



# BOARD OF COUNTY COMMISSIONERS

## JEFFERSON COUNTY, FLORIDA

THE KEYSTONE COUNTY-ESTABLISHED 1827

1 COURTHOUSE CIRCLE; MONTICELLO, FLORIDA 32344

PHONE: (850)-342-0287

**Stephen Fulford**

District 1

**Gene Hall**

District 2

**J T Surles**

District 3 Chairman

**Betsy Barfield**

District 4

**Stephen Walker**

District 5 Vice-Chair

### ATTORNEY/CLIENT EXECUTIVE MEETING

June 18, 2020, @5:00 p.m. - The Board of County Commissioners will meet in Executive session on case #2020-CA-65, Capital Asphalt v. Jefferson County  
169 Industrial Park Rd., Monticello, FL 32344

### REGULAR SESSION AGENDA:

\*\*\***(Virtual Meeting to be Held) Meeting Code and Password to be Provided**

June 18, 2020 at the Emergency Management Operations Center  
169 Industrial Park Rd., Monticello, FL 32344

**1. 6 PM CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE**

**2. PUBLIC ANNOUNCEMENTS, PRESENTATIONS & AWARDS**

**3. CONSENT AGENDA**

- a) Approval of Agenda
- b) General Fund - Transportation Vouchers for Approval: 6.18.2020.
- c) BOCC Minutes for Approval 6.4.2020
- d) CareerSource North Florida Consortium Interlocal Agreement
- e) CareerSource N. Florida Subrecipient/Dept. Of Economic Opportunity Agreement

**4. GENERAL BUSINESS:**

- a) SCRAP Project Waukeelah Highway Project Agreements W/FDOT – S. Shirley
- b) SCRAP Project Waukeelah Highway Resurfacing & Widening Bids for Approval
- c) American Flag & Prisoner of War Flag Request
- d) Lobbyist Registration with Board of County Commissioners Requirements
- e) Road Department Dump Truck Lease Agreement – Leasing2/Barwick

**5. Citizens Request & Input on Non-Agenda Items (3 Minute Limit Please)**

**6. CLERK OF COURTS –**

**7. COUNTY COORDINATOR - **Information Reports:****

- 8. COUNTY ATTORNEY:**
- a. **Waukeelah Highway Information**
  - b. **F-DOT Notice of Time Extension**

**9. COUNTY COMMISSIONER DISCUSSION ITEMS:**

### ADJOURN:

From the manual "Government in the Sunshine", page 40: Paragraph C. Each board, commission or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that if a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and for such purpose he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

**Kirk Reams**  
Clerk of Courts

**Parrish Barwick**  
County Coordinator

**T. Buckingham Bird**  
County Attorney

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
CASH CODE-01001		G/L CASH ACCOUNT-011010000			CASH-CHECKING-GEN. FUND			
ABC Maintenance Services	06/18/2020	-	01950	05/24/2020	VR 01061820-045	Extension-ReplaceContacto	135.00	.00
CHECK TO VENDOR==>VENDOR ABCMAINT ABC Maintenance Services TOTALS							135.00	.00
Advanced Business System	06/18/2020	-	352544	02/22/2020	VR 01061820-022	Mtr#71985	60.17	.00
Advanced Business System	06/18/2020	-	358412	06/03/2020	VR 19061820-057	Mtr#72566	14.81	.00
Advanced Business System	06/18/2020	-	358412	06/03/2020	VR 28061820-056	Mtr#72566	14.82	.00
CHECK TO VENDOR==>VENDOR ADVBUSIN Advanced Business Systems TOTALS							89.80	.00
Apalachee Center	06/18/2020	-	682008	06/05/2020	VR 01061820-012	JeffCntyBaker-MarchmanAct	2752.23	.00
Apalachee Center	06/18/2020	-	682008	06/05/2020	VR 01061820-013	JeffCntyBaker-MarchmanAct	514.44	.00
CHECK TO VENDOR==>VENDOR APAMENHE Apalachee Center TOTALS							3266.67	.00
Ard, Shirley & Rudolph,P	06/18/2020	-	12219	06/08/2020	VR 01061820-060	#2-101.1 Overages 05/20	5653.75	.00
CHECK TO VENDOR==>VENDOR ARDSHIRL Ard, Shirley & Rudolph,PA TOTALS							5653.75	.00
Aucilla Area Solid Waste	06/18/2020	-	05312001	05/31/2020	VR 22061820-050	Tipping Fees 05/20	45299.48	.00
CHECK TO VENDOR==>VENDOR AUCILLAA Aucilla Area Solid Waste TOTALS							45299.48	.00
BancorpSouth	06/18/2020	-	680422	06/03/2020	VR 22061820-049	#002-0070780-004	3499.91	.00
CHECK TO VENDOR==>VENDOR BANCORPS BancorpSouth TOTALS							3499.91	.00
CenturyLink	06/18/2020	-	09820620	06/01/2020	VR 01061820-008	Act#311120982	60.00	.00
CenturyLink	06/18/2020	-	64950620	06/02/2020	VR 22061820-048	Act#461036495	85.24	.00
CenturyLink	06/18/2020	-	87870620	06/01/2020	VR 01061820-009	Act#312248787	66.07	.00
CenturyLink	06/18/2020	-	87870620	06/01/2020	VR 01061820-010	Act#312248787	66.07	.00
CHECK TO VENDOR==>VENDOR CENTLINK CenturyLink TOTALS							277.38	.00
CenturyLink	06/18/2020	-	10104349	05/21/2020	VR 23061820-053	Act#69297 #101043495	2142.86	.00
CHECK TO VENDOR==>VENDOR CENTUR CenturyLink TOTALS							2142.86	.00
Christine Golden Webcode	06/18/2020	-	2020-029	05/31/2020	VR 01061820-018	EDC Annual Webkeeping Pln	220.00	.00
CHECK TO VENDOR==>VENDOR CHRISTIN Christine Golden Webcode TOTALS							220.00	.00
City of Monticello	06/18/2020	-	01190520	05/22/2020	VR 01061820-025	Act#00020119	241.87	.00

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY PE NUMBER	VOUCHER TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
						CHECK TO VENDOR==>VENDOR CITYMONT City of Monticello	TOTALS 241.87	.00
Creative Forms & Concept	06/18/2020	-	117954	06/03/2020	VR 01061820-039	Direct Deposit Statements	343.93	.00
						CHECK TO VENDOR==>VENDOR CREATE Creative Forms & Concepts	TOTALS 343.93	.00
Darabi & Associates, Inc	06/18/2020	-	7100402	06/05/2020	VR 22061820-047	ConsultEngineeringSvcs	6500.00	.00
						CHECK TO VENDOR==>VENDOR DARABI Darabi & Associates, Inc.	TOTALS 6500.00	.00
Duke Energy	06/18/2020	-	22830520	06/01/2020	VR 19061820-054	Act#6872002283	10.16	.00
Duke Energy	06/18/2020	-	22830520	06/01/2020	VR 28061820-055	Act#6872002283	10.16	.00
Duke Energy	06/18/2020	-	35520520	06/01/2020	VR 01061820-004	Act#0392903552	192.87	.00
Duke Energy	06/18/2020	-	82110520	06/01/2020	VR 01061820-003	Act#1554238211	16.20	.00
Duke Energy	06/18/2020	-	83310520	05/22/2020	VR 01061820-019	Act#5310208331	61.00	.00
						CHECK TO VENDOR==>VENDOR DUKE Duke Energy	TOTALS 290.39	.00
Gulf Coast Lumber/Supply	06/18/2020	-	74680	05/11/2020	VR 01061820-029	#300166 Elbow,PVC	11.50	.00
Gulf Coast Lumber/Supply	06/18/2020	-	74784	05/12/2020	VR 01061820-031	#300166 PVC, Hose, Nozzle	300.11	.00
Gulf Coast Lumber/Supply	06/18/2020	-	74787	05/12/2020	VR 01061820-030	#300166 TrashBags,PVC	11.65	.00
Gulf Coast Lumber/Supply	06/18/2020	-	74823	05/12/2020	VR 01061820-032	#300166 PVC Fitting	7.16	.00
Gulf Coast Lumber/Supply	06/18/2020	-	74878	05/13/2020	VR 01061820-033	#300166 Coupling,HoseBibb	46.22	.00
Gulf Coast Lumber/Supply	06/18/2020	-	74922	05/14/2020	VR 01061820-034	#300166 Coupling,PVC Pipe	109.72	.00
Gulf Coast Lumber/Supply	06/18/2020	-	75376	05/22/2020	VR 01061820-035	#300166 Stakes,Twine,Scrw	54.72	.00
Gulf Coast Lumber/Supply	06/18/2020	-	75391	05/22/2020	VR 01061820-036	#300166 FlagTape,Blade	7.98	.00
Gulf Coast Lumber/Supply	06/18/2020	-	75922	06/02/2020	VR 01061820-005	#300166 Keys	4.50	.00
						CHECK TO VENDOR==>VENDOR GULFCOLU Gulf Coast Lumber/Supply*	TOTALS 553.56	.00
HiTouch Business Service	06/18/2020	-	18413014	06/08/2020	VR 01061820-028	#391454 Paper	325.28	.00
						CHECK TO VENDOR==>VENDOR HITOUCH HiTouch Business Services	TOTALS 325.28	.00
Howdys Rent A Toilet	06/18/2020	-	645333	06/05/2020	VR 01061820-037	#15916 Wacissa River Head	299.00	.00
						CHECK TO VENDOR==>VENDOR HOWDYS Howdys Rent A Toilet	TOTALS 299.00	.00
Jefferson Community Wate	06/18/2020	-	18000520	05/27/2020	VR 01061820-015	Act#0201800	55.03	.00
						CHECK TO VENDOR==>VENDOR JEFFCOMM Jefferson Community Water	TOTALS 55.03	.00
Mobile Communications	06/18/2020	-	80040898	04/01/2020	VR 22061820-051	#2010686 GPS	.00	.00
Mobile Communications	06/18/2020	-	80043131	05/04/2020	VR 22061820-052	#2010686 GPS	293.30	.00
						CHECK TO VENDOR==>VENDOR MOBILECO Mobile Communications	TOTALS 293.30	.00
Monticello Carquest Inc.	06/18/2020	-	38207569	05/14/2020	VR 01061820-023	Cust#253 PocketCodeReader	59.99	.00

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						CHECK TO VENDOR==>VENDOR MONTCARQ Monticello Carquest Inc.	TOTALS	59.99 .00
Monticello News	06/18/2020	-	16023	06/03/2020	VR 01061820-027	Extension-Ad	50.00	.00
						CHECK TO VENDOR==>VENDOR MONTINEW Monticello News	TOTALS	50.00 .00
Municode	06/18/2020	-	344582	06/08/2020	VR 01061820-007	#10-11624 OnlineCodeHosti	950.00	.00
						CHECK TO VENDOR==>VENDOR MUNICIPC Municode	TOTALS	950.00 .00
Office Depot*	06/18/2020	-	14938388	05/31/2020	VR 01061820-017	#41599691 Toner	43.99	.00
						CHECK TO VENDOR==>VENDOR OFFDEP Office Depot*	TOTALS	43.99 .00
Pitney Bowes Global	06/18/2020	-	31039743	05/30/2020	VR 01061820-043	#0016224117 #3103974301	87.61	.00
Pitney Bowes Global	06/18/2020	-	31039743	05/30/2020	VR 01061820-044	#0016224117 #3103974301	87.62	.00
						CHECK TO VENDOR==>VENDOR PITBOGLO Pitney Bowes Global	TOTALS	175.23 .00
Preferred Gov't Ins.Trus	06/18/2020	-	61010-3	07/01/2020	VR 01061820-001	Jefferson-Workers Compens	29429.00	.00
						CHECK TO VENDOR==>VENDOR PREFGOVT Preferred Gov't Ins.Trust	TOTALS	29429.00 .00
Quadient Finance USA,Inc	06/18/2020	-	06022001	06/02/2020	VR 01061820-038	#7900 0110 0247 9908	600.00	.00
						CHECK TO VENDOR==>VENDOR QUADIENNT Quadient Finance USA,Inc.	TOTALS	600.00 .00
Jefferson Co. Road Dept.	06/18/2020	-	05312009	06/01/2020	VR 01061820-026	Recreation Fuel	124.48	.00
Jefferson Co. Road Dept.	06/18/2020	-	05312011	06/01/2020	VR 01061820-020	Mosquito Ctrl Fuel	240.06	.00
						CHECK TO VENDOR==>VENDOR RDDEPT Jefferson Co. Road Dept.	TOTALS	364.54 .00
Keith Roddenberry	06/18/2020	-	505273	06/05/2020	VR 01061820-042	Lawn Service	50.00	.00
						CHECK TO VENDOR==>VENDOR RODDENBE Keith Roddenberry	TOTALS	50.00 .00
Trenton Skiver	06/18/2020	-	06052001	06/05/2020	VR 28061820-059	Transfer CRMC-PanamaCity	180.00	.00
						CHECK TO VENDOR==>VENDOR SKIVERT Trenton Skiver	TOTALS	180.00 .00
Sniffen & Spellman, PA	06/18/2020	-	24190	06/07/2020	VR 01061820-021	Act#10007-001	476.00	.00
						CHECK TO VENDOR==>VENDOR SNIFFEN& Sniffen & Spellman, PA	TOTALS	476.00 .00
Talquin Portable Restroo	06/18/2020	-	20-52846	05/18/2020	VR 01061820-024	Restroom Rental	214.00	.00
						CHECK TO VENDOR==>VENDOR TALQUINR Talquin Portable Restroom	TOTALS	214.00 .00
Thomson West	06/18/2020	-	84241027	06/01/2020	VR 14061820-046	Act#1004054973	612.00	.00

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						CHECK TO VENDOR==>VENDOR THOMSONW Thomson West		
						TOTALS	612.00	.00
Patrick Titus	06/18/2020	-	06052001	06/05/2020	VR 28061820-058	Transfer CRMC-PanamaCity	180.00	.00
						CHECK TO VENDOR==>VENDOR TITUSP Patrick Titus		
						TOTALS	180.00	.00
Toshiba Financial Servic	06/18/2020	-	27158050	06/01/2020	VR 01061820-040	#014-1321378-000	35.00	.00
Toshiba Financial Servic	06/18/2020	-	27158050	06/01/2020	VR 01061820-041	#014-1321378-000	145.00	.00
						CHECK TO VENDOR==>VENDOR TOSHIBA2 Toshiba Financial Service		
						TOTALS	180.00	.00
ULTRA SHRED TECHNOLOGIES	06/18/2020	-	130487	06/08/2020	VR 01061820-011	Document Destruction	109.60	.00
						CHECK TO VENDOR==>VENDOR ULTRASH ULTRA SHRED TECHNOLOGIES		
						TOTALS	109.60	.00
UniFirst Corporation	06/18/2020	-	0212314	06/04/2020	VR 01061820-006	Cust#1311916	105.02	.00
						CHECK TO VENDOR==>VENDOR UNIFIRST UniFirst Corporation		
						TOTALS	105.02	.00
US Postal Service	06/18/2020	-	06012001	06/01/2020	VR 01061820-002	Box#547	148.00	.00
						CHECK TO VENDOR==>VENDOR USPS US Postal Service		
						TOTALS	148.00	.00
W.E.C. Air Cond & Heatin	06/18/2020	-	1346	06/01/2020	VR 01061820-014	Bld/Pln-R410 on MiniSplit	134.00	.00
						CHECK TO VENDOR==>VENDOR WECAIR W.E.C. Air Cond & Heating		
						TOTALS	134.00	.00
2k webgroup	06/18/2020	-	8522	06/01/2020	VR 01061820-016	Monthly Maint & Hosting	227.95	.00
						CHECK TO VENDOR==>VENDOR 2KWEBGRO 2k webgroup		
						TOTALS	227.95	.00
						CASH ACCOUNT # 011010000		
						TOTALS	103776.53	.00
						BANK ACCOUNT # 0101001611		
						TOTALS	103776.53	.00
						FINAL REPORT TOTALS	103776.53	.00

