge and agree to amend this relationship disclosure form prior to the date of which CareerSource Research Coast awards a contract for youth services. In accordance with s.837.06 Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s.775.082 or s.775.083, Florida Statutes.

Printed Name/Title of Person Completing Form

Signature

Date

ATTACHMENT D – CERTIFICATIONS & ASSURANCES

CareerSource Research Coast will not award a grant where the Proposer has failed to accept the GENERAL PROVISIONS, CERTIFICATIONS AND ASSURANCES contained in this section. In performing its responsibilities under this agreement, the Proposer hereby certifies and assures that it will fully comply with the following:

By signing the agreement, the Proposer is providing the assurances and certifications as detailed below:

1. COMPLIANCE WITH POLICIES AND LAWS

The warranty of this Section specifically includes compliance by Proposer and its subcontractors with the provisions of the Immigration Reform and Compliance Act of 1986 (P. L. 99-603), the Workforce Innovation and Opportunity Act (WIOA), the provisions of the Workforce Investment Act of 1998, the Workforce Innovation Act of 2000, 45 CFR 98, the Temporary Assistance for Needy Families Program (TANF), 45 CFR parts 260-265, and other applicable federal regulations and policies promulgated thereunder and other applicable State, Federal, criminal and civil law with respect to the alteration or falsification of records created in connection with this Agreement. Office of Management and Budget (OMB) Circulars: Proposer agrees that, if applicable, it shall comply with all applicable OMB circulars, such as 2 CFR 200. Proposer will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874, and the Contract Work Hours and Safety Standards Act (40.327-333), regarding labor standards for federally assisted construction subagreements.

2. CERTIFICATION REGARDING CLEAN AIR ACT, WATER ACT, ENERGY EFFICIENCY AND ENVIRONMENTAL STANDARDS, SOLID WASTE

Clean Air and Water Act: When applicable, if this Contract is in excess of \$100,000, Proposer shall comply with all applicable standards, orders or regulations issued under the Clean Air Act as amended (42 U.S.C. 7401), Section 508 of the Clean Water Act as amended (33 U.S.C. 1368 et seq.), Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15). The Proposer shall report any violation of the above to the contract manager. Energy Efficiency: The Proposer shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State of Florida's Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

Proposer 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 flood plains 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). The Proposer will comply with the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (42 U.S.C. 6962).

3. CONFIDENTIALITY

It is understood that the Proposer shall maintain the confidentiality of any information, regarding client customers and the immediate family of any applicant or customer, that identifies or may be used to identify them and which may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source. Proposer shall not divulge such information without the written permission of the customer, except that such information which is necessary as determined by client for purposes related to the performance or evaluation of the Agreement may be divulged to client or such other parties as they may designate having responsibilities under the Agreement for monitoring or evaluating the services and performances under the Agreement, or to governmental authorities to the extent necessary for the proper administration of the law. All release of information shall be in accordance with applicable State laws, and policies of the client. No release of information by Proposer, if such release is required by Federal or State law, shall be construed as a breach of this Section.

4. RIGHTS TO DATA/COPYRIGHTS AND PATENTS

The Board, State of Florida and the U.S. Department of Labor shall have unlimited rights to inventions made under contract or agreement. Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 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.

5. MONITORING

At any time and as often as CSRC, the State of Florida, United States Department of Labor, Comptroller General of the United States, the Inspector Generals of the United States and the State of Florida, or their designated agency or representative may deem necessary, Proposer shall make available all appropriate personnel for interviews and all financial, applicant, or participant books, documents, papers and records or other data relating to matters covered by this contract, for examination and/or audit, and/or for the making of excerpts or copies of such records for the purpose of auditing and monitoring activities and determining compliance with all applicable rules and regulations, and the provisions of this Agreement. The above referenced records shall be made available at the Proposer's expense, at reasonable locations as determined by Client. Proposer shall respond in writing to monitoring reports and requests for corrective action plans within 10 working days after the receipt of such request from Client.

6. PUBLIC ANNOUNCEMENTS AND ADVERTISING

Proposer agrees that when issuing statements, press releases, request for proposals, bid solicitation, and other documents describing the project or programs funded in whole or in part under this Agreement, Proposer shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money under this Agreement and (2) the dollar amount of Federal funds for the project or program.

7. THE PRO-CHILDREN ACT

Proposer agrees to comply with the Pro-Children Act of 1994, 20 U.S.C. 6083. Failure to comply with the provisions of the law may result in the imposition of civil monetary penalty up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. This clause is applicable to all approved sub-contracts. In compliance with Public Law (Pub. L.) LO3-277, the Proposer shall not permit smoking in any portion of any indoor facility used for the provision of federally funded services including health, day care, early childhood development, education or library services on a routine or regular basis, to children up to age 18.

8. TERMINATION FOR DEFAULT/CONVENIENCE

This agreement may be terminated as follows:

- a. Either party may request termination of modified agreement upon 30 days prior written notice to the other party.
- b. The Board may unilaterally terminate or modify this agreement, if for any reason either the U.S. Department of Labor or the State of Florida reduces funding through the grants under which this modified agreement is funded.
- c. The Board may unilaterally terminate this agreement at any time that it is determined that:
 - i. Proposer fails to provide any of the services it has contracted to provide; or
 - ii. Proposer fails to comply with the provisions of this agreement; or
 - iii. Such termination is in the best interest of the BOARD.
- d. Written notification of termination must be by registered mail, return receipt requested.

If Proposer disagrees with the reasons for termination, they may file a grievance in writing within ten days of notice of termination to The Workforce Development Board of the Treasure Coast, Inc., who will conduct a grievance hearing and decide, from evidence presented by both parties, the validity of termination.

In the event this agreement is terminated for cause, Proposer shall be liable to the Board for damages sustained for any breach of this modified agreement by the Proposer, including court costs and attorney fees, when cause is attributable to the Proposer.

In instances where Proposers/sub grantees violate or breach agreement terms, the Board will use all administrative, contractual or legal remedies that are allowed by law to provide for such sanctions and penalties as may be appropriate.



9. HATCH ACT

The PROPOSER will comply with the provisions of the HATCH ACT, 5 U.S.C. 1501-1508 and 7328 which limit the political activities of employees whose principal employment activities are funded in whole or part with Federal funds.

10. CONFLICT OF INTEREST/STANDARDS OF CONDUCT

The PROPOSER agrees that in administering the contract to comply with standards of conduct that maintain the integrity of the contract in an impartial manner, free from personal, financial or political gain by avoiding situations which suggest that any decision was influenced by prejudice, bias or special interest.

11. ETA SALARY INFORMATION

Proposer certifies that is in compliance with Public Law 109-234, and that none of the funds appropriated in Public Law 109-149 or prior Acts under the heading "Employment and Training" that are available for expenditures on or after May 1, 2012, shall be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, except as provided for under Section 101 of Public Law 109-149. This limitation shall not apply to Proposers providing goods and services as defined in 2 CFR200.

12. TRAFFICKING VICTIMS PROTECTION ACT

The Proposer will comply with the Trafficking Victims Protection Act of 200 (2 CFR 175).

13. VETERAN'S PRIORITY OF SERVICE

Proposer agrees to comply with the Veteran's Priority of Service Provisions (38 U.S.C. 4215 and 20 CFR 1010).

14. EQUAL TREATMENT FOR FAITH-BASED ORGANIZATIONS

Proposer will comply with 29 CFR 2, Subpart D which prohibits any State or local government receiving funds under any Department of Labor program, or any intermediate organization with the same duties as a governmental entity, from discriminating for or against an organization on the basis of the organization's religious character or affiliation. Prohibits religious organizations from engaging in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance. Prohibits an organization that participates in programs funded by direct financial assistance from the Department of Labor, in providing services, from discriminating against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief. Any restrictions on the use of grant funds shall apply equally to religious and non-religious organizations.

15. PURCHASE OF AMERICAN-MADE EQUIPMENT AND PRODUCTS

Proposer assures that, to the greatest extent practicable, all equipment and products purchased with funds made available in this Act will be American-made (P.L. 103-333 §507).

16. CODE OF CONDUCT

The Proposer shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts in accordance with 29 CFR 95.42, or abide by CareerSource Research Coast's code of conduct.

Proposer

Name and Title of Certifying Representative

Signature of Certifying Representative and Date



ATTACHMENT E - SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to: The Workforce Board of the Treasure Coast, Inc. d/b/a CareerSource Research Coast

by _____
(print individual's name and title)

for _____
(print name of entity submitting sworn statement)

whose business address is _____

and (if applicable) its Federal Employer Identification Number is _____ (if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133 (1) (a), Florida Statutes, means:
a. A predecessor or successor of a person convicted of a public entity crime; or
b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133 (1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the applicable statement which I have marked below is true in relation to the entity submitting this sworn statement.

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.



- The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989; however, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted Proposer list. Attached is a copy of the final order.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED, OR THROUGH THE END OF THE CONTRACT FOR WHICH IT IS BEING SIGNED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Proposer

Name and Title of Certifying Representative

Signature of Certifying Representative and Date

NOTARY PUBLIC

STATE OF _____ COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____,
(name of individual signing)

who, after first being sworn by me, affixed his/her signature in the space provided above on

this _____ day of _____, 201_____

My commission expires: _____

**ATTACHMENT F - CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS**

1. The Proposer certifies to the best of its knowledge and belief, that it and its principal:
 - A. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency.
 - B. Have not within a three-year period preceding this proposal been convicted of 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 statement, or receiving stolen property;
 - C. Are not presently indicated for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(B) of this certification; and
 - D. Have not within a three-year period preceding this application/proposal/contract had one or more public transactions (federal, state, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall submit an explanation to the Board.

