

MEMORANDUM OF UNDERSTANDING BETWEEN  
CAREERSOURCE GULF COAST  
AND  
HANEY TECHNICAL CENTER

**I. Parties**

This Memorandum of Understanding (MOU) is entered into pursuant to 20 USC 2301 et seq. and PL 113-128 (the Workforce Innovation and Opportunity Act - WIOA) Sections I and II, between CareerSource Gulf Coast (CSGC) and Haney Technical Center hereinafter referred to as "HTC."

**II. Background**

Pursuant to the Carl D. Perkins Act of 2006 secondary and post-secondary institutions receive a portion of federal monies set aside to develop more fully the academic, career, and technical skills of secondary and postsecondary students who elect to enroll in Career-Technical Education. WIOA Sec.121 (b) (B) (vi), requires Career and Technical Education programs at the secondary and post-secondary level to be Job Center Partners. The Workforce Investment Act also requires that Adult education and literacy services authorized under Title II of WIOA to be a Job Center Partner.

The vision for the One-Stop Delivery System is to align a wide range of publicly and privately funded education, employment, and job training programs while also providing high-quality customer service to job seekers, workers, and businesses. One-stop centers (currently branded as American Job Centers) continue to be a valued community resource, known both locally and nationally as an important source of assistance for those looking for work or workers, and those looking for opportunities to grow their careers.

**III. Purpose**

The purpose of this MOU is to further codify the existing relationship for service provision and the infrastructure funding agreement between CareerSource Gulf Coast (CSCG) and Haney Technical Center.

**IV. Responsibilities**

A. CareerSource Gulf Coast will:

1. Maintain cooperative working relationships, to facilitate joint planning, staff development and training, evaluation of services, and more efficient management of limited financial and human resources.
2. Provide brochures, pamphlets, guides, schedules of presentations, and information regarding services to HTC.

MOU - CareerSource Gulf Coast and Haney Technical Center

3. Provide a single Point of Contact (POC) to assist HTC with questions and issues that arise in the day-to-day operations. Answers will be provided within 24 hours.
4. Provide space at the Job Center to HTC on an as needed basis. Scheduling must be approved in advance with the One-Stop Operator.
5. Provide referrals to HTC and training support (funds permitting) for eligible students pursuing certifications in demand occupations.
6. Share information that will benefit the participants in finding a job, accessing training support if qualified, and gaining certifications or degrees to improve their employment opportunities.
7. Provide (if applicable) access to staff-level permissions in the Employ Florida system in order to serve client job seekers. Upon request, the Board will provide a user id and training to allow Haney staff to provide services that require lesser security measures. Haney staff who are granted access to Employ Florida must undergo a Level One background check, complete the appropriate security forms and attend security training as required.

B. Haney Technical Center will :

1. Provide information on class offerings and locations and update as needed.
2. Engage in board activities through representation on the CSGC Board of Directors.
3. Work with CSGC staff to develop and identify training related to demand occupations.
4. Coordinate services for clients in need of Adult education and literacy services with Job Center staff.
5. Provide space to workforce staff who are serving HTC staff and notify the Board in advance of any plans to change that space.
6. Provide space for training and events as appropriate.
7. Allow HTC staff engaged in the GED program to work with the CSGC-funded out of school youth program to provide information on student progress. This staff will also refer youth as requested.

V. **Cost Sharing/Resource Sharing – See Attachment A**

Costs of the infrastructure of CareerSource Gulf Coast’s comprehensive Job Center will be funded in accordance with the requirements of the Workforce Innovation and Opportunity Act; federal cost principles; and all other applicable legal requirements. In place of cost-sharing at the Job Center, CareerSource Gulf Coast will provide phone, internet and technology and HTC will provide space on its campus to Job Center staff providing on-site services.

**VI. Infrastructure Funding Agreement (IFA)**

In compliance with WIOA and its implementing regulations and consistent with the Uniform Guidance, funding provided by the one-stop partners to cover the operating costs, including infrastructure cost of the one-stop delivery system must be based on the partner program’s proportionate use of the system and relative benefit received (WIOA sec. 121 (h)(1)(B)(i) and 121 (h)(2)(C)(i), 20 CFR 678.700 through 678.760, 34 CFR 361.700 through 361.760, and 34 CFR 463.700 through 463.760). Please see attached One Stop operating budget which details the infrastructure cost of the one stop delivery system and the assigned cost to the required partners based upon their proportionate use of the system and relative benefit received.

