



**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2011	2012	2013	2014	2015
Capital Expenditures					
Operating Costs	84,918	254,754			
Operating Revenue					
External Revenues	(84,918)	(254,754)			
Program Income (County)					
In-Kind Match (County)					
<b>NET FISCAL IMPACT</b>	<b>0</b>	<i>* see below</i>			
# ADDITIONAL FTE POSITIONS (Cumulative)	1.5				

Is Item Included In Current Budget? Yes  X  No

Budget Account No.: Fund 1004 Dept 142 Unit 1427 Object Various  
 Program Code Various

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

Florida Department of Education grant - Adult Migrant Program & Services \$339,672

Departmental Fiscal Review: Tauna Malhotra  
6/1/11

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Administration Comments:**

*\* No fiscal impact. The positions requested for approval are 1 FTE Outreach / Direct Services Worker and 0.5 FTE Secretary, who is classified part-time under the grant.*

OFMB	<u>JB</u>	<u>VA</u>	<u>6/8/11</u>	Contract Administration	<u>6/8/11</u>
	<u>6/7</u>	<u>6/7/11</u>	<u>5/6/11</u>		

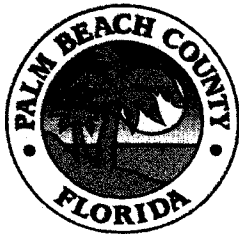
**B. Legal Sufficiency:**

[Signature] 6/9/11  
 Assistant County Attorney Date

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

This summary is not to be used as a basis for payment



Department of Community Services  
 Farmworker Jobs &  
 Education Program  
 810 Datura Street  
 West Palm Beach FL 33401  
 (561) 355-4791  
 FAX: (561) 355-9900  
  
 www.pbcgov.com

**Palm Beach County  
 Board of County  
 Commissioners**

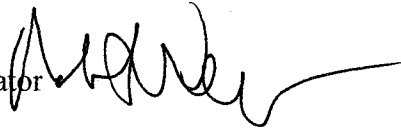
Karen T. Marcus, Chair  
 Shelley Vana, Vice Chair  
  
 Paulette Burdick  
 Steven L. Abrams  
 Burt Aaronson  
 Jess R. Santamaria  
 Priscilla A. Taylor

**County Administrator**  
 Robert Weisman

"An Equal Opportunity  
 Affirmative Action Employer"

**MEMORANDUM**

**TO:** Karen T. Marcus, Chair and the  
 Board of County Commissioners

**FROM:** Robert Weisman  
 County Administrator 

**DATE:** May 09, 2011

**RE:** PY 11-12 Farmworker Program


Pursuant to PPM#CW-F-003 your signature is needed on the Grant Application for \$268,486 with a requested Budget Amendment to fund additional 1.5 full time employees in an amount of \$71,186 for a total of \$339,672. The funds will be utilized to provide education and supportive services to chronically unemployed and underemployed farm workers and their dependents. The Farmworker Program is required to submit a Project Application for the allocation of funds. No County funds are required. (100% Grant funded program)

For thirty five years the Farmworker Jobs and Education Program have been serving the farm worker population of Palm Beach County. This program has been operating under the supervision of the Palm Beach Board of County Commissioners, Community Services Department.

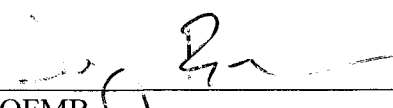
The application was received on April 26, 2011, with instructions to return it on or before June 15, 2011. The emergency signature process is being utilized because there is not sufficient time to submit the application through the regular BOCC agenda process. Staff will submit this item at the Board's July 19, 2011, Commission Agenda.

If additional information is needed, please contact Minerva J. Acosta; (561) 355-4793.

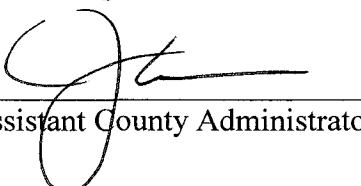
Approved:

  
 Community Svc Fiscal Director

  
 Community Services Director

  
 OFMB

  
 Assistant County Attorney

  
 Assistant County Administrator

# APPLICATION CHECKLIST

## National Farmworker Jobs Program

Submitting Agency's Name: Palm Beach County Board of County Commissioners

**Note:** Applications must adhere to instructions in the section titled - **Technical/Formatting and other Application Submission Requirement.**

Placement Order	Item	DOE Staff	
		Complete	Incomplete
		✓ Check appropriate box below	
<b>ITEMS</b>			
1	DOE 100A, Project Application (with original signature)	√	
2	DOE 101 S, Budget Narrative Form	√	
3	Student Performance Form (include as is)	√	
4	Plan Vs. Actual Progress Report Form	√	
5	Special Conditions for WIA Project Awards Form	√	
6	FY 2012 Staffing Breakout Form	√	
7	GEPA (one page summary)	√	
8	Self-Evaluation Form	√	
9	Application Checklist (this page)	√	
<b>NARRATIVE COMPONENTS</b>			
10	1. Project Abstract or Summary	√	
	2. Project Need	√	
	3. Labor Market Analysis	√	
	4. Project Design and Implementation (a through g)	√	
	5. Evaluation	√	
	6. Support for Next Generation Strategic Imperatives	√	
	7. Dissemination Plan	√	
	8. Budget – this narrative is in addition to the DOE 101	√	
<b>Private Colleges, Community-Based Organizations and Other Agencies</b> <u>must</u> include the following:			
11	• List of current Board of Directors and Articles of Incorporation		
	• Copy of current operating budget		
	• Copy of current audit report – if available		
	• Copy of Chart of Accounts		
	• General Terms, Assurances and Conditions for Participation in Federal and State Programs		
	• Proof of eligibility to operate a business in Florida (signed document from Florida Secretary of State)		

**FLORIDA DEPARTMENT OF EDUCATION  
Project Application**

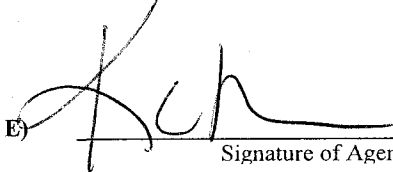
TAPS Number  
12BO15

<b>Please return to:</b> Florida Department of Education Bureau of Grants Management Room 325B Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0498 Suncom: 205-0498	<b>Program Name:</b> <p align="center"><b>National Farmworker Jobs Program WIA Section 167 Discretionary Fiscal Year 2011-2012</b></p>	<p align="center"><b>DOE USE ONLY</b></p> Date Received						
<b>B) Name and Address of Eligible Applicant:</b> Palm Beach County Board of County Commissioners 810 Datura Street, West Palm Beach, FL 33401		Project Number (DOE Assigned)						
<b>C) Total Funds Requested:</b> <p align="center">\$ 268,486.00</p> <hr/> <p align="center"><i>DOE USE ONLY</i></p>	<b>D) Applicant Contact Information</b> <table border="1"> <tr> <td data-bbox="597 811 1058 924">                     Contact Name: Minerva Acosta                 </td> <td data-bbox="1058 811 1526 924">                     Mailing Address: 810 Datura Street, West Palm Beach, FL 33401                 </td> </tr> <tr> <td data-bbox="597 924 1058 1010">                     Telephone Number: (561) 355-4793                 </td> <td data-bbox="1058 924 1526 1010">                     SunCom Number:                 </td> </tr> <tr> <td data-bbox="597 1010 1058 1096">                     Fax Number: (561) 355-9900                 </td> <td data-bbox="1058 1010 1526 1096">                     E-mail Address: macosta@pbcgov.org                 </td> </tr> </table>		Contact Name: Minerva Acosta	Mailing Address: 810 Datura Street, West Palm Beach, FL 33401	Telephone Number: (561) 355-4793	SunCom Number:	Fax Number: (561) 355-9900	E-mail Address: macosta@pbcgov.org
Contact Name: Minerva Acosta	Mailing Address: 810 Datura Street, West Palm Beach, FL 33401							
Telephone Number: (561) 355-4793	SunCom Number:							
Fax Number: (561) 355-9900	E-mail Address: macosta@pbcgov.org							

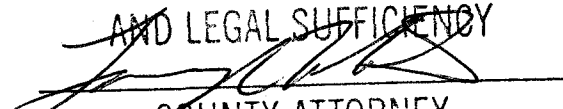
**CERTIFICATION**

I, **Karen T. Marcus**, (*Please Type Name*) do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.

  
 Signature of Agency Head

DOE 100A  
 Revised 12/07

APPROVED AS TO FORM  
 AND LEGAL SUFFICIENCY  
  
 COUNTY ATTORNEY

# FLORIDA DEPARTMENT OF EDUCATION PROJECT AMENDMENT REQUEST

<b>Please return to:</b> Florida Department of Education <b>GRANTS MANAGEMENT</b> Room _____ Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 (850) _____	<b>DOE USE ONLY</b>  Date Received:
	<b>PROGRAM NAME</b> <u>Farmworker Jobs &amp; Education Program</u>
<b>A) Agency Name</b> Palm Beach County <u>Board of County Commissioners</u>	<b>B) Amendment Number</b> 1
<b>C) Amendment Type</b> <input type="checkbox"/> Program <input checked="" type="checkbox"/> Budget	<b>D) Project Number</b> <b>TAPS Number</b> 760 - 4051A - 1CFJ1                      12B015

E) Amendment Request Contact Information	
Name: Minerva Acosta, Program Coordinator Farmworker Jobs & Education Program	Address: 801 Datura Street West Palm Beach, FL 33401
Telephone: 561 355-4793	SunCom:
Fax: 561 355-9900	E-mail: macosta@pbcbgov.org

**F) Required Signature**

Superintendent/Agency Head \_\_\_\_\_

**G) Narrative**

Palm Beach County is in need of a budget amendment to request the necessary funds to add a new position to the personnel of the Farmworker Program. After several evaluations, we concluded that this program is in need of adding an Outreach/Direct Services Worker position. We are confident that this change will make a positive impact in two of the most important areas of performance; recruitment and placement. This will be part of the effort to continue improving the performance of this program, and to better benefit our clientele.