VENDOR NAME	DUE DATE	PURCHASE ORDER NUMBER	INVOICE NUMBER	DUE DATE	TY VOUCHER PE NUMBER	TRANSACTION DESCRIPTION	TRANS AMOUNT	DISC/WITH AMOUNT
CASH CODE-08008		G/L CASH ACCOUNT-111010000				CASH-CHECKING-CO TRANS		
AG-PRO Companies	06/18/2020	-	P99247	06/01/2020	VR 11061820-012	JEFFE017 Filters	162.16	.00
		CHECK TO VENDOR==>	VENDOR AGPRO		AG-PRO Companies	TOTALS	162.16	.00
Beard Equipment Company	06/18/2020	-	1284312	06/02/2020	VR 11061820-014	#700352 Edge 7ftx6inx5/8	861.48	.00
		CHECK TO VENDOR==>	VENDOR BEARD		Beard Equipment Company	TOTALS	861.48	.00
Big Bend Tire	06/18/2020	-	30078	05/04/2020	VR 11061820-009	RoadDept-Dsmnt/Mnt Tires	124.00	.00
Big Bend Tire	06/18/2020	-	30128	05/06/2020	VR 11061820-008	RoadDept- SemiTireRepair	50.00	.00
Big Bend Tire	06/18/2020	-	30486	05/26/2020	VR 11061820-007	RoadDept	58.50	.00
		CHECK TO VENDOR==>	VENDOR BIGBENTI		Big Bend Tire	TOTALS	232.50	.00
Boyd Sod Farm Inc.	06/18/2020	-	26614	06/01/2020	VR 11061820-016	RoadDept-Centipede	1935.00	.00
		CHECK TO VENDOR==>	VENDOR BOYDSODF		Boyd Sod Farm Inc.	TOTALS	1935.00	.00
City of Monticello	06/18/2020	-	01120520	05/22/2020	VR 11061820-005	Act#00050112	53.99	.00
		CHECK TO VENDOR==>	VENDOR CITYMONT		City of Monticello	TOTALS	53.99	.00
Glass Pro Shop, Inc.	06/18/2020	-	31715	05/27/2020	VR 11061820-010	RoadDept-InstallWindshiel	295.00	.00
		CHECK TO VENDOR==>	VENDOR GLASSPRO		Glass Pro Shop, Inc.	TOTALS	295.00	.00
Jones Welding & Industri	06/18/2020	-	00574079	05/31/2020	VR 11061820-015	#58688 Cylinder Rental	76.26	.00
		CHECK TO VENDOR==>	VENDOR JONESWEL		Jones Welding & Industria	TOTALS	76.26	.00
Treadmaxx Tire Distr. In	06/18/2020	-	399799	04/15/2020	VR 11061820-011	#26379 Tires (2)	1143.72	.00
		CHECK TO VENDOR==>	VENDOR KAUFFMAN		Treadmaxx Tire Distr. Inc	TOTALS	1143.72	.00
Odom's Lawn Care & Tree	06/18/2020	-	05302001	05/30/2020	VR 11061820-002	RoadDept-Cut Trees	650.00	.00
		CHECK TO VENDOR==>	VENDOR ODOMLAWN		Odom's Lawn Care & Tree	TOTALS	650.00	.00
Omega Rail Management In	06/18/2020	-	625538X	05/28/2020	VR 11061820-003	#DOT625538X Old Drifton	2260.00	.00
		CHECK TO VENDOR==>	VENDOR OMEGA		Omega Rail Management Inc	TOTALS	2260.00	.00
O'Reilly Automotive, Inc	06/18/2020	-	5-423869	06/02/2020	VR 11061820-001	#2834089 Trans Fluid	117.24	.00
		CHECK TO VENDOR==>	VENDOR OREILLY		O'Reilly Automotive, Inc.	TOTALS	117.24	.00
Potty Man Portables	06/18/2020	-	92982	06/05/2020	VR 11061820-006	RoadDept-Rental	75.00	.00

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						CHECK TO VENDOR==>VENDOR POTTYMAN Potty Man Portables	TOTALS	75.00 .00
Tri-County Electric Coop	06/18/2020	-	90060520	05/28/2020	VR 11061820-004	Act#72001059006		30.77 .00
						CHECK TO VENDOR==>VENDOR TRI-CO. Tri-County Electric Coop.	TOTALS	30.77 .00
Ward International Truck	06/18/2020	-	3204378	06/02/2020	VR 11061820-013	#1630 Switch A/C Pre 10H		117.55 .00
						CHECK TO VENDOR==>VENDOR WARDINTE Ward International Trucks	TOTALS	117.55 .00
Waukeelah Fertilizer	06/18/2020	-	119806	05/06/2020	VR 11061820-017	JEFFCR-Contract Blend		1500.00 .00
						CHECK TO VENDOR==>VENDOR WAUKFERT Waukeelah Fertilizer	TOTALS	1500.00 .00
						CASH ACCOUNT # 111010000	TOTALS	9510.67 .00
						BANK ACCOUNT # 0101006511	TOTALS	9510.67 .00
						FINAL REPORT TOTALS		9510.67 .00

**JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS**  
**Regular Session**  
**Emergency Management Operations Center**  
**June 4, 2020**  
**6:00 P.M.**

The Board met this date in regular session. Present were Chairman JT Surlles, Commissioners Betsy Barfield (via videoconferencing), Stephen Fulford, Eugene Hall and Stephen Walker. Also present were County Attorney Scott Shirley and Clerk of Court Kirk Reams.

1. Chairman Surlles called the meeting order. Fire Rescue Chief Derrick Burrus led the invocation and pledge of allegiance.
2. Fire Rescue Chief Burrus read a resolution for Captain Jim Iten who is retiring from Jefferson County Fire Rescue.
3. Attorney Scott Shirley requested that items 4a and 4b under General Business be removed from the Agenda, as not all of the information has yet been received.
4. **On motion by Commissioner Walker, seconded by Commissioner Hall and unanimously carried, the Board approved the consent agenda, consisting of: Approval of the Agenda as amended, General Fund/Transportation Vouchers and Minutes for the 5/7/2020 Regular Session.**
5. Commissioner Hall introduced the request for county-funded basketball courts at the Martin Luther King Jr. Foundation. He stated he has met with County Engineer, who provided a soft estimate of a one-time \$44,000 outlay to do the basketball court. **Commissioner Hall made a motion to fund the basketball court. The motion died for lack of a second.** After discussion by the Board, the consensus was to revisit this item after the Board had a better idea of gas tax and state revenue sharing impacted by the Coronavirus.
6. Planning Official Shannon Metty introduced the solar ordinance and highlighted the proposed changes to the current draft. Mrs. Metty and Attorney Scott Shirley are going to make the proposed changes to the draft and bring before the Board at a future meeting.
7. Attorney Scott Shirley introduced the Lobbyist Registration item and provided the Board with a potential draft of a lobbying ordinance based on the ordinance utilized by the City of Tallahassee.
8. Clerk of Court Kirk Reams stated he would be bringing potential dates for the budget workshops in July to the next meeting.
9. County Coordinator Parrish Barwick addressed the Board regarding roads paved with the 2018 Road Bond and those that still were on the list. He further noted that the funds from the 2018 Road Bond were nearly exhausted and requested that the Board direct him on which road project or projects to move forward with. Commissioner Barfield requested this item be tabled to the next Board meeting.
10. County Coordinator Barwick recommended the Board meet on June 18<sup>th</sup> and then have the first July meeting on July 16<sup>th</sup>. It was the consensus of the Board to move forward with this schedule.



11. County Attorney Scott Shirley stated the Judge has not yet ruled on the litigation filed by Capital Asphalt. Therefore, the county will have to wait before proceeding with the Waukeelah Highway SCRAP project.
12. Commissioner Walker stated his desire to have someone audit our CenturyLink internet speeds and the amount of megabytes allocated to Jefferson County.
13. Chairman Surles stated a family had recently purchased property and was requesting a one-time variance to continue a fence that was on county property that would be utilized as part of their property. The Board requested Attorney Shirley draft the variance.
14. **On motion by Commissioner Walker, seconded by Commissioner Hall and unanimously carried, the meeting was adjourned.**

**Board of County Commissioners  
Jefferson County, Florida**

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J.T. Surles, Chairman

ATTEST:

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Kirk Reams, Clerk of Court

**INTERLOCAL AGREEMENT CONTINUING  
THE NORTH FLORIDA WORKFORCE CONSORTIUM**

**THIS INTERLOCAL AGREEMENT**, made and entered into pursuant to the authority of Section 163.01, Florida Statutes, by and between the SIX (6) Counties passing resolutions to that effect, the Counties of Jefferson, Madison, Hamilton, Suwannee, Lafayette and Taylor, of the State of Florida,

**WITNESSETH**

**WHEREAS**, Public Law 113-128, enacted by the Congress of the United States effective July 22, 2014, which act is known as the "Workforce Innovation and Opportunity Act" (hereinafter "WIOA") establishes a program to prepare youth and unskilled adults for entry into the labor force and to afford job training to those economically disadvantaged individuals and other individuals facing serious barriers to employment, who are in special need of such training to obtain productive employment; and

**WHEREAS**, the WIOA replaces the Workforce Investment Act of 1998 under which Federal job training monies were administered and the adoption of the WIOA necessitates the amendment of the Interlocal Agreement Creating the North Florida Workforce Consortium; and

**WHEREAS**, the WIOA creates a partnership among the state, local governments, and the private sector, with primary emphasis upon the coordination of workforce development programs; and

**WHEREAS**, the counties of Hamilton, Jefferson, Lafayette, Madison, Suwannee, and Taylor Counties desire to form a Local Workforce Development Area (LWDA)

for WIOA and other workforce development activities, and has been designated by the Governor of the State of Florida as such; and

**WHEREAS**, the Boards of County Commissioners of each of the parties to this Agreement desires that its county be included in an area workforce development plan to avail its citizens of the benefits of the WIOA; and

**WHEREAS**, the Boards of County Commissioners of each of the parties finds value in forming an undivided network amongst these and other rural counties within the state and strongly advocates for longstanding cohesiveness of rural communities; and

**WHEREAS**, WIOA required an agreement be entered into between the jurisdictions which comprise the LWDA; and

**WHEREAS**, the parties to this Agreement desire its jurisdiction be included in regional workforce development initiatives to avail its citizens of the benefits of any programs, grants, or funding sources as may be available to support workforce activities; and

**WHEREAS**, the parties to this Agreement formed a Consortium to carry out their separate and independent functions described herein in a coordinated and cooperative fashion;

**NOW, THEREFORE**, in consideration of the premises and mutual covenants and obligations herein contained and for other good and valuable consideration, the parties agree and understand as follows:

**1. Continuation of the North Florida Workforce Consortium**

A multi-jurisdictional arrangement, the "North Florida Workforce Consortium" or

“Consortium” shall continue for the express purpose of carrying out the individuals responsibilities of each party to this Agreement under the among all the parties hereto for the express purpose of collectively carrying out the individual responsibilities of each party to this Agreement under the Workforce Innovation and Opportunity Act (2014) and other applicable statutes.

The Consortium shall consist of six (6) members. The Boards of County Commissioners of each county shall each designate a member of their County Commission to serve as the County's representative on the Consortium.

**2. Parties to this Agreement**

Each of the parties to this Agreement is a County of the State of Florida, and as such is a general-purpose political subdivision which has the power to levy taxes and expend funds, as well as general corporate and police powers. These parties are more particularly identified as follows:

Hamilton County Board of County Commissioners	Jasper, Florida
Jefferson County Board of County Commissioners	Monticello, Florida
Lafayette County Board of County Commissioners	Mayo, Florida
Madison County Board of County Commissioners	Madison, Florida
Suwannee County Board of County Commissioners	Live Oak, Florida
Taylor County Board of County Commissioners	Perry, Florida

**3. Consideration**

To establish the background, context, and frame of reference for this Agreement and to generally express the objectives and intentions of the respective parties hereto, the following are the predicates underlying the undertakings and commitments included within the provisions which follow and shall be constructed as the essential elements of the mutual considerations upon which this Agreement is based.

#### **4. Geographical Area to be Served by this Agreement**

The geographical areas which will be served by this Agreement are the entire geographical areas of each of the six (6) member counties, which geographical areas are legally described in Chapter 7, Florida Statutes.

Pursuant to the Governor's designation, the six members constituting the North Florida Workforce Consortium and North Florida Workforce Development Board, Inc. shall be the LWDB areas provided for in Section 107 (c)(1)(B)(i)(I)(II)(ii), Florida Statutes, Workforce Innovation Act (2000) and Florida's workforce development initiatives as designated by the Governor for the geographical area covered by this Agreement.

#### **5. Size of Population to be Served**

The population of the six-county area to be served by this Agreement is 121,614, based upon the population projections according to the American Community Survey (ACS), 2018.

#### **6. Federal and State Requirements**

The Consortium intends to incorporate into this Agreement the duties and obligations governing programs under WIOA, Florida Workforce Innovation Act of 2000, Personal Responsibility and Work Opportunity Reconciliation Act of 1996, and any other applicable state and federal rules and regulations.

#### **7. Joint Understanding**

The following terms and conditions reflect the joint understanding between the parties:

**8. Membership**

- a. The Consortium consists of the six (6) member governments represented by elected officials designated to serve by their respective Commission. The elected official may designate an alternate to serve in the elected official's absence. The alternate shall also be an elected official to the Commission.
- b. The officers of the Consortium shall include a chair. This officer shall be elected from among and by the membership of the Consortium for a term of one calendar year and shall hold office until a successor is duly elected. The Chair shall also serve as the Chief Local Elected Official (CLEO) for the LWDA.

**9. Duties and Responsibilities of the Consortium**

- a. To establish the North Florida Workforce Development Board, Inc. (NFWDB) where such authority is delegated by an individual Board of County Commissioners to its Consortium member.
- b. To appoint the members of the North Florida Workforce Development Board, Inc. (NFWDB), in accordance with the WIOA and other prescriptive legislation. NFWDB shall consist of members as provided for under WIOA:
  - i. The Consortium will make private-sector appointments, assuring a 51% private-sector majority.
  - ii. No single local government elected official may represent a local government on both the Consortium and NFWDB, however any elected official may sit on NFWDB in another professional capacity.
- c. To select a grant recipient, and administrative entity to administer WIOA and other applicable statutes/programs/funds.

- d. To enter into agreements with each other regarding the LWDA.
- e. Together with NFWDB, review and approve the Local Workforce Plan, modifications thereto, and submit to the Governor.
- f. To disburse funds upon local Board direction where one of the parties to the agreement is the grant recipient or to make provision for and approve the manner in which funds will be disbursed including FCWD, Inc. role in approving expenditures
- g. To approve Memorandum of Understanding (MOU) and Infrastructure Funding Agreements (IFA) between NFWDB and One-Stop partners.
- h. To approve the NFWDB budget for carrying out its duties.
- i. To provide oversight and guidance in conjunction with the NFWDB.
- j. To accept responsibility for compliance and accountability for State and Federal funds.
- k. To empower NFWDB to enter into agreements with the State of Florida Department of Economic Opportunity or other entity in order to administer and manage relevant programs.
- l. To establish rules for the conduct of business.
- m. To perform any other appropriate duties necessary for the accomplishment, and consistent with the purposes, of this Agreement, the WIOA and Florida's workforce development initiative.

## **10. Meetings**

- a. The Chair shall preside over Consortium meetings and shall perform all duties incident to that office. In the absence of the Chair, a chair pro tempore shall be appointed and preside over the meetings and shall assume and exercise the duties of the chair.
- b. Meetings shall be held at the discretion of the Chair.
- c. Meetings shall be noticed and declared public meetings, open to the

public, in accordance with the Sunshine Law, Section 286.011, Florida Statutes.

- d. A quorum at any Consortium meeting shall consist of any three (3) members or their designated alternates. A quorum is required to transact Consortium business.
- e. At all meetings of the Consortium at which a quorum is present, all matters shall be decided by the majority vote of said members.

#### **11. Financial Support**

- a. The Consortium shall support its programs and any costs incidental to the operation of its programs by grant funds appropriated to it by the United States Department Of Labor under the WIOA or other Workforce Development, Welfare Legislation, or related grants and or by the State through the LWDB or through any other Federal, State or Local source. Additionally, the Consortium is authorized to accept any other grants in aid or assistance funds, from the United States Government or to accept appropriations from any of its members, or any other organization or person, including the acceptance of gifts, grants, or bequests whether it be in the form of tangible or intangible property.
- b. No funds will be required from the treasuries of any of the parties to this Agreement for implementation of workforce development initiatives, including programs funded by WIOA, it being the intent hereof that all funding of the workforce development initiatives and the Consortium shall be accomplished by grants and funds available pursuant to workforce development initiative programs, including the WIOA and any other State and Federal grants or other funding which will further the purpose of the program. The above language does not preclude local governments from expending funds under their jurisdiction on workforce development programs. However, in accordance with Section 107(d)(12)(B)(i)(II) of



WIOA, each county recognizes that appointing a local Board does not release the local elected officials or the Governor of the State of Florida of the liability for misuse of the grant funds obtained under WIOA.

**12. Signatory**

The chair shall act as signatory for the Consortium except as provided above. In the absence of the chair, any of the other members may sign for the Consortium in the chair's stead.

**13. Prior Agreements**

It is understood and agreed that this document incorporates and includes all prior negotiations, correspondence, conversations, agreements, or understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representation or agreements whether oral or written.

**14. Amendment**

It is agreed that no modification, amendment, or alteration of the terms or conditions contained in this Agreement shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

**15. Construction**

This Agreement is intended to be legally binding and shall be construed in accordance with and governed by the laws of the State of Florida.

