



SANTA ROSA COUNTY BOARD OF COMMISSIONERS

Administrative Offices | 6495 Caroline Street, Suite M | Milton, Florida 32570-4592

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TONY GOMILLION, County Administrator
ROY V. ANDREWS, County Attorney
JAYNE BELL, OMB Director

MEMORANDUM

TO: Board of Commissioners
FROM: Tony Gomillion, County Administrator
DATE: August 2, 2016
SUBJECT: CareerSource Escarosa Board Items

DISCUSSION

Discussion of the request from CareerSource Escarosa for approval of the following:

- Approval of a resolution that allows 35% of the Title I funds to be allocated to individual training accounts.
- Designation of CareerSource Escarosa as a Direct Provider of Workforce Services.

BACKGROUND

CareerSource Escarosa serves as the regional provider for workforce training in Santa Rosa. The resolution and other supporting documentation is attached.

CareerSource Escarosa Board Items for Approval**August 8th BOCC Meeting****Larry Strain**
Board Chairman**Cliff J. Krut**
Executive Director**ITA (Individual Training Account) Waiver**

Attached Resolution states that CareerSource Escarosa is requesting support of a waiver which will be further submitted to CareerSource Florida for approval. This waiver is to allow 35% (vs. 50%) of Title I funds for Adults and Dislocated Workers be allocated for Individual Training Accounts.

This waiver will allow CareerSource Escarosa to continue to provide intensive non-training related job readiness services for job seekers and will allow sufficient funding for those requiring formal training/education services.

Santa Rosa County approved this same level of waiver for program year 2015/2016.

Designation as a Direct Provider of Workforce Services

CareerSource Escarosa is requesting CEO approval to become designated as a Direct Provider of Workforce Services per DEO FG OSPS – 83 and to remain compliant with Workforce Innovation and Opportunity Act (WIOA) (Pub. L. 113-128).

This designation will align CareerSource Escarosa with WIOA regulations and allow us to continue to function in a manner which best serves our clients and our region's employers.

Further approval will be requested by CareerSource Florida.

Resolution

RESOLUTION NUMBER R2016 - ____

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS
OF SANTA ROSA COUNTY, FLORIDA, SUPPORTING
WORKFORCE ESCAROSA'S REQUEST TO WAIVE THE
ITA/TRAINING EXPENDITURE REQUIREMENT; PROVIDING FOR
AN EFFECTIVE DATE.**

WHEREAS, President Obama signed into law in July 2014 the Workforce Innovation and Opportunity Act (WIOA), to maximize federally funded job training programs and create a comprehensive, locally controlled workforce investment system in order to allow Americans access to career management tools and enable U.S. companies to recruit a qualified workforce to compete in a global economy; and

WHEREAS, the workforce investment system is designed for federal, state and local partners to work cooperatively whereby local workforce investment boards, in partnership with local elected officials, plan and oversee the local system while state workforce investment boards provide statewide policy, guidance and interpretation; and

WHEREAS, in order to implement the provisions of the federal WIOA, the State of Florida passed the Workforce Innovation Act, §§445.01 et seq., Florida Statutes, creating Workforce Florida, Inc., dba as CareerSource Florida and establishing regional workforce boards to serve as the local workforce investment boards tasked with specified duties and functions as determined by law and as set forth by interlocal agreement approved by the two local governing bodies; and

WHEREAS, pursuant to an Interlocal Agreement, Workforce Escarosa, Inc., dba CareerSource Escarosa currently serves as the local workforce development board for Escambia and Santa Rosa County providing public workforce services, job training programs and economic development related to the WIOA; and

WHEREAS, the Regional Workforce Board Accountability Act (RWBAA) amended the Florida Workforce Innovation Act which requires 50% of WIOA Adult and Dislocated Worker funds be expended on tuition, books and fees of training providers and other training services prescribed in WIOA for Individual Training Accounts, but does allow for a waiver if supported by the Chief Elected Officials; and

WHEREAS, the Santa Rosa County Commissioners have determined that the request for a waiver of the 50% training requirement is justified; and

WHEREAS, the RWBAA also requires the Chief Elected Officials to review and approve the budget for Workforce Escarosa. Inc., dba CareerSource Escarosa.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SANTA ROSA COUNTY, FLORIDA, AS FOLLOWS :

SECTION 1. That the Board of County Commissioners of Santa Rosa County, Florida hereby find the above recitals to be true and correct and incorporated herein by reference.

