



General Meeting
May 21, 2026, at 6:00 P.M. (CT)
[Join via Microsoft Teams Meeting](#)
or by phone at 561-570-4464 Conference ID: 821 038 409#
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	Tracy Andrews
ROLL CALL	Tabetha Basford
PUBLIC COMMENT	Donnie Read
EMERGENCY ITEMS	Donnie Read
FY 24/25 AUDIT BY JAMES MOORE	James Halleran <i>*Separate Attachment</i>
CONSENT ITEMS *General Meeting Minutes March 12, 2026	Donnie Read <i>Pages 3-4</i>
STATUS OF FUNDS REPORT (To be provided)	Richard Williams

MISSION MOMENT

*PAEC – VEX

*Chipola Nursing Graduation

Richard Williams

ONE-STOP OPERATOR REPORT

*FY 25-26 Third Quarter

Donnie Read *Pg. 5-14*

COMMITTEE REPORTS

*Executive Committee

April 23, 2026

Donnie Read *Pg. 15-19*

FY 24/25 FINANCIAL MONITORING

Richard Williams

**Separate Attachment*

NEW BUSINESS

Richard Williams

- Summer Youth Employment Program *Pg. 20*
*Conflict of Interest Disclosures for Board Members
- On-The-Job Training Application *Pg. 21-25*
* Conflict of Interest Disclosures for Board Members
- Micro-Purchasing Threshold

DIRECTOR'S COMMENTS

*2026 Conflict of Interest Forms

Richard Williams

BOARD MEMBER COMMENTS

Donnie Read

ADJOURNMENT

Donnie Read, Chair

MARK YOUR CALENDARS

July 9, 2026



**General Meeting
March 12, 2026, at 6:00 P.M. (CT)**

Minutes

CALL TO ORDER

A quorum was present, and Donnie Read, Chair, called the meeting to order. Bryan Lee led the group in the Invocation and the Pledge of Allegiance to the Flag.

The following board members were present:

Mary McKenzie, Brandi Money, Janice Sumner, Kyle Coates, Travis Ephriam, Kevin Buchanan, Johnny Eubanks, Donnie Read, Al Bryant, David Corbin, David Bouvin, Bryan Lee, Penny Bryan, Keith Sutton

The following board members were absent:

Sandy Spear, Debbie Kolmetz, Jonathan Fuqua, Tracy Andrews, Sarah Clemmons, Kyle Peddie, Justin Stephens

Others present included:

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

CONSENT ITEM – 01/15/26 MEETING

Janice Sumner noted on the drafted January 15, 2026, minutes, there was a mistake stating that Tracy Andrews both attended and was declared absent. **David Corbin made the motion, Al Bryant seconded the motion, and the vote was unanimous to approve the January 15, 2026, minutes with corrections.**

STATUS OF FUNDS REPORT

Richard Williams and Sara Johnson discussed the Status of Funds Report. The Board noted no issues and had no questions.

SNAP PARTICIPATION REFORM

Richard Williams, with Debby Wood, led a dialogue on stricter enforcement guidelines for SNAP recipients due to changes in the legislation. **Johnny Eubanks made the motion, Al Bryant seconded the motion, and the vote was unanimous to approve moving forward with participation reform for the intended purpose of moving the population off the SNAP roles for those who are work-ready and able. And, to help increase the opportunities for those not work-ready.**

PY 25-26 MONITORING PRELIMINARY REVIEW EXIT SUMMARY

Richard Williams reviewed the supplied Program Year 2025-2026 Monitoring Preliminary Review Exit Summary with the Board, noting that the very few findings were already in the process of being corrected.

POTENTIAL SUMMER YOUTH PROGRAM

Janice Sumner made the motion, Travis Ephriam seconded the motion, and the vote was unanimous to grant CareerSource Chipola permission to use Rural GR Funds for the 2025-2026 Summer Youth Program.

DIRECTOR'S COMMENTS

Richard Williams invited the Board to a VEX Robotics Competition held in Liberty County on April 1, 2026, hosted by PAEC, thanks to a generous grant by Florida Commerce and CareerSource Florida.

ADJOURNMENT

Janice Sumner made the motion, Johnny Eubanks seconded the motion, and the vote was unanimous to adjourn the March 12, 2026, board meeting.