Proposer

Name and Title of Certifying Representative

Signature of Certifying Representative and Date



ATTACHMENT G - BYRD ANTI-LOBBYING CERTIFICATE

Certification for Contracts, Grants, Loans, and Cooperative Agreements (to be submitted with each bid or offer exceeding \$100,000)

APPLICABLE TO THIS PROPOSAL: Yes: No:

The undersigned Proposer certifies, to the best of his or her 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 making lobbying contacts to 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 as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96).

(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.

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 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). 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.

Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.

The Proposer, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Proposer understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure.

Proposer

Name and Title of Certifying Representative

Signature of Certifying Representative and Date



ATTACHMENT H - NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS ASSURANCE STATEMENT

As a condition to the award of financial assistance from the Department of Labor under Title I of the WIOA, the Proposer assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- Section 188 of the Workforce Innovation & Opportunity Act (WIOA), 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 I- Financially assisted program or activity;
- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;
- Section 654 of the Omnibus Budget Reconciliation Act of 1981 prohibiting discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs;
- The American with Disabilities Act of 1990, P.L. 101-336 prohibiting discrimination in all employment practices, including the 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

The Proposer also assures that it will comply with 29 CFR Part 37 and all other regulation implementing the laws listed above.

For construction contracts in excess of \$10,000, the Proposer will comply with Executive Order 11246 of September, 24, 1965, entitled "Equal Employment Opportunity" as amended by Executive Order 11375 of October 13, 1967, and supplemented on Department of Labor regulations at 41 CFR Chapter 60.

Failure to comply with these provisions may result in termination of any contract or agreement with the Workforce Development Board-Region 20.

I certify that I have read the above statement and on behalf of _____, agree to comply fully with the provisions contained therein.

Proposer

Name and Title of Certifying Representative

Signature of Certifying Representative and Date

ATTACHMENT I - DRUG-FREE WORKPLACE REQUIREMENT CERTIFICATION

Pursuant to the Drug-Free Workplace Act of 1988, and its implementing regulations codified at 29 CFR 98, Subpart F, I _____ the undersigned, in representation of _____, attest and certify that the grantee will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's 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 about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (1);
4. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will:
 - (a) Abide by the terms of the statement; and
 - (b) Notifying 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 calendar days after such conviction;
5. Notifying the agency in writing ten calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. We will provide such notice of convicted employees, including position title, to every grant officer on whose grant activity the convicted employee was working. The notice shall include the identification number(s) of each affected grant.
6. Taking one of the following actions, within 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; or
 - (b) Requiring such employee to participate satisfactorily in a 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 paragraphs (1), (2), (3), (4), (5), and (6).
8. Notwithstanding, it is not required to provide the workplace address under the grant. As of today, the specific sites are known and we have decided to provide the specific addresses with the understanding that if any of the identified places change during the performance of the grant, we will inform the agency of the changes. The following are the sites for the performance of work done in connection with the specific grant including street address, city, county, state, and zip code:



Check () if there are workplaces on file that are not identified here.
Check () if an additional page was required for the listing of the workplaces.

I declare, under penalty of perjury under the laws of the United States, and under the penalties set forth by the Drug-Free Workplace Act of 1988, that this certification is true and correct.

I certify that I who sign this Drug-Free Workplace Certification on behalf of the Proposer, do so by the authority given by the Governor of the State of Florida, that such signing is within the scope of my powers.

Proposer

Name and Title of Certifying Representative

Signature of Certifying Representative and Date

EXECUTIVE COMMITTEE MINUTES – JANUARY 15, 2016

Meeting Summary:

Reviewed and Approved October/November Financials
Reviewed and Approved the Youth Council Item
Reviewed the Third Party Transaction Report
Discussed the SNAP Program
Discussed current projects and partnerships
Discussed the Workforce Plan
Discussed upcoming meetings and conferences

Members Present:

Werner Bols; Pamela Houghten; Sean Mitchell; Waldo Tames

Staff In Attendance:

Brian Bauer; Desiree Gorman; Glenda Harden; Richard Stetson

Called To Order:

Pamela Houghten, Chair, called the meeting to order at 8:03 am. No conflicts of interest were declared.

Agenda Item #3 – October/November 2015 Financials:

Brian Bauer, Vice President of Administration, reviewed the October and November financial statements as presented. The financials include the SNAP budget set at \$140,357 for October thru June 2016. Budget variances shown will be adjusted based upon indirect and direct cost.

A motion was made by Sean Mitchell and seconded by Waldo Tames to approve the financial statements as provided. The motion passed unanimously.

Agenda Item #4 – Youth Council Item:

Pamela Houghten called on Glenda Harden, Vice President of Operations, who reviewed the recommendation from the Youth Council.

A Request for Proposal (RFP) was sent out in late December for WIOA youth services. Per board policy, it is requested that at least one board member participate in the rating team for all proposals received. At the January 2016 Youth Council meeting, three Council members agreed and were voted on to submit for participation. Because the members are not official board members, the Executive Committee must approve their participation in lieu of an actual voting board member.

A motion was made by Waldo Tames and seconded by Sean Mitchell to approve the Youth Council item as provided. The motion passed unanimously.

Agenda Item #5 – Third Party Related Transaction Report:

Brian Bauer, Vice President of Administration, reviewed the transaction report with the committee. The report was provided as information only.

Agenda Item #6 – Other Business:

Richard Stetson, CEO, presented a number of items for committee discussion and review.

The SNAP program has begun and staff has seen a small number of individuals who have received their initial participation letter and are doing what is required to be part of the program and retain their food stamp benefits. There was quite a large stack of letters returned to the organization as undeliverable. Department of Economic Opportunity has been notified.

Glenda Harden, Vice President, discussed the partnership with Vocational Rehabilitation and providing the YESS curriculum as a vendor for employment skills to youth identified and referred from area high schools. The initial pilot project is being conducted in Indian River County.

EXECUTIVE COMMITTEE MINUTES – JANUARY 15, 2016

Glenda Harden also discussed a summer youth grant that CareerSource Research Coast is pursuing with St. Lucie County and in conjunction with the St. Lucie County School Board. The proposal goes before the commission for review and approval at the meeting on January 26, 2016. The Summer of Success project will look at providing the YESS curriculum and work experience to 120 youth in St. Lucie County. The bulk of the students will be in-school and will be placed at the School Board for employment for 6 weeks this summer.

The committee discussed upcoming meetings and conferences for staff and board member attendance.

