

Proposed Agreement
Between
Nature Coast Business Development Council, Inc. (NCBDC)
And
CareerSource Citrus Levy Marion (CLM)

The parties agree that each are mutually benefited by the business relationship outlined in this agreement and are working together to foster the economic and workforce development prospects in Levy County.

To that end, they agree to the following:

1. CLM will actively recruit to fill the position of Executive Director, NCBDC, and provide interested candidates' information to the NCBDC for selection.
2. Upon selection and passage of a background check and drug screening, CLM will employ, on behalf of NCBDC, their selection for Executive Director as Program Manager (CLM title) at the rate agreed upon by NCBDC and the candidate within CLM Paygrade 109 (\$44,460-078,950 annually). The Executive Director (ED) will have all benefits associated with employment by CLM.
3. CLM will "lease" the ED to NCBDC, using funds available through grants or other NCBDC revenues. NCBDC will supervise the ED, assign work projects and tasks and evaluate the ED.
4. NCBDC may, as it determines, provide other benefits to the ED and advise CLM of any such benefits to ensure that there is no overlap of benefits and duplication of costs. Such benefits may include use of an automobile and/or cell phone.
5. CLM will either provide or arrange for the provision of office space and office equipment necessary for the ED to perform the duties and responsibilities of the NCBDC.
6. CLM will assist the NCBDC in writing grants that promote the vision of the NCBDC and/or provide funding for the position of ED. Should such grants go directly to NCBDC, NCBDC agrees to reimburse CLM for any ED compensation provided by the grant. If such grant(s) should be made to NCBDC through CLM, NCBDC agrees to allow CLM to cover any support costs or overhead included in the grant budget.
7. NCBDC and CLM agree that there are projects that are not within any grant but that are beneficial to both, and NCBDC agrees that, when approved by the NCBDC Board, they will be added to the ED work program. Projects initially discussed, but not approved, include a wage and benefits survey of Levy County employers and a convening of Levy County businesses to discuss training needs and online training opportunities.

8. NCBDC agrees that, with assistance from CLM and its ED, it will conduct an “investment campaign” designed to raise funds to stabilize the ED position funding and provide a reserve that can be used as cash match for any federal grant where such a match is required.
9. CLM agrees that it will work with NCBDC, as requested, to promote their partnership with local elected officials, business organizations and funding sources.
10. NCBDC agrees that the ED will serve as a business outreach resource for CLM, referring prospective businesses to CLM’s Business Development team for a follow-up contact.

This agreement is in effect beginning July 1, 2021 and ending June 30, 2022. The agreement may be extended by the consent of both parties and the availability of grant or NCBDC revenues. Such an extension shall be in a form of an amendment to this agreement.