

**STATE OF FLORIDA
TAMPA BAY WORKFORCE ALLIANCE
LOCAL WORKFORCE SERVICES PLAN 2009-2010
(ADDENDUM: AMERICAN RECOVERY AND REINVESTMENT ACT 2009)**

**STATE OF FLORIDA
REGIONAL WORKFORCE BOARD
LOCAL WORKFORCE SERVICES PLAN 2009-2010**

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INTRODUCTION

Several events prompt the requirement for Program Year (PY) 2009 State and local plan modifications. The downturn in Florida's economy and its effects upon Florida's workforce prompts the State and local Regional Workforce Boards (RWB) to reconsider and reconfigure some of the strategies outlined in the current Plans in order to serve workers, jobseekers, and businesses facing different challenges than at the time the Plans were last updated. Further, the additional funding made available through the American Recovery and Reinvestment Act (ARRA) of 2009 expands the reach of workforce development and requires new strategies for increasing the capacity of the workforce system. Lastly, the issuance of the Jobs for Veterans Act Final Rule requires the Plans to specifically address certain aspects of the State's system ensuring priority of service for veterans and eligible spouses.

PY2009 LOCAL PLAN SUBMISSION

All current PY 2007-PY 2008 Local Workforce Services Plans expire June 30, 2009. However, the United States Department of Labor (USDOL) has given the state authority to extend the current plans until sufficient plan modifications can be submitted to address the dramatic changes in local economic conditions since the last submission of local plans, as well as the increased infusion of stimulus funds. Rather than a total rewrite of your local workforce plans, the State is requiring the following:

1. A modification of the current plan to reflect only those changes the RWB finds necessary to describe any organizational changes, new or modified strategies to respond to changes in the local economy and/or occasioned by the additional ARRA funding.
2. Completed Board Membership form as required by law for the certification of RWB membership.
3. A "stand-alone" document to be attached as an addendum that responds to the questions outlined in these instructions related to ARRA efforts.

It should be noted that since many of the ARRA questions in the planning instructions will change certain sections of the current local plans, the RWBs should cross-reference the ARRA related questions in the instructions to the corresponding sections in the current plan. The current local plans should then be reviewed and updated where applicable in preparing

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the responses to the questions in the planning instructions. In submitting the local plan addendums, please identify, by section and number, those sections of the current plans that will or have changed as a result of the ARRA. If the RWBs wish to extend unchanged any portion of their current plans, please include a statement to that effect identifying those portions.

PURPOSE

The purpose of this document is to provide specific instructions regarding the requirements for RWBs to modify their local WIA strategic plans. These instructions will assist the RWBs in developing local Workforce Services Plans in response to the ARRA and implementing guidelines. Additionally, the local Workforce Services Plan is critical to having a plan consistent with the State's 2009-2010 Workforce Investment Plan.

The local Workforce Services Plan addendum is to be submitted in paper format (two copies) and an electronic format via e-mail to Workforce Florida, Inc. (WFI), by close of business on September 15, 2009. If the local plan cannot be sent via email, please send it on a CD as well as the paper copies. The plan should be e-mailed to Helen Jones at hjones@workforceflorida.com.

The two paper copies with original signatures should be mailed to:

Helen Jones
Workforce Florida Inc.
1580 Waldo Palmer Lane, Suite 1
Tallahassee, Florida 32308

During the development of the local Workforce Plan addendum, please adhere to the following procedures:

Organize the information in the document according to the plan instructions;
Descriptions of program activities should include sufficient details to portray the workforce program designs and local program operations.
Include a table of contents with page numbers and ensure that each page of the plan is numbered;
Text should be typed with a font size of 12 or greater; and
Include a list of the plan attachments and submit them in a separate electronic file.

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Executive Summary

The modified local plan is the primary vehicle for communicating to the State and the public how RWB's will implement the ARRA. Please provide a summary of the RWB's major strategies, goals, program changes, processes, etc., in implementing and fulfilling transformational efforts in the local area.

In order to modify Program Year (PY) 2009 Workforce Investment Act (WIA) and Wagner-Peyser Act local plans, the RWBs should respond to the following questions. Provided below each question are examples of the types of information the State requires in the local modification, describing both adjustments to current strategies and new activities related to Recovery Act implementation. As RWBs update their local plans, they are encouraged to reflect on and respond to the State's strategies and vision of how Recovery Act funding will be used.

TBWA RESPONSE

**Executive Summary to Tampa Bay WorkForce Alliance (TBWA)
Workforce Services Plan 2009-2010**

This summary highlights TBWA's Workforce Services Plan for 2009-2010 as amended to reflect the opportunities made possible by the American Recovery and Reinvestment Act (ARRA). ARRA is an extraordinary tool to affect the future of the American labor force by changing adversity created by troubled economic conditions to opportunity found in future trends and emerging industry and technology. TBWA will focus wherever possible preparing job seekers to participate in growing and expanding occupations. Additionally, TBWA will continue to encourage businesses in Tampa Bay to capitalize on the opportunities in ARRA that support business growth and expansion when and wherever possible.

Goals

TBWA goals for using ARRA funds successfully include:

1. Identify future needs of businesses and candidates. TBWA will continue to analyze the intent of ARRA and apply that intent to the economic framework of this community. ARRA has much emphasis on changing technologies and emerging industries that will require skilled employees.
2. Identify employment needs for new and emergent business. TBWA will find or drive development of training programs that provide knowledge, skills, and aptitudes required in tomorrow's workforce. TBWA will also

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evaluate skills that are transferrable to new and emergent business to capitalize on the available workforce in our region.

3. Provide business and workforce customers with more efficient and relevant services.

Strategies

Understanding that job creation rests with private sector, TBWA remains committed to working with training institutions and business partners in this region to ensure a talented workforce inventory for existing and future demands of talent.

TBWA's strategy is to:

1. Focus on the economic development vision and direction, working with economic development entities to participate in business selection and attraction.
2. Use training initiatives to keep talent local and to deliver services that are relevant to the market and that bring value to customers.
3. Focus on youth through summer youth work experience for 17- to 24-year-olds by creating opportunities for older and at-risk youth to develop skills and to acquire short-term certification in areas such as "green" jobs.
4. Increase numbers of business and training vendor partnerships that provide advanced or short-term curriculum in specialized areas and retain jobs in the local area. TBWA has had success with healthcare institutions; such as University Community Hospital and Rue University to increase the number of certified licensed nurses, for example.
5. Continue to work with economic development entities to identify business relocations and expansion projects, to provide timely and relevant labor market information and to ensure trained and skilled workforce is available.
6. Provide appropriate staffing levels to accommodate increased traffic at customer centers; ensure adequate training of staff for greater competency.

Process Changes

TBWA conducts routine reviews of internal control and other processes to make improvements and modifications as warranted. Therefore, few process modifications or changes are foreseen in our administrative functions at this time.

However, TBWA identifies opportunity for programmatic modifications as follows:

1. Streamline intake process to facilitate less wait time and faster "put through" at customer centers.
2. Enhanced service delivery at multiple locations. TBWA will conduct review of current service delivery model and make adjustments as warranted by market and business demands.

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Section I. Context, Vision, and Strategy

I.A. Economic and Labor Market Context

Provide a detailed analysis of the local economy, the labor pool, and the labor market context. (§112(b)(4)).

In responding to this question, the RWB should update its analysis to indicate how the economic downturn has impacted the local labor market context.

TBWA RESPONSE

Hillsborough County Profile

Hillsborough County is one of four counties covered in the Metropolitan Statistical (MSA) area called the “Tampa-St. Petersburg- Clearwater MSA” (Hernando, Hillsborough, Pinellas and Pasco). Of the four counties in the MSA, Hillsborough is the largest county. The median age in Hillsborough County is approximately 36.9.

Since the 2000 U.S. Census, Hillsborough County has experienced the most population growth – approximately 181,836 or 18%. Approximately 67% of the population 16 years and over are in the labor force (2007 ACS Survey). Of the 100 largest counties in the nation, Hillsborough County currently ranks 32nd.

Within the state of Florida, Hillsborough County has the 4th largest number of business establishments, currently estimated at 37,795 businesses. The majority of businesses in Hillsborough County fall under the super-sector called Professional & Business Services (8,816 businesses), followed by Trade, Transportation and Utilities (7,999).

The average hourly wage in Hillsborough County for the 4th Quarter 2008 was \$21.83, or \$45,396 annually based upon a 40 hour workweek. For the same quarter, the highest paying industry sector was Information. A sample of the occupations within this industry includes Telecommunications, Wired and Wireless Telecommunications, Broadcasting (Radio and Television), and Data processing.

Between 2008-2016, the following are the predicted top five fastest growing industries in Hillsborough County

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(by estimated number of persons employed and projected percentage growth):

1. Wood Product Manufacturing Industry with 1,388 persons employed in 2008. Annual growth rate is 4.21% by 2016 to 1,789 persons.
2. Insurance Carriers and Related Activities with 23,027 persons employed in 2008. Projected 3.56% growth by 2016, or 29,581 persons.
3. Social Assistance with 7,609 persons employed in 2008. Projected 3.54% growth to 9,763.
4. Professional, Scientific and Tech Services with 48,574 persons in 2008. Projected 3.17% growth to 60,887.
5. Wholesale Electronic Markets, Agents and Brokers with 4,869 persons in 2008. Projected 3.13% growth to 6,087.

The following are samples of occupations projected to gain the most new jobs in Hillsborough County between 2008 and 2016:

1. Customer Service Representatives; from 23,550 to 29,180.
2. Retail Salespersons; from 23,775 to 26,874.
3. Registered Nurses; from 11,989 to 14,119
4. Food Preparation & Serving Workers, including Fast Food; from 14,480 to 16,405.
5. Janitors and Cleaners, except Maids and Housekeeping; from 11,078 to 12,974.

Economic Downturn

The decline in Home sales preceded the decline in workforce conditions (see below table).

Year	2005	2006	2007	2008
Total Sales	23,415	16,348	10,807	11,073

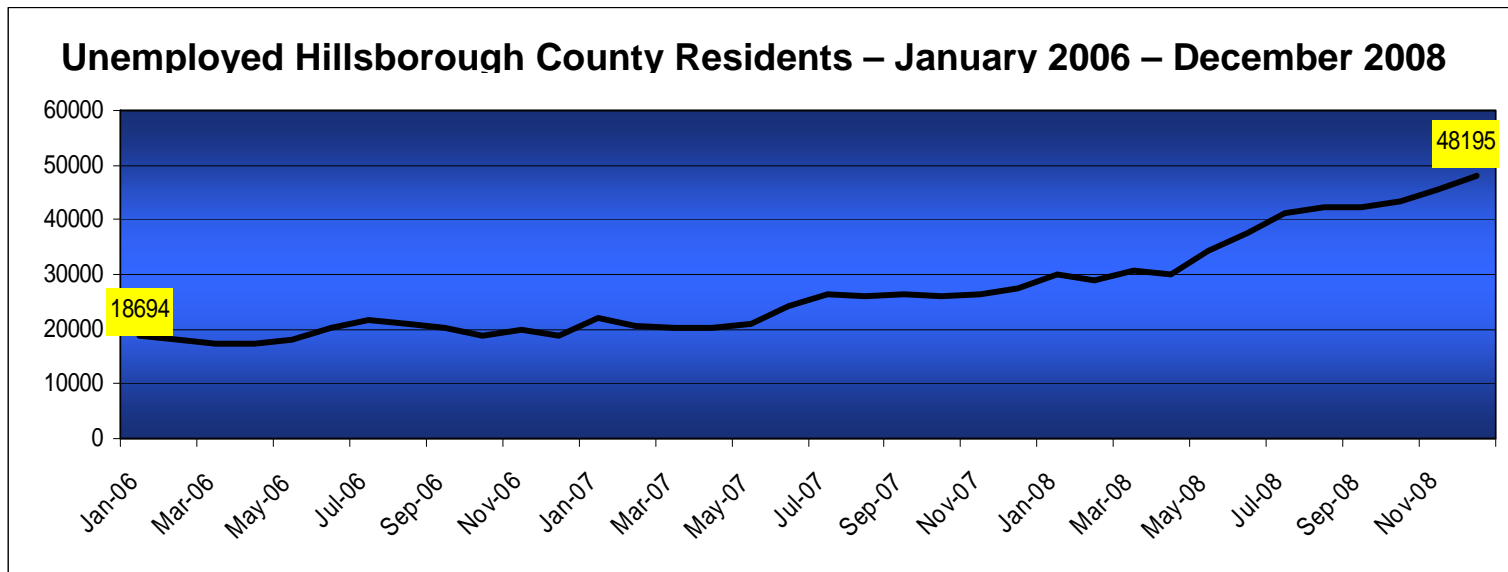
Home sales in May 2009 (4,466) exceeded sales for the same period a year ago (3,918) by approximately 14%. While home sales appear to be increasing, the average residential sales price appears to be returning to “pre housing boom” levels. Between Jan. - May 2009, the average residential sales price is an estimated \$173,206, which is significantly lower compared to the same period a year ago, \$246,568 – a 42% decline. Data shows that during that same time period, the sale and purchase of commercial properties has decreased by 90%.

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Workforce

Employ Florida Marketplace (EFM) is the primary operating system containing databases of job seeking candidates and local and statewide job openings. In Hillsborough County, approximately 6 of 10 newly registered candidates (64%) in EFM are Unemployment Compensation (UI) claimants.

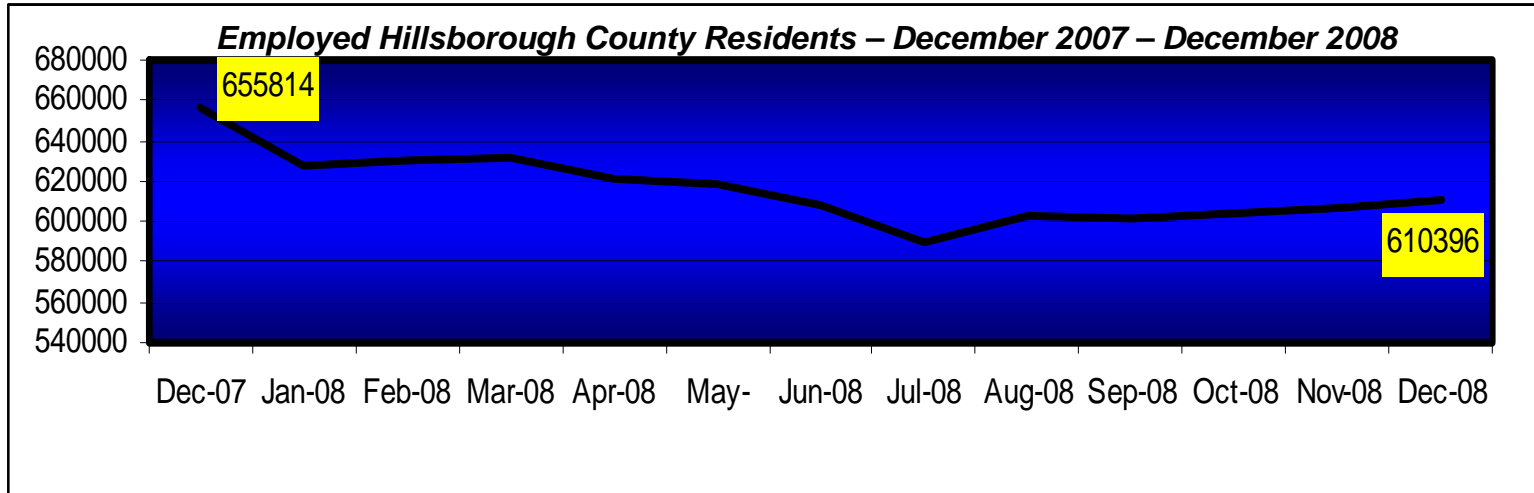
Labor force data suggests employment conditions began to deteriorate starting in the summer of 2007. This is evident by the steadily increasing number of unemployed persons, from 24,279 unemployed in June 2007 to 61,358 in May 2009; a 152% increase.



As the unemployment rate increased, so did the number of unemployment claimants. Unemployment claims increased 85% in 2008 to an estimated 79,974 claims. The occupations most affected (Jan 2008- June 2009) were Customer Service Representatives (5,422); Administrative Service Managers (3,495); and all other Managers (2,438). During the period January – May 2009, there were approximately 57,089 unemployment claims in Hillsborough County. **As it appears now, claims are on a path to exceed all of 2008 and 2007 claims combined.**

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The graph below shows total employment levels for December 2008 (610,396) compared with the same month in 2007 (655,814) – a 7.4% decrease of about 45,418 jobs.