Adjourned: 8:53 am

DRAFT

CAREERSOURCE RESEARCH COAST

Monthly Financial Statement

For Four Months Ending

October 31, 2015

TOTAL AVAILABLE FUNDING	ADULT	YOUTH	DW	WTP	RA (UC)	REA	SNAP	WP	TAA	DVOP	LVER	OTHER Non NFA	YEAR TO DATE TOTALS			
													ACTUAL	BUDGET	BUDGET VARIANCE Under/(Over)	% Expended
PY 15-16 Allocations	\$ 1,279,773	\$ 1,178,171	\$ 1,369,329	\$ 1,245,816	\$ 38,880	\$ 56,321	\$ 140,357	\$ 791,734	\$ 149,964	\$ 247,420	\$ 81,420		\$ 6,579,185			
PY 15-16 Supplemental	\$ (2,480)	\$ 15,000	\$ 338,546	\$ 24,118	\$ (4,369)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 370,815			
Unrestricted Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,274	\$ 80,274			
Additional Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -			
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (515,000)	\$ (75,000)	\$ (166,000)	\$ (44,000)		\$ (800,000)			
Transfer	\$ 987,957	\$ -	\$ (987,957)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -			
Carryforward	\$ 1,198,021	\$ 119,637	\$ 312,973	\$ -	\$ -	\$ -	\$ -	\$ 18,449	\$ 130,986	\$ -	\$ -		\$ 1,780,066			
TOTAL	\$ 3,463,271	\$ 1,312,808	\$ 1,032,891	\$ 1,269,934	\$ 34,511	\$ 56,321	\$ 140,357	\$ 295,183	\$ 205,950	\$ 81,420	\$ 37,420	\$ 80,274	\$ 8,010,340	\$ 357,616		
EXPENDITURES												ACTUAL	BUDGET	BUDGET VARIANCE Under/(Over)	% Expended	
Board	\$ 119,904	\$ 8,046	\$ 31,795	\$ 20,626	\$ -	\$ 4,675	\$ -	\$ 10,506	\$ 15,574	\$ 1,536	\$ 318	\$ 41,919	\$ 254,899	\$ 1,027,974	\$ 773,075	24.80%
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ 0	0.0%
General and Administrative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ 0	0.0%
Allocated indirect Costs/Overhead	\$ 117,062	\$ 8,046	\$ 31,795	\$ 20,626	\$ -	\$ 4,675	\$ -	\$ 10,506	\$ 15,574	\$ 1,536	\$ 318	\$ 1,044	\$ 211,182	\$ 1,017,681	\$ 806,499	20.8%
Funding Decision/Reclass	\$ 2,842	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,875	\$ 43,717	\$ 23,312	\$ (20,405)	187.5%
0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Board																
Direct Training	\$ 970,629	\$ 395,571	\$ 262,012	\$ 204,673	\$ -	\$ 32,696	\$ -	\$ 61,136	\$ 102,175	\$ 22,698	\$ 4,722	\$ 6,724	\$ 2,063,036	\$ 6,986,735	\$ 4,923,699	29.5%
WIA Youth Contracts	\$ -	\$ 322,061	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 322,061	\$ 993,373	\$ 671,312	32.4%
Salaries and Benefits Career Center	\$ 511,940	\$ 24,904	\$ 167,869	\$ 130,657	\$ -	\$ 12,608	\$ -	\$ 2,539	\$ 4,130	\$ 1,041	\$ 179	\$ 4,243	\$ 860,110	\$ 3,515,661	\$ 2,655,551	24.5%
Contract Labor Career Center	\$ 11,292	\$ -	\$ 4,081	\$ 1,509	\$ -	\$ 12,183	\$ -	\$ 408	\$ -	\$ 27	\$ 5	\$ -	\$ 29,505	\$ 78,541	\$ 49,036	37.6%
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Incentives/Stipends	\$ -	\$ -	\$ -	\$ 11,175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,175	\$ 15,000	\$ 3,825	74.5%
Support Services/ Participants	\$ -	\$ -	\$ -	\$ 7,639	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,639	\$ 57,500	\$ 49,861	13.3%
Training-ITA/OST	\$ 219,544	\$ -	\$ 14,974	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 89,970	\$ -	\$ -	\$ -	\$ 324,488	\$ 823,000	\$ 498,512	39.4%
Training-OJT/Job Readiness	\$ 26,040	\$ 12,867	\$ 4,530	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,437	\$ 283,971	\$ 240,534	15.3%
Training-Customized/Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,000	\$ 16,000	0.0%
Hospitality Customized Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Travel	\$ 6,014	\$ -	\$ 2,350	\$ 6,757	\$ -	\$ 120	\$ -	\$ 635	\$ -	\$ 432	\$ 2	\$ -	\$ 16,310	\$ 42,710	\$ 26,400	38.2%
One Stop Shared Costs	\$ 125,802	\$ -	\$ 46,524	\$ 37,658	\$ -	\$ 5,083	\$ -	\$ 50,964	\$ 4,853	\$ 19,410	\$ 3,763	\$ -	\$ 294,057	\$ 849,824	\$ 555,767	34.6%
Other Operating Expenses	\$ 39,064	\$ 33,345	\$ 14,197	\$ 9,278	\$ -	\$ 2,127	\$ -	\$ 5,539	\$ -	\$ 1,367	\$ -	\$ 3,117	\$ 108,034	\$ 222,686	\$ 114,652	48.5%
Program Indirect	\$ 28,091	\$ 2,035	\$ 4,086	\$ -	\$ -	\$ 575	\$ -	\$ 1,051	\$ 3,222	\$ 421	\$ 118	\$ 89	\$ 39,688	\$ 54,624	\$ 14,936	72.7%
Contingency/and Funding Reclass	\$ 2,842	\$ 359	\$ 3,401	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 655	\$ 37,731	\$ 44,988	\$ 32,770	\$ (12,218)	137.3%
Total Expenditures	\$ 1,090,533	\$ 403,617	\$ 293,807	\$ 225,299	\$ -	\$ 37,371	\$ -	\$ 71,642	\$ 117,749	\$ 24,234	\$ 5,040	\$ 48,643	\$ 2,317,935	\$ 8,014,709	\$ 5,696,774	28.9%
Balance Available	\$ 2,372,738	\$ 909,191	\$ 739,084	\$ 1,044,635	\$ 34,511	\$ 18,950	\$ 140,357	\$ 223,541	\$ 88,201	\$ 57,186	\$ 32,380	\$ 31,631	\$ 5,692,405			
% of Funds Expended	31.49%	30.74%	28.45%	17.74%	0.00%	66.35%	0.00%	24.27%	57.17%	29.76%	13.47%		28.9%			
Comments																

Budgeted Variance of (\$32,600) to be mitigated by Indirect recalculation at year end.
 SNAP Budget is set at \$140,357 for October 2015 through June 2016

CAREERSOURCE RESEARCH COAST

Monthly Financial Statement
For Five Months Ending
November 30, 2015

TOTAL AVAILABLE FUNDING	ADULT					YOUTH			DW		WTP		RA (UC)		REA		SNAP		WP		TAA		DVOP		LVER		OTHER Non NFA		YEAR TO DATE TOTALS	
PY 15-16 Allocations	\$ 1,279,773	\$ 1,178,171	\$ 1,369,329	\$ 1,245,816	\$ 38,880	\$ 56,321	\$ 140,357	\$ 791,734	\$ 149,964	\$ 247,420	\$ 81,420																		\$ 6,579,185	
PY 15-16 Supplemental	\$ (2,480)	\$ 15,000	\$ 338,546	\$ 24,118	\$ (4,369)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 484																		\$ 371,299	
Unrestricted Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,274																\$ 80,274		
Additional Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																	\$ -		
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (515,000)	\$ (75,000)	\$ (166,000)	\$ (44,000)																	\$ (800,000)		
Transfer	\$ 987,957	\$ -	\$ (987,957)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																	\$ -		
Carryforward	\$ 1,198,021	\$ 119,637	\$ 312,973	\$ -	\$ -	\$ -	\$ -	\$ 18,449	\$ 130,986	\$ -	\$ -																	\$ 1,780,066		
TOTAL	\$ 3,463,271	\$ 1,312,808	\$ 1,032,891	\$ 1,269,934	\$ 34,511	\$ 56,321	\$ 140,357	\$ 295,183	\$ 205,950	\$ 81,420	\$ 37,904	\$ 80,274																\$ 8,010,824	\$ 357,616	
EXPENDITURES															ACTUAL	BUDGET	BUDGET VARIANCE Under/(Over)	% Expended												
Board	\$ 131,869	\$ 10,239	\$ 36,749	\$ 24,046	\$ -	\$ 5,113	\$ 942	\$ 11,064	\$ 14,708	\$ 1,773	\$ 374	\$ 5,753	\$ 242,630	\$ 1,027,974	\$ 785,344	23.60%														
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	0.0%														
General and Administrative	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0	0.0%															
Allocated indirect Costs/Overhead	\$ 129,027	\$ 10,239	\$ 36,749	\$ 24,046	\$ -	\$ 5,113	\$ 11,064	\$ 14,708	\$ 1,773	\$ 374	\$ 5,753	\$ 238,846	\$ 1,017,681	\$ 778,835	23.5%															
Funding Decision/Reclass	\$ 2,842	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,842	\$ 23,312	\$ 20,470	12.2%															
0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -															
Board																														
Direct Training	\$ 1,147,923	\$ 428,936	\$ 337,362	\$ 256,798	\$ -	\$ 40,170	\$ 13,066	\$ 76,179	\$ 106,672	\$ 28,520	\$ 6,136	\$ 38,482	\$ 2,480,244	\$ 6,987,219	\$ 4,506,975	35.5%														
WIA Youth Contracts	\$ -	\$ 327,833	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 327,833	\$ 993,373	\$ 665,540	33.0%														
Salaries and Benefits Career Center	\$ 614,051	\$ 33,686	\$ 190,230	\$ 159,684	\$ -	\$ 13,724	\$ 10,264	\$ 4,029	\$ 6,277	\$ 1,569	\$ 280	\$ 5,112	\$ 1,038,906	\$ 3,515,661	\$ 2,476,755	29.6%														
Contract Labor Career Center	\$ 14,766	\$ -	\$ 5,771	\$ 4,830	\$ -	\$ 15,233	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,600	\$ 78,541	\$ 37,941	51.7%														
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -															
Incentives/Stipends	\$ -	\$ -	\$ -	\$ 14,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,900	\$ 15,000	\$ 100	99.3%														
Support Services/ Participants	\$ -	\$ -	\$ -	\$ 9,555	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,555	\$ 57,500	\$ 47,945	16.6%														
Training-ITA/OST	\$ 225,356	\$ -	\$ 16,684	\$ 102	\$ -	\$ -	\$ -	\$ -	\$ 90,180	\$ -	\$ -	\$ -	\$ 332,322	\$ 823,000	\$ 490,678	40.4%														
Training-OJT/Job Readiness	\$ 47,473	\$ 21,243	\$ 6,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,816	\$ 283,971	\$ 209,155	26.3%														
Training-Customized/Employed Worker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,000	\$ 16,000	0.0%														
Hospitality Customized Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -															
Travel	\$ 6,512	\$ -	\$ 2,577	\$ 11,033	\$ -	\$ 316	\$ 222	\$ 192	\$ -	\$ 1,037	\$ 137	\$ 22,026	\$ 43,194	\$ 21,168	51.0%															
One Stop Shared Costs	\$ 150,773	\$ -	\$ 59,460	\$ 45,408	\$ -	\$ 7,568	\$ 846	\$ 62,861	\$ 5,593	\$ 23,808	\$ 4,863	\$ 361,180	\$ 849,824	\$ 488,644	42.5%															
Other Operating Expenses	\$ 43,703	\$ 41,511	\$ 43,108	\$ 1,765	\$ -	\$ 2,229	\$ 604	\$ 7,422	\$ 1,147	\$ 1,412	\$ 19	\$ 174,197	\$ 222,686	\$ 48,489	78.2%															
Program Indirect	\$ 42,447	\$ 4,304	\$ 10,031	\$ 9,521	\$ -	\$ 1,100	\$ 1,130	\$ 1,675	\$ 3,475	\$ 694	\$ 182	\$ 2,093	\$ 76,652	\$ 54,624	\$ (22,028)	140.3%														
Contingency/and Funding Reclass	\$ 2,842	\$ 359	\$ 3,401	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 655	\$ 7,257	\$ 32,770	\$ 25,513	22.1%															
Total Expenditures	\$ 1,279,792	\$ 439,175	\$ 374,111	\$ 280,844	\$ -	\$ 45,283	\$ 14,008	\$ 87,243	\$ 121,380	\$ 30,293	\$ 6,510	\$ 44,235	\$ 2,722,874	\$ 8,015,193	\$ 5,292,319	34.0%														
Balance Available	\$ 2,183,479	\$ 873,633	\$ 658,780	\$ 989,090	\$ 34,511	\$ 11,038	\$ 126,349	\$ 207,940	\$ 84,570	\$ 51,127	\$ 31,394	\$ 36,039	\$ 5,287,950																	
% of Funds Expended	36.95%	33.45%	36.22%	22.11%	0.00%	80.40%	9.98%	29.56%	58.94%	37.21%	17.17%		34.0%																	
Comments																														

Negative Program Indirect allocation reflects a beneficial redistribution of Indirect costs.
\$484 added to LVER revenue budget for incurred travel.

