

MEMORANDUM OF UNDERSTANDING BETWEEN
CAREERSOURCE GULF COAST
AND
TRI-COUNTY COMMUNITY COUNCIL, INC.

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) Section I between CareerSource Gulf Coast (CSGC) and Tri-County Community Council, Inc. (hereafter referred to as TCCC) as authorized under Department of Health and Human Services, Employment and Training Activities under the Community Services Block Grant (CSBG) Programs, 42U.S.C. 9901 et. seq.

II. **Background**

Pursuant to the above-referenced cites, Tri-County Community Council, Inc. is a required partner of the One Stop System. 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 between CareerSource Gulf Coast and Tri-County Community Council, Inc. provider of CSBG services in LWDA 04.

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 access to brochures, pamphlets, guides, schedules of presentations, and information regarding services to Tri-County Community Council, Inc.
3. Provide a single Point of Contact (POC) to assist Tri-County Community Council, Inc. 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 Tri-County Community Council, Inc. on an as needed basis. Scheduling must be approved in advance with the One-Stop Operator.
5. 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.

B. Tri-County Community Council, Inc. will:

1. Provide brochures, pamphlets, guides, and specific information regarding services to Job Center staff for display and distribution at the Job Center.
2. Provide training of Tri-County Community Council, Inc.'s programs to Job Center Staff.
3. Provide office space at Tri-County Community Council, Inc.'s Bay County office for meeting with CareerSource Gulf Coast Board staff and customers to provide services for mutual clients on an as needed basis. Scheduling must be arranged and approved in advance with the Bay County Community Specialist.
4. Provide the Job Center a point of contact for the Bay County office.
5. Participate in CareerSource Gulf Coast's meetings/recruiting events to provide updates on the partner's programs and procedures. Advance notice required for meetings. Tri-County Community Council, Inc. staff will only attend as schedules permit.
6. Be familiar with the array of services provided in the One-Stop service delivery system.
7. Provide Employment Support services to eligible customers that includes but not limited to:
 - a. Career Guidance
 - b. Education Assistance
 - c. Employment Assistance
 - d. Job Coaching
 - e. Limited Employment Transportation
 - f. Youth Development
 - g. Limited Emergency Services

V. Cost Sharing/Resource Sharing

Costs of the infrastructure of the 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. As a Direct Linkage partner, Tri-County will pay its share of infrastructure costs as outlined below.

VI. Infrastructure Funding Agreement (IFA) – See Attachment "A".

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 attachment A, 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. If TCCC does not provide two hours per month of resource room assistance, this current MOU will be cancelled and a new MOU will be executed including infrastructure costs.

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. Increases and decreases will be calculated and included in future monthly invoices.

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

- SCSEP (Senior Comm. Svc. Emplmt. 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 and Tri-County Community Council 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.

VIII. 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.

IX. 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@careersourcegfc.com

TRI-COUNTY COMMUNITY COUNCIL, INC

Name: Joel Paul, Jr.
Title: Executive Director
Address: P.O Box 1210, Bonifay, FL 32425
Phone: (850) 547-3689
Fax: (850) 547-9806
Email: joelpaul.tccc@mchsi.com

IN WITNESS WHEREOF, the parties hereto cause this MOU to be executed by their undersigned officials as duly authorized.

CAREERSOURCE GULF COAST



Date: 5.28.20

TRI-COUNTY COMMUNITY COUNCIL, INC.



Date: 4-8-2020

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

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 | 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 | 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 | 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 |

| | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------|-----------|---------|---------|---------|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------|----|----|----|----|----|----|---|
| Grand Total | 1,415,890 | 252,660 | 275,312 | 174,062 | 265,102 | 61,604 | 43,208 | 73,812 | 14,802 | 59,498 | 24,604 | 96,968 | 30,302 | 30,302 | 11,902 | 1,378 | 75 | 75 | 75 | 75 | 75 | 75 | 0 |
|--------------------|-----------|---------|---------|---------|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------|----|----|----|----|----|----|---|

* 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.