

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 team work, 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, CSFC personnel will report to the Columbia County Emergency Management offices.
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. BOCC will provide appropriate work space 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:

Work Space
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 terminate on or about June 30, 2019 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. Parties may renew this Agreement annually by an updated signatory page for a period of five (5) years.

VI. Contacts for the Partners:

A. CareerSource Florida Crown

1389 US Hwy 90 West, Suite 170
Lake City FL 32055
(386) 755-9026 X 3219

B. BOCC Corporation

VII. 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.

VIII. 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

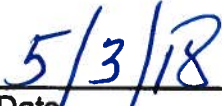


Date

Board of County Commissioners – Columbia County



County Commissioner



Date

Attachment 1

Workforce Region 7 Occupational Wages

Columbia, Dixie, Gilchrist, and Union Counties

Occupational Code	Title	Hourly Wage (2017 wage estimates in dollars)		
		Median	Entry**	Exp***
353021	Combined Food Prep. & Serving Workers, Inc. Fast Food	\$9.60	\$9.16	\$11.54
412031	Retail Salespersons	\$11.00	\$9.12	\$14.23
333012	Correctional Officers and Jailers	\$17.44	\$16.10	\$17.86
412011	Cashiers	\$9.22	\$8.96	\$9.90
434051	Customer Service Representatives	\$12.96	\$10.41	\$15.85
537062	Laborers & Freight, Stock and Material Movers, Hand	\$11.78	\$9.41	\$15.61
353031	Waiters & Waitresses	\$9.73	\$9.20	\$12.94
533032	Heavy & Tractor-Trailer Truck Drivers	\$19.42	\$14.44	\$22.69
439061	Office Clerks, General	\$12.97	\$10.09	\$15.35
311014	Nursing Assistants	\$11.76	\$10.02	\$13.48
436014	Secretaries, Except Legal, Medical and Executive	\$13.09	\$10.00	\$15.85
372011	Janitors & Cleaners, Except Maids & Housekeeping	\$9.69	\$9.03	\$11.95
435081	Stock Clerks & Order Fillers	\$10.86	\$9.21	\$12.83
259041	Teacher Assistants	\$11.80	\$11.26	\$15.36
291141	Registered Nurses	\$31.27	\$26.22	\$36.38

** - This is the wage an entry-level worker might expect to make. It is defined as the average (mean) wage earned by the lowest third of all workers in a given occupation.

*** - This is the wage an experienced worker might expect to make. It is defined as a wage that is greater than 75 percent of all workers' wages in a given occupation.

ATTACHMENT 2

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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