Third Party Related Transactions Report

Date	Vendor	Party	Description	Purpose	Expense	State of Florida Approved Vendor	Low Bid	Comments
12/15/2015	Huston Commercial Interiors	Peter Kemp	Side/Guest Chairs for Boardroom	Replace stack chairs that will be utilized by the SNAP program	\$7,068.99	Yes	state contract	Vendor falls in under state contract pricing and product is high end.

PROGRAMS & SERVICES COMMITTEE MINUTES – JANUARY 27, 2016

Meeting Summary:

1. Review and Approve On-The-Job Training Program Policy Modification
2. Review and Approve the Regional Targeted Occupations List for 4th Quarter 2015/2016
3. Review and Approve the Internship Policy Modification
4. Received a SNAP Update

Members Present:

Robert Cenk; Suzanne Desposati; Donna Rivett for Edwin Massey; Wayne Teegardin

Members Participating by Teleconference:

Sean Mitchell

Staff In Attendance:

Brian Bauer; Desiree Gorman; Glenda Harden; Jennifer Sidergerts; Richard Stetson; Shelly Batton

Called To Order:

Sean Mitchell called the meeting to order at 8:04 am. Donna Rivett on behalf of Edwin Massey declared a conflict of interest with agenda item 3.

Agenda Item #2 – On-The-Job Training Policy Modification:

Glenda Harden, Vice President of Operations, reviewed the modifications being recommended to the current on-the-job training policy. The changes are being requested to assist the organization in attaining the federal common measures wage rate. The policy would increase the employer reimbursement amount to 75% for all those positions with wages at or above \$14 an hour. The policy also updated the payment process. Sean Mitchell commented that the streamline of payment processing will be very helpful to employers.

A motion was made by Wayne Teegardin and seconded by Susan Desposati to approve the policy as provided. The motion passed unanimously.

Agenda Item #3 – Regional Demand Occupations List:

Glenda Harden, Vice President, presented the committee with the Demand Occupations List for the 4th quarter of 2015/2016. There have been no requested changes to the list.

A motion was made by Wayne Teegardin and seconded by Susan Desposati to approve the list for the 4th Quarter. The motion passed with Donna Rivett abstaining (conflict of interest).

Agenda Item #4 – Internship Policy Modification:

Glenda Harden, Vice President of Operations, presented the committee with the modified Internship policy. Staff is recommending updates to the policy to reflect changes in terms of the new Workforce Innovation & Opportunity Act as well as wage and hour requirements to assist the organization in meeting the required 30% ITA expenditure.

A motion was made by Donna Rivett and seconded by Wayne Teegardin to approve the policy as provided. The motion passed unanimously.

Agenda Item #5 – SNAP Program:

Shelly Batton, Welfare Transition and SNAP Program Manager, provided the committee with an update on the SNAP program. The initial letters have gone out and we have received quite a few back due to incorrect addresses. The office has opened on Peacock and staff have slowly been seeing customers and opening cases. At this point, there have been a little less than 50 people who have been seen by a Career Planner.

Agenda Item #6 – Other Business:

Glenda Harden, Vice President of Operations, discussed the recently released Request for Qualifications (RFQ) for fiscal & monitoring services. The board requires that a member participate on the rating team with staff. A volunteer from the

PROGRAMS & SERVICES COMMITTEE MINUTES – JANUARY 27, 2016

Programs and Services Committee is being requested. Wayne Teegardin agreed to volunteer and participate on the rating team. Sean Mitchell thanked Mr. Teegardin for his willingness to serve.

Adjourned 8:33 am.

DRAFT



PURPOSE

To provide guidance related to the On-the-Job Training (OJT) so that the program is delivered according to the laws, regulations and local policies governing the training activity.

REFERENCES

The Workforce Innovation & Opportunity Act of 2014, (WIOA), Sec. 134©(3D)(ii). The Workforce Innovation and opportunity Act promotes Work-Based Training in the form of On-the-Job Training (OJT), to foster economic growth and business expansion.; Public Law 105-220 (20 USC 9201) – Workforce Investment Act (WIA) of 1998; 20 Code of Federal Regulations (CFR) Part 652 – WIA; Interim Final Rule [published at the Federal Register, April 15, 1999]; Chapter 99-251, Laws of Florida – Florida Statutes, Chapter 288, Part IX, Workforce Development – Workforce Florida Act of 1996, as amended; 20 Code of Federal Regulations (CFR), Part 645 – Wov Grants, Interim Rule [published at the Federal Register, November 18, 1997]; Local Plan; Department of Economic Opportunity Communiqués and Final Guidance Papers.

POLICY:

Federal definition:

On-the-Job Training (OJT) is paid subsidized job skill training that is provided by an employer during the initial term of employment. The OJT is designed to ensure ~~that~~ the participant acquires the employer specific job skills necessary to secure and maintain employment. The training is limited in duration as appropriate to the occupation for which the participant is being trained and is not to exceed six (6) months. The employer may be reimbursed up to ~~fifty~~ seventy five percent of the participant’s wages during the OJT period. This reimbursement is designed to offset the employer’s costs for providing the job training and any necessary additional supervision.

1. The duration of the OJT is based on the Specific Vocational Preparation code in alignment with the O*Net Job Zone categories. Job Zone categories are listed in the table below:

The Five Job Zones Are:	Training Hours
Job Zone 1 - occupations that need little or no preparation	0 - 240
Job Zone 2 - occupations that need some preparation	241 -640
Job Zone 3 - occupations that need medium preparation	641 - 800
Job Zone 4 & 5 - occupations that need extensive preparation	801 - 960

2. WIOA, Sec 3 (44) and Sec 134(c)(3)(H) authorizes employer reimbursement up to 75% of the wage rate paid to the OJT participant, taking into account such factors as: (1) the characteristics of the career seeker; (2) the quality of employer-provided training and advancement opportunities; (3) and such other factors as CareerSource-RC has determined to be appropriate.

- a. Up to 75% reimbursement for training wages of \$14.00+
- b. Up to 50% reimbursement for training wages of \$12.00 to \$13.99. The VP of Operations or VP of Administration may grant an exception to certain youth or Adult/DW with disabilities /significant barriers to employment

2. The OJT must meet the following requirements:

- a. OJT is defined as training in the private (for-profit or non-for profit) sector given to a WIOA eligible or Welfare Transition ~~client~~ participant who has been referred to and hired by the employer. Preference will be given to the profit sector employers.
- b. OJT is full-time, permanent, paid subsidized employment in which the employer teaches the ~~client~~ participant to skills required for the job. Full time employment is defined as a required minimum of 32 hours per week. The OJT participant cannot work intermittent part-time hours.
- c. The training provided for WIOAWTP ~~client~~ participants must be above and beyond their current skill levels. Research Coast does offer training on a sequential basis to individuals who have completed an ITA where the job for which they have received training requires ~~se~~ further training on the job for the participant to be proficient in the skills required to perform the job. All sequential training must be approved by the WIOA Programs Manager on a



case-by- case basis.