Job Duties: Determine client's eligibility for services and case file documentation in accordance with State, Federal and Farmworker Program Title I, Section 167. Reach out to employers and business in the community for the developing of job opportunities. This will be by personal and telephone contacts with various employers in the business industry and government. Provide guidance to develop an achievable employment plan. Responsible for encouraging employers in the development of subcontracts for OJT's)

The amount requested to cover the Outreach/Direct Services position will be as follow:  
 Salary \$28,228, Benefits \$15,636. Total \$43,864

DOE 150  
05/05

**APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY**  
  
 COUNTY ATTORNEY

John L. Winn, Commissioner



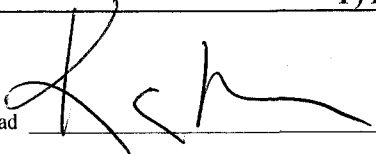
# FLORIDA DEPARTMENT OF EDUCATION PROJECT AMENDMENT REQUEST

<b>Please return to:</b> Florida Department of Education <b>GRANTS MANAGEMENT</b> Room _____ Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 (850) _____	<b>DOE USE ONLY</b> Date Received: _____ <hr/> <b>PROGRAM NAME</b> <u><b>Farmworker Jobs &amp; Education Program</b></u>
<b>A) Agency Name</b> <p style="text-align: center;"><b>Palm Beach County Board of County Commissioners</b></p>	<b>B) Amendment Number</b> <p style="text-align: center;">2</p>
<b>C) Amendment Type</b> <input type="checkbox"/> Program <input checked="" type="checkbox"/> Budget	<b>D) Project Number</b> <b>TAPS Number</b> <p style="text-align: center;"><u><b>760 - 4051A - 1CFJ1</b></u>                      <u><b>12B015</b></u></p>

### E) Amendment Request Contact Information

<b>Name:</b> Minerva Acosta, Program Coordinator Farmworker Jobs & Education Program  <b>Telephone:</b> 561 355-4793  <b>Fax:</b> 561 355-9900	<b>Address:</b> 801 Datura Street West Palm Beach, FL 33401  <b>SunCom:</b>  <b>E-mail:</b> macosta@pbcgov.org
--	--

### F) Required Signature

  
 Superintendent/Agency Head \_\_\_\_\_

### G) Narrative

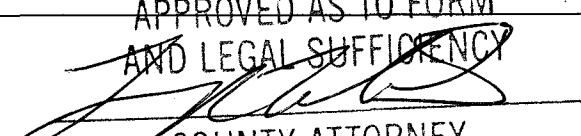
The Palm Beach County Farmworker Program is in need of a budget amendment to cover the full cost of salary and fringe benefits to upgrade the Secretary position, from a part time to a full time position. Amendment will start being effective on PY 11-12, July 01, 2011 through June 30, 2012.

The amount requested to cover the Secretary full time salary and benefits for PY 11-12 will be \$27,322

This position was demoted to a part time position effective July 01, 2010, which has created a high load of work for the Coordinator and other staff of this program. The person on this position is responsible for work recurring and nonrecurring secretarial and clerical duties.

The secretary job duties and responsibilities include but not limited to; Attends meetings, takes and transcribe staff meetings minutes, keeps staff appointment calendar, receives and screen callers, composes routine correspondence, type correspondence, forms, and reports, processes forms and records such as agenda item, purchasing order, and participants payroll to keep the operation of the division running efficiently.

DOE 150  
05/05

APPROVED AS TO FORM  
 AND LEGAL SUFFICIENCY  
  
 COUNTY ATTORNEY

John L. Winn, Commissioner



A) Palm Beach County Farmworker Program  
 District/Agency Name

B) 760 - 4051A - 1CFJ1  
 Project Number

12B015  
 TAPS Number

C) 001  
 Amendment Number

## FLORIDA DEPARTMENT OF EDUCATION BUDGET AMENDMENT NARRATIVE FORM

D) Total Project Amount Currently Approved <div style="text-align: center; border-top: 1px solid black; margin-top: 5px;">\$ 268,486</div>	E) Total Project Amount resulting from this Budget Amendment <div style="text-align: center; border-top: 1px solid black; margin-top: 5px;">\$339,672</div>
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F) Line Item Description

FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE	AMOUNT INCREASE	AMOUNT DECREASE
	1201	Outreach/Direct Services Worker - Salary (To cover costs associated to staff charged to this category). Staff duties include outreach, recruitment, and visit employers to identify jobs openings in local communities.	1	\$28,228	
	2101	Fringes Benefits (To cover costs associated with staff fringe benefits, Retirement, FICA, Health and Life Insurance, Worker Compensation, and General Liability)	1	\$15,636	
	1201	Secretary - Salary (To cover costs associated to full staff charged to this category).	.5	\$15,599	
	2101	Fringes Benefits (To cover costs associated with staff fringe benefits, Retirement, FICA, Health and Life Insurance, Worker Compensation, and General Liability)	.5	\$11,723	
				<b>\$71,186.00</b>	

**Total**

**Total**





A) Palm Beach County Board of County Commissioners

Name of Eligible Recipient/Fiscal Agent

C) TAPS Number

B) \_\_\_\_\_

DOE Assigned Project Number

12B015

FLORIDA DEPARTMENT OF EDUCATION  
BUDGET NARRATIVE FORM

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE POSITION	AMOUNT	% ALLOCATED to this PROJECT	ALLOWABLE DOE USE ONLY	REASONABLE DOE USE ONLY	NECESSARY DOE USE ONLY
	1201	Program Coordinator salary - responsible for the general management of the program, staff and operation of two offices.	1	\$ 45,261.00	100%			
	1201	Farmworker Counselor - Responsible for recruitment, enrollment, career counseling, education, and placement of clients.	1	\$ 35,766.00	100%			
	1201	Farmworker Counselor - Responsible for recruitment, enrollment, career counseling, education, and placement of clients.	1	\$ 35,766.00	100%			
	1201	Secretary - responsible but not limited to for clerical work and support the staff in program operation.	0.5	\$ 15,599.00	100%			
	2101	Program Coordinator Benefits-FICA, health Insurance, and Retirement	1	\$ 26,177.00	100%			
	2101	Farmworker Counselor Benefits-FICA, Health Insurance, and Retirement	1	\$ 20,179.00	100%			
	2101	Farmworker Counselor Benefits-FICA, Health Insurance, and Retirement	1	\$ 17,276.00	100%			
	2101	Secretary Benefits-FICA, Health Insurance, and Retirement	0.5	\$ 11,723.00	100%			
	2401	Employees Worker Compensation. Required By the Risk Management Department.		\$ 388.00	100%			
	3103	Medical Health Care Services-Physical Exams and Medical Assistance for Participants.		\$ 100.00	100%			

	3128	Investigative services-Background Checks for Child Care Workers.		\$ 100.00	100%			
	3401	Other Contactual Services (On-The-Job-Training) to Reimburse Private Sector Employers.		\$ 1,000.00	100%			
	3438	Related Emergency Assistance for Clients. (Food, Bus Passes, Etc.)		\$ 1,000.00	100%			
	4007	Out-of-County Travel to Coordinators Meetings and Staff Development Trainings.		\$ 2,000.00	100%			
	4007	In-County Mileage-for Outreach, Recruitment, Job Developmetn and Follow Up with Clients.		\$ 3,200.00	100%			
	4101	Communications Services-Telephone Services in two Offices.		\$ 550.00	100%			
	4205	Postage - To Mail Reports to Grantors and Follow Up letters to Participants.		\$ 100.00	100%			
	4301	Utilities-To Pay Water and Electric Services for Satellite Office in Belle Glade.		\$ 3,500.00	100%			
	4406	Rent Office Equipment. To pay rental of Copy machine for the Belle Galde Office.\$90.00 a month x 12.		\$ 1,080.00	100%			
	4410	Rent-To maintain Satellite Office for the Glades Area. (\$613.00 a month x 12)		\$ 7,367.00	100%			
	4502	Casualty Self Insurance for Clients-Required by Palm Beach County Risk Management Department.		\$ 2,508.00	100%			
	4610	Maintanence Building-Cleaning Serv. for Belle Glade Office. Two times per wk. (\$157.17 x 12= \$1886.04 + \$95.00 charged 2x a year for changing the air filter). \$2076.04		\$ 2,076.00	100%			
	4620	Repair of equipment-Emergency repair of Office Machines/Equipment.		\$ 50.00	100%			
	4703	Graphics Chargers-Printing of Staff Business Cards, Envelops, and Letter Head Paper.		\$ 219.00	100%			
	4931	Allowances-Paid to Participants Inrolled in Classroom Training In Accordance wit Program Policy.		\$ 16,021.00	100%			
	4941	Registartion Fees (Staff)-For Staff Attendance to Conferences, Workshops, and Staff Development.		\$ 876.00	100%			

	5101	Office Supplies-Supplies and Consumables (Staff) - Supplies to Run Two Offices		\$ 1,210.00	100%			
	5111	Office Furniture and Equipment. For two Offices.		\$ 194.00	100%			
	5220	Supplies and Consumables (Staff) to Buy Water for the Satellite Office.		\$ 72.00	100%			
	5401	Subscription to Newslite-To Pay Annual Subscription to AFOP Newsletter. \$250.00 each		\$ 250.00	100%			
	5402	Tuition Fees (Clients) - Tuition For Students Attending Vocational Schools and Adult Education Programs.		\$ 15,659.00	100%			
	5402	Texbooks And Workbooks - To Buy Books for Courses (Clients)		\$ 1,000.00	100%			
	5402	Testing Fees - GED Test or State Board of Nursing Exam.		\$ 219.00	100%			
<b>D) TOTAL</b>				<b>\$ 268,486.00</b>				

DOE 101 S  
Rev. 08/10

**DOE USE ONLY (Program)**

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**DOE USE ONLY (Grants Management)**

I certify that the cost for each line item budget category has been evaluated and determined to be allowable as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**STUDENT PERFORMANCE / PROJECT EVALUATION - WIA Title I, Section 167 NFJP– Submit this form as is with application.**