Payment Method: CareerSource Gulf Coast will prepare and send an invoice for each partner’s annual share on May 1 each year. Payment is due on June 1st and the program year begins on July 1st. For year one, the invoice will be pro-rated based upon the number of months left in the current program year. The One Stop operating budget is subject to change based upon increases or decreases in infrastructure cost contained within. The actual infrastructure costs will be reconciled with those projected annually, within six months of the state fiscal year end (June 30). Increases and decreases will be calculated and included in a separate invoice including reconciliation documentation, once the difference is determined.

Required Partners in Local Workforce Development Area 4 (CareerSource Gulf Coast region) are:

- SCSEP (Senior Comm. Svc. Emplmnt. Prgm.) - NCBA
- VR (Vocational Rehabilitation)
- Division of Blind Services
- Adult Ed (Bay District Schools)
- Career Tech (Bay District Schools)
- Career Tech (Gulf Coast State College)
- CSBG (Comm. Svc Block Grant) Tri-County Community Council, Inc.

The following programs are administered by CareerSource Gulf Coast:

- |                 |                          |
|-----------------|--------------------------|
| WIOA Adult      | RA/UC                    |
| WIOA Youth      | Vets DVOP                |
| WIOA Disl. Wkr. | Vets LVER                |
| WT TANF         | Military Spouse          |
| SNAP            | RESEA 17                 |
| SNAP ERS        | RESEA 18                 |
| Wagner-Peyser   | Wagner-Peyser Perf. Inc. |

Chief Elected Officials: Bay County Board of Commissioners  
Gulf County Board of Commissioners  
Franklin County Board of Commissioners

**VII. Modification**

CareerSource Gulf Coast or Haney Technical Center may propose to modify this MOU at any time. Any such modification will not be effective until a written amendment to this MOU is executed by both parties. Modifications made solely due to changes in infrastructure costs will not require approval of local elected officials.

**V. Dispute and Impasse Resolution**

All Parties will actively participate in local IFA negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally. Should informal resolution efforts fail, then the following Dispute Resolution process must be followed.

1. If an issue arises involving this MOU, both parties will make every effort to reach a resolution in a timely and efficient manner. Either partner may request a face-to-face meeting of the local partners to identify and discuss the issue. If resolved and no further action is deemed necessary by the partners, the issue and the resolution will be documented in writing.
2. If issues regarding MOUs and/or IFAs remain unresolved, LWDBs shall document the issue and efforts at resolution. Documentation is forwarded to the Department of Economic Opportunity, Division of Workforce Services (DEO) and the executive administrator(s) of agencies responsible for administering the partner's program. DEO and the appropriate division will work to resolve the impasse and secure an executed agreement. A joint decision shall be transmitted within 30 calendar days of receipt. Issues will be remanded back to the local partners to execute recommended action.
3. If issues remain unresolved, the LWDB must notify CareerSource Florida and include the details of the impasse. CareerSource Florida will work with the other agency heads to resolve the impasse and provide a resolution response to the all parties.

Decisions are considered final.

**VIII. MOU Management**

Listed below are the individuals identified as the MOU Managers. These individuals are responsible for enforcing performance of the MOU terms and conditions and shall serve as liaison/contact regarding issues arising out of this MOU.

**CAREERSOURCE GULF COAST**

Name: Kimberly L. Bodine  
Title: Executive Director  
Address: 5230 W. US 98, Panama City, FL  
32401  
Phone: (850) 913-3285  
Fax: (850) 913-3269  
Email: [kbodine@careersourcegc.com](mailto:kbodine@careersourcegc.com)

**HANEY TECHNICAL CENTER**

Name: Ann Leonard  
Title: Director  
Address: 3016 Highway 77, Panama City, FL  
32405  
Phone: (850) 481-1297  
Fax: (850) 481-1678  
Email: [leonaaa1@bay.k12.fl.us](mailto:leonaaa1@bay.k12.fl.us)

IN WITNESS WHEREOF, the parties hereto cause this MOU to be executed by their undersigned officials as duly authorized. The duly authorized agent of the recipient agrees to satisfy the requirements of 34 CFR 361.505 and 34 CFR 361.720.

