



**General Meeting**  
**November 16, 2023, at 6:00 P.M. (CT)**  
**[Join via Microsoft Teams Meeting](#)**  
**or by phone at 561-570-4464 Conference ID: 905 536 004#**  
**or in person at 4636 Highway 90, Suite K**  
**Marianna, FL 32446 - Community Room**  
**Richard - (850) 557-2441; Tabettha - (850) 693-3913**

**A G E N D A**

<b>CALL TO ORDER</b>	Debbie Kolmetz, Chair
<b>INVOCATION / PLEDGE TO FLAG</b>	Donnie Read
<b>ROLL CALL</b>	Tabetha Basford
<b>PUBLIC COMMENTS</b>	Debbie Kolmetz
<b>EMERGENCY ITEMS</b>	Debbie Kolmetz
<b>CONSENT ITEMS</b>	
*General Meeting Minutes September 14, 2023	Debbie Kolmetz      Pages 3-5
<b>STATUS OF FUNDS REPORT</b> (To be provided)	Richard Williams
<b>MISSION MOMENT</b>	Richard Williams

**ONE-STOP OPERATOR REPORT**  
\*PY 2023-2024 First Quarter

Debbie Kolmetz Pages 6-16

**NEW BUSINESS**

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Industry and Education Consortium Appointments

Debbie Kolmetz

Northwest FL Regional Planning Area Resolution

Richard Williams Pages 18-20

Executive Director Review Requirements

Debbie Kolmetz

**DIRECTOR'S COMMENTS**

Richard Williams

**BOARD MEMBER COMMENTS**

Debbie Kolmetz

**ADJOURNMENT**

Debbie Kolmetz

**MARK YOUR CALENDARS**

**January 11, 2024**



**General Meeting  
September 14, 2023, at 6:00 P.M. (CT)**

**MINUTES**

**CALL TO ORDER**

A quorum was present and David Corbin, Vice-Chair, called the meeting to order. Travis Ephriam led the group in the Invocation and Pledge to the Flag.

**The following board members were present:**

Donnie Read, Penny Bryan, David Bouvin, David Corbin, Tracy Andrews, Jonathan Fuqua, Justin Stephens, Kevin Buchanan, Travis Ephriam, Mary McKenzie

**The following board members were absent:**

Kyle Peddie, Keith Sutton, Bryan Lee, Sandy Spear, Sarah Clemmons, Debbie Kolmetz, Raymond Russell, Janice Sumner, Al Bryant, Johnny Eubanks

**Others present included:**

Richard Williams, Sara Johnson, Rose Adams, Melody Wade, Tabettha Basford, Deena Johnson, Cheri Gilmore – CSC Staff

**PUBLIC COMMENTS**

David Corbin asked if there were any public comments. There were none.

**GENERAL MEETING MINUTES**

Jonathan Fuqua made the motion, Donnie Read seconded the motion, and the vote was unanimous to approve the minutes of the July 13, 2023, general meeting.

**STATUS OF FUNDS REPORT**

Richard Williams and Sara Johnson went over the Status of Funds Report.

## **MISSION MOMENT**

Cheri Gilmore shared with the Board her exciting adventure going into the schools across the five counties CareerSource Chipola serves to discover interests and uncover the career path options for each student. Virtual Reality Headsets open the door to industries students might not have known existed, making career planning exciting and interactive. With immersive hands-on training and experience through VR, each student has the opportunity to understand the day in the life of multiple industries. Ms. Gilmore further shared videos of her school visits.

