



MEETING AGENDA

EXECUTIVE COMMITTEE MEETING

**Meeting # 18
Tuesday, April 9, 2024
3:00 p.m.**

The public may attend and participate both in-person or by Zoom.

**1112 N. Main St.
Gainesville, FL 32601**

Join Zoom Meeting

<https://us02web.zoom.us/j/89036501435?pwd=dWtWQTExcExFVVJNbVNrSFRTa3ZOQT09>

Phone No: 1-929-205-6099 (EST)

Meeting ID: 890 3650 1435

Passcode: 910854

The Board is reminded of the conflict of interest provisions. In declaring a conflict, please refrain from voting or discussion and declare the following information: 1) your name and position on the Board 2) the nature of the conflict and 3) who will gain or lose as a result of the conflict. Please also fill out form 8B prior to the meeting, whether or not you are able to attend the meeting, if you have a conflict with any agenda items.

All persons are advised that, if they decide to contest any decision made at any of these meetings, they will need a record of the proceedings and, for such purpose they may need to ensure that verbatim record of the proceedings is made which record includes the testimony and evidence upon which the appeal is to be based.

(Section 286.0105 Florida Statutes).

If you have a disability and need an accommodation to participate in this meeting, please contact the Alachua County Equal Opportunity Office at (352) 374-5275 at least 2 business days prior to the meeting. TTY users please call 711. (Florida Relay Service).

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April 9, 2024

3:00 pm

CareerSource North Central Florida

1112 N Main St, Gainesville, FL 32601

Pages

1. **Call to Order**

2. **Approval of the Agenda**

3. **Approval of the Minutes**

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4. **Old Business**

None

5. **New Business**

5.1 Request from Florida Commerce for LWDB 09 to act as Fiscal Agent for LWDB 07

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Consideration of Florida Commerce (FC) and CareerSource Florida (CSF) request for LWDB 9 to serve as the Fiscal Agent for LWDB 7. Audit Reports and State Monitoring Findings relating to an unreconciled imbalance in the LWDB 7 fiscal books and records which has increased since 2019, when it was first identified, and remains unresolved. As a result, the state notified LWDB 7 that they would no longer be able to continue as their own Fiscal Agent. This is happening at the same time as the State is working to consolidate LWDBs 9 and 7. On Wednesday, April 3, LWDB 7 voted to name LWDB 9 as the Fiscal Agent.

Staff recommends LWDB 9 agree to the State's and LWDB 7's request to provide AE and fiscal agent services to the new consolidated region effective on or after July 1, 2024, subject to approval of the BoCC's for Alachua and Bradford Counties and negotiation of an Interlocal Agreement with each of the counties comprising the new area.

Action: *Approve/Reject*

Recommendation: *Staff recommends notifying the State that LWDB 9 stands ready to assume the duties of fiscal agent and administrating entity for the new consolidated six County workforce region effective on or after July 1, 2024, as outlined in the attached interlocal agreement.*

Exhibit: *Fiscal Agent Memo*

5.2 Redesignation of Region 9 as a Local Workforce Development Area

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Consideration to approve submission of a request to CareerSource Florida (CSF), for "subsequent designation" of the current Alachua and Bradford Counties' local workforce development area, on April 15, 2024, in accordance with the Workforce Innovation and Opportunity Act (WIOA) and CareerSource Florida policy issued on March 4th, 2024, which asks local areas to submit their applications no later than May 5, 2024.

Action: *Approve/Reject*

Recommendation: *Approve*

Exhibit: *Subsequent Designation Memo*

5.3 Legal Services Contract

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Consideration of approval of entry into a contract for Board and Council legal services with Rochelle Daniels, Attorney in the amount of \$ 75,000. This is an increase over last year by \$15,000 to address the proposed consolidation. The state has agreed to provide us with additional funds to cover costs related to the consolidation. Ms. Daniels has served as counsel to the Board and Council since 2019. Our contract with her expires June 30th of 2024 and there are no more renewals possible. An RFQ was issued February 16, 2024, with responses due March 15, 2024. Ms. Daniels' response was the only one received by the due date. Ms. Daniels works well with County staff and with Sr. Assistant County Attorney, Mr. Forziano. She has been available as needed to Board and Council members and we have been very satisfied with her work. Her rate is the same as that proposed in 2019.