**CAREERSOURCE GULF COAST**

**HANEY TECHNICAL CENTER**

Kimberly L. Bodine  
Date: 5-28-20

Ann A. Leonard  
Date: 4/29/20

**Authority and Signature**  
**Local Elected Official**

- One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Philip Griffitts, Chair of Bay BOCC  
I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either in three years or upon amendment, modification or termination or on June 30, 2023, whichever occurs earlier. The effective period for this MOU is 3 annual periods: 7/1/20-6/30/21, 7/1/21-6/30/22, and 7/1/22-6/30/23.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Philip Griffitts, Chair  
Printed Name and Title

Bay County Board of County Commissioners  
Agency Name

\_\_\_\_\_  
Agency Contact Information

**Authority and Signature**  
**Local Elected Official**

- One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Sandy Quinn, Chair of Gulf BOCC, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily. My signature certifies my understanding of the terms outlined herein and agreement with:

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either in three years or upon amendment, modification or termination or on June 30, 2023, whichever occurs earlier. The effective period for this MOU is 3 annual periods: 7/1/20-6/30/21, 7/1/21-6/30/22, and 7/1/22-6/30/23.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sandy Quinn, Chair  
Printed Name and Title

Gulf County Board of County Commissioners  
Agency Name

\_\_\_\_\_  
Agency Contact Information

**Authority and Signature**  
**Local Elected Official**

- One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I Noah Lockley, Jr., Chair of Franklin BOCC , certify that I have read the above information. All of my questions have been discussed and answered satisfactorily. My signature certifies my understanding of the terms outlined herein and agreement with:

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either in three years or upon amendment, modification or termination or on June 30, 2023, whichever occurs earlier. The effective period for this MOU is 3 annual periods: 7/1/20-6/30/21, 7/1/21-6/30/22, and 7/1/22-6/30/23.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Noah Lockley, Jr. , Chair  
Printed Name and Title

Franklin County Board of County Commissioners  
Agency Name

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Attachment A

One-Stop Operating Budget

Revised for 7-1-20

Cost Allocation Methodology: Costs will be allocated by FTE for partners/programs that are physically located in the Job Center.

Partners/Programs with only a virtual presence/"direct linkage" will only share in the cost of 1 phone line, IT Contract, and any related software costs.

Resource sharing with SCSEP. We provide space & technology and SCSEP provides part-time SCSEP workers to greet our customers and assist in the resource room.

Resource sharing with Bay District Schools & GCSC. We provide phone, internet, & technology and Bay District & GCSC provide office space on campus for our case managers to meet with program participants.

Resource sharing with Tri-County. We provide phone & technology and Tri-County provides a part-time worker to assist in the resource room.

Voc Rehab and Div of Blind Services will remit quarterly payments to CareerSource Gulf Coast.

	FTE Estimate	27.725	4.0000	3.0000	3.5000	4.0000	1.0000	2.0000	3.0000	0.5000	3.0000	1.0000	1.0000	0.5000	0.5000	0.6250	0.1000						
	FTE Percentage	100.0000%	14.4274%	10.8206%	12.6240%	14.4274%	3.6069%	7.2137%	10.8206%	1.8034%	10.8206%	3.6069%	3.6069%	1.8034%	1.8034%	2.2543%	0.3607%						
Infrastructure Costs	Annual Budget	WIOA Adult	WIOA Youth	WIOA DisWkr	WT TANF	SNAP	WP	WP Inc	RA/UC	Vets DVOP	Vets LVER	Military Spouse	RESEA 1	RESEA 2	SCSEP NCBA	VR	Div Blind Svcs *	Adult Ed Bay Distr *	Career Tech * BayDistr	Career Tech* GCSC	CSBG Tri- * County	TAA	
Lease/Utilities	252,000	36,357	27,268	31,812	36,357	9,089	18,179	27,268	4,545	27,268	9,089	9,089	4,545	4,545	5,681	909							
Phones/Internet	11,000	1,587	1,190	1,064	1,587	397	794	1,190	198	1,190	397	397	198	198	248	40	65	65	65	65	65	65	
Repairs & Maint.	1,000	144	108	126	144	36	72	108	18	108	36	36	18	18	23	4							
Supplies	1,000	144	108	126	144	36	72	108	18	108	36	36	18	18	23	4							
Insurance Liab	1,600	231	173	202	231	58	115	173	29	173	58	58	29	29	36	6							
Insurance Prop	3,400	491	368	429	491	123	245	368	61	368	123	123	61	61	77	12							
Insurance Flood	2,900	418	314	366	418	105	209	314	52	314	105	105	52	52	65	10							
Technology:		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
Prof Svcs IT Contract	10,000	1,443	1,082	1,212	1,443	361	721	1,082	180	1,082	361	361	180	180	225	36	10	10	10	10	10	10	
Software	2,400	346	260	303	346	87	173	260	43	260	87	87	43	43	54	9	0	0	0	0	0	0	
subtotal	285,300	41,161	30,871	35,641	41,161	10,290	20,581	30,871	5,145	30,871	10,290	10,290	5,145	5,145	6,432	1,029	75	75	75	75	75	75	0