- d. The suitability of the employer work site for training must be assessed by CareerSource Research Coast staff as part of the Agreement development, and prior to final completion of the Agreement and placement of the the work site (OJT Pre-Award).
- e. The Business Services Department is responsible for developing OJT agreements with employers to include the selected industry sectors approved by CareerSource Research Coast throughout the region.
 - Cleantech Energy
 - Life Sciences
 - Information Technology
 - Aviation/Aerospace
 - Logistics and Distribution
 - Homeland Security/Defense
 - Financial/Professional Services
 - Emerging Technologies
 - Manufacturing
 - Construction Trades
- f. The Agreement must be completed in full and contain all necessary employer, clientparticipant and CareerSource Research Coast signatures prior to placing the clientparticipant at the worksite. A copy of the OJT Agreement will be maintained in the clientparticipant's file and by the appropriate Business Services team member.
- g. OJT's may not be implemented with an employer who has entered into two (2) or more OJT's with CareerSource Research Coast (CSRC) under which ~~clients~~the employer did not ~~maintain~~retain the participant in at least six (6) months of employment following completion of the OJT in the job for which training was received.
- h. OJT services must not be implemented with an employer who will be relocating from the area.
- i. An individual referred to ~~CSRCa Career Center~~ by an employer may be considered for OJT with that employer only after the individual has met WIOA eligibility and suitability requirements for ~~intensive training~~ services, has received an assessment, and for whom an IEP has been developed and which indicates an OJT is appropriate.
- j. 'Reverse 'Referrals'- Defined as the employer referring a jobseeker to CSRC, who are not currently enrolled in Workforce Services. The employer must complete the OJT Referral Form and submit to the WIOA Programs Manager for consideration and approval.
PLEASE NOTE: 'Reverse referrals' will not be given preference ~~or consideration~~ when there are equally qualified candidates currently participating in WIOA, WTP, WP or Veteran programs. All clients reverse referrals must have a current and up-to-date resume in Employ Florida Marketplace prior to the assessment process. PRIORITY IS TO BE GIVEN TO WIOA, WTP, WP or Veteran participants. Active eligible and qualified veteran ~~jobseekers career seekers~~ are given first priority.
- k. The OJT Agreement period will be limited to the time a trainee needs to become proficient in the occupation for which the training is being provided. In determining the length of the training, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the trainee, the prior work experience of the trainee, and the individual employment plan, as appropriate.
- l. Wages paid to clientparticipants must be the same as wages paid to others performing a comparable job. All OJT clientparticipants must be covered by workers compensation or liability insurance for the duration of the employment/training provided by the employer.
- m. No member of the OJT trainee's immediate family may be engaged in an administrative capacity for the employer, or will directly supervise the OJT trainee.
- n. On-the-Job Training Agreements must be written in CSRC boiler plate Agreement format and include a job description and an individualized training plan which documents the specific job training skills to be provided. Agreements must be signed by both the employer, trainee, Accounts Manager and authorized CSRC representative.
- o. On-the- Job Training Agreement must be submitted to CSRC Administrative staff for approval and issuance of an OJT Number. The OJT agreement will be reviewed to determine if the cost is reasonable and if a related party transaction exists. If the Agreement involves a related party transaction, ~~then~~then Board approval as defined in the Related Party Transaction Policy is required.



- p. —Appropriate Career Center services are to be available throughout the duration of the OJT to both the client/participant and the employer, to ensure the success of the OJT.

OJT Case Management

CareerSource Research Coast shall adhere to the guidelines for OJT case management.

- a. —Appropriate staff will make contact with the OJT client/participant ~~bi-weekly~~ monthly. The employer will be contacted monthly for an update and evaluation of the client/participant's performance. Case notes of the contacts will be maintained in the Employ Florida Marketplace (EFM) system.
- b. Ensure that the OJT training plan is being carried out and the employer is in compliance with the OJT Agreement.
- c. Maintain program records and data enter all pertinent information into the Employ Florida System (EFM).
- d. At the time the OJT is approved, submit a copy of the OJT Training Agreement, OJT Pre-Award, OJT Training Plan and completed W-9 to the Board office to enter the employer and employee into the financial system (MIP).
- e. Ensure that all completed OJT employer reimbursement invoices are submitted to the Board office for payment with proof of payment.

Reimbursement Guidelines

- a. Employers must maintain written time and attendance records on CareerSource Research Coast forms to document the days and hours of training for each trainee.
- b. Employers are responsible, based upon their policies, for paid holidays, sick, vacation, or other leave time granted to trainee. CareerSource Research Coast can only reimburse for hours worked during the training period.
- c. Any overtime pay will be the employer's responsibility, based upon their policies. CareerSource Research Coast can only reimburse at the agreed upon hourly rate. All hours worked will count towards the training plan hours.
- d. Payments to trainees during the training and retention period must be made by check or Direct Deposit (ACH).
- e. The cashed check or ACH will be the record of wages paid to trainee and must be provided to CareerSource Research Coast in order for reimbursement to be made.
- f. Employers must submit timesheets immediately after payroll is processed. Acceptable documents required by finance are:
 1. Signed CareerSource Research Coast timesheets and payroll register or pay stub showing the employee's rate of pay, number of hours worked and withheld taxes.
 2. If the employer does not utilize a payroll system and issues manual checks, a copy of the canceled check (front and back). In this situation, the employer must also provide a statement that indicates the employee was paid at the agreed upon rate per the OJT Training Agreement, paid the correct number of hours, and that all appropriate taxes were withheld.
- g. Reimbursement payments are made after CSRC receives complete timesheets, correct invoices and all other required documentation from the OJT employer at midpoint and at completion of the training hours. Correct invoices, timesheets and all other required documentation must be received. The evaluation portion of the timesheet must be completed.

Corresponding Form(s):

- OJT PRE-AWARD ~~C01-WI02-F05 or C01-WI02-F06~~
 - JOB REFERRAL
- OJT TRAINING AGREEMENT ~~- C01-WI02-F01 or F02 Leasing Agreement~~
- OJT ASSURANCES AND CERTIFICATIONS- C01-WI02-F03
- OJT TRAINING PLAN- C01-WI02-F07
- JOB DESCRIPTION AND TRAINING OUTLINE- C01-WI02-F08
 - RESUME
 - ONET DESCRIPTION
- OJT EMPLOYER REIMBURSEMENT INVOICE ~~C01-WI02-F10~~
- OJT AGREEMENT REVISION ~~C01-WI02-F04~~
- ~~OJT PARTICIPANT INTRODUCTION LETTER C01-WI02-F09~~
- W-9

2015-16 Regional Demand Occupations List

Sorted by Occupational Title

Workforce Region 20 - Indian River, Martin, Okeechobee, and Saint Lucie Counties

Workforce Estimating Conference Selection Criteria:

- 1 FLDOE Training Code 3 (PSAV Certificate), 4 (Community College Credit/Degree), or 5 (Bachelor's Degree)
- 2 10 annual openings and positive growth
- 3 Mean Wage of \$13.58/hour and Entry Wage of \$11.04/hour
- 4 High Skill/High Wage (HSHW) Occupations:
Mean Wage of \$21.27/hour and Entry Wage of \$13.58/hour

SOC Code†	HSHW††	Occupational Title†	Annual Percent Growth	Annual Openings	2014 Hourly Wage Mean	2014 Hourly Wage Entry	FLDOE Training Code	In EFI Targeted Industry?	Data Source†††
132011	HSHW	Accountants and Auditors	1.66	68	31.46	17.60	5	Yes	R
113011	HSHW	Administrative Services Managers	1.56	376	49.63	31.21	4	Yes	S
413011		Advertising Sales Agents	0.79	11	23.49	13.27	3	Yes	R
493011	HSHW	Aircraft Mechanics and Service Technicians	0.69	17	28.18	14.80	3	Yes	R
493021		Automotive Body and Related Repairers	0.90	10	19.61	12.50	3	No	R
493023		Automotive Service Technicians and Mechanics	1.25	52	19.49	13.51	3	No	R
433031		Bookkeeping, Accounting, and Auditing Clerks	1.50	2,761	16.58	11.52	4	Yes	S
472021		Brickmasons and Blockmasons	4.49	227	16.37	11.43	3	No	S
131199	HSHW	Business Operations Specialists, All Other	1.66	43	29.24	16.66	4	Yes	R
292031		Cardiovascular Technologists and Technicians	2.78	221	22.22	12.83	3	Yes	S
435011		Cargo and Freight Agents	2.31	380	21.34	12.90	3	Yes	S
472031		Carpenters	3.57	116	16.68	11.59	3	No	R
472051		Cement Masons and Concrete Finishers	4.72	728	16.11	11.53	3	No	S
351011		Chefs and Head Cooks	NR	NR	23.80	13.46	3	No	R
111011	HSHW	Chief Executives	0.49	10	80.01	39.46	5	Yes	R
131031	HSHW	Claims Adjusters, Examiners, and Investigators	0.79	713	28.02	19.09	3	Yes	S
532012	HSHW	Commercial Pilots	0.89	12	39.37	18.00	3	Yes	R
151143	HSHW	Computer Network Architects	2.00	667	33.81	21.95	3	Yes	S
151152	HSHW	Computer Network Support Specialists	1.64	346	26.58	16.22	3	Yes	S
151131	HSHW	Computer Programmers	0.95	572	37.00	22.24	3	Yes	S
151121	HSHW	Computer Systems Analysts	1.87	828	41.92	27.44	4	Yes	S
151151		Computer User Support Specialists	1.65	1,221	21.55	13.83	3	Yes	S
474011		Construction and Building Inspectors	2.44	13	22.71	12.19	3	Yes	R
119021	HSHW	Construction Managers	2.72	44	45.43	25.67	4	No	R
333012		Correctional Officers and Jailers	0.36	21	19.44	15.02	3	No	R
131051		Cost Estimators	4.59	21	25.01	12.49	4	No	R
151141	HSHW	Database Administrators	2.81	292	37.90	24.69	4	Yes	S
292021	HSHW	Dental Hygienists	3.97	19	30.68	26.45	4	Yes	R
292032	HSHW	Diagnostic Medical Sonographers	4.42	271	29.36	22.15	3	Yes	S
472081		Drywall and Ceiling Tile Installers	4.41	13	15.58	12.10	3	No	R
499051	HSHW	Electrical Power-Line Installers and Repairers	1.92	398	25.35	16.60	3	No	S
472111		Electricians	2.77	49	19.30	13.72	3	No	R
252021	HSHW	Elementary School Teachers, Except Special Education	3.03	113	27.96	21.03	5	No	R
436011		Executive Secretaries and Administrative Assistants	1.24	27	20.79	14.83	3	Yes	R
512091		Fiberglass Laminators and Fabricators	1.62	10	16.15	11.91	3	Yes	R
332011	HSHW	Fire Fighters	NR	NR	27.04	18.01	3	No	R
371012		First-Line Superv. Landscaping & Groundskeeping Workers	1.25	27	18.30	13.08	3	No	R
471011	HSHW	First-Line Superv. of Construction and Extraction Workers	3.70	49	26.88	19.06	4	No	R
351012		First-Line Superv. of Food Preparation & Serving Workers	NR	NR	17.00	11.76	3	No	R
491011	HSHW	First-Line Superv. of Mechanics, Installers, and Repairers	1.43	23	29.36	20.79	3	Yes	R
431011	HSHW	First-Line Superv. of Office and Admin. Support Workers	1.53	73	23.01	14.99	4	Yes	R
511011	HSHW	First-Line Superv. of Production and Operating Workers	0.93	14	26.51	17.59	3	Yes	R
411012	HSHW	First-Line Supervisors of Non-Retail Sales Workers	0.48	17	42.83	20.44	4	Yes	R
411011		First-Line Supervisors of Retail Sales Workers	1.01	116	20.91	14.30	3	No	R
119051	HSHW	Food Service Managers	0.95	406	30.28	20.16	4	No	S
111021	HSHW	General and Operations Managers	0.44	41	57.07	27.94	4	Yes	R
472121		Glaziers	5.36	293	16.71	11.59	3	No	S

