

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2016	2017	2018	2019	2020
Capital Expenditures	\$0	\$0	\$0	\$0	\$0
Operating Costs	0	0	0	0	0
External Revenues	0	0	0	0	0
Program Income (County)	0	0	0	0	0
In-Kind Match (County)	0	0	0	0	0
NET FISCAL IMPACT	\$0	\$0	\$0	\$0	\$0
# Additional FTE Positions (Cumulative)	0	0	0	0	0
Is Item Included in Current Budget:	Yes	_____	No	<u> X </u>	

Budget Account No: _____

Reporting Category _____

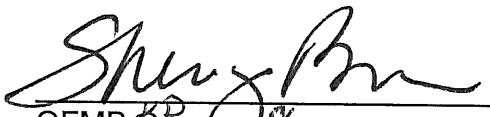
B. Recommended Sources of Funds/Summary of Fiscal Impact:

NO FISCAL IMPACT

Departmental Fiscal Review: _____

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development & Control Comments:


 OFMB KP
 3/25 3/25/16


 Contract Development & Control 3/29/16
 4/29/16

A. Legal Sufficiency:


 Assistant County Attorney

A. Other Department Review:

 Department Director

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

RESOLUTION NO.

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA APPROVING THE CAREERSOURCE PALM BEACH COUNTY FISCAL YEAR 2016-2017 BUDGET IN THE AMOUNT OF \$13,900,114 FOR ITS PROGRAMS UNDER PUBLIC LAW 113-128 ENACTED BY CONGRESS EFFECTIVE JULY 1, 2015, WHICH ACT IS KNOWN AS THE WORKFORCE INNOVATION AND OPPORTUNITY ACT OF 2014

WHEREAS, Public Law 113-128, the Workforce Innovation and Opportunity Act of 2014, Sec. 106., Workforce Development Areas, states the Governor of the State shall designate local workforce development areas within the State through consultation with the State board and after consultation with chief elected officials; and

WHEREAS, the State of Florida's Workforce Development Board, CareerSource Florida, created by the Legislature in 2000, has been designated by the Governor to take the lead in designing and directing Florida's workforce development strategy and to designate Workforce Development Areas; and

WHEREAS, the County of Palm Beach has been designated by the Governor of the State of Florida as a Local Workforce Development Board (LWDB 21); and

WHEREAS, the Palm Beach County Board of County Commissioners has designated CareerSource Palm Beach County as the fiscal agent, grant recipient and administrative entity to administer Workforce Innovation and Opportunity Act, Welfare Transition, Wagner-Peyser Act and such other funding sources as may be available to support workforce development activities for Palm Beach County, Florida; and

WHEREAS, the Workforce Boards Accountability Act, House Bill 7023, approved by the Florida Legislature effective July 1, 2012 requires that CareerSource Palm Beach County develop a budget for certain purposes, subject to the approval of Palm Beach County, Florida as Chief Elected Official; and

WHEREAS, CareerSource Palm Beach County approved its proposed Fiscal Year 2016-2017 budget on February 25, 2016 which includes an approval to request a waiver of the statutory Individual Training Account requirement from CareerSource Florida; and

WHEREAS, the Palm Beach Workforce Development Consortium approved CareerSource Palm Beach County, Inc.'s proposed Fiscal Year 2016-2017 budget on March 30, 2016 which includes an approval to request a waiver of the statutory Individual Training Account requirement from CareerSource Florida; and

WHEREAS, CareerSource Palm Beach County has submitted the approved budget to the Board of County Commissioners for its review and approval.

NOW, THEREFORE, BE IT RESOLVED BY THE PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS THAT:

1. CareerSource Palm Beach County has recommended to the Palm Beach County Board of County Commissioners that the proposed Budget for Fiscal Year 2016-2017 as submitted by CareerSource Palm Beach County be approved.

2. The Palm Beach County Board of Commissioners hereby approves the Budget as submitted.
3. The Palm Beach County Board of County Commissioners hereby approves CareerSource Palm Beach County to request a waiver of the statutory Individual Training Account requirement from CareerSource Florida.
4. This Resolution shall take effect immediately upon adoption.