<b>(1) Name of Service and Brief Description</b> (Scope of Work)	<b>(2) Method of Evaluating Performance</b> (Criteria)	<b>(3) Method of DOE Verification</b> (Evidence)	<b>(4) Timelines for Data Collection</b>
<b>1)Total Participants Enrolled</b> – Number of applicants who meet the WIA, Title I, Section 167 eligibility requirements and are provided at least one Assisted Core Service	100% of DOE negotiated goal in Plan Vs Actual Progress Report Form	Management Information System of the DOE/AMPS Office	By the fifth of the month following the month for which activities are reported
<b>2)Total Participants Entering Employment</b> – Number of participants that are job placed after receipt of Core, Intensive, Training, and/or Related Assistance Services	100% of the DOE negotiated goal in Plan Vs Actual Progress Report Form	Management Information System of the DOE/AMPS Office	By the fifth of the month following the month for which activities are reported
<b>3)Total Participants Completing a Training Service</b> – Number of participants that have completed a minimum of one training service, such as vocational, occupational, on-the-job training, cooperative education or entrepreneurial training	100% of negotiated goal in Plan Vs Actual Progress Report Form	Management Information System of the DOE/AMPS Office	By the fifth of the month following the month for which activities are being reported
<b>4)Total Participants Attaining a Credential</b> – Number of participants that have exited and attained a recognized credential, such as the GED, an occupational license or certificate	100% of the negotiated goal in the Plan Vs Actual Progress Report Form	Management Information System of the DOE/AMPS Office	By the fifth of the month following the month for which activities are reported
<b>5)Literacy/Numeracy Gains</b> – Number of participants who have exited and attained a minimum of one grade increase in either English reading or mathematics	100% of the negotiated goal in Plan Vs Actual Progress Report Form	Management Information System of the DOE/AMPS Office	By the fifth of the month following the month for which activities are reported
<b>6)Follow-up Wage Rates</b> – Wages at placement	100% of negotiated goal in Plan Vs. Actual Progress Report Form	Management Information System of the DOE/AMPS Office	By the fifth of the month following the month for which activities are reported
<b>7)Retention Rate</b> – Measured at second and third quarters after placement	Retention rate of 70% of those placed in unsubsidized employment	Management Information System of the DOE/AMPS Office	By end of third quarter after exit quarter

**Attachment D**  
**Plan Vs. Actual Progress Report Form**

Project Name: Palm Beach County		Quarter I		Quarter II		Quarter III		Quarter IV	
(Numbers are cumulative, by Quarter, except for Carried Over, which is constant)		July 1 – September 30, 2011		October 1 – December 31, 2011		January 1 – March 31, 2012		April 1 – June 30, 2012	
		Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual
A	Total Participants*	51		72		89		106	
A1	New Participants	16		37		54		71	
A2	Participants Carried Over	35		35		35		35	
B	Participant Outcomes								
B1	Entered Employment*	9		21		31		38	
B2	Completed Training Service*	5		20		24		29	
C	Number Participants Exiting	11		23		31		38	
C1	Attained a Credential*	5		7		11		18	
C2	Literacy/Numeracy Gain*	5		7		11		18	
C3	Other Exits								
D	Participants On-Board (End of Period)	40		49		58		68	
E	Participants Enrolled in Program Services								
E1	Core Services	51		72		89		106	
E2	Intensive Services	51		72		89		106	
E3	Training Services	22		32		35		43	
E4	Related Assistance Services	22		32		35		43	

(A) **Total Participants\*** – Total number of participants enrolled in the program. (A1) plus (A2) must equal (A). Goal is 100% or better.

(A1) **New Participants** - Total number of new participants enrolled in the program during the current program year.

(A2) **Participants Carried Over** – Total number of participants carried over from previous program year. This number is constant for all four quarters.

(B) **Participant Outcomes** – Leave blank

(B1) **Entered Employment\*** - Number of participants placed on a job. Goal is 100% or better.

(B2) **Completed Training Service\*** - Number of participants that have completed a minimum of one Training Service. Training Services include vocational, occupational, OJT, Cooperative Education or Entrepreneurial training. Goal is 100% or better.

(C) **Number Participants Exiting** - Number of participants who have exited from the program at the end of the quarter.

(C1) **Attained a Credential\*** - Number of participants who have exited and attained a recognized credential. Credentials include High School Diplomas, GED, Associate or Bachelors Degrees, Occupational License, Occupational Skill certificate or Ready to Work certificate. Goal is 100% or better. (C1) is a subset of (C).

(C2) **Literacy/Numeracy Gains\*** - Number of participants who have exited and attained a literacy/numeracy gain, which is measured by a one grade increase in either English reading or Math. Goal is 100% or better. (C2) is a subset of (C).

(C3) **Other Exits** - Number of participants who have exited and did not attain a credential or demonstrate at least one grade level increase. (C3) is a subset of (C). Leave blank.

(D) **Participants On-Board (End of Period)** - Currently active in the program. (A) minus (C) must equal (D).

(E) **Participants Enrolled in Program Services** - (E1) must equal (A). Others can be duplicative counts.

Revised – March 3, 2011

**Attachment D**  
**Plan vs. Actual Progress Report**

Project Name: Palm Beach County (Numbers are cumulative, by Quarter, except for Carried Over, which is constant)		Quarter I July 1 – September 30, 2010		Quarter II October 1 – December 31, 2010		Quarter III January 1 – March 31, 2011		Quarter IV April 1 – June 30, 2011	
		Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual
<b>A</b>	Total Participants	51	54	72	76	89	83	106	
<b>A1</b>	New Participants	16	18	37	39	54	46	71	
<b>A2</b>	Participants Carried Over	35	36	35	37	35	37	35	
<b>B</b>	Participant Outcomes								
<b>B1</b>	Entered Employment	9	6	21	13	31	20	38	
<b>B2</b>	Complete Training Service	5	14	20	23	24	29	29	
<b>C</b>	Number Participants Exiting	11	1	23	12	31	32	38	
<b>C1</b>	Attained a Credential	5	0	7	6	11	14	18	
<b>C2</b>	Literacy/Numeracy Gain	5	1	7	7	11	16	18	
<b>C3</b>	Other Exits				2		9		
<b>D</b>	Participants On-Board (End of Period)	40	53	49	64	58	51	68	
<b>E</b>	Participants Enrolled in Program Services								
<b>E1</b>	Core Services	51	54	72	76	89	83	106	
<b>E2</b>	Intensive Services	51	54	72	76	89	83	106	
<b>E3</b>	Training Services	22	25	32	36	35	40	43	
<b>E4</b>	Related Assistance Services	22	38	32	46	35	50	43	

**Directions for Completing the Plan vs. Actual Progress Report Form**

- (A) **Total Participants** – Total number of participants enrolled in the program. (A1) plus (A2) must equal (A). Goal is 100% or better.
- (A1) **New Participants** - Total number of new participants enrolled in the program during the current program year.
- (A2) **Participants Carried Over** – Total number of participants carried over from previous program year. This number is constant for all four quarters.
- (B) **Participant Outcomes** – Leave blank
- (B1) **Entered Employment** - Number of participants placed on a job. Goal is 100% or better.
- (B2) **Complete Training Service** - Number of participants that have completed a minimum of one Training Service. Training Services include vocational, occupational, OJT, Cooperative Education or Entrepreneurial training. Goal is 100% or better.
- (C) **Number Participants Exiting** - Number of participants who have exited from the program at the end of the quarter.
- (C1) **Attained a Credential** - Number of participants who have exited and attained a recognized credential. Credentials include High School Diplomas, GED, Associate or Bachelors Degrees, Occupational License or Occupational Skill certificate. Goal is 100% or better. (C1) is a subset of (C).
- (C2) **Literacy/Numeracy Gains** - Number of participants who have exited and attained a literacy/numeracy gain, which is measured by a one grade increase in either English reading or Math. Goal is 100% or better. (C2) is a subset of (C).
- (C3) **Other Exits** - Number of participants who have exited and did not attain a credential or demonstrate at least one grade level increase. (C3) is a subset of (C).
- (D) **Participants On-Board (End of Period)** - Currently active in the program. (A) minus (C) must equal (D).
- (E) **Participants Enrolled in Program Services** - (E1) must equal (A). Others can be duplicative counts.

Revised – February 1, 2008

## Attachment D

### Plan vs. Actual Progress Report

Project Name: Palm Beach County		Quarter I		Quarter II		Quarter III		Quarter IV	
(Numbers are cumulative, by Quarter, except for Carried Over, which is constant)		July 1 – September 30, 2009		October 1 – December 31, 2009		January 1 – March 31, 2010		April 1 – June 30, 2010	
		Plan	Actual	Plan	Actual	Plan	Actual	Plan	Actual
A	Total Participants	63	60	86	68	109	89	132	101
A1	New Participants	22	25	51	33	74	54	97	66
A2	Participants Carried Over	35	35	35	35	35	35	35	35
B	Participant Outcomes								
B1	Entered Employment	11	3	25	12	39	17	52	29
B2	Complete Training Service	6	17	24	27	30	31	37	44
C	Number Participants Exiting	13	2	28	15	38	30	48	43
C1	Attained a Credential	6	2	8	12	14	21	23	22
C2	Literacy/Numeracy Gain	6	2	8	12	14	21	23	29
C3	Other Exits		0		1		5		6
D	Participants On-Board (End of Period)	50	58	58	53	71	59	84	58
E	Participants Enrolled in Program Services								
E1	Core Services	63	60	86	68	109	89	132	101
E2	Intensive Services	63	60	86	68	109	89	132	101
E3	Training Services	28	30	38	35	43	52	57	60
E4	Related Assistance Services	28	35	38	35	43	48	57	59

#### Directions for Completing the Plan vs. Actual Progress Report Form

- (A) **Total Participants** – Total number of participants enrolled in the program. (A1) plus (A2) must equal (A). Goal is 100% or better.
- (A1) **New Participants** - Total number of new participants enrolled in the program during the current program year.
- (A2) **Participants Carried Over** – Total number of participants carried over from previous program year. This number is constant for all four quarters.
- (B) **Participant Outcomes** – Leave blank
- (B1) **Entered Employment** - Number of participants placed on a job. Goal is 100% or better.
- (B2) **Complete Training Service** - Number of participants that have completed a minimum of one Training Service. Training Services include vocational, occupational, OJT, Cooperative Education or Entrepreneurial training. Goal is 100% or better.
- (C) **Number Participants Exiting** - Number of participants who have exited from the program at the end of the quarter.
- (C1) **Attained a Credential** - Number of participants who have exited and attained a recognized credential. Credentials include High School Diplomas, GED, Associate or Bachelors Degrees, Occupational License or Occupational Skill certificate. Goal is 100% or better. (C1) is a subset of (C).
- (C2) **Literacy/Numeracy Gains** - Number of participants who have exited and attained a literacy/numeracy gain, which is measured by a one grade increase in either English reading or Math. Goal is 100% or better. (C2) is a subset of (C).
- (C3) **Other Exits** - Number of participants who have exited and did not attain a credential or demonstrate at least one grade level increase. (C3) is a subset of (C).
- (D) **Participants On-Board (End of Period)** - Currently active in the program. (A) minus (C) must equal (D).
- (E) **Participants Enrolled in Program Services** - (E1) must equal (A). Others can be duplicative counts.

