

## CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 0720/2023  
Contract/Lease Control #: C17-2624-BCC  
Procurement#: NA  
Contract/Lease Type: AGREEMENT  
Award To/Lessee: CAREERSOURCE OKALOOSA WALTON  
Owner/Lessor: OKALOOSA COUNTY  
Effective Date: 07/01/2023  
Expiration Date: 06/30/2026  
Description of: ONE STOP OPERATORS  
Department: BCC  
Department Monitor: HOFSTAD  
Monitor's Telephone #: 850-651-7515  
Monitor's FAX # or E-mail: JHOFSTAD@MYOKALOOSA.COM

Closed:

Cc: BCC RECORDS

**ONE-STOP OPERATOR AGREEMENT**

**OKALOOSA COUNTY BOARD OF COUNTY COMMISSIONERS  
WALTON COUNTY BOARD OF COUNTY COMMISSIONERS  
AND  
OKALOOSA WALTON JOBS & EDUCATION PARTNERSHIP, INC., DBA  
CAREERSOURCE OKALOOSA WALTON**

This Agreement is entered into by and between Walton County and Okaloosa County, political subdivisions of the State of Florida (Also referred to as the COUNTY or COUNTIES), their Chief Local Elected Officials (CLEO) as described in the Workforce Innovation and Opportunity Act of 2014 and the CLEO's duties as described in the Interlocal Agreement; and CareerSource Okaloosa Walton Board (BOARD).

The COUNTIES and the BOARD wish to enter into an agreement in compliance with the one-stop operator requirements imposed by WIOA.

1. Purpose.

The purpose of this Agreement is to authorize CareerSource Okaloosa Walton to fulfill the duties of the one-stop operator ensuring the appropriate firewalls are in place with regard to oversight, monitoring, and evaluation of performance.

To do so, the BOARD shall have the following responsibilities and authority:

A. Designate personnel to carry out the duties of the one-stop operator as follows:

The one-stop operator ("Operator") will play a critical role in supporting the local workforce system to coordinate its diverse partners to achieve its service delivery vision and reach its 'to be defined' performance goals.

1. The Operator shall comply with applicable requirements of the "Sunshine Law" regarding official activities of the local board.
2. The Operator will keep all documents and other information related to the one-stop operator services confidential. Such information will only be disclosed to designated members of the CareerSource Okaloosa Walton County Board of County Commissioners, the Board of Directors, the Executive Committee, CareerSource Okaloosa Walton's (CSOW) Finance/Audit Committee and Board staff. Other than these exceptions, the Operator will not publish, reproduce or otherwise divulge such information, completely or in part, nor authorize or permit others to do so.
3. Develop, review, and monitor appropriate memorandum of understanding (between the local board and the required one-stop partners) concerning the operation of the one-stop delivery system in the local area. This will include at a minimum:

- a. The required content of MOUs.
  - b. The way the services will be coordinated and delivered through such a system.
  - c. How the costs of such services and the operating costs of such a system will be funded.
  - d. Methods of referral of individuals between the Operator and the one-stop partners for appropriate services and activities.
  - e. Methods to ensure the needs of workers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in the provision of necessary and appropriate access to services, including access to technology and materials, made available through the one-stop delivery system.
  - f. The duration of the MOU and the procedures for amending its duration, and assurances that such MOU shall be reviewed not less than once every 3-years to ensure appropriate funding and delivery of services; and
  - g. Such other provisions, consistent with the requirements, as the parties to the agreement determine to be appropriate.
4. Continuous Improvement of One-Stop Centers: Develop strategies to improve coordination of services across one-stop partner programs to enhance service delivery and improve efficiencies, including at a minimum:
- a. Coordinating and holding up to four meetings with partners during the program year to support the Memorandum of Understanding (MOU) implementation. The Operator will develop meeting agendas, (in conjunction with Board staff), meeting activities, facilitate meetings, and provide meeting notes.
  - b. Establish objective criteria and procedures in assessing the effectiveness, physical and programmatic accessibility in accordance with section 188, if applicable, and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).
  - c. Develop strategies for technological improvements to facilitate access to and improve the quality of services and activities provided through the one-stop delivery system. Such improvements include enhancing digital literacy skills; accelerating the acquisition of skills and recognized postsecondary credentials by participants; strengthen the professional development of providers and workforce professionals; and ensure such technology is accessible; and
  - d. Developing strategies to improve coordination of services across one-stop partner programs to enhance service delivery and improve efficiencies (including but not limited to the design and implementation of common intake, data collection, performance measurement and reporting processes) with local input into such design and implementation.
5. Develop Quarterly Reports: In conjunction with Board staff, the Operator will develop an appropriate mechanism to report quarterly on the progress and performance of the partner across the system to the Workforce.