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Sorted by Occupational Title

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- 2 10 annual openings and positive growth
- 3 Mean Wage of \$13.58/hour and Entry Wage of \$11.04/hour
- 4 High Skill/High Wage (HSHW) Occupations:
Mean Wage of \$21.27/hour and Entry Wage of \$13.58/hour

SOC Code†	HSHW††	Occupational Title†	Annual Percent Growth	Annual Openings	2014 Hourly Mean Wage	2014 Hourly Entry Wage	FLDOE Training Code	In EFI Targeted Industry?	Data Source†††
292099		Health Technologists and Technicians, All Other	2.15	249	19.95	12.91	3	Yes	S
499021		Heating, A.C., and Refrigeration Mechanics and Installers	4.89	53	18.60	14.05	3	No	R
131071	HSHW	Human Resources Specialists	2.40	17	25.07	16.50	5	No	R
499041	HSHW	Industrial Machinery Mechanics	2.57	514	22.07	14.89	3	Yes	S
413021	HSHW	Insurance Sales Agents	2.12	35	26.82	18.68	3	Yes	R
252012	HSHW	Kindergarten Teachers, Except Special Education	3.01	22	27.96	21.00	5	No	R
436012		Legal Secretaries	1.36	463	19.10	12.96	3	Yes	S
292061		Licensed Practical and Licensed Vocational Nurses	2.19	62	20.63	17.14	3	Yes	R
132071		Loan Counselors	2.36	174	20.94	15.14	4	Yes	S
132072	HSHW	Loan Officers	2.25	947	36.46	22.10	4	Yes	S
514041		Machinists	1.85	10	18.15	11.88	3	Yes	R
292035	HSHW	Magnetic Resonance Imaging Technologists	3.75	10	31.26	25.29	3	Yes	R
499071		Maintenance and Repair Workers, General	1.54	74	15.57	11.05	3	No	R
131111	HSHW	Management Analysts	1.72	19	45.09	21.78	5	Yes	R
131161	HSHW	Market Research Analysts and Marketing Specialists	3.35	14	28.66	18.53	5	Yes	R
319011		Massage Therapists	1.97	18	25.23	12.41	3	Yes	R
119111	HSHW	Medical and Health Services Managers	2.56	13	43.92	31.78	5	Yes	R
499062		Medical Equipment Repairers	3.19	253	20.01	13.91	3	Yes	S
292071		Medical Records and Health Information Technicians	1.97	390	17.56	11.91	4	Yes	S
436013		Medical Secretaries	3.76	27	15.61	11.71	3	Yes	R
131121	HSHW	Meeting and Convention Planners	3.18	232	23.63	14.63	4	No	S
252022	HSHW	Middle School Teachers, Exc. Special & Voc. Education	3.04	60	28.50	20.74	5	No	R
493042		Mobile Heavy Equipment Mechanics, Except Engines	2.29	277	20.68	14.97	3	Yes	S
493051		Motorboat Mechanics	2.34	10	18.94	13.58	3	No	R
151142	HSHW	Network and Computer Systems Architects and Admins.	3.19	10	36.15	23.70	4	Yes	R
472073		Operating Engineers/Construction Equipment Operators	3.06	33	17.55	12.79	3	No	R
292081		Opticians, Dispensing	1.63	185	19.26	12.59	4	Yes	S
472141		Painters, Construction and Maintenance	2.54	1,528	16.14	11.47	3	No	S
292041		Paramedics	3.00	467	15.99	11.37	4	Yes	S
132052	HSHW	Personal Financial Advisors	2.53	14	52.37	22.67	5	Yes	R
372021		Pest Control Workers	NR	NR	14.55	11.61	3	No	R
312021	HSHW	Physical Therapist Assistants	3.45	14	28.28	21.91	4	Yes	R
472151		Pipelayers	3.14	322	16.74	12.18	3	No	S
472152		Plumbers, Pipefitters, and Steamfitters	3.23	28	17.54	11.48	3	No	R
333051	HSHW	Police and Sheriff's Patrol Officers	1.33	43	25.18	18.52	3	No	R
119141	HSHW	Property, Real Estate & Community Association Managers	0.78	1,021	27.01	14.87	4	No	S
273031	HSHW	Public Relations Specialists	2.04	12	21.93	14.04	5	Yes	R
131023	HSHW	Purchasing Agents, Except Farm Products & Trade	1.37	11	23.37	15.92	4	Yes	R
292034	HSHW	Radiologic Technologists	2.68	13	24.36	18.72	3	Yes	R
419022		Real Estate Sales Agents	1.85	53	17.01	12.19	3	Yes	R
291141	HSHW	Registered Nurses	2.31	156	28.74	22.63	4	Yes	R
291126	HSHW	Respiratory Therapists	2.56	338	26.13	20.60	4	Yes	S
472181		Roofers	3.19	36	16.04	12.60	3	No	R
112022	HSHW	Sales Managers	1.57	11	55.57	33.20	5	Yes	R
414011		Sales Representatives, Wholesale & Mfg, Tech. & Sci. Prod.	0.88	14	30.49	12.85	3	Yes	R
414012		Sales Representatives, Wholesale and Manufacturing, Other	1.49	74	29.12	12.76	3	Yes	R
252031	HSHW	Secondary School Teachers, Exc. Special and Voc. Ed.	1.98	55	29.31	21.17	5	No	R

2015-16 Regional Demand Occupations List

Sorted by Occupational Title

Workforce Region 20 - Indian River, Martin, Okeechobee, and Saint Lucie Counties

Workforce Estimating Conference Selection Criteria:

- 1 FLDOE Training Code 3 (PSAV Certificate), 4 (Community College Credit/Degree), or 5 (Bachelor's Degree)
- 2 10 annual openings and positive growth
- 3 Mean Wage of \$13.58/hour and Entry Wage of \$11.04/hour
- 4 High Skill/High Wage (HSHW) Occupations:
Mean Wage of \$21.27/hour and Entry Wage of \$13.58/hour

SOC Code†	HSHW††	Occupational Title†	Annual Percent Growth	Annual Openings	2014 Hourly Wage Mean	Hourly Wage Entry	FLDOE Training Code	In EFI Targeted Industry?	Data Source†††
492098		Security and Fire Alarm Systems Installers	3.19	359	17.85	12.77	3	No	S
472211		Sheet Metal Workers	2.70	338	16.98	11.65	3	No	S
151132	HSHW	Software Developers, Applications	2.41	836	39.48	24.69	4	Yes	S
252052	HSHW	Special Education Teachers, Kindergarten and Elementary	3.42	13	26.33	21.69	5	No	R
211011		Substance Abuse and Behavioral Disorder Counselors	2.68	11	19.30	11.27	5	No	R
173031		Surveying and Mapping Technicians	1.75	179	18.89	12.43	3	Yes	S
492022	HSHW	Telecommunications Equipment Installers and Repairers	1.06	11	25.39	17.25	3	Yes	R
472044		Tile and Marble Setters	3.48	13	17.27	11.26	3	N	R
533032		Truck Drivers, Heavy and Tractor-Trailer	1.12	54	17.71	12.35	3	Yes	R
292056		Veterinary Technologists and Technicians	4.33	18	14.18	11.21	4	Yes	R
251194	HSHW	Vocational Education Teachers, Postsecondary	2.28	295	26.30	15.81	4	Yes	S
151134	HSHW	Web Developers	1.78	281	29.37	18.54	3	Yes	S
514121		Welders, Cutters, Solderers, and Brazers	0.89	17	17.83	12.07	3	Yes	R

†SOC Code and Occupational Title refer to Standard Occupational Classification codes and titles.

††HSHW = High Skill/High Wage.

†††Data Source:

R = Meets regional wage and openings criteria based on state Labor Market Statistics employer survey data. Regional data are shown.

S = Meets statewide wage and openings criteria based on state Labor Market Statistics employer survey data. Statewide data are shown.

NR = Not releasable.

EFI - Enterprise Florida, Inc.



WORKFORCE INNOVATION AND OPPORTUNITY ACT POLICY #4
INTERNSHIP POLICY
ORIGINAL APPROVAL DATE: 4/3/2009
REVISION DATE: 01/22/16
BOARD EFFECTIVE DATE: 8/28/2013

PURPOSE

To clarify the use and length of internship activities funded through the Workforce Innovation and Opportunity Act (WIOA).