**16. Invalid Provision/Severability**

In the event that any provision of this Agreement or the application of any such provision to any party or circumstances be held invalid or unenforceable or the application of such Interlocal Agreement

North Florida Workforce Development Consortium

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provision to parties or circumstances be unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby and shall remain in full force and effect.

#### **17. Waiver of Rights**

Any waiver at any time by any party hereto of its rights with respect to any matter arising in connection with this Agreement shall not be considered a waiver with respect to any subsequent default or matter.

#### **18. Agreement Not Prohibited by Law**

This Agreement is not prevented by State or local law from taking effect in the entire geographical area which it intends to serve.

#### **19. Workforce Area Designation**

Pursuant to the designation by the Governor, the six (6) counties constituting the Consortium shall be the WDA as provided for in Section 106 of the WIOA for the geographical area covered by this Agreement.

#### **20. Legal Requirements**

- a. All Federal, State and Local laws shall be complied with by all parties to this Agreement.
- b. All Regional Workforce Development Plans shall be approved by the NFWDB and the Consortium.

#### **21. Duration of Agreement**

This Agreement shall have the duration equal to the period that the Workforce Development Area designation remains in effect for the geographical area identified herein. Any parties to the Agreement may withdraw from this Agreement by passing a resolution to such effect and providing thirty (30) days' notice to the other parties to this Agreement. However, the validity, force, and effect of this Agreement shall not be

affected by the withdrawal of one (1) or more parties to this Agreement.

## **22. Applicability and Effective Date**

This Agreement replaces the previous Interlocal Agreement Creating the North Florida Workforce Consortium and shall be effective July 1, 2020 upon the execution hereof by the final signatory adopting this Agreement and upon filing the same with the Clerk of the Circuit Court in each County prior to July 1, 2020.

## **23. Dispute Resolution Process**

If, during the course of this Agreement, there is a dispute between the parties, the following procedures will apply:

- a. The party which has the dispute shall notify the other parties of the nature of the dispute, in writing, with a copy to the Governor of the State of Florida;
- b. All disputes and controversies of every kind and nature between the parties named above arising out of or in connection with this meaning, performance, nonperformance, enforcement operation, breach, continuance, or termination shall be submitted to non-binding mediation. If the parties cannot agree upon a mutually satisfactory mediator within sixty (60) days of receiving a request for appointment of a mediator from any party to this agreement, then the Chief Judge of the Third Judicial Circuit shall be requested to select a mediator to mediate the dispute. The cost of the mediator shall be shared equally by the parties;
- c. If, after hearing the dispute, accord is not reached on the resolution of the dispute, the party that raised the dispute may, by giving one hundred eighty (180) days written notice, before the end of the program year (before June 30th) withdraw from the Consortium, effective July 1st of the following program year, or at such later time as designated by the

Governor of the State of Florida.

**IN WITNESS WHEREOF**, the parties hereto have executed this interlocal Agreement on the dates set forth below, and hereby agree to be bound by the terms and provisions set forth herein.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

**SIGNATURE PAGE**

**Jefferson County, Florida**

**BY: \_\_\_\_\_**  
**J.T. Surles, Chairman**

**DATE: June 18, 2020**

**ATTEST: \_\_\_\_\_**  
**Kirk Reams, Clerk of Courts**

**SIGNATURE PAGE**

**North Florida Workforce Development Board, dba CareerSource North Florida**

**BY: \_\_\_\_\_**

**DATE: \_\_\_\_\_**

**ATTEST: \_\_\_\_\_**

**AGREEMENT  
BETWEEN CAREERSOURCE NORTH FLORIDA  
AND THE  
FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY**

This Agreement is entered into between the State of Florida, Department of Economic Opportunity (“DEO”), and North Florida Workforce Development Board, Inc., d/b/a CareerSource North Florida (“Board” or “Subrecipient”). DEO and the Board are sometimes referred to herein individually as a “Party” and collectively as “the Parties.”

**WHEREAS**, DEO is Florida’s designated state agency for receipt of federal workforce development funds, and is required to carry out the duties and responsibilities assigned by the Governor under each federal grant assigned to DEO; and

**WHEREAS**, the Board is a “subrecipient” of funds (as that term is defined by federal law), and a “recipient” of funds (as that term is defined by state law); and

**WHEREAS**, pursuant to section 121(h) of the Workforce Innovation and Opportunity Act (Pub. L. 113-128) and section 445.009(2)(c), Florida Statutes, DEO and the Board intend for this Agreement to satisfy the requirements that the Board enter into a memorandum of understanding and infrastructure funding agreement with each mandatory or optional partner participating in the one-stop delivery system.

**1. DEFINITIONS AND ACRONYMS.**

- a. **“Board”** means the Local Workforce Development Board
- b. **“CDBG-DR”** means Community Development Block Grant-Disaster Recovery.
- c. **“CFR”** means Code of Federal Regulations.
- d. **“CLEO”** means the Chief Local Elected Official.
- e. **“DCF”** means the Florida Department of Children and Families.
- f. **“FDLE”** means the Florida Department of Law Enforcement.
- g. **“LWDA”** means Local Workforce Development Area.
- h. **“MOU”** means Memorandum of Understanding.
- i. **“NFA”** means Notice of Award/Notice of Fund Availability.
- j. **“RA”** means Reemployment Assistance.
- k. **“SNAP E&T”** means the Supplemental Nutrition Assistance Program Employment & Training program.
- l. **“State Board”** means the State Workforce Development Board.
- m. **“TAA”** means Trade Adjustment Assistance.
- n. **“WIOA”** means the Workforce Innovation and Opportunity Act.
- o. **“WP”** means the Wagner-Peyser Act.
- p. **“WT”** means the Welfare Transition program.

**2. TERM AND EXPIRATION.** The Effective Date of this Agreement is July 1, 2020. This Agreement ends on June 30, 2021 (the “Expiration Date”), unless otherwise terminated as set forth herein. This Agreement may be renewed or extended for a period of time to be determined by DEO in its sole discretion, and without the Board’s approval, at any time prior to the Expiration Date. This Agreement terminates, supersedes, and replaces any prior agreement in effect between DEO and the Board regarding the subject matter set forth herein as of the Effective Date. The period between the Effective Date and the Expiration Date or the termination date is the “Agreement Period”. Subrecipient is absolutely responsible for all work performed and all expenses incurred in fulfilling the obligations of this Agreement. If the LWDA is redesignated in whole or in part, or the Board is decertified, then DEO may terminate this Agreement. If DEO elects to terminate this Agreement, then DEO will notify the Board and the CLEO of such termination, when the termination becomes effective, and any termination instructions.

**3. FISCAL AND ADMINISTRATIVE CONTROLS.**

- a. DEO will provide funds in consideration for the Subrecipient’s successful performance under this Agreement. The State of Florida’s and DEO’s performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature of the State of Florida. DEO shall have final authority as to both the

availability of funds and what constitutes an “annual appropriation” of funds. The lack of appropriation or availability of funds shall not create DEO’s default under this Agreement. If there is a state or federal funding shortfall, then the funding otherwise made available under this Agreement may be reduced. The Subrecipient shall not expend funding provided under this Agreement or made available pursuant to any NFA to pay any costs incurred in connection with any defense against any claim or appeal of the State of Florida or any agency or instrumentality thereof (including DEO) or to pay any costs incurred in connection with the prosecution of any claim or appeal against the State of Florida or any agency or instrumentality thereof (including DEO), which the Subrecipient instituted or in which the Subrecipient has joined as a claimant.

b. DEO will make funding available to the Subrecipient by issuing NFAs through DEO’s financial management information system. Each NFA may list or incorporate specific terms, conditions, assurances, restrictions, or other instructions applicable to the funds provided by the NFA. The Subrecipient’s receipt of funding made under an NFA may be conditioned upon the Subrecipient’s successful performance of certain requirements prior to the receipt of such funding. The Subrecipient must comply with all terms, conditions, assurances, restrictions, or other instructions contained within the NFA as a condition precedent to the Subrecipient’s receipt of funding set forth in the NFA. Except as specifically set forth herein, if a conflict between the terms of this Agreement and any NFA, the terms of the NFA shall control.

c. Accountability for Funds.

i. Reduction or Suspension of Funding. DEO may partially, completely, temporarily or permanently, reduce or suspend any funding provided under this Agreement or funding made available pursuant to an NFA, if the Subrecipient fails to comply with all applicable state and federal laws, rules, and regulations, or the terms of this Agreement or any NFA. DEO will exercise its authority to reduce or suspend funding in accordance with the applicable federal and state laws, rules, regulations, and policies.

ii. Recoupment. Notwithstanding anything in this Agreement or any NFA to the contrary, DEO has an absolute right to recoup funds. DEO may refuse to reimburse the Subrecipient for any cost if DEO determines that such cost was not incurred in compliance with the terms of this Agreement. DEO may demand a return of funds if DEO terminates this Agreement.

iii. Overpayments. If the Subrecipient’s (a) noncompliance with this Agreement or any applicable federal, state, or local law, rule, regulation, or ordinance, terms of any NFA, or (b) performance or nonperformance of any term or condition of this Agreement results in (i) an unlawful use of funds; (ii) a use of funds that doesn’t comply with the terms of this Agreement; or (iii) a use which constitutes a receipt of funds to which the Subrecipient is not entitled (each such event an “Overpayment”), then the Subrecipient shall return such Overpayment of funds to DEO.

iv. Discovery of Overpayments. The Subrecipient shall refund any Overpayment of funds to DEO within 30 days of the Subrecipient’s discovery of an Overpayment or receipt of notification from DEO that an Overpayment has occurred. DEO is the final authority as to what may constitute an Overpayment of funds. Refunds should be sent to DEO’s Agreement Manager and made payable to the “Department of Economic Opportunity”. Should repayment not be made in a timely manner, DEO may charge interest at the lawful rate of interest on the outstanding balance beginning 30 days after the date of notification or discovery.

d. By signature below, the Subrecipient certifies to DEO that it has written administrative procedures, processes, and fiscal controls in place for the operation of WIOA, WP, TAA, SNAP E&T, WT, CDBG-DR and any other program for which the Subrecipient receives funds from DEO. The written administrative procedures, processes, and fiscal controls described in this paragraph must, at minimum, comply with applicable state and federal law, rules, regulations, policies, guidance, and the terms of this Agreement. DEO may request copies of the Board’s written procedures and policies for review. As needed, DEO shall provide guidance and technical assistance to the Subrecipient to ensure compliance with this section. If the Subrecipient cannot certify that it has written administrative procedures, processes, and fiscal controls in place for the operation of any program for which it may receive funds at a future date, then as a condition precedent to the award of any funds, the Subrecipient shall establish and adopt such written administrative procedures, processes, and fiscal controls, as necessary for the



applicable program.

- e. By signature below, the Subrecipient certifies that it has written administrative procedures, processes, and fiscal controls in place for the payment of supportive services including, but not limited to prepaid gas or prepaid debit cards. Controls must address issuance, storage, and reconciliation of prepaid gas or prepaid debit cards. The Subrecipient must maintain documentation supporting the eligibility of the receipt of supportive services and that the value of the supportive service is consistent with the documented need of the participant.
- f. The Subrecipient shall manage, maintain, and properly dispose of program and financial records in accordance with governing state and federal laws and regulations.
- g. The Board will appoint at least one Regional Security Officer that is responsible for ensuring the Board's compliance with all information system security matters and system access control for users of DEO-owned systems. The Regional Security Officer will comply with policies and requirements imposed by DEO. The Subrecipient will designate a custodian for purchased property and equipment that will be responsible for ensuring the Subrecipient's compliance with 2 CFR §§ 200.310-200.316.
- h. The Subrecipient is responsible for managing real property and leases for all space utilized in the one-stop delivery system. The Subrecipient and its designated one-stop operator or managing partner shall be responsible for all activities involved in securing space for local career centers, ensuring payment to lessors, and cost allocating rent charges, and otherwise managing leases.
- i. The Subrecipient will comply with all federal and state laws, policies, guidance, plans, or other similar documents produced, approved, or disseminated by DEO, the State Board, or any other entity whose funds are made available to the Subrecipient through DEO. These documents will be made available on DEO's website or distributed to the Subrecipient through other means.
- j. Funds provided to the Subrecipient by DEO may not be used to pay consultants in excess of \$710 per day and must be documented as reasonable and necessary.

#### **4. PERFORMANCE, REPORTING, MONITORING, AND AUDITING.**

- a. DEO may request any information at any time from the Subrecipient. The Subrecipient shall provide any requested information in the form and manner requested by DEO, within the time frame established by DEO, so DEO may review the Board's performance and compliance and compile and submit information to the appropriate parties. The Board shall provide timely electronic data to DEO, via the electronic financial and programmatic data systems established by DEO in order to allow DEO to provide accurate reports to state and federal funding agencies, the State Board, and other interested parties, and to review the Board's fiscal status and performance.
- b. The Subrecipient will comply with the audit requirements set forth in Exhibit A on an annual basis and take prompt corrective action with respect to any audit findings.
- c. The Subrecipient shall allow access to representatives of DEO, DEO's Office of Inspector General and Office of Civil Rights, appropriate representatives from other state and federal funding agencies, and any other entity authorized by law for the purposes of conducting monitoring, reviews, inspections, investigations, proceedings, hearings, or audits (each a "Compliance Review"). The Subrecipient will fully cooperate with any Compliance Review conducted pursuant to this section. Failure to fully cooperate will constitute a material breach of this Agreement and may result in the termination or suspension of this Agreement and any funding provided by DEO. DEO reserves the right to, in its sole discretion, decide what constitutes full cooperation under this paragraph. DEO may exercise its rights under this paragraph at any time and as frequently as DEO deems necessary. The Subrecipient will reimburse DEO for all reasonable costs incurred by DEO for any activity conducted pursuant to this section that results in the suspension or termination of this Agreement. The Subrecipient will not be responsible for costs incurred from activities conducted under this section that do not result in the suspension or

termination of this Agreement. Nothing in paragraph (b) of this section, or Exhibit A, is intended to limit the terms of this paragraph (c).

- d. Annually, the subrecipient shall submit the following information electronically to FMA-RWB@deo.myflorida.com by the deadlines prescribed below:
- Completed Salary Cap by April 1;
  - Annual detailed budget of revenues and expenditures by funding source by October 1; and
  - Completed Internal Control Questionnaire signed by Board Chair and Executive Director by September 30.
- e. The State Board and DEO have established special guidelines concerning audit quality as guidance for the Board. For the procurement of the audit services, the Board must procure these services in accordance with Florida Statutes. As part of these guidelines, the Board is also required to communicate to their independent auditors (auditor) the following procedures that must be performed:
- i. It is essential that the auditor test the Board's reconciliation of its financial records to the Subrecipient Enterprise Resource Application (SERA) maintained by DEO. The auditor should include a note to the financial statements confirming whether such a reconciliation was performed by the Board in a satisfactory manner.
  - ii. Auditors are required under federal audit guidelines to test compliance with federal cash management requirements and to report any material problems. However, the State Board and DEO have established state level guidance for cash management that should also be tested. The auditor should review the key guidelines contained in the SERA Manual produced by DEO concerning cash management, especially the criteria for Allowable Cash on Hand, and conduct the appropriate tests of compliance.
  - iii. It is required that auditors always prepare and submit a management letter for those findings and observations not included in the audit report, as opposed to providing only a verbal briefing. The Board must prepare a written statement of explanation or rebuttal, including corrective actions to be taken, concerning the deficiencies cited in the management letter. NOTE: If a management letter is not present, this should be stated in the schedule of findings and questioned costs.
  - iv. All funds overseen, managed, or administered by the Board must be included in the scope of the audit and within the audited financial statements. This includes funds that are provided to any auxiliary entity over which the Board or Board's leadership exercises any controlling influence, such as a foundation or an association. For purposes of this guidance document, all foundations, associations, or other similar entities are considered to be affiliated organizations and, in some instances, may need to be classified as a component unit.
  - v. For any affiliated organization, at a minimum the audit report should disclose the entity's mission or purpose; any and all controlling members; summarized financial data including total assets, liabilities, net assets, revenues, expenditures; sources of all revenues; the entity's relationship to the Board's activities; and a statement that the activities of the entity comply with Federal Regulations and Florida Statutes, as applicable. The auditor may need to provide other disclosures and presentations (such as consolidated financial statement) as appropriate after giving proper consideration of applicable accounting standards pronouncements regarding reporting of related entities.
  - vi. The auditor should state in the Report on Compliance and Internal Control over Compliance Applicable to Each Major Federal Awards Program that the audit was conducted in accordance with the special audit guidance provided by the DEO.
  - vii. The Board must limit the audit services to no more than five years and then must follow Florida Statutes and its own policies to competitively re-procure these services. The previous audit firm may

be awarded the new contract for audit services through the competitive procurement if the lead partner of the audit firm had not been engaged with the Board for any of the previous five years.