Action: Approve/Reject

Recommendation: Approve

Exhibit: RFQ Response

6. Reports

6.1 EO Monitoring Draft Report

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6.2 Programmatic Monitoring Update

6.3 Upcoming Board and Committee Meeting Dates

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7. Public Comment

8. Adjournment

Minutes of January 30, 2024 Executive Committee Meeting

The meeting was held at 2:30 pm via Zoom.

Board Members in attendance: Dante Buckley, Ethan Fieldman (Chair), Dr. Jeff Tate, and James Ingle.

Staff in attendance: Brixton Yorker, Kelli Hutchins, and Phyllis Marty.

Guests in attendance: Alexander Ganz, Gina Peebles, and Kali Blount.

Chair Fieldman called the meeting to order at 2:32 pm.

Approval of Agenda. **Dante Buckley** made a motion to approve the agenda. **James Ingle** seconded the motion. The motion carried. *There was no further discussion.*

Approval of Minutes. **Dr. Jeff Tate** made a motion to approve the minutes from the August 23, 2023 Executive Committee Meeting. **James Ingle** seconded the motion. The motion carried. *There was no further discussion.*

Public Comments. *There were no public comments.*

New Business 1: James Ingle presented applications for Continued Eligibility as Eligible Training Providers. **Dante Buckley** made a motion to approve the Continued Eligibility applications for UF Office of Professional and Workforce Development, UF Training, Research and Education for Environmental Occupations, and North Florida Technical College. **Dr. Jeff Tate** seconded the motion. The motion carried. *There was no further discussion.*

New Business 2: James Ingle presented applications for Initial Eligibility as Eligible Training Providers for UF Biotility and Galen College of Nursing. Staff recommended that UF Biotility be approved for additional courses and Galen College of Nursing be rejected due to the high cost of tuition. **Dante Buckley** made a motion to approve staff recommendations. **Dr. Jeff Tate** seconded the motion. The motion carried. *There was no further discussion.*

New Business 3: Dante Buckley, Finance Chair, presented the “True Up” budget for Fiscal Year 2024 as required by the Interlocal Agreement. **James Ingle** made a motion to approve the FY24 Budget True Up. **Dr. Jeff Tate** seconded the motion. The motion carried. *There was no further discussion.*

Matters from the Committee. *There were no matters from the Committee.*

Matters from the Floor. *There were no matters from the floor.*

Adjournment. There being no further comments, the meeting adjourned at 3:00 pm



TO: The NCFLWDB and DCWDC

FROM: Phyllis Marty, CEO

SUBJECT: Florida Commerce Request for LWDB 9 to Serve as the LWDB 7 Fiscal Agent

DATE: 4/1/24

SUMMARY

Consideration of a FloridaCommerce (FC) and CareerSource Florida (CSF) request for LWDB 9 to serve as the Fiscal Agent for LWDB 7. As the result of Audit and State Monitoring Findings relating to unreconciled imbalances in the LWDB 7 books and records, CSF and FC have requested LWDB 9 step in and serve as the LWDB 7 Fiscal Agent. This is happening at the same time as the State is working to consolidate LWDBs 9 and 7. I have conferred with the County Clerk's Office and the County Manager's Office who have voiced their concerns. At this time, it is recommended that we agree to assume the LWDB 7 Fiscal Agent responsibilities only if our LWDB will be designated and recognized as the administrative entity and the fiscal agent for the proposed new consolidated LWDB slated to be formed around July 2024.