**CareerSource Chipola One-Stop Operator (OSO) Quarterly Review
PY 2025-2026 Third Quarter**

***WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) BACKGROUND
(*Located at the End of this Report)**

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

Date of Unannounced One Stop Center on Site Review: March 6, 2026

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

The One-Stop Operator (OSO) conducted an unannounced onsite review at CareerSource Chipola One-Stop Marianna Center on March 6, 2026 to assess service delivery across programs as required by WIOA.

CareerSource Chipola Staff Met by One-Stop Operator on March 6, 2026:

- Tabetha Basford, Administrative Specialist

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

- 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 2025-2026 3rd 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. 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 files 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
- Stress & Time Management
- Employ Florida Marketplace
- Dress with Confidence
- Resume Skills
- Interview with Enthusiasm
- Improving Your Memory
- Financial Planning
- Employ Florida Marketplace

During the 2025-2026 OSO 3rd 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. The staff provided excellent and informative customer service.

Flow of Services Comments:

No suggestions/concerns noted.

CareerSource Chipola Marianna One-Stop Center – Hours of Operation

CSC Hours of Operation notices are 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.

Information/Guidance found via CSC website: Job Search; Event; Training and Education; Recruiting and Employee Training and Development. 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. 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)

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. Tabettha Basford, Administrative Specialist, shared that Mr. Williams is actively reviewing all executed MOU's. for the updates.

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 2025-2026 3rd Quarter One-Stop Operator review as outlined, the One-Stop Operator ranked the current Effectiveness for the CareerSource Chipola at 9.5 out of a ranking of 10.0.

General Comments

DEO Guidance Issued to current date.

The following Department of Economic Opportunity (DEO) Communiques, Administrative policies, or Memorandums posted following the start of the 3rd Quarter, PY 2025-2026. It is noted that all DEO Policies/Communiques/Memoranda's are being reviewed/implemented by the CSC leadership team as applicable.

- Administrative Policies – None Noted on the DEO website

- Communiqués - None Noted of the DEO website

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- Memoranda – General Information

General Information	03/12/2026	New Jobseeker Service Codes - Florida Ready to Work
General Information	02/24/2026	LWDB Compliance and Regulatory Submissions
Veterans	01/12/2026	Veteran of the Quarter - 1st Quarter of PY 2025
General Information	01/23/2026	2026 Federal Poverty Guidelines

Overview of the CareerSource Chipola Region Not Seasonally Adjusted January 23, 2026

Overview of the CareerSource Chipola Region Not Seasonally Adjusted January 23, 2026 • The unemployment rate in the CareerSource Chipola region (Calhoun, Holmes, Jackson, Liberty, and Washington counties) was 5.2 percent in December 2025. This rate was 1.7 percentage points greater than the region's year ago rate of 3.5 percent. The region's December 2025 unemployment rate was 0.8 percentage point above the state rate of 4.4 percent. The labor force was 43,401, up 466 (+1.1 percent) over the year. There were 2,268 unemployed residents in the region.

The One-Stop reviewed the CareerSource Chipola Board and Committee meetings posted online and found no issues. The next General Board meeting is set for March 12, 2026, after the One-Stop Operator onsite visit.

***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>Workforce Innovation and Opportunity Act (WIOA)</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>One-Stop Operator Role and Responsibilities</p>	<p>As outlined and agreed by both parties (CSC and OSO) the 2025-2026 executed OSO contract for delivery of outlined One-Stop Operator Services for the period PY 2025-2026. The renewed OSO was based on performance, business needs, and the availability of funds.</p> <p>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 2025-2026 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>CareerSource Chipola Background</p>	<p>The Chipola Regional Workforce Development Board, Inc., dba CareerSource Chipola is the administrative entity/grant recipient for the region (<i>serving Calhoun, Holmes, Jackson, Washington, and Liberty Counties</i>). The Chipola Regional Workforce Development Board, Inc., dba CareerSource Chipola has operated as the fiscal</p>

	<p>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 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>Contracted CareerSource Chipola One-Stop Operator Linda Sumblin, Contractor</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>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
	Division of Blind Services	December 16, 2016	
*Title V – Older American Act (SCSEP)	National Caucus and Center on Black Aged, Inc. (SEP)	May 15, 2016 Cost Sharing with In-Kind Staffing Support	On Site
*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 <i>(Note: CareerSource Chipola extends “re-employment assistance)</i>	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 Healthy Families North Florida	<ul style="list-style-type: none"> Cooperative Agreement with Department of Economic Opportunity (Funded by DCF) Department of Children and Family Services – November 9, 2016 Healthy Families North Florida – April 11, 2017 (Cost Sharing Cooperative) 	On Site Referral
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

March 13, 2026

Date



**Executive Committee Meeting
April 23, 2026 @ 2:00 PM (CT)**

Minutes

CALL TO ORDER

A quorum was present, and Donnie Read, Chair, called the meeting to order.