## **COMMITTEE REPORTS**

David Corbin reviewed the Executive/Finance Committee meeting held September 12, 2023, and brought the proposed 2023-2024 Budget before the Board. **Jonathan Fuqua made the motion, Tracy Andrews seconded the motion, and the vote was unanimous to approve the proposed 2023-2024 Budget, including the request to transfer \$175,000 of Dislocated Worker Funding to WIOA Adult Program and a planned \$1 per hour raise for all staff starting in January 2024, based upon performance evaluations, to match the increase in minimum wage.**

## **PARTICIPANT SUPPORTIVE SERVICES**

Richard Williams discussed with the Board that in 2022, the board increased transportation assistance to Workforce Innovation and Opportunity Act (WIOA) and Welfare Transition (WT) participants enrolled in skills training. The current funding amount maximum per month is \$300 dollars for travel more than 750 miles per month. Based upon utilization and staff input of actual need, staff recommends a return to the 2022 limits with the ability to grant exceptions based upon demonstrated need. **Donnie Read made the motion, Jonathan Fuqua seconded the motion, and the vote was unanimous to decrease the Support Services threshold from \$4,000 to \$2,000 per Program Year unless an exception based upon demonstrated need is requested by the Program Director and approved by the Executive Director, allowing the Executive Director to approve up to \$4,000 per Program Year; decrease the amount of transportation assistance to the values listed unless an exception based upon demonstrated need is requested by the Program Director and approved by the Executive Director, allowing the Executive Director to approve an amount up to current limits; and decrease the ITA threshold from \$7,000 to \$5,000 per Program Year unless an exception based upon demonstrated need is requested by the Program Director and approved by the Executive Director, allowing the Executive Director to approve up to \$7,000 per Program Year.**

## **ONE-STOP OPERATOR REPORT**

Richard Williams presented the 2023 4<sup>th</sup> Quarter report of Linda Sumblin, CareerSource Chipola's One Stop Operator.

## **NEW BUSINESS**

Mr. Willaims went over the REACH Act requirements of the creation of workforce regions. At this time CareerSource Florida is drafting rules for creating these regions. Staff requested of the Board the Executive Director be given the authority to work with regions in Northwest Florida to develop a framework for creating a workforce region. **Donnie Read made the motion, Kevin Buchanan seconded the motion, and the vote was unanimous to approve a developed framework for regional collaboration in Northwest Florida.**

## **DIRECTOR'S COMMENTS**

Richard Williams displayed before the board the Local Board Letter Grades assigned by CareerSource Florida, showing CareerSource Chipola third among the Local Workforce Development Boards in the first Quarter.

## **BOARD MEMBER COMMENTS**

None.

## **ADJOURNMENT**

**There being no further business to discuss, Jonathan Fuqua made the motion, Travis Ephriam seconded the motion, and the vote was unanimous to adjourn the September 14, 2023 meeting.**

**CareerSource Chipola One-Stop Operator (OSO) Quarterly Review  
PY 2023-2024 First Quarter  
\*WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) BACKGROUND  
(\*Located at the End of this Report)**

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**Date of Report Forwarded to CareerSource Chipola:** September 25, 2023

**One-Stop Career Center:** 4636 Highway 90, Marianna, Florida 32446

**Date of Unannounced One Stop Center on Site Review:** September 18, 2023

**Conducted by** Linda Sumblin, CareerSource Chipola contracted One-Stop Operator Consultant

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*NOTE: COVID Safety Parameters Implemented: As implemented by the CSC (following applicable state and local guidelines) at the onset of COVID-19, it is continued that all customers/visitors/staff prior to entrance to the CSC facilities, are required be scanned by designated CSC staff for a temperature check (via Body Temperature Kiosk to ensure safety to CSC customers and staff.*

An unannounced onsite review was conducted by the One- Stop Operator (OSO) on September 18, 2023, at the CareerSource Chipola One-Stop Marianna Center. The purpose of the review was to assess the effective delivery of applicable services across program lines and with other organizations as required by WIOA (Workforce Innovation and Opportunities Act)

**CareerSource Chipola Staff Met by One-Stop Operator on September 18, 2023:**

Debby Wood, Director of Programs and Centers

As identified by the US Department of Labor and Florida Department of Labor, the One-Stop areas of the OSO review included:

- Flow of Services; Hours of Operation
- Basic Services Available/Program Delivery
- Partner Memorandum of Understandings
- Effectiveness
- OSO General Comments.