The foregoing Resolution was offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____ and being put to a vote, the vote was as follows:

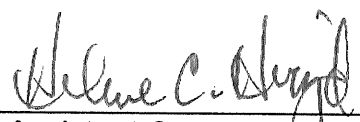
MARY LOU BERGER, Mayor -
HAL R. VALECHE, Vice Mayor -
PAULETTE BURDICK -
SHELLEY VANA -
STEVEN L. ABRAMS -
MELISSA McKINLAY -
PRISCILLA A. TAYLOR -

The Mayor thereupon declared the Resolution duly passed and adopted this 19th day of April, 2016.

PALM BEACH COUNTY, FLORIDA, BY ITS BOARD OF COUNTY COMMISSIONERS

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY**

**ATTEST: SHARON R. BOCK,
Clerk and Comptroller**

By: 
Assistant County Attorney

By: _____
Deputy Clerk

CareerSource Palm Beach County, Inc.
2016-2017 Budget

Revenues:

US Department of Labor passed through the State DEO	10,369,282
US Department of Labor -Direct Grant	315,000
US Department of Labor passed through Palm Beach State College	208,332
US Department of Health and Human Services passed through the State DEO	2,504,100
US Department of Agriculture passed through the State DEO	503,400

Total Revenues	<u>13,900,114</u>
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Expenditures:

Program Services	12,579,604
Administration	1,320,510

Total Expenditures	<u>13,900,114</u>
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**DRAFT CAREERSOURCE PALM BEACH COUNTY
BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, FEBRUARY 25, 2016 - NOON
3400 Belvedere Road, West Palm Beach, Florida 33406**

Board Members

Attending: Kenneth Kirby, David Talley, George Elmore, Ed Rosario, Charlene Szabo, Dorothy Ellington, Eduardo Gruvman, Dennis Miles, Dr. Genifer Johnson, Laurie George, Dr. Mel Coleman, Richard Radcliffe, Brian Hirsch, Peter Applefield

Via Telephone: Kelly Smallridge, Mark Bryan, Roger Hudspeth II, Lois Monroe

General Counsel: David Baker

Staff Attending: Steve Craig, Tom Veenstra, Gerry Genovese, Norman Cushon, Erica Scarpati, Michael Corbit, Gene Wheeler, Katherine Bonner, Dina Hill, Holly Carson, Fran Weitz, Mary Fleming, Ernesto Passarini, Sharon Brea

Public: Shannon R. LaRocque, Palm Beach County Assistant County Administrator; James York, Manager of Palm Beach Code School

I. CALL TO ORDER AND WELCOME

Chair Kenneth Kirby welcomed attendees and called the meeting to order.

II. AGENDA APPROVAL

- a. Proposed Amendments: Kenneth Kirby asked if there were any changes to the agenda. No amendments, additions, deletions or corrections were made to the agenda.
- b. Approval of Agenda: A motion was made by Ed Gruvman to approve the agenda as written and seconded by George Elmore. The agenda was unanimously approved as written by the board.

III. PUBLIC COMMENTS: Kenneth Kirby noted members from the public were present at the meeting, no public comments cards had been submitted and asked if there were any public comments. There were no public comments.**IV. ITEMS FOR APPROVAL**

- a. Approval of Minutes - December 3rd, 2015
- b. Approval of New Training Provider Palm Beach Code School
- c. 2 Year Pay Structure Market Update
- d. Budget 2016/2017 and Waiver
- e. Approval of New Board of Directors Membership Jacqueline M. Medford, SPHR, SHRM-SCP
- f. Approval of Board Member Renewal Christopher G. Cothran, CPA, CVA

Kenneth Kirby noted the above items and asked if there were any questions or comments. There were none. A motion was made by David Talley to approve the consent portion of the agenda and seconded by George Elmore. The consent portion of the agenda was unanimously approved by the board.