REFERENCES:

Workforce Innovation and Opportunity Act 2014 Rules and Regulations, Section 134 (b) (2) (A) (vii)

REGIONAL/LOCAL POLICY ACTION:

Regionally, CareerSource Research Coast terms work experience opportunities as “Internships”. Internship is a service to assist in the assessment of an individual for further training or placement allowed under the Workforce Investment Act (WIA). This service is designed to meet the needs of individuals who have:

- Limited or no work experience in targeted industries and occupations in demand – or –
- Outdated skills – or –
- No work experience related to their recent educational career field

and is in need of this service to obtain unsubsidized employment leading to self-sufficiency. These internships are established as short-term, subsidized employment experiences in targeted industries with occupations in demand in LWDA 20 with private, non-profit or public employers. Internship is not to exceed twelve (12) weeks at no more than 40 hours per week (480 hours). The participants will be paid at the prevailing entry level wage for occupations in demand in LWDA 20 established as \$12 to \$22 per hour. The Training Outline will be developed based on the participants’ needs to develop habits, attitudes and skills essential to the workplace, as well as the needs of the worksite employer. The times and days worked may vary by worksite and are negotiated with the worksite employer based upon the employers’ operating hours of business.

Worksites will be evaluated prior to placing a participant at the site, and employers must document their compliance with applicable federal and state wage and employment laws. Note: Labor standards apply where an employer/employee relationship exists.

Every internship will be documented with a worksite agreement signed by the employer and an appropriate CareerSource Research Coast representative, as designated by the Vice President of Operations. The worksite agreement must be completed prior to a participant being placed at the worksite.

Wages for internship participants will be paid bi-weekly (every other week) by CareerSource Research Coast based on timesheets completed, signed by the employer, and submitted. It is the responsibility of the Career Planner to validate the accuracy of the timesheets prior to submission to the finance department.

Workers Compensation benefits will be covered by the State of Florida. The provider is AmeriSys and the provider may be contacted using the following toll free number 1-800-455-2079, in case of a work-related injury. The manager or supervisor will be prompted to provide a 4-digit code to identify the program area of the injured employee. The location code for WIOA-funded internships is 2306.

PROCEDURE:

Business Services Account Managers, will recruit appropriate worksite employers, develop and negotiate worksite agreements appropriate for participants. Emphasis will be made on matching work site opportunities with the training, interests and aptitudes of participants for targeted industries with occupations in demand. Account Managers will complete the Pre-Award, Worksite Agreement and include a generalized Training Plan that outlines the skills needed to learn the job. Once these forms are completed, they will be scanned into the iSynergy electronic filing system.

All potential candidates will be screened for WIOA eligibility and suitability. If it is determined that the candidate is appropriate for an internship, documentation will be collected and a WIOA application will be completed in Employ Florida Marketplace (EFM). Once the application and assessment for suitability are completed, the Career Planner will notify the assigned Account Manager of the candidate’s status for referral to potential internship sites. The Account Manager will be responsible for job matching and scheduling/communicating with the employer and candidate. The Career Planner will document the need for an internship in the participant’s Individual Employment Plan (IEP); the objective must be “Internship”. The Career



WORKFORCE INNOVATION AND OPPORTUNITY ACT POLICY #4 INTERNSHIP POLICY

ORIGINAL APPROVAL DATE: 4/3/2009
REVISION DATE: 01/22/16
BOARD EFFECTIVE DATE: 8/28/2013

Planner will document in the case file why an internship is recommended, how it will benefit the participant. The final IEP and Training Plan will be reviewed with the participant and any additional WIOA forms will be completed. Career Planners will compile all required documentation and forward to the WIOA Quality Assurance Specialist/Trainer for review. The WIOA Quality Assurance Specialist/Trainer will review and request any corrections to be made and forward to the WIOA Program Manager for final approval. The WIOA Career Planners are responsible for ongoing tracking of the hours worked and follow-up with the worksite employers for any noted issues/concerns on the timesheets. The WIOA Quality Assurance Specialist/Trainer will also track internship expenditures for each participant.

Career Planners will collect the participant's time sheets in a timely manner and submit to the WIOA Quality Assurance Specialist/Trainer for review. The WIOA Quality Assurance Specialist/Trainer will review and request any additions/changes to be made and after approval, submit to the finance department for payment. Internship participants are paid by CareerSource Research Coast using WIOA funds.

Paychecks for internship will be mailed to the internship participants at their address on file. Any concerns noted regarding an employer timesheet submission, phone calls, or worksite visits must be brought to the attention of the Account Manager and subsequently submitted to the Director of Business Services for resolution.

The WIOA Quality Assurance Specialist/Trainer will be responsible for completing the Worksite Monitoring Tool for each internship employer. These monitoring tools are to be maintained and accessible for state/federal/local reviews.

The WIOA Quality Assurance Specialist/Trainer and the assigned Account Manager will be copied on all emails related to internships from initial placement to final completion of internship paperwork, to assure that compliance in all areas is maintained.

Related Forms:

- Internship Pre-Award
- Worksite Agreement
- Internship Job Description
- Internship Training Outline
- Internship Checklist
- Finance- Required Documentation Check-off Sheet
- Internship Timesheet
- Worksite/Internship Monitoring Tool
- W-4
- I-9

Supplemental Nutrition Assistance Program (SNAP) Implementation Summary

Two Career Planners hired 11/16/15, Stacy Jean-Bart and Chimere Smith. They attended a three day SNAP training facilitated by the Department of Economic Opportunity (DEO) from December 1, 2015 – December 3, 2015.

Program Manager and Compliance Specialist attended a three day SNAP training the last week in October 2015 and again December 16 and 17, 2015. They also attended and made a presentation during a local training on December 10, 2015 hosted by the Department of Children and Families for community partners in Indian River, St. Lucie, and Martin counties.

Serving SNAP participants, referred to as Able Bodied Adults Without Dependents (ABAWDs), from a centralized location in St. Lucie West. ABAWDs are adults between the ages of 18 – 49 who have no dependents in the home, are not disabled, are not in school full time and are not working more than 30 hours per week or earning more than \$217.50 per week.

The prediction from DCF prior to January 1, 2016 of the number of ABAWDs to be referred to our Region was approximately 6,800. To date, we have been referred 5,043. We have served approximately 55, with only 14 active on our caseloads.

As of 1/21/16, 135 ABAWDs have completed orientation, assessment and the online job search training module required prior to having a face to face initial appointment with a SNAP Career Planner.

There have been numerous referrals made by DCF in error including those with disabilities, with children in the home, full time students, and those who are pregnant. We have been receiving case closures on these cases as they are discovered.

Our local process is as follows.

- Eligibility determined by DCF
- Notice of Mandatory Participation is mailed by DEO outlining requirements of the program and our local process
- Online orientation, assessment and a 20 hour job search training module must be completed. The orientation and assessment must be completed within 10 days of referral from DCF and the job search training module within 30 days.
- An initial appointment with a SNAP Career Planner is made by the ABAWD via the CareerSource Research Coast (CSRC) website. This must be completed within 30 days of their referral.
- Activity assignment is completed during the initial appointment. Activities include job search, job search training, education/training, community service, and in some cases, employment.
- ABAWDs must complete 80 hours per month (20 hours per week).
- May be eligible for \$25 per month of reimbursements for travel expenses
- Sanctions are requested by CSRC if ABAWDs do not comply with the program
- Individuals who call our Career Centers inquiring about SNAP are given a local number to call for information and for those individuals who visit our Career Centers are given a flyer with detailed information regarding the program and the process. Individuals may also be referred to the SNAP office for assistance by knowledgeable staff.

EXECUTIVE COMMITTEE MINUTES – FEBRUARY 12, 2016

Meeting Summary:

Reviewed and Approved December Financials
Reviewed and Approved the Programs & Services Committee Items
Discussed the SNAP program
Received an update on the Workforce Plan
Discussed the February 2016 CareerSource Florida Board meeting

Members Present:

Pamela Houghten; Waldo Tames

Members by Teleconference:

Werner Bols; Sean Mitchell

Staff In Attendance:

Brian Bauer; Desiree Gorman; Glenda Harden; Richard Stetson

Public In Attendance:

Donna Rivett, Indian River State College

Called To Order:

Pamela Houghten, Chair, called the meeting to order at 8:08 am. No conflicts of interest were declared.

Agenda Item #3 – December 2015 Financials:

Brian Bauer, Vice President of Administration, reviewed the December financial statement as presented. The financials include some recommended changes by our contracted monitoring firm. It was noted that further discussion would take place later in the agenda regarding direct and indirect costs.

A motion was made by Waldo Tames and seconded by Werner Bols to approve the financial statement as provided. The motion passed unanimously.

Agenda Item #4 – Programs & Services Committee Items:

Pamela Houghten called on Glenda Harden, Vice President of Operations, who reviewed the recommendations from the Programs & Services Committee.

The On-The-Job Training policy is being updated to align with the Workforce Innovation & Opportunity Act (WIOA). WIOA authorizes employer reimbursement up to 75% of the wage rate paid to the OJT participant. This change promotes the board's attainment of the federal common measures wage rate.

The Internship policy provided was originally created in the 2012-2013 program year. The policy was updated to bring it in line with WIOA requirements and assist the organization with activities that contribute to the 30% ITA funding requirement and provides career seekers with "hands on" supervision and training in order to acquire in-demand occupational skills.