Revised – February 1, 2008



## **Attachment E**

### **Special Conditions for WIA, Section 167 Project Awards Form**

#### **General**

The project recipient agrees that it will fully comply with the requirements of the Workforce Investment Act (WIA) and all federal regulations, policies, or procedures that may replace or modify WIA Title I, Section 167.

The project recipient agrees that it will fully perform the services prescribed in the Project Application and will comply with all terms and conditions set forth, including all other applicable federal, state, and local laws, regulations, or policies.

#### **Cost Standards**

The project recipient agrees that WIA Title I, Section 167 funds may only be used for activities allowable under WIA Title I, Section 167. Costs must be necessary and reasonable for proper and efficient performance and administration of the project. A cost is allocable to a particular project grant if the goods or services involved are chargeable or assigned to such project grant in accordance with relative benefits received. This would include the cost for compensation of employees for the time devoted and identified specifically to the performance of the project, cost of materials acquired, consumed, or expended specifically for the purpose of the project, and equipment and other approved capital expenditures.

#### **Program Goals and Standards**

The project recipient agrees that the Florida Department of Education may discontinue the project award, not refund the project recipient, or impose special conditions if the project recipient has failed to provide services specified herein or in the project award, or failed to achieve goals and performance standards.

#### **Property Standards**

The project recipient may purchase items/property with a value or cost less than \$500 without prior written approval from the Department of Education. However, all purchases must be necessary for the support of staff and/or participants and considered allowable activities WIA Title I, Section 167. Project recipients must request written permission from the Department of Education to purchase items/property with a value or cost of \$500 or more. Property is defined as equipment, fixtures, and other tangible personal property of a non-consumable and non-expendable nature, with a value or cost of \$500 or more and the normal expected life is one year or more. The project recipient agrees that items purchased with WIA Section 167 funds and defined as property with a cost of \$500 or more may be inventoried by the Florida Department of Education.

#### **Program Costs**

The project recipient agrees that administration expenses for the program year may not exceed five (5%) percent, including indirect cost, of total expenditures on the final report. Total expenditures are defined as the amount reported as Total All Categories (line 13) on the Florida Department of Education's Form DOE-599, Project Disbursement Report. Administration expenses are defined as those expenses reported in the Total Administration (line 9) cost category on the State of Florida, Department of Education's Form DOE-599, Project Disbursement Report.

#### **Staff Costs**

The project recipient agrees that staff whose total annual compensation is derived from WIA Title I, Sections 167 funds shall contribute 100% of compensated time to completion of approved WIA Title I, Section 167

project activities. Project recipient staff positions funded in part by WIA Title I, Section 167 funds in combination with any other funds will be charged on a proportional basis based on actual activities. The project recipient agrees that prior written authorization from the Department of Education will be required to make changes to direct personnel costs charged to the budget.

### **Travel Costs**

The project recipient agrees that all staff charging travel costs to WIA Title I, Section 167 funds must derive all or part of their salary from WIA Title I, Section 167 funds and the travel must relate to WIA Title I, Section 167.

### **Travel Approval**

Recipients must request prior permission, in writing, from the Director, Adult Migrant Program and Services of the Florida Department of Education for approval to charge out-of-state travel. Approval will be given only if such travel supports goals of WIA Title I, Section 167. Travel must comply with Section 112.061, Florida Statutes, as outlined in Section H of the **Green Book**, available at: <http://www.fldoe.org/comptroller/gbook.asp>

### **Record Retention**

The project recipient agrees to retain all records pertinent to the project award including financial, statistical, property and participant records, and supporting documentation for three years from the final closing date of the project award. If at the end of three years, there is ongoing litigation or an outstanding audit involving those records, the project recipient shall retain the records until resolution of the litigation or audit.

### **Reports Required**

Project recipients will be provided guidance in order to determine and document participant eligibility along with other necessary form masters for efficient and standardized program operation.

### **Monthly Reports**

Copies of the DOE-599, Project Disbursement Report, must be submitted monthly to the Comptroller and the Adult Migrant Program and Services Section Office no later than ten (10) days following the close of the reporting month. Program forms will be submitted to the Adult Migrant Program and Services Section Office no later than the fifth day of the following month for which activity is being reported. Intake and eligibility certification documentation must be submitted in hard copy and electronic form.

### **Individual Employment Plan**

The Individual Employment Plan (IEP) with attached Counseling Notes Form provided by the Adult Migrant Program and Services Section will be completed for each participant prior to receipt of training services. The IEP establishes goals for the individual, denotes barriers, provides a service plan, identifies service delivery agents, as well as results of formal testing and participant progress via counseling notes.

### **Operational Guidelines and Internal Procedures**

Project recipients must implement project operation as instructed in the WIA, Title I, Section 167 "Program Operation and Management Manual" and "Record Keeping and Reporting Manual" no later than July 31 of the program year. Adult Migrant Program and Services Section Office will make manuals and forms available in electronic form.

### **Personnel Changes**

Recipients will notify the Director of the Adult Migrant Program and Services Section, Florida Department of Education, of any personnel changes, in writing, within five (5) days of any such change.

**Close-Out**

Each project must be closed out promptly after expiration or termination. Final expenditure report is due to the Office of the Comptroller no later than August 20 following the close of the Program Year. One copy must be submitted to the Adult Migrant Program and Services Section Office. In the event that the business operations of the project recipient agency are suspended, such agency will deliver the most current program records within 30 days of the close of business to the Adult Migrant Program and Services Section Office. The Florida Department of Education may terminate the project award for cause. In this event, a written termination notice will be prepared by the Adult Migrant Program and Services Section Office to become effective thirty (30) days after such notice is given. In closing out projects, the following shall be observed:

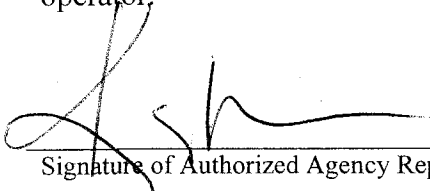
The close out of a project does not affect the retention period for records or access rights by federal or state personnel. If a project is closed out without an audit, the Florida Department of Education retains the right to disallow an appropriate amount after fully considering any recommended disallowance resulting from a subsequent audit.

**Audits**

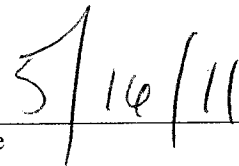
Private nonprofit organizations must provide an audit prepared in accordance with U. S. Department of Labor laws and regulations to the Office of the Comptroller and the Adult Migrant Program and Services Section Office.

**Insurance**

School time compulsory accident insurance will be carried for those participants not qualifying as "employees," and all participants enrolled in work experience programs will be covered under worker's compensation insurance. The project recipient will provide a Student Accident Policy with limits no less than as follows: \$5,000 for accidental death, \$5,000 for accidental dismemberment and a maximum benefit allowance for accident medical expense of \$10,000. Participants may be covered under existing policies of the project operator.

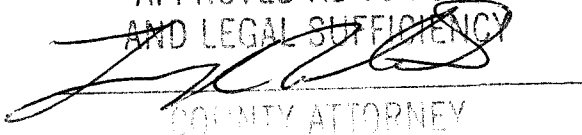


Signature of Authorized Agency Representative



Date

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

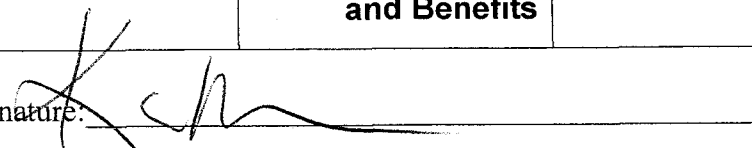


COUNTY ATTORNEY

**Attachment G**  
**PY 2012 Staffing Breakout Form**  
**NFJP/Workforce Investment Act, Section 167**

**Project / Agency:** Palm Beach County Board of County Commissioners


(1) Position Title	(2) Name of Incumbent	(3) Total Annual Salary	(4) Total Annual Benefits and Per Cent	(5) Total Salary Charged to WIA 167 and Per Cent	(6) Total Benefits Charged to WIA 167 and Per Cent
1. Program Coordinator	Minerva Acosta	\$45,261	\$26,177	\$45,261 (100%)	\$26,177 (100%)
2. Farmworker Counselor	Maria Cardenas	\$35,776	\$17,276	\$35,766 (100%)	\$17,276 (100%)
3. Farmworker Counselor	Cynthia McMillan	\$35,766	\$20,179	\$35,766 (100%)	\$20,179 (100%)
4. Secretary	Josephine Gonzalez	\$15,599	\$11,723	\$15,599 (100%)	\$11,723 (100%)
5.					
6.					
	<b>(7) Total of Salary and Benefits</b>	\$132,402	\$75,355		

Supervisor Signature: 

Date: 5/16/11

Instructions: The Florida Department of Education (FDOE) is required to report the above information to the US Department of Labor each Program Year (PY). For all positions to be compensated in whole or part by WIA Section 167 funds:

- (1) Enter the position title and include any vacant positions
- (2) Enter the name of the position incumbent
- (3) Enter the total annual salary of incumbent
- (4) Enter total annual benefits and percentage of salary for incumbent
- (5) Enter the total salary and per cent of salary charged to WIA Section 167
- (6) Enter the total benefits and per cent charged to WIA Section 167
- (7) Enter the total salary and benefit amounts for columns (3), (4), (5), and (6)

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY  
  
COUNTY ATTORNEY

**General Education Provisions Act (GEPA)**

The Palm Beach County Farmworkers Jobs and Education program comply with the General Education Provisions Act (GEPA). It has made provisions to provide equitable access to, and equitable participation in the program, by establishing a "Notice to All Applicants" of the provisions in the General Provisions Act (GEPA).