Attendees- Donnie Read - Chair, Janice Sumner - Calhoun County, Travis Ephriam - Jackson County, Sandy Spear - Holmes County, Johnny Eubanks - Liberty County, Tracy Andrews - Washington County

Others- Richard Williams, Sara Johnson, Deena Johnson, Tabettha Basford - CSC Staff

PUBLIC COMMENTS

D. Read asked if there were any public comments. There were none.

DISCUSSION OF CHANGE TO REGIONAL PLANNING AREA

The Northwest Florida Workforce Collective is the Regional Planning Area comprised of CareerSource Escarosa, CareerSource Okaloosa-Walton, CareerSource Chipola, and CareerSource Gulf Coast. The Governor has requested our RPA through CareerSource Florida to add CareerSource Capital Region to the Regional Planning Area. **Tracy Andrews made the motion, Travis Ephriam seconded the motion, and the vote was unanimous to present this decision before the Board at the upcoming meeting.**

REQUEST TO REPLACE COMPUTER SYSTEM

CareerSource Chipola's current computer system is a remote desktop system that is experiencing serious performance issues. CSC has received permission from CareerSource Florida to utilize general revenue rural funds to replace the system with a more traditional system using individual desktops and laptops. In addition to solving performance issues, the change will save the organization more than \$40,000 per year in licensing fees. **Johnny Eubanks made the motion, Tracy Andrews seconded the motion, and the vote was unanimous to approve CareerSource Chipola to use general revenue rural funds to replace their computer system.**

REQUEST TO PURCHASE MANUFACTURING WORK CELLS FOR CLASSROOMS

CareerSource Chipola requested approval to purchase manufacturing work cells to be distributed to schools in the rural counties served by the Panhandle Area Educational Consortium to provide additional educational opportunities related to manufacturing and logistics. **Janice Sumner made the motion, Travis Ephriam seconded the motion, and the vote was unanimous to approve purchasing manufacturing work cells for schools in rural counties served by PAEC.**

REQUEST TO IMPLEMENT YOUTH EMPLOYMENT WITH RURAL AND TANF FUNDS

CareerSource Chipola is requesting approval to implement a work-based employment program for rural youth utilizing both WIOA and TANF funds. **Tracy Andrews made the motion, Sandy Spear seconded the motion, and the vote was unanimous to approve implementing a work-based employment program for rural youth utilizing both WIOA and TANF funds for June 1 – June 30, 2026.**

REQUEST TO MOVE DATE OF BOARD MEETING

Tracy Andrews made the motion, Janice Sumner seconded the motion, and the vote was unanimous to move the date of the Board meeting to May 21, 2026.

ADJOURNMENT

Donnie Read adjourned the April 23, 2026, meeting.

A RESOLUTION BY THE WORKFORCE INNOVATION AND OPPORTUNITY ACT RECOGNIZED CHIEF LOCAL ELECTED OFFICIALS AND LOCAL BOARD CHAIRS FOR THE FIVE 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, CAREERSOURCE GULF COAST and CAREERSOURCE CAPITAL REGION.

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 five 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,

**CAREERSOURCE GULF COAST AND CAREERSOURCE CAPITAL REGION
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, CareerSource Gulf Coast and CareerSource Capital Region.

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 five 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 five 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.

SUMMER YOUTH EMPLOYMENT PROGRAM

CONFLICT OF INTEREST DISCLOSURE FOR BOARD MEMBER

Program Years July 1, 2025 – June 30, 2026 and July 1, 2026 – June 30, 2027

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.

The CSC Board Member, Tracy Andrews, expressed interest in having youth placed at multiple Washington County Summer Youth Employment Worksites. Ms. Andrews will need to declare a Conflict of Interest for each group interested in contracting. The amount of the request is less than \$10,000 so FloridaCommerce approval is not required.