- f. DEO will meet at least annually with the CLEO and the Board to review the Board's performance and compliance and will notify the Board's Chief Executive Officer and CLEO in writing of any findings, deficiencies, recommendations, or other areas of concern. The Board's failure to meet its negotiated level of performance or its failure to comply with state and federal laws, regulations, standards or the terms of agreements between the Board and DEO may constitute grounds for corrective measures, sanctions and remedies, consistent with WIOA and any policies of DEO or the State Board. DEO may require corrective measures be taken in accordance with a Performance Improvement Plan, or other appropriate action, developed by DEO. The Board's failure to comply with the terms of any Performance Improvement Plan or other appropriate action will constitute a material breach of this Agreement, may result in the suspension or termination of this Agreement, the reduction or withholding of funding provided under this Agreement, or any other sanction or remedy available to DEO by law.

**5. THE BOARD'S ONE-STOP DELIVERY SYSTEM.** The Board shall operate at least one physical comprehensive career center with access to partner programs, services, and activities in accordance with 20 CFR 678.300(c) and 678.305. The Board shall designate a one-stop operator in accordance with 20 CFR 678.605-678.625, Section 445.009, F.S., and applicable policies, including the following one-stop delivery system requirements:

- a. Each partner program in the Board's career centers will contribute to infrastructure costs at a rate negotiated and agreed upon by the Parties, or pursuant to a policy established by the Governor. The following infrastructure elements, set forth specifically in 20 CFR 678.755, must be incorporated into the period of time in which the infrastructure funding agreement is effective. This may be a different time period than the duration of the MOU.
- b. Identification of an infrastructure and shared services budget that will be periodically reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to its use of the career center and relative benefit received, and that complies with 2 CFR part 200 (or any corresponding similar regulation or ruling).
- c. Identification of all career center partners, chief local elected officials, and Board participating in the infrastructure funding arrangement.
- d. Steps the Board, chief local elected officials, and career center partners used to reach consensus or an assurance that the local area followed the guidance for the State funding process.
- e. Description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached.
- f. Description of the periodic modification and review process to ensure equitable benefit among one- stop partners.
- g. The Board shall incorporate infrastructure funding provisions in each memorandum of understanding with its one-stop partners. Remedies for nonperformance must also be included.

**6. SERVICES DELIVERED BY DEO STAFF WITHIN THE BOARD'S ONE-STOP DELIVERY SYSTEM.**

- a. Certain workforce program services will be performed by DEO staff assigned to work under the functional supervision and direction of the Board. These services include WP services, TAA services, services to veterans, services to migrant and seasonal farmworkers, and other workforce services as agreed upon by the Parties. The provision of these services will be consistent with applicable federal and state law, rules, regulations, policies, and guidance, and State Board policies. The Board will refer any question or conflict regarding management of DEO staff to DEO for resolution.
- b. The Parties shall maintain a staffing structure chart describing each career center site location, the designated one-stop operator or managing partner at the site location, all DEO staff placed at the site location, and the position

classification and program assignment for each DEO staff member working at the site location. The Board must provide a copy of the staffing structure in an organizational chart to DEO Human Resources annually by July 1 or within 30 days upon changes to the organizational structure. All necessary changes to the staffing structure chart will be made by the Parties in a timely fashion.

- c. The Board will provide DEO information and recommendations regarding the performance of DEO staff assigned to the Board pursuant to a procedure developed and implemented by the Parties. The Board shall exercise due care with respect to its submission of information concerning the performance of DEO staff. DEO will act on the information provided by the Board, but the ultimate decision for any personnel action remains with DEO.
- d. DEO staff assigned to the Board are subject to all statutes and rules applicable to State Personnel System employees and all DEO policies - including DEO's travel, leave, and time distribution policies. DEO staff assigned to the Board will be required to obtain their local manager's approval prior to taking leave.
- e. The Board shall consult with DEO with regard to any issues that may affect, or be in conflict with, the terms or conditions of the collective bargaining agreement for any DEO staff holding positions covered by a collective bargaining agreement. DEO will provide guidance to the Board upon request for the purpose of ensuring compliance with terms of any applicable collective bargaining agreement.
- f. DEO retains ultimate decision-making authority with respect to wages, salary, benefits, hiring, firing, discipline, and promotion of DEO staff.
- g. The Board will appoint a local personnel liaison for the purpose of coordinating personnel related activities for DEO staff. The personnel liaison must be a DEO staff member. The Board will provide the name and contact information of the designated personnel liaison to the DEO Human Resource Office upon designation of this staff member and thereafter annually or upon changes in the designated staff member.
- h. The Board shall jointly plan with DEO for the use of resources available to each partner to ensure a coordinated and efficient approach to the delivery of customer services. The Board will provide the services outlined in section 445.009, Florida Statutes. The Board will also provide basic and individualized career services pursuant to section 134(c)(2) of WIOA, access to training services pursuant to section 134(c)(3)(D) of WIOA, access to programs and activities carried out by the Board's partners listed in 20 CFR 678.400 through 678.410, including the Employment Service program authorized under WP, as amended by WIOA Title III, services to employers as outlined in 20 CFR 680.140(b)(2), and workforce and labor market information. For clarification purposes, "basic career services" are referred to as "core services" in section 445.009(6)(a)(c), Florida Statutes, and "individualized career services" are referred to as "intensive services" in section 445.009(7), Florida Statutes.
- i. The Board will develop methods for referring individuals between its one-stop operator(s) and its partners for appropriate services and activities.

## **7. OPEN GOVERNMENT AND CONFIDENTIALITY.**

- a. The Board is subject to Chapters 119 and 286 of the Florida Statutes. The Board is responsible for responding to public records requests and subpoenas. The Board is responsible for ensuring that its staff and agents have a working knowledge of Chapter 119, Florida Statutes. The Board agrees to appoint a public records coordinator for the purpose of ensuring that all public records matters are handled appropriately.
- b. **IF THE BOARD HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE BOARD'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT DEO'S CUSTODIAN OF PUBLIC RECORDS** by telephone at 850-245-7140, via e-mail at [PRRequest@deo.myflorida.com](mailto:PRRequest@deo.myflorida.com), or by mail at Department of Economic Opportunity, Public Records Coordinator, 107 East Madison Street, Caldwell Building, Tallahassee, Florida 32399-4128.

- c. The Board will have access to varying types of confidential information as a result of its performance under this Agreement. The Board will protect the confidentiality of any information to which it has access in accordance with applicable law. The Board will obtain guidance from DEO with respect to confidentiality matters. DEO will facilitate the Board's requests for guidance from other state agencies.
- d. Staff of the Board, its agents, contractors, subcontractors and any other entity performing services on behalf of the Board granted access to workforce information systems, including systems containing confidential information, must complete Exhibit B to this Agreement, "Individual Non-Disclosure and Confidentiality Certification Form," prior to accessing said workforce information systems. A copy of each completed form must be retained by the Board and made available to DEO upon request.
- e. Board requests for DEO data must come from Board executive staff to DEO. DEO will not accept data requests from the Board's contractors. DEO will only grant access to DEO-owned systems to staff of the Board, its agents, contractors, subcontractors and entities performing services on behalf of the Board.
- f. DEO may provide the Board access to RA information on an ongoing basis as a result of the Board's use of shared information systems and the provision of integrated services. Access to such information will typically be at no cost (any cost imposed by DEO will be reflected in a separate agreement between the Parties). Certain RA information is made confidential by section 443.1715, Florida Statutes, and 20 CFR 603.9(b)(1) requires the Board to agree to the following terms as a condition of accessing this information. DEO will immediately suspend or cease providing the Board access to RA information if DEO determines the Board is not in compliance with section 443.1715, Florida Statutes, 20 CFR 603, and the conditions set forth below. DEO may, in its sole discretion, provide access once DEO is satisfied that the Board has cured the deficiency. The Board shall:
  - i. use the information it receives only for purposes authorized by law and consistent with this Agreement;
  - ii. store the information, whether physically or electronically, in such a manner that is secure from unauthorized access;
  - iii. ensure the information is only accessible by authorized individuals that have an actual need to access the information for a legitimate and lawful purpose;
  - iv. ensure that any entity to which the Board further discloses the information complies with these terms;
  - v. not store the information on any portable storage media device (e.g., laptops, external hard drives, thumb drives, iPads, tablets, or smartphones, etc.);
  - vi. to the extent practicable, and considering the arrangement in place under this Agreement (shared information systems), destroy the information after the purpose for which it is disclosed is accomplished in accordance with 20 CFR 603.9(b)(1)(vi). However, the Board may not seek to delete information from DEO's information systems;
  - vii. to the extent practicable, and considering the arrangement in place under this Agreement, maintain a system sufficient to allow DEO to conduct an audit of transactions concerning the information;
  - viii. ensure all individuals obtaining access to the information are aware of the penalties established by section 443.1715, Florida Statutes, and acknowledges that all individuals have been so instructed through the execution of this Agreement; and
  - ix. allow DEO or its representatives access to conduct onsite inspections to ensure the Board's compliance with section 443.1715, Florida Statutes.
- g. The Board will immediately notify DEO of any breach of security, as defined by section 501.171, Florida Statutes, occurring in any operation under its control. If the breach of security concerns data belonging to DEO, DEO reserves the right to determine whether the provisions of section 501.171, Florida Statutes, apply. DEO will determine if notifications are necessary and, if so, the procedure for making, and the content included in, those notifications. The Board will provide the notifications if deemed necessary by DEO and will not provide said notifications without prior approval from DEO. DEO will not unreasonably withhold approval to send notifications and will make all decisions regarding said notifications as quickly as possible and consistent with the timelines in section 501.171, Florida Statutes. The Board is responsible for all fees and costs incurred due to a breach of security occurring in an operation, program, or physical setting under the Board's control, including, but not limited to, the cost of sending breach notifications.

## 8. BACKGROUND SCREENINGS.

### a. Level 1 Screenings.

- i. The Board will require and obtain a Level 1 background screening as a condition of employment or contract award for all Board, career center staff, contractors, and subcontractors. Additionally, the Board will require and obtain a Level 1 background screening for all individuals performing financial management activities. The Level 1 background screening must be conducted prior to employment or, for contract awards, prior to contractor's employees beginning work. The Level 1 background screening must be conducted at least every five years of consecutive employment, and upon re-employment in all circumstances (including assignment to a new or different contract for Board contractors). The Board will develop a policy for implementing background screenings.
- ii. The Level 1 background screenings are further explained in section 435.03, Florida Statutes. The Board will contract with an FDLE-approved provider to perform the Level 1 background screenings. The Board is responsible for all costs associated with obtaining the Level 1 background screening described in this section.
- iii. The Board will maintain its background screening material in a locked file cabinet or other secure location and store the material separately from any official employee personnel file. The Board will protect the confidentiality of the screening materials as required by law or contract.
- iv. The Board is responsible for maintaining a current list of all individuals for whom it has obtained a Level 1 background screening. The list must include, but need not be limited to, the name of the individual, the last four digits of the individual's social security number, the date the screening was completed, the date the results of the screening were reviewed, and the individual responsible for reviewing and approving the employment or access granted to the individual that was the subject of the screening.

### b. Level 2 Screenings.

- i. The Board shall identify and disclose to DEO all Board staff positions that may be granted access to confidential data, including confidential data stored in the information systems used by workforce service providers to manage and report participant information. The Board must review all Board staff positions to determine if the positions should be designated as a position of Special Trust. Positions determined by DEO to be positions of special trust, and all employees placed or considered for placement in a Board Special Trust Position must undergo a Level 2 background screening as set forth more specifically below. For all Board Special Trust Positions, only a Level 2 background screening is necessary.
- ii. Level 2 background screenings are necessary to ensure individuals with criminal convictions or individuals that are under criminal investigation or become under criminal investigations related to theft, fraud, forgery, embezzlement, crimes of violence or any similar matters are not approved for access to confidential information. This includes individuals who plea or pleaded nolo contendere or no contest to such charges or offenses; negative information of this type may disqualify a person from being granted access to confidential information under this Agreement. The Level 2 background screenings must include a state and National Criminal Information Center check through the Federal Bureau of Investigations with no negative results to the above type of offenses/convictions.
- iii. For Board employees that have not had a Level 2 background screening within the past five years and who are currently employed in a Board Special Trust Position, the Board shall transmit a list of those employees in the method prescribed by DEO, in form and substance acceptable to DEO, within 45 days after request by DEO. DEO and the Board shall coordinate to establish a timeline to conduct all level 2 background screenings for current Board employees in a Board Special Trust Position. If the Board intends to place a new employee in a Board Special Trust Position, then the Board shall require that employee undergo a Level 2 background screening prior to any offer of employment. The Level 2 background screening must be conducted at least every five years of consecutive employment and upon re-employment in all circumstances.
- iv. State merit staff shall undergo Level 2 background screenings pursuant to the standards specified in section 435.04, Florida Statutes, as a pre-condition of employment. DEO will assist the Board in obtaining state merit staff the required Level 2 background screenings pursuant to DEO's established processes

and procedures. The Level 2 background screening must be conducted at least every five years of consecutive employment and upon re-employment in all circumstances.

## **9. LOCAL PLAN AND ASSURANCES.**

- a. The Board must submit and receive approval of local plans which outline the Board's delivery and administration of all workforce services delivered within its LWDA. The plan must identify and describe the policies, procedures, and local activities that are carried out in the LWDA consistent with the state plan and must contain all content required by DEO. Further, the plan must describe the Board's methods for ensuring the needs of workers and youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in the provision of necessary and appropriate access to services, including access to technology and materials, made available through the one-stop delivery system. The Board will continue to develop and update its local plan in accordance with applicable provisions of law and as directed by DEO or the State Board.
- b. Executive Order 11-116, signed May 21, 2011, by the Governor of Florida, requires DEO to use the U.S. Department of Homeland Security's E-Verify system. The Board shall utilize the E-Verify system to verify the employment eligibility of all new employees after the Effective Date. After the Effective Date, and for all current employees, prior to any promotion or during that employee's Level 1 or Level 2 background rescreening, the Board shall use the E-Verify system.

## **10. PROCUREMENT.**

- a. If the Board enters into a contract in the amount of \$1,000,000 or more, in accordance with the requirements of section 287.135, Florida Statutes, the Board will obtain a certification that the contractor is not listed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel, the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, engaged in business operations in Cuba or Syria, or meets the conditions for exemption as provided in section 287.135(4), Florida Statutes. These lists are created pursuant to sections 215.4725 and 215.473, Florida Statutes. The Board certifies that it is in compliance with this provision. Upon request, DEO will provide a form the Board may utilize in connection with any procurement for the purposes of ensuring compliance with this paragraph. If federal law ceases to authorize the states to adopt and enforce the contracting prohibition described in this paragraph, this paragraph will be null and void.
- b. If the Board is affiliated with a local government entity, it will ensure compliance with section 287.133(2)(a), Florida Statutes. Any person or affiliate, as defined by that section of the Florida Statutes, placed on the convicted vendor list following a conviction for a public entity crime may not submit a response to any solicitation for the provision of goods or services to the Board. The Board will not accept any solicitation response from such an entity and will not award a contract in excess of \$35,000 for a period of 36 months from the date an entity is placed on the convicted vendor list. Upon request, DEO will provide an attestation form the Board may utilize in connection with any procurement for the purposes of ensuring compliance with this paragraph.
- c. The Board will not accept responses to procurement solicitations from, or award a contract to, any entity that appears on the discriminatory vendor list described in section 287.134, Florida Statutes. DEO recommends the Board include a clause in all procurement solicitations and contracts that the respondent or contractor is not on the state's discriminatory vendor list.
- d. DEO encourages the Board to seek goods and services through the Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE), and from RESPECT of Florida (products and services produced by individuals with disabilities).
- e. The Board will obtain prior written approval from DEO prior to purchasing any information technology resource or conducting any activity that will, in any way, access DEO data and DEO-owned systems. To ensure statewide efficiency of funding, prior approval from DEO must also be obtained prior to requesting any changes or enhancements to Employ Florida.

- f. The Board shall comply with the procurement standards in 2 CFR 200.318 - 200.326 when procuring property and services under this Agreement. The Board shall impose its obligations under this Agreement on its contractors, specifically or by reference, so that such obligations will be binding upon each of its contractors. The Board shall maintain oversight of all activities under this Agreement and shall ensure that for any procured contract or agreement, its contractors perform according to the terms and conditions of the procured contracts or agreements, and the terms and conditions of this Agreement.
- g. The Board may not purchase memberships or enter into any agreements with the Florida Workforce Development Association with funds provided by DEO. The Board may pay for registration dues in conjunction with training, including but not limited to the annual Summit provided by the Florida Workforce Development Association.
- h. Funds expended for events must be compliant with 2 CFR 200.421, and DEO's Guidance on Use of Funds for the Purchase of Outreach/Informational Items (FG-OGM-84). Documentation must be retained to support the cost of the funds expended and must demonstrate that the costs are reasonable and necessary to connect individuals to employment and training services.

## **11. COMPENSATION AND TRAVEL.**

- a. Funds provided by DEO may not be used to fund the salary, bonus, or incentive of any employee in excess of Federal Executive Level II, regardless of the funding source.
- b. No changes to compensation for executive staff of the Board are allowed without documented Board approval and must be in alignment with local policies and procedures. The Board shall ensure that all bonuses, pay raises, and benefits are reasonable and necessary for the successful performance of the award and are a prudent use of federal funds.
- c. The Board shall comply with section 445.007(10), Florida Statutes, and the following per diem and travel expense provisions, consistent with section 112.061, Florida Statutes:
  - i. Board members may receive reimbursement for per diem and travel expenses pursuant to section 112.061, Florida Statutes.
  - ii. Lodging expenses for an employee of the Board may not exceed the daily limit for that of employees of the State of Florida, excluding taxes and fees, unless the Board is participating in a negotiated group rate discount or the Board obtains and maintains documentation of at least three comparable alternatives demonstrating that such lodging at the required rate is not available. However, an employee of the Board may expend his or her own funds for any lodging expenses over the limit for employees of the State of Florida.
  - iii. The Board shall ensure that travel and expense reimbursements made to vendors and subrecipients are in accordance with the Board's travel and expense policy. The Board's travel and expense policy must ensure that vendor reimbursements are made at the lowest possible cost necessary to ensure a reasonable level of service, comfort, and security.

## **12. BOARD GOVERNANCE, RESPONSIBILITIES, AND TRANSPARENCY.**

- a. The Board shall ensure that the local area designation complies with the requirements outlined in the federal law (WIOA) and applicable state policy.
- b. The following information must be posted on the Board's website in a manner easily accessed by the public:
  - i. Notice of all Board meetings at least seven days before the meeting is to occur. Notice of special board meetings must be posted at least 72 hours before the meeting is to occur.
  - ii. Employee positions and salary information for each position (including any benefits and performance bonuses).
  - iii. A plain language version of any contract that is estimated to exceed \$35,000 with a private entity, municipality, city, town, or vendor of services, supplies, or programs, including marketing, or for the



- purchase or lease or use of lands, facilities, or properties.
  - iv. A list of all Board members, company or entity that the Board member is employed by or owns, and their terms of service.
  - v. Interlocal agreement(s), as applicable
  - vi. Single Audit for the last two years.
  - vii. Board meeting minutes within 15 days of Board approval.
  - viii. All active agreements with another board that delegates partial or complete responsibility for any duties the Board is expected, required, or mandated to perform under this Agreement or WIOA, even if the cost is not expected to exceed \$35,000.
- c. The Board shall comply with the requirements of 2 CFR 25 Universal Identifier and System for Award Management (SAM). The Subrecipient must have an active registration in SAM in accordance with 2 CFR part 25, appendix A, and must have a Data Universal Numbering System number. The Subrecipient must also comply with provisions of the Federal Funding Accountability and Transparency Act, which includes requirements on executive compensation and 2 CFR 170 Reporting Subaward and Executive Compensation Information.
- d. In compliance with sections 39.201 and 415.1034, Florida Statutes, if the Board, its agents, employees, contractors, subcontractors or any other entity performing the services on behalf of the Board, knows or has reasonable cause to suspect that a child, aged person, or disabled adult is or has been abused, neglected, or exploited, the Board agrees to immediately report such knowledge or suspicion to the Florida Abuse Hotline by calling 1-800-96ABUSE, or via the web reporting option at <http://www.dcf.state.fl.us/abuse/report>, or via fax at 1-800-914-0004.
- e. Consistent with 2 CFR 200.113, the Board must, within one business day of discovery, disclose any violation of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Additionally, the Board shall disclose any other on-going civil or criminal litigation, investigation, arbitration, or administrative proceeding upon execution of this Agreement.
- f. For all funds provided by DEO, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with federal money, the Subrecipient shall clearly state (i) the percentage of the total costs of the program or project which will be financed with federal money; (ii) the dollar amount of federal funds for the project or program; and (iii) the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources. Consolidated Appropriations Act of 2018, Pub. L. No. 115-141, 132 Stat. 348, div. H, Title V, Sec. 505 (Mar. 23, 2018).
- g. In compliance with section 286.25, Florida Statutes, the Board will ensure any nongovernmental organization which sponsors a program financed, in whole or in part, with funds provided under this Agreement will, in publicizing, advertising, or describing the sponsorship of the program, state: "Sponsored by (entities name) and the State of Florida, Department of Economic Opportunity." If the sponsorship reference is in written form, the words "State of Florida, Department of Economic Opportunity" will appear in the same size letters or type as the name of the entity.

### 13. ETHICS.

- a. The Board shall adopt an employee ethics code modeled after the provisions of Chapter 112, Florida Statutes, and shall name a Chief Ethics Officer. The Officer shall be responsible for the periodic training of Board staff and for maintaining the Ethics Code and for, which addresses:
  - i. The acceptance of gifts;
  - ii. Self-dealing;
  - iii. A prohibition on unauthorized compensation;
  - iv. Conflicting employment or contractual relationships;
  - v. Appropriate disclosure and use of information; and
  - vi. Nepotism.

- b. The Board will adopt and abide by a conflict of interest policy that ensures compliance with state and federal law and applicable State Board and DEO policies. The Board will make reasonable modifications to the policy if requested by DEO. The Board must ensure that adequate firewalls are in place to prevent actual or perceived conflicts of interest, poor internal controls, or the appearance of impropriety.
- c. The Board must ensure grievance procedures and Equal Opportunity representation, consistent with 20 CFR 683.285, is available and made known to staff, participants, and other interested parties in the local workforce development system. The Board must also adopt a whistle blower policy that facilitates the reporting of violations of policy or law without fear of retaliation.
- d. The Board will comply with sections 11.062 and 216.347, Florida Statutes. The Board will not, in connection with this or any other agreement with the state, directly or indirectly: (1) offer, confer, or agree to confer any pecuniary benefit on anyone as consideration for any state officer or employee's decision, opinion, recommendation, vote, or other exercise of discretion, or violation of a known legal duty; or (2) offer, give, or agree to give to anyone any gratuity for the benefit of, or at the direction or request of, any state officer or employee. For purposes of this paragraph, "gratuity" means any payment of more than a nominal monetary value in the form of cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind. DEO encourages the Board to contact the Florida Commission on Ethics for any questions regarding its compliance with this paragraph.
- e. Prohibition on Lobbying. The Subrecipient shall not, directly or indirectly, expend either state or federal funds either (i) for the purpose of lobbying any branch, unit, or instrumentality of the state or federal governments, or (ii) for any otherwise allowable purpose which could result in unauthorized lobbying.

#### **14. LOCAL BOARD COMPOSITION, BOARD MEMBER SELECTION AND TRAINING.**

- a. The Board must ensure that the local workforce board composition is compliant with all federal and state laws, polices, procedures, and rules.
- b. The Board, in consultation with the CLEO, must develop and implement clear processes and procedures for recruiting, vetting, and nominating Board members and documenting their qualifications in alignment with the requirements of WIOA, and compliant with all federal and state laws, polices, procedures, and rules.
- c. The Board shall prohibit any Board staff from serving as members of a committee or subcommittee of the Board.
- d. The Board shall ensure Board members complete mandatory Board orientation and training. The Board shall take all reasonable steps necessary to encourage attendance by the CLEO at Board orientation and training. The Board shall retain and provide to DEO upon request the dates of training and sign-in sheets (or other evidence of attendance) of training participants.

#### **15. RELATED PARTIES.** The purpose of this section is to help DEO ensure transparency and accountability, to prevent impropriety or the appearance of impropriety in public business, and to limit the possibility of the improper expenditure of state or federal funds.

- a. Related Parties. For purposes of this Agreement, "Related Party" includes any: Board member; Board employee or staff; relative of any Board member or employee or staff; any organization represented by or employing a Board member or employee or staff; any organization, the board of directors of which a Board member or employee or staff holds a board position; or any vendor with which a Board member has a relationship.
- b. Related Party Contract. For purposes of this Agreement, "Related Party Contract" means any relationship, transaction, or expenditure, contractual in nature, which results in or could result in an expenditure of state or federal funds by the Board with a Related Party. The term "Related Party Contract" does not include retail purchases made in the ordinary course of business or payments for utility services.

- c. Related Parties Compliance. The Board shall comply with section 445.007(11), Florida Statutes. The Board and its employees must annually disclose to DEO any conflicts of interest that may arise during the upcoming year, or that actually arose in the current year and were not previously disclosed.
  - i. Prior to entering into any Related Party Contract with any Related Party, the proposed Related Party Contract must be brought before the Board for consideration and approval. The Board shall ensure that: (i) the Board member or employee with the conflict removes himself or herself from the room prior to any discussions at any meeting, including subcommittee meetings, involving the contract; (ii) the Board member or employee with the conflict is not physically present during the voting; and (iii) the Board member with the conflict abstains from any vote regarding the Related Party Contract.
  - ii. If the disclosure was not made prior to the meeting because the conflict was unknown prior to the meeting, the Board shall ensure that disclosure is made at the next possible meeting after knowledge of the conflict becomes available.
- d. Completion of Forms. For each Related Party Contract, the Board must ensure that the forms attached hereto as Exhibits C and D are completed, dated, executed, and certified prior to execution of the contract or incurring of expenditures for the current fiscal year. Exhibits C and D must be submitted at or before the Board meeting in which the vote is to take place for board members and employees of the board who have any conflict of interest with the contracting vendor. For conflicts unknown at the time of entering into the Related Party Contract, the Board shall ensure that completed forms of Exhibits C and D are filed within 15 days after the disclosure with the person responsible for recording the minutes of the meeting. The disclosure shall be incorporated into the minutes of the meeting at which the oral disclosure was made. If the Related Party Contract was approved by the Board in the current or previous fiscal year and the Board intends to continue the Related Party Contract, Exhibits C and D must be submitted annually to DEO for approval prior to the beginning of the next fiscal year.
- e. Contracts \$25,000 or Greater. DEO may disapprove, in its sole discretion, any contract for the Board's failure to submit any required document or form as required by this section. Prior to execution of any contract equal to or greater than \$25,000, the Board must approve and electronically submit the documentation set forth below, along with completed copies of the forms attached hereto as Exhibits C and D, to [WorkforceContract.Review@deo.myflorida.com](mailto:WorkforceContract.Review@deo.myflorida.com).
- f. Contracts Less Than \$25,000. Within 30 days after execution of any contract less than \$25,000, the Board must approve and electronically submit a certified board membership roster listing all members on the Board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting. For those in attendance, the affirmative and negative votes and abstentions for each member, along with completed copies of the forms attached hereto as Exhibits C and D, must be submitted to [WorkforceContract.Review@deo.myflorida.com](mailto:WorkforceContract.Review@deo.myflorida.com).

## 16. ADDITIONAL PROVISIONS.

- a. This Agreement will be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State of Florida. Each Party will perform its obligations herein in accordance with the terms and conditions of the Agreement. The exclusive venue of any legal or equitable action that arises out of or relates to this Agreement will be either the Division of Administrative Hearings or the appropriate state court in Leon County, Florida. In any such action, the Parties waive any right to jury trial.
- b. Should any term of this Agreement conflict with any applicable law, rule, or regulation, the law, rule, or regulation will control over the provisions of this Agreement.
- c. The Board is fully liable for its actions, and the actions of the Board's officers, agents, contractors and employees. The Board will indemnify, defend, and hold harmless the state, the State Board, and DEO, and their respective officers, agents, and employees from any suit, action, damage, judgment, and costs of every name and description, including attorney's fees, arising from or relating to any action of the Board.
- d. If any provision of this Agreement, whether in whole or in part, is held to be void or unenforceable by a Court of

competent jurisdiction, that provision will be enforced only to the extent that it is not in violation of law or is not otherwise unenforceable, and all other provisions will remain in full force and effect.

- e. This Agreement may be executed in counterparts, each of which will be an original and all of which will constitute but one and the same instrument.
- f. Any amendment or modification to the terms of this Agreement must be in written form signed by both Parties.
- g. Annually before July 1 of each state fiscal year, the Board shall adopt a schedule of operations for the upcoming state fiscal year. Such schedule of operations shall include, but is not limited to, daily hours of operation of one-stop operators, and a holiday closure schedule which adopts either the federal, state, or appropriate county holiday schedule. If the Board has a career center that is affiliated with a college or university, the college or university schedule may be adopted for those centers. The proposed schedule must be approved by the Board and posted on the Board's website in a conspicuous, easily-accessible manner. The Board must give prior approval to any deviations from the schedule, except in emergency or reasonably unforeseeable circumstances (e.g., an order of the President or Governor, total loss of facilities from a catastrophic natural or man-made disaster, etc.). If emergency circumstances exist which result or could foreseeably result in a shutdown, the Board shall ensure that DEO and the State Board are informed within 48 hours of such shutdown or potential shutdown.

**17. SERVICES TO INDIVIDUALS WITH DISABILITIES.** The Board shall designate at least one staff member for the LWDA to promote and develop employment opportunities for individuals with disabilities to ensure that job counseling and placement efforts are made for such individuals.

**18. SERVICES TO INDIVIDUALS WITH LIMITED ENGLISH PROFICIENCY.** The Board shall establish a policy and procedure for providing free language services to customers that have a limited ability to read and/or speak the English language.

**19. RESPONSE TO CUSTOMER SERVICE COMPLAINTS.** DEO will forward any customer concerns or complaints about the Board received directly or forwarded from the Governor's or legislative offices, to the Board staff for review. Board staff will investigate the complaint in a timely manner, take appropriate action, and report the action in writing to DEO so that the complaint can be closed.

**20. LIAISONS.**

- a. The Parties acknowledge they have a close working relationship and that neither Party desires an overly-bureaucratic or formal communication structure. To that effect, the Parties may communicate with each other through any appropriate liaison, as context may dictate.
- b. DEO's formal liaison for purposes of this Agreement is Caroline ("Tisha") Womack. Ms. Womack can be reached at [Caroline.Womack@deo.myflorida.com](mailto:Caroline.Womack@deo.myflorida.com) or (850) 245-7126. All communication for which the Parties' course of dealing does reveal a more appropriate liaison will be directed to Ms. Womack, or other designee.
- c. The Board's formal liaison for purposes of this Agreement is Diane Head. Diane Head can be reached at [diane.head@careersourcenorthflorida.com](mailto:diane.head@careersourcenorthflorida.com), or (850) 973-1807. All communication for which the Parties' course of dealing does reveal a more appropriate liaison will be directed to Diane Head, or other designee.
- d. If different liaisons are designated by either Party after the execution of this Agreement, notice of the name, telephone number, and email address of the new liaison shall be provided in writing to the other Party and said notification shall be attached to this Agreement.

**21. REQUIRED LOCAL POSITIONS.** Appointed individuals may serve in more than one capacity or perform other job duties and functions, as appropriate, to the extent that no conflict of interest arises or may arise. The Board shall appoint:

- a. A Regional Security Officer.

- b. A custodian for purchased property and equipment.
- c. A personnel liaison (must be a DEO merit staff member).
- d. A public records coordinator.
- e. An Equal Opportunity Officer, consistent with 29 CFR part 38.
- f. An Ethics Officer

**22. CONSTRUCTION; INTERPRETATION.** The title of and the section and paragraph headings in this Agreement are for convenience of reference only and shall not govern or affect the interpretation of any of the terms or provisions of this Agreement. The term “this Agreement” means this Agreement together with all Exhibits hereto, as the same may from time to time be amended, modified, supplemented, or restated in accordance with the terms hereof. The use in this Agreement of the term “including” and other words of similar import mean “including, without limitation” and where specific language is used to clarify by example a general statement contained herein, such specific language shall not be deemed to modify, limit, or restrict in any manner the construction of the general statement to which it relates. The word “or” is not exclusive and the words “herein,” “hereof,” “hereunder,” and other words of similar import refer to this Agreement as a whole, including any Exhibits, and not to any particular section, subsection, paragraph, subparagraph, or clause contained in this Agreement. The use herein of terms importing the singular shall also include the plural, and vice versa. The reference to an agreement, instrument, or other document means such agreement, instrument, or other document as amended, supplemented, and modified from time to time to the extent permitted by the provisions thereof and the reference to a statute means such statute as amended from time to time and includes any successor legislation thereto and any regulations promulgated thereunder. All references to “\$” shall mean United States dollars. The recitals of this Agreement are incorporated herein by reference and shall apply to the terms and provisions of this Agreement and the Parties. Time is of the essence with respect to the performance of all obligations under this Agreement. The Parties have participated jointly in the negotiation and drafting of this Agreement. If an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the Parties, and no presumption or burden of proof shall arise favoring or disfavoring any Party by virtue of the authorship of any of the provisions of this Agreement.