V. INFORMATIONAL

- a. Taylor, Lombardi, Hall & Wydra-Monitoring Executive Summary November 2015: Erica Scarpati reported twice during the year our external monitors perform a programmatic and financial monitoring. Board members were directed to the Monitoring Executive Summary in the board meeting package and advised a more detailed report is also available. Erica noted during the monitoring visit there were no problems, we continue to review our files and respond to the monitors reports as applicable.
- b. CareerSource Palm Beach County Audit 06/30/15: Erica Scarpati presented the audit for the period ending June 30, 2015 and advised there were no findings or issues with the audit. The board was provided a copy of the audit as back up to the agenda to review. David Talley congratulated staff for an audit that resulted in no findings where matters that impact CareerSource change daily, staff are to be commended for doing a great job. A motion was made by Dr. Mel Coleman to approve the CareerSource Palm Beach County Audit for the period ending June 30, 2015 and seconded by Ed Gruvman. The audit was unanimously approved by the board.
- c. Metrics for Board of Directors Link to CareerSource Information Nexus: Steve Craig advised the 2016 organizational goals include the metrics and will be discussed under New Business, item VI.b.

VI. NEW BUSINESS

- a. 4 Year Local Workforce Operational Service Plan Update: Steve Craig reported the plan is available online for board members to read. There are two links on the website to view the plan. One is to open a 112 page document which explains our seamless service delivery system and addresses how we collaborate and coordinate services with our core partners and employers. The other link is to view 200 pages of attachments to the plan. Steve went on to provide an overview of the plan. He said we are helping persons with disabilities through our Ticket to Work Program obtain employment and become self-sufficient. During the past six years only a handful of other workforce boards are providing services through the Ticket to Work program. We are currently entering agreements with Vocational Rehabilitation, SouthTech Academy, Gulfstream Goodwill, Ernie ELs Foundation for Autism and the Wounded Warriors Program of South Florida to offer training programs to persons with disabilities after 3 pm, in the evening and on the weekends and placement services. We have spoken to the state regarding the collaboration and they thought it was innovative. Steve went on to report we provide \$200,000 in funding to the Lord's Place for training and job placement services for homeless ex-offenders. We are working with the Sheriff's office and in the prisons through the Re-Entry grant which provides job readiness training and job placement services to those who are in prison. Training and placement services for Veterans are one of our six priority areas in the County. CareerSource Palm Beach County was given the Call of Duty award for having one of the best Veteran programs in the nation. This year we continue to staff up with Veterans with those positions funded by the state and not CareerSource. Steve noted CareerSource Palm Beach County is seen by the Department of Labor, CareerSource Florida and DEO as a high performing workforce board and that our plan demonstrates our commitment to help the residents of Palm Beach County get a job and do better. At the state meeting last week many of the workforce boards had not started their plan. However, we are done except for the public comment. Steve applauded staff for doing a great job writing the plan and said if you read the plan you will know about workforce and the services we provide. Prior to the next CareerSource board meeting David Baker and Steve will be meeting individually with each Palm Beach County Commissioner to discuss the plan. The full Board of County Commissioners will also approve the plan. Dorothy Ellington and Steve mentioned CareerSource has been meeting with the city of Delray Beach and Adult Ed regarding the possibility of opening a full one stop career center in the South County. Norman Cushon showed board members how to view the plan online and the process to submit public comments.
- b. CareerSource Palm Beach County–2016 Goals (i. Goal #1: Community Partnerships (Current), ii. Goal #2: Organizational Changes (Current), iii. Goal #3: Training, iv. Goal #4: High-Performing Organization): Steve Craig reported goal #1 is on track as we continue to work with our community partners through MOUs and coordinate services. We already have 13 MOUs in place of the 20 required for the goal. For goal #2 we have updated all of our policies and procedures to be in compliance with the new law and WIOA. Changes to the organization to improve services include the receipt of multiple grants and funding such as the Re-Entry grant, SNAP program, additional Veteran positions at no cost to CareerSource, the TAU Unit and the Virtual Career Center. Norm Cushon presented an internal online system which shows how we have met and continue to meet goal #3: Training. Norm stated DEO has two training requirements. The first is that staff obtain their Tier 1 training certification within the first six months of employment and the second is that staff maintain 15 hours of continuing education each year thereafter. CareerSource staff developed an online internal tracking system tool where organization wide each employee's training record can be searched by subject matter, date attended and number of training hours received. Steve proceeded to present an update on the status of goal #4: High-Performing Organization. Steve reported last year we worked on the Strategic Plan resulting in five key goals being selected by the board: placements, cost per placement, economic impact, training programs and market penetration. A handout was provided in the board package describing what leadership views is required to be a high performing organization. We keep hearing there will be new performance measures. However, the state has not released them yet. Steve advised after reviewing the organizational performance metrics against WIOA requirements and the draft state plan, leadership recommends changing goal #4 to four primary key performance indicators as follows: administrative/management, performance, finance/monitoring and staff development. As with previous indicators these key performance metrics will be tracked and posted on the online CareerSource NEXUS. In addition to tracking and posting the metrics staff produces a quarterly newsletter and comprehensive organizational effectiveness report.