## **CareerSource Chipola – One-Stop Operator PY 2023-2024 1st Quarter Review** **Summary of Review**

### **Flow of Services**

CSC is a partner of the US Department of Labor American Job Centers and CareerSource Florida established under the Workforce Investment Act and reauthorized in the Workforce Innovation and Opportunities Act of 2014, which is designed to provide a full range of assistance to job seekers under one roof. CSC broadly identifies as member of the American Job Center Network as required.

CSC offers training referrals, career counseling, job listings, and similar employment-related services to job seekers and the business community as outlined in detail below.

The CareerSource Center delivery of services hours extended to the public are clearly noted at the main entrance and can be found via the CareerSource Chipola website. In addition to the CSC services offered onsite, the services can be accessed via the website 7 days/24 hours at [careersourcechipola.com](http://careersourcechipola.com). Holiday Closure (*including "Closed on State Holidays"*) is posted via CareerSource Chipola website, multi social media avenues, entrance of facility, and visually displayed in One Stop Center.

The CSC One-Stop Center staff assisting customers with program information/delivery are knowledgeable of local, state, and federal CSC services. Each of the CSC staff observed by the OSO were extremely professional and considerate with co-workers and customers.

As the universal customer enters the One-Stop Center (with customer entrance limitations), customers are directed to the Atlas registration/sign-in system. The OSO noted that CSC staff have the expertise to design, administer and deliver all workforce development activities and have demonstrated the ability to adapt and conform to changes in policy, practices, and priorities to meet local community and the universal customer-based needs. The One-Stop Center continues to utilize the ATLAS electronic filing system that provides access to case file and customer activity information through the internet. The electronic system allows staff to engage customers and provide services. Both virtual and center-based service delivery for job seekers, workers, and employers support the talent needs of the regional economy. In addition, the Atlas system allows the CSC to track customer services as well as "waiting time for CSC services" for monitoring of delivery of services.

In addition to the onsite workshops, virtual workshops are also extended to registered users by logging in with assigned kiosk login. All workshops are open to the public and are offered free of charge. The following workshops are available on-line:

- |                              |                             |                              |
|------------------------------|-----------------------------|------------------------------|
| • Setting Goals              | – 10 Steps to a Job         | • Improving Your Memory      |
| • Stress & Time Management   | • Dress with Confidence     | • Financial Planning         |
| • Employ Florida Marketplace | • Resume Skills             | • Employ Florida Marketplace |
|                              | • Interview with Enthusiasm |                              |

During the OSO 1st Quarter onsite review, it was noted that the Center service delivery system for CSC customers was well thought out and established to meet the goals of the customers.

**Flow of Services Comments:**

**No suggestions/concerns noted.**

**CareerSource Chipola Marianna One-Stop Center – Hours of Operation**

The following notice is posted via the Career Source Chipola website, social media platforms, and multi locations at the Center:

**Hours of Operation:  
Monday – Friday 8:00 AM – 5:00 PM  
Closed on State Holidays**

In addition to the CSC services offered onsite, the services can be accessed via website 7 days/24 hours at [careersourcechipola.com](http://careersourcechipola.com).

Also posted on the CareerSource Chipola website and Center, “Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711”.

**Hours of Operation Comments:**

**No suggestions/concerns noted.**

**Basic Services Available/Program Delivery**

CSC Marianna One-Stop Career Center offers a wide range of *job seeker and employer* services including job postings, local and statewide Labor Market Information (LMI), and skill-based job matching available online at Employ Florida Marketplace (EFM) - [www.employflorida.com](http://www.employflorida.com).

As noted in the WIOA Legislative Required Partners matrix below, CareerSource Chipola has established program service delivery methods for requirement WIOA partners. The CSC program systems and partner relationships are well developed and internally reviewed ongoing for enhancement and growth. CSC is to be acknowledged for their positive partnerships and performance outcomes.