**23. PRESERVATION OF REMEDIES; SEVERABILITY; RIGHT TO SET-OFF.** No delay or omission to exercise any right, power, or remedy accruing to either Party upon breach or default by either Party under this Agreement will impair any such right, power, or remedy of either Party nor will such delay or omission be construed as a waiver of any breach or default or any similar breach or default. If any term or provision of this Agreement is found to be illegal, invalid, or unenforceable, such term or provision will be deemed stricken, and the remainder of this Agreement will remain in full force and effect. DEO and the State shall have all of its common law, equitable and statutory rights of set-off, including, without limitation, the State’s option to withhold for the purposes of set-off any moneys due to the Board under this Agreement up to any amounts due and owing to DEO with respect to this Agreement, any other contract with any state department or agency, including any contract for a term commencing prior to the term of this Agreement, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal state practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the state or its representatives.

**24. ENTIRE AGREEMENT; AMENDMENT; WAIVER.** This Agreement embodies the entire agreement of the Parties with respect to the subject matter hereof. There are no provisions, terms, conditions, or obligations other than those contained in this Agreement, and this Agreement supersedes all previous communications, representations, or agreements, either verbal or written, between the Parties. No amendment will be effective unless reduced to writing and signed by an authorized officer of the Board and the authorized agent of DEO. No waiver by any Party of any of the provisions hereof shall be effective unless explicitly set forth in writing and signed by the Party so waiving. No waiver by any Party shall operate or be construed as a waiver in respect of any failure, breach or default not expressly identified by such written waiver, whether of a similar or different character, and whether occurring before or after that waiver. No failure to exercise, or delay in exercising, any right, remedy, power, or privilege arising from this Agreement shall operate or be construed as a waiver thereof; nor shall any single or partial exercise of any right, remedy, power, or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

**IN WITNESS HEREOF**, by signature below, the Parties acknowledge they have read this Agreement and the attachments hereto, understand each section and paragraph, agreed to abide by the terms of this Agreement, and intend that this Agreement become effective as described above.

**DEPARTMENT OF ECONOMIC  
OPPORTUNITY**

**[LWDB Chairperson or person with authority to  
sign on behalf of LWDB (verify authority if not  
chairperson)]**

By: \_\_\_\_\_  
*Signature*

Printed Name: Ken Lawson

Title: Executive Director

Date: \_\_\_\_\_

By: \_\_\_\_\_  
*Signature*

Printed Name: [insert name]

Title: [insert title]

Date: \_\_\_\_\_

Acknowledged by the Chief Local Elected Official:

By: \_\_\_\_\_  
*Signature*

Printed Name: [insert name]

Title: [insert title]

Date: \_\_\_\_\_

## **EXHIBIT A AUDIT REQUIREMENTS**

The administration of resources awarded by the Department of Economic Opportunity (Department or DEO) to the recipient may be subject to audits and/or monitoring by DEO as described in the Agreement and as described further in this Exhibit. No provision of the Agreement is intended to limit the terms of this Exhibit, and no provision in this Exhibit is intended to limit the terms of the Agreement. The term “contract,” as used throughout this Exhibit, means the Agreement, and any individual subaward granted to the recipient through a Notice of Fund Availability (NFA).

**MONITORING.** In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and section 215.97, Florida Statutes (F.S.), as revised (see AUDITS below), monitoring procedures may include, but not be limited to, on-site visits by DEO staff, limited scope audits as defined by 2 CFR §200.425, or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures or processes deemed appropriate by DEO. In the event DEO determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by DEO staff to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

### **AUDITS.**

**PART I: FEDERALLY FUNDED.** This part is applicable if the subrecipient is a state or local government or a nonprofit organization as defined in 2 CFR §200.90, §200.64, and §200.70.

1. A recipient that expends \$750,000 or more in federal awards in its fiscal year must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. EXHIBIT A to this form lists the federal resources awarded through DEO by this agreement. In determining the federal awards expended in its fiscal year, the subrecipient shall consider all sources of federal awards, including federal resources received from DEO. The determination of amounts of federal awards expended should be in accordance with the guidelines established in 2 CFR §§200.502-503. An audit of the subrecipient conducted by the Auditor General in accordance with the provisions of 2 CFR §200.514 will meet the requirements of this Part.
2. For the audit requirements addressed in Part I, paragraph 1, the subrecipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR §§200.508-512.
3. A recipient that expends less than \$750,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. If the subrecipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than federal entities).

**PART II: STATE FUNDED.** This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2), Florida Statutes.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017, and thereafter), the recipient must have a state single or project-specific audit for such fiscal year in accordance with section 215.97, F.S.; Rule Chapter 69I-5, F.A.C., State Financial Assistance; and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT A to this form lists the state financial assistance awarded through DEO by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from DEO, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.
2. For the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of section 215.97(8), F.S. This includes submission of a financial reporting package as defined by section 215.97(2), F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit

and for-profit organizations), Rules of the Auditor General.

3. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal years ending June 30, 2017, and thereafter), an audit conducted in accordance with the provisions of section 215.97, F.S., is not required. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of section 215.97, F.S., the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than state entities).

### **PART III: OTHER AUDIT REQUIREMENTS. AUDITOR WORK PAPERS ON INTERNAL CONTROLS**

The Board will obtain the internal control work papers from the auditor(s) performing its annual independent financial statement audit. The Board will keep these work papers onsite as part of their financial records and will make these records available for review by DEO upon request. The Board further agrees that, upon request, DEO will also be provided other audit work papers as needed.

### **PART IV: REPORT SUBMISSION.**

1. Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and required by Part I of this form shall be submitted, when required by 2 CFR §200.512, by or on behalf of the recipient directly to the Federal Audit Clearinghouse (FAC) as provided in 2 CFR §200.36 and §200.512.

The FAC's website provides a data entry system and required forms for submitting the single audit reporting package. Updates to the location of the FAC and data entry system may be found at the OMB website.

2. Copies of financial reporting packages required by Part II of this form shall be submitted by or on behalf of the recipient directly to each of the following:

- a. DEO at each of the following addresses:

Electronic copies (preferred):

or

Paper (hard copy): [Audit@deo.myflorida.com](mailto:Audit@deo.myflorida.com)

Department Economic Opportunity

MSC #75, Caldwell Building 107 East Madison

Street Tallahassee, FL 32399-4126

- b. The Auditor General's Office at the following address: Auditor General

Local Government Audits/342 Claude Pepper Building, Room 401 111 West Madison Street

Tallahassee, Florida 32399-1450

The Auditor General's website (<https://flauditor.gov/>) provides instructions for filing an electronic copy of a financial reporting package.

3. Copies of reports or the management letter required by Part III of this form shall be submitted by or on behalf of the recipient directly to:

Electronic copies (preferred):

or

Paper (hard copy):

[Audit@deo.myflorida.com](mailto:Audit@deo.myflorida.com)

Department Economic Opportunity

MSC #75, Caldwell Building 107 East Madison

Street Tallahassee, FL. 32399-4126

4. Any reports, management letters, or other information required to be submitted DEO pursuant to this agreement shall be submitted timely in accordance with 2 CFR §200.512, section 215.97, F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

5. Recipients, when submitting financial reporting packages to DEO for audits done in accordance with 2 CFR 200, Subpart F - Audit Requirements, or Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package



was delivered to the recipient in correspondence accompanying the reporting package.

**PART V: RECORD RETENTION.** The recipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five (5) years from the date the audit report is issued, or five (5) state fiscal years after all reporting requirements are satisfied and final payments have been received, whichever period is longer, and shall allow DEO, or its designee, CFO, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to DEO, or its designee, CFO, or Auditor General upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by DEO. In addition, if any litigation, claim, negotiation, audit, or other action involving the records has been started prior to the expiration of the controlling period as identified above, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the controlling period as identified above, whichever is longer.

*- Remainder of Page Intentionally Left Blank -*

**FEDERAL RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT  
CONSIST OF THE FOLLOWING:**

1. *The specific award information required to be set forth herein will be contained in one or more NFAs issued by DEO pursuant to the terms of the Agreement, which are incorporated herein by reference.*

**COMPLIANCE REQUIREMENTS APPLICABLE TO FEDERAL RESOURCES AWARDED  
PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

1. *All requirements of this Agreement*

**STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST  
OF THE FOLLOWING:**

**SUBJECT TO SECTION 215.97, FLORIDA STATUTES:**

1. *The specific award information required to be set forth herein will be contained in one or more NFAs issued by DEO pursuant to the terms of the Agreement, which are incorporated herein by reference.*

**COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT  
TO THIS AGREEMENT ARE AS FOLLOWS:**

1. *All requirements of this Agreement.*

## EXHIBIT B

### Individual Non-Disclosure and Confidentiality Certification Form

I understand that I will be exposed to certain confidential information for the limited purpose of performing my job. I understand that confidential records may include names (or other personally identifiable information), social security numbers, wage information, reemployment assistance information, employment information, and public assistance information. I understand that this information is confidential and may not be disclosed to others. Prior to receiving access to such information, and any information systems containing such information, I acknowledge and agree to abide by the following standards:

1. I will comply with all security requirements imposed as a condition of use for any system(s) to which I may be granted access.
2. I will use access to the system(s) only for purposes authorized by law within the course and scope of my employment to secure information to conduct program business.
3. I will not disclose my user identification, password, or other information needed to access the system(s) to any party nor shall I give any other individual access to secured information contained within the system(s).
4. If I become aware that any unauthorized individual has or may have obtained access to my user identification, password, or other information needed to access system(s) to which I have been granted access, I will immediately notify the Board's Regional Security Officer.
5. I will store any physical documents containing confidential information in a place that is secure from access by unauthorized persons.
6. I will store and process information maintained in electronic format, such as magnetic tapes, discs, or external drives in such a way that unauthorized persons cannot obtain the information by any means.
7. I will undertake precautions to ensure that only authorized personnel are given access to disclosed information stored in computer system(s).
8. I will not share with anyone any other information regarding access to the system(s) unless I am specifically authorized to do so by the Department of Economic Opportunity.
9. I will not access or request access to any social security numbers, personal information, wage information, employer information, reemployment assistance information, or employment data unless such access is necessary for the performance of my legitimate business duties.
10. I will not disclose any individual data to any parties who are not authorized to receive such data except in the form of reports containing only aggregate statistical information compiled in such a manner that it cannot be used to identify the individual(s) or employers involved.
11. I will not access or divulge information about any personal associates, including relatives, friends, significant others, co-workers, or anyone with whom I reside. I will not provide services to these individuals and will, instead, refer such individuals to other qualified service providers.
12. I will retain the confidential data only for that period of time necessary to perform my public duties. Thereafter, I will either arrange for the retention of such information consistent with federal or state record retention requirements or destroy such data, and any copies made, after the purpose for which the information is disclosed is served. I will do this in such a way so as to prevent the information from being reconstructed,

copied, or used by any means. However, I will not destroy or delete information from information system(s) when such destruction or deletion is outside the scope of my authority.

13. I understand that it is misdemeanor of the second degree to disclose confidential reemployment assistance information to unauthorized persons. I further understand that the Department of Economic Opportunity has process and procedures in place to detect unauthorized access to such information. I understand that it is the practice of the Department of Economic Opportunity to prosecute violations of to the fullest extent of the law.

14. I certify and affirm that I have either (1) received training on the confidential nature of the data to which I am being granted access to, the safeguards required for access privileges, and the penalties involved for any violations; or (2) have received written standards and instructions in the handling of confidential data from my employer or the Department of Economic Opportunity. I will comply with all confidentiality safeguards contained in such training, written standards, or instructions, including but not limited to, the following: a) protecting the confidentiality of my user identification and password; b) securing computer equipment, disks, and offices in which confidential data may be kept; and c) following procedures for the timely destruction or deletion of confidential data.

15. I understand that if I violate any of the confidentiality provisions set forth in the written standards, training, and/or instructions I have received, my user privileges may be immediately suspended or terminated. I also understand that applicable state and/or federal law may provide that any individual who discloses confidential information in violation of any provision of that section may be subject to criminal prosecution and if found guilty could be fined, be subject to imprisonment and dismissal from employment. I have been instructed that if I should violate the provisions of the law, I may receive one or more of these penalties.

Should I have any questions concerning the handling or disclosure of confidential information, I shall immediately ask my supervisor, regional security officer, or One-Stop Operator for guidance and comply with their instructions.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Employee Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Work Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**EXHIBIT C**  
**CONTRACT INFORMATION FORM**

This form is to disclose a conflict or potential conflict and to seek approval of a contract involving a conflict or potential conflict of interest of board members or employees. All requested information is required. Failure to provide complete information may result in disapproval of the contract.

I, \_\_\_\_\_, hereby certify the following information regarding a contract that was approved by a two-thirds (2/3) vote of a quorum of CareerSource \_\_\_\_\_ and will be executed and implemented immediately after receiving the State's approval in compliance with section 445.007(11), Florida Statutes.

Identification of all parties to the contract: \_\_\_\_\_

Contractor Name & Address: \_\_\_\_\_

Contractor Contact Phone Number: \_\_\_\_\_

Contract Number or Other Identifying Information, if any: \_\_\_\_\_

Contract Term: \_\_\_\_\_

Value of the Contract/Renewal/Extension: \_\_\_\_\_

Description of goods and/or services to be procured: \_\_\_\_\_

Name of board member or employee whose conflict of interest required the board's approval of the contract by two-thirds (2/3) vote: \_\_\_\_\_

The nature of the conflicting interest in the contract: \_\_\_\_\_

The board member or employee with the conflict of interest \_\_\_\_\_ did \_\_\_\_\_ did not (check one) attend the meeting(s), including subcommittee meetings, at which the board discussed or voted to approve the contract.

**If the board member or employee with the conflict of interest attended the meeting(s), including subcommittee meetings, at which the board discussed or voted on the contract, the board member or employee was not present during the discussion or vote.**

I further attest that the following is being provided with this form:

- A certified board membership roster listing all members on the board at the time of the vote on the approval of the contract with a vote tally indicating attendance or absence at the meeting(s), including subcommittee meetings, and for those in attendance, the affirmative and negative votes and abstentions for each member.
- Consistent with the procedures outlined in section 112.3143, Florida Statutes, the dated and executed conflict of interest form that was submitted at or before the board meeting(s) in which a vote related to the contract took place, for board member/employee who has any relationship with the contracting vendor.

I certify that the information above is true and correct.

\_\_\_\_\_  
Signature of Board Chair / Vice Chair\*

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

\* Must be certified and attested to by the board's Chair or Vice Chair.

\_\_\_\_\_  
Date

**EXHIBIT D  
DISCLOSURE AND CERTIFICATION OF  
CONFLICT OF INTEREST IN A CONTRACT**

I, \_\_\_\_\_, a board member / an employee of the board (circle one) hereby disclose that I, myself / my employer / my business / my organization/ OR "Other" (describe) \_\_\_\_\_ (circle one or more) could benefit financially from the contract described below:

Local Workforce Development Board: \_\_\_\_\_

Contractor Name & Address: \_\_\_\_\_

Contractor Contact Phone Number: \_\_\_\_\_

Description or Nature of Contract: \_\_\_\_\_

Description of Financial Benefit\*: \_\_\_\_\_

For purposes of the above contract the following disclosures are made: The contractor's principals\*\*/owners\*\*\*: (check one)

\_\_\_\_\_ have no relative who is a member of the board or an employee of the board; OR

\_\_\_\_\_ have a relative who is a member of the board or an employee of the board, whose name is:

\_\_\_\_\_

The contractor's principals\*\*/owners\*\*\* \_\_\_\_\_ is \_\_\_\_\_ is not (check one) a member of the board. If applicable, the principal's/owner's name is: \_\_\_\_\_

\_\_\_\_\_  
Signature of Board Member/Employee

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

\_\_\_\_\_  
Date

\* "Benefit financially from a contract" means the special private financial gain to a member, a special private financial gain to any principal which retains the member, the special private financial gain of the parent organization or subsidiary of a corporate principal which retains the member or the special private financial gain to any member's relatives or business associate or to a board employee and such benefit is not remote or speculative.

\*\* "Principal" means an owner or high-level management employee with decision-making authority.

\*\*\* "Owner" means a person having any ownership interest in the contractor.

NOTICE: CONFLICTS OF INTEREST REGARDING BOARD MEMBERS AND BOARD EMPLOYEES MUST BE DISCLOSED PRIOR TO THE BOARD'S DISCUSSION OR VOTING TO APPROVE THE CONTRACT. BOARD MEMBERS WHO BENEFIT FINANCIALLY OR BOARD MEMBERS OR EMPLOYEES OF THE BOARD WHO HAVE A RELATIONSHIP WITH THE CONTRACTING VENDOR MUST NOT BE PRESENT DURING ANY DISCUSSION AT ANY MEETINGS, INCLUDING SUBCOMMITTEE MEETINGS, INVOLVING THE CONTRACT AND MUST ABSTAIN FROM VOTING OR BEING PRESENT DURING VOTING BY REMOVING HIMSELF OR HERSELF FROM THE ROOM DURING THE PERIOD OF TIME THE VOTES ARE CAST, AND THE CONTRACT MUST BE APPROVED BY A TWO-THIRDS VOTE OF THE BOARD WHEN A QUORUM HAS BEEN ESTABLISHED. COMPLETION OF THIS FORM DOES NOT IN ANY WAY SUPERSEDE OR SUBSTITUTE FOR COMPLIANCE WITH CONFLICT OF INTEREST DISCLOSURE REQUIREMENTS OF SECTION 112.3143, FLORIDA STATUTES, OR SECTION 101(f), WIOA.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**STATE-FUNDED GRANT  
SUPPLEMENTAL AGREEMENT**

SUPPLEMENTAL NO.