VII. COMMITTEE REPORTS (Active)

- a. Executive Committee February 12, 2016: David Talley reported the committee approved the appointment of new board member Jacqueline Medford who has a background in HR and works at BallenIsles Country Club. The committee also approved the extension of Christopher Cothran's term on the board. David added the committee minutes accurately reflect those items approved and actions taken by the committee. Lastly, David welcomed new member Ed Gruvman to the Executive Committee.

- b. Financial Planning Committee February 12, 2016: David Talley reported the committee minutes accurately reflect those items approved and actions taken by the committee. David added items the committee approved include the 2016/2017 budget and waiver and monitoring and audit reports. David said we are half way through the year with few variances which are always worked out by the end of the Program Year.
- c. One-Stop Delivery System Committee January 29, 2016: David Talley opened by saying this is a great committee to serve on and invited board members to attend the next meeting. David summarized many of the items discussed by the committee and stated in the committee meeting minutes. David added the committee minutes accurately reflect the discussion and actions taken by the committee.
- d. Youth and Young Adult Outreach Committee January 28, 2016: Dr. Genifer Johnson welcomed new member Jennifer Pollack to the committee. Dr. Johnson reported ChildNet made a presentation at the meeting regarding working closely with youth aging out of foster care and assisting them with obtaining employment. Dr. Johnson provided an overview of highlights from the meeting and stated in the committee minutes.
- e. Consortium Meeting – Current

A motion was made by Ed Gruvman to approve all of the committee minutes as written and seconded by Dorothy Ellington. The committee minutes were unanimously approved as written by the board.

Dina Hill provided an update on the status of the SNAP program reporting of the 17,000 letters sent to SNAP participants in Palm Beach County, 10,000 are open cases with CareerSource career consultants having a caseload of 100 to 250 SNAP participants. There are 350,000 cases open in the state. Dina noted DCF determines program eligibility and not CareerSource. Staff will be attending SNAP training in April.

Tom Veenstra reported board members were emailed a copy of an article published in the NY Times today concerning the use of H2B1 Visas at the Trump properties. Tom advised he was misquoted in the article. The reporter did not accurately reflect his statement, a comment he made was taken out of context. Tom went on to say there is nothing new in the article and it may gain interest later due to the election.

VIII. ADJOURNMENT: With no further business Kenneth Kirby adjourned the meeting. The next Board of Directors meeting is April 21st, 2016.

FIRST AMENDMENT TO CONTRACT TO ADMINISTER GRANT FUNDS WITH
CAREERSOURCE PALM BEACH COUNTY, INC. (R2014-1894)

THIS FIRST AMENDMENT to the Contract to Administer Grant Funds (R2014-1894) is made as of this _____ day of _____, 2016, by and between Palm Beach County, a political subdivision of the State of Florida, by and through its Board of County Commissioners, hereinafter referred to as the COUNTY, and CareerSource Palm Beach County, Inc., a Florida not for profit corporation, authorized to do business in the State of Florida, hereinafter referred to as CAREERSOURCE, whose Federal I.D. is 65-0709274.

WITNESSETH:

WHEREAS, the parties entered into a Contract to Administer Grant Funds (R2014-1894) on December 16, 2014, hereinafter ORIGINAL CONTACT, in which CAREERSOURCE agreed to administer Federal and State workforce development programs in Palm Beach County; and

WHEREAS, the ORIGINAL CONTRACT provides that it shall be deemed automatically renewed annually, unless the COUNTY provides written notice to CAREERSOURCE of non-renewal; and

WHEREAS, the parties have mutually agreed that certain language of the ORIGINAL CONTRACT should be amended to conform to standard contract language currently utilized by the COUNTY.

