



***General Meeting***

**March 13, 2025, at 6:00 P.M. (CT)**

**[Join via Microsoft Teams Meeting](#)**

**or by phone at 561-570-4464 Conference ID: 755 172 198#**

**or in person at 4636 Highway 90, Suite K**

**Marianna, FL 32446 - Community Room**

**Richard - (850) 557-2441; Tabetha - (850) 693-3913**

**A G E N D A**

**CALL TO ORDER**

Donnie Read, Chair

**INVOCATION / PLEDGE TO FLAG**

Raymond Russell

**ROLL CALL**

Tabetha Basford

**PUBLIC COMMENTS**

Donnie Read

**EMERGENCY ITEMS**

Donnie Read

**FY 23/24 AUDIT BY JAMES MOORE**

(Mailed separately by auditors)

Ben Clark

**CONSENT ITEMS**

\*General Meeting Minutes  
January 9, 2025

Donnie Read

Pages 3-4

**STATUS OF FUNDS REPORT**

(To be provided)

Richard Williams

**MISSION MOMENT**

Richard Williams

**COMMITTEE REPORTS**

\*Program Committee Meeting  
February 17, 2025

Al Bryant

\*Youth Committee Meeting  
March 13, 2025

Travis Ephriam

**NEW ELIGIBLE TRAINING PROGRAM**

Debby Wood

Page 5

**OGLESBY PLANTS INTERNATIONAL INC. CUSTOMIZED TRAINING**

\*See attachment

Debby Wood

Page 6

**NEW BUSINESS**

**FUTURE U WORK EXPERIENCE AGREEMENT**

Richard Williams

Pages 7-19

**DIRECTOR'S COMMENTS**

Richard Williams

**BOARD MEMBER COMMENTS**

Donnie Read

**ADJOURNMENT**

Donnie Read, Chair

**MARK YOUR CALENDARS**

**May 8, 2025**



**General Meeting**  
**January 9, 2025, at 6:00 P.M. (CT)**

**MINUTES**

**CALL TO ORDER**

A quorum was present, and Donnie Read, Chair, called the meeting to order. Travis Ephriam led the group in Invocation and Pledge to the Flag.

**The following board members were present:**

Mary McKenzie, Raymond Russell, Janice Sumner, Debbie Kolmetz, Travis Ephriam, Jonathan Fuqua, Kevin Buchanan, Donnie Read, Al Bryant, Tracy Andrews, David Corbin, Sarah Clemmons, Bryan Lee, Penny Bryan

**The following board members were absent:**

Sandy Spear, Kyle Coates, Johnny Eubanks, Kyle Peddie, Justin Stephens, David Bouvin, Keith Sutton

**Others present included:**

Richard Williams, Sara Johnson, Deena Johnson, Debby Wood, Melody Wade, Tabettha Basford– CSC Staff

**GENERAL MEETING MINUTES**

Travis Ephriam made the motion, Janice Sumner seconded the motion, and the vote was unanimous to approve the minutes of the November 14, 2024, general meeting.

**STATUS OF FUNDS REPORT**

Richard Williams and Sara Johnson discussed the Status of Funds Report.

### **MISSION MOMENT**

Chris Bailey and Scott Simmons invited the Board to the Veteran Resource Festival held at the Marianna CareerSource Chipola location on January 14, 2025.

### **EXECUTIVE COMMITTEE MEETING**

Donnie Read shared with the board the Executive Committee's discussion on the possibility of closing the Blountstown location, but not without first looking into other options to provide services for that location. Al Bryant seconded the motion, and the vote was unanimous to approve research into other options.

### **ONE-STOP OPERATOR REPORT**

Donnie Read presented CareerSource Chipola's second quarter one-stop operator report for the program year 2024-2025.