BACKGROUND

On February 19, 2024, CSF and FC issued a demand letter to LWDB 7 also known as CareerSource Florida Crown, (CSFC) which is contiguous with our workforce area, regarding an unreconciled imbalance in their financial records which was identified in their annual audit reports each year since 2019.

The state letter said:

[LWDB 7 has] "A deteriorating financial condition due to [a] negative net position and negative unassigned fund balance in the General Fund [this] means that LWDB 7's liabilities exceed its assets, which has been increasing year over year since 2019."

The state further characterized this matter as follows:

Further as the state had asked LWDB 7 to demonstrate it has not been offsetting its declining negative net positions with federal funds and LWDB 7 has been unable to demonstrate the financial issues have been resolved by the deadline set by the state, LWDB 7 had two options.

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The options presented by the state were:

1. Designate LWDB 9 as the LWDB 7 fiscal agent and transfer all funds for program implementation and administrative operations to LWDB 9 and continue to work with the state on resolution; or
2. Adopt a cost reimbursement model, meaning the state will no longer provide funds in advance and designate 9 as the Fiscal Agent for LWDB 7.

The LWDB 7 Workforce Board Executive Committee met and determined that funds were not available to choose option 2, and they voted to recommend option 1 to their full board for approval. For various reasons a full board meeting has not yet occurred.

DISCUSSION

A meeting was called shortly after the notice was sent by the state, as described above, which included LWDB 7 and LWDB 9 staff. However, neither the LWDB 7 elected officials nor their board have reached out to us.

On Friday 3/29/24, the state had still not heard officially from LWDB 7. On that date we were copied with an email sent to LWDB 7 by the state that informed them that they no longer had a choice of 2 options as described above. The email went on to say that LWDB 7 was being immediately placed on a cost reimbursement basis. It is unclear whether the LWDB can operate on a reimbursement basis without one of the counties in their area stepping forward.

The state also requested that LWDB 9 step in and serve as the LWDB 7 Fiscal Agent. We have met internally many times regarding the State's request. The meetings have included Mr. Crosby, Alachua County Assistant County Manager, Mr. Hutchison, Alachua County Deputy Clerk of the Court, Ms. Peebles, Alachua County Assistant County Manager, Mr. Forziano, Alachua County Sr. Assistant County Attorney, Ms. Daniels, our board attorney, and myself.

Complicating the matter, as the CSNCFL governing boards are aware, we have been in talks with the state, and their assigned mediators, since October of 2023 regarding the realignment of our boundaries to include the Crown counties. This was in accordance with a study conducted by Ernst & Young whose recommendations were adopted by CSF and the Governor.

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To date no consensus has been reached regarding a merger of the two workforce areas. Most of the movement in this regard has been on the part of our LWDB 9 and County staff. We have provided requested documents, although we have not received anything in response to our requests. We tried communicating through the County Managers' offices and the County Clerks' offices as communication with the LWDB 7 County Commissioners has only been through their board director.

There is a lot of work that would be required of NCFLWDB board staff, and county fiscal, legal, and the Clerks' Offices if we assume the Fiscal Agent responsibility. Staff is concerned that without the State assisting in accomplishing the merger the assumption of the Fiscal Agent duties on a temporary basis will cause unwanted friction between the 2 areas if there is not an agreement with respect to the realignment of our boundaries and this will add significantly to our workload as we approach the year's end when we need to pay attention to performance and also prepare a budget for the new year.

Recommendation:

It is recommended that we advise the State that LWDB 9 will agree to serve as the LWDB 7 Fiscal Agent if the state is able to designate LWDB 9 as the Fiscal Agent and Administrative Entity for the proposed new consolidated six County workforce LWDB effective on or after July 1, 2024.

