



## MEETING AGENDA

**North Central Florida Workforce Development Board  
and  
CareerSource North Central Florida Council of Elected Officials**

**Meeting # 1  
Wednesday, October 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/81677335295?pwd=STAEFfawlr1bhvuQXFb4ES59NtKT3l.1>

**Phone No:** 1-929-205-6099 (EST)  
**Meeting ID:** 816 7733 5295  
**Passcode:** 625496

*The Board/Council 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/Council 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.*



**I. Call to Order**

**II. Approval of the Agenda**

**III. Approval of the Minutes**

*N/A this is meeting Number 1 for LWDB 26 and the CSNCFL Council of Elected Officials*

**IV. Public Comment**

**V. Old Business**

**1. Old Town and Lake City Lease Agreements**

Consideration of approval of the leases for Career Centers in Old Town and Lake City. At the June Meeting of the Dual County Council of Elected Officials, acting as the Elected Officials for the new Region 26, approved entry into leases for the Old Town and Lake City career center office locations. Approval was subject to 1) the negotiation of acceptable rental rates and 2) a lease period of 1 year to provide time to determine whether these locations were optimal and to issue a Request for Proposals for space. At Old Town we are paying \$12.00/ Sq. Ft. a savings of \$4.30/ Sq. Ft. or an annual rental of \$48,000; at Lake City Plaza we are paying \$ 23.32/ Sq. Ft. or an annual rental of \$297,219.24.

<b>OB #1</b>	<b>Board</b>	<b>Council</b>
<b>Recommendation:</b>	Approval	Approval
<b>Action:</b>	Motion	Motion
<b>Exhibits:</b>	Old Town Lease	
	Lake City Lease	

**VI. Reports**

**1. Realignment Update**

The ILA between the six (6) counties has now been approved by Alachua, Bradford, and Union Counties. Staff continues to work with the other counties by engaging the County Manager, Chair of the Board of County Commissioners and the Clerks of the Courts for the Counties. Former Region 7 Board members are also assisting us in arranging meetings and talking with elected officials.

<b>R #1</b>	<b>Board</b>	<b>Council</b>
<b>Recommendation:</b>	<i>None</i>	<i>None</i>
<b>Action:</b>	<i>None</i>	<i>None</i>
<b>Exhibits:</b>	<i>None</i>	

**VII. New Business**



**1. Approval of Region 26 CSNCFL 4 Year Plan**

Consideration of approval of the CSNCFL WIOA 4 Year Strategic Plan. Each local workforce area is required to submit a WIOA 4 Year Strategic Plan which lays out the goals and objectives of the governing board which must also be aligned with those of the state. The plan describes our governance model, our career centers, and the way in which we collaborate with our one-stop partners. The plan has been posted on our website alongside an outline for the development process to allow the opportunity for public comment.

<b>NB #1</b>	<b>Board</b>	<b>Council</b>
<b>Recommendation:</b>	Approval	Approval
<b>Action:</b>	Motion	Motion
<b>Exhibits:</b>	CSNCFL WIOA 4-Year Plan	
	Executive Summary	

**2. Approval of Alachua County Administrative Services Agreement**

Consideration to approve an Interlocal Agreement between Alachua County and the CSNCFL governing boards for Alachua County to provides administrative and programmatic support to CSNCFL at a cost of 3.5% of the CSNCFL annual allocation. Detail of the services to be provided are in the attached Exhibit. Decisions regarding expenditures, programs, policies and oversight will not be impacted and will be under the purview of the CSNCFL Council of Elected Officials and the CSNCFL Workforce Development Board. This was approved by the Alachua County BoCC at the September 24<sup>th</sup> meeting.

<b>NB #2</b>	<b>Board</b>	<b>Council</b>
<b>Recommendation:</b>	Approval	Approval
<b>Action:</b>	Motion	Motion
<b>Exhibits:</b>	Legal Memo - September 20, 2024	
	Administrative Agreement between Alachua County and CSNCFL	

**3. Appointment of a Nomination Committee**

Consideration of the appointment of an Ad Hoc Nominations Committee. To be able to conduct the business of the board in an orderly manner the former Region 9 workforce board By-Laws were adopted at our August meeting with the understanding that the By-Laws may be revisited once the full board has been appointed and had a chance to review



the By-Laws. The By-Laws call for an Ad-Hoc Nominations Committee be appointed that can solicit nominations from the Board for the Officer positions. As we have not yet officially selected a chair, volunteers are requested to serve on the nominations committee to present a slate of officers to the Board at its next meeting.

NB #3	Board	Council
<b>Recommendation:</b>	Approval	<i>None</i>
<b>Action:</b>	Motion	<i>None</i>
<b>Exhibits:</b>	By-Laws	

**4. Approval of LWDB 26 Eligible Training Provider List**

Consideration of approval of the LWDB 26 Eligible Training Provider List (ETPL). LWDB's each maintain a list of approved training providers and programs for their local area. Florida Commerce and CareerSource Florida are working on the implementation of a statewide Eligible Training Provider process that is still in development. In order to continue to serve participants, we are asking to merge the former LWDB 9 and LWDB 7 lists to create the ETPL for LWDB 26.

