

## **REGIONAL STAFF SHARING SERVICES AGREEMENT**

This Regional Staff Sharing Services Agreement executed by both Local Workforce Boards indicated below who are both members of the Northwest Florida Workforce Collective Planning Area, by and between CareerSource Chipola (hereinafter "CSC") having a business address of, and CareerSource Gulf Coast, (hereinafter "CSGC") having a business address of 5230 West US Hwy 98, Panama City, FL. 32401. The effective date of this agreement is: August 1, 2025.

### **SECTION 1: TO BE PERFORMED.**

In consideration of the fee set forth in Section 3, CSGC agrees to perform the following services via a shared staff position of Regional Program Manager between CSGC and CSC. This position will:

- i. Provide leadership, direction, and supervision to WIOA staff across both CareerSource Gulf Coast and CareerSource Chipola. Position will oversee service delivery for WIOA formula funds and special grants.
- ii. Ensure program operations comply with WIOA regulations, state guidance, and local workforce board policies.
- iii. Collaborate with leadership from both LWDBs to develop and implement regional workforce strategies, goals, and performance benchmarks.
- iv. Monitor and track program performance outcomes and prepare regular reports for board leadership.
- v. Develop staff capacity through training, coaching, and performance evaluations.
- vi. Oversee case management, eligibility, self or peer monitoring activities, and service delivery processes to ensure consistent quality and customer satisfaction.
- vii. Serve as the point of contact for regional coordination of WIOA programming, including best practice sharing and alignment of services.
- viii. Work with community partners, training providers, and employers to strengthen workforce development initiatives and recruit participants.
- ix. Support fiscal accountability by monitoring expenditures and ensuring proper documentation of program activities.
- x. Represent both LWDBs in regional and state-level workforce development meetings as needed.
- xi. Supervise and ensure that program staff meet programmatic accountability deadlines for MSGs, credentials, employment follow-up verifications, case closure reports, monitoring corrective action, and other relevant reports.

### **SECTION 2: CSGC RESPONSIBILITIES AND DUTIES.**

CSGC, shall be responsible for all the following:

- i. Providing time sheets (PARS) for the hours spent on the above duties as well as invoices for time, travel and any other related expenses along with supporting documentation
- ii. Providing a monthly overview of program activities, goals and accomplishments to the Executive Director of CSC

iii. All records of invoices, payments and supporting documentation of such will be retained for a period of not less than five years by CSGC

iv. Accept financial responsibility for any costs disallowed as a result of the failure to comply with (iii), above, including any costs incurred by CSGC in defense of in contesting repayment claims.

**SECTION 3: FEES.** CSC shall reimburse CSGC for staff salaries and benefits associated with the provision of services pursuant to this agreement, for all direct charges associated with the above, including but not limited to charges for mileage, travel expense, supplies, consumables, and, if required, a proportional share of CSGC's indirect expenses. CSGC shall report its costs as part of the invoices mentioned in Section 1 and deduct those costs from CSC funds.

This contract shall not exceed \$23,000 annually, however, the amount may be examined by both Boards annually to determine if upon annual renewal, the amount should change. These fees shall be reviewed periodically and revised as necessary, with the agreement of both parties.

**SECTION 4: TERM.**

This Agreement shall commence upon the effective date (August 15, 2025) and end at midnight on June 30, 2026. Either party may cancel this Agreement upon thirty (30) days-notice. The terms of this agreement may be extended for three additional years (for a total of four) by a simple letter requesting such by CSC and accepted by CSGC. This contract is renewable through June 30, 2028.

**SECTION 5: INDEPENDENT CONTRACTOR STATUS.**

The relationship of CSGC to CSC is that of independent contractor. Nothing in this agreement shall be construed as constituting a partnership, joint venture or agency between CSGC and CSC.

**SECTION 6: INDEMNITY.**

CSC agrees to release, indemnify, defend and hold harmless from and against any and all losses, claims, liens, demands or causes of action of every kind and character, including the amount of disallowed costs, fines, judgments, penalties, interest, court costs, attorneys fees and other costs of every type and kind incurred by CSGC in defense of the same, arising in favor of any party which results from CSGC's compliance or execution of any instruction, order, request or demand of CSC.

CSGC agrees to release, indemnify, defend and hold harmless from and against any and all losses, claims, liens, demands or causes of action of every kind and character, including the amount of disallowed costs, fines, judgments, penalties, interest, court costs, attorneys fees and other costs of every type and kind incurred by CSC in defense of the same, arising in favor of any party resulting from acts of CSGC which (1) fail to comply with orders, requests or demands of NFWDB (2) are outside the scope of CSGC's authority under this Agreement (3) constitute negligent or reckless conduct on the part of CSGC

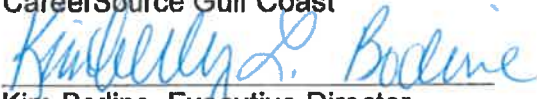
**SECTION 7: MISCELLANEOUS.**

- (i) No Assignment. This Agreement may not be assigned by either party without the prior written consent of the other party, which, because of the nature of the parties' respective obligations under this agreement, may be declined by such party for any reason or for no reason whatsoever.

- (ii) Notices. Any notice or other communication required or permitted to be given under this Agreement must be in writing and will be deemed effective when delivered in person or sent by facsimile, cable, telegram or telex, or by overnight courier or registered or certified mail, postage prepaid, return receipt requested, to the addresses set forth above.
- (iii) Amendment. This Agreement may be amended, and the observance of any term may be waived (either prospectively or retroactively and either generally or in a particular instance) only by written amendment signed by authorized representatives of the parties to the agreement.
- (iv) Choice of Law. This Agreement will be governed by and construed in accordance with the laws of the State of Florida without regard to doctrines of conflicts of laws.
- (v) Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes any and all prior or written understandings and agreements between the parties regarding the subject matter addressed in this Agreement.

**IN WITNESS, the parties have caused this Regional Staff Sharing Services Agreement to be duly executed and delivered, effective as of the date specified in the first paragraph of this agreement.**

CareerSource Gulf Coast



Kim Bodine, Executive Director

8/4/25

Date

Witness:



CareerSource Chipola



Richard Williams, Executive Director

8/4/25

Date

Witness:

