

ADDENDUM TO UMBRELLA MEMORANDUM OF UNDERSTANDING
BETWEEN PASCO HERNANDO WORKFORCE BOARD, INC.
DBA CAREERSOURCE PASCO HERNANDO,
PASCO HERNANDO WORKFORCE DEVELOPMENT CONSORTIUM, AND
HERNANDO COUNTY SCHOOL BOARD

This Addendum to Umbrella Memorandum of Understanding (this “Addendum”) between **Pasco Hernando Workforce Board, Inc.**, DBA CareerSource Pasco Hernando, a Florida non-profit corporation (“CareerSource Pasco Hernando”), **Pasco Hernando Workforce Development Consortium** (the “Consortium”), and **Hernando County School Board** (“HCSB”).

WITNESSETH:

WHEREAS, CareerSource Pasco Hernando, the Consortium and HCSB have agreed to enter into that certain Umbrella Memorandum of Understanding (the “MOU”), which contains the global terms and conditions applicable to mandatory partners as provided and required by federal, state and local law, including but not limited to the Workforce Innovation and Opportunity Act (WIOA);

WHEREAS, CareerSource Pasco Hernando, the Consortium and HCSB desire to enter into this Addendum to establish terms and conditions that solely govern the relationship between CareerSource Pasco Hernando, the Consortium and HCSB for so long as HCSB is a mandatory partner under the MOU;

WHEREAS, CareerSource Pasco Hernando, the Consortium and HCSB further desire to enter into this Addendum to better address the operations of the local one-stop delivery system, provisions of programs and services, and apportionment of costs for HCSB as provided within the MOU;

WHEREAS, HCSB is not a co-located Partner and is authorized under Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR 38; Final Rule, published December 2, 2016); and

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 to this Addendum agree as follows:

SECTION I: INDIVIDUAL PARTNER CONTRIBUTION OF SERVICES

1.1 HSCB’s oversees a district that is fully accredited school district located on the central-west coast of Florida. The district has over 24,000 students and employs approximately 3,100 staff members through different educational facilities consisting of high schools, middle schools, elementary schools, charter schools and adult/technical education centers.

1.2 Provision of Services

The Hernando County School Board agrees to provide the following:

- ❖ Hernando Adult Education Program refers students to CareerSource Pasco Hernando for needed services through the Crosswalk online referral platform.
- ❖ Accept and process customers/students referred by other Pasco Hernando One-stop System agencies/organizations to determine their eligibility for Adult Basic Education/GED, Title 1 Literacy and Career and Technical education services.
- ❖ List job openings through CareerSource Pasco Hernando. Refer customers demonstrating interests in, and possibly eligible for agency/organization program services, as appropriate. Ensure all outreach efforts that include a reference to CareerSource Pasco Hernando or the Pasco Hernando Workforce Board receive prior approval from appropriate marketing staff.
- ❖ Ensure HCSB staff attend, participate in, and contribute to Pasco Hernando One-stop system cross training activities designed to increase partner awareness of services available.
- ❖ Participate in the development and implementation of other One-stop Center procedures, policies, reports customer surveys and operational agreements. Ensure employment placement information generated by HCSB is entered into state and local data collections systems. Actively participate in the development and maintenance of organizational reports that reflect the nature of HCSB's operations. Provide this information to the One-stop Operator at least quarterly.
- ❖ The Hernando Adult Education Program agrees to maintain a presence within the local CareerSource Pasco Hernando office in order to better assist students.
- ❖ Distribute the information provided by CareerSource Pasco Hernando to students.
- ❖ Inform CareerSource Pasco Hernando of student's attendance and progress.
- ❖ Provide wages and fringe benefits for all HCSB staff assigned to positions within the Pasco Hernando One-stop.
- ❖ Fund all HCSB supplies, and resource materials related to the delivery of HCSB services.
- ❖ Pay the HCSB portion of costs for office spaces and common area usage as agreed to by the HCSB, the CSPH and the One-stop operator.
- ❖ HCSB provides virtual and digital presence for student/customers on all digital platforms to create greater awareness to resources available through CSPH.
- ❖ List all HCSB job openings through CareerSource Pasco Hernando.

This is set forth and required by the 2021 Reimagining Education and Career Help (REACH) Act, and the 2023's Senate Bill 240.

SECTION II: COST ALLOCATION BASIS/ METHOD TO DETERMINE BENEFITS

2.1 Pursuant to Subsection E, Section XVI: One-Stop Operating Budget and Infrastructure Funding of the MOU, the following chart summarizes the cost allocation basis used for HCSB to determine the benefit received from the use of the one-stop system.

Co-located	Partner Organization	Partner Program	Method to Determine Benefit/Allocation Base
No	Hernando County School Board	WIOA	10% of 1 FTE

SECTION III: PARTNER CONTRIBUTION

3.1 Pursuant to Subsection F, Section XVI: One-Stop Operating Budget and Infrastructure Funding of the MOU, the following chart summarizes the mandatory annual proportionate share that HCSB must make to CareerSource Pasco Hernando as part of HCSB’s obligations under the MOU.