001

CONTRACT NO.

G1205

FPN

438366-1-54-01

Recipient: Jefferson County Board of County Commissioners

This Supplemental Agreement ("Supplemental"), dated \_\_\_\_\_ arises from the desire to supplement the State-Funded Grant Agreement ("Agreement") entered into and executed on November 26, 2018 as identified above. All provisions in the Agreement and supplements, if any, remain in effect except as expressly modified by this Supplemental.

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The parties agree that the Agreement is to be amended and supplemented as follows:

Exhibit A- Updated Scope of Work

Exhibit E: New Resolution Approving Agreement

Reason for this Supplemental and supporting engineering and/or cost analysis:

At the request of Jefferson County, the Department agrees to modify the Exhibit A to allow for the addition of 3' Paved Shoulders for the entire limits of the project to support overall safety. There will be a zero dollar change.

IN WITNESS WHEREOF, the parties have caused these presents to be executed the day and year first above written.

RECIPIENT:

Jefferson County Board of County Commissioners

STATE OF FLORIDA

DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_

Name:

Title:

By: \_\_\_\_\_

Name: Tim Smith

Title: Interim Director of Transportation Development

Legal Review:

  

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**EXHIBIT "A"**

**PROJECT DESCRIPTION AND RESPONSIBILITIES**

FPN: 438366-1-54-01

This exhibit forms an integral part of the State-Funded Grant Agreement between the State of Florida, Department of Transportation and

The Jefferson County Board of County Commissioners (the Recipient)

**PROJECT LOCATION:**

The project is on the National Highway System.

The project is on the State Highway System.

**PROJECT LENGTH AND MILE POST LIMITS: 9.448**

**PROJECT DESCRIPTION:** This project will resurface County Road 259 (Waukeelah Highway) Widening and Resurfacing project. The project limits are from State Road 20 (US 27) (W Capps Highway) to State Road 57 (US 19). The travel lanes will be expanded from 11' to 12' lanes. In addition, the project will include new 3' paved shoulders, new signage, striping and drainage improvements will be made.

**SPECIAL CONSIDERATIONS BY RECIPIENT:**

In accordance with Section 10.c. of this Agreement, the Parties agree as follows:

The Department hereby notifies the Recipient that for projects that are not located on the Department's right-of-way, the Recipient is required to hire a contractor prequalified by the Department.

In accordance with Section 10.d. of this Agreement, the Parties agree as follows:

For the provision of Construction Engineering Inspection (CEI) services, the Recipient is required to hire a Department pre-qualified consultant in the appropriate work type.

In accordance with Section 10.e. of this Agreement, the Parties agree as follows:

The Recipient is required to hire a Department pre-qualified consultant in the appropriate work type for the design phase of the Project.

The Recipient shall be responsible for all permitting activities related to the project and notify the Department prior to commencement of any right-of-way activities.

The Recipient shall provide a copy of the design plans for the Department's review and approval prior to advertisement. Plans shall be submitted at 90% along with the engineer's cost estimate, Utility Certification, Permit Certification, Right of Way Certification, Railroad Certification, and a complete set of draft bid documents in PDF (Portable Document Format). The Recipient shall be responsible for addressing all plan review comments in the Department's Electronic Review Comments (ERC) System.

The Recipient shall submit to the Department the bid tabulations and award intent for review and concurrence prior to award and will submit the signed construction contract for records upon execution of the final document.

Off the State Highway System (Off-System) construction projects must be administered in accordance with latest version of the Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways Florida (also known as the Florida Greenbook).



## **EXHIBIT "A"**

### **PROJECT DESCRIPTION AND RESPONSIBILITIES**

On the State Highway System (On-System) construction projects must be administered in accordance with the FDOT Construction Project Administration Manual (Topic no. 700-000-000). Materials will be inspected in accordance with the FDOT Sampling Testing and Reporting Guide by Material Description and the FDOT Materials Manual (Topic No. 675-000-000). Divisions II and III of the FDOT Standard Specifications for Road and Bridge Construction and implemented modifications must be used. The Recipient will be responsible for all project level inspection, verification testing, and assuring all data are entered into Materials Acceptance and Certification System (MAC) as appropriate. In addition, the following Off the State Highway System (Off-System) and Off the National Highway System projects will be administered as above: all bridge projects; box culverts; and all projects with a construction value of \$10 million or more.

The Agency is required to provide a copy of the design plans for the Department's review and approval to coordinate permitting with the Department, and notify the Department prior to commencement of any right-of-way activities. The Recipient shall commence the project's activities subsequent to the execution of this Agreement and shall perform in accordance with the following schedule:

- a) Study to be completed by .
- b) Design to be completed by
- c) Right-of-Way requirements identified and provided to the Department by .
- d) Right-of-Way to be certified by .
- e) Construction contract to be let by
- f) Construction to be completed by June 30, 2020.

If this schedule cannot be met, the Recipient will notify the Department in writing with a revised schedule or the project is subject to the withdrawal of funding.

**SPECIAL CONSIDERATIONS BY DEPARTMENT:** The Department will issue Notice to Proceed to the Recipient after final design plans and the project Bid Package to include Specifications, updated construction estimate, draft construction contract have been reviewed and approved.

**EXHIBIT "E"**

**RECIPIENT RESOLUTION**

The Recipient Resolution, or other official authorization, authorizing entry into this Agreement is attached and incorporated into this Agreement.



# BOARD OF COUNTY COMMISSIONERS

THE KEYSTONE COUNTY-ESTABLISHED 1827

435 W. Walnut St., Monticello, Florida 32344

**Stephen Fulford**  
District 1

**Gene Hall**  
District 2

**JT Surles**  
District 3

**Betsy Barfield**  
District 4

**Stephen Walker**  
District 5

## **JEFFERSON COUNTY** **BOARD OF COUNTY** **COMMISSIONERS RESOLUTION** **#2020-061820-01**

**WHEREAS**, Jefferson County’s Waukeenah Highway is in need of repairs, and

**WHEREAS**, Jefferson County does not have the funds to pay for the repairs, and

**WHEREAS**, the Small County Outreach Program has been created by Section 339.2818, Florida Statutes, to assist small county governments in resurfacing or reconstruction of county roads or in construction of capacity or safety improvements on county roads, and

**WHEREAS**, the Florida Department of Transportation is willing to provide the County with financial assistance under Financial Management Number 438366-1-54-01 for costs directly related to the widening and resurfacing of Waukeenah Highway (CR 259), from US 19 to US 27, hereinafter referred to as the “Project”,

**NOW, THEREFORE**, the Jefferson County Board of County Commissioners accepts the financial assistance offered by the Florida Department of Transportation, and authorized the Chairman of the Board to execute the “Small County Outreach Program Agreement” related to the project, and , further, hereby approves the Supplemental Agreement with the Department in which, at the request of Jefferson County, the Department agrees to modify the Exhibit A to allow for the addition of 3’ Paved Shoulders for the entire limits of the project to support overall safety, and authorizes the Chairman of the Board to execute same. All other provisions of the Small County Outreach Program Agreement not modified by the Supplemental Agreement approved hereunder remain in full force and effect.

**DONE THIS 18th DAY OF JUNE, 2020.**

\_\_\_\_\_  
**JT Surles, Chairman**

Attest: \_\_\_\_\_  
Kirk Reams, Clerk of Courts

**Kirk Reams**  
Clerk of Courts

**Parrish Barwick**  
County Coordinator

**T. Buckingham Bird**  
County Attorney



Dewberry Engineers Inc.  
3295 Crawfordville Highway, Suite 7A  
Crawfordville, FL 32327-3179

850.745.0631  
www.dewberry.com

April 30, 2020

Jefferson County Board of County Commissioners  
Attn: Kirk Reams, Clerk of Court  
1 Courthouse Circle  
Monticello, Florida 32344

RE: Waukeelah Highway Widening and Resurfacing - Rebid

Dear Mr. Reams,

As you are aware we received bids for the referenced project at 11:00 A.M. EST April 29, 2020, and three (3) contractors submitted bids. The detailed bid results are attached and labeled Exhibit A.

After thorough review of all the bids, C.W. Roberts Contracting, Inc. was the lowest responsible/responsive bidder. Therefore, we recommend awarding the contract to **C.W. Roberts Contracting, Inc.** in the amount of **\$2,328,884.45**.

Enclosed is a copy of the Agreement and Notice of Award to be executed if the Commission approves our reward recommendation.

If you have any questions, please give me a call at 850.745.0631 or e-mail me at rceska@dewberry.com.

Sincerely,

A handwritten signature in blue ink that reads "Robert Ceska".

Robert Ceska, P.E.  
Project Manager



Jefferson County  
Waukeena Highway Widening and Resurfacing  
Detailed Bid Tabulation  
Exhibit A



				Capital Asphalt		CWR		Peavy	
ROADWAY CONSTRUCTION (FPID No. 438366-1-54-01)									
PAY ITEM NUMBER	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
<b>GENERAL COSTS</b>									
101-1	MOBILIZATION	LS	1.00	\$ 125,000.00	\$ 125,000.00	\$ 45,000.00	\$ 45,000.00	\$ 30,000.00	\$ 30,000.00
102-1	MAINTENANCE OF TRAFFIC	LS	1.00	\$ 75,000.00	\$ 75,000.00	\$ 50,000.00	\$ 50,000.00	\$ 40,000.00	\$ 40,000.00
110-1-1	CLEARING & GRUBBING	LS	1.00	\$ 35,000.00	\$ 35,000.00	\$ 57,500.00	\$ 57,500.00	\$ 20,000.00	\$ 20,000.00
					\$ 235,000.00		\$ 152,500.00		\$ 90,000.00
<b>ROADWAY</b>									
110-7-1	MAILBOX RELOCATION	EA	151.00	\$ 150.00	\$ 22,650.00	\$ 165.00	\$ 24,915.00	\$ 50.00	\$ 7,550.00
120-1	REGULAR EXCAVATION	CY	5,400.00	\$ 3.00	\$ 16,200.00	\$ 1.10	\$ 5,940.00	\$ 3.00	\$ 16,200.00
120-2-2	BORROW EXCAVATION	CY	5,200.00	\$ 13.00	\$ 67,600.00	\$ 13.55	\$ 70,460.00	\$ 10.00	\$ 52,000.00
285-706	OPTIONAL BASE GROUP 6 (1'-6" EACH SIDE)	SY	16,800.00	\$ 11.00	\$ 182,500.00	\$ 10.85	\$ 180,110.00	\$ 11.00	\$ 182,600.00
286-1	TURNOUT CONSTRUCTION	SY	1,700.00	\$ 25.00	\$ 42,500.00	\$ 9.50	\$ 16,150.00	\$ 25.00	\$ 42,500.00
327-70-1	MILLING EXIST ASPH. 1.0" AVG DEPTH	SY	1,500.00	\$ 5.00	\$ 7,500.00	\$ 5.00	\$ 7,500.00	\$ 4.00	\$ 6,000.00
334-1-12	SUPERPAVE ASPHALTIC CONC., TRAFFIC B	TN	8,020.00	\$ 97.00	\$ 777,940.00	\$ 81.50	\$ 653,630.00	\$ 93.00	\$ 745,860.00
339-1	MISCELLANEOUS ASPHALT PAVEMENT	TN	150.00	\$ 150.00	\$ 22,500.00	\$ 265.00	\$ 39,750.00	\$ 110.00	\$ 16,500.00
536-1-1	GUARDRAIL - ROADWAY, GENERAL TL-3	LF	4,178.00	\$ 18.00	\$ 75,204.00	\$ 17.50	\$ 73,115.00	\$ 20.00	\$ 83,560.00
536-73	GUARDRAIL REMOVAL	LF	3,252.00	\$ 2.00	\$ 6,504.00	\$ 1.55	\$ 5,040.60	\$ 2.50	\$ 8,130.00
536-85-24	GUARDRAIL END TREATMENT- PARALLEL APPROACH TERMINAL	EA	16.00	\$ 2,800.00	\$ 44,800.00	\$ 2,800.00	\$ 44,800.00	\$ 3,000.00	\$ 48,000.00
570-1-1	PERFORMANCE TURF	SY	132,800.00	\$ 0.40	\$ 53,120.00	\$ 0.25	\$ 33,200.00	\$ 0.45	\$ 59,760.00
570-1-2	PERFORMANCE TURF, SOD	SY	29,520.00	\$ 2.15	\$ 63,468.00	\$ 2.00	\$ 59,040.00	\$ 2.50	\$ 73,800.00
9999-00	CUT & PATCH REPAIR @ STA 360+80 TO STA 362+20	LS	1.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 3,000.00	\$ 3,000.00
					\$ 1,390,086.00		\$ 1,221,150.60		\$ 1,345,480.00
<b>SIGNING AND PAVEMENT MARKINGS</b>									
546-71-1	RAISED RUMBLE STRIP SET - PERMANENT	EA	8.00	\$ 500.00	\$ 4,000.00	\$ 505.00	\$ 4,040.00	\$ 375.00	\$ 3,000.00
700-1-11	SINGLE POST SIGN, F&I GROUND MOUNT, UP TO 12 SF	EA	100.00	\$ 285.00	\$ 28,500.00	\$ 289.00	\$ 28,900.00	\$ 310.00	\$ 31,000.00
700-1-60	SINGLE POST SIGN, REMOVE	EA	79.00	\$ 10.00	\$ 790.00	\$ 10.15	\$ 801.85	\$ 15.00	\$ 1,185.00
705-10-1	OBJECT MARKER, TYPE 1	EA	15.00	\$ 150.00	\$ 2,250.00	\$ 150.00	\$ 2,250.00	\$ 165.00	\$ 2,475.00
705-10-2	OBJECT MARKER, TYPE 2	EA	18.00	\$ 45.00	\$ 810.00	\$ 45.00	\$ 810.00	\$ 50.00	\$ 900.00
705-10-3	OBJECT MARKER, TYPE 3	EA	12.00	\$ 150.00	\$ 1,800.00	\$ 150.00	\$ 1,800.00	\$ 165.00	\$ 1,980.00
*706-3	RETRO-REFLECTIVE PAVEMENT MARKERS	EA							
	YELLOW/YELLOW	EA	1,822.00						
	MONO-DIRECTIONAL YELLOW	EA	365.00						
	BLUE/BLUE	EA	6.00						
*710-11-101	PAINTED PAVEMENT MARKINGS, STANDARD, WHITE, SOLID, 6"	GM	18.90						
*710-11-125	PAINTED PAVEMENT MARKINGS, STANDARD, WHITE, SOLID, 24"	LF	260.00						
*710-11-201	PAINTED PAVEMENT MARKINGS, STANDARD, YELLOW, SOLID, 6"	GM	11.90						
*710-11-231	PAINTED PAVEMENT MARKINGS, STANDARD, YELLOW, SKIP, 6"	GM	4.20						
710-90	PAINTED PAVEMENT MARKINGS, FINAL SURFACE	LS	1.00	\$ 30,000.00	\$ 30,000.00	\$ 36,000.00	\$ 36,000.00	\$ 40,000.00	\$ 40,000.00
711-11-125	THERMOPLASTIC, STANDARD, WHITE, SOLID, 24"	LF	260.00	\$ 5.25	\$ 1,365.00	\$ 5.05	\$ 1,313.00	\$ 6.00	\$ 1,560.00
711-16-101	THERMOPLASTIC, STANDARD-OTHER SURFACES, WHITE, SOLID, 6"	GM	18.90	\$ 3,700.00	\$ 69,930.00	\$ 3,750.00	\$ 70,875.00	\$ 3,700.00	\$ 69,930.00
711-16-201	THERMOPLASTIC, STANDARD-OTHER SURFACES, YELLOW, SOLID, 6"	GM	11.90	\$ 3,700.00	\$ 44,030.00	\$ 3,750.00	\$ 44,625.00	\$ 3,700.00	\$ 44,030.00
711-16-231	THERMOPLASTIC, STANDARD-OTHER SURFACES, YELLOW, SOLID, 6"	GM	4.20	\$ 1,750.00	\$ 7,350.00	\$ 1,825.00	\$ 7,665.00	\$ 1,200.00	\$ 5,040.00
713-103-101	PERMANENT TAPE, WHITE, SOLID, 6" FOR CONCRETE BRIDGES	GM	0.08	\$ 25,000.00	\$ 2,000.00	\$ 25,350.00	\$ 2,028.00	\$ 37,000.00	\$ 2,960.00
713-103-201	PERMANENT TAPE, YELLOW, SOLID, 6" FOR CONCRETE BRIDGES	GM	0.08	\$ 25,000.00	\$ 2,000.00	\$ 25,350.00	\$ 2,028.00	\$ 37,000.00	\$ 2,960.00
					\$ 194,825.00		\$ 203,135.85		\$ 207,020.00
<b>TOTAL</b>					\$ 1,819,911.00		\$ 1,576,786.45		\$ 1,642,480.00