SECTION 2. That the Board of County Commissioners of Santa Rosa County hereby fully support the waiver request of CareerSource Escarosa that the waiver for FY 2016-2017 be a 35% training expenditure requirement.

SECTION 3. That this Resolution shall become effective immediately upon adoption by the Board of County Commissioners.

SECTION 4. That the Clerk of Court is hereby directed to forward a copy of this resolution to CareerSource Florida and the Regional Workforce Board's Chairperson.

PASSED AND ADOPTED by the Santa Rosa County Board of County Commissioners by a vote of _____ yeas, _____ nays, and _____ absent, in regular session, this _____ day of _____, 2016.

**BOARD OF COUNTY COMMISSIONERS
SANTA ROSA COUNTY, FLORIDA**

**BY: _____
Lane Lynchard - Chairman**

ATTEST:

**_____
Donald C. Spencer, Clerk of the Circuit Court**

Designation Request

DESIGNATION REQUEST AS DIRECT PROVIDER OF WORKFORCE SERVICES

As indicated in the attached statement of intent, CareerSource Escarosa d/b/a Workforce Escarosa and herein referred to as CareerSource Escarosa, with the approval of the CareerSource Escarosa Board of Directors submits the following designation request to the Santa Rosa County Board of County Commissioners for approval. Further approval will be requested from CareerSource Florida. This request for designation follows the process outlined by DEO in their memorandum dated November 18, 2013 describing the process for Designation as One-Stop Operator or Direct Provider of Workforce Services. Current legislation requires CareerSource Escarosa obtain this designation according to DEO Final Guidance FG OSPS-83

That final guidance requires:

1. A description of the revised business model.

CareerSource Escarosa has established a business model that provides a market-driven approach to talent development that prepares individuals seeking employment for the jobs of today and of the future. It provides increased flexibility allowing for a swift response to local demands, economic shifts and strategic priorities. This structure has enhanced the capacity of the regional one-stop system and has proven to provide streamlined delivery of services through the elimination of duplicate management layers and resultant costs.

The Organizational Structure (attached) of the management staff shows that the Executive Director is the sole person responsible and accountable to the Board of Directors for the delivery of services. The Director reports to the Workforce Development Board who has delegated authority to the Board Chair and the Executive Committee to act on their behalf.

The Operations Organizational Structure shows the Executive Director has delegated authority for day-to-day operations management to the Chief Operating Officer who functions as the Chief of Operations. The Chief Operating Officer has authority and responsibility for all programs and services provided through the One-Stop Centers and provides direct supervision to the One-Stop Center staff. Support services for the Operations and Management of the One Stop Centers will be provided by the, Fiscal Representatives, Quality Control Monitors, Regional Security Officer (IT), Information Systems Security Officer, and the Communications/Outreach Representative.

CareerSource Escarosa has consistently acted to maximize the ability of the Regional Workforce Development Board to respond effectively and efficiently to the demands of our customers, both employers and job seekers, within the workforce system in our two-county region. This customer-focused approach has resulted in state-leading performance and excellent customer service.

2. The effective date for when the designation will begin is October 1st, 2016

3. The period of time, not to exceed three years that the RWB will directly provide the service.

This designation as a Direct Provider of Workforce Services is requested to be effective October 1st, 2016 and continue through June 30, 2019. (The organization is currently operating on an extended approval to function without designation as a Direct Provider of Workforce Services through 30 September, 2016.)

4. A Statement of the reason(s) why the RWB has decided to directly provide the workforce services.

Due to continued budgetary decline and associated reduction in staffing levels, a streamlined process for delivering services became necessary. Obtaining the designation to be a direct provider of workforce

services will allow us to continue operating with these efficiencies. With the designation as a Direct Provider of Workforce Services, CareerSource Escarosa will continue to work with our many partners in the region to better meet any new and/or changing needs of our business community and job seekers. It will also allow us to leverage resources of a regional consortium of Northwest Florida workforce boards and economic development partners.