### **CUSTOMIZED TRAINING AND YOUTH TRAINING**

Richard Williams discussed CSC is currently promoting Customized Training and Youth Training as a means of providing support to the local employers in need of skill upgrades for current workers to help the company remain competitive and ensure continued employment for workers. Board members who may have a conflict of interest relating to a CSC contract or agreement are compelled to openly disclose a potential, real, or perceived conflict as soon as the issue arises.

### **RFP REQUEST FOR ONE STOP OPERATOR**

David Corbin made the motion to post a new RFP as the current contract for the One Stop Operator ends June 30, 2025, Janice Sumner seconded the motion and vote was unanimous to approve CSC's request to publish an RFP for a One Stop Operator.

### **BOARD MEMBER COMMENTS**

None.

### **ADJOURNMENT**

Al Bryant made the motion, Travis Ephriam seconded the motion, and the vote was unanimous to adjourn the January 9 Board Meeting.

**NEW ELIGIBLE TRAINING PROGRAM**  
**FLORIDA TRANSPORTATION BUILDERS' ASSOCIATION (FTBA)**  
***C3training – Class A and B Commercial Driver's License training***

**BOARD ACTION REQUIRED**

**Background**

In accordance with the United States Department of Labor, Training and Employment Guidance Letter No. 8-19, Code of Federal Regulations, 680.400, and the Florida Department of Economic Opportunity's guidance, the State list of eligible training providers and programs and the related eligibility procedures ensure the accountability, quality, and labor-market relevance of programs of training services that receive funds through the Workforce Innovation and Opportunity Act (WIOA). The State and Local list of eligible training providers and programs is also a means for ensuring informed customer choice for individuals eligible for training.

The Florida Transportation Builders' Association (FTBA) has contracted with the state of Florida to provide customized Commercial Driver's License training and testing on ten newly appointed tracks throughout the state of Florida. Training will include Entry-Level Driver Training (ELDT) required theory, training by certified trainers, and testing by certified testers with Federal Reporting outcomes to the Federal Motor Carrier Safety Administration's Training Provider Registry.

CareerSource Chipola received a completed Training Vendor Application from the Florida Transportation Builder's Association (FTBA) c3 Training Commercial Driver's License Program for Class A and B licenses and a Statement of Work/Program Description for both programs.

The program is for workers employed with companies such as Florida Department of Transportation, Anderson Columbia, CWR, and smaller companies. In this manner, the employers are upskilling their current staff members to gain additional skills and licensure. Ultimately, this program will have a significant impact on our area by increasing the numbers of individuals with Class A and B licensure and address retention rates.

- FTBA members - \$3,000
- Non-members - \$4,500
- Class B testing only - \$600 for Class B testing only
- Class A testing only - \$700

**Staff Recommendation:** The staff recommendation is to approve this training provider and programs.

**Action Item: Review and approval required for addition of the training provider and programs to the Eligible Training Provider List.**

**CUSTOMIZED TRAINING APPLICATION AND CONFLICT OF INTEREST DISCLOSURE**  
**FOR BOARD MEMBER**

**Program Year July 1, 2024 – June 30, 2025**

**Background:** Chapter 445 Section 007 Florida Statutes and CareerSource FLORIDA Strategic Policy 2017.05.17.C.2 promotes an ethical and transparent structure within the public-private corporation. Board members are expected to safeguard their ability to make objective, fair and impartial decisions. Contracts are transparent and administered through processes designed to ensure fairness and accountability. CareerSource Chipola contracts with board members, or with entities for which board members are involved, are approved when a quorum has been established and the contract is approved by two-thirds of the voting members present.

Board members who may have a conflict of interest relating to a CSC contract or agreement are compelled to openly disclose a potential, real, or perceived conflict as soon as the issue arises. Board members who could benefit financially from a transaction must abstain from discussion and voting on the corresponding contract. The actions will be recorded in the Board meeting minutes.

A Customized Training Application was received from Oglesby Plants International, Inc. The request is for two separate training projects. One is training to operate greenhouse environmental process control computers. The second training is to operate an automated planting machine. Mary McKenzie is a board member; therefore, the conflict of interest process is required. The amount of the request is less than \$10,000 so FloridaCommerce approval is not required.

