



AGENDA MEMORANDUM

TO: Honorable Mayor & City Commissioners

VIA: Brenda L. Bryant, City Manager

FROM: Raquel Prince, Human Resources Director

SUBJECT: Memorandum of Understanding (MOU) with CareerSource Palm Beach County, Inc. On the Job Training Program (OJT)

DATE: October 13, 2026

GENERAL SUMMARY/BACKGROUND:

CareerSource Palm Beach County, Inc. has an On-the-Job Training (OJT) program, which provides work experience and on the job training opportunities for participants with the intent of hiring the participants after 3 months of training. The City of Pahokee is not obligated or required to hire any of participants in the program if they do not meet the city's expectations. The City of Pahokee has partnered with CareerSource Palm Beach County, Inc. in the past, and desires to enter a MOU for work experience placement in the City of Pahokee. This MOU shall begin on the date all documents are signed by both parties. This MOU or any right accruing hereafter shall not be assigned by the Provider. The On the Job Training (OJT) Program is an on-going work experience program for youth and young adults. The program is not limited to summer activity but is a structured work readiness program for those seeking employment in the tri-city and surrounding Palm Beach County areas.

BUDGET IMPACT:

The City of Pahokee will incur a cost to cover the FICA for the eight (8) participants at a rate of 7.65% with a monthly estimated cost of \$1,591.17. Participants selected for the On-the-Job Training (OJT) program are paid by the city of Pahokee and reimbursed 100% of wages only, once all required documents are submitted for reimbursement at the first of each month.

LEGAL NOTE:

Defer to the City Attorney.

STAFF RECOMMENDATION:

Staff recommends approval of the item.

ATTACHMENTS:

Resolution 2026-67