The streamlined flexible process for delivering services that now exists has not only led to excellent performance, it has also resulted in cost savings and the ability to focus more resources on delivery of services. It is in the best interest of CareerSource Escarosa's customers that this RWB continue to provide these services directly. In the past, CareerSource Escarosa operated through a third party provider which resulted in over \$100,000.00 in additional costs annually.

5. A description of how the RWB will establish a "firewall" that clearly separates and defines its existing role as the oversight body for the region's workforce delivery system from its new role as the managing board of directors for those operational services that the board has chosen to directly provide.

In its deliberations on whether to request designation as a Direct Provider of Workforce Services, key points were made to remind all members that the Board's primary mission is one of design, oversight, and policy making and not management of day to day operations. Board members and committees are keenly aware of the distinction in the roles of Board Oversight and the role of staff to manage the operations. The Executive Director has been clearly designated as the sole person accountable to the Workforce Board. All other Board staff report to and take direction from the Executive Director.

The organizational structure includes The Chief Operating Officer who, reports to the Executive Director, and has responsibility for all programs and services provided by the one-stop centers. Program Coordinators provide programmatic support, and direct staff supervision to the programs in their areas of specialization. Quality Assurance Monitors provide internal program monitoring to evaluate program performance, and provide training and technical support in their programs of expertise such as Veterans Services, Universal Services (Wagner Peyser), WIOA Adult and WIOA Youth, Welfare Transition, SNAP, One-Stop Compliance and Military Spouse Programs

The members of the CareerSource Escarosa Board are responsible for the establishment of goals, high-level policy and to direct board staff to develop strategies to achieve those goals and implement policy. Board staff will provide management and operation support of programs. See diagram:

The establishment of this structure and policies by the CareerSource Escarosa Board provides a solid "firewall" between the Board of Directors of CareerSource Escarosa oversight and the conduct of operations / service delivery in this region.

6. An identification of the grant program(s) that currently fund the workforce service delivery model.

CareerSource Escarosa will continue to charge all expenses incurred in accordance with our approved cost allocation plan. Therefore, the costs associated with directly providing the services as proposed shall be allocated or directly charged to all grants

The designation of Direct Provider of Workforce Services will not change the description of grant programs and/or services currently contained in the approved plan and subsequent modifications. All such portions of the plan will remain in effect.

Current Grant Programs:

WIOA Adult
WIOA Dislocated Worker
WIOA Youth
SNAP
Wagner-Peyser
UC
Veterans – DVOP
Veterans – LVER
Welfare Transition
Military Family Advocacy

7. An analysis of the costs of the services that documents the actual reduction in costs with the RWB providing the services rather than contracting that service to another provider, and an estimate of such costs and savings for the upcoming period.

CareerSource Escarosa conducted a cost analysis and estimated that the cost savings of operating as a Direct Provider of Workforce Services would result in a savings of over \$100,000.00 annually. This analysis resulted in the organization's separation from a previous contractual agreement with a third party provider of services.

8. A description of any other anticipated improvement to service delivery and performance outcomes.

CareerSource Escarosa continues to be a top performer on all common measures. During the 2014-2015 program year, CareerSource Escarosa was the top performing region among 24 regions in the state. Through the third quarter of the 2015-2016, CareerSource Escarosa was again a top performer, exceeding all performance requirements (One of only two of the 24 regions with this distinction). This demonstrates the effectiveness of CareerSource Escarosa as a provider services. Designation as a Direct Provider of Workforce Services will ensure that we continue to operate in an efficient and effective manner.