**Action Needed:**

- 
1. Board member, Mary McKenzie, declare a Conflict of Interest.
-

**FUTUREU WORK EXPERIENCE AGREEMENT - CONFLICT OF INTEREST DISCLOSURE  
FOR BOARD MEMBER**

**Program Year July 1, 2024 – June 30, 2025**

**Background:** Chapter 445 Section 007 Florida Statutes and CareerSource FLORIDA Strategic Policy 2017.05.17.C.2 promotes an ethical and transparent structure within the public-private corporation. Board members are expected to safeguard their ability to make objective, fair and impartial decisions. Contracts are transparent and administered through processes designed to ensure fairness and accountability. CareerSource Chipola contracts with board members, or with entities for which board members are involved, are approved when a quorum has been established and the contract is approved by two-thirds of the voting members present.

Board members who may have a conflict of interest relating to a CSC contract or agreement are compelled to openly disclose a potential, real, or perceived conflict as soon as the issue arises. Board members who could benefit financially from a transaction must abstain from discussion and voting on the corresponding contract. The actions will be recorded in the Board meeting minutes.

CSC continues to promote youth work experience as a means of helping young adults gain valuable workplace skills. A FutureU Work Experience Agreement from Washington County School Board was received. Mr. Brian Lee serves on the board; therefore, the conflict of interest process is required to be completed. Note: payments will be made by Manpower (employer of record) and made directly to the participant.

**Action Needed:**

- 
1. Board member, Brian Lee, declare a Conflict of Interest.
-



**CareerSource CHIPOLA (CSC)**  
**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

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**GENERAL INFORMATION:**

\_\_\_\_\_  
Social Security Number                      Date

Date of Birth: \_\_\_\_\_

\_\_\_\_\_  
Last Name                      First Name                      Middle Initial

Sex(Male/Female)

\_\_\_\_\_  
Street Address                      State                      Zip Code

\_\_\_\_\_  
Mailing Address – If different from physical address                      State                      Zip Code

\_\_\_\_\_  
County of Residence                      Primary Phone Number                      Message Phone Number

E-Mail Address: \_\_\_\_\_

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Are you a Citizen?    \_\_\_\_ Yes    \_\_\_\_ No                      How long have you been a resident of  
Florida?    \_\_\_\_

Are you registered with selective service? (Males, 18 yrs or older only)    \_\_\_\_ Yes    \_\_\_\_  
No

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**ETHNICITY (OPTIONAL):**

\_\_\_\_ Hispanic or Latino                      \_\_\_\_ Not Hispanic or Latino                      \_\_\_\_ Others

**RACE (OPTIONAL):**

\_\_\_\_ American Indian or Alaskan Native                      \_\_\_\_ Chinese                      \_\_\_\_ Native Hawaiian or  
Other Pacific  
\_\_\_\_ Asian                      \_\_\_\_ Haitian                      \_\_\_\_ Other  
\_\_\_\_ Black or African American                      \_\_\_\_ Multi Racial                      \_\_\_\_ White/Caucasian

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**VETERAN/MILITARY BRANCH, IF APPLICABLE (MUST PROVIDE DD214): \_\_\_\_\_ NOT APPLICABLE**

Active Duty: Branch of Service \_\_\_\_\_ Disabled Vet: Yes \_\_\_\_\_  
No \_\_\_\_\_

Are You: \_\_\_\_\_ A veteran who has served at least 180 days of active duty? Yes \_\_\_\_\_ No \_\_\_\_\_

Did you serve during the Vietnam Era (8/5/64-5/7/75)? Yes \_\_\_\_\_ No \_\_\_\_\_  
Service Dates: \_\_\_\_\_ entered \_\_\_\_\_ released -----Type of Discharge \_\_\_\_\_