Additional (*but not limited to*) resources/referrals CSC extends (*as noted in the CSC Center and CSC website*):

- Chipola College
- Florida Panhandle Technical College
- Opportunity Florida
- Vocational Rehabilitation
- Tobacco Free Florida

**Program Delivery Comments:**

**No suggestions/concerns noted.**

**Memorandum of Understandings (MOU)**

Ongoing review of the CSC MOU's will be conducted during future OSO onsite visits.

As noted in prior OSO reports, the Basic elements/description of services as outlined in legislation of the MOU is included with the CSC MOU's:

- *Method/s for referring individuals*
- *Duration/Procedures of MOU*
- *Resolution of MOU Disputes*
- *Cost Sharing*

A matrix (identifying entity delivery services; MOU execution date; and method of delivery of services) of the required WIOA MOU's is noted below.

**Memorandum of Understandings (MOU) Comments**

**No suggestions/concerned noted.**

**Effectiveness**

One of the outlined elements in WIOA legislation for OSO to review the Center "Effectiveness" as defined below.

The CSC OSO based the Effectiveness ranking of the program/delivery of Center services on a Scale of 1-10 with ten being top performance). Three areas of Effectiveness ranked as defined in the WIOA legislation:

- 1) *Provider job seekers with skills and credentials necessary to secure and advance in employment with wages that sustain themselves and their families.*
- 2) *Provide access and opportunities to job seekers, including individuals with barriers to employment.*
- 3) *Enable business and employers to easily identify and hire skills workers*

## CareerSource Chipola One Stop Operator Effectiveness Comments

**As a result of the 2023-2024 1<sup>st</sup> Quarter One-Stop Operator review as outlined, the One-Stop Operator ranked the current Effectiveness for the CareerSource Chipola at a 9.5 out of a ranking of 10.0.**

### General Comments

The OSO had the opportunity to virtually join the July 13, 2023, CSC Board of Directors General meeting. In addition to the CSC Board members attending, many of the CSC staff attended as well. The meeting was well coordinated, conducted, and extremely impressive. There were newly named (first meeting) Board members attending. Mr. Williams (ED) provided a brief overview of the CSC activities and the Board members role. Mr. Williams said he would also coordinate for new members (and existing members if interested in joining) a future date to provide additional details and CSC background.

The meeting agenda included the following topics following the Call to Order, Roll Call, and Introduction of New Members:

- Emergency Items
- Approval of May 11, 2023, Minutes (as previously distributed and posted via CSC website)
- Status of Funds Report
- Mission Moment (highlighting a success story video as a result of attending the CSC Summer Youth program)
- Monitoring Update
- Continuation Budget Request
- Jackson County Sheriff's Office Apprenticeship (outline of a joint community partner program)
- New Eligible Training Provider/Program (truck driving school)
- Executive Committee Appointments
- Insurance Agency RFQ.
- The meeting ending with the Director Comments and Board Member Comments

The CSC Board and staff were all well prepared for the Board meeting and questions/responses were handled professionally and thoroughly.

All CareerSource Chipola meetings are open to the public and a record of each meeting is documented. Board members understand the Florida Sunshine law/parameters. Meetings are noted in advance as mandated and an agenda is posted prior to the meeting.

The following Department of Economic Opportunity (DEO) Communiques, Administrative Policies, or Memorandums posted following the start of the 1<sup>st</sup> Quarter, PY 2023-2024. It is noted that all DEO Policies/Communiques/Memoranda's are being reviewed/implemented by the CSC leadership team.

Administrative Policies

No Administrative Policies noted for the 2023 -2024 1st Quarter

Communiques –

No Communiques noted for the 2023 -2024 1st Quarter

Memoranda-

No Memoranda's noted for the 2023 -2024 1st Quarter

August Unemployment Data Release (September, 2023)

The unemployment rate in the CareerSource Chipola region (Calhoun, Holmes, Jackson, Liberty, and Washington counties) was 3.6 percent in August 2023. This rate was 0.4 percentage point greater than the region's year ago rate of 3.2 percent. The region's August 2023 unemployment rate was 0.5 percentage point above the state rate of 3.1 percent. The labor force was 42,477, up 1,356 (+3.3 percent) over the year. There were 1,520 unemployed residents in the region.