The Farmworkers Program will provide equitable access or participation to its participants regardless of gender, race, national origin, color disability, or age. Our staff will determine whether these barriers may prevent our participants from such access and participation in the project, and to help them to overcome these barriers if there is any.

The Palm Beach County Farmworker Program will address equity concerns that may affect the ability of participants to participate full in the project. Our staff will ensure that Section 427 of GEPA information is included in each participant application.

**Attachment H**  
**Self-Evaluation Form**  
National Farmworker Jobs Program (NFJP)

Projects recommended for FY 2011-2012 continuation funding must show successful performance accomplishments during the 2010-2011 project year. Any shortfalls or negative answer(s) must be explained below.

Agency name: Palm Beach County Board of County Commissioners County: Palm Beach Date prepared: May 09, 2011

Project # for 2010-2011: 12B015

Form prepared by (name and title): Minerva Acosta, Program Coordinator

Agency project coordinator (name and title): Minerva Acosta, Program Coordinator E-mail: macosta@pbcgov.org

**Cells will expand when text is typed.**

Evaluation of FY 2010-2011 Project	✓ YES	✓ NO	If NO, recipient must adequately explain any changes. Use 12-point font and single spacing.
1. Are grant expenditures directly related to and proportionate with performance outcomes achieved in 2010-2011?	√		
2. Has data for NFJP most recent available performance data for 2010-2011 been reviewed for accuracy by the grantee's project coordinator?	Move		
3. The grantee's project coordinator understands the centralized database system required to enter participant data and provide ongoing case management?	√		
4. The centralized database system's information is used for case management services at the sub-recipient project level?	√		
5. Applicant has received training, technical support, system maintenance, and ongoing updates for the database system?	√		
6. Are the services to be provided to the target population for 2011-2012 consistent with the approved 2010-2011 project plan?	√		
7. Are all applicable collaboration arrangements still in place (financial and non-financial)?	√		

Evaluation of FY 2010-2011 Project	✓ YES	✓ NO	If NO, recipient must adequately explain any changes. Use 12-point font and single spacing.
8. Are grant expenditures directly related to and proportionate with performance outcomes achieved in 2010-2011?	✓		
9. Have all projected performances and grant deliverables been satisfied to date as stated in the 2010-2011 approved application?	✓		

**Address the following:**

**Cells will expand when text is typed.**

10. What was the total amount of your agency's NFJP 2010-2011 funding allocation for this project?	\$268,486.00
11. How much has been spent to date?	\$201,017.85
12. What amount will be spent and/encumbered by June 30, 2011?	\$268,486.00
13. If 100% of the total allocation will not be spent and/or encumbered by June 30, 2011, explain why:	

Any performance shortfalls must be explained by including corrective measures put into place to prevent future shortfalls.

**Please respond here and use as much room as necessary to adequately address:**

Do you need technical assistance? Yes X No   

If yes, to facilitate service, please state your need(s) and your program manager will contact you.

**Please respond here:**

**Florida Department of Education  
Division of Career and Adult Education**

**PROJECTED EQUIPMENT PURCHASES FORM**

Equipment projected to be purchased with funds from this grant must be submitted on this form or in a format that contains the information appearing on this form.

**A) Palm Beach County Board of County Commissioners**  
Name of Eligible Recipient

<b>TAPS Number 12B015</b>
-------------------------------

**B)** \_\_\_\_\_  
Project Number (DOE USE ONLY)

Agencies are accountable for all equipment purchased using grant funds including those below the agencies threshold.

**PROJECTED EQUIPMENT PURCHASES FORM**  
(Cells will expand when text is typed.)

ITEM #	FUNCTION CODE	OBJECT CODE	ACCOUNT TITLE	DESCRIPTION	SCHOOL / PROGRAM	NUMBER OF ITEMS	ITEM COST (\$)	TOTAL AMOUNT (\$)
	A	B	C	D	E	F	G	H
1				NONE				
2								
3								
4								
5								
6								
7								
8								
9								
10								

**Inventory Guidelines**

The following elements are required on the inventory of all equipment purchased.

EDGAR 80.32(d)(1): Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

State Requirements for inventory elements are located in Rule 69I-72.003, Florida Administrative Code, Recording of Property.

Does the agency's inventory system contain all required federal and state elements listed above?  X        
YES NO



## Project Summary

The Farmworker Program has been operating under the Palm Beach County Board of County Commissioners for about thirty-five years. According to the US Census, Palm Beach remains the third largest County in the state. Palm Beach County leads the nation in sugar cane (October - March) and fresh sweet corn (March - July).

The biggest problems related to farm workers poverty are second class health care, inadequate housing and inadequate education. These are the most evident needs amongst the farm workers. Lack of education and job skills training is preventing them from obtaining year-round permanent employment.

Farm workers in Palm Beach County are mainly concentrated in the Western communities of the County, the Glades area; Pahokee, Belle Glade, and South Bay. The residents of the Glades work mostly in agriculture sugar cane fields, vegetables such as lettuce, green beans, sweet corn, bell peppers, radishes, and celery etc., while others are working in packing houses; packing a variety of vegetables.

Some farm workers whom live closest to the East coast commute to the Glades to work in fields owned by large agricultural producers. While some of the farm workers from the Glades commute to work as far as Homestead, Florida. Due to the lack of employment in the Glades communities, farm workers have been moving up north to find employment. Every year a large number of families from the Glades communities migrate to the Northern States; to Georgia to work in the corn fields, and others travel to New Jersey to work in the blueberries,

while some stay in the Glades to wait for the corn and green beans season that starts in March.

### **Program Needs in Palm Beach County**

The Palm Beach County Farmworker Jobs and Education Program statistics of the participants served during PY 09-10 shows that 96.04 percent of participants were **seasonal** farm workers and only 03.96 percent were **migrant** workers. Farm workers usually rely on unstable day labor or other temporary jobs to support themselves and their families.

**The ethnic /racial** makeup of participants is 58.42 percent **Black** and 41.58 percent **Hispanic**. About half of the Black populations are African Americans, whose families have worked in the Glades for generations; the other half are Haitians who have been migrating to United States due to the economic crisis in their Country, (which is considered the poorest Country of the Western Hemisphere).

**African Americans** population has better opportunities for training and employment, as they do not have to overcome the language barrier unlike the other populations.

**Mexican- Americans** - Many do not speak English at all; others have low English skills, while few are bilingual. Many of them have a low grade level of education and lack of a high school diploma. A high number of these clients have never had a job outside of agriculture. For those clients who have language barriers, we refer them to one of the three ESOL programs offered in the Glades:

Palm Beach Literacy Coalition Program, Title I Migrant Program, or Glades Central High School.

**Haitians** – In the Haitian communities one of their most important goals is to learn English, to obtain a better paying job. Many of them speak little English while others do not speak any English. They speak Haitian Creole and French. These clients are referred to the morning or evening ESOL classes offered at three sites. Another barrier Haitians are faced with is transportation, which makes them have to depend on others and makes it harder for them to attend school. After the earthquake in Haiti, a large number of Haitians have arrived to the Glades communities but it has been very difficult to serve those clients due to their lack of English skills.

In the Glades communities reading and math skills are below grade level. According to the statistics of the Florida Department of Education School Accountability Report for school year 2009-2010, in Glades Central High School only 21 percent met the **reading standards** and 63 percent met **math standards**. In Pahokee Middle/High School 34 percent met the **reading standards** while 61 percent met the **math standards**. These statistics show the high need of programs like the Farmworker Program that provides assistance to the farm workers population to achieve economic self-sufficiency.

The **unemployment rate** is high in the Glades Communities with 12.0 percent of people unemployed compared to Palm Beach County that has 10.6 percent unemployment rate. The sugarcane industry provides seasonal employment from October to March, and the corn and green beans season

provides employment from May to July. Seasonal employment is one of the main reasons why farm workers lack year-round permanent employment. According to the Program Statistics for PY 09-10, of all participants served, 50.50 percent lacked work history outside of agriculture and 95.05 percent were unemployed at the time of enrollment.

**Transportation** is another barrier; clients are being faced with when trying to attend school. Many clients do not rely on a personal car. Relying on public transportation takes approximately two hours to travel from the City of Belle Glade to the City of West Palm Beach, where most of the vocational schools, trainings, and better paying jobs are available. The use of public transportation means that they have to leave their houses at 5:00 am to be on the East Coast by 8:00 am. This situation leads to another barrier which is Child Care because Day Care Centers do not open that early, which makes the situation more difficult for those that have small children.

#### **Socio - Economic and Educational Profile**

Many of the farm worker we have served in the past, stated that they began working in the fields at an early age, as young as seven and eight years of age, to help their families with their household and family expenses. A high number of farm worker's children drop out of school without any other job experience other than farm work. In some cases they work an average of two to three hours before going to school. This is an indication of the high drop-out rate within the farm worker's children.

The Florida Department of Education Dropout Rates Report shows that during School Year 2009-2010 Palm Beach County had a 2.8 percent **drop-out rate** and 82.00 percent **graduation rate**. There are two high schools located in the Glades Communities, Pahokee Middle/Senior High School in Pahokee with a Florida **graduation rate** of 81.3, a 91.7 **percent free & reduced lunch**, and 98.0 **percent minority rate**. While Glades Central High School has a Florida **graduation rate** of 82.3 percent, 91.0 **percent free & reduced lunch**, and 99.0 **percent minority rate**. Compared to Alexander Dreyfoos Jr. School of the Arts located in West Palm Beach, with a 99.7 **percent graduation rate**, 16 percent **free & reduced lunch**, and 40 **percent minority rate**.