In January 2007, the super-sector – Professional & Business Services – employed approximately 139,137 individuals in Hillsborough County. Current economic conditions have had the most impact on this super-sector where an estimated one in five Professional & Business Services jobs were lost, a decrease of 20.56%. Professional & Business Services consist of three major industries: Admin & Support & Waste Management & Remediation Services (55,579 employed); Professional, Scientific and Tech Services (46,657), and Management of Companies (7,693). Admin & Support & Waste Management & Remediation Services is the largest industry category. Because of the economic downturn, it has also been one the most affected categories. Between January 2007 and December 2008, employment levels for this industry category declined 31,888 positions, or 36.46%. Sample occupations in this industry sector are Employment Placement Agencies, Telephone Call Centers and Office Administrative Services.

In 2008, Florida led the nation in unemployment claims for Admin & Support & Waste Management &

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Remediation Services employees. However, for the same period, Professional, Scientific and Tech Services employees increased with 2,615 new job positions, or 5.86%. Of the top five projected fastest growing occupations, four are occupations within the category of Professional, Scientific and Tech Services.

Occupation Title	2008	2016	Percent Change	Jobs Added Annually
Network Systems and Data Communications Analyst	2,218	3,152	5.26%	157
Tile And Marble Setters	465	649	4.95%	29
Computer Software Engineers, Applications	2,696	3,655	4.45%	156
Surveyors	571	765	4.25%	40
Surveyors and Mapping Technicians	1,395	1,837	3.96%	79

(The highlighted titles fall under Professional, Scientific and Tech Services)

The Construction Industry is the second most affected super-sector in Hillsborough County. By December 2008, construction industry employees declined by approximately 8,176 jobs, or 19.1%. In 2008, building permits declined by approximately 43.8% as compared to 2007. Additionally, construction investment declined from approximately \$1.1 billion in 2007 to \$984 million in 2008, a 7% decrease.

As a result of significant decline in Professional & Business Services jobs; Trade, Transportation, and Utilities employees now make up the largest super-sector with 121,022 employed in Hillsborough County. However, economic conditions have also affected this super-sector with a 4.78% decrease, or 5,382 jobs. Within Trade, Transportation and Utilities, employees most affected by job losses have been Retail trade, a decrease of 3,605 jobs (5.02%).

Employment levels in Education & Health Services increased by 9.66%. Growth in the Health care industry includes occupations related to physician offices, ambulatory services and hospitals. Local demographics play a significant role in the growth of this industry. Approximately 30% of the Hillsborough County population falls in the age group of 50 years or older. As population ages, so does the need for more medical care. Additionally,

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Educational Services employment levels increased by 3,530 jobs, or 8.0%. This growth in the Educational Services Industry has resulted in Hillsborough County seeing an increase in the number of Post-Secondary institutions.

The Arts, Entertainment and Recreation industry also increased by 2,020 jobs, or 15.8% in 2008. These include occupations related to amusement, gambling and recreational activities which alone has a projected annual growth of 168 new jobs annually, or 2.15%.

Overall, employment conditions in 2009 continue to follow the downward trend of 2008. Between January and May 2009, 68,919 unemployment claims had been filed. The current trend suggests that claims for the first 6 months of 2009 will exceed claims filed in all of 2008. It is predicted that when employment levels begin to normalize, businesses will seek expansion or relocation to areas where the labor force is skilled and able to compete globally. This employment condition creates an opportunity for the Hillsborough County labor force to cultivate occupational skills.

I.B. Overarching Local Strategies

Describe the strategies that are in place to address the local strategic direction, local priorities, and workforce development issues identified through the local economy.

The RWB should describe the following local actionable strategies it is deploying to achieve the state and local vision for the use of Recovery Act and regular formula funds.

1. How the local workforce investment system resources, both stimulus and regular formula funds, can and will be used to serve the increased numbers of workers in need.

TBWA RESPONSE

TBWA will use Recovery Act funding, in conjunction with other available funds, to assist workers who are facing unprecedented challenges. TBWA will provide additional career assessments, remedial and occupational training, and job search assistance to unemployed workers; help youth access services needed to pursue education and employment; assist businesses to hire qualified workers; and provide other activities designed to

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aid recovery of local, regional, and state economies.

TBWA will continue to work with employer and training communities to develop and refine innovative service delivery strategies enabling low-income, displaced and under-skilled adults, and disconnected youth to acquire knowledge and skills for success at work in key industries needed in a global economy.

TBWA will implement training and reemployment strategies to quickly recognize opportunities that allow for the preparation of workers for “green” jobs. TBWA will work with, and encourage, the expansion of existing training programs, such as registered apprenticeship that have the potential to prepare workers for careers in the renewable energy sectors and for other “green” jobs.

2. How adults and dislocated workers, including low-income adults, who need to acquire new skills will have increased access to education and training opportunities.

TBWA RESPONSE

TBWA recognizes that because workers may need to upgrade skills or re-skill to compete for limited career opportunities, training will be a particularly vital service during the economic recovery. Overall training enrollments are expected to increase. TBWA will work with training suppliers to increase access to education and training opportunities that may include occupational skills training; on-the-job training; programs that combine workplace training and related instruction, including registered apprenticeship; training programs operated by the private sector; skill upgrade and retraining; entrepreneurship training; job readiness training; adult education and literacy training; and customized training. These training opportunities may connect workers with fresh skills and appropriate credentials to emerging and “green” jobs as the economy recovers.

3. How the RWB will address a dual-customer approach, meeting the skill needs of existing and emerging employers and high-growth occupations, as well as the needs of under-skilled adults.

TBWA RESPONSE

TBWA has expert knowledge of labor market conditions and employment trends in this region. This knowledge allows for a more proactive and responsive approach to rapidly changing employment demographics. This is key in addressing the dual-customer approach TBWA uses to provide career pathways with available support services and needs-based payments. This approach makes it far easier for young people and adults -

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particularly those most in need - to advance and persist through progressive levels of education and job training as quickly as possible allowing for education and workforce skills of demonstrated value identified for emerging and high-growth occupations. TBWA schedules targeted career fairs and daily recruitment events that enable TBWA to rapidly meet the human resource needs of the local business community and the needs of employers relocating to the Bay area. Also, the full array of resources available at TBWA's career centers is used to meet the needs of both businesses and candidates. These tools allow TBWA to provide businesses with the qualified candidates and to open the door of opportunity to an accessible labor pool. These tools include, but are not limited to:

- Training for high demand occupations (WIA)
- On-the-job Training
- Competitive Edge Award (Employed Worker Training) and
- Customized Training designed to meet needs of a specific employer

These services allow for cultivation of TBWA's labor force to meet specific workforce needs of the business community and allow for development of a prepared and skilled labor pool that is competitive in today's global economy.

4. How workforce activities (e.g., adult education, job training, postsecondary education, registered apprenticeship, career advancement, needs based payments, and supportive service activities) will be aligned in career pathways both now in implementing the Recovery Act and in the transformed workforce system of the future.

TBWA RESPONSE

TBWA recognizes the importance of closely aligning workforce services (e.g., education and training) with jobs and industries important to local and regional economies and will continue to work with business and industry as well as training suppliers. TBWA will implement innovative strategies that provide customers easy access to services that can aid in their quick advance through progressive levels of education and job training and can help them gain education and workforce skills needed for new and emerging industries, "green" jobs and high-growth occupations.

5. How the RWB will partner to develop workforce solutions with community colleges, business and labor organizations, registered apprenticeship program sponsors, civic groups, and community organizations to align

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workforce development strategies and align workforce strategies with strategies for regional development and shared prosperity.

TBWA RESPONSE

TBWA has strengthened partnerships across workforce, economic development, and education communities since inception of its Strategic Plan in 2003. TBWA continues to develop workforce solutions through collaborative interaction with community colleges, business and labor organizations, etc., and through ongoing communications and committee work by the workforce board. Some workforce solutions are documented through local memoranda of understanding.

I.C. Service Delivery Strategies, Support for Training

Describe innovative service delivery strategies the RWB has or is planning to undertake to maximize resources, increase service levels, improve service quality and achieve better integration.

In answering this question, the RWB should describe innovative strategies to accomplish its vision and achieve the goals of the Recovery Act, including how the RWB will:

1. Increase services to workers in need.

TBWA RESPONSE

TBWA is constantly seeking innovative strategies to heighten and broaden outreach and delivery of services, as well as collaborate with partners and strategic alliances within the community. TBWA is taking a proactive approach to increase quantity and quality of services provided. Enhancing and pooling additional resources such as increased Pell Grants and new federal websites (www.careeronestop.org/reemployment for reemployment services and www.opportunity.gov for education and training information) are consistent with a seamless service delivery model. Through technology, sequencing and streamlining service delivery at the individual level, TBWA will increase services.

In addition, TBWA will hold town hall style meetings to identify and to address the needs and concerns of those people “in the trenches” (unemployed, underemployed and dislocated workers) seeking workforce services that could better their lives, and in the process, better the economic picture within the Tampa Bay region.

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TBWA's vision is that seamless career pathways are developed and offered with support services and needs-based payments to provide a trained workforce of tomorrow.

2. Support the full range of One-Stop Career Center customers in acquiring the skills needed to attain jobs in high growth, high-wage industries and occupations, including such support services, needs-based payments basic skills remediation, English as a second language, and other supportive services.

TBWA RESPONSE

TBWA's vision for increasing training access for individuals is to use opportunities provided through WIA Title I investment funds and to leverage other funds and resources that lead to education and training opportunities which are doorways to high growth/high wage jobs of the future.

TBWA annually conducts local workforce estimating conferences focused on aligning the business needs with that of education and training available through TBWA's training vendors. These meetings provide TBWA with the information needed to identify those businesses and sectors of the economy that are still in need of workers, and those that will begin to grow as the economy recovers. Through these conferences, TBWA identifies the skill needs of existing and emerging employers within its region and then, closely aligns education and training at every level to provide those identified skills and credentials of value that will connect people to these emerging jobs. This in turn can ultimately provide economic prosperity for individuals and families.

Information from the workforce estimating conferences has prompted TBWA to expand training availability for emerging job and occupations in the region. Such contracted partnerships will focus on providing education and training in the following industries where future growth is promising:

- A. healthcare
- B. life sciences
- C. information technology
- D. financial and professional services
- E. clean energy technologies
- F. environmental protection technologies and
- G. engineering

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3. Ensure education and training delivered through the workforce system results in education and workforce skills of demonstrated value, and focus assessments and certifications towards the next level of education and employment.

TBWA RESPONSE

TBWA will use information gathered during its Estimating Conferences to ensure the education and training to be delivered through its workforce system is relevant to today's economy and develops a foundation that maximizes benefits from available education and training funds.

TBWA is a member of Florida Economic Development Council and local chambers of commerce as part of its efforts to remain abreast of emerging industries, emerging jobs and the workforce needed to fill new and future jobs, including "green" jobs as indentified in such occupations as biofuel development, and existing occupations that incorporate "green" skills and "green" technologies (e.g., electrical engineers, heating, ventilating and air conditioning mechanics and installers, and construction managers).

Recognizing that "green" jobs are unfolding in this regional economy at a slower rate than desired to immediately lower the 10.7% unemployment rate, TBWA will monitor candidate training expenditures and placement outcomes associated with "green" jobs for the purpose of balancing the number of workers with "green" skills that are relevant in the marketplace during the timeframe of this addendum.

4. Strategically use youth, dislocated worker and adult funds to quickly deliver innovative services.

TBWA RESPONSE

TBWA will continue to strategically work with businesses and training institutions to develop innovative strategies for quick delivery of innovative workforce services. By partnering with entities such as the local chambers of commerce, TBWA can identify high-skilled, high-wage, emerging "green" jobs and then work with educational institutions to accelerate training for youth, adults and dislocated workers.

5. Provide targeted work experiences in order to prepare individuals for job opportunities in new industries or occupations, particularly using registered apprenticeship and on-the-job training for all jobseekers, and summer work experience for youth.

TBWA RESPONSE

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TBWA will continue to work with its business partners to develop work experience opportunities that will prepare individuals for jobs in new and emerging industries. TBWA will also work with registered apprenticeship programs and continue to use on-the-job training opportunities. TBWA will continue to provide youth work experience and OJT opportunities in a wide range of positions including those in emerging and “green” industries.

6. Align workforce activities with education strategies and economic and community development strategies to meet skill needs of jobs and industries important to the local and regional economies and meet the needs of under-skilled adults.

TBWA RESPONSE

TBWA continues to participate with the Florida Economic Development Council, the Greater Tampa Chamber of Commerce and other economic and educational entities that foster growth of new and emerging businesses while seeking to support existing industries.

Through its participation in career fairs, technology and professional expos, and various seminars, TBWA aggressively identifies the needs of the local economy, and then creates training opportunities to support the collective economic development goals of TBWA and its partners. These programs serve as a catalyst in cultivating the local labor force, which provides the local business community with a skilled workforce and a competitive edge.

In addition, TBWA supports the region with skilled labor capable of competing, not only locally, but on global scale. Candidates are provided with a training menu through TBWA’s website, allowing them access to the region’s targeted occupation list and local training providers for the jobs specified. TBWA also provides multiple training, educational and experiential learning opportunities to develop young talent and under skilled/employed adults. To enhance employment opportunities for customers, TBWA works with businesses to prepare the right individual for the right job and provides avenues to emerging technical jobs through its website link to the Tampa Bay Technology Forum. TBWA also holds weekly Professional Networking Group meetings to keep candidates connected to high-skilled, high-wage businesses.

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Section II. Service Delivery

II.A. Local Governance and Collaboration

II.A.1. Describe how the local partners involved in the workforce investment system interrelate on workforce economic development, and education issues.

In its response, the RWB should describe how it is ensuring cross-agency and partner collaboration so that workforce investments are tied to other investments funded by the ARRA outside of workforce development.

TBWA's RESPONSE

TBWA focuses on economic development and educational issues by creating strategic alliances with local partners. Those alliances include, but are not limited to:

- Businesses
- Hillsborough County Board of County Commissioners
- Chambers of Commerce
- Hillsborough Community College
- Hillsborough County Public Schools
- Labor organizations
- Vocational Rehabilitation

TBWA staff and board members are also represented and participate on active committees, workgroups, and other planning bodies that assure necessary interrelationships are maintained and strengthened for a fully collaborative effort. TBWA's website provides links to a number of its partners to continue its collaborative effort to meet the community's needs within the local workforce.

II.A.2. Describe the steps the RWB will take to improve operational collaboration of the workforce Investment activities and other related activities and programs outlined in section 112(b)(8)(A) of WIA at the local level (e.g., joint activities, memoranda of understanding, planned mergers, coordinated policies, etc.).

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In responding to this question, the RWB should describe how collaboration will be supported and sustained between the organizational entities responsible for WIA, Wagner-Peyser Act, Unemployment Insurance, Trade Act services, and Registered Apprenticeship. Additionally, how will barriers to coordination be eliminated.

TBWA's RESPONSE

TBWA provides a seamless service-delivery business model. Staffs are cross-trained and are familiar with the full array of career center resources. In addition, TBWA maintains MOUs with, but not limited to, the following entities:

1. AARP
2. Department of Children and Families
3. Experience Works
4. Hillsborough Community College
5. Hillsborough County Board of County Commissioners Agreement
6. Hillsborough County Department of Health & Human Services
7. Hillsborough County Public Schools
8. Hillsborough County Public Schools – Adult & Community Education
9. Hillsborough Kids Inc.
10. Hillsborough County Sheriff's Office
11. MacDill Air Force Base and Veterans Employment & Training
12. MacDill Air Force Base (TAP MOU)
13. U.S. Department of Veterans Affairs and
14. Veterans Rehabilitation.

II.B Reemployment Services and Wagner-Peyser Act Services

The ARRA makes funding available for reemployment services (RES). RES funding provides job search and other employment related services to UI customers. These funds are to be used to provide RES through the one-stop career centers, in addition to regular Wagner-Peyser Act funded employment services in order to accelerate UI customers' return to employment. Under the Wagner-Peyser Act, Section 7(a) through (c), allowable activities include job search and placement services to job seekers including counseling, testing, occupational skills, labor market information, assessment, referral to employers, and appropriate recruitment services and special technical assistance services for employers. These services may include:

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- Services provided to UI claimants identified through the UI profiling system;
- In-person staff assisted services;
- Initial claimant reemployment assessments;
- Career guidance and group and individual counseling, including provision of materials, suggestions, or advice which are intended to assist the job seeker in making occupation or career decisions;
- Provision of LMI, occupational, and skills transferability information that clarifies claimants' reemployment opportunities and skills used in related or other industries;
- Referral to job banks, job portals, and job openings;
- Referral to employers and registered apprenticeship sponsors;
- Referral to training;
- Assessment, including interviews, testing, individual and group counseling, or employability planning; and
- Referral to training by WIA-funded or third party service providers.

II.B.1. Please describe the full array of reemployment services the RWB provides to Unemployment Insurance claimants and the worker profiling services provided to claimants identified as most likely to exhaust their unemployment Insurance benefits in accordance with section 3(c)(3) of the Wagner-Peyser Act (§112(b)(17)(A)(iv).).

In responding to this question, the RWB should describe:

1. How RES will be coordinated with other services provided at the One-Stop Career Center under WIA. Describe any changes to the reemployment services including the ARRA funded services that will be provided to unemployment insurance claimants and the Priority Reemployment Planning (PREP) services that are provided to include a discussion of the increased numbers of ARRA job seekers entering the One-Stop Career Centers. Also describe how PREP will advance the local ARRA funded RES efforts. For those RWBs participating in the Re-employment and Eligibility Assessment Program pilot please also describe how this effort will be coordinated with RES.

TBWA's RESPONSE

TBWA provides the following array of reemployment services (RES) to Unemployment Insurance (UI) claimants:

- A. Identification of UI claimants through the UI profiling system (e.g., lists provided through OSMIS);
- B. In-person career manager assisted services;

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- C. Initial reemployment assessments;
- D. Career guidance through group and/or individual counseling with TBWA career managers where materials, suggestions, and advice are provided to help claimants make decisions on careers and occupations;
- E. Updated labor market information to include occupational and skills transferability so that claimants can assess reemployment opportunities while considering skills needed in related or different industries;
- F. Referrals to local job banks, job portals and local job openings;
- G. Referrals to local employers and local apprenticeship sponsors;
- H. Referrals to training with regard to targeted occupations;
- I. Assessments through interviews, tests, counseling, and/or employment planning;
- J. Referral to local WIA-funded and/or third party provided training opportunities.

TBWA integrates its implementation of Adult services with Reemployment Services and UI programs so that its customers have easy access to all programs, regardless of their point of entry into the system.

TBWA conducts several types of claimant profiling and assessment services to identify claimants as most likely to exhaust UI benefits. TBWA career managers evaluate reports from the One-Stop Management Information System (OSMIS) to develop “pools” of claimants considered least likely to be returning to their previous occupations. Additionally, TBWA uses reports obtained from the Florida FLUID system to help identify UI claimants in need of RES.

TBWA coordinates its full line of job seeker and employer services at all three of its career centers to provide the best opportunities for rapid and effective reemployment of UI claimants. TBWA assesses capabilities of both physical plant and personnel to reflect the changing economic situation, determines the best mix of available assets, and adjusts accordingly. TBWA identifies employment opportunities in the region, especially those with “green” and alternative energy opportunities and those in emerging STEM (science, technical, education and medical) jobs. Another essential element of keeping TBWA’s efforts coordinated is a thorough staff-training program that uses several proven training techniques for informing all TBWA workforce professionals.

TBWA is implementing significant changes to its RES to meet all job candidate needs. TBWA’s facilities have been reconfigured and, in some instances, expanded; and, additional personnel hired to accommodate its

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expanding customer base. Improved technology will be used to gather and share employment data to support job candidate and employer customer requirements. These changes include ARRA funded services such as the Priority Reemployment Planning (PREP) services supporting UI job candidates, and identifying and coordinating with new training vendors and providers supporting “green” and alternative energy occupations.

Additionally, TBWA is adding expanded technology to allow UI claimants more access to new ARRA portals and websites, such as, “Opportunity.Gov,” “Recovery.Gov,” guidance on Pell Grants, and ETA’s “Green Job Training Solicitations.”

TBWA’s PREP services include identifying UI claimants; notifying claimants of available services; assessing claimants’ knowledge, skills and abilities; getting claimants registered in EFM; and completing assessments that allow career managers to counsel claimants on future job and career opportunities and/or training opportunities. TBWA recognized well before passage of ARRA that its job-seeker customer base was expanding quickly. TBWA started plans early to increase its capacity to meet growing numbers of job-seeker candidates with improved facilities and more availability of workforce professionals to meet the greater demand. TBWA is expanding its workforce efficiency by adding temporary staff to deal with data entry, research, and administrative tasks, thus making career managers more available to all job seeker candidates. TBWA’s thorough and well-focused training programs have put well-prepared professionals in place quickly.

TBWA is using PREP to advance its regional ARRA-funded RES by implementing efficient new processes for making UI claimants aware, and thereby able to participate in gaining employment in jobs that fit the trends of business and industry for the future. TBWA identifies “pools” of UI claimants from data provided through the Florida FLUID system and from data provided by OSMIS. Once identified, TBWA career managers complete the state-provided notification letter, which is sent to claimants with date, time and location of the TBWA-provided PREP orientation. Whether they attend or not, claimants are advised to register with EFM at a TBWA center and other locations where internet access is convenient. TBWA career managers can then use EFM assessment tools to work with claimants to determine claimant knowledge, skills and aptitudes. TBWA then provides career and occupation counseling on job and occupation opportunities with specific consideration given to targeted occupations and any barriers to employment claimants may confront.

TBWA is currently not participating in the Reemployment and Eligibility Program pilot.

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2. How UI claimants will be identified quickly and RES provided as early as possible following initial receipt of UI benefits or referrals through UI profiling systems. What methods will be used to assess claimants to identify the mix of interventions and services for different groups of UI claimants?

TBWA's RESPONSE

TBWA identifies UI claimants quickly through action and awareness of its workforce professionals. TBWA career managers review FLUID data, EFM resources, and shared general information about local labor and business actions to find what problems are appearing in its region. Additionally, TBWA Business Development Consultants are tasked to connect with employers to stay abreast of upcoming changes in their workforce plans.

As noted in II.B.1 above, TBWA integrates its implementation of Adult services with Reemployment Services and UI programs so that its candidates have easy access to all programs, regardless of their point of entry into the system. RES are provided following initial receipt of UI benefits or referrals through UI profiling systems. Career managers provide, as soon as possible, notification letters to UI claimants that contain date, time and location of PREP orientation meetings. Whether claimants attend or not, they are advised to register with EFM and complete the entire data package. Claimants are advised that this data is important to obtain best results. With registration in EFM, claimants now have quick access to career managers with email and alerts to job opportunities.

Methods used to assess claimants in order to identify a mix of interventions and services for different groups of UI claimants include individual reviews of claimants and assessment of the companies and industries where the groups come from. Individuals are assessed according to proven employment skills assessment tools that all job seeker candidates receive. Companies and industries are assessed so that skills and job requirements in those activities can be properly matched to job descriptions in other companies and occupations. This allows career managers and claimants to speak "apples to apples" when considering job skills.

3. The model used to ensure that UI claimants receive the full array of services as indicated above, including an enhanced level of service in the one-stop career centers. The description should include all services that will be provided under RES, including in-depth services such as skill assessment, career guidance, individual service plans, labor market information, job clubs, expanding UI profiling systems for referring UI claimants through the

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one-stops, etc.

TBWA's RESPONSE

TBWA's career managers will make all efforts to identify all knowledge, skills, and aptitudes for each UI job seeker and, in turn, match the job seeker to a job. Career Managers take particular care to advise UI claimants on the viability of future employment in the field that the claimant has now left. Training in a new occupation may be a best alternative for claimants' talents.

Based on claimants' needs, TBWA offers the following enhanced services:

- A. Web-based UI system to identify UI claimants who would benefit most from RES or WIA services and ensuring they are profiled at TBWA career centers for appropriate job and service referrals.
- B. LMI to target high demand and targeted occupations and to assess transferrable skills that can aid in job-development efforts.
- C. One-on-one career guidance and counseling to include examination of whether an individual is likely to return to previous occupation or industry and, if not, using skills assessment and testing techniques, LMI data, workforce information, O*NET, and other tools to identify claimants' transferable skills and other occupations and/or industries in which these skills can be used.
- D. Work-readiness sessions and/or networking support groups, including a weekly Professional Networking Group.
- E. Individual reemployment plans for claimants who, based on assessments, would not be a candidate for immediate reemployment in the regional labor market area and would benefit from additional RES and/or WIA intensive and training services.
- F. Personalized and hands-on resource assistance at the career centers, such as computer and internet keyboarding, and other competency classes to improve claimant's ability to job search and apply for jobs online.

4. How the RWB will use information from the enhanced FLUID-EFM interface to provide enhanced services.

TBWA RESPONSE

The enhanced FLUID system will allow TBWA to obtain email addresses of registrants, allowing career managers to conduct outreach to candidates earlier in the reemployment process. Early notification enables candidates to get an early start on assessments and job searches, and provides claimants with information about TBWA career centers and services that can assist claimants to find employment or get training.

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5. The specific population among UI claimants (including exhaustees and those most likely to exhaust benefits) that the RWB intends to target with Recovery Act funds for RES. Also describe the process used by the RWB to effectively serve UI claimants and businesses in need of a job ready, LMI connected workforce.

TBWA RESPONSE

Construction workers and professional business services employees comprise a considerable pool of UI claimants. Most UI claimants are mid-career employees, most likely middle management candidates or experienced journeymen.

TBWA career managers will work with the construction worker pool and the professional business services pool of UI claimants to assess whether they are ready for placement in a temporary job until the economy recovers or, if they are ready to train in different career fields of current and future demand. With one-on-one service and an in-depth assessment of current work skills, career managers will aid these UI claimants in developing a streamlined career path that can possibly get them quickly back into the workforce and/or in training. TBWA will continue to hold its Professional Networking meetings and job fairs to aid in this effort.

Describe how the RES process will be coordinated with other services provided at the One-Stop Career Center under WIA. How will staff collaborate with UI to identify claimants who would benefit most from RES or WIA services?

TBWA RESPONSE

TBWA coordinates the RES process for UI claimants in several steps. Every two weeks, TBWA analyzes the current OSMIS report that identifies UI claimants who are divided into RES customers (those with more than four weeks on UI) and PREP service customers (those with 4 weeks or less). TBWA identifies its RES customers as needing most services and provides "Quick Intervention" actions in order to increase the customers' opportunities to compete for available jobs. TBWA career centers assist RES customers in person, over the phone, or via email/internet offering contact information, counseling availability, and services available through EFM.

TBWA's PREP service customers are offered an "orientation focus" to get started on employment search and/or transition (veterans are given priority).

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Both groups are notified through a pre-printed letter format containing time, date and place of meeting proposed to start customers into the RES process at career centers. Customer response to the notification letter allows for TBWA to start identifying the necessary resources and expertise the customer may require. TBWA assigns RES customers a career manager as soon as possible so that customer knowledge, skills, and aptitude assessments can be identified. TBWA provides PREP customers with self-help options, staff-facilitated options, and/or staff-assisted services. After a first interview, career managers are free to recommend claimants apply for services with the most appropriate TBWA line of business (primarily WIA). Other TBWA staff expertise which may be used include:

- A. Core Services
- B. Registration and EFM Overview Assistance
- C. Unemployment Compensation Assistance
- D. Veterans' and Military Family Programs and
- E. Disability Navigator Program

By providing these and other valuable services, TBWA introduces UI claimants to programs designed to get claimants trained, marketable and competitive, or to accelerate claimants toward employment opportunities.

6. How the RWB intends to integrate information technology into its RES program to better identify and serve UI claimants, including the percentage of funds that will be used for integrating ES and UI technology requirements to identify and serve the needs of UI claimants.

TBWA RESPONSE

TBWA integrates all available information technology into its RES program in order to better identify and serve UI claimants. The new and expanding websites and portals made available through ARRA directives include "Recovery.Gov," "Economic Recovery.Gov," "FedBizOpps.Gov," "Grants.Gov" and Department of Labor Recovery Act Programs. Additionally, TBWA emphasizes enrollment into FLUIDNOW.COM with bilingual fliers and notices to claimants who might be unaware of that system. FLUIDNOW.COM is TBWA's best tool for identifying UI claimants. However, TBWA uses new EFM alerts to also get information to claimants as soon as possible.

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TBWA is still estimating the ARRA funds needed to apply for integrating ES and UI technology requirements needed to identify and serve UI claimants. Hardware and software considerations are both being evaluated.

7. Any labor market information tools that will be funded and integrated into RES.

TBWA RESPONSE

TBWA is assessing current LMI tools to determine how to best supply pertinent and current data to claimants. Most LMI delivery techniques have depended upon print material that is not only expensive, but inefficient as data is quickly outdated.

8. What type(s) of training will be provided to one-stop center staff on assessments, UI profiling, LMI, technology, etc., to help staff understand how to use and apply the tools to target RES and increase proficiency?

TBWA RESPONSE

TBWA provides several types of training to its career center staffs to assist them with assessment, UI profiling, LMI, technology and various customer service concepts. This training helps staff use and apply tools needed in targeting and improving its RES. TBWA career managers and staff complete Florida Workforce Professional Tier 1 courseware within 90 - 180 days of hire. This courseware provides key elements of the workforce system. Florida Workforce Professional Tier 2 provides for more comprehensive workforce system elements.

Also, TBWA provides training to new employees through New Employee On-Boarding Training which includes the fundamentals of ARRA and its role in the workforce.

Newly released changes to law and policy concerning UI claimants is rapidly disseminated to staff using "TBWA Staff Communiqués" – TBWA's tool for alerting staff, from top down, on important new information.

- II.B.2. Describe how the RWB will ensure the three-tiered service delivery strategy for labor exchange services for job seekers and employers authorized by the Wagner-Peyser Act includes: (1) self-service, (2) facilitated self-help service, and (3) staff assisted service, and is accessible and available to all customers at the local level. (§112(b)(17)(a)(i).)**

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TBWA RESPONSE

TBWA ensures its three-tiered, service-delivery strategy of labor exchange services for job seekers and employers meets, or exceeds, mandates of the Wagner-Peyser Act through the following methods

Self-service:

Job seekers can access services through Florida's electronic labor exchange system, EFM, from any location. Job seekers are encouraged to register using the resource centers or other locations where internet access is convenient. Employers are provided similar guidance with direct access to a Business Development Representative who assists them in the registration process . Once registered, job seekers and employers have access to a variety of service offerings.

Facilitated self-help service:

Career managers and resource center staff are available to assist employers and job seekers and to guide them through registration in EFM in order to facilitate access to workforce services.

Staff assisted service:

Job seekers needing one-on-one career manager assistance are encouraged to schedule appointments as soon as possible. Staff-assisted services include, but are not limited to, effective resume writing and review, evaluating skills to match posted jobs, in-depth job search techniques, interview improvement skills, technical skills assessments and improvement training, and other skills proven to find and keep employment. Employers can also use staff assistance for help in defining hiring needs to include desirable skills and experience for given positions, job posting, screening candidates, completing and maintaining I-9 forms, and other techniques that ensure employers get the identified talent.

In order to ensure that jobs generated through the Recovery Act are accessible and available to all customers, describe how the RWB will facilitate the listing of such jobs on the State Job Bank.

TBWA RESPONSE

TBWA's job order unit enters jobs generated through Recovery Act projects/activities into EFM to make regionally identified jobs available to the state of Florida's workforce customer base. Employers may also post their jobs directly in EFM.

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II.C. Adult and Dislocated Worker Services

II.C.1. Describe local strategies and policies to ensure adults and dislocated workers have universal access to the minimum required core services as described in §134(d)(2).

The RWB should address core services for adults, dislocated workers, and target populations; especially those given preference in the WIA Adult program in the Recovery Act (recipients of public assistance and other low-income individuals).

TBWA RESPONSE

TBWA staff are trained to identify individuals who are eligible to receive WIA Adult and Dislocated Worker services provided in the Recovery Act. The staff test individuals' eligibility against all options to ensure that the maximum number of people qualify for services. Those customers who do not qualify as dislocated workers are then considered for eligibility in the Adult formula program.

TBWA business model is designed to ensure seamless service delivery. Adults, dislocated workers and target populations are provided, and have access to, all core services. If allocated funds are limited, priority for intensive and training services funded with WIA Adult funds are given to recipients of public assistance and low-income individuals; however, veterans will retain "first priority."

Priority for Recovery Act funds is also given to recipients of public assistance and other low-income groups, TBWA follows the above approved priority of service provisions for all adult funding received under ARRA. Veterans with barriers to employment are provided with the necessary initial assessment and the required documented intensive career management services.

II.C.2. Describe how the RWB will integrate resources provided under the Wagner-Peyser Act and WIA Title I for adults and dislocated workers, as well as resources provided by required One-Stop partner programs to deliver core services. (§112(b)(17)(a)(i).)

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The RWB should address how it will integrate resources provided under the Recovery Act, the Wagner-Peyser Act, and WIA Title I for adults and dislocated workers, as well as resources provided by required One-Stop partner programs. For example, how will the RWB use these resources to provide significant funding for low-income and low-skilled workers that help them access the services and training needed to pursue family-supporting jobs.

TBWA RESPONSE

TBWA assess the skills, abilities and career goals of dislocated workers and helps them map their skills against current and anticipated jobs. TBWA continues to reassess its core services activities with state and regional economic recovery plans to ensure that training and employment services support any anticipated industry growth and corresponding employment opportunities and required skill competencies.

TBWA uses ARRA resources for low-income and low-skilled workers to help them access the services and training needed to pursue family-supporting jobs through universal services that allows a larger population access to the One Stop system. The services range from self-directed service to intensive career counseling. TBWA career centers are equipped with state-of-the-art resource rooms – that contains computers, fax, copiers, printers, scanners phones—and other tools to assist candidates with their job search. Internet capability, various tutorial programs and standard computer software, such as Microsoft Office are available on all computers. The resource room staff is also available to provide one-on-one assistance to job candidates. After appropriate screening, training referral may be provided to help candidates acquire new skills and integrate into the workforce. Once screening and job matching is complete, job referrals are provided to the candidate.

II.C.3. Describe the RWB’s vision for increasing training access and opportunities for individuals including the investment of WIA Title I funds and the leveraging of other funds and resources. (§112(b)(17)(a)(i).)

The RWB should describe how it will increase training access and opportunities for individuals, including the investment of WIA Title I funds and Recovery Act funds, and the leveraging of other funds and resources. How will the RWB’s contract with and use contracts with institutions of higher education and other training providers to maximize funds to the greatest benefit.

TBWA RESPONSE

TBWA’s vision is to use the opportunities provided through WIA Title I investment funds and Recovery Act funds and leverage other funds and resources to lead to education and training opportunities that are doorways to jobs of the future. While some jobs lost during the current economic situation are likely to return once the local

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economy rebounds, business and industry in general confront significant changes that will require many new technologies and skills in the future.

TBWA will increase access and opportunities for job candidates by expanding training availability and opportunities using contracts with institutions of higher education and other training providers. Such contracted partnerships will focus on providing education and training in the following industries where future growth is promising:

- A. healthcare
- B. life sciences
- C. information technology
- D. financial and professional services
- E. clean energy technologies
- F. environmental protection technologies and
- G. engineering.

Additionally, TBWA confers regularly with training providers to continually update the above list, as well as find better and more effective training delivery systems so that job candidates can take advantage of education and training that fits their needs and can make them more competitive in the job marketplace.

TBWA staff, and especially career managers, is tasked with expanding their knowledge of education and training availability by searching through new information sources such as portals and websites that are associated with new energy environment, healthcare management and delivery technologies. The increased dollar amounts of Pell Grants are available to possibly generate new training options. These grants can be effective in allowing individual job-seeker candidates obtain training in occupations that meet their desires and prospects.

II.C.4. The RWB should describe its models/templates/approaches for service delivery in the One-Stop Career Centers, particularly whether it is adjusting its approach to deliver increased levels of services with funds received under the Recovery Act.

The RWB should:

1. Describe the method of organizing service delivery for Business customers in the One-Stop Career Centers.

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2. What assessment process will be utilized in the One-Stop Career Centers?
3. What approaches will be used to ensure funds are targeted to those most in need, including low-income assistance recipients, persons with disabilities, etc.?
4. How will the RWB streamline the sequence of services to facilitate individual access to needed services and training?

TBWA Response

TBWA plans, and is actively providing and pursuing, innovative ways to meet growing customer demands resulting from the local economic conditions. TBWA has hired additional career managers, procured additional space necessary to handle a growing customer base, and installed new technologies with software information sites that can efficiently refer candidates to jobs and/or training.

1. TBWA uses a “team mate” concept to allow for a rapid response to business customer requirements and requests. TBWA concentrates efforts to support Business customers through its Strategic Business Alliances directorate. When contacts are made, Business customers are given personally tailored customer service support with assignment to a Business Development Consultant team which has focus and expertise with industry related to the Business customer’s operations.
2. TBWA is expanding its assessment processes to ensure desired objectives of the Recovery Act are met. Even before the Recovery Act, TBWA set on a path for customer service excellence as described in its Strategic Planning Initiatives. TBWA is assessing performance to find better measures for allowing continuous improvement in all phases of its services to external and internal customers and continues to improve customer-satisfaction measurement and process monitoring tools. TBWA has instituted significant change to its monitoring procedures that allows, and requires, supervisors to step in at lowest levels necessary to change processes and/or procedures that stifle effective customer service.
3. TBWA has several approaches to ensure funds targeted for candidates most in need (including low-income assistance recipients, persons with disabilities, etc.) are properly and effectively distributed. TBWA uses its locally developed Electronic Voucher System (EVS) to account for funds distributed to candidates most in need. EVS allows TBWA to efficiently and effectively manage, track and distribute training funds. TBWA plans to process monitoring techniques to measure how efficiently targeted funds are being spent among targeted candidates and how timely the funds are distributed so as to ensure these candidates can take advantage of training and employment opportunities.

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4. TBWA is developing a streamlined service sequence to facilitate individual access to needed services and training. This service sequence will leverage the technology needed to get candidates through the process in a more efficient manner that offers candidates opportunities for success in a very competitive job market. TBWA is currently assessing available job skills portals, informative sites, on-line job training options, and improved availability for technology assets needed to expand job opportunities for individuals.

II. D. Youth Services

In preparing responses to the questions identified below, please consult the RWB's Summer Youth Plan submitted in May 2009 and attach a copy of that plan. In your responses, you may also make reference to the Summer Youth Plan where appropriate rather than repeating the same language.

TBWA Response

TBWA's Summer Youth Plan submitted in May 2009 is attached at Section V. B.1.

Describe the RWB's strategy for providing comprehensive, integrated services to eligible youth, including those most in need (§112(b)(18).)

In responding to this question, the RWB should include the following:

1. Describe the anticipated program design for the WIA Youth funds provided under the ARRA. Include in the description a program design for both younger, in-school, and older or out-of-school youth (including the 22-24 year olds that can be served with ARRA funds).

TBWA Response

TBWA's strategy is deliberate and wide reaching with extensive opportunities and community partnerships. TBWA develops work experiences and other activities that can expose youth to opportunities in "green" educational and career pathways.

TBWA's program design focuses on individuals, ages 17-24, whom have multiple barriers to employment.

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Younger participants receive a work-based learning experience. Older participants are offered short-term employment opportunities with for-profit, not-for-profit, and public entities. TBWA provides funds for wages and salaries within prescribed limits. See TBWA's Summer Youth Plan, Attachment Section V. B.1.

2. Will the RWB use the Recovery Act funds to fund only a 2009 summer youth program or some combination of 2009 and 2010? If using the funds over two summers, what percentage of funds does the RWB anticipate using for the first summer?

TBWA Response

TBWA will use the Recovery Act funds to fund only its 2009 summer youth program (SYP).

3. If using the funds for summer employment opportunities, describe how the RWB will deliver summer youth employment opportunities. Will the RWB operate the program or allocate the funds?

TBWA Response

TBWA delivers summer youth opportunities using for-profit, not-for-profit and public entities interested in providing short-term employment opportunities for enrollees ages 20-24. These entities are tasked to use the employment opportunities to encourage skills development of young talent. Job opportunities can enhance both hard and soft employment skills. TBWA pays up to \$11 hourly, or a maximum of \$3,000, for each job position filled by an individual qualifying for employment. TBWA plans to provide short-term employment to 200 youth ages 20 – 24.

TBWA is to operate its summer employment program. See TBWA's Summer Youth Plan, Attachment Section V. B.1.

4. Describe the types of worksites that will be developed for summer employment, including a mix of public and private sector work experiences, and how the RWB will ensure that meaningful work experiences will be developed.

TBWA Response

In an effort to ensure that the summer employment is a meaningful experience; TBWA uses a mix of public and private sector locations. TBWA worked with various organizations and industries such as hospitality, medical, utilities, technical, retail, learning centers and educational facilities. TBWA uses job descriptions and

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other submitted information to identify meaningful experiences within worksites.

5. Describe the RWB's policy for developing the mix of classroom versus worksite time in a summer employment opportunity. Describe the RWB's policy for determining that summer employment opportunities are connected to academic and/or occupational learning and the types of connections that will be utilized.

TBWA Response

TBWA's strategy for developing a mix of classroom versus worksite experience was based on the identify fact that 17-19 year olds, with little or no work experience, would benefit from a work-based learning experience in a classroom setting versus worksite experiences. This targeted group does not possess the work readiness skills needed to effectively work in a business setting.

TBWA strategically selected job sites and job descriptions which could provide for meaningful work experiences for 20-24 year old youth. (See Attachment B.1)

6. Describe any policies or strategies that the RWB is implementing to ensure that local areas implement activities that support out-of-school youth during summer and/or non-summer months, such as supportive services, needs-based payments, or day-care.

TBWA Response

Year round out-of-school youth are proved support services that include transportation and childcare services.

7. Provide the anticipated number of youth to be served with Recovery Act funds, including the anticipated number of summer employment opportunities created with Recovery Act funds.

TBWA Response

TBWA has estimated 800 (with the formula youth) participants to be served with ARRA funds.

TBWA has 246 Summer employment opportunities.

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II.E. Veterans' Priority of Service

What policies and strategies does the RWB have in place to ensure that, pursuant to the Jobs for Veterans Act (P.L.107-288) (38 USC 4215), priority of service is provided to veterans (and certain spouses) who otherwise meet the eligibility requirements for all employment and training programs funded by the Department of Labor?

In response to this question, the RWB should outline the changes to local policies and strategies that make them sufficient to meet the requirements of 20 CFR 1010.230, published at 73 Fed. Reg. 78132 on December 19, 2008, of the Jobs for Veterans Act regulations issued on December 19, 2008 implementing priority of service for veterans and eligible spouses in Department of Labor job training programs. This includes providing the following information and/or attachments to the local Plan modification:

1. The RWB should describe the changes to its local policies for the delivery of priority of service by the One-Stop Career Centers for its qualified job training programs. The description must include how:
 - a. The local policies ensure that covered persons are identified at the point of entry and given an opportunity to take full advantage of priority of service.
 - b. That local policies ensure that covered persons are aware of:
 1. Their entitlement to priority of service;
 2. The full array of employment, training, and placement services available under priority of service; and
 3. Any applicable eligibility requirements for those programs and/ or services.

TBWA RESPONSE

TBWA's has policies and strategies to provide veterans and eligible persons (to include certain spouses) who meet eligibility requirements for all employment and training programs funded by the Department of Labor with priority of services for employment, training and education opportunities provided at career centers. TBWA has a policy letter stating its commitment to giving priority to veterans and eligible persons. TBWA's strategies include advisement to this group concerning their entitlement to priority of service; the full array of employment,

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training, and placement services under this priority of service; and, any applicable requirements for those programs and/or services.

TBWA instituted new procedures at its career centers designed to identify covered persons at the point of entry and to give priority of service. The priority of services includes assisting and guiding full registration in EFM and further delineating veterans with barriers to employment. After initial assessment and qualification, veterans with barriers to employment are further divided into priority categories as follows:

- A. special disabled veterans
- B. disabled veterans
- C. other eligible veterans and
- D. certain spouses and other eligible persons

With the recent issuance of the final rule regarding the new Veterans Act, TBWA is revising veterans-related policies and procedures to incorporate the expanded service requirements. The Board of Directors will act on a revised policy no later than Sept. 23, 2009. TBWA policies and procedures are designed to identify and inform covered persons of their entitlement to priority of service and to the full array of employment, training, and placement services available under priority service.

Also, TBWA will assume a leadership role in communication information regarding training/education opportunities under the new Veterans Act. Specifically, TBWA will convene two seminars for reviewing workforce sections of the Act with partners—such as unions, community colleges and human resources professionals. Throughout the term of this addendum, TBWA will also make it a practice to promote training opportunities under the Veterans Act at speaking engagements and at outreach events of mixed audiences.

Applicable eligibility requirements for those programs and/or services, are as follows:

- A. TBWA's Local Veterans Employment Representative (LVER) is responsible for ensuring that veterans are provided the full range of priority workforce services in TBWA Career Centers. The LVER staff provides functional oversight of TBWA Veterans' Program and of service delivery strategies and services targeting veterans. To ensure priority of service, all veterans are identified upon entering or accessing the TBWA services at the core level and at all points of contact – physical locations, websites and virtual service delivery resources. A needs-based approach is used to identify veterans with special needs, disabled veterans, recently separated veterans, etc. These

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veterans are subsequently referred to the Disabled Veterans Outreach Program (DVOP) or LVER for the appropriate services. However, it is the TBWA career center staff as a whole who has the responsibility of providing employment services to veterans

- B. TBWA's DVOP staff focuses on providing intensive services to veterans with priority to special disabled veterans and other eligible veterans by the following order of priority:
1. Qualified service-connected disabled veterans;
 2. Qualified eligible veterans, if no qualified service-connected disabled veterans are identified.
 3. Qualified eligible persons as defined in Title 38, USC, Section 4101 (5) if not qualified eligible veterans are identified.
- C. DVOP staff provides veterans services via a career management approach targeting veterans with barriers to employment and with special workforce needs. Outreach is conducted to veterans in areas where they are most likely to congregate. DVOP staff conducts outreach to locate veterans at the following areas:
1. Vet Centers, VA Medical Centers and Outpatient Clinics
 2. VR&E Centers and satellite offices
 3. Homeless Veterans Rehabilitation Program Projects and Homeless Shelters
 4. Community based and civic organizations
 5. Veterans' Service Organizations
 6. State of Florida Vocational Rehabilitation Offices
 7. Workforce Partners and Service Providers
 8. Community Colleges
 9. Transition Assistance Program sites
 10. Faith-Based Organizations
 11. Reserve and National Guard units
 12. Military Base Family Service/Support Centers and/or
 13. Other venues and locations where veterans congregate

II.F. Service Delivery to Targeted Populations

Describe the RWB's strategies to ensure that the full range of employment and training programs and

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services delivered through the One-Stop delivery system are accessible to and will meet the needs of dislocated workers, displaced homemakers, low-income individuals, migrant and seasonal farm workers, women, minorities, individuals training for nontraditional employment, veterans, public assistance recipients and individuals with multiple barriers to employment (including older individuals, limited English proficiency individuals, and people with disabilities). (§112(b)(17)(A)(iv))

The RWB should:

Describe the strategy it will use to effectively implement the Recovery Act priority of service for low-income individuals and recipients of public assistance under the WIA Adult program.

TBWA RESPONSE

TBWA's strategy begins with identifying job seeker candidates in these categories. Next, candidates are guided to specific career managers or management teams who have expertise and skills to support specific needs of the given targeted category. TBWA tasked individual career managers and supervisors to become more knowledgeable in order to provide full support to specific targeted populations. Candidate case files, records and support services rendered are annotated with appropriate records of services.

TBWA continues to implement the Adult services with Reemployment Services and UI programs so that individuals are provided easy access to all programs, regardless of their point of entry into the system. As with all programs, priority of services continues to be given to veterans and their eligible spouses.

1. Indicate how the RWB will use Wagner-Peyser resources to support individuals with disabilities, such as funding disability program navigators in One-Stop Career Centers or assisting other targeted populations.

TBWA RESPONSE

TBWA will use Wagner-Peyser resources to support targeted services to candidates with disabilities and purchase technology and other devices that support providing these services. TBWA's disability program navigator has shared information and guidance across its career centers to keep career managers and support staff advised of available support to disabled jobseeker customers.

TBWA Career Managers are aware that veterans receive priority of services under Wagner-Peyser activities; however, TBWA can provide specialized service to groups with special needs, including individuals with disabilities. The use of the Wagner-Peyser funds support the goals outlined in Wagner-Peyser Act Section 8(b).

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Section III. Operations

III.A. Transparency and Public Comment

The Recovery Act places a high priority on transparency. The public, including partners, must have an opportunity for public comment and input into the development of the local Workforce Services Plan update prior to its submission to the State.

The RWB should provide a description of the process it used to make the Plan available to the public and the outcome of its review of the resulting public comments. (§§111(g) and 112(b)(9).)

The RWB should describe:

1. Local efforts to promote transparency.

TBWA RESPONSE

TBWA will use additional funding made available through the Recovery Act to expand outreach of workforce development and new strategies for increasing capacity of the workforce system. Steps in this process have been collaborative and fully synchronized with policy, strategic priorities, state legislature, and other workforce partners. TBWA's website provides for portal links to state and federal websites focused solely on Recovery Act funded activities.

2. The process used to make the Plan modification available to the public and the outcome of its review of the public comments received. The RWB should describe the updated process used to ensure public comment on and input into the development of the local Workforce Services Plan. Include as an attachment, all comments including those that express disagreement with the plan. Include a description of specific steps taken to include input from members of the local board and members of businesses and labor organizations. Comments received after submission of the local Workforce Services Plan modification that express disagreement with the plan should also be forwarded to WFI at the address previously indicated.

TBWA RESPONSE

The plan is to be noticed on TBWA's website at least the required thirty (30) days for public review and comments. TBWA will review those comments. In an effort to meet the needs of the individuals served by

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TBWA and to address concerns about TBWA's use of Recovery Act funds, the plan and/or a notice of the plan will be placed before the public at TBWA events such as workforce estimating conference, Recovery Act Expo, professional networking meetings, and meetings of this regional workforce board.

Various targeted groups will also receive the plan for review and/or comments.

III.B. Increasing Services for Universal Access

The RWB should describe what policies are in place to promote universal access and consistency of service. (§112(b)(2).)

The RWB should explain how it will efficiently and effectively use its Wagner-Peyser Recovery Act funds to support the hiring of sufficient levels of staff in the limited time period available for local One-Stop Career Centers to provide universal access and services required to meet the needs of increased numbers of customers in the economic downturn.

TBWA RESPONSE

TBWA hired temporary staff to meet the needs of increased number of customers in this economic downturn.

III.C. Procurement

The RWB should describe its competitive and non-competitive processes that will be used to award grants and contracts for activities under title I of WIA, including how potential bidders are being made aware of the availability of grants and contracts. (§112(b)(16).) (Note: All procurements must comply with OMB requirements codified in 29 CFR Parts 95.40-95.48 and 97.36.)

In answering this question, the RWB should describe:

1. How providers of all youth services will be procured under the Recovery Act. If using funds for summer employment opportunities and the fiscal agent is not operating this program element, please specifically describe procedures for procuring summer employment operational entities and job opportunities. **(Note: If this**

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question was answered in the local Summer Youth Plan, please attach a copy.)

TBWA RESPONSE

TBWA's procurement policy is to abide by applicable laws, policies, and regulations, governing Florida's regional workforce board. These standards are set forth in the Office of Management and Budget (OMB) Circular A-110, *Uniform Administrative Requirements for Not-for-Profit Organizations*. TBWA seeks to obtain the best price available through open and fair competition, and expects individuals involved in procurement for TBWA to exercise prudent judgment when making purchases. TBWA established a Standard Operating Procedure (SOP) to assure TBWA adheres to standard business practices and all requirements for the expenditure of taxpayer dollars. TBWA will make positive efforts to use small businesses, minority-owned firms, and women's business only enterprises, whenever possible.

2. How the RWB will implement the Recovery Act provision that it a may award a contract to an institution of higher education or other eligible training provider if the local board determines that it would facilitate the training of multiple individuals in high-demand occupations, and if such a contract does not limit customer choice.

TBWA RESPONSE

TBWA will use the flexibility allowed to award contracts to institutions of higher education such as community colleges or other eligible training providers if it is determined that contracts for the training of multiple individuals in high demand occupations can be beneficial without limiting customer choice.

III.D. Technical Assistance

The RWB should describe how it identifies areas needing improvement and how technical assistance will be provided. (§112(b)(14).)

The RWB should describe its strategy for providing training and technical assistance to all programs funded by the Recovery Act, including whether Recovery Act funds will be used for technical assistance and training. The RWB should also address training to be provided to new staff and technical assistance on the creation of a summer employment program.

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TBWA RESPONSE

TBWA currently has an extensive technical assistance process that helps staff (current and newly hired) become skilled at processes needed to effectively perform the responsibilities of his/her job. TBWA administers technical assistance to all program staff through facilitator-led, web-based, and practical application training.

Training and technical assistance provided to staff participating in the summer employment program is referenced in the attached youth plan.

TBWA continues to use the state's training plans, seminars, TIPs, planning instructions and guidance papers and other material posted on state agency websites as additional technical assistance and training. TBWA staff continue to seek technical assistance related to Recovery Act implementation at www.economicrecovery.workforce3one.org

III.E. Monitoring and Oversight

The RWB should describe the monitoring and oversight criteria and procedures it utilizes to move the system toward achieving the local vision and goals, such as the use of mystery shoppers, performance agreements, etc.

In responding to this question, the RWB should describe its policies and procedures, through a monitoring plan or otherwise, that the local monitoring system meets the requirements of 20 CFR 667.410(b)(2), and that the RWB's local plan includes monitoring and oversight of the additional funds provided under the Recovery Act, particularly plans to monitor reemployment services and summer employment, including summer employment worksites.

TBWA RESPONSE

TBWA maintains an oversight and monitoring system to verify compliance with programmatic and financial requirements of all programs including those funded by ARRA. This system is a structured, documented, procedural-driven approach, and provides independent overview of all programs/processes. Further, the monitoring system provides specific programmatic, accountability, and transparency validation for the provisions of the ARRA through use of specialized monitoring tools. This aspect of the system also extends outward to summer youth related activities occurring at external sites.

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III.F. Accountability and Performance

The RWB should describe its performance accountability system, including any system measures and any performance goals established. The RWB should identify the performance indicators being tracked to measure its progress toward meeting its strategic goals and vision. (§§112(b)(3) and 136(b)(3).)

1. The Recovery Act emphasizes the importance of accountability. The RWB should describe its overall efforts to account for the results of activities funded by the Recovery Act, and how it will measure whether it has achieved its local implementation goals.

TBWA RESPONSE

Continuous monitoring, and federal, state and local workforce reporting drive TBWA's accountability system. Also, TBWA has developed an internal metric system designed to track employee growth, customer service, resource utilization and operational improvements.

2. The Recovery Act requires RWBs to report on work readiness to assess the effectiveness of summer employment opportunities for youth. The RWB should identify its methodology for determining whether a measurable increase in work readiness skills has occurred, and what tools will be used for this determination. **(Note: If this question has been answered in the Summer Youth Plan, please refer that plan where appropriate).**

TBWA RESPONSE

TBWA's response to this question is outlined in the Summer Youth Plan located in Section V. Required Attachments. B.1.

Section IV. Signature Page

Please complete the attached signature page and ensure that it is signed by both the Chairperson of the Regional

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Board and the Chief Elected Official (see 29 USC 2841 Section 121). The original signed signature page must be mailed to WFI as instructed on page four of these instructions.

Section V. Required Attachments

The following documents must be completed and signed for the period covered by this plan update and included in the Workforce Services Plan addendum as required by law:

A. List of One-Stop MOUs (Board and One-Stop Partners)

TBWA RESPONSE

TBWA's One-Stop MOUs are as follows:

1. AARP,
2. AWI Cooperative Agreement
3. Department of Children and Families
4. Experience Works
5. Hillsborough Community College
6. Hillsborough County Board of County Commissioners Agreement
7. Hillsborough County Department of Health & Human Services
8. Hillsborough County Public Schools
9. Hillsborough County Public Schools – Adult & Community Education
10. Hillsborough Kids Inc.
11. Hillsborough Sheriff's Office
12. MacDill Air Force Base and Veterans Employment & Training
13. MacDill Air Force Base (TAP MOU)
14. U.S. Department of Veterans Affairs and
15. Vocational Rehabilitation

A. Local Operating Procedures Referenced in the Local Workforce Services Plan

TBWA RESPONSE

The following Operating Procedures referenced in TBWA's plan is included in the enclosed attachments. The

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attachment list is as follows:

- Attachment B.1 – Summer Youth Employment Program Local Plan
- Attachment B.2 – Priority Workforce Services to Veterans & Eligible Persons Policy
- Attachment C – Public Comments on Local Workforce Services Plan
- Attachment D – Current Board Membership Roster
- Attachment D.1 – Hillsborough County BOCC Agreement
- Attachment E – Signature Page

C. Public Comments on Local Workforce Services Plan

TBWA RESPONSE

This plan is noticed on TBWA's website. The public is invited to comment via email address RecoveryAct@workforcetampa.com. Those public comments are to be posted in Attachment C.

As of October 11, 2009, there were no public comments.

D. Current Board Membership Roster Certification

TBWA RESPONSE

The Current TBWA Board of Director Membership Roster is located within this packet of attachments.

Board Membership - The instructions for completing the required Board Membership forms are appended to these instructions. The certification of membership of each RWB is required by law and is conducted by WFI to determine whether the composition and appointments are consistent with the provisions of state and federal law.

E. Signature Page

TBWA RESPONSE

The signed Signature Page is located within this packet of attachments.

Attachment B.1
Summer Youth Employment Program
Local Plan



**Instructions for Submitting 2009 American Recovery and Reinvestment Act
Summer Youth Employment Program Local Plans
General Guidelines**

Summer Youth Program Overview

Please provide an overview of the Summer Youth Program for your regional workforce area, including how the summer experiences achieve the national vision described in TEGL 14-08.

The following must be included in your plan description:

- The number of current and new staff dedicated to the program;
- The number of youth to be served in each activity;
- The SYP plan period (SYP start and end dates, average number of weeks, etc);
- The age range of the youth served and age appropriate strategies including the type of work/training experience provided for each age range (e.g., what may be appropriate for a 24 year old may not be appropriate for a younger youth). Include in the description a breakout of the number of younger and number of older youth to be served.

RWB RESPONSE

TBWA Employment and Leadership Exploration Overview

Work-Based Learning to Qualifying Individuals Ages 17-19

TBWA's summer employment program is entitled *Employment and Leadership Exploration*, and the component which focuses on individuals ages 17-19 who have multiple barriers to employment is described as follows:

Through a network of sites in Hillsborough County and the county's incorporated cities, approximately 1,000 enrollees aged 17-19 will receive a work-based, learning experience. TBWA will group the estimated 1,000 enrollees into teams of 25. Two instructors will lead each team. For the purpose of providing easy access to TBWA's summer employment program, TBWA will engage one or more organizations to provide space for the teams. Also, TBWA will engage the selected organization(s) to deliver the work-based learning experience using employees referred to as classroom moderators of the selected organization(s).

TBWA has specifically prescribed program content for *Employment and Leadership Exploration*. The prescribed program content and accompanying materials will be provided to the selected organization(s) and must be adhered to by the organization's employees who perform as classroom moderators. The responsibilities of the selected organization(s) will include: verifying daily attendance among the teams of 25 enrollees at the organizations' sites; providing an appropriate classroom-type space for teams of 25 enrollees; providing two classroom moderators for each team of 25 enrollees; and assisting TBWA staff with activities necessary to meet the goals of the summer employment program.

The summer employment program is divided into sessions A and B.

- Session A: June 15 – July 9, 2009. During Session A the selected organization(s) deliver program content to discrete teams of 25 enrollees Monday-Thursday, 8:00 a.m. – noon. Morning teams are dismissed at noon, and afternoon teams are convened by classroom moderators from 1:30 - 5:30 p.m..
- Session B: July 20 – August 13, 2009. During Session B the selected organization(s) deliver program content to teams of 25 enrollees Monday-Thursday, from 8:00 a.m. – noon. Morning teams are dismissed at noon, and afternoon teams are convened by classroom moderators from 1:30-5:30 p.m.

In addition to TBWA prescribed course work for enrollees, moderators will facilitate two business simulation models. One business simulation model takes enrollees through activities that simulate the creation of an online business magazine. The other business simulation model takes enrollees through activities that explore skills required for "green" jobs envisioned in the Recovery Act.

Employment and Leadership Exploration is designed to be a four-week, work-based learning experience. During the first half of the program, an enrollee may receive a stipend up to \$288; during the latter half of the program an enrollee may receive a stipend up to \$400. TBWA will provide the stipend to the enrollees.

TBWA will utilize 10 current staff, as well as eight temporary staff, for different phases of *Employment and Leadership Exploration*.

Summer Employment to Qualifying Individuals Ages 20-24

For-profit, not-for-profit; and public entities interested in providing short-term employment opportunities for individuals ages 20-24 intend to engage in the skills development of young talent who have multiple barriers to employment and who reside in Hillsborough County and its incorporated cities. These short employment opportunities include: job description(s); proposed work schedule(s); duration of employment; a proposed work site(s); and the title of the individual(s) who would supervise the short-term employee. TBWA will pay up to \$11 hourly, or a maximum of \$3,000, for each job position filled by an individual qualifying for employment. TBWA plans to provide short-term employment for 60 to 80 youth, ages 20 – 24.

I. Service Provider Selection

Describe the process used to select SYP service providers including any steps taken to include community based-organizations, faith-based organizations, and similar youth organizations to serve special youth participants facing barriers. The regional workforce board must follow their own locally established procurement policy and procedures in making the selection of a provider(s) for the planned summer youth program. (Note: The State has requested a waiver of the WIA requirement that all providers of youth services must be competitively procured. If granted, the waiver will allow regional workforce boards to either add to existing contracts or, if allowed by their local procurement policy, issue a limited or non-competitive award.).

Describe any exception to a competitive process.

1. Include in your description how information on the selection process and awardees will be made public.

RWB RESPONSE

TBWA followed its procurement process and issued a request for quote (RFQ) to potential providers to participate in TBWA's *Employment and Leadership Exploration* as work-based learning sites and work-experience sites. The RFQ was posted on TBWA's internet. Two informational conference calls were also conducted to faith-based and community-based organizations. Additionally, TBWA business consultants work with businesses to develop short term work-experience sites.

RFQ Process:

- a. The RFQ was developed and posted on TBWA's website, as well as emailed to potential respondents.
- b. An RFQ review team was formed to evaluate proposals.
- c. The RFQ review team independently evaluated proposals utilizing a review criteria sheet.
- d. The RFQ review team met and reviewed proposals, conducted site visits, and prepared a summary and recommendation for executive team.
- e. Notice of intent to enter into contract negotiations with selected respondents was posted on TBWA's website, and selected respondents were notified.
- f. Contracts were executed upon successful negotiations with the respondents.

II. Program Administration/Operation

A. Outreach and Recruitment

1. Describe the local outreach (marketing) process used to inform eligible youth residing in your regional service area about the SYP including the involvement of local media, community based organizations, faith-based organizations, youth organizations, etc. in those outreach efforts.

RWB RESPONSE

TBWA's local outreach process is established to create awareness of the program and to generate applications from youth 17 – 24 years of age who meet program criteria. The campaign employed various media that target youth in the targeted age group as well as the youth's peer groups and parents/guardians/neighbors and others who can influence the youth's decision to enroll in the program.

Target Audiences

- Youth, 17-24 years of age
- Parents/guardians
- Neighbors
- Teachers/Counselors
- Community leaders (CBO, FBO)
- Businesses

- TBWA Employees
- TBWA candidates (Scholars, Youth Leadership Institute, WTP/FSET/Passport candidates)
- Training vendors (colleges and universities)

Communication Platforms

- Movie Theaters
- Radio
- Web-based networking sites
- Direct to consumer (grassroots)
- EFM and email - Communication to Youth Leadership Institute, Scholars and other TBWA Candidates
- TBWA Intranet
- TBWA Web site
- Chamber and other online newsletters
- Media community calendars

B. Summer Youth Program Eligibility Determination

1. Describe the local process for determining youth eligible for the SYP. Please include a description of the local procedures used to:
 - a. Determine that an eligible youth is a low-income individual and is an individual who meets one or more of the following criteria:
 - (i) Deficient in basic literacy skills.
 - (ii) A school dropout.
 - (iii) Homeless, a runaway, or a foster child.
 - (iv) Pregnant or a parent.
 - (v) An offender.
 - (vi) An individual who requires additional assistance to complete an educational program or to secure and hold employment.

RWB RESPONSE

TBWA's process for determining youth eligible for the Summer Youth Program is described below.

1. Applicants complete an on-line application located at:
<http://www.workforcetampa.com/youth-leadership/summer-employment/application/>. TBWA accepts alternative applications in the form of hard copy at any of our career centers.
2. TBWA records applications for tracking and outreach services.
3. WIA staff initiates contact with applicant.
4. TBWA preliminarily establishes applicant's eligibility by telephone, and if appropriate, applicant is invited to TBWA for a formal review to determine eligibility.

Eligibility criteria for SYP and regular WIA program is established using DOL and AWI guidelines. TBWA fully documents all barriers in the applicant's file.