**\*WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) BACKGROUND**

Under the Workforce Innovation and Opportunity Act (WIOA), the vision for one-stop career centers is characterized by providing excellent customer service to job seekers and employers, customer-centered service delivery, and continuous improvement. As defined by Florida guidance, identified One-Stop Centers should strive to assure quality services are being delivered in the most efficient and effective ways possible, through full integration and coordination of one-stop career center partners and resources to support seamless service delivery.

<p><b>Workforce Innovation and Opportunity Act (WIOA)</b></p>	<p>The goals and format of the One-Stop-Operator are set out in Workforce Innovation and Opportunity Act (WIOA) Section 121 subsection (e) according to PUBLIC LAW 113-128—JULY 22, 2014 (WIOA) Sec. 121(d)(2)(A), Federal Regulation 29 U.S.C. §§ 3151 (d) One-Stop operators.</p>
<p><b>One-Stop Operator Role and Responsibilities</b></p>	<p>As outlined and agreed by both parties (CSC and OSO) the 2017-2018 executed OSO contract, was renewed on June 10, 2019, for an additional one-year term for delivery of outlined One-Stop Operator Services for the period PY 2019-2020. The renewed OSO was based on performance, business needs and the availability of funds. As outlined by legislation, the Local Board defines the role and responsibilities of One-Stop career center operators in its local area. The Local Board may vary roles and responsibilities for career centers within its local area.</p> <p>As defined by CareerSource Chipola and agreed by OSO Contractor for this review as: Conduct program year 2019-2020 quarterly unannounced visits to the Marianna Career Center. Within thirty (30) days of the visit provide a report indicating if the Marianna Career Center is effectively delivering services across program lines and with other organizations as required by WIOA. If it is determined the Center is not effectively providing services, the report must include recommended actions to be undertaken at the Center to correct any issues. Additionally, as part of the required report, the Contractor may include comments on best practices or suggestions for improvement.</p>
<p><b>CareerSource Chipola Background</b></p>	<p>The Chipola Regional Workforce Development Board, Inc., dba CareerSource Chipola is the administrative entity/grant recipient for the region (<i>servicing Calhoun, Holmes, Jackson, Washington, and Liberty Counties</i>). The Chipola Regional Workforce Development Board, Inc., dba CareerSource Chipola has operated as the fiscal agent and administrative entity since 1996 as approved in the approved Interlocal Agreement.</p> <p>The CareerSource Chipola One-Stop and satellite locations are located to population centers, governmental buildings and shopping centers making them convenient locations for most customers. Centers are connected by a wide area network that spans the three locations providing e-mail, Internet access, state systems access, case management, and data/print sharing. The ATLAS electronic filing system provides access to case file and customer activity</p>

	<p>information through the internet. This electronic system allows staff(s) at any location to engage customers and provide services. Both virtual and center-based service delivery for job seekers, workers, and employers support the talent needs of the regional economy.</p>
<p><b>Contracted CareerSource Chipola One-Stop Operator Linda Sumblin, Contractor Execution Date of Renewed Contract: June 10, 2019</b></p>	<p><i>Credentials:</i> Linda Sumblin was formerly employed with the CareerSource Okaloosa Walton since Board inception in 1996. She was named Executive Director October 2011. Prior to being named the Executive Director, Linda served in many areas for the Board including the Chief Operating Officer/Assistant Director. Linda's career in workforce development began in January 1989 when she joined the Private Industry Council, the predecessor governing board for job training.</p> <p>As initial contracted OSO for the period July 1, 2017, through June 30, 2018 (<i>with a 2-year renewal as agreed by both parties</i>). Linda Sumblin has declared no conflict of interest with any entities of CareerSource Chipola (Board, staff, or partners) and that firewalls have been established to ensure conflict of interest policies and procedures are adhered.</p> <p>It is understood and agreed that the One-Stop Operator cannot assist in the development, preparation, and submission of local plans; and that they cannot manage or assist in the competitive process for selecting operators or select or terminate One-Stop Operator, Career Services and Youth Providers.</p>