The Farmworker Program Statistics Report for participants served during PY 09-10 shows that a 51.49 percent of the participants **dropped-out of school**, 74.26 percent had a reading skill below the 9<sup>th</sup> grade level, 75.26 percent had a math skill below 9<sup>th</sup> grade level, and 18.81 had limited English skills.

#### **Services and Activities**

The Counselors are constantly collaborating, and coordinating their efforts with other partner agencies; Pahokee Middle/Senior High School, Glades Central High School, Redland Christian Migrant Association (RCMA), Pahokee and Belle Glade Pioneer Beacon Centers, Title I Migrant Program, Glades Initiative Inc., Workforce Alliance, and many other agencies. This effort and collaboration helps this program to reach out to these partners, parents and clients. This will continue opening the doors for the recruitment of **new participants**.

The **initial assessment** is one of the most important steps in the enrollment process. This assessment will help the program staff to identify and match the applicant's skills and determine attitudes. The Counselors will discuss training opportunities and local labor market information with the applicant. This information is available to clients and staff through Employ Florida Market Place, the computerized job bank that is updated daily and contains thousands of job listings.

The staff is always informed of employment opportunities by direct contact with local employers, Workforce Alliance Business Consultants, and the employflorida.com website.

For those who are just **seeking employment**, the Counselors will provide them with job search assistance. These clients will be referred to Workforce Alliance workshops to help the participants improve their job search methods. The topics include; resume writing, proper dressing, job seeking strategies, and interview techniques. If the participant is ready for training services, the Counselors will review and discuss the client's skills, career of interest, and employment goal.

The staff will determine the applicants **income eligibility** according to the Federal Poverty Guidelines and 70% Lower Standard Income Levels (LLSIL). The farm work income earned will be determined by using the applicant's pay stubs, W2's or the SUNTAX wages report. Once it's determined that the applicant meets the income guidelines mandate by this program, the Counselor

will schedule an appointment for a more in-depth assessment of the individual's interest and skills.

To determinate the applicants grade level; they must complete the test for **Adult Basic Education (TABE)** and for English Speakers of other Languages (ESOL), the School District has adopted the Comprehensive Adult Student Assessment System (CASAS), which we do not use on a regular basis.

To determine an applicant's career of interests we use the **CHOICES Career Assessment** tool which is a web based program. This is an assessment of individual skills to help the clients identify their strengths, interest, and areas needing improvement.

The Counselors use the **Individual Employment Plan (IEP)** to record the customer's progress through intensive training and related assistance services. The applicants will have the opportunity to express their opinions and desires based on the results of the assessments (TABE and CHOICES.) Using the IEP the Counselor and the participant's outline a plan to deal with the obstacles and barriers to complete vocational training. All referrals must be indicated on the Individual Employment Plan (IEP).

The Farmworker Program may help the participants to remove some of the barriers that stand in their way to accomplish their career and employment goals. For other barriers such as child care, health benefits, bus passes, and housing assistance, the Counselors will refer the clients to one of our partner agencies to assist them to remove those barriers that are beyond our control.

**The allowance payment** - participants may receive the Basic Allowance based on the school program they are enrolled in. the Related Assistance Payment is based on specific characteristics identified on the Intake Form. The hourly rate can vary from \$2.00 to \$5.15 an hour. The student's attendance is recorded on a time card. The allowance checks are issued on a bi-weekly basis by the County Payroll Department. These cards are handled between school officials and the program staff. Participants are not allowed to handle time cards.

With the many services provided by the WIA Section 167 Program, farm workers can overcome many obstacles that stand in their way to gain the job skills they need to obtain all year around permanent employment.

If the clients are below grade level to register in a vocational training, they will be referred to the Palm Beach State College to register for remedial classes until they improve their grade level. If at the time of enrollment the client is at or beyond the grade level required to enter a vocational training, they will be directly referred to the school for enrollment. If the client lacks a high school diploma, they will be referred to one of the three General Education Diploma (**GED**) Programs offered in the Glades; at Glades Central High School (evening classes), Workforce Alliance (morning and evening classes), or Title I Migrant Program (morning and evening classes). When they have completed the GED program we will re-evaluate the client's skills and career of interest to refer the client to job skill training. If the applicant is a Non English Speaker, they will be referred to the English for Speakers Of other Languages (**ESOL**) Programs offered at Glades Central High School, the Palm Beach Literacy Coalition



Program, or Title I Migrant Program. The ESOL program will help the clients to improve their English skills to have a better outcome when completing a job skill training and job search.

Participants can enroll in **Job Skills Training** such as; Licensed Practical Nurse, Nurse Assistant, Patient Care Technician, Customer Service Representative, Truck Driver, Heavy Equipment Operator, Welding, Construction Trades, Cosmetology, Clerical skills, Child Care training, which are all suitable for those whom would like to work with young children. There are also many others trainings available. For those with limited English, there are jobs in the field of Hospitality, Department Stores, and Food Services, where their language barrier is not a major obstacle for employment.

In the Belle Glade office we have a bilingual Counselor English/Spanish, which helps to better serve the needs of our Hispanic clientele. We still have a great need of hiring a bilingual person English/Creole to better serve the large Haitian population that resides in the Glades communities.

According to the Agency for Workforce Innovation (AWI), Labor Market Statistics, some of the fastest-growing occupations are; License Practical Nurse, Nursing Aide, Medical Assistant, Personal and Home Care Aides. Our program currently has five clients whom are completing the Nurse Assistant Program. This program may enroll six to eight participants in these trainings

According to AWI, Labor Market Statistics, some of the occupations with the most jobs openings in Palm Beach County are; Waitress, Retail Person,

Cashier, Customer Services , Registered Nurse, and Food Preparations. We expect to train three to five participants in these fields.

Child Care Workers continue to be in demand even though a higher standard of preparation is now required. It is now required that a person completes 320 volunteer hours at a Child Care Facility before they can register for the CDA class. This course is available at the local College and online at <https://training01-dcf.myflorida.com>, both in English and Spanish, which is convenient for those clients with language barriers. We expect to enroll four to six participants in the Child Care Program.

Ongoing contacts with local employers will continue to be a very helpful tool for future **job placements**. To secure **job retention** the staff will make sure that the client's skills and career training match the job requirements for the jobs that they will be referred to. We will complete follow-ups with the clients and employers to ensure the participants are complying with their work schedule, punctuality, jobs duties and responsibilities. There are three follow-ups that are to be completed at the end of the 1<sup>st</sup> quarter, 2<sup>nd</sup> quarter, and 3<sup>rd</sup> quarter after Exit/Placement.

## **Narrative Report**

The Palm Beach County Farmworker Program did not meet the 85% percent performance in one out of the five areas of performance planned for the end of the third quarter, March 31, 2011. This year program shows a great improvement compare to March 31, 2010, PY 09-10.

### **March 31, 2011 PY 10-11**

Total Enrolled – 93.26 %  
New Participants – 85.19%  
Total Entered Unsubs. Employment – 64.52%  
Number Exiting – 103.23%  
Cost per Entered Employment - \$6,250 – 0.00%

### **March 31, 2010 PY 09-10**

81.65%  
72.97%  
43.59%  
78.95%  
6250 – 208.02%

The Western part of the County is where we serve the largest clientele, an area of seasonal agricultural employment which is temporary. This has created a lot of social economic problems in the Glades communities. The region's farming-dependent economy is one of the sources for the constant joblessness.

The fear of deportation is another devastating situation among the Hispanic population of Palm Beach County. Scarlet Fave, Social Services Coordinator for the Caridad Health Center in Boynton Beach, who only serves the farm worker population said "at least once a week I see a family in which one of the parents have been detained and eventually ends up in deportation proceedings, in almost all those cases, the problem starts with a minor traffic stop". Bariela, from the Advocacy Center in Palm Beach said "Agents of U.S. Customs and Border Protection have been showing up in public venues in recent months and asked people for their legal documents with no reason to believe they have committed crimes". Palm Beach County is one of the Counties

participating in the ICE Secure Communities Program. This situation has forced many farm worker families to move out of Palm Beach County with the fear of being detained and deported to their country. This situation has created a major obstacle for the **recruitment** and **enrollment** of new participants.

Palm Beach County has been faced with a high **unemployment rate**. Officials in the Glades stated that the unemployment rate in their area has skyrocketed up to 41 percent in recent years. According to Workforce Alliance the unemployment rate in Palm Beach County in March 2011, was 10.6 percent, a decline of 0.5 percentage points from the 11.1 percent rate of the previous month. This is a situation that has continued creating a big impact in the economy of these communities. Therefore our **placement** efforts have continued to be affected by the lack of employment and entry level positions in Palm Beach County, more specifically in the Western part of the County; the Glades communities.

**Placement Barriers:** The Glades communities is an area with a **high drop-out rate** and an alarming way of **criminal activities**. In these communities we still have a high number of job seekers that are **ex felons** with minimal or no job history. It is noted that the Glades prison and jail, are still housing approximately 2,000 inmates of working age. With all these barriers to employment it has become very hard for the residents of the Glades to find employment.

Another major barrier has been the Lack of employment in the area. We have been partnering with Workforce Alliance in many projects but it has been a

big challenge for this program to partner with those programs that will benefit our clientele and screening those clients that will be eligible to receive the services of this program. The Young Adult Program sponsored by Workforce Alliance is the program where we are most successful. As of May 2011, we have five clients, with dual enrollment between this program and Workforce Alliance. These participants are High School students enrolled in the Nurse Assistance Program sponsored by Workforce Alliance. These five young ladies completed the Nurse Assistant training to obtain a Nurse Assistant License. They will be graduating from High School by the end of May 2011. One of the participants has already been accepted at the Nursing Program at Bethune-Cookman University, and one was accepted in the Nursing Program at FAMU.

