



## Legislation Text

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**File #:** 20-0121, **Version:** 1

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**Agenda Item Name:**

Career Source Update and Action Item

**Presenter:**

Tommy Crosby 337-6205, Todd Hutchison, David Forziano

**Description:**

Board update on activity of transitioning CareerSource North Central Florida

**Recommended Action:**

Approve and authorize the Chair to execute a First Amendment to the Agreement with LWDB 10 for temporary Administrative Entity services for the purposes of: (i) authorizing the AE to hire a temporary CFO/Director of Finance, (ii) authorizing the AE to hire the three former FMS employees that are currently under temporary contract with DWF, and (iii) increasing the AE's Not To Exceed Contract Price and related project budget to fund these new positions and related travel expenses. If the First Amendment has not been finalized for presentation at this Board meeting, authorize the Chair to execute the First Amendment provided: (i) the First Amendment is recommended for execution by both the County Manager and the County Attorney; and (2) the First Amendment does not increase the Not-to-Exceed Contract Price by more than \$198,103.08.

Provide direction to staff on a time to deliver options for a future LWDB9 model on February 25, 2020. 9:00 - 11:30 prior to the regularly scheduled Board meeting or as a part of the Regular meeting.

(Estimated time needed is 2.5 hours)

**Prior Board Motions:**

Related files are attached that reflect prior Board motions

**Fiscal Consideration:**

The temporary CFO and direct support staff are reimbursable to the CSNCF Board

**Background:**

This update is to provide information to the Board since January 28, 2020:

On January 28, 2020, the Board approve the Interim AE Contract with LWDB 10. The parties entered into that Contract on February 3, 2020. The Board also authorized a budget amendment for a search/placement firm to locate a temporary CFO. County staff have interviewed and negotiated the hiring of a temporary CFO. Staff is now requesting that the Board approve the First Amendment to the Interim AE Contract, which would authorize LWDB 10 (the "AE") to employ the temporary CFO and also 4 administrative/clerical positions. The First Amendment would increase the Not-To-Exceed Contract Price by \$198,130.08, for a new total of \$473,632.23. The Interim AE Contract is a cost-reimbursement contract, and staff anticipates that all contract related costs will be paid/reimbursable

under CareerSource NCF's grant awards. The original approach was for CareerSource NCF to contract directly with the temporary CFO as a 1099 contractor, but due to certain regulatory requirements, staff believes it would be more efficient for the LWDB 10 to hire the CFO pursuant to this amendment to its Interim AE Contract. The 4 administrative/clerical positions consist of the four individuals previously employed by FMS. If the Board approves the First Amendment, Staff anticipates the CFO's start date to be on or before February 14, 2020 and the four administrative/clerical staff would transition from temporary employment with the One-Stop Operator to LWDB 10.

On January 28, 2020, staff reported that there were 5 vacancies on the CareerSource Board of Directors, and the Board directed staff to move forward with the process of soliciting nominations to fill those vacant seats. On February 4, 2020, the County received notice that Adrian Hays-Santos, who held a private sector business seat, has resigned effective 5:00 pm, February 11, 2020. As per Board direction, a Chair letter was sent to CareerSource NCF asking them for nominations, and County staff is also soliciting nominations and reaching out to local business associations, such as the Chamber of Commerce and the EDAC, for their input and nominees. Staff will bring nominees for Board consideration at a future meeting.

On January 28, 2020, the Board also directed that a Chair letter be sent to Bradford County to request that they share in any non-reimbursable costs incurred by Alachua County. That letter was sent.

On January 28, 2020, the Board approve the appointment of Special Counsel. The Board also directed staff to bring back at least two options for the new structure of CareerSource NCF. Special Counsel has been retained and is actively assisting in the development of new structures to present to the Board. Staff anticipates presenting the structure options to the Board at its February 25, 2020 meeting.

On January 28, 2020, the Board also approved a budget amendment for a forensic audit. Staff anticipates having that service under contract by February 14, 2020.

CareerSource NCF and County staff have requested certain records/information from FMS related to: (1) DEO's Monitoring report; (2) US DOL's request for documents; and (3) administrative and other records related to FMS's role as Administrative Entity and Fiscal Agent of CareerSource NCF. To date, FMS has not produced all of the requested records, some of which are necessary to respond to DEO and DOL and others are necessary for the operation of CareerSource NCF. Staff intends to make one or more public records requests in an attempt to obtain the records.