



# Brevard County Board of County Commissioners

2725 Judge Fran Jamieson  
Way  
Viera, FL 32940

## Legislation Text

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**File #:** 1733, **Version:** 1

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### **Subject:**

Acknowledge Receipt, Re: Agreement Between CareerSource Brevard and Florida Department of Economic Opportunity

### **Fiscal Impact:**

### **Dept/Office:**

Brevard Workforce Development Board dba CareerSource Brevard

### **Requested Action:**

The Brevard County Board of County Commissioners (BOCC) is requested to acknowledge receipt of the agreement between CareerSource Brevard (CSB) and Florida Department of Economic Opportunity (DEO) and authorize the Chair to sign the agreement

### **Summary Explanation and Background:**

The agreement between DEO (Grantee) and CareerSource Brevard (Sub grantee) includes the federal and state requirements which allows workforce development funding to be provided to Brevard County. DEO is designated by the Governor to receive the federal workforce development funds and charged with the oversight duties and responsibilities.

The BOCC is not a party to this agreement, however, DEO does require the BOCC as the Chief Local Elected Official (CLEO) to acknowledge receipt of the document and transmit the signed document no later than July 17, 2020. This agreement is the first update to the existing agreement which has been in place since 2012. The 2012 did not require acknowledgement by the BOCC. The Workforce Innovation and Opportunity Act (WIOA) sets out the requirement for the CareerSource Brevard as the Local Workforce Development Board and the CLEO. The following chart provides information on sections of the agreement where the CLEO is mentioned and explanation of how the information is handled by CSB:

Section	Title	Language Which Includes the CLEO	Explanation
2.	Term and Expiration	If DEO elects to terminate this Agreement, then DEO will notify the Board and the CLEO of such termination, when the termination becomes effective and any termination instructions.	This is highly unlikely to happen as CSB has continually met performance for all of the WIOA and DEO requirements over the last 35 years. CSB has quarterly dialog with the County Manager, who would be apprised of any issue of this magnitude.
4. f.	Performance, Reporting, Monitoring and Auditing	DEO will meet at least annually with the CLEO and the Board to review the Board's performance and compliance and will notify the Board's Chief Executive Officer and the CLEO in writing of any findings, deficiencies, recommendations or other areas of concern.	DEO currently meets with the CSB Board of Directors which includes the Board of County Commissioners appointee on an annual basis to accomplish this task. It is our understanding that this will continue to be the CSB's method of handling this requirement.
5. c & 5.d	The Board's One Stop Delivery System	c. Identification of all career center partners, chief local elected officials and Board participating in the infrastructure funding arrangement (IFA).  d. Steps the Board, chief local elected official and career center partners used to reach consensus or an assurance that the local area followed the guidance for the State funding process.	c. & d. The Brevard County Board of County Commissioners approved the Memorandum of Understanding/IFA master agreement on May 21, 2020. This agreement calls out the funding arrangements, process for reconciling the infrastructure cost on an annual basis, the method of reaching consensus and assurance that the State funding guidance has been followed.
14. b & 14. c.	Local Board Composition, Board Member Selection and Training	b. The Board, in consultation with the CLEO, must develop and implement clear processes and procedures for recruiting, vetting, and nominating Board members and documenting their qualifications in alignment with the requirements of WIOA, and compliant with all federal and state laws, policies, procedures and rules.  c. The Board shall ensure Board members complete mandatory Board orientation and training. The Board shall take all reasonable steps necessary to encourage attendance by the CLEO at the Board orientation and training. The Board shall retain and provide to DEO upon request the dates of training and sign in sheets (or other evidence of attendance) of training participants.	b. The CSB By Laws sets out the processes and procedures for recruiting, vetting and nominating board members for CSB. CSB administrative staff ensures the membership aligns with federal and state policies. DEO examines the membership on an annual basis as part of their quality assurance monitoring.  c. CSB provides a Board orientation for all new board members and recently required all members to view a board member training video created specifically for Florida Local Workforce Boards. The presentation is a detailed overview of the system, as well as Board Members' financial and programmatic roles and responsibilities, and performance oversight duties. Dates and sign-in sheets were established. Beginning this year, CSB will extend an invitation to all County Commissioners to view the presentation which is available on-line.

Contact Marci Murphy, President, CareerSource Brevard (321-394-0700)  
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## Clerk to the Board Instructions:

Attached - Agreement