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### **LIMITATIONS (OPTIONAL):**

Do you have a work related limitation? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please indicate type of limitation:

Mental \_\_\_\_\_ Physical \_\_\_\_\_ Learning \_\_\_\_\_

Other \_\_\_\_\_

**Describe limitation or disability:**

\_\_\_\_\_  
\_\_\_\_\_

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### **EDUCATION:**

Highest grade completed \_\_\_\_\_ Were you in any Special Education Programs? \_\_\_\_\_ Yes \_\_\_\_\_ No

Highest degree or diploma (check one)

\_\_\_ GED or \_\_\_ High School Diploma, \_\_\_ AA \_\_\_ AS \_\_\_ BA \_\_\_ BS \_\_\_ MA \_\_\_ MS

\_\_\_ PhD/MD/LLD

Are you 18 years old or less, and one or more years behind in school? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please list all schools you have attended: (ie: Vocational, Colleges, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Please list courses/programs taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever received financial assistance for any training program? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, what course? \_\_\_\_\_

Did you complete class? \_\_\_\_\_ Yes \_\_\_\_\_ No



Please list any Special Skills and/or Licenses/Certifications that you have:

---

**EMPLOYMENT STATUS:** \_\_\_\_\_ Employed \_\_\_\_\_ Unemployed

**Unemployment Compensation:** \_\_\_\_\_ Not Eligible \_\_\_\_\_ Currently Receiving \_\_\_\_\_  
UC Exhausted

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**WORK EXPERIENCE -- PLEASE COMPLETE ALL INFORMATION**

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List the last two employers, beginning with your most recent:

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Hourly Rate of  
Pay: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Reason for  
Leaving: \_\_\_\_\_

MM/DD/YY

MM/DD/YY

Describe your job  
duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Hourly Rate of  
Pay: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Reason for  
Leaving: \_\_\_\_\_

MM/DD/YY

MM/DD/YY

Describe your job duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**PUBLIC ASSISTANCE:**

Are you receiving any of the following?

a) TANF - # of months received \_\_\_\_\_ b) Food stamps - # of months received \_\_\_\_\_\*



**\*If you are not receiving now, have you received in the last six months?**    ☐ Yes    ☐ No

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**FAMILY STATUS:**

Number of family members in household        Number of family members under the age of 18   

**Check One:**

☐ Parent in one-parent family    ☐ Other family member    ☐ Parent in two-parent family  
☐ Not a family member

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**INCOME AND ASSISTANCE: (PLEASE GIVE AN AMOUNT)**

- |  |  |
|--|--|
| 1. Gross Income From Present Job \$ <input type="text"/> Per Month |  |
| 2. Food Stamps \$ <input type="text"/> Per Month                   | 7. Social Security \$ <input type="text"/> |
| Per Month  |  |
| 3. TANF Assistance \$ <input type="text"/> Per Month               | 8. Unemployment \$ <input type="text"/>    |
| Per Month  |  |
| 4. Child Support \$ <input type="text"/> Per Month                 | 9. Other Sources \$ <input type="text"/>   |
| Per Month  |  |
| 5. SSI/SSDI \$ <input type="text"/> Per Month                      |  |
| 6. Worker's Compensation \$ <input type="text"/> Per Month         |  |

**OTHER:**

Are you an offender?    ☐ Yes    ☐ No  
If yes, Felony    ☐    Misdemeanor    ☐    Charges

Are you a pregnant or parenting youth (21 and under)?    ☐ Yes    ☐ No

Have you ever been treated for alcohol or drug dependency?    ☐ Yes    ☐ No

**WIA attempts to help all eligible applicants meet various goals that will increase employability skills and enable applicants to find long-term employment. Please answer the following questions:**

**Do you feel that you need to update your skills to successfully obtain employment?**  
YES    ☐    NO    ☐

**What type of employment are you seeking?**

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### ADDITIONAL WAYS TO CONTACT FORM

Please provide additional contacts such as other family, neighbors or friends.