The Committee recommended the Regional Demand Occupations List remain the same for the 4th quarter of 2015/2016 as no requests for additions have been received.

A motion was made by Waldo Tames and seconded by Sean Mitchell to approve the Programs & Services Committee items as provided. The motion passed unanimously.

Agenda Item #5 – Other Business:

Richard Stetson, CEO, provided a number of discussion items for the Committee's input and information. The CareerSource Florida Board of Directors meeting and Day At The Capitol were held the first week of February in Tallahassee. Executive staff and the Board Chair attended the meeting and were able to visit with a number of local Representatives. CareerSource Florida provided a copy of their State Plan for public comment prior to submittal to the US Department of Labor.

EXECUTIVE COMMITTEE MINUTES – FEBRUARY 12, 2016

Staff is currently working on the required local plan and expects to have it out for public comment and committee review by the first half of March. The plan will be provided to the Consortium on March 30th and submitted to the board for final approval at the April 2016 meeting.

Richard Stetson, CEO, and Glenda Harden, Vice President, provided the committee with an update on the SNAP program and the current challenges being seen both locally and statewide. A second round of letters are being sent out by the Department of Economic Opportunity within the next week. DEO is working to address some automation issues as it relates to sanctioning for those who do not complete their requirements within the timeframe assigned.

Richard Stetson, CEO, and Brian Bauer, Vice President, provided the committee with an update related to indirect and direct costs.

Richard Stetson, CEO, provided the committee with an update related to staffing/personnel and the youth contract.

Adjourned: 9:15 am

DRAFT

CAREERSOURCE RESEARCH COAST

Monthly Financial Statement

For Six Months Ending

December 31, 2015

TOTAL AVAILABLE FUNDING	ADULT	YOUTH	DW	WTP	RA (UC)	REA	SNAP	WP	TAA	DVOP	LVER	OTHER Non NFA	YEAR TO DATE TOTALS			
													ACTUAL	BUDGET	BUDGET VARIANCE Under/(Over)	% Expended
PY 15-16 Allocations	\$ 1,279,773	\$ 1,178,171	\$ 1,369,329	\$ 1,245,816	\$ 38,880	\$ 56,321	\$ 140,357	\$ 791,734	\$ 149,964	\$ 247,420	\$ 81,420		\$ 6,579,185			
PY 15-16 Supplemental	\$ (2,480)	\$ 15,000	\$ 338,546	\$ 24,118	\$ (4,369)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 484		\$ 371,299			
Unrestricted Funds Earned this year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,274	\$ 80,274			
Additional Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -			
Retained by DEO for Merit Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (515,000)	\$ (75,000)	\$ (166,000)	\$ (44,000)		\$ (800,000)			
Transfer	\$ 987,957	\$ -	\$ (987,957)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -			NON NFA REVENUES
Carryforward	\$ 1,198,021	\$ 119,637	\$ 312,973	\$ -	\$ -	\$ -	\$ -	\$ 18,449	\$ 130,986	\$ -	\$ -		\$ 1,780,066			
TOTAL	\$ 3,463,271	\$ 1,312,808	\$ 1,032,891	\$ 1,269,934	\$ 34,511	\$ 56,321	\$ 140,357	\$ 295,183	\$ 205,950	\$ 81,420	\$ 37,904	\$ 80,274	\$ 8,010,824	\$ 357,616		
EXPENDITURES																
Administrative	\$ 149,621	\$ 13,065	\$ 43,501	\$ 28,943	\$ -	\$ 5,139	\$ 2,103	\$ 11,851	\$ 14,827	\$ 2,009	\$ 477	\$ 14,693	\$ 286,229	\$ 1,027,974	\$ 741,745	27.84%
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14	\$ -	\$ 28	\$ 44	\$ 10	\$ -	\$ 133	\$ 96	\$ 0	\$ (96)	27428.6%
General and Administrative	\$ -	\$ 39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2	\$ 9,553	\$ 41	\$ 0	\$ (41)	9111.1%
Allocated indirect Costs	\$ 146,779	\$ 13,026	\$ 43,501	\$ 28,943	\$ -	\$ 5,125	\$ -	\$ 11,823	\$ 14,783	\$ 1,999	\$ 475	\$ 5,140	\$ 271,594	\$ 1,017,681	\$ 746,087	26.7%
Funding Decision/Reclass	\$ 2,842	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,842	\$ 23,312	\$ 20,470	12.2%
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Program Training	\$ 1,450,547	\$ 545,235	\$ 456,602	\$ 339,397	\$ -	\$ 47,319	\$ 34,079	\$ 96,784	\$ 123,118	\$ 35,181	\$ 8,488	\$ 37,002	\$ 3,173,752	\$ 6,987,219	\$ 3,813,467	45.4%
WIA Youth Contracts	\$ -	\$ 410,549	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 410,549	\$ 993,373	\$ 582,824	41.3%
Salaries and Benefits Career Center	\$ 772,652	\$ 44,324	\$ 290,813	\$ 194,682	\$ -	\$ 14,671	\$ 13,191	\$ 5,664	\$ 7,704	\$ 2,061	\$ 467	\$ 12,046	\$ 1,358,275	\$ 3,515,661	\$ 2,157,386	38.6%
Contract Labor Career Center	\$ 21,193	\$ -	\$ 8,621	\$ 14,033	\$ -	\$ 18,148	\$ 6,483	\$ 515	\$ -	\$ -	\$ -	\$ -	\$ 68,993	\$ 78,541	\$ 9,548	87.8%
Internship	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Incentives/Stipends	\$ -	\$ -	\$ -	\$ 18,725	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,725	\$ 15,000	\$ (3,725)	124.8%
Support Services/ Participants	\$ -	\$ -	\$ -	\$ 12,536	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,536	\$ 57,500	\$ 44,964	21.8%
Training-ITA/OST	\$ 243,612	\$ -	\$ 16,944	\$ 4,203	\$ -	\$ -	\$ -	\$ -	\$ 103,545	\$ -	\$ -	\$ -	\$ 368,304	\$ 823,000	\$ 454,696	44.8%
Training-OJT/Job Readiness	\$ 61,328	\$ 32,617	\$ 9,187	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 103,132	\$ 283,971	\$ 180,839	36.3%
Training-Cust./Employed Worker	\$ 5,284	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,284	\$ 16,000	\$ 10,716	33.0%
Travel	\$ 7,293	\$ -	\$ 2,947	\$ 2,129	\$ -	\$ 319	\$ 804	\$ 1,210	\$ -	\$ 1,203	\$ 656	\$ -	\$ 16,561	\$ 43,194	\$ 26,633	38.3%
One Stop Shared Costs	\$ 184,794	\$ -	\$ 75,527	\$ 54,019	\$ -	\$ 9,636	\$ -	\$ 77,994	\$ 6,130	\$ 29,448	\$ 6,273	\$ -	\$ 443,821	\$ 849,824	\$ 406,003	52.2%
Other Operating Expenses	\$ 82,101	\$ 48,668	\$ 28,982	\$ 21,992	\$ -	\$ 3,383	\$ 10,766	\$ 8,577	\$ 2,094	\$ 1,436	\$ 760	\$ 22,191	\$ 230,950	\$ 222,686	\$ (8,264)	103.7%
Program Indirect	\$ 69,448	\$ 8,718	\$ 20,180	\$ 17,078	\$ -	\$ 1,162	\$ 2,835	\$ 2,824	\$ 3,645	\$ 1,033	\$ 332	\$ 2,765	\$ 130,020	\$ 54,624	\$ (75,396)	238.0%
Contingency/and Funding Reclass	\$ 2,842	\$ 359	\$ 3,401	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,602	\$ 32,770	\$ 26,168	20.1%
Total Expenditures	\$ 1,600,168	\$ 558,300	\$ 500,103	\$ 368,340	\$ -	\$ 52,458	\$ 36,182	\$ 108,635	\$ 137,945	\$ 37,190	\$ 8,965	\$ 51,695	\$ 3,459,981	\$ 8,015,193	\$ 4,555,212	43.2%
Fund Balance Available/ Indirect shortfall YTD	\$ 1,863,103	\$ 754,508	\$ 532,788	\$ 901,594	\$ 34,511	\$ 3,863	\$ 104,175	\$ 186,548	\$ 68,005	\$ 44,230	\$ 28,939		\$ 4,550,843		\$ 4,369	
% of Funds Expended	46.20%	42.53%	48.42%	29.00%	0.00%	93.14%	25.78%	36.80%	66.98%	45.68%	23.65%	113.77%	43.2%			
Comments																

AGENDA ITEM SUMMARY

TITLE:	Open to the Board
STRATEGIC PLAN:	Operational Intelligence
POLICY/PLAN/LAW:	Board Procedure
ACTION:	Discussion
BACKGROUND:	This agenda item gives Board members the opportunity to introduce issues for general discussion, make announcements pertinent to the Board or provide feedback.
SUPPORTING MATERIALS:	None
BOARD STAFF:	Richard Stetson, President/Chief Executive Officer rstetson@careersourcerc.com 772-335-3030, Ext. 428

AGENDA ITEM SUMMARY

TITLE:	Open to the Public
STRATEGIC PLAN:	Operational Intelligence
POLICY/PLAN/LAW:	Board Procedure
ACTION:	Discussion
BACKGROUND:	At each meeting the public is given the opportunity to address the Board on any issues applicable to the Board.
SUPPORTING MATERIALS:	None
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