ALTERNATE 1: DRAINAGE IMPROVEMENTS									
PAY ITEM NUMBER	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
<b>GENERAL COSTS</b>									
120-2-2	BORROW EXCAVATION	CY	1,900.00	\$ 13.00	\$ 24,700.00	\$ 13.55	\$ 25,745.00	\$ 12.00	\$ 22,800.00
400-1-2	CONCRETE CLASS I ENDWALLS	CY	160.00	\$ 1,000.00	\$ 160,000.00	\$ 1,230.00	\$ 196,800.00	\$ 1,000.00	\$ 160,000.00
430-175-118	PIPE CULVERT, RCP MATERIAL, ROUND 18" CD	LF	14.00	\$ 200.00	\$ 2,800.00	\$ 305.00	\$ 4,270.00	\$ 85.00	\$ 1,190.00
430-175-124	PIPE CULVERT, RCP MATERIAL, ROUND 24" CD	LF	32.00	\$ 175.00	\$ 5,600.00	\$ 210.00	\$ 6,720.00	\$ 85.00	\$ 2,720.00
430-175-130	PIPE CULVERT, RCP MATERIAL, ROUND 30" CD	LF	85.00	\$ 175.00	\$ 14,875.00	\$ 200.00	\$ 17,000.00	\$ 85.00	\$ 7,225.00
430-982-125	MITERED END SECTION, OPTIONAL ROUND, 18" CD	EA	2.00	\$ 1,200.00	\$ 2,400.00	\$ 1,190.00	\$ 2,380.00	\$ 500.00	\$ 1,000.00
430-982-133	MITERED END SECTION, OPTIONAL ROUND, 30" CD	EA	1.00	\$ 2,400.00	\$ 2,400.00	\$ 2,020.00	\$ 2,020.00	\$ 1,000.00	\$ 1,000.00
570-1-2	PERFORMANCE TURF, SOD	SY	1,430.00	\$ 2.50	\$ 3,575.00	\$ 2.00	\$ 2,860.00	\$ 2.50	\$ 3,575.00
908104-1	CONTRACTOR'S SEDIMENT AND EROSION CONTROL	LF	1,760.00	\$ 3.00	\$ 5,280.00	\$ 4.05	\$ 7,128.00	\$ 2.00	\$ 3,520.00
9999-01	DEWATERING	LS	1.00	\$ 15,000.00	\$ 15,000.00	\$ 29,125.00	\$ 29,125.00	\$ 20,000.00	\$ 20,000.00
<b>TOTAL</b>					\$ 236,630.00		\$ 294,048.00		\$ 223,030.00

ALTERNATE 2: 3FT PAVED SHOULDER									
PAY ITEM NUMBER	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
<b>GENERAL COSTS</b>									
285-701	OPTIONAL BASE GROUP 1 (3.5' EACH SIDE)	SY	38,800.00	\$ 6.50	\$ 252,200.00	\$ 6.05	\$ 234,740.00	\$ 6.00	\$ 232,800.00
334-1-12	SUPERPAVE ASPHALTIC CONC., TRAFFIC B	TN	2,740.00	\$ 97.00	\$ 265,780.00	\$ 81.50	\$ 223,310.00	\$ 100.00	\$ 274,000.00
<b>TOTAL</b>					\$ 517,980.00		\$ 458,050.00		\$ 506,800.00

<b>GRAND TOTAL (BASE + ALTERNATE 1 + ALTERNATE 2)</b>					\$ 2,574,521.00		\$ 2,328,884.45		\$ 2,372,310.00
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**SECTION 00050-AGREEMENT**

THIS AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between, Jefferson County, Florida, hereinafter called "OWNER" and C.W. Roberts Contracting, Inc. doing business as a corporation, hereinafter called "CONTRACTOR". WITNESSETH: That for and in consideration of the payments and agreements herein after mentioned:

1. The CONTRACTOR will commence and complete the construction of the **JEFFERSON COUNTY – WAUKEENAH HIGHWAY WIDENING & RESURFACING.**

2. The CONTRACTOR will furnish all of the materials, supplies, tools, equipment, labor, and other services necessary for the construction and completion of the PROJECT described herein.

3. The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS within 10 calendar days after the date of the NOTICE TO PROCEED and will complete the project within **180** consecutive calendar days, thereafter unless the period for completion is extended otherwise by the CONTRACT DOCUMENTS. Liquidated damages for failure to substantially complete the project within the specified time will be set at **\$500.00** per day. Completion means that the OWNER can use the project as designed.

4. The CONTRACTOR agrees to perform all of the work described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of **\$ 2,328,884.45** as shown in the BID.

5. The term "CONTRACT DOCUMENTS" means and includes the following:

- (A) NOTICE TO RECEIVE SEALED BIDS
- (B) INFORMATION FOR BIDDERS
- (C) BID
- (D) BID BOND
- (E) AGREEMENT
- (F) PERFORMANCE BOND
- (G) PAYMENT BOND
- (H) NOTICE OF AWARD

- (I) NOTICE TO PROCEED
- (J) APPLICATION AND CERTIFICATION FOR PAYMENT
- (K) CHANGE ORDER
- (L) GENERAL CONDITIONS
- (M) SUPPLEMENTAL GENERAL CONDITIONS
- (N) NOTICE OF SUBSTANTIAL COMPLETION
- (O) CERTIFICATE OF FINAL COMPLETION
- (P) PUBLIC ENTITY CRIMES STATEMENT
- (Q) ANTI-COLLUSION STATEMENT
- (R) CONFLICT OF INTEREST DISCLOSURE FORM
- (S) DRUG FREE WORKPLACE
- (T) SUPPLEMENTAL TECHNICAL SPECIFICATIONS
- (U) DRAWINGS prepared by Dewberry Engineers, Inc.
- (V) ADDENDA

No. 1, dated \_\_\_\_\_

No. 2, dated \_\_\_\_\_

No. 3, dated \_\_\_\_\_

No. 4, dated \_\_\_\_\_

No. 5, dated \_\_\_\_\_

6. The OWNER will pay to the CONTRACTOR in the manner and at such times as set forth in the General Conditions such amounts as required by the CONTRACT DOCUMENTS.

7. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized official, this Agreement in two (2) copies each of which shall be deemed an original on the date first written above.

(SEAL)

ATTEST:

OWNER:

**JEFFERSON COUNTY, FLORIDA**

BY \_\_\_\_\_  
(Signature)

BY \_\_\_\_\_  
(Signature)

NAME \_\_\_\_\_  
(Please Type)

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

TITLE Chairman, Jefferson County  
Board of County Commissioners

(SEAL)

ATTEST:

CONTRACTOR:

BY \_\_\_\_\_  
(Signature)

BY \_\_\_\_\_  
(Signature)

NAME \_\_\_\_\_  
(Please Type)

NAME \_\_\_\_\_  
(Please Type)

TITLE \_\_\_\_\_

TITLE \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Employer Identification  
Number \_\_\_\_\_



END OF SECTION 00050

SECTION 00080-NOTICE OF AWARD

TO: C.W. Roberts Contracting, Inc.  
3372 Capital Circle NE  
Tallahassee, FL 32308

**PROJECT DESCRIPTION: WAUKEENAH HIGHWAY WIDENING & RESURFACING**

The OWNER has considered the BID submitted by you for the above described WORK in response to its Advertisement for Bids dated April 9, 2020, and Information for Bidders.

You are hereby notified that your BID has been accepted for items in the amount of \_\_\_\_\_ \$2,328,884.45. You are required by the Information for Bidders to execute the Agreement and furnish the required CONTRACTOR'S Performance BOND, Payment BOND, and certificates of insurance within ten (10) calendar days from the date of this NOTICE to you.

If you fail to execute said Agreement and to furnish said BONDS within ten (10) calendar days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER's acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By: \_\_\_\_\_  
Title: Chairman, Jefferson County Board of County

Commissioners

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged

By: \_\_\_\_\_ (Company Name).

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By: \_\_\_\_\_ (Print and Sign Name).

Title: \_\_\_\_\_.



# BOARD OF COUNTY COMMISSIONERS

## JEFFERSON COUNTY, FLORIDA

THE KEYSTONE COUNTY-ESTABLISHED 1827

1 COURTHOUSE CIRCLE; MONTICELLO, FLORIDA 32344

PHONE: (850)-342-0287

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**Stephen Fulford**

District 1

**Gene Hall**

District 2

**J T Surles**

District 3 Chairman

**Betsy Barfield**

District 4

**Stephen Walker**

District 5 Vice-Chair

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Parrish,

Please place ...on agenda (June 18th) for our next BoCC meeting.....my request for the board of commissioners to discuss the American Flag & the Prisoner Of War (POW) Flag.

Grazie,

Gene Hall

Commissioner

District 2

Jefferson County, Florida

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**Kirk Reams**

Clerk of Courts

**Parrish Barwick**

County Coordinator

**T. Buckingham Bird**

County Attorney

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## LOBBYIST REGULATIONS

### Sec. 2-338. - Definitions.

- (a) *Lobbying* shall mean communications, whether written or oral, by a lobbyist outside a duly noticed public meeting or hearing on the record with any member or members of the city commission, or any member or members of any decision-making body under the jurisdiction of the city commission, or any city employee, whereby the lobbyist seeks to encourage or influence the passage, defeat, modification or repeal of any item which may be presented for vote before the city commission, or any decision-making body under the jurisdiction of the city commission, or which may be presented for consideration by a city employee as a recommendation to the city commission or decision-making body.
- (b) *Lobbyist* means a person who is employed and receives payment, or who contracts for economic consideration, for the purpose of lobbying, or a person who is principally employed for governmental affairs by another person or governmental entity to lobby on behalf of that other person or governmental entity.
- (c) *Lobbying firm* means a business entity, including an individual contract lobbyist, that receives or becomes entitled to receive any compensation for the purpose of lobbying, where any partner, owner, officer, or employee of the business entity is a lobbyist.
- (d) *Principal* shall mean a person, firm, corporation, or other legal entity which has employed or retained a lobbyist.
- (e) *Employee* shall mean all persons employed by the City of Tallahassee.
- (f) *Decision-making body* shall mean any body established by the city commission.

(Ord. No. 11-O-03AA, § 1, 2-23-2011)

### Sec. 2-339. - Registration of lobbyists.

All lobbyists, as defined herein, shall register with the city treasurer-clerk on an annual basis, including payment of a \$25.00 fee for each principal so represented, prior to engaging in any lobbying. Lobbyists shall register by April 1, 2011, for the period April 1, 2011, to December 31, 2011. Thereafter, the annual period shall be the calendar year. Registration shall be updated to add or withdraw principals before a lobbyist commences lobbying on behalf of any new principal. Each lobbyist shall be required to register on forms prepared by the city treasurer-clerk. The lobbyist shall state under oath his or her name, business address, the name and business address of each principal represented, that the principal has actually retained the lobbyist, the general and specific areas of legislative interest, and the nature and extent of any direct business association or partnership with any current member of the city commission, city employee, or person sitting on a decision-making body. Each lobbying firm may register in the name of such firm, corporation or legal entity, provided the registration shall list the names of all persons who engage in lobbying as defined in this article. Failure to register, or providing false information in the lobbyist registration form, shall constitute a violation of this article.

(Ord. No. 11-O-03AA, § 1, 2-23-2011)

### Sec. 2-340. - Exemptions.

The following persons are not lobbyists as herein defined and shall not be required to register as lobbyists or to keep records as lobbyists:

- (1) City employees discussing government business;
- (2) Law enforcement personnel conducting an investigation;

- (3) Persons who communicate with board members or employees in an individual capacity for the purpose of self-representation, or on behalf of a family member, without compensation or reimbursement;
- (4) Consultants under contract with the city who communicate with city commissioners or city employees regarding issues related to the scope of services in their contract;
- (5) Any government officials or employees who are acting in their official capacity or in the normal course of their duties, unless they are proposing in a competitive procurement, or are government employees principally employed for, or whose substantial duties pertain to, governmental affairs lobbying;
- (6) Persons who make purely factual informational requests to a member of the city commission, member of a decision-making body, or employee with no intent to affect a decision or recommendation on any item; and
- (7) Persons or representatives of organizations contacted by a city commissioner, member of a decision-making board, or employee when the contact is initiated by that city commissioner, decision-making board member, or employee in his or her official capacity in the normal course of his or her duties to obtain factual information only.

(Ord. No. 11-O-03AA, § 1, 2-23-2011)

Sec. 2-341. - Validity of action.

The validity of any decision, action, or determination made by the city commission, decision-making board or employee shall not be affected by the failure of any person to comply with the provisions of this article.

(Ord. No. 11-O-03AA, § 1, 2-23-2011)

Sec. 2-342. - Quarterly compensation report.

Each lobbying firm shall file a compensation report, signed under oath, with the city treasurer-clerk for each calendar quarter during any portion of which such a lobbyist or lobbyist firm was registered under this article to represent a principal (hereinafter "reporting period").

- (1) Each lobbying firm shall file a quarterly compensation report with the city treasurer-clerk for each calendar quarter during any portion of which the lobbyist or one or more of the firm's lobbyists were registered to represent a principal. The report shall include the:
  - a. Full name, business address, and telephone number of the lobbying firm;
  - b. Name of each of the firm's lobbyists; and
  - c. Total compensation provided or owed to the lobbying firm from all principals for the reporting period, reported in one of the following categories: \$0.00; \$1.00 to \$49,999.00; \$50,000.00 to \$99,999.00; \$100,000.00 to \$249,999.00; \$250,000.00 to \$499,999.00; \$500,000.00 to \$999,999.00; \$1,000,000.00 or more.
- (2) For each principal represented by one or more of the firm's lobbyists, the quarterly compensation report shall also include the:
  - a. Full name, business address, and telephone number of the principal; and
  - b. Total compensation provided or owed to the lobbying firm for the reporting period from such principal, reported in one of the following categories: \$0.00; \$1.00 to \$9,999.00; \$10,000.00 to \$19,999.00; \$20,000.00 to \$29,999.00; \$30,000.00 to \$39,999.00; \$40,000.00 to \$49,999.00; or \$50,000.00 or more. If the category "\$50,000.00 or more" is

selected, the specific dollar amount of compensation must be reported, rounded up or down to the nearest \$1,000.00.

- (3) The quarterly compensation reports shall be filed no later than 30 days after the end of each reporting period. The four reporting periods are from January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31, respectively. The quarterly compensation reports shall be filed in the form provided by the city treasurer-clerk.

(Ord. No. 11-O-03AA, § 1, 2-23-2011)

Sec. 2-343. - Maintaining registrations and compensation reports.

The city treasurer-clerk shall accept and maintain the lobbyist registrations and quarterly compensation reports, which shall be open for public inspection.

(Ord. No. 11-O-03AA, § 1, 2-23-2011)

Sec. 2-344. - Prohibited conduct of city officials and employees.

- (a) No member of the city commission or employee of the city shall solicit or accept as compensation, payment, favor, service, or thing of value from a lobbyist or principal when such member of the city commission or employee, as specified above, knows, or with the exercise of reasonable care, should know, that it was given to influence a vote or recommendation favorable to the lobbyist or principal.
- (b) No member of the city commission or city appointed official shall appear before the city commission for compensation for two years from the date he/she leaves the city commission or city employment.

(Ord. No. 11-O-03AA, § 1, 2-23-2011; Ord. No. 14-O-44AA, § 2, 9-22-2014)

Sec. 2-345. - Compliance; penalties.

- (a) The city's ethics officer shall monitor lobbyists for compliance with this section, and shall develop procedures for suspension of lobbyists until compliance is attained. The ethics officer will alert the city commission to any instances of non-compliance, and will inform the city commission of any need to institute progressive penalties for repeat offenders.
- (b) The penalties for an intentional violation of this article shall be those specified in section 1-7 of this Code.

(Ord. No. 11-O-03AA, § 1, 2-23-2011; Ord. No. 14-O-44AA, § 2, 9-22-2014)

**Editor's note**— Ord. No. 14-O-44A, § 2, adopted September 22, 2014, changed the title of section 2-345 from "Penalties" to "Compliance; penalties." The historical notation has been preserved for reference purposes.

Secs. 2-346—2-356. - Reserved.

**JEFFERSON COUNTY  
APPEARANCE RECORD**

\_\_\_\_\_  
*Meeting Date*

Topic \_\_\_\_\_

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

*Street*

E-mail \_\_\_\_\_

*City*

*State*

*Zip*

Representing \_\_\_\_\_

*This form is part of the public record for this meeting.*

\_\_\_\_\_