Action Needed:

- 1) Board member, Tracy Andrews, declare a Conflict of Interest for each group that wants to contract with CareerSource Chipola.
-

The CSC Board Member, Travis Ephriam, expressed interest in being a Summer Youth Employment Worksite. Mr. Ephriam will need to declare a Conflict of Interest. The amount of the request is less than \$10,000 so FloridaCommerce approval is not required.

Action Needed:

- 1) Board member, Travis Ephriam, declare a Conflict of Interest.
-



On-The-Job Training Agreement

Between CareerSource Chipola
and Oglesby Plants International

Section 1. Employer Information

Business Name: Oglesby Plants International, Inc.		FEIN: 59-2392140
Type of Business: Ornamental Plant Industry		
Contact Person/Title: Mary McKenzie		
Address: 15168 NW Oglesby Road, Altha, FL 32421	Phone Number	[REDACTED]
	Email Address	[REDACTED]

Rate of Reimbursement: 90% (based on invoice and supporting documentation being included in the request for reimbursement).

Section 2. On-The-Job Training Agreement

This On-The-Job Training ("OJT") Agreement (the "Agreement") is between CareerSource and [Oglesby Plants International], (hereinafter referred to as "[CareerSource Chipola]"), and [Oglesby Plants International], (hereinafter referred to as "Employer"), for the purpose of providing OJT services to eligible participants in accordance with the Workforce Innovation and Opportunity Act ("WIOA"). [CareerSource Chipola] and Employer may hereinafter be referred to collectively as the "Parties" and each individually as a "Party". Both Parties agree to the terms and conditions set forth within this Agreement. The term of this Agreement commences on [start date] and terminates on [end date].

The Employer agrees not to commence OJT activities with a participant until after deciding on a mutually agreed upon start date with [CareerSource Chipola]. An eligible participant should not begin work/training under the OJT assignment prior to all documents and processes being completed and executed by all Parties.

Section 3. General Terms and Conditions

This Agreement may be amended at any time if both Parties agree in writing by signing an amendment to the Agreement. Either Party can terminate this Agreement at any time for any reason for convenience, upon giving 24 hours written notice to the other Party. If this Agreement is terminated for convenience, [CareerSource Chipola] shall be relieved of all obligations under the Agreement and will only be required to pay that amount of the Agreement actually performed to the date of termination. In the event [CareerSource Chipola] determines that the Employer's services are not being performed as agreed upon, the Employer



shall be considered to be in default, and [CareerSource Chipola] reserves the right to terminate this Agreement for cause with 24 hours written notice.

This Agreement is subject to modification or termination due to actions taken by the Federal, State, or Local governments that result in changes to the program.

A. Compliance with the Law:

- Conditions of employment and training will be in full accordance with all applicable federal, state, and local laws and ordinances (including but not limited to antidiscrimination, labor and employment laws, environmental laws or health and safety laws).
- Employer agrees not to engage participants in sectarian activities or in the construction of sectarian facilities while participating in an OJT activity.
- Employer assures that they have not been debarred or suspended in regard to federal funding. Employer agrees that this program will not result in the displacement or reduction in hours of currently employed workers or impair existing contracts for services.
- Employer agrees funds provided under this Agreement will not be used to fill position openings created by lay off, staff reduction, or company re-location within 120 days prior to the execution of this Agreement and that employment under this Agreement will not result in the displacement of employed workers or impair existing agreements for services or result in the substitution of federal funds for other funds in connection with work that would otherwise be performed.
- Employer hereby confirms it has not relocated all or part of its business (located in the US or its territories) within the previous 120 days and such relocation resulted in the loss of employment at original site.
- The funds reimbursed from this Agreement shall not be used to directly or indirectly aid in the filling of a job opening which is vacant because the former occupant is on strike, is being locked out in the course of a labor dispute, or the filling of a job which is otherwise an issue in a labor dispute involving a work stoppage.
- Employer will not encourage or discourage union activities. If employees are unionized, this Agreement has been entered into with their concurrence. Funds provided to employers from this Agreement may not be used to directly or indirectly assist, promote (encourage) or deter (discourage) union organizing.
- Employer agrees no candidate shall be placed in an OJT where a member of that person's immediate family is directly supervised by or directly supervises the candidate. Family means two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories: a married couple and dependent children; a parent or guardian and dependent children; or a married couple.
- Employer commits to retaining participants upon successful completion of the OJT assignment, as permanent employees. However, the Employer shall not be obligated to retain, nor be penalized for failing to retain any participant in the event such participant is terminated for cause, voluntarily resigns, or is laid off through a broad reduction in workforce or otherwise caused by force majeure.