### CareerSource Chipola Memorandum of Understandings

**NOTE: NO Changes in the MOU's during the One-Stop onsite review. \*Denotes WIOA Legislative Required Partners**

Program	Agency Delivering Services	MOU Date Executed (or latest Addendum)	On Site Delivery of Services/ Delivery of Referral Services
*Title I – Adult	CareerSource Chipola	Cooperative Agreement with Department of Economic Opportunity	On Site
*Title I – Dislocated Worker	CareerSource Chipola	Cooperative Agreement with Department of Economic Opportunity	On Site
*Title I – Youth	CareerSource Chipola	Cooperative Agreement with Department of Economic Opportunity	On Site
*Title II – Adult Education and Literacy Act	Calhoun School Board	Calhoun School Board- 8/14/2017	Electronic/ Direct Referral
	Holmes School Board	Holmes School Board – 9/14/2016	
	Jackson School Board	Jackson School Board – 3/15/2016	
	Liberty School Board	Liberty School Board – 6/07/2016	
	Washington School Board	Washington School Board – 8/14/2017	
*Title III - Wagner Peyser Employment Services	CareerSource Chipola/Department of Economic Opportunity (Jointly Managed)	Cooperative Agreement with Department of Economic Opportunity	On Site
	Vocational Rehabilitation	February 2, 2017	Electronic Referral
*Title IV – Vocational Rehabilitation	Division of Blind Services	December 16, 2016	
	National Caucus and Center on Black Aged, Inc. (SEP)	May 15, 2016 Cost Sharing with In-Kind Staffing Support	On Site
*Title V – Older American Act (SCSEP)			
*Veterans Employment and Training Services Under Chapter 41 of Title 38, U.S.C.	CareerSource Chipola/Department of Economic Opportunity (Jointly Managed)	Cooperative Agreement with Department of Economic Opportunity	On Site
*Trade Adjustment Assistance Act (TAA) NAFTA Assistance Activities	CareerSource Chipola	Master Agreement with Department of Economic Opportunity	On Site
*Unemployment Insurance (Note: CareerSource Chipola extends "re-employment assistance")	Department of Economic Opportunity (No DEO staff onsite to extend UI assistance)	Master Agreement with Department of Economic Opportunity	Electronic/ Telephone Referral
*Temporary Assistance For Needy Families (TANF)	CareerSource Chipola	<ul style="list-style-type: none"> <li>• Cooperative Agreement with Department of Economic Opportunity (Funded by DCF)</li> <li>• Department of Children and Family Services – November 9, 2016</li> <li>• Healthy Families North Florida – April 11, 2017 (Cost Sharing Cooperative)</li> </ul>	On Site  Referral
	Healthy Families North Florida		