*Rochelle J. Daniels, Attorney
5301 N. 30th Court ~ Hollywood, Florida 33021
(954) 205-2582 danieobj@aol.com*

TO: The Dual County Workforce Development Council
The North Central Florida Workforce Development Board

FROM: Rochelle Daniels, Attorney

SUBJECT: Submission of Subsequent Designation Request to CareerSource Florida

DATE: March 21, 2024

SUMMARY

Consideration to approve submission of a request to CareerSource Florida (CSF), for “subsequent designation” of the current, Alachua and Bradford Counties’ local workforce development area, by April 15, 2024, in accordance with the Workforce Innovation and Opportunity Act (WIOA) and State policy.

BACKGROUND

Local workforce areas must be redesignated by the governor every two years. Local areas that were designated under the previous Workforce Investment Act of 1998, were entitled to designation under WIOA. Thereafter, the local areas would be entitled to automatic “subsequent designation” if the local areas were 1) meeting federal performance measures, 2) sustaining fiscal integrity and 3) their chief elected official and board chair requested designation. The current state policy requires that this request be made by April 15.

The 2021 the State legislature enacted the Reimagining Education and Career Help (REACH) Act. The REACH Act directed CSF to determine whether fewer local workforce areas would be more effective and efficient. To this end, CSF engaged Ernst & Young, LLP, to conduct a study regarding the re-alignment of the local workforce area boundaries. One of their recommendations, was to consolidate or realign the boundaries of Region 9 (Alachua/Bradford) with Region 7, (Columbia, Dixie, Gilchrist and Union). This recommendation along with others was presented to the CSF board for approval and subsequently, to the Governor for his approval.

As a result, Region 9 was designated last year through June 30, 2024, instead of through June 30, 2025, (the two-year designation period), as the state intended to implement the Ernst & Young, recommendations by June 30, 2024.

DISCUSSION

Some time ago the Region 9 governing boards and the Alachua Board of County Commissioners voted to work with the State and Region 7 to implement the Governor’s plan for realignment. However, there has been no final agreement reached between the two

regions on the required elements necessary for the consolidation of the two areas to occur.

We are requesting redesignation of our area, by submission of the request for designation prior to May 6, 2024

We will continue to work with the state on the realignment and at such time as an agreement is reached with Region 7, a request for designation of the new area can be submitted.

RECOMMENDATION

Approval of submission of the subsequent designation request to CSF in accordance with the current policy.

Rochelle J. Daniels, Attorney
5301 N. 30th Court ~ Hollywood, Florida 33021
(954) 205 2582 Facsimile (954) 962 4422
danielsrj@aol.com

Response Submission

March 4, 2024

Ms. Phyllis Marty, Chief Executive Officer
CareerSource North Central Florida
1002-1320 Main Street
Gainesville, FL 32601

Submitted via e-mail
pmarty@careersourcencfl.com

Dear Ms. Marty:

Enclosed please find my response to the Request for Quotes to provide Legal Services to the Dual Workforce Development Council of Elected Officials and the North Central Florida Workforce Development Board, the governance bodies for their administrative entity, CareerSource North Central Florida.

Pursuant to the required qualifications please be informed as follows:

Proposer:	Rochelle Daniels
Occupation:	Attorney
Education:	Brooklyn Law School, Juris Doctor Degree
Member of the Florida Bar:	1978 – present, in good standing
Florida Bar Number:	0258644
Years Relevant Experience:	Over 30 years of experience in the area of workforce development, representing public and private not-for profit boards.
Managing complex environments:	<p>For over 30 years proposer has represented the CareerSource Broward Council of Elected Officials, the Broward Workforce Development Board, Inc. and their administrative entity, while serving as a consultant to other local areas across the country, providing advice, counsel and training as well as serving on NACo, USCM and other state and national public interest group boards workforce affiliates.</p> <p>Over the past five years, including CareerSource Broward, proposer has worked with the elected officials, board, and staff in Florida’s Region 9, as well as boards in Colorado, Ohio, Missouri, and Pennsylvania covering the typical duties listed in the Request for Quotes.</p>

Proposer Fee Schedule:

Hourly Rate: \$ 300.00/hour
On-Site Daily Rate: \$ 5,500.00 All inclusive

Proposer does not charge for phone calls less than 15 minutes.
Proposer does not charge for virtual attendance at Board and Council Meetings

Department of Economic Opportunity
Office for Civil Rights

**Draft Report on the Nondiscrimination Program Compliance Review of
Region 9 – CareerSource North Central Florida
April 3, 2023**

I. INTRODUCTION

On April 3, 2023, the Department of Economic Opportunity’s (Department) Office for Civil Rights (OCR) conducted a nondiscrimination program compliance review Region 9 – CareerSource North Central Florida (Region).

Julisa Nnorom, Equal Opportunity Officer (Reviewer), conducted the nondiscrimination program compliance review on behalf of the Department’s OCR.

On April 3, 2022, the Reviewer held the entrance and exit conferences with Ms. Jackie Chung, Equal Opportunity Officer for CareerSource North Central Florida.

The Reviewer visited the following centers:

925 North Temple Avenue, Suites C & D, Starke, FL, 32091
1112 North Main Street, Gainesville, FL, 32601

II. DISCUSSION.

- At the time of the onsite monitoring visit, the Starke center was undergoing renovations and the employees had been working virtually for about one year. The Reviewer visited the Starke location and toured of the office that would serve the public in the near future. However, due to the renovation, the focus of this monitoring visit was the Gainesville location.

Element 1 – Designation of State and Local Level Equal Opportunity Officers.

Commendable Practices.

Jackie Chung, a senior level employee, serves as the Region’s Equal Opportunity (EO) Officer. Her contact information is readily available to the public and employees. Ms. Chung’s information is made known to employees during the onboarding process. Ms. Chung’s information is made known to participants during orientation. Ms. Chung’s contact information is also located on all of the Region’s grievance forms, intake packets, and equal opportunity policies.

The career center has employees available to assist Ms. Chung and notice her of any issues or discrimination complaints that arise. Ms. Chung has two investigators, and a total for four employees, available to assist her with processing discrimination complaints. All reasonable accommodation requests are handled by Ms. Chung.

Ms. Chung appeared very knowledgeable and committed to ensuring that Region 9 is in compliance with all equal opportunity laws and regulations.

Ms. Chung has attended professional trainings and has expressed a desire to be advised of additional training opportunities. Ms. Chung has provided three equal opportunity training to staff and contractors.

The one-stop centers post nondiscrimination information and complaint procedures in the lobbies and in the breakrooms of the career centers. Participants also receive a copy during orientation. The nondiscrimination policy is reviewed annually. It addresses EO, nondiscrimination, sexual harassment, disability, and reasonable accommodation. There is also a policy explaining the procedures for assisting participants with LEP. The region employs bilingual staff and provides interpretive services (Language Line).

Ms. Chung conducts on-site visits of service providers twice a year and as needed. Demographic information is obtained through a web-based customer tracker.

Identified Deficiencies and Recommended Corrective Actions.

None.

Comments from the Region.

None.

Element 2 – Notice and Communication.

Commendable Practices.

The Region provides program participants with notice of their right to file a complaint. This information is provided on the grievance form, and placed in the lobbies and breakrooms of the career center. Staff is also knowledgeable and able to convey this information as needed.

The Equal Opportunity is the Law notice, Interpretive Services poster, and Florida Law Prohibits Discrimination poster are displayed in the one-stop career center.

The Region has a plan and procedure in place to provide services to visually-impaired and hearing-impaired customers. The career center has adequate assistive equipment, which includes screen readers and an accessible desk.

The Region's EO taglines include auxiliary aids, and TDD/TTY services. This information appears on flyers, printed material, emails, and on the Region's website. This information is included in public announcements and in communications intended for both employees and participants.

Photo displays are on the walls throughout the CareerSource center include depictions of women, minorities, and disabled individuals engaged in workplace activities. These are also included on flyers.