B. Wages and Benefits

- Employer will provide the participants with the same terms of employment, working conditions, wages and fringe benefits provided to other employees in the same or similar positions while participating in the OJT assignment.
- Participants will be compensated at the same wage rates, including periodic increases, as trainees or employees who are in similar occupations by the same employer and who have similar training, experience, and skills. Wage rates must be in accordance with applicable law.
- Employer shall provide worker's compensation coverage for the participant.

C. Record Requirements and Retention

- Employer agrees to maintain adequate time and attendance, payroll, and other records to support amounts reimbursed under this Agreement.
- Employer agrees to provide access to the records related to the program to CareerSource Chipola] and state and/or federal officials through the record retention period.
- Employer agrees that records directly related to the OJT Agreement are subject to review, monitoring, and audit by [CareerSource Chipola], the State and/or the federal government, at any time.
- Employer agrees to maintain such records for five (5) years after the completion of OJT activities.

D. Reimbursement

- [CareerSource Chipola] will reimburse the Employer based on wages paid as outlined in the addendum at the conclusion of the specified training period after confirmation of required documentation.
- Any overtime hours (over 40 hours per week) will be reimbursed at the regular time wage rate; however, the Employer is required to pay overtime as required by law.
- Employer will not be reimbursed for paid holidays, sick, vacation, or other leave time granted to the participants.

E. Hold Harmless

- Employer agrees to hold and save [CareerSource Chipola], its officers, contractors and employees harmless from liability of any nature or kind, including costs and expenses, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, contractor or representative of the Employer.

Section 4. Training

- Employer agrees to employ the participant and develop a training plan for the OJT that includes competencies needed to be satisfactorily skilled in the OJT position. The training plan will be signed by [CareerSource Chipola], the Employer, and the participant and will become part of this Agreement.



- No training will commence prior to the contracted training start date. The worksite agreement must be executed prior to a participant being placed in an activity and the participant shall not begin work/training prior to all required documents and processes being completed and executed by all parties.
- Participants will be trained in accordance with guidelines described in their individual training plan while engaged in productive work which is essential to the full and adequate performance of the job.
- Each participant's training plan must explicitly show the required training hours, the hourly wage for the participant, and the percentage of reimbursement.

Section 5. Additional Terms

CareerSource Chipola and the Employer agree this Agreement shall not bind [CareerSource Chipola] or the Employer to any exclusive relationship, including without limitation recruitment or placement. There is no expectation or required number of participants to be processed through the OJT activity. Both Parties are free to recruit, place, employ and/or assign employees to their own workforces or those of others. This Agreement shall apply only to those OJT participant(s) that the Employer and [abbreviated / shortened LWDB name] collectively agree, in writing, to place in an OJT activity under this Agreement.

This Agreement may be renewed after the initial term if such an extension is allowed for and approved under [CareerSource Chipola] guidelines. Such an extension is contingent upon satisfactory performance evaluations and is subject to the availability of funds. Terms and conditions of extensions shall be negotiated prior to the effective date of any extension.

The Employer agrees that upon successful completion of the training program and/or completion of the Employer's customary probationary period, the OJT participant will continue to be employed as a regular member of their workforce. The participant will be retained as a regular employee at the OJT agreement wage rate (or higher) as specified in this Agreement, and at a full-time scheduled number of work hours. The Employer acknowledges that failure to retain an OJT participant who has successfully completed training may be grounds for disqualification for subsequent additional OJT agreements.

By signing this Agreement, all parties agree that the provisions contained herein are subject to all applicable Federal, State, and local laws, regulations and/or guidelines relating to nondiscrimination, privacy rights of participants, and maintenance of records and other confidential information.

Section 6. Applicable Law and Jurisdiction

This Agreement is governed by the internal substantive laws of the State of Florida, without respect to its conflict of laws principles.



Section 7. Signatures

IN WITNESS HEREOF, the Parties hereby agree to all the terms and conditions set forth in this OJT Agreement, and upon placing their signatures below, have hereby caused this Agreement to be executed.

Mary O. McKenzie
Employer Representative Signature

Debby Wood *
CSC Representative Signature

Mary O. McKenzie Secretary
Print Representative Name and Title

Debby Wood
Print CSC Representative Name and Title

5/12/2026
Date

5/14/26
Date

* Richard is out of town so I signed.