Program	Agency Delivering Services	MOU Date Executed (or latest Addendum)	On Site Delivery of Services/ Delivery of Referral Services
*Post Secondary Vocational Education under Carol Perkins Career and Technical Education (CTE)	Chipola College Florida Panhandle Technical Center (Washington-Holmes Technical Center) Calhoun School Board Holmes School Board Jackson School Board Liberty School Board Washington School Board	Chipola College* – 10/13/2016 Updated 1/2021 Florida Panhandle Technical Center*– 8/14/2017 Calhoun School Board- 8/14/2017 Holmes School Board* – 9/14/2016 Jackson School Board – 3/15/2016 Liberty School Board – 6/07/2016 Washington School Board*– 8/14/2017  <i>*Multi-MOU's for varying programs identified</i>	Electronic/ Direct Referral
*Job Corps	Department of Economic Opportunity	Cooperative Agreement with Department of Economic Opportunity	Electronic/ Direct Referral
*Community Services Block Grant (CSBG)	Tri-County Community Council Capital Area Community Action Agency	Tri-County - May 17, 2016 Capital Area Community Action Agenda - May 17, 2017	Electronic Referral
*HUD Employment Programs (U.S. Department of Housing and Urban Development)	Tri-County Community Council	May 17, 2016	Electronic/ Telephone Referral
*Migrant and *Seasonal Farm Worker	Department of Economic Opportunity	Cooperative Agreement with Department of Economic Opportunity	Electronic Referral
*Native American Program (Tribes, Tribal Organization, Native Hawaiians)	Department of Economic Opportunity (No known sector population identified in Area)	Cooperative Agreement with Department of Economic Opportunity	Electronic Referral

It is the opinion of the Chipola CareerSource contracted One-Stop Operator based on legislative review that the Chipola CareerSource Board and staff are acknowledge and have and/or implementing the goals and format of the One-Stop-Operator requirements as set forth in the Workforce Innovation and Opportunity Act (WIOA) Section 121 subsection (e) according to PUBLIC LAW 113-128—JULY 22, 2014 (WIOA) Sec. 121(d)(2)(A), Federal Regulation 29 U.S.C. §§ 3151 (d) One-Stop operators.

*Linda Sumblin*

\_\_\_\_\_  
**Linda Sumblin, One-Stop Operator**

\_\_\_\_\_  
September 25, 2023

**Date**

## **NEW BUSINESS**

### **Industry and Education Consortium Appointments**

Florida law now requires the Chair of each local workforce board to appoint an industry and education consortium to advise the local board. Members of the consortium may not be members of the local workforce board.

### **Northwest FL Regional Planning Area Resolution**

Our county consortium has approved the resolution for the formation of the Northwest Florida Planning Area to comply with the requirements of the state. Based upon discussions with other local workforce boards in Northwest Florida, staff recommends approval of the resolution and approval for the chair to sign all necessary documents for state approval of the planning area.

### **Executive Director Review Requirements**

Changes to state policy now require local boards to have a review process to evaluate the performance of the executive director.

**A RESOLUTION BY THE WORKFORCE INNOVATION AND OPPORTUNITY ACT  
RECOGNIZED CHIEF LOCAL ELECTED OFFICIALS AND LOCAL BOARD  
CHAIRS FOR THE FOUR LOCAL WORKFORCE DEVELOPMENT BOARDS IN  
NORTHWEST FLORIDA SUPPORTING THE FORMATION OF THE NORTHWEST  
FLORIDA REGIONAL PLANNING AREA CONSISTING OF LOCAL  
WORKFORCE DEVELOPMENT BOARDS CAREERSOURCE ESCAROSA,  
CAREERSOURCE OKALOOSA-WALTON, CAREERSOURCE CHIPOLA, AND  
CAREERSOURCE GULF COAST.**

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**WHEREAS**, the Workforce innovation and Opportunity Act places responsibility on the Chief Local Elected Official(s) for each recognized local workforce development area; and

**WHEREAS**, as the Chief Local Elected Officials and Local Workforce Board Chairs for our respective local workforce development area, we believe it is of the utmost importance to maintain a locally developed and driven system where the local workforce board operates and performs its duties with the highest level of efficiency and effectiveness; and

**WHEREAS**, The CareerSource Florida Board of Directors has mandated the creation of workforce regions comprised of two or more local boards; and

**WHEREAS**, the creation of regions among local workforce areas that share common industry sectors and a history of cooperation would be beneficial for each of the local workforce boards, employers, and job seekers within the region; and

**WHEREAS**, all counties in each of the local workforce areas supporting this resolution are members of Florida's Great Northwest and share a common economic development mission and a history of cooperation in economic development and workforce development issues; and

**WHEREAS**, all Chief Local Elected Official and Local Workforce Board Chairs representing the counties served by the four local workforce areas approve this resolution, we agree methods should be developed to serve the entire region while also protecting the ability to provide targeted services within the boundaries of each local area.