2. Describe how the regional workforce board will apply the Priority of Service for Veterans and Eligible Spouses as required by 20 CFR, Part 1010, the regulations implementing priority of service for veterans and eligible spouses in the Department of Labor job training programs under the Jobs for Veterans Act published at 73 Federal Regulation 78132 on December 19, 2008.

RWB RESPONSE

TBWA complies with the Jobs for Veterans Act (PL 107-288) which provides an emphasis on serving veterans and eligible persons by establishing a priority of service in all Employment and Training programs administered by the Department of Labor.

- Veterans and eligible persons receive priority workforce services for all programs operated in Tampa Bay WorkForce Alliance career centers. Examples of priority workforce services include, but are not limited to the following:
 - Referral of qualified veterans to new job openings, especially federal contractor job orders, prior to all non-veteran job referral activity
 - Referrals to work-readiness workshops
 - Career fairs for veterans to include providing reserved hours for veterans and eligible person
 - Job referrals via email
 - Referrals to WIA intensive and/or training services
- Priority of service to veterans and eligible persons is applied consistent with programmatic eligibility requirements. For example, to participate in a WIA funded training program (dislocated worker program), a candidate must meet the statutory eligibility criteria to qualify as a dislocated worker. If the candidate is a veteran or eligible person, they are given priority services.

3. Describe the process used to identify an “additional” barrier to employment for youth served under the “five percent window” (youth who are not low income) as referenced in 20 CFR 664.220. (Note: This additional barrier may only be applied to youth served under the “window”).

RWB RESPONSE

Additional barriers for youth served under the “five percent window” are identified during the eligibility determination process and includes all barriers as referenced in 20 CFR 664.220.

4. Describe the process that will be used to ensure that a minimum of 30 percent of the funds are expended on serving out-of-school youth. .

RWB RESPONSE

TBWA will conduct ongoing review of the 5% cap and fiscal tracking of out-of-school vs. in-school youth. This tracking will ensure the minimum percent of funds are expended, and caps are not exceeded.

C. Objective Assessment and Individual Service Strategy (ISS)

1. Describe the type of assessment and individual service strategy used for SYP youth.

RWB RESPONSE

TBWA will incorporate information gathered from assessment tools for both groups into the Individual Service Strategy. Subsequent modular tests are administered throughout the four weeks of the program.

D. Allowable Youth Activities and Services

Describe the activities and services available to youth enrolled in the SYP including the type of activity the youth will participate in such as work experience/work readiness, blended academic/work experience, job shadowing, internships, customized training, occupational skills training, etc. The description must include the following:

1. Describe if year-round youth will be enrolled in the SYP and include the kind of assessment provided; individual service strategy development; and how literacy and numeracy goal(s) will be determined, set, tracked, and documented.

RWB RESPONSE

The activities available to enrolled youth include, but are not limited to: work-site experience, work-readiness, and job shadowing with an emphasis on “green” and “greening” jobs. Year-round youth (if eligible) will be enrolled in the SYP and will be funded via formula dollars. Enrollees will complete the following:

- Assessment
- Individual Service Strategy
- Literacy and Numeracy goals will be determined based on test scores and/or barriers
- Goal completion will be documented in (www.employflorida.com)

2. Describe the type of supportive service that will be provided to SYP youth. Attach a copy of the process that will be followed when determining if a participant is eligible for supportive services and how that support service is proved.

RWB RESPONSE

No additional supportive services will be provided to the SYP youth.

3. Describe if wages, stipends, and/or performance incentives will be provided to SYP youth and the amount. If a combination of payment types is used, detail when each type will be used. Regional Workforce Boards should follow the guidance issued by the State on when the payment of a stipend or incentive may be appropriate.

RWB RESPONSE

Enrollees, 17-19 year olds, will receive participant stipends via our Rapidpay card process. Wages will be provided to enrollees, 20-24 year olds.

4. Indicate if the regional workforce board plans to allow older participants to continue in work experience beyond the summer months. The State has requested a waiver to allow the use of the “work readiness” indicator as the only performance measure for those participants.

RWB RESPONSE

TBWA may allow older participants to continue in work experience beyond the summer months based upon business needs and funding.

E. Work Readiness Indicator (Goal) Measurement

Describe the process and tools that will be used to establish an age appropriate work readiness goal and the process and tool to determine if a “measurable gain” in work readiness skill has been achieved as a result of participation in the SYP. Also include in the description the process and tools that will be used to verify any other goal that has been established to signify a successful completion of the summer program.

RWB RESPONSE

TBWA has designed a work-readiness component for summer program enrollees which consist of a business simulation activity for 17-19 year olds and a concentrated two-day workshop for 20-24 year olds. TBWA will use a pre- and post-test, as well as a web-based assessment tool, to determine measurable gain, performance capability and occupational compatibility. Worksite supervisors will complete performance evaluation for 20-24 year olds to further determine successful completion of work experience.

F. Worksite Development

1. Describe the local SYP worksite development process. Attach a copy of a sample worksite agreement.

RWB RESPONSE

TBWA worksites are developed by staff, community, and employer outreach efforts. TBWA’s worksite agreement follows in Attachment B.1. (a)

2. Provide the number of worksite agreements that have been developed to date. Attach a list of worksites and include the following information:
 - Service Provider’s Name:
 - Number of job positions developed:

RWB RESPONSE

A list of the worksite agreements’ names and job positions follows in Attachment B.1. (b).

- Wage range of positions at the sites :

RWB RESPONSE

Wages range from minimum wage up to \$11.00 per hour.

3. Provide a description of how the designated SYP provider(s) will encourage the development of worksites that include “green” job work experiences.

RWB RESPONSE

TBWA will provide training to worksite supervisor and moderators on “green” job work experiences. The business simulation model takes enrollees through activities that explore skills required for “green” jobs envisioned in the Recovery Act. Furthermore, the youth will learn about the enormous influence they have on the environment in their day-to-day lives.

4. If the regional workforce board elects to develop worksites in the private for profit sector, describe the guidelines that the board will follow to select participating for profit employers and the guidelines in place to ensure that the placement of youth at the worksite does not unfavorable impact other employers engaged in the same business.

RWB RESPONSE

TBWA will utilize its request for proposal process for for-profit, not-for-profit, and public entities interested in providing short-term employment opportunities. Worksites must submit a proposal detailing job description, job duties, pay, work hours, duration of employment period, and worksite supervisor.

Because of the duration and the types of entry-level positions, TBWA does not foresee this work experience opportunity creating an unfavorable impact to other employers engaged in the same business.

5. Provide a description of how the SYP provider(s) will ensure that participants and worksite employers are aware of workplace health and safety guidelines.

RWB RESPONSE

TBWA will address workplace health and safety guidelines during initial and on-going training sessions with SYP providers and worksite employers.

G. Summer Youth Program Training and Technical Assistance

1. Describe the local process for providing training to SYP worksite supervisors.

RWB RESPONSE

TBWA will also provide training to SYP worksite supervisors (for 20-24year olds) when worksite agreement is executed. They will also receive a manual that outlines all applicable information and guidance.

2. Describe the local process for providing staff support and technical assistance to worksite supervisors and youth assigned to worksites.

RWB RESPONSE

TBWA will provide staff support and technical assistance to supervisors and youth assigned to worksites on an as needed basis.
--



**EMPLOYMENT AND LEADERSHIP EXPLORATION
Summer Youth Employment Program Worksite Agreement
Agreement Number:**

Between

and

Tampa Bay WorkForce Alliance, Inc.
5701 E. Hillsborough Avenue, Suite # 1419
Tampa, FL 33610-5428



SUMMER YOUTH EMPLOYMENT WORKSITE AGREEMENT

Agreement ID#:

This Agreement ("Agreement") is made and entered into by between **Tampa Bay WorkForce Alliance**, hereinafter referred to as "TBWA" and _____, located at _____, hereinafter referred to as "Employer."

This Agreement is for the purpose of providing young adults ages 20-24 with real work experience.

1. GENERAL

The Summer Youth Employment Program shall generally consist of a paid work experience whereby a job candidate referred by TBWA to the Employer is introduced to the rigors and demands associated with full-time employment. Under the guidance and supervision of the Employer and in accordance with the job description attached hereto, the candidate should be provided meaningful job training that will maximize the job candidate's opportunity for a constructive work experience. TBWA agrees to pay up to \$11 per hour (up to a maximum of \$3,000 per job candidate) for each job candidate assigned to the Employer.

2. PERIOD OF AGREEMENT AND WORK EXPERIENCE LIMITATIONS

This Agreement shall be effective for the period from the last date of signature and remain in effect until September 30, 2009, unless otherwise sooner terminated pursuant to the terms of this Agreement. Employer agrees that training must end on or before September 30, 2009. However, Employer may chose to hire, at Employer's expense, any job candidate after the training period.

Job candidates may work up to 30 hours/weekly. Job candidates may work until their wage limit is reached or until the termination date of this Agreement, whichever occurs first. Job candidates will not be paid for earned wages for time not worked such as sick, vacation or holiday time during the term of this Agreement.

3. EMPLOYER'S RESPONSIBILITIES

During the term of this Agreement, Employer acknowledges and agrees that it shall:

- a. Allow its worksite supervisor(s) to be trained on TBWA forms, procedures and policies.
- b. Report hours worked by the job candidate via e-mail on a weekly basis. Said e-mail shall be sent to _____.

- c. Provide TBWA with the name and contact information of Employer's designated liaison for every job candidate referred by TBWA under this Agreement.
- d. Assign job candidates to work sites that meet safety and health standards required by state and federal law.
- e. Inform TBWA immediately should an accident or injury occur at the worksite affecting or involving a job candidate so that TBWA may provide the job candidate a workers' compensation first report of injury form.
- f. Send an e-mail within 72 hours requesting to meet with a TBWA representative should any problem or concern arise regarding a job candidate's performance. Said e-mail shall be sent to _____.
- g. Afford job candidates a fair and equitable work environment free from all forms of harassment or discrimination under applicable state and federal law.
- h. Acknowledge that no currently-employed employee of Employer is displaced by any job candidates placed under this Agreement, including partial displacement such as reduction in the hours of non-overtime work wages or employment benefits. Employer also agrees that no job candidate placed under this Agreement shall be employed in a job opening while any employee of Employer is on layoff from the same position. Employer agrees that job candidates shall not replace any employees of Employer who are not employed due to a labor dispute. Employer further agrees to notify TBWA if a labor dispute occurs during the term of this Agreement.
- i. Maintain the confidentiality of personal and personnel information regarding job candidate(s).
- j. Ensure that job candidates do not engage in any work assignments associated with casino or other gambling establishments, aquarium, zoo, golf course or swimming pool.

4. TBWA RESPONSIBILITIES

During the term of this Agreement, TBWA acknowledges and agrees that it shall:

- a. Recruit and refer job candidates for this work experience.
- b. Assist Employers with resolving problems concerning job candidates' work performance and/or attendance.
- c. Be responsible for distributing job candidates' paychecks (dependent on Employer's timely submission of properly completed and signed timesheets).

- d. Carrying job candidates' on TBWA's payroll; paying job candidates for all actual hours worked; and providing workers' compensation coverage for job candidates.
- e. Monitor job candidates' activities under this Agreement at Employer's worksite(s) at reasonable hours and as frequently as the authorized representative of TBWA may deem necessary in order to assure that job candidates' work experience is constructive and that all provisions of this Agreement are being carried out.

5. HOLD HARMLESS

To the maximum extent allowed by law, each party shall indemnify and hold harmless each other, their officers, directors, employees, and agents from and against all claims and liabilities of any nature or kind asserted by any third party, including, but not limited to, costs and expenses for or on account of any claims, damages, losses, or expenses of any nature resulting in whole or in part from the alleged negligent performance or omission of either party's employees or representatives in connection with their duties under this Agreement.

In agreeing to provide direction, training and supervision of job candidates under this Agreement, the Employer acknowledges that this Agreement does not make TBWA or its designee liable to the Employer or any third party by reason of any future act or failure to act by any job candidate on or off the job.

6. TERMINATION

This Agreement may be terminated as follows:

- a. TBWA or the Employer may terminate this Agreement for convenience upon five (5) calendar days written notice to the other party.

7. NOTICES

Other than as provided herein, notice shall be required to be given to TBWA under this Agreement, and shall be sufficient when hand delivered or mailed to TBWA at its office at 5701 E, Hillsborough Ave., Suite 1419, Tampa, FL, 33610, attn: VP of Workforce Services and Consumer Affairs. All notices required to be given to Employer under this Agreement shall be sufficient when hand delivered or mailed to Employer at its office located at the address identified in paragraph one of this Agreement.

8. CONTROLLING LAWS

This Agreement and the provisions contained herein shall be construed, controlled and interpreted according to the laws of the State of Florida.

9. COUNTERPARTS AND FACSIMILE EXECUTION

This Agreement may be executed in counterparts, each of which shall be deemed to be an original but all of which shall constitute one and the same instrument. This Agreement may be executed by facsimile, and each such facsimile signature shall be deemed to be an original. If this Agreement has already been executed by one party, it shall not be open for acceptance and execution by the other party after ten (10) calendar days following the date of the signature of the first party.

10. REPRESENTATIVES:

The Employer Representative is: _____

The TBWA Representative is: _____

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

TAMPA BAY WORKFORCE ALLIANCE

EMPLOYER

BY: _____
TBWA Authorized Representative

BY: _____

Date

Date

Attachment B.1. (b)
Worksite List

Employer	Type of Employment (Position Titles)	Total Youth Employed
Abby's Health & Nutrition	Graphic Artist	1
All Medical Personnel	Front Office Coord Admin.	1
America's 2nd Harvest of Tampa	Warehouse Staff	1
Amerigroup	Provider Operations / Human Resources Intern / Provider Relations Intern	3
Boys & Girls Club	Youth Development Specialists	36
Clayton	Inventory File Clerk / Collector / Accounting / Customer Service	7
Clean Net USA	Inside Sales Consultant	1
Coca Cola Enterprises	Training Intern / Recruiter / Accounts Payable / Human Resources / Legal Intern / Accounting Assistant	8
Comforcare Senior Services	Coordinator / Scheduler	1
Comfort Inn	Front Office / Maintenance	2
Country Villa Estates	Maintenance/Office Assistant	1
CountryChase Veterinary	Front Desk / Vet Tech Assistant / Vet Assistant	5
Days Inn	Security Guard / Maintenance/Front Desk Clerk	6
Doubletree Hotel Tampa Westshore Airport	Greeter / Doorman / Bellman / Hostess / Cashier	6
DSE, Inc	Engineering	1
Fast Lane Clothing	Screen Printing Tech / Production Manager Assistant / Graphics Technician	4
Florida Communications Group	Administrative Support	1
Girl Scouts of West Cental Florida	Systems Support Specialist / Data Entry	2
Greater Tampa Chamber of Commerce	Office Assistant (Accounting Department)	1
Gulf Coast College	Admin Assistant / Maintenance / IT Assistant	4
HART	HR Assistant / Engineering Assistant	2
Hillsborough Community College	Career Center Receptionist/ Administrative Assistant	4

Employer	Type of Employment (Position Titles)	Total Youth Employed
Hillsborough County Public Schools	Administrative Assistant / Family Services Advocate / Secretary II	7
Hillsborough County Sheriff's Office	Photographic Laboratory Tech Assistant / Fingerprint Specialist Assistant	2
LaSalle Computer Learning	Marketing Administrative Assistant	1

Employer	Type of Employment (Position Titles)	Total Youth Employed
Lowe's	Cashier / Customer Service Associate, Lawn and Garden	6
Marshall's	Sales Associate / Administrative Assistant	7
Medco Data, LLC	Workflow Coordinator / Help Desk Intern	3
Mojlan	PC Tech	2
Morrison Health Care Services	Diet Aide / Catering Associate Trainee	3
MOSI	Guest Services Representative / Food Service Clerk	4
Nanak's Landscaping	Landscaping	2
New Horizons	Tech Support / Administrative Assistant	2
Office Depot	Customer Sales Specialist (CSS-1)	12
Office of Florida Attorney General	Clerk	8
Oscar Folks Jr State Farm	Administrative Assistant	2
SAGO Networks	Tech Intern	1
Sweetbay Supermarket	Meat Cutter Trainee	2
Tampa Airport Marriot	Front Desk Clerk	2
Tampa Bay Lightning Hockey Club	General Labor	1
Tampa Bay Partnership	Receptionist	1
Tampa Chamber Committee of 100	Assistant Retention Specialist	2
Tampa Mariott Waterside	Human Resource Generalist / Concierge / Front Desk Clerk	5
Tampa YMCA	Camp Counselor / Admin. Assistant / Family Childcare Program Asst.	7
TECO	Customer Service / Billing Coordinator / Technical Assistant / Administrative Specialist/ Concierge Rep	27
The Corporate Training Center @ HCC	Business Development Assistant / Financial Services Assistant	3
Trinet Systems	Database Analyst Assistant	8
Virginia College	File Clerk	3
Web Piston	Customer Service Representative	2

Employer	Type of Employment (Position Titles)	Total Youth Employed
Westchase Chiropractic	Receptionist	1
White Stone Foods	Team Member / Cashier	6
Zaxby's Restaurant Plant City	Cook/Cashier	8

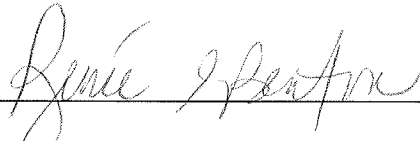
Attachment B.2
Priority Workforce Services to Veterans
& Eligible Persons Policy

Tampa Bay WorkForce Alliance

Policy No: **PY 06-02**

Policy: **Priority Workforce Services to Veterans & Eligible Persons**

Approval Signature:



Effective Date: December 13, 2006

I. Purpose

To provide guidance to Tampa Bay WorkForce Alliance career center staff regarding the provision of priority workforce services to severely injured military members and their families, disabled veterans, veterans, Florida National Guard members, military reservists, and families of members killed in action.