**WIOA Participant's Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

**Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

**Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

**Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Relationship to you: \_\_\_\_\_



## CAREER EXPLORATION WORK EXPERIENCE AGREEMENT

THIS AGREEMENT is entered into this \_\_\_\_ day of \_\_\_\_, 2025 between \_\_\_\_\_ hereafter referred to as the **Worksite Provider**, and CareerSource Chipola (CSC), hereinafter referred to as the **Service Provider**. It is understood by all parties that this Agreement relates to Work Experience to be provided relative to the Workforce Innovation and Opportunity Act (WIOA) of 2014. **This Agreement ends no later than June 30, 2025.**

Note: If the work experience component extends past June 30, a new Worksite Agreement must be completed.

The Work Experience Training Outline will include the start date of the activity. The participants engaged in the Work Experience activity will receive payments based on the submission of time worked through the employer of record's time tracking system. These payments are in compliance with the Fair Labor Standards Act as well as Federal/Florida minimum wage requirements.

### The Worksite Provider will adhere to the following provisions:

1. No participant/trainee can be started in the Work Experience activity until determined eligible and suitable by the Service Provider. The Service Provider will notify the Worksite Provider of the eligibility and the available start and end date of the activity.
2. Conditions of career exploration work experience and training shall be appropriate and reasonable in light of such factors as the type of job shadowing activity, geographical region, and proficiency of the participant.
3. Health and Safety standards Laws as established under the State and Federal Law, otherwise applicable to working conditions of employees, shall be equally applicable to working conditions of career exploration work experience participants.
4. All age-appropriate Child Labor Laws, if/when applicable.
5. No currently employed worker (including partial displacement such as a reduction in the hours of non-overtime work, wages, or employment benefits) shall be displaced by any participant.
6. No program shall impair existing contracts for services or collective bargaining agreements, except that no program under this Act which would be inconsistent with the terms of a collective bargaining agreement shall be undertaken without the written concurrence of the labor organization and employer concerned.
7. Parties of this Agreement understand that career exploration work experience participants being funded with program or grant funds may not participate in lobbying, union, political, religious, or anti-religious activities on the local, state or national level during scheduled work hours.
8. Workforce Innovation and Opportunity Act (WIOA) prohibits the use of funds to employ participants to carry out the construction, operation, or maintenance of any part of any facility used for sectarian instruction or as a place for religious worship.
9. Youth participants will not be assigned to complete work in any of the following worksites: casinos, aquariums, zoos, golf courses, swimming pools, or any other type of entertainment worksite.
10. The Worksite Provider must comply with the employer of records' requirements on allowable types of jobs.

**NOTE: Funds cannot be used for the construction, alteration, maintenance or repair of a public building or public work unless all the iron, steel and manufactured goods used in the project are produced in the United States.**

**The Worksite Provider Agrees:**

1. Reverse referrals are allowed; however, the youth **MUST** complete the Ready to Work Essential Soft Skills Training provided by CSC prior to assignment to a worksite.
2. To provide a meaningful and productive career exploration work experience component on a scheduled work plan with the understanding that the supervisor/participant ratio will be at least one (1) supervisor to every eight (8) participants who are enrolled in the Youth program.
3. Payments to the youth engaged in Work Experience will be issued directly to the youth by the Employer of Record.
4. To provide the worksite location for the youth.
5. The number of hours per work week must not exceed 40.
6. Youth will only be paid for time worked (days absent, breaks, and or lunch are not subject to payment)
7. More than one youth may be assigned to the worksite for career exploration work experience opportunities, dependent upon the worksite's ability to provide supervision and instruction.
8. That youth may continue to be referred to the worksite for consideration of career exploration work experience opportunities unless the worksite is at capacity.
9. The career exploration work experience shall encompass the duties and responsibilities identified by the Worksite Provider in the Career Exploration Work Experience Training Description(s) submitted to CSC and included with the electronic file.
10. In the event of a change in the training activity duties, or a worksite supervisor change, or change in location to which the youth is assigned, the worksite agrees to notify the Service Provider Success Coach in advance of the change.
11. To assure the Service Provider that sufficient work is available for participants to engage in career exploration work experience for job shadowing and job skill enhancement purposes.
12. The participant/trainee(s) under this agreement is to be exposed to the same working conditions provided other employees presently in the Worksite Provider's workforce and that the Service Provider is **not** responsible for any loss or damage.
13. To cooperate and allow representatives of the Service Provider to conduct career counseling for participants, monitoring of worksites, and other work/program activities.
14. Participants are not eligible for reemployment assistance (unemployment compensation) benefits as no employer-employee relationship exists.
15. The State of Florida (not the Service Provider) is responsible for Workers' Compensation Insurance and the provider of the coverage is AmeriSys. Information will be provided to you in the employer/worksite packet.