Identified Deficiencies and Recommended Corrective Actions.

None.

Comments from the Region.

None.

Element 3 – Review Assurances, Job Training Plans, Contracts, Policies, and Procedures.

Commendable Practices.

The contract provided by the Region contained the complete set of assurances required by 29 CFR 38.

An Employee Handbook available to advise employees of the EO and nondiscrimination policies.

Identified Deficiencies and Recommended Corrective Actions.

None.

Comments from the Region.

None.

Element 4 – Universal Access.

Commendable Practices.

The Region's management and staff are dedicated and knowledgeable. The Region's EO Officer ensures employees are trained to be sensitive to the needs of customers with limited English proficiency (LEP) and disabilities.

The Region takes steps to ensure services and other information is provided to LEP customers. Bilingual staff are available to serve as interpreters if needed and telephone services are also available.

TDD/TTY or relay services are noticed on all forms. The Region has equipment for video to allow system access. Readers are available as needed for the visually impaired.

The Region partners with local colleges, schools, and churches to conduct outreach activities. The Region also partners with multicultural organizations to ensure they reach diverse groups.

Identified Deficiencies and Recommended Corrective Actions.

None.

Comments from the Region.

None.

Element 5 – Compliance with Laws Concerning Individuals with Disabilities.

Commendable Practices.

The Region's one-stop center is fully accessible with wheelchair entrances and international accessibility symbols visible.

Information-Technology (IT) Equipment Accessibility is met.

The EO Officer ensures contractor and service-provider sites are accessible to individuals with disabilities by conducting onsite visits.

The Region maintains separate, secure files for medical information in electronic storage system. Only Ms. Chung's employees have access to these files.

The Region's one-stop career center facilities were adequate to serve individuals with disabilities.

The one-stop career centers each contain accessible workstations with software appropriate to assist customers with disabilities.

Identified Deficiencies and Recommended Corrective Actions.

None.

Comments from the Region.

None.

Element 6 – Data and Information Collection and Maintenance.

Commendable Practices.

The Region collects EO data via Atlas. Data is stored electronically in the state management information system and maintained for at least 3 years.

Identified Deficiencies and Recommended Corrective Actions.

The Region needs to create a system for conducting a statistical analysis of the EO data collected.

Comments from the Region.

None.

Element 7 – Monitoring Recipients for Compliance.

Commendable Practices.

The Region’s EO Officer conducts EO monitoring of its one-stop career center facilities and service providers at least twice a year, but more frequently if needed. All monitoring includes EO review.

Identified Deficiencies and Recommended Corrective Actions.

OCR recommends that the EO Officer creates an internal monitoring report after each visit and uses that report to address any concerns.

Comments from the Region.

None.

Element 8 – Discrimination Complaint Processing Procedures.

Commendable Practices.

The Region continues to do an excellent job of conveying EO and nondiscrimination rights to staff and customers.

The Region has comprehensive discrimination complaint policies and procedures which are provided to participants as each center. Program staff is trained as to these procedures and able to review them with participants if requested.

Identified Deficiencies and Recommended Corrective Actions.

None.

Comments from the Region.

None.

III. CONCLUSION.

The Department’s Office for Civil Rights sincerely thanks the Region and Ms. Jackie Chung for preparing for and assisting with this monitoring visit. The Region is clearly knowledgeable, organized, and dedicated to ensuring it provides effective services to all of customers. The Office for Civil Rights welcomes comments from the Region.

Upcoming CSNCFL Board and Committee Meeting Schedule

April

Wednesday, 4/10/2024, 3pm - Joint Board and Council Meeting

June

Monday, 6/17/2024, 12pm - One-Stop Committee Meeting

Monday, 6/17/2024, 1pm - Finance Committee Meeting

Monday 6/17/2024, 2pm - Executive Committee Meeting

Thursday, 6/20/2024, 2pm - Joint Board and Council Meeting