II. Background

The Jobs for Veterans Act (PL 107-288) provides an emphasis on serving veterans & eligible persons by establishing a priority of service in all Employment and Training programs administered by the Department of Labor.

III. Policy

Priority Workforce Services

- Veterans & eligible persons will receive priority workforce services for all programs operated in Tampa Bay WorkForce Alliance career centers. Examples of priority workforce services include, but are not limited to:
 - i. Referral of qualified veterans to new job openings, especially federal contractor job orders, prior to all non-veteran job referral activity
 - ii. Referrals to work readiness workshops
 - iii. Career fairs for veterans to include providing reserved hours for veterans and eligible persons
 - iv. Job referrals via email
 - v. Referrals to WIA intensive and/or training services.
- Priority of service to veterans & eligible persons must be applied consistent with programmatic eligibility requirements. For example, to participate in a WIA funded training program (dislocated worker program), a candidate must meet the statutory eligibility criteria to qualify as a dislocated worker. If the candidate is a veteran or eligible person, they must be given priority services over dislocated workers who are non-veterans.

Contact: Chief Operating Officer

Expiration Date: Until Revised

Attachment C
Public Comments

Public Comments Attachment

The 2-Year Workforce Plan is noticed on TBWA's website, www.workforcetampa.com. The public is offered to email comments to: RecoveryAct@workforcetampa.com. **As of October 11, 2009, there were no public comments.**

In an effort to meet the needs of the individuals served by TBWA and to address concerns about TBWA's use of Recovery Act funds, the plan and/or a notice of the plan will be placed before the public at TBWA events such as workforce estimating conference, Recovery Act Expo, professional networking meetings, and meetings of this regional workforce board.

Various targeted groups will also receive the plan for review and/or comments.

Attachment D
TBWA Board Membership Roster

REGIONAL WORKFORCE BOARD (RWB) MEMBERSHIP

The certification of membership of the Regional Workforce boards is conducted per Public Law 105-220 Title I Section 117 (c)2, Workforce Investment Act of 1998. The certification of the RWB is conducted by Workforce Florida to determine whether or not the composition and appointments are consistent with the provisions of the state and federal law and regulations. Each RWB will be reviewed to ensure its compliance with representation requirements. Information should reflect the present board status and any major changes that may occur on or before August 1, 2009.

Per Title I Section 117 (b) of the Workforce Investment Act of 1998 – Public Law 105-220, at a minimum, the membership of the Regional Workforce Board (RWB) requires:

A majority of local area business representatives who are nominated by local business organizations and business trade associations;

Representatives of local educational entities, including representatives of local educational agencies, local school boards, entities providing adult education and literacy activities, and postsecondary educational institutions (including representatives of community colleges, where such exist) nominated by regional or local educational agencies, institutions, or organizations representing local educational entities;

- Representatives of labor organizations, nominated by local labor federations;
- Representatives of community-based organizations, including organizations representing individuals with disabilities and veterans;
- Representatives of economic development agencies; and
- Representatives of each of the one-stop partners

Chapter 445.007(1) Laws of Florida requires

One representative from a *nonpublic postsecondary educational institution* that is an authorized individual training account provider within the region and *confers certificates and diplomas*,

One representative from a *nonpublic postsecondary educational institution* that is an authorized individual training account provider within the region and *confers degrees*, and

Three representatives of organized labor.

It is the intent of the Legislature that, whenever possible and to the greatest extent practicable, membership of a Regional Workforce Board include persons who are current or former recipients of welfare transition assistance . . . or workforce services.

The importance of minority and gender representation should be considered when making appointments to the board.

**INSTRUCTIONS FOR COMPLETING
CURRENT MEMBERSHIP RWB CHART**

TOTAL NUMBER OF VOTING MEMBERS Numeric, represents size of Board,
majority of which should be business

NUMBER OF VACANCIES Numeric, as of August 1, 2009

DATE FORM COMPLETED MM/DD/YYYY

INSERT OFFICIAL NAME OF REGIONAL WORKFORCE BOARD AND INCLUDE
REGION NUMBER

NAME OF RWB MEMBERS Indicate names of all board members

AREA(S) OF REPRESENTATION Use codes on the sheet, "AREA(S) OF
REPRESENTATION CODES". List all
that apply. If a member is appointed as a
non-voting member, include NV in the area
of representation.

NOTE: Members may represent more than one area if nominated appropriately.

QUALIFICATIONS Give the member's title or position and the
company or organization.

NOMINATING ORGANIZATION List the organization which nominated the
Member

DEMOGRAPHICS Use the codes on the sheet,
"DEMOGRAPHICS CODES". List the
gender code first, followed by the ethnic
code, and then any other codes, if
applicable. Separate codes by commas.
Example: female, black, disabled = F, B,
D

PERIOD OF APPOINTMENT List beginning and ending dates, such as
MM/DD/YYYY thru MM/DD/YYYY

USE AS MANY SHEETS AS NECESSARY AND
SUBMIT AN ELECTRONIC VERSION

AREA(S) OF REPRESENTATION CODES

BU – Business

CBOD – Community-based Organizations representing individuals with disabilities

CBOV – Community-based Organizations representing veterans

EA – Education

ED – Economic Development

NPEAC – Nonpublic Postsecondary Educational Institution, confers certificates and diplomas

NPEAD – Nonpublic Postsecondary Educational Institution, confers degrees

NV – Non-voting member

OL – Organized Labor

OSPM – One-Stop Partner, Mandatory

OSPO – One-Stop Partner, Optional

WT/WS – Current or former recipient of welfare transition assistance or workforce services

DEMOGRAPHICS CODES

GENDER CODES

M – male

F – female

ETHNIC CODES

W – white (not Hispanic)

B – black/African American (not Hispanic)

H – Hispanic

O – other

OTHER CODES

D – disabled individual

OI – older individual

V - veteran

TOTAL NUMBER OF BOARD MEMBERS: 20
Of the total number of members, NUMBER OF NON-VOTING MEMBERS: 2
NUMBER OF VACANCIES (as of August 1, 2009) : 1
DATE FORM COMPLETED: 08/03/2009

CURRENT MEMBERSHIP
REGIONAL WORKFORCE BOARD (RWB)

NAME: **Tampa Bay WorkForce Alliance**

REGION NUMBER: **15**

NAME OF RWB MEMBERS	AREA(S) OF REPRESENTATION	QUALIFICATIONS	NOMINATING ORGANIZATION	DEMOGRAPHICS	PERIOD OF APPOINTMENT
Keith Norden	BU, ED	Director, Economic Development, Committee of 100	Greater Tampa Chamber of Commerce	M, W	07/01/2009 – 06/30/2011
Steve Cona, Jr.	BU	President/CEO; Associated Builders & Contractors	Hillsborough Board of County Commissioners	M, W	07/01/2008 – 06/30/2010
Chris Roederer	BU	Vice President, Human Resources	Greater Tampa Chamber of Commerce	M, W	07/09/2008 - 06/30/2011
James Freyvogel	CBOD, BU	President, MacDonald Training Center	Hillsborough Board of County Commissioners	M,W	07/01/2007 – 06/30/2011
Simone Gans Barefield	BU	President/CEO; Gans, Gans & Associates	Greater Tampa Chamber of Commerce	F, B	07/01/2008 – 06/30/2010
Wynne Tye	EA	Asst. Super. Technical Career & Adult Ed.; HC Public Schools	Local Education Agency	F, W	02/18/2009 – 06/30/2011
Stan McIntosh	OL	Organized Labor, West Central Federation of Labor	WIA required	M, W	10/06/2008 – 06/30/2010
Paul Orvosh	OL	Painters and Allied Trades	WIA required	M, W	07/19/2007 – 06/30/2011
Maj. Jeffrey Krusinski	MIL, NV	Commander 6 Mission Support	State Law Required	W, M	12/05/07 – 06/30/09 (reappointment application at BOCC as of 08/01/09)
Craig Johnson	EA	VP of Academics, Hills. C. College	WIA required	W, M	12/05/2007 – 06/30/2011

Brian Lamb	BU	Vice President, CFO; Fifth Third Bank	Federal Law required; Tampa Bay Chamber of Commerce	B, M	02/19/2009 – 06/30/2010
Mark Hart,	OL	Member American Federation of Teachers, West Central Florida Federation of Labor	State Law required	B, M	10/06/2008 – 06/30/2010
Holly Tomlin	BU	President, Tomlin Staffing	Federal Law, Greater Tampa Chamber of Commerce	F, W	02/07/2007 – 06/30/2010
James Scheiner	NPEAC	Dean, School of Business Administration	State Law required	M, W	06/21/2008 – 06/30/2010
Linda Devine	NPEAD	Vice President of Operations	State Law required	F, W	07/01/2007 – 06/30/2011
(Interim Area Dir. John Howell)	OSPM, NV as of 08/01/09	Interim Area Director of Vocational Rehab. Services	WIA required	M, W	02/15/2007 – 06/30/2009 (An interim director whose application at BOCC as of 08/01/09, so has no voting power)
Dale F. Schumacher	BU	President/CEO of Tampa Bay Federal Credit Union	Florida Chamber of Commerce	M, W, V	07/01, 2008 – 06/30/2010
Ron Smith	BU	Vice President, fiserv	Greater Tampa Chamber of Commerce	M, W	07/01/2008 – 06/30/2010
Mark Sharpe	OSPM, ED, BU, OTH	County Commissioner, Hillsborough County Board of County Commissioners	WIA required, Board of Hillsborough County Commissioners	M, W	01/02/09 -12/31/09
Dennis Meyers	BU	Attorney at Law	Greater Tampa Chamber of Commerce	M,W	04/02/08 – 06/30/011

AGREEMENT

BY AND BETWEEN

HILLSBOROUGH COUNTY,
A Political Subdivision of the State of Florida

AND

TAMPA BAY WORKFORCE ALLIANCE, INC.,
A Florida Non-Profit Corporation

THIS AGREEMENT (the "Agreement") is entered into as of the 20th day of June, 2007 by and between **HILLSBOROUGH COUNTY**, a political subdivision of the State of Florida (the "County") and the **TAMPA BAY WORKFORCE ALLIANCE, INC.**, a Florida Non-Profit Corporation (the "Alliance").

WITNESSETH:

A. WHEREAS, Title I of the Workforce Investment Act of 1998 (Public Law 105-220, (as amended from time to time and which together with the rules and regulations promulgated thereunder are referred to, collectively, hereinafter, as "WIA"), authorizes the establishment and operation of local workforce investment boards in local workforce investment areas to provide policy guidance for, and exercise oversight with respect to, activities under a five-year plan for each workforce investment area; and

B. WHEREAS, pursuant to WIA, the Governor of the State of Florida has designated Hillsborough County a local workforce investment area (the "Local Area"); and

C. WHEREAS, the Alliance is the local workforce investment board for the local area; and

D. WHEREAS, the Hillsborough County Board of County Commissioners, as the chief Local Elected Official (the "LEO"), for Hillsborough County, Florida, appoints the Board of Directors of the Alliance; and

E. WHEREAS, WIA created a new comprehensive workforce investment system, the purpose of which is to provide workforce investment activities that increase the employment, retention and earnings of participants, and increase occupational skill attainment by participants, which will improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the economy; and

F. WHEREAS, WIA acknowledges that the existence of a strong partnership between the local workforce investment board and the chief local elected official in a

particular workforce investment area is a significant factor in the success of the reformed workforce system in that local area; and

G. WHEREAS, WIA contemplates that the local workforce investment board shall play a strong role in that partnership, focusing on strategic planning, policy development and oversight of the local workforce investment system; and

H. WHEREAS, under WIA, significant authority is reserved for the Governor and the chief local elected official to build on existing reforms in order to implement innovative and comprehensive workforce investment systems tailored to meet the particular needs of the local labor markets; and

I. WHEREAS, the LEO is the Local Grant Recipient of the funds allocated to the Local Area pursuant to WIA and WIA imposes on the Local Grant Recipient (as defined in Subsection 2.2 below) certain monitoring duties; and

J. WHEREAS, by means of this Agreement, the LEO and the Alliance desire to describe their partnership and delineate the respective roles each shall play in establishing a reformed workforce investment system in the Local Area.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein set forth and for other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

ARTICLE I

TERM OF THIS AGREEMENT

1.1 The term ("Term") of this Agreement shall be for the period commencing on July 1, 2007, and ending on June 30, 2010.

ARTICLE II

DESIGNATION OF THE ALLIANCE AS THE ADMINISTRATIVE ENTITY AND FISCAL AGENT; REAFFIRMATION OF THE LEO AS THE LOCAL GRANT RECIPIENT

2.1 In accordance with the provisions of the Acts, the parties agree that, subject to the provisions of this Agreement, the Alliance shall serve as the Administrative Entity and Fiscal Agent for the Local Area for the Term of this Agreement.

2.2 The parties further agree and acknowledge that the LEO is and shall remain the Local Grant Recipient of the WIA funds allocated to the Local Area as set forth in WIA Section 117(d)(3)(B)(i).

ARTICLE III

AUTHORITY AND RESPONSIBILITIES OF THE ALLIANCE

- 3.1 The Alliance shall fulfill the duties and responsibilities imposed on local workforce investment boards by the Acts, including without limitation, the following, as set forth in WIA Section 117(d) and 20 CFR Section 661.305:
- (a) Providing policy guidance on matters pertaining to provisions of services under the Acts;
 - (b) Developing the local workforce investment plan (the "Local Workforce Investment Plan") and conducting oversight of the One-Stop system required by WIA, youth activities and employment and training activities under WIA, in partnership with the LEO;
 - (c) Selecting the One-Stop Operator with the agreement of the LEO;
 - (d) Selecting eligible youth service providers based on the recommendation of the youth council, identifying eligible providers of adult and dislocated worker-intensive services and training services, and maintaining a list of eligible providers with performance and cost information as required in 20 CFR part 663, subpart E;
 - (e) Preparing an annual budget for the proper expenditure of all WIA funds allocated to the Alliance and submitting it for approval by the LEO in advance of implementation; in the event that a funding authority increases or reduces its allocation of funds to the Local Area by more than twenty percent (20%) in any one funding stream, then the Alliance shall revise the budget to reflect such reduction or increase and shall submit the revised budget to the LEO for its approval;
 - (f) Negotiating and reaching agreement on local performance measures with the Governor and with the LEO;
 - (g) Assisting the Governor in establishing the Statewide Employment Statistics system under the Wagner-Peyser Act;
 - (h) Coordinating workforce investment activities with economic development strategies;
 - (i) Developing employer linkages;
 - (j) Promoting private sector involvement in the Statewide workforce investment system through effective brokering, connecting and coaching activities through intermediaries in the Local Area or through other organizations to assist employers in meeting hiring needs; and

- (k) Establishing and maintaining a Youth Council in cooperation with the LEO and coordinating workforce and youth plans and activities with the Youth Council in accordance with WIA Section 117(h) and 20 CFR Section 661.335, and conducting oversight of the youth programs in the Local Area in consultation with the LEO.