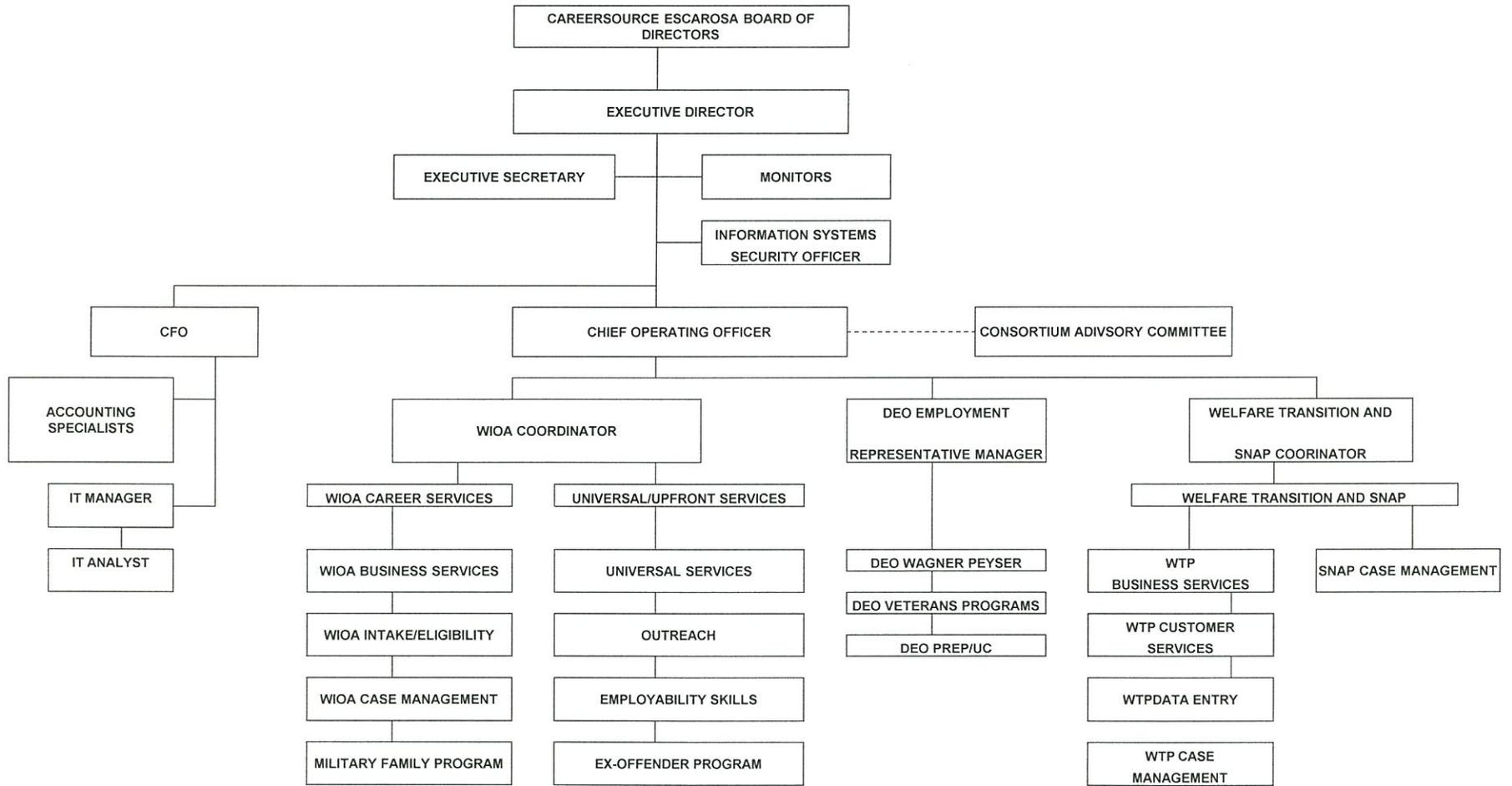
9. Documentation that the public was provided at least 30 days notice to review and comment on the proposed change in service delivery.

This designation will result in no changes to CareerSource Escarosa's current service delivery method. Further, there are no changes to our Workforce Plan which received public comment and was approved by the Santa Rosa County Board of County Commissioners on April 21, 2016.

10. Documentation that the Chief Elected Official has agreed to the planned change in service delivery.

This designation will result in no changes to CareerSource Escarosa's service delivery method

See Attachment 1 – Request for Designation as a Direct Provider of Workforce Services
Attachment 1



Attachment 1

Larry Strain
Board Chairman

Cliff J. Krut
Executive Director

Workforce Escarosa, Inc. dba CareerSource Escarosa's Request for Permission to Provide Direct Workforce Services has been reviewed and approved as attested by placement of our signatures and authorization below.

CareerSource Escarosa

CareerSource Escarosa

Board Chairman: Larry Strain

Executive Director: Cliff Krut

ATTEST: Donald C. Spencer

BOARD OF COUNTY COMMISSIONERS
SANTA ROSA COUNTY, FLORIDA

By: _____
Clerk

By: _____
Lane Lynchard - Chair