



**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
<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
Does this item include the use of Federal Funds				Yes <u>    </u>	No <u>X</u>
Is Item Included in Current Budget:	Yes	<u>    </u>	No	<u>    </u>	<u>X</u>

Budget Account No:

Reporting Category \_\_\_\_\_

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

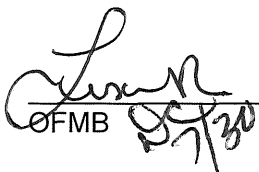
NO FISCAL IMPACT

Departmental Fiscal Review: \_\_\_\_\_

**III. REVIEW COMMENTS**

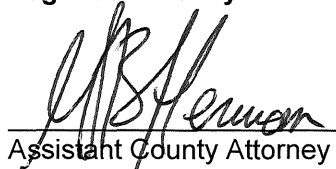
OFMB Fiscal and/or

Contract Development & Control Comments:

 7/31/2020  
 OFMB 8/7/20  
 ep 7/20

 7/31/2020  
 Contract Development & Control  
 7-31-20 TW

Legal Sufficiency:

 for Helene Hurd 8/3/2020  
 Assistant County Attorney

Other Department Review:

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

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

**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