3.2 As Administrative Entity and Fiscal Agent, the Alliance shall also carry out the following duties and responsibilities during the Term hereof:

- (a) Monitoring progress toward the achievement of the performances measures set forth in the Local Workforce Investment Plan, and reporting on such progress quarterly to the LEO;
- (b) Undertaking and overseeing marketing efforts and public relations for the workforce development system in the Local Area;
- (c) Directing the receipt, expenditure and dispersal of funds in accordance with the Acts, and all other applicable federal, state and local laws;
- (d) Collecting and disposing of program income generated by program activities pursuant to the Acts in accordance with applicable federal, state and local laws;
- (e) Executing contracts, sub-grants and other agreements necessary to carry out the programs authorized by the Acts, including designating the One-Stop Operator, selecting and designating youth service providers, identifying eligible providers of adult and dislocated worker intensive and training services, and maintaining a list of those providers with performance and cost information; notwithstanding the foregoing, the designation of or change in the One-Stop Operator shall require the prior agreement of the LEO;
- (f) Developing and administering a procedure to hear and resolve all grievances or complaints filed by participants and other interested or affected parties as required by, and in accordance with WIA Section 181(c);
- (g) Taking action against any sub-recipient or vendor for abuse in the program it is operating in order to protect the funds and the integrity of the program;
- (h) Implementing a procedure to monitor compliance with the eligibility requirements of the Acts;
- (i) Providing a written Financial Statement prepared in accordance with generally accepted accounting principles to the County Liaison on quarterly basis and conducting on not less than a yearly basis a financial audit performed by an outside auditing firm in accordance with generally accepted accounting principles. A copy of the auditor's report shall be submitted to the County when forwarded to the Board of Directors of the Alliance ; and

- (i) Providing notice to the County Liaison of all meetings requiring notice under the Florida Sunshine Law, agenda packages for such meetings and minutes thereof.

3.3 The Alliance shall have the following additional authority and responsibilities:

- (a) The Alliance shall develop its own bylaws, not inconsistent with this Agreement, or contrary to the requirements of the Acts, and elect its own officers in accordance with its bylaws;
- (b) The Alliance shall determine and/or establish its own structure, committees, subcommittees and functions, in conformance with the Acts;
- (c) The members of the Board of Directors of the Alliance shall comply with all disclosure, conflict of interest statutes, and other similar laws, regulations and guidelines prescribed in applicable, federal or state law, including without limitation WIA Section 117(g) State WIA and Section 112.3143, Florida Statutes;
- (d) The Alliance shall timely comply with all the filing and other requirements mandated by the Florida Not-for-Profit Corporation Statute;
- (e) The Alliance shall complete and submit all assurances as required by its funding sources;
- (f) The Alliance shall secure and maintain in force a Directors and Officer's Insurance Policy for the protection of itself;
- (g) In accordance with 20 CFR Section 661.307, the Alliance shall conduct business in an open manner as required by WIA Section 117(e), by making available to the public, on a regular basis through open meetings, information about the activities of the Alliance, including information about the local plan before submission of the plan, and about membership, the development of significant policies, interpretations, guidelines, and definitions, the designation and certification of One Stop operators, and the award of grants or contracts to eligible providers of youth activities, and on request, minutes of formal meetings of the Alliance; and
- (h) The Alliance shall notify the County, in writing, upon the resignation of an appointed member of the Board of Directors of the Alliance.

ARTICLE IV

AUTHORITIES AND RESPONSIBILITIES OF THE LEO AND THE COUNTY

- 4.1 The LEO shall have all of the rights, duties and responsibilities of a chief local elected official under the Acts. The parties acknowledge and agree that the Acts authorize the LEO to appoint the members of the Board of Directors of the Alliance. The LEO shall appoint or reappoint members to the Alliance, as the case may be, in a timely manner so as to maintain the minimum number of members required by the Acts. County appointments shall be in agreement with applicable Federal Acts, State Acts, and Board Policy 01.05.01.00. The County's residency and voter registration requirements may be waived if requested by the Alliance and agreed to by the LEO.
- 4.2 The LEO shall consult from time to time on a continuing basis with the Alliance or as either party requests. To further communicate between the parties, the County shall designate a County employee to be the liaison (the "County Liaison") between the Alliance and the County and the LEO. The salary and other compensation paid to the County Liaison shall be paid from County funds.
- 4.3 The County shall, in partnership with the Alliance, assure the effective and efficient delivery of all services provided for under the Five-Year Plan.
- 4.4 The LEO shall appoint one County Commissioner or his or her designee to serve as a member of the Board of Directors of the Alliance.
- 4.5 The LEO shall have the authority to arrange for and procure at its own cost and expense external audits of any and all programs administered by the Alliance as the LEO may deem necessary.

ARTICLE V

AUTHORITIES AND RESPONSIBILITIES HELD JOINTLY BY THE BOARD AND THE LEO

- 5.1 It is the joint responsibility of both parties to ensure the effective delivery of services, which provide the most benefit to residents, and employers of Hillsborough County. It is further the shared responsibility of both parties to stimulate the active, effective participation of all sectors of the community in the provision of workforce investment services.
- 5.2 The LEO and the Alliance may choose to further effective communication by meeting jointly, on occasion, in accordance with mutually agreed-upon meeting schedule.
- 5.3 In the event the Alliance is found responsible for any disallowed costs under WIA, through whatever means, the Alliance and the LEO will mutually work to resolve all such disallowed costs. In the event that repayment of funds is demanded by the WIA funding

source, the Alliance will have first responsibility for repayment, through its insurance or non-grant funds. If the Alliance's insurance or non-grant funds are insufficient for the demanded repayment, the County shall be liable if, and to the extent, required by the Acts, for repayment or for the balance of repayment, after all Alliance resources have been exhausted, of the WIA funds which are subject to such demand. The County shall not be liable for the repayment or for the balance of repayment of any non-WIA funds.

ARTICLE VI

RESOLUTION OF DISAGREEMENT

- 6.1 The parties agree to use all reasonable efforts to amicably resolve any disputes or disagreements which may arise between the parties.
- 6.2 Notwithstanding the foregoing, it is understood and agreed that the failure to amicably resolve any material dispute between the parties could result in the LEO revoking the designation of the Alliance as the administrative entity and fiscal agent for funds covered hereunder and designating an alternative entity to serve in those capacities for the Local Area, and terminating this Agreement.
- 6.3 This Article VI is not an election of remedies provision, and nothing in this Article VI shall limit or be construed as limiting the LEO's right to appoint, reappoint or revoke the appointment of the members of the Board of Directors of the Alliance.

ARTICLE VII

INDEMNIFICATION

- 7.1 To the extent not otherwise limited by applicable law, the Alliance shall indemnify and hold harmless the COUNTY, from and against any and all liabilities, claims, demands, or actions, either at law or in equity, that may hereafter at any time be made or brought by anyone on account of personal injury, property damage, loss of monies, allegedly caused or incurred, in whole or in part, as a result of any negligent or wrongful act or omission, Alliance, and its employees during performance under this Agreement. The extent of this indemnification shall not be limited in any way as to the amount or types of damages or compensation payable to COUNTY on account of any insurance limits contained in any insurance policy procured or provided in connection with this Agreement. In any and all claims against the County, this paragraph shall not be limited in any way as to the amount or type of damages, compensation or benefits payable by or for the Board or any subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts. This Subsection 7.1 shall survive the termination or expiration of this Agreement; provided, however, a claim for indemnification must be brought within three (3) years after the claim accrues. No member of the Board shall be personally liable under this Subsection 7.1, except as otherwise provided in Section 617.0834 Florida Statutes.

- 7.2 To the extent permitted by, and in accordance with, Section 768.28, Florida Statutes, the COUNTY shall indemnify and hold harmless the Board, from and against any and all liabilities, claims, demands or actions, either at law or in equity that may hereafter at any time be made or brought by anyone on account of any personal injury or property damage or loss of monies, allegedly caused or incurred, in whole or in part, as a result of any negligent or wrongful act or omission by the COUNTY, its agents and employees during performance under this Agreement.

ARTICLE VIII

MODIFICATION OR AMENDMENTS

- 8.1 This Agreement may be amended or modified in a writing agreed to and executed by both of the parties hereto.

ARTICLE IX

OTHER TERMS AND CONDITIONS

- 9.1 Neither party shall assign nor transfer its interest in this Agreement without the prior written consent of the other party.
- 9.2 If any provision of this Agreement is declared void by a court of law, all other provisions of the Agreement shall remain in full force and effect.
- 9.3 The failure of any party to exercise any right under this Agreement shall not be construed as a waiver of such right.
- 9.4 This Agreement is governed by the laws of the State of Florida, and venue shall be in Hillsborough County.

ARTICLE X

BOARD OF COUNTY COMMISSIONERS STRATEGIC GOALS

- 10.1 The Hillsborough County Board of County Commissioners has adopted within the Strategic Plan, economic objectives for the betterment of County residents. The Alliance supports the County's achievement of these goals as published by the County.

ARTICLE XI

CUSTOMER SURVEYS

- 11.1 The Alliance shall submit to the County on a quarterly schedule the results of professionally secured surveys to determine the level of satisfaction the customer has in the delivery of the Alliance's services in Hillsborough County.

ARTICLE XII

MAINTENANCE AND REVIEW OF RECORDS

- 12.1 The Alliance and its subcontractors providing any of the services required to be performed or provided under this Agreement shall maintain adequate records and accounts, including but not limited to property, personnel and financial records, and supporting documentation to assure a proper accounting of all WIA funds received in connection with this Agreement for a period of three (3) years from the date of final payment of such WIA funds to the Alliance, or the termination of this Agreement, whichever occurs later, or such longer period as required by law. (Such three-year or longer period is hereinafter referred to as the "Audit Period"). The County and its authorized agents shall have the right, and the Alliance, and its subcontractors, as applicable, will permit the County and its authorized agents, to examine all such records, accounts and documentation and to make copies thereof, and excerpts or transcriptions therefrom, and to audit all contracts, invoices, materials, accounts and records relating to all matters covered by this Agreement, including but not limited to personnel and employment records during the Audit Period. All such records, accounts and documentation shall be made available to the County and its authorized agents for audit, examination or copying purposes at any time during normal business hours and as often as the County may deem necessary during the Audit Period. The County's right to examine, copy and audit shall pertain likewise to any audits made by any other agency, whether local, state or federal. Alliance shall insure that any such subcontractor shall recognize the County's right to examine, inspect and audit its records, accounts and documentation in connection with its provision of services required to be provided by the Alliance under this Agreement. If an audit is begun by the County or other agency, whether local, state or federal, during the Audit Period, but is not completed by the end of the Audit Period, the Audit Period shall be extended until audit findings are issued. This Article XII shall survive the expiration or earlier termination of this Agreement.

ARTICLE XIII

EQUAL OPPORTUNITY CLAUSE

- 13.1 The Alliance agrees to comply with the requirements of all applicable state, federal, and local laws, rules, regulations, ordinances and Executive Orders prohibiting and/or relating to discrimination, including but not limited to, Executive Order 11246, as amended and

supplemented and 41 CFR § 60-1.4, and Hillsborough County Ordinance No. 00-37. All such applicable state, federal and local laws, rules, regulations, ordinances and Executive Orders, including but not limited to Executive Order 11246, as amended and supplemented, 41 CFR § 60-1.4, and Hillsborough County Ordinance No. 00-37, are incorporated by reference herein.

ARTICLE XIV

COMPLIANCE WITH APPLICABLE LAWS

- 14.1 The Alliance and County shall comply with the requirements of all federal, state and local laws, and the rules and regulations promulgated thereunder applicable to this Agreement.

ARTICLE XV

FISCAL NON-FUNDING CLAUSE

- 15.1 This Agreement is subject to funding availability. In the event sufficient County funds to fund this Agreement become reduced or unavailable, the County shall notify the Alliance of such occurrence, and the County may terminate this Agreement, without penalty or expense to the County, upon no less than twenty-hours (24) hours written notice to the Alliance. The County shall be the final authority as to the availability of funds and how available funds will be allotted.

ARTICLE XVI

ACCESS TO RECORDS

- 16.1 Alliance shall comply with the requirements of Chapter 119, Florida Statutes, as applicable, with respect to any documents, papers, and records made or received by Alliance in connection with this Agreement.

ARTICLE XVII

NOTICES

- 17.1 All notices required or permitted to be given by a party under this Agreement shall be in writing and sent to the other party by certified mail, return receipt requested, or by overnight personal delivery service requiring a signature for delivery, and shall be addressed as follows:

If to the Alliance;

Tampa Bay Workforce Alliance
Suite 1419
5701 E. Hillsborough Avenue
Tampa, Florida 33610

Attention: Ms. Renee Benton
President and Chief
Executive Officer

If to the County;

Hillsborough County
Economic Development
Department
601 E. Kennedy 24th Floor
Tampa, Florida 33602
Attention: Mr. Gene Gray
Director

Either party may change its notice address at any time by providing to the other party a notice of that change sent in conformance with the requirements of this Article XVII.

ARTICLE XVIII

Definitions

- 18.1 For purposes of this Agreement the following terms shall have the meanings ascribed to them below:
- (a) "State WIA" shall mean the Workforce Innovation Act of 2000, Chapter 445, Florida Statutes; and
 - (b) "Acts" shall mean WIA and State WIA, collectively.

THE REMAINDER OF THIS PAGE IS LEFT BLANK INTENTIONALLY

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

**TAMPA BAY WORKFORCE ALLIANCE,
INC:**

By: *Simone Gans Barefield*
Name: Simone Gans Barefield
Title: Chairman of the Board of Directors

**ATTEST: Pat Frank
Clerk of the Circuit Court**

HILLSBOROUGH COUNTY:

By: *Pat M. Sitzing*
Deputy Clerk

By: *Jim Norman*
Name: Jim Norman
Title: Chairman, Board of County Commissioners

June 21, 2007
Date



June 20, 2007
Date

	Approval	Date
Dept.	<i>[Signature]</i>	<i>6/1/07</i>
Contracts	<i>[Signature]</i>	
Legal	<i>[Signature]</i>	<i>6-11-07</i>

BOARD OF COUNTY COMMISSIONERS
HILLSBOROUGH COUNTY FLORIDA
DOCUMENT NO. *07-0867*

ACKNOWLEDGEMENT

STATE OF Florida COUNTY OF Hillsborough

The forgoing instrument was acknowledged before me this 6/4/07 by SIMONE GANS BAREFIELD
Date (Name of officer or agent, title of officer or agent)

of Tampa Bay Workforce Alliance a Florida corporation, on
(Name of corporation acknowledging) (State or place of incorporation)

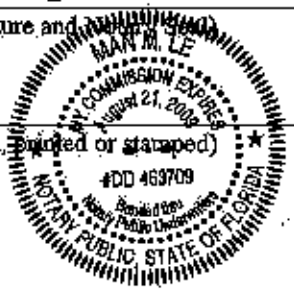
behalf of the corporation, pursuant to the powers conferred upon said officer or agent by the corporation. He/she personally appeared before me at the time of notarization, and is personally known to me or has produced personally known as foregoing instrument and certified the same to be
(Type of identification)

true in all respects.

Subscribed and sworn to (or affirmed) before me this JUNE 4, 2007
(Date)

Leinaker Commission Number DD 463709
(Official Notary Signature and Seal) (Date)

MAARTIN LEINAKER Commission Expiration Date August 21, 2009
(Name of Notary typed, printed or stamped) (Date)



Attachment E
Signature Page

SIGNATURE PAGE

This plan represents the Tampa Bay WorkForce Alliance’s efforts to maximize resources available under Title I of the Workforce Investment Act (WIA) of 1998, the Wagner-Peyser Act, and the American Recovery and Reinvestment Act of 2009 and to coordinate these resources with other State and local programs in the following geographical workforce investment service area: Hillsborough County, Florida.

This plan is submitted for the period July 1, 2009 through June 30, 2010 in accordance with the provisions of the Workforce Investment Act, the Wagner-Peyser Act, and the American Recovery and Reinvestment Act of 2009. We further certify that we will operate our Workforce Investment Act, Wagner-Peyser Act, and the American Recovery and Reinvestment Act of 2009 programs in accordance with this plan and applicable federal and state laws and regulations.

Tampa Bay WorkForce Alliance
Board Chair


Signature

DALE F. SCHUMACHER

Name (printed or typed)

BOARD CHAIR

Title

8/19/2009
Date

BOARD OF COUNTY COMMISSIONERS
HILLSBOROUGH COUNTY FLORIDA
DOCUMENT NO. 09-0909

Chief Elected Official


Signature


Mark Sharpe

Name (printed or typed)

Vice Chairman, BOCC

Title

September 2, 2009
Date

APPROVED BY COUNTY ATTORNEY
BY 
Approved As To Form And Legal
Sufficiency.