Agenda Item #: 6E-2

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM SUMMARY

Meeting Date:

August 25, 2020

Consent

Ordinance

Regular
Public Hearing

Department:

Administration

Submitted For:

CareerSource Palm Beach County, Inc.

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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: CareerSource Palm Beach County, Inc. (CareerSource) to serve as the one-stop operator for Local Workforce Development Area (LWDA) 21, Palm Beach County, Florida.

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). WIOA Section 121 (d)(2)(A) requires local workforce development boards to competitively procure one-stop operators. CareerSource released a Request for Proposals (RFP) and awarded an agreement to Cambridge Consulting, LLC for one stop operator services for the period of June 30, 2017 through June 30, 2021. This agreement was approved by the Palm Beach County Board of County Commissioners on April 4, 2017. On July 22, 2019 Cambridge Consulting, LLC submitted a letter of resignation to become effective December 31, 2019. For compliance under WIOA, CareerSource began the process of competitively procuring another one-stop operator. On January 17, 2020, CareerSource released a RFP to accept proposals from potential vendors; one (1) proposal was received. At the May 7, 2020 Board of Directors meeting, the board did not approve the one proposal submitted and approved for CareerSource to re-issue the RFP. Based upon the direction of the Board of Directors CareerSource released a second one-stop operator RFP. CareerSource received one (1) proposal from the same vendor in response to the second onestop operator RFP. At the July 16, 2020 CareerSource Board of Directors meeting, the board did not approve the one proposal and approved CareerSource to serve as the one-stop operator. Prior to Program Year 2017/2018, CareerSource fulfilled the role of the one-stop operator since 1997. 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 a one-stop operator. Countywide (HH)

Background and Justification: 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 One Stop Operator and 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). As CareerSource is designated as grant recipient and administrative entity in the Interlocal Agreement there is no fiscal impact.

Interiocal Agreement th	ere is no fiscal impact.		$\overline{}$		
Attachments: Summa	ry one-stop operator responsib	ilities		//	
Recommended by: _	(toward	Jas 1000	1/29/2020	
	Department Director			Date	
	Julia, Dattolo, Interim Pre	esident/CEO Care	erSource Palm B	each County, Inc	; .
Approved By:	Dona a.	Mulin		8/3/2020	
	Dorritt Miller			/ Date	
	Assistant County Admin	istrator			

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2020	2021	2022	2023	2024
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	0	0	0	0	0
Positions (Cumulative) Does this item include	the use of	I Federal	Funds	Yes _	NO X
Is Item Included in Current Bu	ıdget: Ye			No	_X

Reporting Category _____

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

NO FISCAL IMPACT

Budget Account No:

Departmental Fiscal Review: _____

III. REVIEW COMMENTS

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Contract Development & Control Comments:

Legal Sufficiency:

Department Director

Assistant County Attorney

Other Department Review:

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

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CAREERSOURCE PALM BEACH COUNTY, INC. ONE-STOP OPERATOR DUTIES AND RESPONSIBILITIES

CareerSource Palm Beach County, Inc. (CareerSource) staff have the expertise, creativity and capability to act as the One-Stop Operator within Palm Beach County, Florida, Local Workforce Development Area 21. CareerSource has over twenty-four years of experience providing Workforce Innovation & Opportunity Act and Workforce Investment Act services. The One-Stop Operator's major function is the coordination of service delivery among the required one-stop partners and their programs as follows:

- 1. review, update, and track one stop partner Memorandum of Understandings (MOU) and Infrastructure Agreements.
- 2. monitor the infrastructure cost responsibilities of the required one stop partners to provide for the maintenance of the comprehensive one-stop career center as outlined in the quarterly cost reconciliation and allocation base section of the Infrastructure Agreements.
- 3. build relationships with the required partners of the designated comprehensive one-stop career centers and track implementation of the activities and services as outlined in the MOUs.
- 4. assure the local One-Stop System has at least one comprehensive one-stop career center that meets the required certification criteria and is compliant with State and Federal Regulations.
- 5. facilitate agreement and support the development of a mutual client assessment and referral process; an agreed upon data sharing process; and a mechanism to capture performance between all partners.
- 6. provide oversight and ongoing communication with the required partners to ensure referrals and related data sharing are followed through on a timely basis.
- 7. review relevant information provided by the state, federal government and the required one-stop partners to monitor the CareerSource one-stop system's compliance and performance.
- 8. coordinate and convene quarterly meetings with all designated partners and CareerSource to share information, discuss strategies to positively impact employment outcomes for shared clients, and problem-solve collaboration issues.
- 9. conduct, at a minimum, six site visits of the comprehensive one-stop career center during each Program Year, July 1st through June 30th. The visits will include interviews with CareerSource Management as well as the representatives of the required partner agencies.
- 10. identify and recommend practices that encourage the designated comprehensive one-stop career center partners provide services to individuals with barriers to employment, including individuals with disabilities, who may require longer-term services, such as intensive employment, training, and education services.
- 11. manage, track and oversee a customer satisfaction initiative for the services provided through CareerSource. Review customer comments, identify trend data and make continuous improvement recommendations to the CareerSource Management team.
- 12. submit written, quarterly reports to the CareerSource Board of Directors to include:
 - a detail of the duties performed by the One-Stop Operator during the quarter
 - observations made regarding the collaboration between the required one-stop system partners
 - recommendations to improve the one-stop partner's integrated service delivery to customers
 - identification of best practices