NB #4	Board	Council
<b>Recommendation:</b>	Approval	Approval
<b>Action:</b>	Motion	Motion
<b>Exhibits:</b>	LWDB 26 Eligible Training Provider List	

**5. Approval of Internal Controls Questionnaire**

Consideration of approval of the PY 2024-25 Internal Controls Questionnaire. The Internal Control Questionnaire and Assessment (ICQ) was developed as a self-assessment tool to help evaluate whether a system of sound internal control exists within each LWDB. It asks questions about the separation of duties, adherence to conflict of interest requirements, and individuals responsible for various functions within the agency. Florida Commerce circulates an ICQ each year that every local board is required to complete and submit.

NB #5	Board	Council
<b>Recommendation:</b>	Approval	Approval
<b>Action:</b>	Motion	Motion
<b>Exhibits:</b>	Internal Controls Questionnaire	

**6. Approval of a Calendar for the Meetings of the Governing Boards**

Consideration of approval of a meeting schedule for joint meetings of the CSNCFL Council of Elected Officials and CSNCFL Workforce Development Board through the end of the calendar year in order to conduct business that is necessary to complete the consolidation. Staff will get with the new Chairs of the Governing Boards and develop a calendar for meetings in January 2025. The Executive Committee will meet the week prior to the Board meeting to review the agenda.

**Wednesday, November 6, 2024    1:00 PM    Ad Hoc Nominating Committee**



**Wednesday, November 13, 2024 1:00 PM Full Board/Council**  
**Wednesday, December 4, 2024 1:00 PM Executive Committee**  
**Wednesday, December 11, 2024 1:00 PM Full Board/Council**

NB #6	Board	Council
<b>Recommendation:</b>	Approval	Approval
<b>Action:</b>	Motion	Motion
<b>Exhibits:</b>	<i>None</i>	

**7. Approval to Add \$10,000 to the Board Attorney Contract for Consolidation Expenses**

Consideration to add \$10,000 to the contract with Ms. Daniels to cover unanticipated expenses related to the consolidation. The state has granted us an additional \$70,000 to cover the cost of unanticipated consolidation expenses. This includes the new 4-Year WIOA Plan, the Strategic Planning Workshop, the ILA with Alachua County for administrative services, a new Agreement between the CSNCFL Council of Elected Officials, new One-stop MOU's, and any revisions to the By-Laws required by the new board. It is not expected that these costs will be recurring in the ordinary course of business.

NB #7	Board	Council
<b>Recommendation:</b>	Approval	Approval
<b>Action:</b>	Motion	Motion
<b>Exhibits:</b>	<i>None</i>	

**8. Provider Selection for Cleaning Services**

Consideration of approval of selection of City Wide Facility Solutions to provide cleaning services for three CSNCFL office locations. A Request for Quotes (RFQ) for cleaning services was issued on August 14, 2024. Three proposals were received and reviewed by staff. Staff recommendations are outlined in attached exhibit.

NB #8	Board	Council
<b>Recommendation:</b>	Approval	Approval
<b>Action:</b>	Motion	Motion
<b>Exhibits:</b>	RFQ Responses	
	Staff Recommendations	

**9. Contracts**

Current operational contracts needing renewal for the next program year:

**a. Barkley Security Contract Renewal**

Consideration of approval of the renewal of the contract with Barkley Security in the amount of \$90,000 (not to exceed) for security at the career centers. This the 2nd renewal under the original contract.

NB #9A	Board	Council
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<b>Recommendation:</b>	Approval	Approval
<b>Action:</b>	Motion	Motion
<b>Exhibits:</b>	Barkley Contract and Amendment 1	

**b. Atlas Contract Renewal**

Consideration of approval of the renewal of the contract with Atlas Document Management Services in the amount of \$53,520.57. Atlas allows us to maintain our participant files electronically.

<b>NB #9B</b>	<b>Board</b>	<b>Council</b>
<b>Recommendation:</b>	Approval	Approval
<b>Action:</b>	Motion	Motion
<b>Exhibits:</b>	Atlas (CTS) Amendment Number 4	

**c. Lightcast Contract Renewal**

Consideration of approval of the renewal of the contract with Lightcast for Labor Market Information (LMI) and our real time Performance Dashboard in the amount of \$ 48,000. LMI is used in assisting customers in making career decisions.

<b>NB #9C</b>	<b>Board</b>	<b>Council</b>
<b>Recommendation:</b>	Approval	Approval
<b>Action:</b>	Motion	Motion
<b>Exhibits:</b>	Lightcast Agreement	

**d. Taylor Hall Miller Parker (THMP) Contract Amendment**

Consideration of approval of the renewal of the contract with THMP in the amount of \$60,000 for fiscal and program monitoring. The amount is increased by \$10,000 from last year because we asked THMP to review the Region 7 participant files before entering them into Employ Florida for Region 26.

<b>NB #9D</b>	<b>Board</b>	<b>Council</b>
<b>Recommendation:</b>	Approval	Approval
<b>Action:</b>	Motion	Motion
<b>Exhibits:</b>	THMP 23-24 Contract	

**VIII. Public Comment**

**IX. Adjournment**