**NOW, THEREFORE, BE IT RESOLVED BY THE CHIEF LOCAL ELECTED OFFICIALS AND LOCAL BOARD CHAIRS REPRESENTING THE LOCAL WORKFORCE BOARDS OF CAREERSOURCE ESCAROSA, CAREERSOURCE OKALOOSA-WALTON, CAREERSOURCE CHIPOLA, AND CAREERSOURCE GULF COAST AS FOLLOWS:**

**SECTION 1.** The undersigned Chief Local Elected Officials and Local Board Chairs agree to the creation of the Northwest Florida Workforce Collective, consisting of the local workforce areas known as CareerSource Escarosa, CareerSource Okaloosa-Walton, CareerSource Chipola, and CareerSource Gulf Coast.



**BY OUR SIGNATURES BELOW WE CERTIFY OUR AGREEMENT TO THE PRINCIPALS OF THIS RESOLUTION ON BEHALF OF THE ENTITIES WE REPRESENT. WE UNDERSTAND AND AGREE EACH LOCAL WORKFORCE AREA WILL SIGN OF THEIR OWN ACCORD AND THIS RESOLUTION SHALL ONLY BE EFFECTIVE IF SIGNED BY ALL CHIEF LOCAL ELECTED OFFICIALS AND LOCAL BOARD CHAIRS REPRESENTING THE FOUR LOCAL WORKFORCE AREAS.**

**SIGNED BY:**

**CHIEF LOCAL ELECTED OFFICIAL(S) FOR CAREERSOURCE BOARD NAME HERE.**

**Local Workforce Board Chair:** \_\_\_\_\_  
**Name Here** **Date**

**Chief Local Elected Official:** \_\_\_\_\_  
**Name Here** **Date**

**SECTION 2.** The undersigned Chief Local Elected Officials and Local Workforce Board Chairs agree each that the local workforce boards shall maintain local control and the ability to determine how to serve best local employers, job seekers, and their respective communities.

**SECTION 3.** The undersigned Chief Local Elected Officials and Local Workforce Board Chairs agree the four local member boards of the Northwest Florida Workforce Collective will utilize common areas of interest and local benefit to develop common policies, procedures, and technologies. Such agreements and implementations shall meet the requirements, rules, and regulations established by each local workforce board, member counties, CareerSource Florida, Florida Commerce, the State of Florida, the United States Department of Labor, and the United States of America.

**SECTION 4.** The undersigned Chief Local Elected Officials and Local Board Chairs agree to ensure our local workforce areas implement the requirements of the REACH Act as well as policies and procedures established by the State of Florida for Regional cooperation.

**SECTION 5.** The undersigned Chief Local Elected Officials and Local Workforce Board Chairs agree that in order to ensure local officials are informed and able to provide proper guidance and input to ensure that local control is maintained, a quarterly report shall be submitted providing updates to the Chief Local Elected Officials for each of the four participating local workforce boards. The quarterly report shall provide information regarding new regional agreements developed and any recognized improvements to be shared across the regional planning area.

**SECTION 6.** The undersigned Chief Local Elected Officials and Local Workforce Board Chairs understand and agree this Resolution shall remain in effect for a minimum of three years unless changes are required by responsible state or federal entities or changes in state or federal law. Any changes shall be put forth in writing and shall require the agreement and signature of each local Chief Local Elected Official and Local Board Chair. Additional agreements may be reached among the parties and utilized to govern the actions of the Northwest Florida Workforce Collective if agreed upon and signed by each Chief Local Elected Officials and Local Workforce Board Chairs.

**DONE AND RESOLVED** by our signatures as the Chief Local Elected Officials and Local Board Chairs representing each of the four local workforce boards represented by this resolution.