**The Service Provider (CareerSource Chipola) Agrees:**

1. To only refer eligible participants to a worksite who have completed the Ready to Work Essential Soft Skills Training.
2. To respond quickly to any questions the Worksite Provider may have.
3. To accept responsibility for the obtainment of all time and attendance documentation from the Worksite Provider in a timely manner.

4. To ensure that payment is rendered to the participants for time worked as long as the time and attendance records are provided in the manner required by the employer of record.
5. The worksite provider is responsible for providing the worksite opportunity and the employer of record is responsible for all payments to youth.
6. Participants are covered under the State of Florida Workers' Compensation Insurance while at their training worksite. The Worksite Provider Supervisor understands that the Service Provider must be informed immediately should an accident occur at the worksite involving a participant. A copy of the Workers' Compensation Coverage will be provided. Note: The Service Provider will ensure that the employer of record is notified as well.
7. To ensure the completion status of the work experience activity is recorded correctly in the management information system (Employ Florida).
8. To visit the worksite for the purpose of the completion of monitoring duties and worksite compliance.

This Agreement shall be effective from the date first written until the termination of the program or unless terminated by either party provided the canceling party gives at least five (5) days advance notice.

IN WITNESS THEREOF, the parties thereto have caused this Agreement to be executed by their undersigned officials as duly authorized.

<hr/> <b>Worksite Provider/Agency</b>	<hr/> <b>Richard Williams, Executive Director</b> <b>CareerSource Chipola Staff</b>
<hr/> <b>Representative Signature/Title</b>	<hr/> <b>Representative Signature/Title</b>
<hr/> <b>Address</b>	<hr/> <b>4636 Hwy 90 E., Suite K, Marianna, FL. 32446</b> <b>Address</b>
<hr/> <b>Email</b>	<hr/> <b>richard.williams@careersourcechipola.com</b> <b>Email</b>
<hr/> <b>Telephone</b>	<hr/> <b>850-633-2732</b> <b>Telephone</b>
<hr/> <b>Date</b>	<hr/> <b>Date</b>





## **Career Exploration Work Experience Accident Procedures**

The following procedures must be followed for all Youth Career Exploration Work Experience related injuries:

- Seek immediate medical assistance for all emergency medical situations.
- Report promptly any work-related injury to:
  - Niki Long at (850) 633-2745
  - Regina Golden at (850) 845-0706 or
  - Katrina Boyd at (850) 633-2747
- The injury must be reported on the same day.
- Youth must complete a detailed statement of the incident. Include date, time, name, telephone number, where the accident happened, how the accident happened and what parts of the body were injured.
- If a witness is available, have them complete a statement of the incident.
- CareerSource Chipola will be responsible for filing the incident report electronically.