We have not been successful in partnering with any other programs sponsored by Workforce. Workforce Alliance has been working with the Employed Worker Training Grants for Skill Upgrade and the State-Funded Incumbent Worker Training Grants, in which none of the people participating in those two programs meet the eligibility criteria of the Farmworker Program. Those participants were Project Managers and Quality Control Engineers in need of training to upgrade their skills. The Glades communities have been attracting some jobs but are still faced with a major obstacle; the company working in the remodeling of the Marina in Lake Okeechobee, Pahokee, brings their own workforce. The company stated that it will create a difficult situation for their company to lay off their actual employees to hire a labor force from the local communities.

For several years this program has been facing other several challenges that include short staffing, which continues to affect the performance of the program. A decrease in our budget for PY 10-11, forced us to eliminate a part time Job Developer Position that was created to be responsible for finding and developing job opportunities for those participants whom completed job skills trainings and were ready for job search. We were very confident that this change will make a positive impact in **job placement** and **retention rate** performance.

The budget issue has also created a big impact in the working hours of the Program Secretary. After being a full time employee for almost eight years, she received a demotion to a part time employee. This situation has also created an impact in the Coordinator's jobs duties and responsibilities. As the Program Coordinator, Ms. Acosta, is responsible for the overall operation of the project. Therefore, having to operate the project with short staff has created a difficult situation and some challenges for the staff to comply with the necessary efforts needed to comply with the program performance. Since July 01, 2010, the program has been operating with a part-time Secretary, and operating with only one Counselor, from January 20, 2011, when Ms. Ferrer resigned to her job as one of Farmworker Counselor for the Belle Glade office, until April 11, 2011, when we hired a new Counselor to replace Ms. Ferrer.

### Corrective Action Plan

**Placement** – The correction plan is to continue the effort of working with the local employers, Workforce Alliance, and our partner agencies to identify potential candidates and expected job openings. The Program staff along with some of the staff from Workforce Alliance will continue working and putting every effort on job search and placement. We will continue identifying the barriers for expansion of jobs, and identifying the skills required for each job, to provide a more qualified Workforce.

The Farmworker Program along with Palm Beach State College, The Academy for Practical Nursing, and Workforce Alliance will continue working together, in an effort to train as many residents possible in the fastest-growing occupations and the jobs with most openings in this area.

As up to March 31, 2011, The Palm Beach County Farmworker Jobs and Education Program has been on target in several areas of performance; New Participants 93.26 percent, Completed Training Services 120.83 percent, Number of Participants Exiting 103.23 percent, Attained Credential 127.27 percent, and Literacy Numeracy Gain 145.45 percent, and Average Wage at Placement 208.90 percent (\$15.15 vs. Plan \$7.25). This program has now two Counselors on board which will make a positive impact on the recruitment and placement performance of this project.

### **Florida Ready to Work**

After the completion of vocational training the Program Counselors are responsible for the referral of these participants to the West Career Workforce Alliance Center. Clients must register with Workforce and complete the Florida Ready to Work Assessment to obtain a credential. In the Belle Glade office there is a computer designated for the use of the program participants. They are allowed to use the computer to create their resume, a cover letter, do job search and home work assignments. Each Counselor is responsible for the supervision of their clients while they are using the office computer, as the use of unauthorized websites is not permitted.

### **Support for Next Generation Strategic Imperatives**

The Farmworker Jobs and Education Project (WIA Section 167) plan is to support the State of Florida's Reading, Math, and Science Initiative by continuing to help our participants and their dependents to increase their English, Science and Math grade levels. Referrals to The Palm Beach County Literacy Coalition, ESOL day time program and Glades Central High School, General Educational Diploma (GED) and ESOL evening program will continue, along with referrals to the General Education Diploma (GED) morning and afternoon program facilitated by the Palm Beach School District at Workforce Alliance West Career Center. We will also continue referring our participants to remedial classes facilitated at Palm Beach State College, to improve participant's reading and math skill levels. A high percentage of our farm workers' reading and math skills are below the 9th grade level. An integral part of this program is to help our clients to improve their



employability skills such as understanding the basic of the English language. Every participant is required to complete the Post-Test before exiting the program. The results of the Post-Test are reported into the Florida Department of Education MIS system, for monitoring and literacy numeracy gain purposes.

### **Dissemination of Program Information**

Information about the project will be disseminated in several ways, through outreach and recruitment. Our staff will continue visiting other agencies, programs, schools, flea markets, churches, and attending community health, outreach, and recruitment fairs. The staff will continue attending different community celebrations and interagency meetings. We will distribute flyers and brochures throughout the communities, and exchanging information and services provided with all Community Services Senior Managers in our monthly meeting with the Department Director. Communication with former participants and networking with other programs and agencies will continue to be one most reliable source for recruitment. The Workforce Alliance staff is also a very reliable source. The staff from Workforce Investment Act (WIA) or Welfare Transition Program (WTP) will refer all potential candidates to the Farmworker Program. The WIA and WTP staffs have brochures and applications available for their clients. We are also affiliated with 2-1-1 helpline, a service of 211 Palm Beach/Treasure Coast. This service provides crisis intervention, information, assessment and referral to community services. They refer to us farm worker callers, who meet the eligibility requirements of the program.

### Local Advisory Committee

The Palm Beach County Farmworker Program is still facing several challenges to officially establishing a Local Advisory Committee, and to appoint the members to serve on the Committee. On December 09, 2010, Ms. Minerva Acosta had an unofficial meeting with some community partners in the Glades to express the needs of the Farmworker Program to re-organize an Advisory Committee. One of the challenges faced is that; the two members selected from Workforce Alliance are no longer employed with them, therefore; two other staff members need to be re-assigned in the process of establishing a Local Advisory Committee.

The Department Director, Mr. Channell Wilkins, is aware of the need for the Farmworker Program to reappoint the new members for the Local Advisory Committee. Unfortunately, the Program Coordinator has not been able to finalize the process to reappoint the new members to this committee. Secondly, with the implementation of the Commission on Ethics and the Palm Beach County Code of Ethics, all Palm Beach County employees are now required to review the new Palm Beach County Code of Ethics and sign an "Acknowledgement Form". This process will also apply to all appointed and reappointed Board/Committee Members which has made this process more difficult, due to the fact that many of the potential members are not willing to sign this document; while others express that they do not feel comfortable signing the document.

The Secretary of the Farmworker Program completed the training for the Board Appointment Process/Instructions, in which this employee will be assigned as the Liaison for our Program Division. We have not been able to finalize this process but we are keeping high expectations that our new Local Advisory Committee Members will be appointed within our next Grant year.

**Proposal to Add a New Position**

Palm Beach County is requesting an increase in the budget dollar amount, to add an Outreach/Direct Services position to the personnel of the Program. After several evaluations, we concluded that this program is in need of adding this position. This is an intent to improve the performance of this project and to better benefit our clientele. We are confident that this change will make a positive impact in two of the more critical areas of performance; recruitment and placement. We will be hiring an Outreach/Direct Services worker to work from the Belle Glade office, eight hours a day, five days a week. This position will be a pay grade 15 with an annual salary of \$28,228. Benefits which include FICA, Retirement and Health Insurance of \$15,636. The total amount of funds we are requesting to add this position is \$43,864.

**Proposal to change the Secretary Position Status**

The Palm Beach County Farmworker Program is requesting an increase in the budget dollar amount to promote the Program Secretary from a part time position to a full time position (100%). The dollar amount we are requesting is \$15,599 to cover the Secretary salary and \$11,723 to cover the

benefits (FICA, Retirement, and Health Insurance) .The total amount of funds needed it to promote this position is \$27,322. During PY 10-11 this position was demoted to a part time position (50%) which has created a high load of work for the Coordinator and the staff of this program. The Coordinator is now facing a difficult situation where she may lose this person. The Community Services Department expresses concern on the Secretary situation and the possibility of a transfer to another Division. If a budget amendment is not approved to keep this position as a full time position, the Secretary will be transferred to the Head Start Division, effective May 31, 2011. The person in this position is responsible for work recurring and nonrecurring secretarial and clerical duties. The job duties and responsibilities included but not limited to are to attend meetings, takes and transcribes the staff meetings minutes, keep staff appointments and community events calendar, receives and screen callers, composes routine correspondence, types correspondence, forms and reports, processes forms and records such as agenda item, purchasing order, participants payroll, data entry to the new CRD system, assists with the collection of participants time cards/time sheets for those schools located in the West Palm Beach area. Her assistance helps to keep the operation of the program run more effectively.

### Budget Narrative

- 1201 Salary, Coordinator (1) - In charge of general management of program, staff and operation of two offices.
- 1201 Salary, Counselors (2) - Responsible for recruitment, enrollment, career counseling, education, and direction of clients.
- 1201 Salary, Secretary (1) - Serve public and support staff in program operations.
- 2101 Benefits (4 Employees) - Staff benefits as FICA, health insurance, and retirement system.
- 2401 Worker Compensation - New line item added for PY 10-11 as per Risk Management request.
- 3103 Medical Health Care – to pay physical exams for child care worker applicants and medical assistance to other participants.
- 3128 Investigative Services - to pay for state mandated background check for child care workers.
- 3401 Contractual Services - to reimburse private sector employers for 50% of participants' training expenses, On-The-Job-Training and paid work experience.
- 3438 Emergency Assistance - to provide one-time assistance to eligible farm worker families.
- 4007 Out-of-County Travel- to attend Coordinator's meeting and staff development workshops out of Palm Beach County.
- 4007 Mileage – staff in County travel for outreach, recruitment, interagency meetings, counseling, and follow up activities.
- 4101 Communications - to pay for program telephone services.
- 4205 Postage – to buy stamps to mail follow up letters to client and administrative communications.
- 4301 Utilities - to pay for electric and water services for rental space at the Belle Glade service site.
- 4406 Rent-Office Equipment - to pay monthly rental (\$90.00) of copy machine at Belle Glade service site (\$90.00 x 12 = 1,080.00).

