



## COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 5/19/2020 Meeting Date: 6/4/2020

Name: Shayne Morgan Department: Emergency Management

Division Manager's Signature:

A handwritten signature in blue ink, appearing to be "Shayne Morgan", is written over a light blue horizontal line.

### 1. Nature and purpose of agenda item:

This Agreement with CareerSource Florida Crown coordinates the delivery of services during and after Declared Emergencies to the citizens served by CSFC and the BOCC.

### 2. Recommended Motion/Action:

Approve Memorandum of Understanding

### 3. Fiscal impact on current budget.

This item has no effect on the current budget.

**MEMORANDUM OF UNDERSTANDING**  
**CAREERSOURCE FLORIDA CROWN**  
**and**  
**BOARD OF COUNTY COMMISSIONERS – COLUMBIA COUNTY**

**I. Parties to this Agreement:**

This Memorandum of Understanding (MOU) is entered into by CareerSource Florida Crown (hereinafter referred to as "CSFC") and Board of County Commissioners – Columbia County (hereinafter referred to as "BOCC").

**II. Purpose of this Agreement:**

The purpose of this Agreement is to coordinate resources to ensure the effective and efficient delivery of services during and after declared emergencies. This Agreement also establishes joint processes and procedures that will enable partners to integrate service delivery in a seamless and comprehensive manner to the citizens served by CSFC and the BOCC.

Parties to this Agreement agree to the obligations, performance and accomplishments of the tasks described in Section III. Partners shall coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties' respective programs, services, and agencies.

**III. Provisions:**

As partners, CSFC and BOCC agree to demonstrate their partnership by the following:

1. In order for the customer to receive seamless services it is imperative that all partners in the system understand each partner's organization, their services and their goals. CSFC will participate in any training and emergency management meetings convened by BOCC emergency management staff. It is understood that all organizations participating need to achieve specific program goals and that supporting each other through training and teamwork, will result in increased goal achievement by all the partners. It is the intent of CSFC to fully serve and augment the County Emergency Management team to the maximum extent possible.
2. Technical questions and customer service issues should be brought to the attention of CSFC and BOCC personnel for quick and efficient resolution.

**IV. Description of Roles and Responsibilities:**

**(a) CSFC will:**

1. In the event of a declared emergency in which the CSFC offices are displaced, CSFC personnel will receive direction from the Executive Director on where to report for work.
2. CSFC staff will meet with all workers displaced by the emergency. Reemployment Assistance/disaster reemployment assistance information will be provided along with assistance on the filing of necessary documentation with appropriate State offices.

3. Those workers who express an interest in returning to immediate employment, will be interviewed for eligibility under National Emergency Grant criteria.
4. Background checks must be done for each worker as part of the eligibility determination process. Additionally, verification must be obtained that the business has, in fact, been damaged, that the worker is displaced, and an estimated date when the worker will be able to return to his/her job.
5. Once eligibility has been established, applicants will be directed to the appropriate County representative to be placed as a temporary hire for the following purposes:
  - A. Clean-up including demolition, cleaning, repair, renovation and reconstruction of damaged and destroyed public and not-for profit structures located within the disaster area;
  - B. Humanitarian assistance including distribution of food, clothing, and other assistance to hurricane victims;
  - C. Collecting data.
6. All jobs falling under this Agreement are temporary jobs for displaced workers, and should be paid the higher of the federal, state or local minimum wage or the prevailing rates of pay for other individuals employed in similar occupations by the same employer. A displaced worker can:
  - A. Work for up to six (6) months from the date of the grant award;
  - B. Earn up to \$12,000 or work for a maximum of 1,040 hours, whichever comes first;
  - C. Subject to CSFC's policy limits, transportation assistance and protective clothing (goggles, boots, gloves, helmets) may be allowed support services.
  - D. CSFC has the authority to lease equipment for program activities in support of emergency actions identified above.

**(b) BOCC will:**

1. BOCC will advertise the availability of CSFC services through all appropriate means and direct applicants to designated CSFC personnel.
2. If needed, BOCC will provide appropriate workspace to CSFC personnel and facilitate their enrollment and eligibility determination of applicants.
3. BOCC will be responsible for enrolling temporary workers onto their workforce rolls for worker's compensation liability insurance and payroll purposes once eligibility has been determined by CSFC.
4. BOCC will submit to CSFC a copy of their payroll/benefit records on a weekly or bi-weekly basis, as appropriate, for reimbursement. Reimbursement will include the actual salary/benefits paid to the displaced worker as well as a ten percent (10%) administrative fee.