NOW THEREFORE, the above-named parties mutually agree that the ORIGINAL CONTRACT is hereby amended as follows:

1. The second sentence of ARTICLE 10 – REMEDIES, is amended to read: “Any legal action necessary to enforce the Contract will be held in a court of competent jurisdiction in Palm Beach County, Florida.”
2. A second paragraph is added to ARTICLE 17 – NONDISCRIMINATION, which reads: “CAREERSOURCE has submitted to COUNTY a copy of its non-discrimination policy which is consistent with the above paragraph, as contained in Resolution R-2014-1421, as amended, or in the alternative, if CAREERSOURCE does not have a written non-discrimination policy or one that conforms to the COUNTY’s policy, it has acknowledged through a signed statement provided to COUNTY that CAREERSOURCE will conform to the COUNTY’s non-discrimination policy as provided in R-2014-1421, as amended.”
3. Exhibit “B” attached hereto shall replace Exhibit “B” in the ORIGINAL CONTRACT in its entirety.

OTHER PROVISIONS

All provisions in the ORIGINAL CONTRACT in conflict with this First Amendment to the ORIGINAL CONTRACT shall be and are hereby changed to conform to the First Amendment.

All provisions of the ORIGINAL CONTRACT not in conflict with this First Amendment are still in effect and are to be performed at the same level as specified in the Contract.

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Contract on behalf of the COUNTY and CAREERSOURCE has hereunto set his/her hand the day and year above written.

ATTEST:

Sharon R. Bock
Clerk and Comptroller

**PALM BEACH COUNTY BOARD OF
COUNTY COMMISSIONERS**

By: _____
Deputy Clerk

By: _____
Mary Lou Berger, Mayor

WITNESS:

CAREERSOURCE:

Signature

**CAREERSOURCE PALM BEACH
COUNTY, INC.**

Witness Name (type or print)



Signature

PRESIDENT & CEO
Title

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY**

**APPROVED AS TO TERMS
AND CONDITIONS**

By: _____
Assistant County Attorney

By: _____
Shannon R. LaRocque, P.E.
Assistant County Administrator

DISCLOSURE OF MATERIAL INTERESTS

TO: PALM BEACH COUNTY ADMINISTRATOR, OR
HIS OR HER OFFICIALLY DESIGNATED REPRESENTATIVE

BEFORE ME, the undersigned authority this day personally appeared Steve Craig hereinafter referred to as Undersigned, who states as follows:

1. Undersigned is in the position of President & CEO or member of the Board of Directors of CareerSource Palm Beach County, Inc. (BOARD).
2. Undersigned's address is: 3400 Belvedere Road, West Palm Beach, Florida 33406
3. The Term of this Disclosure shall be for a period of one (1) year from the date of execution.
4. Undersigned states that neither Undersigned, nor any member of Undersigned's immediate family, to Undersigned's actual knowledge, has any material interest, directly or indirectly, in any entity that is seeking to obtain economic development incentives from the County with the assistance of the Board from the time the Board of County Commissioners considers approval of such incentives until the sooner of: one (1) year after approval of such incentives; or upon the Board of County Commissioners' decision not to approve such incentives. For purposes of this paragraph "immediate family" means parent, spouse, child or sibling. For purposes of this paragraph "material interest" shall mean serving as an officer, partner, director, or proprietor of the entity, or the ownership of more than five percent (5%) of the total assets or capital stock in the entity.
5. Undersigned, by execution hereof, agrees that Undersigned shall at all times during the term of this Disclosure conduct himself/herself in accordance with the highest fiduciary standards for a person in the position of Undersigned, and shall have a continuing obligation during such term to bring any conflict of interest involving Undersigned or a member of Undersigned's immediate family to the attention of the Board of Directors and CEO of the BOARD.
6. Undersigned has examined this disclosure and to the best of Undersigned's knowledge believes it is true, correct, and complete.

Steve Craig

Signature Steve Craig, President & CEO
CareerSource Palm Beach County, Inc.

Sworn to (or affirmed) and subscribed before me this 22 day of MARCH, 2016, by STEVE CRAIG (XX) who is personally known to me or () who has produced _____ as identification and who did take an oath.

Sharon Brea Sepulveda

Notary Public Sharon Brea Sepulveda