Additional Costs	Annual Budget	WIOA Adult	WIOA Youth	WIOA DisWkr	WT TANF	SNAP	WP	WP Inc	RA/UC	Vets DVOP	Vets LVER	Military Spouse	RESEA 17	RESEA 18	SCSEP NCBA	VR	Div Blind Svcs	Adult Ed Bay Distr	Career Tech BayDist	Career Tech GCSC	CSBG Tri-County	TAA	
Career Services	242,680	96,695	39,750	56,926	7,500	3,750	0	0	4,875	0	0	5,364	11,000	11,000	5,471	349							
Shared Services **	314,840	65,617	33,250	55,598	2,500	1,250	10,000	24,000	1,625	16,000	8,000	75,000	11,000	11,000									
Shared Operating Costs																							
Travel	12,000	2,391	1,373	1,602	1,373	458	915	1,373	229	915	458	458	229	229									
Meeting Expense	1,000	199	114	133	114	38	76	114	19	76	38	38	19	19									
Storage Lease	2,400	478	275	320	275	92	183	275	46	183	92	92	46	46									
Copier 1	2,580	514	295	344	295	98	197	295	49	197	98	98	49	49									
Copier 2	6,240	1,243	714	833	714	238	476	714	119	476	238	238	119	119									
Postage Meter Rent	350	70	40	47	40	13	27	40	7	27	13	13	7	7									
Advertising/Outreach	10,000	1,992	1,144	1,335	1,144	381	763	1,144	191	763	381	381	191	191									
Software/IT Fees	1,000	199	114	133	114	38	76	114	19	76	38	38	19	19									
Sonitrol Alarm Service	4,000	797	458	534	458	153	305	458	76	305	153	153	76	76									
Prof Svcs Website	3,000	598	343	400	343	114	229	343	57	229	114	114	57	57									
Allocated Supv Sal/Ben	84,000	16,736	9,609	11,211	9,609	3,203	6,406	9,609	1,602	6,406	3,203	3,203	1,602	1,602									
Allocated IT Sal/Ben	39,000	7,770	4,461	5,205	4,461	1,487	2,974	4,461	744	2,974	1,487	1,487	744	744									
TANF SNAP program	235,000				195,000	40,000																	
WIOA Youth program	172,500	16,200	152,500	3,800																			
subtotal	1,130,590	211,499	244,440	138,421	223,940	51,314	22,627	42,940	9,657	28,627	14,314	86,678	25,157	25,157	5,471	349	0	0	0	0	0	0	0

<b>Grand Total</b>	<b>1,415,890</b>	<b>252,660</b>	<b>275,312</b>	<b>174,062</b>	<b>265,102</b>	<b>61,604</b>	<b>43,208</b>	<b>73,812</b>	<b>14,802</b>	<b>59,498</b>	<b>24,604</b>	<b>96,968</b>	<b>30,302</b>	<b>30,302</b>	<b>11,902</b>	<b>1,378</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>0</b>
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\* Direct linkage partners not physically co-located in the One-Stop center.

\*\* Shared Services include: Business services, front desk staffing, staff training/travel, referrals to other One-Stop partners and operational costs in the Job Center contract.