- B. The BOARD will establish and certify to the County on a biannual basis that sufficient firewalls in regard to oversight, monitoring, and evaluation of performance of the Operator, and conflict of interest policies and procedures are in place and working effectively.

II. Authority and Responsibility of the County.

The COUNTY shall have the following responsibilities and authority:

- A. Consult from time to time and on a continuing basis with the BOARD or as either party requests.
- B. Ensure that there is no conflict of interest, or the appearance thereof, in the activities of the COUNTY or its members or staff with respect to all activities provided for under this Agreement; and
- C. In collaboration with and at the request of the BOARD, take prompt and decisive corrective action when necessary to comply with the Acts, Regulations, or to assure that performance standards are met.

III. Authority and Responsibilities Held Jointly Between the BOARD and the COUNTY.

- A. It is the joint responsibility of both parties to ensure the effective delivery of services to provide the most benefit to residents and employers of CareerSource Okaloosa Walton. It is further the shared responsibility of both parties to stimulate the active and effective participation of all sectors of the community in the provision of workforce development services.
- B. The BOARD and the COUNTY may choose to further effective communication by meeting jointly, on occasion, in accordance with mutually agreed-upon meeting schedules and either party may take whatever additional steps as deemed necessary to assure effective communication between the two bodies.
- C. The BOARD and the COUNTY agree to resolve any disputes between the parties through mutually satisfactory negotiations.

IV. Term.

The term of this Agreement shall begin on July 1, 2023 and shall continue till June 30, 2026 unless the BOARD neglects to fulfill its responsibilities for reasons unforeseen to either of the parties; or a new One-Stop operator is selected through the competitive process, whichever comes first. Either party may terminate this Agreement, with or without cause, upon thirty (30) days written notice to the other party.

V. Merger.

It is understood and agreed that the entire Agreement between the parties is contained herein, and that this Agreement supersedes any oral agreements and/or negotiations between the parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated and deemed a part of this Agreement.

VI. Modification.

This Agreement may only be modified or amended by the mutual consent of the parties hereto, in writing, and consistent with the Acts, or any rule promulgated thereunder.

VII. Independence of Terms.

In the event any terms or provisions of this Agreement or the application to any of the parties hereto, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provision to the parties hereto, other than those as to which it is held invalid or unenforceable, shall not be affected thereby and every other term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by the Acts, Regulations, Federal, State, or Local Law.

WITNESS WHEREOF, the parties hereto, by and through the undersigned, have entered into this Agreement on the date and year first written above.

CHAIRMAN  
OKALOOSA WALTON JOBS &  
EDUCATION PARTNERSHIP, INC. dba  
CAREERSOURCE OKALOOSA WALTON

BY: *Scott Seay*

\_\_\_\_\_

Scott Seay

\_\_\_\_\_  
Print Name

06/21/2023

\_\_\_\_\_  
DATE

CHAIRMAN  
BOARD OF COUNTY COMMISSIONERS  
OF OKALOOSA COUNTY

BY: *[Signature]*



Robert A. "Trey" Goodwin, III, Chairman

\_\_\_\_\_  
Print Name

July 18, 2023

\_\_\_\_\_  
DATE