**ASSURANCES AND CERTIFICATIONS**

**General Assurances**

1. The Employer assures and certifies that it will comply with the regulations of the Workforce Innovation and Opportunity Act of 2014 and the Workforce Innovation Act of 2000 (Senate Bill 2050) and with the regulations and policies promulgated there under.
2. The Employer further assures and certifies that if the regulations promulgated pursuant to the WIOA are amended or revised, it shall comply with them.
3. In addition to the requirements of 1 and 2 above, and consistent with the regulations issued pursuant to WIOA, the Employer makes the following further assurances and certifications:
  - a. It will comply with Title VI of the Civil Rights Act of 1964 (Public Law 88-354) and in accordance with Title VI of the Act, no person in the United States shall on the grounds of race, color, sex, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination assistance and will immediately take any measures necessary to effectuate this contract.
  - b. It will comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of any person who is or should be benefiting from the grant-aided activity.
  - c. It will give the Department of Labor and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to this contract and will maintain said records, books, papers, or documents for a period of three years from the date of termination of the contract.
  - d. Participants in the program will not be completing career exploration work experience on the construction, operation, or maintenance of the part of any facility, which is used for religious instruction or worship.
  - e. Appropriate standards for health and safety in work and training situations will be maintained.
  - f. Individuals completing career exploration work experience shall be exposed to working conditions at the same level and to the same extent as employees doing the same job.
  - g. The State of Florida provides workers' compensation and considering there is no relationship between participant and employer, no other benefits are applicable.
  - h. The program will not result in the displacement of employed workers or impair existing contracts for services or result in the substitution of federal funds for other funds in connection with work that would otherwise be performed.
  - i. Training and related services will, to the maximum extent practicable, be consistent with every individual's full capability and help lead to employment opportunities, which will enable participants to become economically self-sufficient.
  - j. It will submit reports as required by CareerSource Chipola and the Department of Labor in determining the extent to which the program meets the special needs of disadvantaged and low-income persons for meaningful career exploration work experience opportunities.
  - k. It will comply with any labor standard requirements set out in WIOA, as applicable.
  - m. Services and activities provided under WIOA will be administered by or under the supervision of CareerSource Chipola.

Equal Opportunity Employer/Program

Auxiliary Aids and Services Available Upon Request to Individuals with Disabilities. For persons with speech or hearing impairments via the Florida Relay Service, 1-800-955-8770 (voice), 1-800-955-8771 (TTY/VCO), 1-800-955-8773 (Spanish)



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GUIDANCE & GROWTH FOR TOMORROW'S LEADERS

**WOULD YOU LIKE TO EARN WHILE YOU LEARN?  
DO YOU NEED TO GAIN VALUABLE WORKPLACE  
SKILLS?  
DID YOU KNOW THAT CAREERSOURCE CHIPOLA  
HAS A GRANT TO HELP YOUNG ADULTS AGES  
18-24?**

## **BY PARTICIPATING IN THIS PROGRAM YOU WILL:**

- Receive PAID soft skills training combined with PAID work experience
- Participate in pre-employment training  
(how to get the job, keep the job, and grow with the organization)
- Gain short-term work experience at a job site
- Earn \$14 per hour (base rate)
- Receive assistance with finding full-time employment at the end of work experience

## **HOW TO GET INVOLVED:**

- Reach out to a Success Coach using the contact information below:  
**Niki Long** - 850-633-2745, [niki.long@careersourcechipola.com](mailto:niki.long@careersourcechipola.com),  
**Regina Golden** - 850-845-0706, [regina.golden@careersourcechipola.com](mailto:regina.golden@careersourcechipola.com), or  
**Katrina Boyd** - 850-633-2747, [katrina.boyd@careersourcechipola.com](mailto:katrina.boyd@careersourcechipola.com)
- Complete eligibility paperwork at a CareerSource Chipola career center



Equal Opportunity Employer/Program

Auxiliary aids and services available upon request to individuals with disabilities  
For persons with speech or hearing impairments via the Florida Relay Service,  
1-800-955-8771 (TTY/VCO), 1-800-955-8770 (Voice), 1-800-955-8773 (Spanish)