Partner Organization	Partner Program	Partner Annual Proportionate Share (1)	FTE (1)
Hernando County School Board	WIOA	\$1,452.08	10% of 1 FTE

The Partner Annual Proportionate Share amount is subject to amendment each fiscal year, consistent with Section XVI: One-Stop Operating Budget and Infrastructure Funding set forth in the Umbrella MOU.

SECTION IV: MISCELLANEOUS PROVISIONS

4.1 HCSB specifically agrees to be bound by Section XVI: One-Stop Budget and Infrastructure Funding terms as provided in the MOU and the method of HCSB’s annual proportionate share calculation.

4.2 HCSB specifically agrees to be bound by Section XVII: Modification terms as provided in the MOU and the method of amending the MOU and this Addendum.

4.3 HCSB specifically agrees to be bound by Section XVIII: Termination/ Separation terms as provided in the MOU.

4.4 HCSB and CareerSource Pasco Hernando agree that the terms and conditions regarding dispute resolution within the Exhibit (defined below) for disputes that are solely between HCSB the Consortium and CareerSource Pasco Hernando, such terms will control. However, if the dispute is between HCSB, the Consortium CareerSource Pasco Hernando, and another party to the MOU, the terms and conditions of Section XIX: Dispute Resolution of the MOU shall control.

4.5 HCSB also acknowledges the terms of Section XX: Authority and Signatures and warrants that the signature of the person to this Addendum has the authority to bind HCSB to the terms and conditions of the MOU and this Addendum.

4.6 This Addendum shall be construed with the MOU as one document. This Addendum shall also be construed with the laws of the State of Florida and venue shall be as provided in the MOU. This MOU and the Addendum constitute all the complete terms and conditions between CareerSource Pasco Hernando, the Consortium and HCSB, and supersede all previous oral and written agreements between the parties. If any term of this Addendum or MOU is deemed illegal or unenforceable, such term shall be severed and the remaining terms and conditions shall remain in effect. HCSB, the Consortium and CareerSource Pasco Hernando waive and release the right to a jury trial for any litigation that arises.

4.7 As additional requirement for HCSB to enter into the MOU and this Addendum, attached hereto this Addendum as Exhibit A is HCSB's Standard Addendum to Agreements with The Hernando County School Board (the "Exhibit"). Unless provided otherwise, any conflicting terms and conditions between this Addendum and this Exhibit, the terms and conditions of the Exhibit shall control.

SECTION V: DESIGNATED REPRESENTATIVE

The Designated Representative for this MOU for HCSB is:

Name:	
Title:	
Address:	
Phone:	
Email:	

[SIGNATURE PAGE FOLLOWS]

BY HAND SUBSCRIBED, this Addendum to the MOU is the product of local discussion and negotiation, and is an agreement developed and executed between CareerSource Pasco Hernando, Pasco Hernando Workforce Development Consortium, and the Partner hereunder, relating to the operation of the One-stop delivery system in the local area. See CFR 463.500.

Hernando County School Board

Approved as to form & content for HCSD: Kevin M. Sullivan Attorney, BGR&H 3:42 pm, Aug 12, 2024

Signature

Print Name

Title

Date

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Pasco Hernando Workforce Board, Inc. dba CareerSource Pasco Hernando

Signature

Print Name

Title

Date

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Pasco Hernando Workforce Development Consortium

Signature

Print Name

Title

Date

EXHIBIT A

APPROVED BUDGET 2023-2024 Budget approved by board on 9/17/2023

Your financial contribution will be based on actual when you provide documentation to reconcile to actual financial information. Actual will be based on the number of square feet, the number of staff located at the centers.

**This is only a snapshot.*

GL Account:	Description:	Amount:
5225	Contracted Services	213,914.78
5227	One Stop Operator	25,000.00
5230	Insurance	45,000.00
5400	Leases/Facilities	332,275.31
5410	Utilities	42,247.20
5340	Staff Training	
5420	Leases/Office Equipment	36,540.00
5425	Repairs & Maintenance	60,000.00
5430	Vehicle Maintenance	10,000.00
5440	Communications - Internet	35,000.00
5441	Communications - Telephone	24,000.00
5445	Postage & Delivery	5,000.00
5450	Outreach	5,000.00
5460	Office Supplies	5,000.00
5470	Operating Supplies/Software	192,000.00
5475	Equipment <\$5K	
5480	Equipment >\$5K	
7300	One Stop Cost Pool	-
Total 903	One Stop Cost Pool	1,030,977.29

The table below reflects the estimated annual value of an FTE based on the number of days of staff-assisted services.

# of Days per Week	% of FTE	Annual Value of FTE Equivalent budget
1/2 Day	10% of 1 FTE	1,452.08
1 Day	20% of 1 FTE	2,904.16
2 Days	40% of 1 FTE	5,808.32
3 days	60% of 1 FTE	8,712.48
4 days	80% of 1 FTE	11,616.65
5 days	100% of 1 FTE	14,520.81