

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY

Meeting Date: APRIL 4, 2017  Consent  Regular  
 Ordinance  Public Hearing  
Department: ADMINISTRATION  
Submitted For: CAREERSOURCE PALM BEACH COUNTY, INC.

I. EXECUTIVE BRIEF

**Motion and Title: Staff recommends motion to approve:** negotiations and execution of a contract with Cambridge Consulting, LLC by CareerSource Palm Beach County, Inc. (CareerSource) not to exceed Fifty Thousand dollars (\$50,000) per annum to provide one-stop operator services from June, 30, 2017 through June 30, 2018 renewed annually on July 1 each year through June 30, 2021 subject to Cambridge Consulting, LLC's performance and funding availability under the Workforce Innovation and Opportunity Act (WIOA). Funding is dependent upon federal authorization and state legislation.

**SUMMARY:** CareerSource currently operates as the County's administrative entity to provide policy guidance for implementing and exercising oversight with respect to job training activities under the Workforce Innovation and Opportunity Act (WIOA) (Public Law 113-128) and the Workforce Innovation Act of 2000 (Florida Statutes Chapter 445). The Interlocal Agreement (R2007-1220) designates CareerSource as the fiscal agent, grant recipient and administrative entity to administer such funding sources as may be available to support workforce development activities for Local Workforce Development Area 21, Palm Beach County, Florida. The Interlocal Agreement (R2007-1220), section 9.h. states the duties and responsibilities of the Consortium include together with CareerSource perform any other appropriate duties necessary for the accomplishment, and consistent with the purposes, of the Interlocal Agreement, Workforce Innovation and Opportunity Act, Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Wagner-Peyser Act, and Florida Workforce Innovation Act of 2000. Other appropriate duties necessary for the accomplishment and consistent with the purposes, of the Interlocal Agreement include approval of the designated one-stop operator. On December 1, 2016 a Request for Proposal (RFP) was issued by CareerSource for one-stop operator services. The CareerSource Board of Directors at its February 23, 2017 public meeting approved the award of a contract to Cambridge Consulting, LLC for one-stop operator services. Consistent with WIOA section 121(d) CareerSource as the local board, with the agreement of the chief elected official for the local area shall designate or certify one-stop operators as described in section WIOA 121(d)(2)(A). Countywide (HH)

**Background and Justification:** Public Law 113-128 enacted by the Congress of the United States effective July 22, 2014, which Act is known as the Workforce Innovation and Opportunity act (WIOA) established a program to provide universal access to workforce development services for businesses and citizens of Palm Beach County. On May 2, 2004, the BCC approved the Local Elected Officials Agreement (LEO) (R2004-0838) with Workforce Alliance, Inc. (WA) to implement the provisions of the Workforce Investment Act of 1998 and the Workforce Innovation Act of 2002. On July 10, 2007, the BCC approved an Interlocal Agreement (R2007-1220) creating the Palm Beach Workforce Development Consortium one purpose of which was to employ the staff of WA. On September 11, 2007, the BCC approved the First Amendment (R2007-1446) clarifying responsibilities of the Consortium and the Independent Special District. On July 22, 2008, the BCC approved Amendment No. 2 to the Interlocal Agreement (R2008-1268) authorizing the designation of a Regional Workforce Board as a Direct Provider of certain services. On November 18, 2014, the BCC approved Amendment No. 3 (R2014-1650) establishing the County as the Chief Elected Official and adding the City of West Palm Beach as a Consortium member. In December of 2014, the County and CareerSource Palm Beach County, Inc. entered into a Contract to Administer Grant Funds (R2014-1894). On April 19, 2016 the BCC approved a First Amendment to the Contract to Administer Grant Funds. As CareerSource is designated as grant recipient and administrative entity in the Interlocal Agreement there is no fiscal impact.

**Attachments:** Summary one-stop operator responsibilities

Recommended by: Steve Craig, President/CEO Date: 3/27/17  
CareerSource Palm Beach County, Inc.

Approved by: [Signature] Date: 3/28/17  
Assistant County Administrator

**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2017	2018	2019	2020	2021
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
<b>NET FISCAL IMPACT</b>	<b>*\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
# 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**

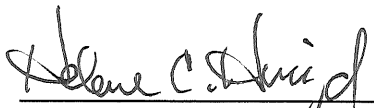
**OFMB Fiscal and/or**

  
 \_\_\_\_\_  
 OFMB ~~3/20~~ 3/21

**Contract Development & Control Comments:**

  
 \_\_\_\_\_ 3/27/17  
 Contract Development & Control  
 3/27/17

**Legal Sufficiency:**

  
 \_\_\_\_\_ 3-28-17  
 Assistant County Attorney

**Other Department Review:**

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

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

## PROVISION OF ONE-STOP OPERATOR SERVICES

### Summary One-Stop Operator Responsibilities:

- Coordinate service delivery across Palm Beach County, monitor and ensure the one-stop (career center partners) Memorandums of Understanding are in place, current and maintained.
  - Convene and facilitate an annual meeting of all one-stop partners in a location agreed to by CareerSource Palm Beach County.
  - Collect performance information from providers of On-the-Job training, customized training, incumbent worker training, internships, paid or unpaid work experience opportunities and transitional employment as the Governor may require, and use the information to determine whether the providers meet such performance criteria as the Governor may require.
  - Disseminate information identifying such providers that meet the criteria as eligible providers, and the performance information, through the one-stop delivery system. Providers determined to meet the criteria shall be considered to be identified as eligible providers of training services.
  - Review CareerSource Palm Beach County's state performance data monthly and ensure corrective measures are developed by CareerSource Palm Beach County and implemented, as applicable, in compliance with state and federal laws and regulations.
  - Review internal, state and other CareerSource Palm Beach County monitoring reports and ensure corrective measures are developed by CareerSource Palm Beach County and implemented, as applicable, in compliance with state and federal laws and regulations.
  - Attend the CareerSource Palm Beach County One Stop Delivery System Committee meetings as scheduled and report on workforce activities and other matters as determined by CareerSource as appropriate.
  - Other duties as requested by CareerSource Palm Beach County.
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