- 4406 Rent-Office Equipment - to pay monthly rental (\$90.00) of copy machine at Belle Glade service site (\$90.00 x 12 = 1,080.00).
- 4410 Rent - to pay monthly rent for the Belle Glade service site (\$613.90 x 12 = 7,366.80).
- 4502 Casualty Self Insurance - insurance for participants charged to the program by the Risk Management Department.
- 4610 Maintenance-Building - to pay cleaning company to clean rental space in Belle Glade 2x per week (\$157.17 x 12 = \$1,886.04 + \$95.00 x 2 charge twice a year for changing air filter - Final total \$2,076.04).
- 4620 Maintenance - to pay repair of office equipment.
- 4703 Graphics - printing of envelopes, letter head paper, and staff business cards. Pay to County Graphic Department.
- 4931 Allowances - paid to participants enrolled in classroom training in accordance with Program Policy Manual
- 4941 Registration Fees - for staff to attend conferences, conventions, and staff development trainings.
- 5101 Office Supplies - to buy materials to operate two offices, including paper for printers and computers.
- 5111 Office Furniture and Equipment - to buy file cabinet and desk for the Belle Glade office.
- 5220 Supplies and Consumables - to pay water for the Belle office (\$6.00 x 12 = \$72.00).
- 5401 Subscription to News Lines - for two annual subscriptions to AFOP publication (150.00 x 2 = 300.00).
- 5402 Education Fees and Supplies – to pay training tuitions, GED testing fee , nursing State board exam, books, uniforms, and school supplies for students attending vocational trainings.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN WORKFORCE ALLIANCE, INC.  
AND BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY**

**FOR THE DELIVERY OF SERVICES TO FARMWORKERS  
UNDER TITLE I, SECTION 167 OF WORKFORCE INVESTMENT ACT**

The following Memorandum of Understanding (the "Agreement") sets forth the terms of Agreement for cooperation and consultation between Workforce Alliance, Inc. (the "Alliance") and the Board of County Commissioners of Palm Beach County (the "County") with regard to the workforce program services delivered by County staff in the One-Stop System established within Workforce Region #21 as part of the Palm Beach County Farmworker Jobs and Education Program (the "Program").

**I. Applicable Workforce Programs**

This Agreement covers the delivery of the following program services:

- Workforce activities authorized under Title I of the Workforce Investment Act including counseling, training, and placement.
- Provision of Labor Market Information (LMI)
- Other workforce program services that may be directly provided by the Program.

**II Governing Law**

The Workforce Investment Act of 1998 shall be the principle law that governs the Alliance and the County relative to the delivery of Program services within the One-Stop system established by the Alliance. The Alliance and the County shall also comply with the applicable federal and state law and rule that governs each of the above referenced Program delivered workforce service.

**III Purpose of Agreement**

It is the purpose of this Agreement to establish an organizational framework to integrate the delivery of Program workforce services into the One-Stop delivery system established by the Alliance. The Agreement satisfies the requirements contained in the Workforce Investment Act of 1998 for a Memorandum of Understanding between the Alliance and the County for the delivery of these services within the locally managed One-Stop delivery system. The Agreement defines the partnership between the Alliance and the County to provide Program workforce services in a coordinated, seamless, and customer friendly manner within the locally established One-Stop delivery system.

#### **IV Duration of Agreement**

This Agreement shall commence on the date of execution and shall remain in full force and effect until the 30 day of June, 2012 or until the Agreement is cancelled by either party in accordance with the terms set forth herein.

#### **IV. Statement of Work**

The County shall retain fiscal responsibility and accountability for the administration of the funds allocated to it under WIA Title I, Section 167 and any other applicable federal and state laws for the workforce program services directly delivered by the Program. It is understood by the parties to this Agreement that each should be able to fulfill its responsibilities under the Agreement in accordance with the provisions of law and regulation that govern their respective activities. Nothing in this Agreement is intended to negate or otherwise render ineffective any such provision or mandated operating procedure.

The Alliance and the County agree to share resources in supporting those core and intensive services common to each of the programs administered by each party. The County will support the Board in providing the following common core and intensive One-Stop Services.

#### **Core Services:**

- Outreach and recruitment
- One-Stop delivery system orientation
- Employment statistics information
- Information on training providers
- Local area performance measures
- Supportive services information
- Eligibility determination for all WIA Title I programs
- Assistance in establishing eligibility for WIA funded financial aid and other financial aid
- Job search, job referral, and placement assistance
- Career counseling
- Initial assessment

#### **Intensive Services:**

- Comprehensive assessment of skill levels and service needs
- Diagnostic testing and evaluation of occupational skills, educational skills
- Identification of employment barriers and employment goals
- Development of an Individual Employment Plan
- Individual and group counseling
- Career planning
- Adult education, literacy, ESOL, and GED
- Dropout prevention activities
- Needs based payments
- Paid work experience



**Training Services:**

- Occupational skills training
- On-the-job training
- Occupational training programs operated by the private sector
- Skill upgrading and retraining
- Training related supportive services which will enable farm workers to complete training services

**Related Assistance:**

- Emergency assistance
- Workplace safety and farm worker pesticide safety instruction
- English language classes and basic education classes
- Other supportive services described in the project plan

**VI Program Records**

Both parties agree to share confidential customer and program information within the limits established by federal and state laws and regulations governing confidentiality. Both parties also agree to provide access and share any forms that may be used in the delivery of workforce services in the local One-Step System.

**VII Modification or Cancellation of Agreement**

The Agreement may be modified at any time in writing by mutual consent of the parties. Either party upon written notification of the change to the other party can effect simple and minor changes. Unless requested by the other party, these changes do not require a formal modification of this Agreement.

The Agreement may be cancelled by either party upon twenty-four (24) hours written notice except where the cancellation is for cause due to a material breach of any of the provisions of the Agreement in which case it may be cancelled upon delivery of written notice to the other party.

**IN WITNESS THEREOF**, the parties here to have cause this Agreement to be executed by their duly authorized representative respective on the latest day and year noted below.

Kathryn Schmidt  
Signature

Kathryn Schmidt, President and CEO  
For the Regional Workforce Board  
Workforce Alliance, Inc.

4-12-11  
Date

[Signature]  
Signature

Karen T. Marcus, Chair  
For the Board of County Commissioners  
of Palm Beach County

5-16-11  
Date

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY  
[Signature]  
COUNTY ATTORNEY

**Palm Beach County Human Services Division**

Claudia Tucker, Director

561 355-4772

810 Datura Street, West Palm Beach, FL 33401

Services provided: Provide rental assistance to eligible farm worker families.

**East Coast Migrant Headstart**

Contact: Carol Anderson

561 993-0557

1140 NE 18<sup>th</sup> Street

Belle Glade, FL 33430

Services Provided: Interagency referrals.

**Pahokee Beacon Center, GED Program**

561 996-4935

1140 NE 18<sup>th</sup> Street

Pahokee, FL

Services provided: Free GED, ESOL classes, interagency referrals.

**Palm Beach County Literacy Coalition, Glades Education Center**

Contact: Sally Langley

981 S 1<sup>st</sup> Street

561 992-8068

Belle Glade, FL 33430

Service provided: Instructional training: ESOL, GED classes and child care for those who qualify.

**Glades Central High School**

Queen Miller, Teacher

561 993-4404

1001 SW Avenue M

Belle Glade, FL 33430

Services provided: Free GED & ESOL evening Program. Referrals of students that may qualify for the Farmworker Program.

**Academy for Practical Nursing, C.N.A & LPN Program**

**Financial Partners by offering full scholarships to youth 18-21 yrs old**

Patsy Mitchell, Financial Aid Advisor

561 683-6773

5154 Okeechobee Blvd.

West Palm Beach, FL

Services provided: Educational, Nurse Assistant, LPN training, job search, and job placement assistance.

**General Security Services, LLC**

Luis Torres, Owner

561 649-3110

5171 10<sup>th</sup> Avenue North

Lake Worth, FL 33463

Services to provided: Security Guard D and G license.

**PALM BEACH COUNTY  
FARMWORKER JOBS & EDUCATION PROGRAM**

**Collaborative Partners**

**Workforce Alliance West Career Center**

Jan Cook, Center Manager  
jcook@pbcalliance.com  
1085 S Main St. Belle Glade, FL 33401  
561 829-2040 x 2104

Services provided: Tuition assistance, Youth scholarships (18-21), job referrals, job interviews, employability skills, writing resumes and cover letters, interviewing skills, \$50.00 gas card (monthly), and child care assistance.

Free to all participants – The roles and expected contributions are stated in a MOU agreement between Workforce Alliance and the Palm Beach County Board of County Commissioners.

**Palm Beach State College**

Sharon T. Comrei, PSAV Coordinator  
gglenns@palmbeachstate.edu  
1977 College Drive – MS#43  
Belle Glade, FL 33430  
561 996-1187

Services provided: Instructional - cosmetology, child care, welding, and much other vocational training and referral of potential candidates to receive the services of this program.

Financial Aid available for those who qualify

**Farmworker Coordinating Council of Palm Beach Inc.**

Lois Monroe, Office Director – Belle Glade  
lmonroe@farmworkercouncil.org  
233 West Avenue A – Suite D  
Belle Glade, FL 33430  
561 992-0603

Jorge Gomez, Director of Programs  
jgomez@farmworkercouncil.org  
1313 Central Terrace  
Lake Worth, FL 33460

Services provided: Emergency Assistance as rental assistance (up to two month to clients enrolled in the Farm worker jobs & Education Program) and bus passes assistance (Monthly) to eligible clients attending school.

**Palm Beach County, Community Action Program CAP**

James Green, Program Coordinator  
561 355-4727  
jgreen@pbcgov.org  
810 Datura Street. West Palm Beach, FL 33401

Services provided: Provide LIHEAP (FPL bill) assistance to eligible farm worker families.

**National Heavy Equipment School**

Contact: Andrew McLaughlin, Recruitment Supervisor  
800 571-4974 office  
561 371-4974 cell  
188 College Drive  
Orange Park, FL 32065  
Services Provided: HE Training

**Keiser Career College, Medical Assistant Program**

Contact: Maria Hlavenka, Registrar  
561 433-2330  
6812 Forest Hill Blvd.  
Greenacres, FL 33463  
Services provided: Medical Assistant training, job referral, and job placement assistance.

**Metropolitan Trucking School, CDL**

Pablo, Finance Adviser  
561 753-7667  
199 Pike Rd.  
West Palm Beach, FL 33414  
Services provided: CDL training A, B, and C license.

**\*The Farmworker program may provide allowances assistance to those who qualify.**