**(c) BOCC will provide the following resources to CSFC as needed:**

Workspace  
Computer/internet connectivity and maintenance  
Telephone access (log must be kept by CSFC of long-distance calls)  
Copier/Fax systems  
Security  
Common areas

**V. Period of Agreement:**

This Agreement shall commence on the date it is executed by both parties and shall remain in effect for a period of five (5) years, unless otherwise terminated upon thirty-day written notice by either party. Such notice shall be valid only upon delivery by certified mail, return receipt to the other party at their address as included above.

**VI. Amendment of the Agreement**

This Agreement may be amended at any time provided the party seeking the amendment provides the other written notice of intent to amend and the purpose of such amendment. Such amendment shall only be valid when reduced to writing and executed by both parties to the original Agreement.

**VII. Certification**

By signing this Agreement, both parties agree that the provisions contained herein are subject to all applicable Federal, State and local laws, regulations and/or guidelines relating to nondiscrimination, privacy rights of participants, and maintenance of records and other confidential information.

**By signatures affixed below, the parties specify their Agreement:**

CareerSource Florida Crown

\_\_\_\_\_  
Robert Jones, Executive Director

\_\_\_\_\_  
Date

Board of County Commissioners – Columbia County

\_\_\_\_\_  
County Commissioner

\_\_\_\_\_  
Date

**CareerSource Florida Crown  
Infrastructure Funding Agreement  
One-Stop Operating Budget**

<b>FTE Estimate</b>	<b>29.1</b>	<b>6.88</b>	<b>4.22</b>	<b>7.25</b>	<b>2.47</b>	<b>2.29</b>	<b>2.29</b>	<b>1.23</b>	<b>2.47</b>
<b>FTE Percentage</b>	<b>100%</b>	<b>24%</b>	<b>15%</b>	<b>25%</b>	<b>8%</b>	<b>8%</b>	<b>8%</b>	<b>4%</b>	<b>8%</b>
<b>Infrastructure Costs</b>	<b>Annual</b>		<b>WIOA</b>	<b>WIOA</b>					
	<b>Budget</b>	<b>WT TANF</b>	<b>Adult/DW</b>	<b>Youth</b>	<b>WP</b>	<b>SNAP</b>	<b>RESEA</b>	<b>LVER</b>	<b>DVOP</b>
<b>Leases</b>	<b>\$ 257,212</b>	<b>\$ 60,812</b>	<b>\$ 37,300</b>	<b>\$ 64,082</b>	<b>\$ 21,832</b>	<b>\$ 20,241</b>	<b>\$ 20,241</b>	<b>\$ 10,872</b>	<b>\$ 21,832</b>
<b>Liability Insurance</b>	<b>\$ 15,000</b>	<b>\$ 3,546</b>	<b>\$ 2,175</b>	<b>\$ 3,739</b>	<b>\$ 1,273</b>	<b>\$ 1,180</b>	<b>\$ 1,180</b>	<b>\$ 634</b>	<b>\$ 1,273</b>
<b>Software/Hardware/ Computer</b>	<b>\$ 15,000</b>	<b>\$ 3,546</b>	<b>\$ 2,175</b>	<b>\$ 3,739</b>	<b>\$ 1,273</b>	<b>\$ 1,180</b>	<b>\$ 1,180</b>	<b>\$ 634</b>	<b>\$ 1,273</b>
<b>Supplies</b>	<b>\$ 12,000</b>	<b>\$ 2,837</b>	<b>\$ 1,740</b>	<b>\$ 2,990</b>	<b>\$ 1,019</b>	<b>\$ 944</b>	<b>\$ 944</b>	<b>\$ 507</b>	<b>\$ 1,019</b>
<b>Utilities</b>	<b>\$ 50,000</b>	<b>\$ 11,821</b>	<b>\$ 7,251</b>	<b>\$ 12,457</b>	<b>\$ 4,244</b>	<b>\$ 3,935</b>	<b>\$ 3,935</b>	<b>\$ 2,113</b>	<b>\$ 4,244</b>
<b>Total One-Stop Operating Budget</b>	<b>\$ 349,212</b>	<b>\$ 82,562</b>	<b>\$ 50,641</b>	<b>\$ 87,007</b>	<b>\$ 29,641</b>	<b>\$ 27,480</b>	<b>\$ 27,480</b>	<b>\$ 14,760</b>	<b>\$ 29,641</b>

## **ATTACHMENT 1**

### **DISPUTE RESOLUTION PROCEDURE**

If a dispute shall arise with any partner within the CareerSource Florida Crown Career Center Delivery System, the following procedure shall be followed:

- 1) Contact the appointed Career Center site manager and try to resolve the dispute.
2. If you are not able to resolve the dispute with the site manager, contact the CareerSource Florida Crown Workforce Board.

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